

W1.35:12-425

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TM 12-425

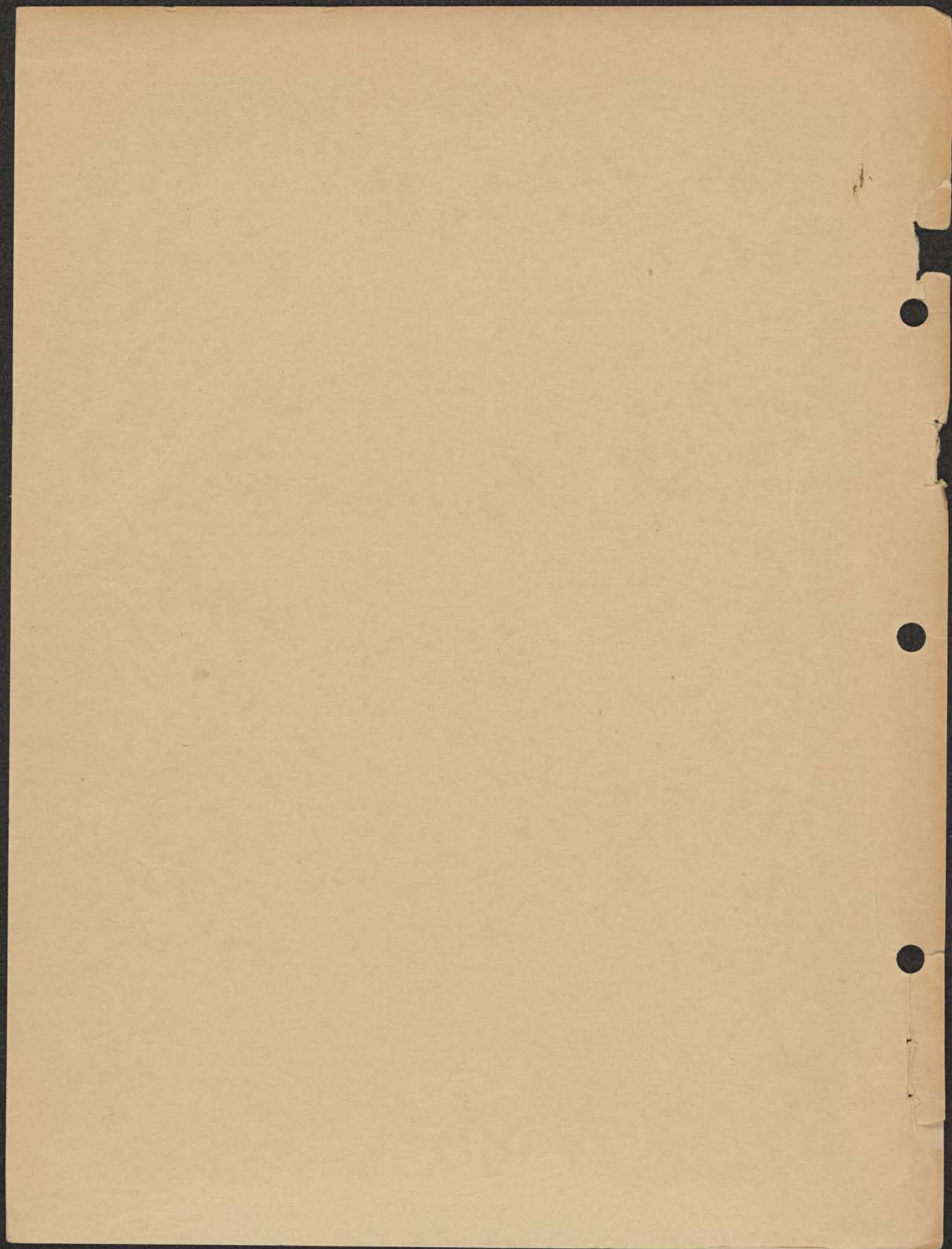
WAR DEPARTMENT TECHNICAL MANUAL

NON-CIRCULATING

PERSONNEL
CLASSIFICATION

WAR DEPARTMENT • 17 JUNE 1944

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TECHNICAL MANUAL
PERSONNEL CLASSIFICATION

CHANGES }
No. 1 }

TM 12-425, 17 June 1944, is changed as follows:

Paragraph 10a page 5, change word "misassignments" to "reassignments" in line 2, right-hand column.

Paragraph 10a page 5, delete the words "Army Service Forces replacement training centers will report such men directly to The Adjutant General, and," in line 9, right-hand column.

Paragraph 17b page 9, change standard score referred to from "60" to "85."

Paragraph 36c(5) (e) page 17, delete.

Paragraph 55f page 25, delete words "or potential" in line 5, left-hand column.

Paragraph 80c page 34, add at the end the sentence [AG 300.7 (30 Oct 44)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

J. A. ULIO
Major General
The Adjutant General

WAR DEPARTMENT

WASHINGTON 25, D. C., 15 December 1944

tence, "No entry will be made in this item for attendance at general or special service schools."

Paragraph 80d page 34, delete.

Paragraph 80e page 34, delete.

Remove pages 11 and 12 and substitute revised page 11 and page 12 herewith.

Remove pages 23 and 24 and substitute revised pages 23, 23A, and 24 herewith.

Remove pages 25 and 26 and substitute page 25 and revised page 26 herewith.

Remove pages 37 and 38 and substitute page 37 and revised pages 38 and 38A herewith.

Remove pages 39 and 40 and substitute revised pages 39, 40, and 40A herewith.

G. C. MARSHALL
Chief of Staff

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For explanation of symbols, see FM 21-6.

serves no useful purpose to permit men to draw comparisons by means of test scores.

b. Safeguarding of Test Material.

Test materials are restricted, and it is imperative that proper safeguards be maintained. To accomplish this end, cabinets or chests with adequate locking devices will be provided. Testing materials will be locked in such containers at all times when not in actual use. Frequent inventories will be made.

c. Disposition of Excess and Useless Testing Material. (1) Whenever a unit or station has on hand damaged, wornout, or obsolete test booklets, scoring keys, answer sheets, etc., such material will be destroyed by shredding or burning at the post where it is located. A commissioned officer will witness the destruction.

(2) Units possessing current test material in excess of their needs will report such excesses to appropriate post publication stockrooms or, if overseas, to appropriate distributing agencies, who, in turn, will report their surpluses to the Adjutant General depot serving them, for instructions as to disposition.

21. TEST SUPPLIES.

Test supplies, including test booklets, answer sheets, scoring keys, and manuals, will be secured from the Adjutant General depots for all tests authorized for routine use at induction stations, reception centers, special training units, replacement training centers, and WAC installations, *except* the following tests:

Oral Trade Questions.

Electricity and Radio Information Test,
TK-1, X-2.

Driver and Automotive Information Test,
TK-2, X-1.

Arithmetic Test, EA-3, X-2.

These tests can be obtained from The Adjutant General, Classification and Replacement Branch. Army Air Forces installation tests can be obtained from the Air Surgeon.

(3) If sufficient space is not available in this section, additional entries may be made in "Remarks."

51. ASSIGNMENT LIMITATIONS.

Assignment limitations entered in this item are of two general categories, namely, conscientious objectors and men on whom a physical profile serial has been accomplished.

a. Physical Profile Serial. Physical profile serial will be recorded and dated in this item, for example, 211211, 20 May 44, or 211211, 21 Aug. 44, etc., in accordance with existing instructions. WD AGO Form 20 completed prior to the effective date of the Physical Profile Plan, which shows physical limitations in this item, will not be changed. If a profile is subsequently accomplished for a soldier whose Form 20 already shows physical assignment limitation in nontechnical language, such physical profile serial will also be entered in this item. When deemed advisable for proper assignment or further clarification of the physical profile serial, notation may also be made in this section, in nontechnical language, of the physical limitation indicated by the physical profile serial entered. If space in this item is insufficient, reference will be made to item 28, "Remarks," and the statement will be continued under that item.

b. Conscientious Objector. The term "conscientious objector" will be used for enlisted men who are so certified by local selective service boards. Certified conscientious objectors will be assigned to units and installations of the Medical Department only. A man so classified may, at any time, apply in writing to his unit commander for reassignment to a combat unit. This request will be forwarded to his regimental or similar unit commander for approval and, upon such approval, reclassification and reassignment may be accomplished in the manner prescribed by AR 615-200. All reference on his records to "conscientious objector" will, in that case, be lined out, with date and initials of the officer making the change and the original request will be forwarded, by indorsement, to The Adjutant General.

52. SD (SUSPECTED DISLOYALTY).

No entry will be made in this item.

53. PREFERRED.

No entry will be made in this item.

54. ASSIGNMENT RECOMMENDED BY RECEPTION CENTER.

This entry will be made by the classifier at the reception center. The classifier will review all the items recorded by the interviewer and make his analysis as to the recommended military occupational assignment in which the new soldier may be potentially or actually qualified. This entry does not necessarily reflect the soldier's main or second best occupation, but may be based upon background, leadership, hobbies, etc. The classifier will record the TM 12-427 military occupational title and specification serial number. The recommendation for a particular arm or service or for probable leadership may also be entered parenthetically when there are strong reasons for so specifying.

Examples:

"Automobile Mechanic—014."

"Basic—521 (FA)."

"Basic—521 (Leadership probable)."

55. CLASSIFICATION IN MILITARY SPECIALTIES.

As soon as an enlisted man has demonstrated his ability to perform a military job as skilled or semi-skilled, or has demonstrated potential ability, the military specialty in which he is considered qualified will be recorded in this item. The practice of failing to give a soldier a military specialty in accordance with his skill merely because the Table of Organization does not authorize that many or such specialists, or of awarding a military specialty merely to fill a T/O vacancy, is prohibited.

a. Designation. Enter the exact TM 12-427 military occupational title of the skill in which the soldier is being classified.

b. Spec. Ser. No. Record the TM 12-427 military occupational specification serial number of the title entered.

c. Degree of Skill. The soldier's degree of efficiency in the military occupational specialty will be determined by his company commander or section chief, in collaboration with the unit personnel officer. The three possible ratings which can be entered are:

(1) *Potential.* If he has sufficient familiarity with his tools and equipment and has such aptitudes and qualities as clearly warrants the assumption that he will become qualified as semiskilled or skilled with additional training and experience. Such men should be able to perform the various elements of the job under close supervision.

(2) *Semiskilled.* If he can perform his duties under similar conditions but requires supervision.

(3) *Skilled.* If the enlisted man has demonstrated that, given the tools and equipment of his occupation, he can perform all of his duties under sustained field, combat, or operating conditions without supervision beyond that inherent in the job itself. On all issues of the W.D., A.G.O. Form No. 20 containing separate columns for "Potential," "Semiskilled," and "Skilled," this entry will be made by recording the date of determination, in the appropriate column, for example, "10 Sep 43." In addition, the initials "RTC" will be recorded along with the degree of proficiency, skilled, semiskilled, or potential, in those cases where an MOS is acquired through replacement training center training. (See par. 14c, TM 12-427.) On issues of the qualification card prior to 1 February 1942, a saving of lines can be accomplished by entries as follows:

Designation	Spec. Ser. No.	Degree of skill		Date of class
Cook	060	S-SK 4 Apr 43 RTC	SK 4 Nov 43	

The "Date of classification" column may then be used to indicate "Type of equipment," where applicable.

d. Type of Equipment. The particular type of equipment used in the military job in which the soldier has been classified will be entered in this column, when applicable. For example:

Designation	Spec. Serial No.	Potential	Semiskilled	Skilled	Type of equipment
Cannoneer	531		3 May 43 RTC		155 MM

e. Deletion. Entries will be deleted only when it becomes apparent from actual and reasonable trial that the soldier cannot satisfactorily perform the duties of the specialty either for physical or psychological reasons or because of lack of knowledge or skill. Action for deletion of the military specialty will be initiated by the soldier's immediate commander as soon as the deficiency becomes apparent. Where deletion is contemplated, the organization commander who recommended the rating will be consulted if possible. The deletion

will be made by a qualified officer lining through and initialing the entry. Entries will not be removed for disciplinary reasons. When a military occupational specialty is deleted, a reference will be made to "Remarks" and a statement made under "Remarks" stating briefly the reason for the disqualification.

f. Entries for Service Schools. Upon completion of a specialty at a service school, when, in the opinion of the commandant of the school, the

enlisted man is able to perform the specialty in at least a semiskilled manner, an entry will be made in this item. In addition, the initials "SS" will be recorded along with the degree of proficiency, skilled, semiskilled, or potential in those cases where an MOS is acquired through completion of a service school. (See par. 14c, TM 12-427.) Entries under "Classification in military specialties" will include the title of the military classification, the specification serial number of the specialty, the date of graduation, and the type of equipment with which the enlisted man is proficient. Classification as "Skilled" or "Semiskilled" should be approached from the viewpoint of job performance as well as ability or proficiency as a student.

Example:

Designation	Spec. Serial No.	Potential	Semiskilled	Skilled	Type of equipment
Teletypewriter mechanic	239		23 Aug 43 SS		M-14 M-15 M-19

If, in the opinion of the commandant, the enlisted man is not qualified as skilled or semiskilled, no entry will be made in this item.

g. Potential NCO. Where a soldier exhibits marked qualities of leadership during the training period, prior to transfer he will be given a military occupational specialty, and an additional entry, "Pot. NCO" will be marked in red ink under the "Degree of skill" columns in this section. For W.D., A.G.O. Form No. 20 (1 Feb 1942 edition), the words "Pot. NCO" will be entered in the unused Degree of Skills column; these will ordinarily be the "Potential" and "Semiskilled" columns. For W.D., A.G.O. Form No. 20 issued to 1 February 1942, the entry "SK," "S-SK," or "Pot" will be followed by the words "Pot. NCO" written in red ink. For example, if a soldier had been trained in a replacement training center as an automatic rifleman, SSN 746, during training had exhibited marked qualities of leadership, and had been an acting corporal, the entry under the "Classification in military specialties" section would be "Automatic rifleman, 746, Pot. NCO, 10 Feb. 44."

56. REMARKS.

The space provided under "Remarks" is to be used for supplementary information and facts of

value in further explanation and description of other items on the card. Also, certain information is specified for entry therein. If the space in any other item on the card is insufficient to complete information called for, the additional facts are to be recorded under "Remarks." The usual manner of recording is to print "See 28" in the original item, signifying that reference is made to "Remarks" for further information; then, in "Remarks," immediately preceding the entry, cross-reference is made to the original item on the card by indicating the number of the item, in parenthesis. While entries should be made in "Remarks" whenever necessary, the space is to be conserved and used in a judicious manner. Start each entry immediately following the preceding one, and do *not* start each entry on a separate line. All entries will be as brief as

possible and will have a direct bearing on the soldier's qualifications as they relate to military duty assignments.

a. Prison Records. Records of confinement in a penal or correctional institution, either prior to or during military service will *not* be entered on the W.D., A.G.O. Form No. 20.

b. Religious Preference. No entry indicating religious preference will be made on the W.D., A.G.O. Form No. 20.

c. Driving Ability and Qualification in Arms. In issues of qualification cards which do not contain specific items for entering driver's experience and qualification in arms, these items will be reproduced under "Remarks" in the approximate form as shown on 1 April 1943 or later editions of the qualification card. Instructions for making entries in these items are contained in paragraphs 59 and 60.

d. Scarce Categories of Specialized Skill. The symbol "(OPS)" will be entered in red ink under "Remarks," at the reception center, for each soldier considered qualified within one or more of the fields of specialized skill enumerated in current directives on Scarce Categories of Specialized Skill. When the Personnel Placement Questionnaire, W.D., A.G.O. Forms Nos. 0850 and 0850a,

have been executed and forwarded in conformity with existing directives, an entry will be made in red ink as: "0850 fwd 2 Feb 44." The commanding officer of each replacement training center, or other unit, may line out the symbol "OPS" on Form No. 20 of individuals whose qualifications are considered not to meet the specifications shown in the current directives on Scarce Categories of Specialized Skill.

e. Oversea Service. Dates of departure from and arrival at a port in the United States, or the boundary of the continental United States, will be entered in this item. *Example:* "Left contl. U. S. 16 Mar 44. Returned 25 Nov 44." Day of departure and day of return are included.

f. Close Overhead Fire. Notation will be made under "Remarks," regardless of date of issue of the WD AGO Form No. 20, the first time an individual is subjected to close overhead fire on an infiltration course. Model remark: "Infiltration Course 18 Jun 43."

57. RECORD OF CURRENT SERVICE.

a. Entries to be made. An entry will be made in this section whenever a soldier—

(1) Receives 1 week or more of basic or individual training at a reception center, replacement training center, or unit.

(2) Undergoes a permanent change in principal duty. Minor or temporary changes will not be entered.

(3) Changes grade. (In order to avoid the necessity of using an additional line for change of grade when such change of grade does not involve change of duty, this may be entered in pencil for the current grade. When a new line is accomplished for any of the other reasons cited herewith, the entry on previous line will be completed in ink.)

(4) Is transferred to a new organization, company, unit, or installation.

(5) Goes on detached service for over 30 days.

(6) Attends a service school.

(7) Participates in Army Specialized Training Program. (See sec. VII.)

(8) Has been a prisoner of war and returns to the jurisdiction of the United States Army.

(9) Is separated from the service.

b. Recording. The individual parts of this item will be entered as follows:

(1) *Date.* The date of the change of status will be entered in this column, for example: "4 Feb 44."

(2) *Organization and station.* For designated Table of Organization units enter only the designation of the company and unit. For numbered serv-

ice units, detachments and other installations, enter the official designation (and number, if any) of the unit, detachment or installation, and the station to which assigned. Official abbreviations are authorized.

(3) *Grade.* Record the grade held by the enlisted man at the time of the entry.

(4) *Principal duty.* Enter a title descriptive of the general nature of the principal duty, for example: "Truck driver," "Typist," etc. Individual training carried on under a Mobilization Training Program will be entered as, for example: "17 Wks Indiv Tng Compl Per MTP 21-2,- 15 Apr 44." If a specialized training school is attended such information should also be recorded, for example: "Spec Tng Sch (course) Compl (number of weeks) (date)." A duty will not be considered a principal duty until such time as it has been performed for a period of at least 1 month. Entry may be made in pencil until such time as the duty is determined to be a permanent change of principal duty, at which time it will be completed in ink.

(5) *Spec. Ser. No.* Enter the appropriate TM 12-427 military specification serial number for the principal duty recorded. When entries are made on cards issued prior to 1 September 1943, the specification serial number will be entered after the title of the principal duty.

(6) *Returned Prisoner of War.* Record date of capture and "Prisoner of War," along with the name of the country capturing or holding the enlisted man a prisoner. *Example:* "6 Jun 1943—Japan—Prisoner of War." On the next line an entry will be made to indicate the date and the manner in which he returned, such as escaped, exchanged, or repatriated. Entry will also be made for a soldier evading capture or returned after internment in a neutral country.

(7) *Termination of service.* Upon termination of service for any cause, an appropriate entry will be made in this item, showing date of termination and reason therefor, for example: "4 Feb 44—Disch. Conv. of Govt.," or "2 Jan 44—Commissioned 2d Lt. AUS" or "4 March 44—Killed in action."

58. DATES AND SIGNATURES.

a. Entries. (1) *Date of enlistment or induction.* The date of enlistment or induction will be entered at the first interview either by printing, typing or stamping, and will be recorded as, for example, "25 Jan 44." Cross out either "Induction" or "Enlistment" to eliminate the inapplicable word. In the case of enlisted men of the National Guard inducted into Federal service, record the date of enlist-

complete and accurate enough for anyone reading the card to have an adequate understanding of the work performed by the officer.

d. Name and Address of Employer.

In this space record the name and complete address of the employer.

e. Dates Employed and Remuneration. Record the inclusive years of employment after "From" and "To." Months and days need not be shown unless the employment was for a period of less than 1 year. Under "Monthly salary or income" enter the average monthly wage received.

f. Specification Serial No. Line out the words "AR 605-90" (or AR 615-26) and enter "TM 12-405" immediately above. Proper code numbers for the work history recorded will be found in TM 12-405. Directions for the use of TM 12-405 are self-contained. The words "Occupational dictionary code" will be lined out. No Occupational Dictionary Code is entered.

92. QUALIFICATION IN MILITARY SPECIALTIES.

The following procedures and minimum qualifications are established and will obtain in designating military occupational specialties:

a. Definition. A military occupational specialty is a title applying to a group of related duties and responsibilities normally requiring special knowledge and skills acquired through formal training, experience, or education.

b. Purpose. Military occupational specialties are assigned to provide code numbers and titles for recognized military jobs and their qualifications by which officers, commissioned and warrant, may be requisitioned and assigned in accordance with the needs of the Army.

c. Awarding Military Occupational Specialty. One or more military occupational specialties may be acquired in one of the following manners:

(1) Successful completion of a course in a general or special service school if it has been determined by the training branch or section of the appropriate command, arm, or service that the course qualifies a graduate in a military occupational specialty upon completion thereof and without service on the job.

(2) On-the-job training or duty assignment for sufficient time that in the opinion of the rating officer such performance has been at least very satisfactory and that the officer is fully qualified to perform the duties provided for in the specifications. Normally a period of at least 30 days should precede assign-

ment of military occupational specialties under these circumstances.

(3) Through civilian experience, when it has been a practical counterpart of the military job, plus such military orientation or indoctrination as is necessary to the satisfactory performance of such job. Normally such period of time should be a minimum of 30 days. Under such circumstances the assignment of the military occupational specialties must be concurred in by the rating officer.

NOTE. The above methods are to be construed as establishing only minimum standards for the assignment of the military occupational specialties, and each major command may establish such additional requirements as it deems necessary and such methods as will assure adherence to these minimum standards.

d. Recommendation of Assignment.

In order to assure the most appropriate initial assignment of officers, an entry of probable military occupational specialties will be made, with pencil, in this item. Such entry will not constitute a fully qualified designation of the skill but will be considered as a recommendation for assignment purposes only. Pencil entries will not be reported to the Machine Records Unit. When the officer has been found fully qualified, and the military occupational specialty assigned in accordance with c above, the entry will be made in ink and reported to the Machine Records Unit.

e. Use of Military Occupational Specialty. The requirements and use of each military occupational specialty, together with identifying code numbers, are listed in TM 12-406 and 12-407. Prompt reporting of military occupational specialty, when assigned, to the Machine Records Unit will serve to utilize fully the knowledge and skills of the officers in the Army.

f. Rescission or Removal of the Military Occupational Specialty. Military occupational specialties entered on the WD AGO Form No. 66-1 may be removed or rescinded by lining out the military occupational specialty. This may be accomplished for the following reasons:

(1) When it is obvious that the military occupational specialty is wrong, that is, when neither the officer's duty assignment record, background, or school record correlates with such military occupational specialty. Rescission in such case shall be made by the current rating officer.

(2) When, in the judgment of the rating officer, the officer concerned is no longer qualified for such specialty. In such instances, concurrence in writing must first be obtained from the rating officer's im-

mediate superior or such other authority as may be designated by each of the major commands.

(3) When a "Manner of performance" rating of "Unsatisfactory" has been rendered. Such rating shall constitute authority for rescission of the military occupational specialty.

NOTE. Rescission or removal of the military occupational specialty will be shown on the Morning Report under "Remarks" and forwarded to the Machine Records Unit servicing the command. Lined out military occupational specialty will be initialed and dated by the responsible officer.

g. Recording. Enter the appropriate TM 12-406 or 12-407 military occupational specialty title in which the officer has been qualified. Record the appropriate TM 12-406 or 12-407 specification serial number and enter the date of qualification. On editions of the WD AGO Form No. 66-1 issued prior to 1 September 1943, the words "Primary" and "Secondary" are to be lined out and these items combined, and all military occupational specialties will be added to this section in ink, chronologically, as acquired.

93. INITIAL INTERVIEW BY.

Print or type date of interview, and name, grade, and arm or service of the interviewing officer. The signatures of the interviewing officer and of the officer being interviewed will be entered in the appropriate lines. Facsimile signatures will not be used.

94. REMARKS.

This item will be used for further information for which there is either no appropriate space on the card or insufficient room in the space provided. All entries will be as brief as possible and will have a direct bearing on the officer's qualifications as they relate to military duty assignments. Examples of specific information which should be recorded under this item include:

a. Prior Service. Prior enlisted service (other than service school record) or length of service in Army Specialist Corps will be entered under this item. *Example:* "EM 5 Yrs.—3 Yrs. Regt Sgt Major—2 Yrs. Rad Opr."

b. Campaign Medals and Ribbons. Campaign medals and ribbons which the officer is authorized to wear will be shown in this item. *Example:* "Auth: Am. Def. Medal; Am. Theater Ribbon." Authority to wear service bars will also be shown in this item.

c. Religious Preference. Religious preference of the officer will be entered in this item. If

the officer's preference is Protestant, the denomination should be entered, if possible. *Examples:* "Rel Pref: Catholic" or "Rel Pref: Baptist." If the officer specifically states that he has no religious preference, enter "Rel Pref: None."

d. Detail to Specific Arms or Services. Entry will be made in this item relative to all details to specific arms or services and the dates thereof. The original entry will indicate the arm or service to which detailed, with the effective date thereof, followed by word "terminated," allowing sufficient space thereafter for subsequent entry for date of termination of such detail. *Example:* "Det. FA, 1 May 42, Term."

e. Training in Map Reading. When the officer has completed the prescribed course in map and aerial photography reading or is certified as proficient in these subjects, an entry will be made in this item showing such completion, for example, "Qual. Map and Aerial Photo. Read." followed by the date of such qualification.

f. Close Overhead Fire. Notation will be made in this item, regardless of date of issue of the WD AGO Form No. 66-1, the first time an individual is subjected to close overhead fire on an infiltration course. *Example:* "Infiltration Course 10 Jan 44."

g. Requirements For Oversea Service. Other items covered in preparation for overseas service which are not indicated above, as for example, "Chlorine Gas Chamber" may be shown under "Remarks" if deemed essential for completion of the officers record. In order to conserve space, these entries may be made without adhering strictly to authorized abbreviations. However, care will be exercised to insure that entry is comprehensible.

h. Qualification in Arms. On issues of the WD AGO Form No. 66-1 issued prior to 1 September 1943, which do not contain a specific item for entering qualification in arms, this item will be reproduced under "Remarks," in the approximate form as shown on 1 September 1943 or later editions of the qualification card. Instructions for making an entry in this item are contained in paragraph 95.

i. Disciplinary Action. No entry will be made concerning any disciplinary action taken against any officer.

j. Source of Commission. Information as to the method whereby a commission was obtained, other than graduation from officer candidate school,

will be entered concisely in this item. *Example:* "Grad Sr ROTC Univ of Kansas June 1935 Inf," or "Aptd Spec-Res AUS 1940."

k. Oversea Service. Dates of departure from and arrival at a port in the United States, or the boundary of the continental United States, will be entered in this item. *Example:* "Left contl. U. S. 16 Mar 44. Returned 25 Nov 44." Day of departure and day of return are included.

l. Reassignment Pursuant to Reclassification Board Proceedings.

When an officer is reassigned pursuant to recommendations of Reclassification Board based on proceedings covering period for which an unsatisfactory manner of performance rating has been entered on WD AGO Form 66-1, an entry will be made in this item. *Example:* "Reassigned under par. 17, SO 40, WD, 16 Feb 44, pursuant recommendation of Reclassification Board."

95. QUALIFICATIONS IN ARMS.

Entry will be made in this item showing the firing

accomplished with individual, crew-served, and combat vehicular weapons. Entries will include—

a. Qualification Firing. Note the weapon, course fired, qualification attained, score, and date the individual fires any weapon for qualification.

Example:

QUALIFICATION IN ARMS

Weapon	Course	Qualified	Score	Date
Rifle, M1	"A"	S	127	1 Jul 43
LMG (cs)	Qual	EG	218	9 Sep 43

b. Familiarization or Other Firing.

When an officer completes familiarization firing, or when he is transferred prior to completing, or for any other reason fails to complete prescribed qualification or familiarization firing, make one entry for each weapon fired, noting the weapon, course fired (or started), total number of rounds fired, and date when individual fired weapon last.

Example:

QUALIFICATION IN ARMS

Weapon	Course	Qualified	Score	Date
Carbine M1	Fam		20 rds	19 Sep 43
Pistol			15 rds	20 Oct 43
MG, HB	CS-A		50 rds	3 Nov 43

96. MAINTENANCE OF W.D., A.G.O. FORM NO. 66-1.

The commanding officer of the headquarters where the cards are filed is responsible for obtaining and recording all information on officers in his command. It is the responsibility of each officer's unit commander to transmit to the headquarters where the cards are filed, all changes necessary to keep the cards current.

97. REMAKING W.D., A.G.O. FORM NO. 66-1.

a. When it is necessary to remake the qualification card for any reason other than "Record of service" item being filled, the qualification card will be copied exactly, unless definite error is discovered in previous entries, together with date of initial interview and date the card was remade. The officer remaking the card will sign as interviewing officer rather than

copying the name of the original interviewing officer. If the "Record of service" item becomes filled, the information contained therein will be consolidated and summarized at the discretion of the officer remaking the card. Such information may be consolidated by "Manner of performance" rating when such consolidation will also give a fair indication of the various types of duty performed by the officer. The old card will then be destroyed by the responsible officer.

b. Cards of Warrant Officers. Cards of warrant officers who accept commissions or Army Specialist Corps members separated from that Corps for the purpose of accepting a commission in the Army of the United States will not be transmitted to The Adjutant General's office. In such cases entries in inapplicable items will be lined out and initialed by the officer correcting the card, and necessary changes made. A new W.D., A.G.O. Form No. 66-1 may be prepared when the condition of the original card so requires.

98. DISPOSITION OF W.D., A.G.O. FORM NO. 66-1.

a. Initial Assignment. When an officer is initially assigned his qualification card will be mailed to the headquarters of the unit to which assigned.

(1) After the officer has been assigned or transferred to a subordinate unit, the card will be sent to the commanding officer of that unit for his information, after which it will be returned for file. The card will not be rolled, creased, or folded. When forwarded by mail, a heavy protecting envelope of appropriate size, marked, "Do not fold, roll, or crease," will be used and, when available, cardboard backing will be used as an additional protection.

b. Transfer Within United States. (1) When an individual officer is transferred to another station within the United States, his qualification card will be mailed to the headquarters of the unit to which transferred in time to arrive simultaneously with or ahead of the officer.

(2) When a unit changes station, the qualification cards of the officers assigned or attached thereto will be transferred with the unit records in the custody of the commander of the unit.

c. Transfer to Oversea Station or From Oversea Station to The United States. (1) When an individual officer is transferred to an oversea station from the United States the commanding general of the port of embarkation through which the officer travels will cause to be

prepared an extract of qualification card incorporating items 1, 2, 3, 4, 5, 6, 7, 8, and 15. Extract will be certified by an administrative officer on the port staff. The officer being transferred will sign the extract acknowledging receipt of the original qualification card. The original qualification card will then be delivered to the officer and the extract mailed to The Adjutant General, Washington 25, D. C., marked "Attention, Officers Branch, Records Section."

(a) When an individual officer is transferred to an overseas station from the United States and moves directly to a port of embarkation for trans-shipment overseas, his qualification card will be mailed to the port of embarkation in time to arrive simultaneously with or ahead of the officer.

(b) When an individual officer is transferred to a replacement depot in the United States for utilization as an overseas loss replacement his qualification card will be mailed to the replacement depot in time to arrive simultaneously with or ahead of the officer.

(c) When an officer is transferred from a replacement depot on a shipment number, his qualification card will be given to the escort officer for delivery to the commanding general of the port of embarkation.

tion who will then follow the procedures prescribed in c (1) above.

(2) When an individual officer is transferred to the United States from an overseas station, he will carry his qualification card with him. Prior to delivering the card into the custody of the individual, his commanding officer will cause to be prepared an extract of qualification card, incorporating items 1, 2, 3, 4, 5, 6, 7, 8, and 15. The extract will be certified by an officer other than the individual to whom it pertains. The officer being transferred will sign the extract acknowledging receipt of the original card. The original card will then be delivered to the officer and the extract mailed to The Adjutant General, Washington 25, D. C., marked Attention: Officers' Branch, Records Section.

(3) When a unit is moved either to or from an overseas station, the qualification cards of the officers assigned or attached thereto will be transferred with the unit records in the custody of the commander of the unit.

(4) When for any reason an officer is returned to the United States from an overseas station, his qualification card will be forwarded as outlined in paragraph c (2) or (3) above.

[illegible]

FIGURE 3. SAMPLE OF COMPLETED W.D., A.G.O.
FORM NO. 66-1—FRONT VIEW.

d. Officers will be considered to be traveling individually, regardless of number, whenever they are not assigned or attached to an organization or a provisional unit moving to same destination.

e. A component of a division or similar unit, when detached therefrom, will take with it the qualification cards of the officers assigned thereto.

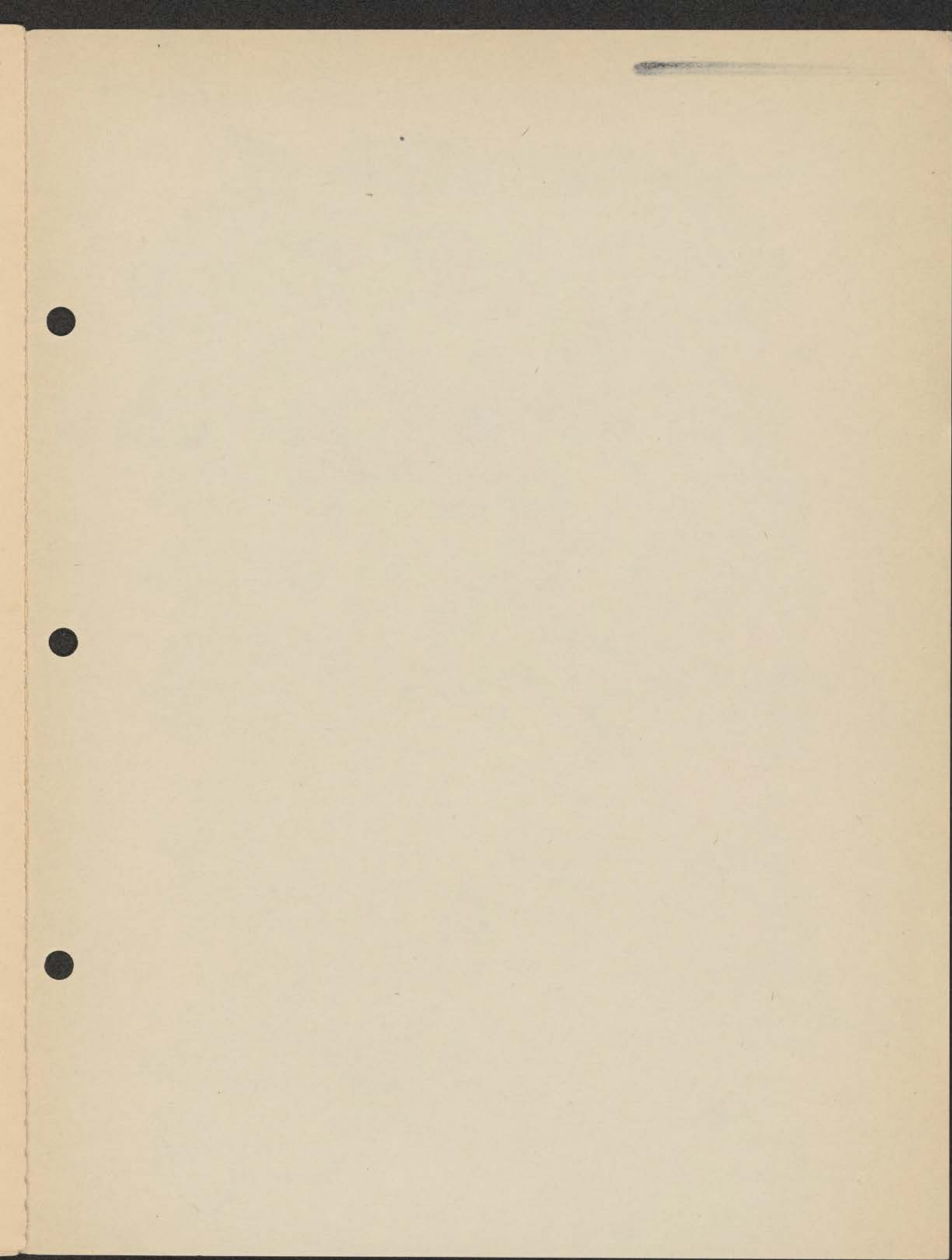
f. Completed qualification card for each officer will be forwarded upon transfer except when the transfer is between organizations or installations of the same

command and station; for example, between elements of a division. Qualification cards will not be forwarded to general or special service schools unless such officers are to be reassigned at the completion of the course. Where cards are not forwarded, the commandant of the school will furnish a report of the successful or unsuccessful completion of the course; where cards are forwarded the commandant will cause appropriate entries to be made prior to the

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the second is the fact that the
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TECHNICAL MANUAL
PERSONNEL CLASSIFICATION

CHANGES }
No. 2 }

WAR DEPARTMENT
WASHINGTON 25, D. C., 10 April 1945

TM 12-425, 17 June 1944, is changed as follows:
Paragraph 42a page 20, delete ". Such a work history" in line 5, left-hand column.

Paragraph 42a page 20, change "derivation" to "derivative" in line 6, left-hand column.

Paragraph 55g page 25, insert the word "prior" between "issued" and "to" in line 11 of this paragraph.

Figure 2 (Sample Card) page 29, change NOTE at top of card to read "TM 12-425" in place of "AR 615-25."

[AG 300.7 (15 Jan 45)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

J. A. ULIO
Major General
The Adjutant General

G. C. MARSHALL
Chief of Staff

DISTRIBUTION:

AAF (10); AGF (10); ASF (2); Dept (10); S Div ASF (1); Tech Sv (2); SvC (10); PC&S (1); Gen & Sp Sv Sch (5); USMA (2); ASTU (1); ASF Tng Ctr (5); Pers Reasgt Ctr (10); Recep. Ctr (10); AGF Repl Tng Ctr (15); A (10); CHQ (10); D (5); R (2); Sep Bn (3)
Refer to FM 21-6 for explanation of distribution formula.

THE
1914

THE 1914

The first of the year was a very dry one, and the crops were not very good. The weather was very hot, and the crops were not very good. The first of the year was a very dry one, and the crops were not very good. The weather was very hot, and the crops were not very good.

The second of the year was a very wet one, and the crops were not very good. The weather was very hot, and the crops were not very good. The second of the year was a very wet one, and the crops were not very good. The weather was very hot, and the crops were not very good.

The third of the year was a very dry one, and the crops were not very good. The weather was very hot, and the crops were not very good. The third of the year was a very dry one, and the crops were not very good. The weather was very hot, and the crops were not very good.

The fourth of the year was a very wet one, and the crops were not very good. The weather was very hot, and the crops were not very good. The fourth of the year was a very wet one, and the crops were not very good. The weather was very hot, and the crops were not very good.

serves no useful purpose to permit men to draw comparisons by means of test scores.

b. Safeguarding of Test Material. Test materials are restricted, and it is imperative that proper safeguards be maintained. To accomplish this end, cabinets or chests with adequate locking devices will be provided. Testing materials will be locked in such containers at all times when not in actual use. Frequent inventories will be made.

c. Disposition of Excess and Useless Testing Material. (1) Whenever a unit or station has on hand damaged, wornout, or obsolete test booklets, scoring keys, answer sheets, etc., such material will be destroyed by shredding or burning at the post where it is located. A commissioned officer will witness the destruction.

(2) Units possessing current test material in excess of their needs will report such excesses to appropriate post publication stockrooms or, if overseas, to appropriate distributing agencies, who, in turn, will report their surpluses to the Adjutant General depot serving them, for instructions as to disposition.

21. TEST SUPPLIES.

Test supplies, including test booklets, answer sheets, scoring keys and manuals, will be secured upon requisitions made to appropriate distributing agencies. For all authorized Army personnel classification tests, distributing agencies are indicated in War Department Circular 443, 1944, as amended Section I, War Department Circular 7, 1945, and Section IV, War Department Circular 82, 1945.

Section V

INTERVIEWING

22. DEFINITION.

An interview is a planned and controlled conversation, with the objective of securing all possible data from the soldier that will be of value to the service.

23. INTERVIEWING TECHNIQUES.

a. The Army's primary interest in the new soldier is: What has he done? What can he probably learn to do? The interviewer must remember that he is gathering actual information, facts, and data pertaining to the soldier. He should open the conversation with something of interest to the soldier that will put him at ease and yet suggest that the Army is interested in him as an individual. The interviewer should be on the alert and evidence interest in the information obtained. He should endeavor to understand the other man's point of view. He must discount his own bias and cultivate an open mind.

b. Successful interviewing is difficult when the soldier is unduly fatigued, frightened, or irritated. Pleasant surroundings, with maximum privacy, are desirable. Ample time should be allowed for the interview, which should be adjusted to the poise and alertness of the soldier. Impatience with slow talkers will often defeat the accuracy of the interview. Questions should be asked in a courteous but businesslike manner, keeping the soldier aware of the definite purpose of the interview. Questions should be worded so they are easily understood. Leading questions should be avoided. Questions which imply a certain answer usually receive that answer.

c. The interviewer must get all the pertinent data. While some facts come easily, in the form of specific statements, many start out as mere clues which must be interpreted carefully and drawn out skillfully if the soldier's full potentialities are to be revealed.

d. The successful interview will be terminated in such a way that the person being interviewed will feel that something definite has been accomplished, and that the time spent in conducting the interview has benefited both himself and the Army.

24. SPECIALIZED INTERVIEWING.

For good results, specialized interviewing is desirable whenever possible. This requires that men be interviewed by personnel having similar occupational backgrounds. Specialized selection of interviewers is particularly important when military occupational specialties are to be reviewed, verified, or corrected.

25. INITIAL INTERVIEW.

It is the business of the interviewer who conducts the initial interview to obtain, with the greatest accuracy, information relative to the soldier's ability, acquired skills and other pertinent data and to record this information on the proper form, W. D., A. G. O. Form No. 66-1 (Officer's and Warrant Officer's Qualification Card), W. D., A. G. O. Form No. 66-2 (AAF Officer's Qualification Record), and W. D., A. G. O. Form No. 66-3 (AAF Medical Officer's Qualification Record) in the case of commissioned personnel, and W. D., A. G. O. Form No. 20 (Soldier's Qualification Card) in the case of enlisted personnel. Detailed and complete information must be secured and must be recorded on the proper form during the interview, not after the interview has been completed. Preliminary notes should be taken on scratch paper. Even the most practiced interviewer cannot trust his memory and there must be no chance for error.

26. REINTERVIEW.

The objectives of the reinterview vary according to station of the soldier and the kind of information required. For instance, at a replacement training center or its equivalent, the object of the reinterview is usually to check the card for accuracy and to determine the most suitable training assignment for the soldier concerned. Reinterviews are indicated periodically as the soldier changes assignments or for a variety of other reasons. At the reinterview, the conversation is usually so controlled as to secure information to be recorded in only a few items on

(2) **Replacement cards.** When a soldier's qualification card is removed from the file for any purpose, a blue bordered replacement card will be inserted in its place. This card will record the enlisted man's name, the location of the original card, and the date of its removal from the file. The use of the replacement card is particularly important when qualification cards are removed from the file and kept under consideration for some time pending final disposition.

c. **Transfer.** For each man transferred to or remaining assigned to Enlisted Reserve Corps or Regular Army Reserve, the Form 20 will be forwarded to the commanding general of the service

command in which is located the place of residence designated by the enlisted man upon his release from active duty.

d. **Discharge.** For each man discharged from the Army the Form 20 will be destroyed at the time the Service Record is forwarded to The Adjutant General.

e. **Missing in Action, etc.** For each man missing in action, captured by the enemy or absent without leave, the Form 20 will be forwarded to The Adjutant General.

f. **Deceased.** For each man deceased the Form 20 will be destroyed 30 days subsequent to the transmittal of an official report of death.

NOTE: DO NOT ATTEMPT TO FILL OUT THIS CARD WITHOUT FIRST READING INSTRUCTIONS CONTAINED IN VERY CAREFULLY

SOLDIER'S QUALIFICATION CARD

(21) PREVIOUS MILITARY EXPERIENCE

ARM OR SERVICE	YEARS IN EACH	HIGHEST GRADE	CATEGORY # & A. R. R. (1-4)	LAST DUTY STATION (1-4)	SPECIAL TRAINING RECEIVED	SPECIFIC NATURE	*YEARS NOS	DATE (1-4)
INF	4	CAPT	NOTE	36	BASIC + ADVANCED		4	36

(22) SERVICE SCHOOLS, ARM OR SERVICE

SCHOOL	NUMBER OF WEEKS	COURSE	YEAR GRADUATED AND RATING (IF ANY)

(23) ASSIGNMENT LIMITATIONS

(24) SD

(25) PREFERRED

(26) ASSIGNMENT RECOMMENDED BY RECEPTION CENTER ACCOUNTANT 268

(27) CLASSIFICATION IN MILITARY SPECIALTIES

SPECIALTY	POTENTIAL	STATUS	DATE
RIFLEMAN	745	15 MAR 44	
CLERK-TYPIST	405	4 MAY 44	
ADM - NCO	502	9 JUN 44	

(28) REMARKS (15) SOME HOME RADIO REPAIRS. INFILTRATION COURSE SNAR. 44; MALARIA TNG COMPLETED 4 APR 44

(30) DATE OF INDUCTION 10 DEC 1943

(31) DRIVES AUTO ☒ **TON TRUCK** ☐ **MOTORCYCLE** ☐

HOLDS MARYLAND **STATE DRIVER'S PERMIT**

(32) QUALIFICATIONS IN ARMS

WEAPON	COURSE	GRADE	SCORE	DATE
RIFLE-M1	C	ER	195	27 FEB 44

THIS CARD MUST ACCOMPANY THE SOLDIER UPON TRANSFER

IMPORTANT - UNDER NO CIRCUMSTANCES WILL THIS CARD BE FOLDED, ROLLED, OR CREASED

Figure 2. Sample of completed W.D., A.G.O. Form No. 20—Back view.

Section VII

ARMY SPECIALIZED TRAINING PROGRAM

62. GENERAL.

Various entries on the WD, AGO Form No. 20 have been authorized for the Army Specialized Training Program. Symbols for entries on this form will be found in appendix to TM 12-427. The following instructions will govern in recording these symbols on the WD, AGO Form No. 20.

63. TRAINEE SYMBOL.

For all trainees in both basic and advanced curricula, the trainee symbol appropriate to the curriculum in which enrolled will be recorded under "Record of current service." On Form No. 20 of an edition earlier than the revision of 1 September 1943, the word "Trainee" followed by the appropriate trainee symbol will be recorded as the "Principal duty." On the revision of 1 September 1943, the word "Trainee" will be recorded as the "Principal duty" and the trainee symbol will be recorded as the "SSN." When a trainee is transferred to a curriculum other than that in which initially enrolled, an appropriate change will be made under "Record of current service." When a trainee is graduated from one curriculum and enrolled in another an additional entry under "Record of current service" will be made.

64. GRADUATE SYMBOL.

a. When a trainee is graduated from any curriculum for which there has been provided a graduate symbol, including both basic phase and advanced phase curricula, a thin line will be drawn in pencil through the code previously entered under "Main occupation," on the WD, AGO Form No. 20, and directly above this code will be entered in pencil the symbol for the curriculum from which graduated.

b. An entry will be made in the case of a graduate of a curriculum who is continuing in the program in another curriculum as well as in the case of a graduate who is separated from the program. In the case of the graduate who is continuing in another curriculum, the graduate symbol thus entered will remain unchanged until such time as the trainee is graduated from the curriculum in which continued, when the previous graduate symbol will be erased and the new symbol entered in lieu thereof in the manner indicated in *a* above. If a graduate who continues in the program in another curriculum is separated from the program prior to graduation from the curriculum in which continued, the symbol previously entered will remain unchanged, except as provided in *c* below.

c. A trainee who is separated from the program prior to graduation for a special assignment based on training received under the Army Specialized Training Program will be considered a graduate of the curriculum in which enrolled when separated, and graduate symbol for the curriculum from which separated will be entered under "Main occupation."

d. Changes made under "Main occupation" in accordance with the foregoing instructions will not be punched on WD, AGO Form No. 20.

e. A trainee who is initially assigned to the Army Specialized Training Program in an advanced term will not be considered a graduate of a basic phase curriculum.

65.

If the designated space is insufficient for the entry, a notation "see 28" will be made under "Record of current service" or "Main occupation" as the case may be, and the appropriate entry made under "Remarks," shown as "(29)" or "(13)."

c. **Over-Age in Grade.** A penciled check mark "✓" will be entered in this space if the officer's age places him in a nontroop duty age status. If subsequent promotion places the officer within the troop-duty age limit, the check mark will be removed. Maximum age-in-grade limitations for duty with troop units, other than Army Air Forces, are:

Colonel.....	55
Lieutenant Colonel.....	52
Major.....	47
Captain.....	42
First Lieutenant.....	36
Second Lieutenant.....	36

Maximum age for assignment of officers of the non-promotion list services to troop units is 56 years, except that for assignment to the staff of a field army, the maximum is 58 years. An officer will be considered over age-in-grade the day he attains the age prescribed above.

d. **Retired.** Enter a check mark in the space allotted when a retired officer is recalled to active duty.

77. SERVICE OR RESIDENCE OUTSIDE CONTINENTAL U. S.

If the officer has spent at least 3 consecutive months in a foreign country, print the name of the country as it was designated prior to 1935, followed by a notation, in parentheses, of the last year of the service or residence. In the spaces "Years" and "Months" record the years and months opposite the respective countries in which he had service or residence. This item refers to residence or military service prior to the present war and will not include tours of foreign duty after 7 December 1941. If either the word "Service" or "Residence" does not apply, line out the inappropriate word. If an officer has served or resided in more than one country outside the continental United States, enter the name of the last country served or resided in, the date of the termination, and the duration of such service or residence in that country. Cross reference to "Remarks," if necessary, and there indicate other countries of service or residence and duration of stay in each.

78. ENTRY ON EXTENDED ACTIVE DUTY.

Official orders provided the source for this information. Date of original entry, authority (par. and

SO No.), issuing headquarters, and date of issuance of the order, are required. If the officer was not continued on extended active duty after the initial period, indicate such break under "Remarks." This item is not completed for regular army officers. For retired officers, the date of and authority for return to active duty will be indicated in this space.

79. GRADE-APPOINTMENTS AND PROMOTIONS.

Enter the date of the appointment or promotion in which serving currently, in the appropriate rectangle. Any subsequent promotions, whether temporary or permanent, will be entered in like manner. Temporary promotions will be entered in the upper half of the rectangle to allow room for recording the date of permanent promotion to the same grade. The date of rank in grade will be secured from official orders. Dates of appointment or promotion prior to the grade in which an officer is serving at the initiation of his W.D., A.G.O. Form No. 66-1 may also be entered.

80. RECORD OF SERVICE. (Enter principal duty).

a. **Period Covered.** For Regular Army Officers (except retired officers on active duty) the record of service will cover only those principal duties performed since 1 January 1942. For all other officers, including retired officers on active duty, the record of service will cover only those principal duties performed since 1 July 1940.

b. **When Recorded.** Whenever an officer is detailed or assigned to a principal duty, appropriate temporary pencil entry will be made on the first unused line. This temporary entry will be made permanent (entered in ink) under the following conditions:

(1) When a principal duty has been performed for a period of at least 1 month, and—

(a) There is a change in principal duty.

(b) The officer is reassigned.

(c) The individual's immediate superior is reassigned.

(d) When a pool officer, who is attached to an organization, performs specific duties for a period of 30 days or more.

(e) When an officer goes on temporary duty for a period of 30 days or longer.

(2) When a principal duty has been performed for a period of less than 1 month, and—

(a) The service has been characterized by meritorious or unsatisfactory performance of duty.

(b) The nature of the principal duty was such as to be of value in the selection of the officer reported on for a future duty assignment.

(3) *When ordered on temporary duty.* An entry is required in this item whenever an officer is on any duty of a temporary nature, away from his permanent assignment, for a period of 30 days or longer. No entry will be made in this item for attendance at general or special service schools. Such entries will be made in accordance with paragraphs 81 and 82, below.

(4) *When reported in and returned from a status of prisoner of war, missing in action, etc.* Entry will be made under this item whenever an officer has been a prisoner of war and returns to the jurisdiction of the United States Army. Record date of capture and "Prisoner of War", along with the name of the country capturing or holding the officer a prisoner. On the next line an entry will be made to indicate the manner in which he returned, such as "Escaped", "Liberated", or "Repatriated", and the date. Entry in a similar manner will also be made for an officer returned after being missing in action, evading capture, or returned after internment in a neutral country. *Example:* "Prisoner of War—Japan—1 May 42", "Liberated—5 Feb 45".

(5) *Whenever an efficiency report is rendered.* (See par. 3, AR 600-185). *Example:* To indicate that WD AGO Form 67, Efficiency Report, has been rendered, the number sixty-seven will be entered in parentheses (67) before entering the officer's initials.

(6) *When returned to the United States from overseas assignment.* When an officer is returned to the United States in accordance with the provisions of War Department Circular 8, 1945, a statement will be made in the item relative to such return.

Example: "Retd. U. S. per Para, WD Cir. 8, 1945."

(7) *Upon termination of service.* Final entry will be made in this item, at termination of service, giving cause of termination, and date. *Example:* "Kd in action—4 Jan 44" or "Disch conv of govt—3 Feb 44".

c. Manner of Recording. The entries in this item will be rendered as follows:

(1) *Type of duty.* The entry in this column will be a descriptive and accepted military designation of a principal duty. If more than one type of duty is performed, care will be exercised to insure that only the principal duty is recorded. Type of duty is defined as follows:

(a) *Command.* A record of duty involving command of combat troops during periods of training in preparation for combat and/or active participation in combat.

(b) *Staff.* A record of duty involving duty of a planning and/or policy-forming nature as a member of or on duty with the general staff corps or on the special staff of a commanding officer.

(c) *Administrative.* A record of duty involving the supervision and/or execution of duties of an administrative nature.

(d) *Special.* A record of specialized duty such as "Exchange Officer," "Public Relations Officer," "Athletic Officer," etc.

(2) *Unit, organization, or station.* Under this column, if the unit or organization is given, the station will be omitted; if an agency or installation is given, the station will be shown.

(3) *Dates.* Enter the inclusive dates covering the period during which the duty was performed. Enter the day, abbreviation for month, and year.

(4) *Manner of performance.* This entry is a numerical index of the officer's proficiency in the

Type of duty	Unit organization or station	Dates		Manner of performance	Initials
		From—	To—		
REGT ADJ	201st INF-----	1 Jul 44	31 Dec 44	4 5	(67) ABC

performance of a specific duty. It will be determined by the use of a work sheet to be composed of paragraphs G, K, and M of WD AGO Form 67, and will be recorded on WD AGO Form 66-1 in its numerical form (see example in subparagraph b(5), above).

(5) *Initials.* "Manner of performance" rating will normally (see (d) below) be entered and initialed by the reporting officer (individual's immediate military superior), or, in his absence, by the custodian of the WD AGO Form 66-1. If the rating is the result of an efficiency report, the custodian of the WD AGO Form 66-1 may be authorized to enter and initial the entry.

d. Procedure in Absence of Reporting Officer. Where it is not practicable for the reporting officer (individual's immediate military superior) to enter and initial a manner of performance rating as indicated above, the reporting officer will initiate a letter report direct to the officer having custody of the WD AGO Form 66-1, stating the numerical manner of performance rating. The latter officer is authorized to make and initial the entry under these circumstances.

81. SPECIAL SERVICE SCHOOLS.

Entries under this item will include attendance at officers' service schools, officer candidate schools, and certain civilian institutions attended by medical officers. Attendance at division, regimental, or unit schools, and at domestic or foreign special service schools temporarily in existence during the First World War will not be recorded in this item but may be shown briefly under "Remarks." Lists of the service schools which will be recorded will be found in appendix IVa. The entry will include the inclusive dates of attendance at the school, abbreviated school name, title of course pursued, and check mark "✓" placed in the appropriate column showing successful or unsuccessful completion of the course. Entry will also be made in this item for U. S. Armed Forces Institute Courses. See example, Changes No. 1 to paragraph 50f.

82. GENERAL SERVICE SCHOOLS.

Only the year will be entered in the spaces for "Army War College," "Army Industrial College," and "Naval War College." For the "Command and General Staff School," the year will be indicated, with the title of the course.

83. LANGUAGES.

The officer's ability to speak, write, or translate a language other than English will be indicated by placing the words "Well," "Some," or "Little," in the appropriate rectangle. Languages not listed may

be entered under "Other." More explicit information, such as the dialect he can speak, write, or translate and the date the language was last used, will be obtained and entered concisely under "Remarks" if space in this item is insufficient for the information. See appendix III for a list of the more common languages encountered.

84. MARITAL STATUS AND DEPENDENTS.

Place a check mark "✓" in the appropriate space to show the officer's present marital status. After "Dependents" record in ink, in arabic numerals, dependents of an officer, other than his wife, who are dependent on him in whole or in part.

85. LEGAL RESIDENCE.

Enter in this space the location of the residence declared by the officer to be his legal residence or the domicile of his immediate family. If the officer does not have such permanent residence, it may be desirable to enter the name of a bank or other commercial firm with which he will be in contact. Regular Army officers may give their legal address as "The Adjutant General, Washington 25, D. C."

86. EMERGENCY ADDRESSEE.

The name, address, and relationship of the person whom the officer wishes to have advised of his status will be recorded in pencil, to facilitate change. This person may be wife, parents, parents-in-law, friend, lawyer, pastor, or any other person the officer wishes to designate. It should be someone whose address is not likely to change. Where there is no legal relationship, the term "Friend" will be used.

87. EDUCATION.

a. High School. Indicate the number of semesters, school years, or fractions thereof, as $1\frac{1}{3}$ or $2\frac{1}{2}$, etc., not as 1 year 4 months or 2 years 6 months. Under "Name of institution" record only the city and state in which the last high school attended is located. Under "Subject majored in" indicate the major subject such as "Academic," "Commercial," "Agricultural," or "Vocational." These may be abbreviated. High School will include grades 9 to 12, and no distinction will be made between junior and senior high schools. Under "Graduated" check the appropriate rectangle. No entry will be made under "Degree." Under "Year left school" enter the last year of attendance at high school.

b. College or University. Record only the name of state universities. For other colleges and universities enter the name of the institution and the state in which located. Include junior colleges above 12th grade, as well as college or university

proper. Descriptive entries will be made in the "subject majored in" space for college or university work. The United States Military Academy will be entered as a college. Under "Graduated" check the appropriate rectangle. Indicate any degree received under "Degree." Record the last year of college attendance under "Year left school."

c. **Postgraduate.** This pertains only to colleges or universities offering graduate work for advanced degrees. Therefore, nothing will be entered here unless the officer has received a Bachelor's or equivalent degree from a college or university. Entries under "Postgraduate" will be made in the same manner as for "College or university" above. Combined courses, such as 6-year law courses, leading to two degrees will be entered entirely as college and not postgraduate work.

88. TESTS. No tests have, as yet, been authorized for officers. This space will, therefore, be left blank until such time as tests are authorized.

89. PARTICIPATING SPORTS.

The Army is interested only in sports in which the officer was recently active. If the officer only participated and did not excel in any of the named sports, place a check mark "✓" in the blank box. If he coached or excelled, place the check mark "✓" in the box marked "c" or "xl," beside the particular sport. If he both coached and participated, or coached and excelled, place check mark "✓" in two boxes. Do not check both "Participated" and "Excelled," because if he excelled he obviously participated. If the officer played on a school, semi-professional, or professional team, the name and location of the team will be indicated, together with the name of the sport in parenthesis above the name and location of the team. Write in any other sport not named, and indicate the degree of participation in the appropriate box. The officer's ability to coach is of main interest. An officer who excelled should be able either to teach the sport or to supervise activities therein. Other sports may be suggested by the following:

Archery	La crosse
Bowling	Polo
Fencing	Soccer
Football	Swimming
Golf	Tennis
Hockey	Track
Hunting	Trapshooting
jiu-jitsu	Wrestling

90. ACTIVE HOBBIES.

Check the appropriate rectangle to indicate named hobbies. Only hobbies having military significance

will be entered in the space "Other," such as are suggested by the following:

Art and illustration
Ballistics
Bird training
Camouflage
Chemistry
Cryptology (codes and ciphers)
Drafting
Electricity
Horse breeding
Languages
Map making
Mathematics
Mechanics
Model making
Theatrical entertainments
Woodworking

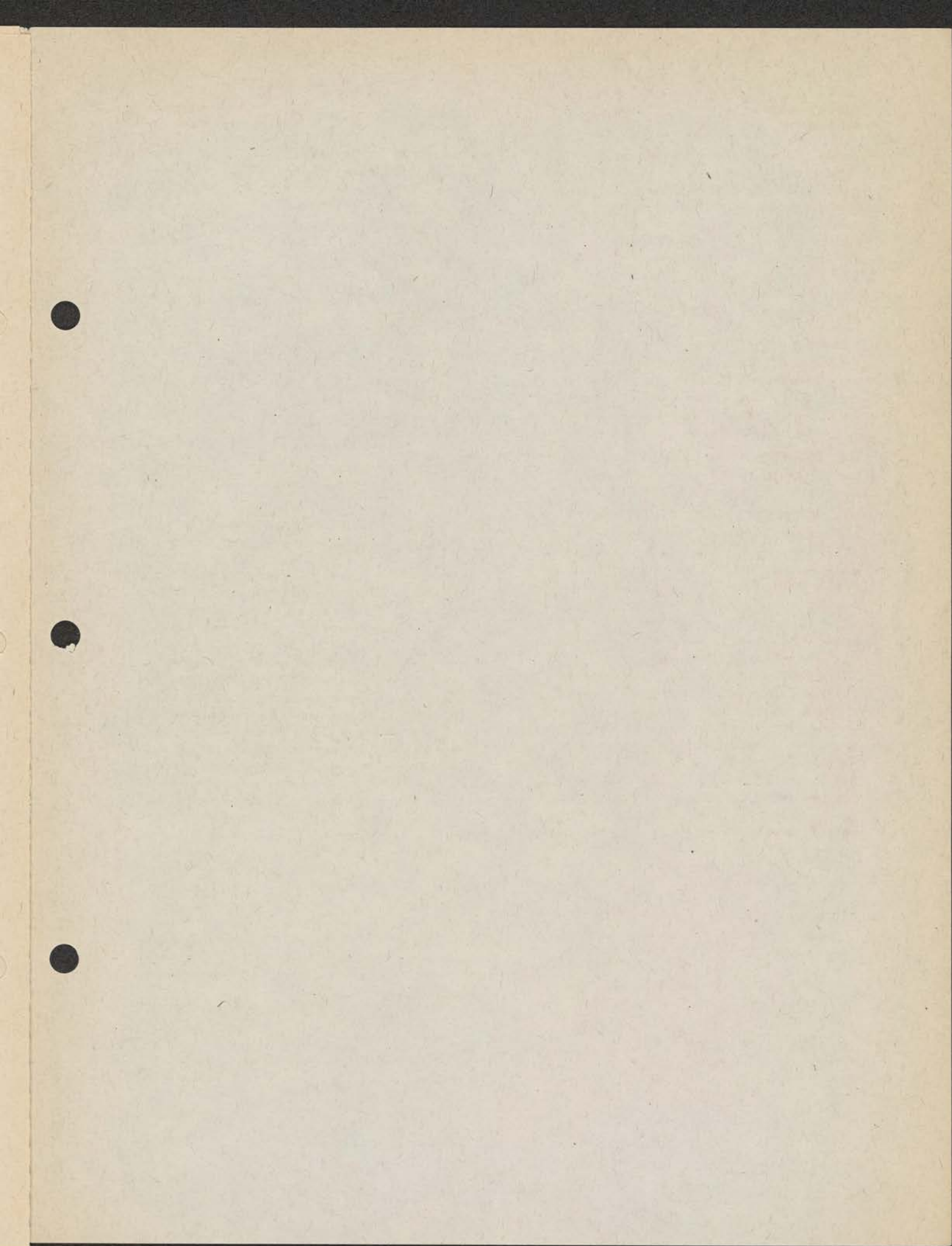
Hobbies such as coin collecting, dancing, attending movies, stamp collecting, etc., are not to be recorded.

91. MAIN AND SECONDARY CIVILIAN OCCUPATIONS.

a. **General.** These items will not be utilized for regular army officers. In dealing with these important items, take down the complete occupational history by making notes on a scratch pad. These notes are to be carefully checked, verified, and corrected. The best way to secure the information is to cover the most recent employment first; then proceed in reverse chronological order to earlier work. The preliminary discussion will disclose the number of jobs held, years engaged in each, and the average monthly salary. This information will give a broad picture of the officer's work history so that an interviewer may make a preliminary analysis of the various jobs. A general idea of the type of work the officer has been doing has now been secured. The next step is to get detailed information for the analysis. The fact that these data must be accurate cannot be overemphasized. If the officer has more than one occupation, weigh one factor against another to determine which has more evidence to substantiate its claim as the main occupation. If two jobs compare closely on length of employment, recency, salary, etc., but one requires a higher degree of skill than the other, the more skilled job will ordinarily be the main occupation.

b. **Title of Your Position or Job.** In this space enter a descriptive title of the work history recorded.

c. **Explain What you Did.** Record this information in a brief manner. Be sure that it is





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CHANGES }
No. 3 }

WAR DEPARTMENT
WASHINGTON 25, D. C., 7 April 1945

TECHNICAL MANUAL

PERSONNEL CLASSIFICATION

TM 12-425, 17 June 1944, is changed as follows:
Paragraph 30c, page 14, between "weight" and
"do" insert the words "from accompanying papers."
Paragraph 56f, page 26, delete.
Appendix IVa, page 167, delete "School for
Special and Morale Services" and substitute "School
[AG 300.7 (29 Mar 45)]

for Personnel Services" in left hand column.

Appendix IVb, page 168, Arm or Service Schools,
add "School for Personnel Services 20"
in right hand column.

Remove pages 7, 8, 9 and 10, and substitute
revised pages 7, 8, 9, and 10 herewith.

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

J. A. ULIO
Major General
The Adjutant General

G. C. MARSHALL
Chief of Staff

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AGF Repl Tng C (15); A (10); CHQ (10); D (5); R (2); SBn (3).

Refer to FM 21-6 for explanation of distribution formula.

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THE SECRETARY
OF THE ARMY

WASHINGTON, D. C.

OFFICE OF THE SECRETARY

TO THE SECRETARY OF THE ARMY
FROM THE SECRETARY OF THE ARMY
SUBJECT: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

roster prepared by the Machine Records Unit may be used, if desired, as the informational roster. Information contained on the informational roster will be modified to meet the requirements of each organization and each roster will carry a statement

to the effect that qualification cards (WD AGO Form 20), recording the current status of each enlisted man, are available to organization officers.

c. An extract of a sample completed roster appears below.

To Company Commander, Co. A.

10 Feb 1944
Hq. 10th Inf.

Grade	Name	ASN	Education	AGCT score	MA score	Main civ. occup.	Asgt status (GA or LA)*	MOS	Duty assignment		
									Old	New	Degree skill
Cpl	Adams, P. L.	36142152	HS grad 1 yr. bus. school	II-116	III-102	Clerk-typist	GA	405	405		
Pvt	Brown, A. F.	35182104	10 yrs. HS	III-98	II-118	Truck-driver	GA	745	745	014	S-SK

*General assignment or limited assignment.

14. INVENTORY OF SPECIALISTS.

The inventory of specialists, which is prepared by the unit personnel section at intervals determined by higher headquarters, consists of a comparison of the number of military occupational specialists on

hand (O/H) with the number of such specialists authorized by Tables of Organization (T/O) or allotment of the unit and the resulting overage or shortage (O/S). An extract of a sample inventory of specialists appears below.

INVENTORY OF SPECIALISTS.

Date.....

Legend: ○ = shortage.

Organization.....

MOS	Hq and Hq Co. 1st Bn			Co. A			Co. B			Co. C			Co. D			Total		
	T/O	O/H	O/S	T/O	O/H	O/S	T/O	O/H	O/S	T/O	O/H	O/S	T/O	O/H	O/S	T/O	O/H	O/S
014	2	2			1	1							1	2	1	3	5	2
055		1	1					1	1								2	2
060	3	2	①	4	5	1	4	3	②	4	4		4	4		19	18	①
824	1	1		1	2	1	1	1		1		①	1	1		5	5	
Total	6	6		5	8	3	5	5		5	4	①	6	7	1	27	30	3

The inventory of specialists or the MOS Status Report prepared by Machine Records Unit, as forwarded through higher headquarters, will be the basis of the adjustment of overages and shortages within the subordinate units and organizations. Enter explanatory remarks, if considered

necessary, to justify overages and shortages of personnel on the inventory of specialists or MOS Status Report forwarded to higher headquarters. Any shortages which remain after adjustment will be the basis for requisitioning personnel.

SECTION IV

TESTING

15. GENERAL.

Various tests have been devised as an aid to assist in the proper classification of the soldier. These tests are employed at several stages of the classification process. Tests are used by classification and assignment personnel to obtain a better estimate of an individual's abilities and aptitudes than can be gained from an interview alone. The personnel consultants and the classification and assignment officers in induction stations, reception centers, special training units, training centers, special service schools of the various arms and services, and tactical units use tests as an integral part of classification and assignment procedure.

16. TYPES OF TESTS.

Army needs dictate the types of tests to be used. Each test has been developed for a particular purpose and use; therefore, it is important to choose the right test for each classification or selection problem. No test will be used which has not been previously authorized by The Adjutant General. Requests for special tests will be forwarded to The Adjutant General, Classification and Replacement Branch. Only scores of authorized tests will be recorded on WD AGO Form 20. Circular No. 443, War Department, 1944, as amended by section I, Circular No. 7, and section IV, Circular No. 82, War Department, 1945, and subsequent amendments, contain lists of authorized personnel classification tests. Some of these tests, together with the primary echelons in which they will be used, are listed below. Those tests marked with an asterisk (*) may be given in other echelons than the primary one for which they are listed. Decisions to use tests in other echelons should take into consideration both the problem and the characteristics of the available tests.

a. Induction Station Tests.

Qualification Test, Q-1, Q-2
Group Target Test-1, GT-1
Individual Examination IE-1
Nonlanguage Individual Examination, NIE-1

Classification Test, R-1*

Oral Trade Questions, Volume I, Supplements A, B and C*

b. Reception Center Tests.

Army General Classification Test, 3a*
Army Radio Code Aptitude Test, ARC-1*
Oral Trade Questions, Volume I, Supplements A, B and C*

c. Special Training Unit Tests.

Army Illustrated Literacy Test DST-11a
Army Individual Test, AIT-1*
Unit Tests, DST-12, DST-13, DST-14, DST-15

Unit Test in Arithmetic, DST-16a

d. Training Center Tests.

Clerical Aptitude Test, CA-1*
Dictation Test*
General Mechanical Aptitude Test, MA-2, MA-3*

Nonlanguage Test, 2 a, b, c*

Typing Test*

e. Army Air Forces Installations.

Trade Information Test, TC-1a
General Technical Test, TC-2a
Weather Aptitude Test, TC-3a
Cryptography Test, TC-4a
Nut and Bolt Manual Dexterity Test, TC-5a
U-bolt Assembly Test TC-6a
Technical Trade Test, TC-7a

f. Women's Army Corps Tests.

Classification Test, R-1*
Women's Classification Test, WCT-2
(Formerly called Mental Alertness Test, MAT-2)

Typing Test*

Army General Classification Test, 3a*

Mechanical Aptitude Test, MA-4, X-1

Clerical Aptitude Test, CA-2, X-2

Army Radio Code Aptitude Test, ARC-1*

Driver and Automotive Information Test, TK-2, X-1

Arithmetic Test, EA-3, X-2

Oral Trade Questions, Volume I, Supplements A, B and C*

g. Army Specialized Training Program Tests. Special selection and achievement tests have been constructed for the Army Specialized Training Program; these tests are authorized for this program only.

h. United States Disciplinary Barracks and Rehabilitation Center Tests. Tests are authorized for use in United States Disciplinary Barracks and Rehabilitation Centers in accordance with current War Department directives.

17. INSTRUCTIONS FOR USE OF TESTS.

Manuals providing instructions for administering and scoring are furnished for all authorized tests. Additional information will be found in TM 12-260. Qualifying scores of the various tests are set by special directives.

a. Induction Station Tests. Procedures for testing at armed forces induction stations are described in the manual *Psychological Examining, A Manual for Induction Stations*, 1 February 1943, and apply as amended and supplemented by letter AG 220.01 (23 Mar 44) OC-H-SPGAP, 19 May 1944, subject: "Standards and Procedures for Determining the Minimum Mental Capacities Required for Induction into the Armed Forces," and subsequent directives.

b. Reception Center Tests. The Army General Classification Test will be given to all men except illiterates and non-English speaking men. The Army Radio Code Aptitude Test will be given to all men who receive a standard score of 85 or more on the Army General Classification Test. It is desirable that these tests be given before the interview so that the scores will be available to the interviewer. The Oral Trade Questions will be given by the interviewer when there is a need to check trade knowledge. These tests will be administered in accordance with the instructions contained in volume I of the Oral Trade Questions.

(1) In testing enlisted men at reception centers, no man will be excluded from the test by any rough criterion such as completion of the fourth grade. This practice is undesirable in that it presents opportunity for error when men are confused and unaccustomed to their new surroundings. Men who were found to be illiterate at induction stations will not be given the Army General Classification Test until near the conclusion of training in the

Special Training Unit. For such men, entry on the WD AGO Form 20 will be made in pencil at the reception center, indicating illiterate or non-English, and Form 20 will not be punched for these items. Completion and punching of these items will be done at the conclusion of training in the Special Training Unit.

(2) Tests will be given to men only when they are in normal physical or mental condition. The test period will be scheduled for a time of day when men are not likely to be fatigued; it will be neither late in the day nor following hours of strenuous work. Men who are ill or who have just been given inoculations are in no condition to be tested. Unless these precautions are observed, the test does not present a true picture of the man's normal capabilities. A commissioned officer qualified to conduct tests will be present in the testing room during the administration of each test and will supervise and control test procedure.

(3) A standard score of 110 or better on the Army General Classification Test is required for attendance at an officer candidate school. A standard score of 115 or better on the Army General Classification Test is required for participation in the Army Specialized Training Program. This will not be construed to include scores made on 2 abc or other nonlanguage classification tests.

c. Special Training Unit Tests. The Army General Classification Test will be given to all men assigned to Special Training Units near the conclusion of such training, including men tested prior to such assignment.

d. Training Center Tests. The Clerical Aptitude Test, CA-1, will be given to men being considered for clerical training who have had no clerical experience. The Nonlanguage Test, 2 abc, may be given to men who, by reason of lack of language or literary skill, are unable to make a valid score on the Army General Classification Test. The General Mechanical Aptitude Test may be administered at training centers for the purpose of selecting men to attend training courses of a mechanical nature.

e. Army Air Forces Installations Tests. These tests will be given as directed in Army Air Forces Manual 35-1, 3 April 1944.

f. Women's Army Corps Test. The testing program of the Women's Army Corps is conducted in accordance with directives and manuals issued. Classification Test R-1 is given to all appli-

cants for Women's Army Corps. If a retest is necessary at the recruiting station, the Women's Classification Test, WCT-2 is used. The Army General Classification Test is given to all members of the Women's Army Corps at the training centers.

g. Army Specialized Training Program Tests. These tests are administered in accordance with monthly directives issued by The Adjutant General.

18. RETESTING.

Readministration of any authorized test will be permitted when in the opinion of the Commanding Officer the original test is considered invalid for any reason. Whenever possible an alternate form of the test should be used. Results of retests will be recorded on the WD AGO Form 20 with date of administration. Alteration of test scores on WD AGO Form 20, without retesting, is regarded as a falsification of official records. Corrections of improper entries should be indicated as such. Tests should not be administered more than twice.

19. ARMY GRADES AND STANDARD SCORES.

The manner of interpreting scores on Army tests has been prescribed in the manuals for administration of such tests. Raw scores, standard scores, and Army grades bear no relation to such concepts as the "IQ" (intelligence quotient), or "MA" (mental age). Results on Army tests will therefore not be interpreted in terms of these concepts. A man's performance on a test is generally expressed in terms of an Army grade and a standard score. The standard score compares the particular soldier with all the others who have taken the same test. On every test a standard score of 100 indicates average Army performance. Standard scores below 100 are below average; those above 100 are better than average. Often it is not necessary to know the exact position of a soldier's standard score but merely the broad category into which his score falls. For this purpose standard scores are divided into five broad groups called Army grades. The following discussion of the meaning of Army grades, while based primarily on the Army General Classification Test may be construed to apply, with modifications, to all other tests for which Army grades are given. The grade a man earns on the General Classification Test furnishes a fairly reliable index of his general mental ability, that is, his ability to learn, to follow directions, and to adapt to new and varied situations.

a. Grade I includes standard scores of 130 and above. Men in this grade possess a high level of general mental ability. When they possess other necessary characteristics, they are potential officers, warrant officers, and noncommissioned officers. Their ability also makes them potential technical specialists.

b. Grade II includes standard scores between 110 and 129. Nearly all of these men are capable of performing the skilled administrative and technical work of the Army. Many of them are potential officers and warrant officers. Men at this level are a primary source for skilled technicians and noncommissioned officers.

c. Grade III includes standard scores between 90 and 109. This is the largest group in the Army. These men are of average mental ability and usually have the capacity necessary to perform adequately in such jobs as duty noncommissioned officers, general specialists (radio operators, telephone and telegraph linemen, some clerks and cooks), combat specialists (scouts, mortar gunners, machine gunners, artillerymen), aircrew groundmen, and the like. Some men in this category make excellent noncommissioned officers and technicians.

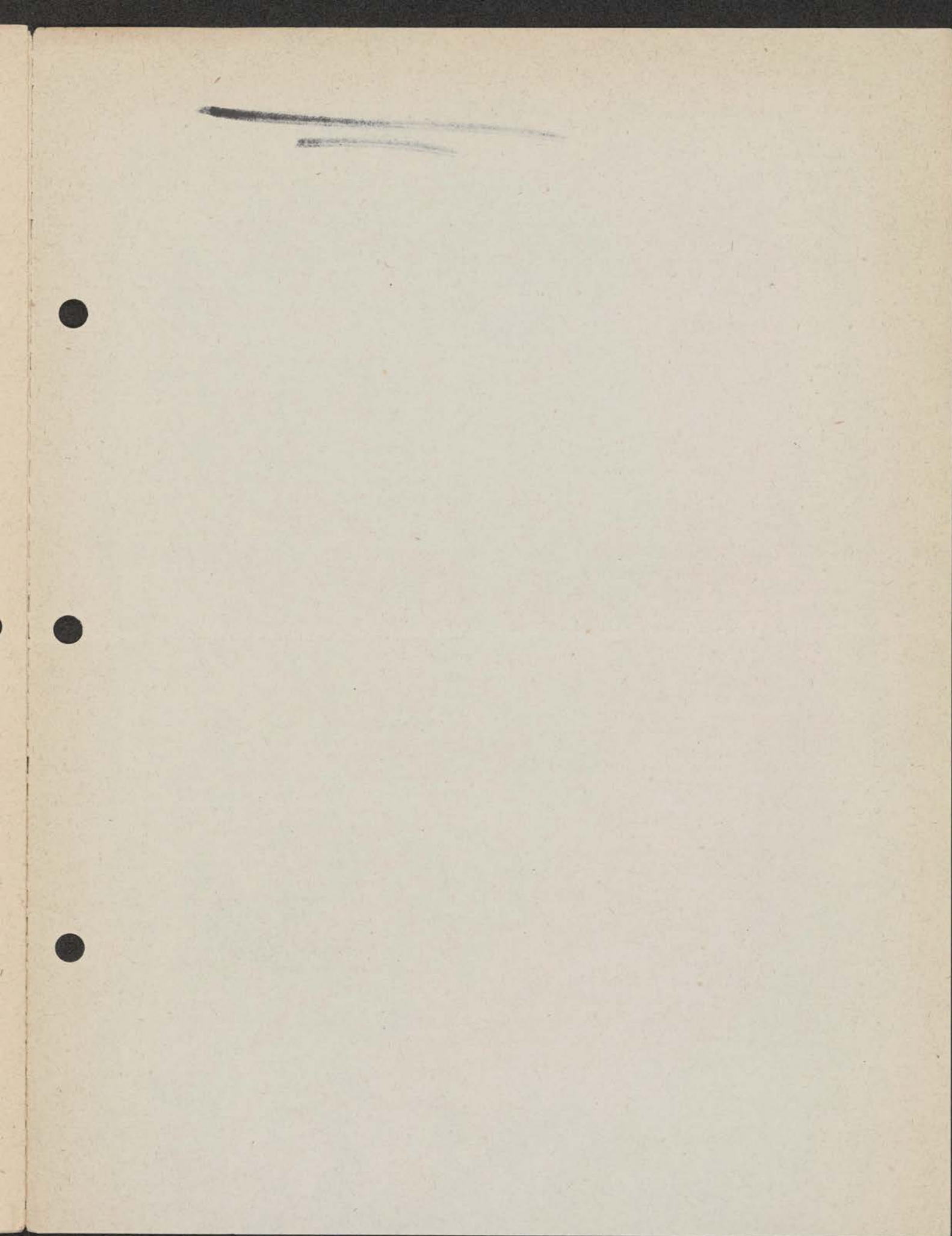
d. Grade IV includes standard scores between 60 and 89. These men are below average in their ability to learn new tasks and somewhat slow in their grasp of situations. Men in this group usually make dependable basic soldiers, may become cooks and bakers, truck drivers, cannoneers, riflemen, semiskilled specialists. Because they learn slowly, they need more supervision in training and duty than the three higher grades. Usually they are not capable of quick, original thinking and initiative in making decisions.

e. Grade V includes standard scores of 59 and below. Although these men are very slow learners, and not quick at grasping situations, they can perform adequately on many jobs. With careful supervision and training they will make dependable basic soldiers and may also be used as ammunition handlers, bath attendants, decontaminating equipment operators, laborers, pontooneers, truck drivers, and the like.

20. SECURITY OF TESTS.

a. Restricted Nature of Test Scores.

The scores and grades received on any of the various tests will not be made public either to individuals or groups. This information will be restricted to administrative uses only. If a man asks for his score or grade he may be told that he received a good score, an average score, or a below average score. It



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TECHNICAL MANUAL
PERSONNEL CLASSIFICATION

Changes }
No. 4 }

WAR DEPARTMENT
Washington 25, D. C., 14 July 1945

TM 12-425, 17 June 1944, is changed as follows:

Change date of C 3 to read "7 May 1945" instead of "7 April 1945."

Paragraph 81, page 35, add the following: "Army Education Program courses (RR 1-4) will be entered in this item. See paragraph 50g for example."

Remove pages 11 and 12 and substitute revised page 11 and page 12 herewith.

Remove pages 23, 23A, and 24 and substitute page 23, revised pages 23A and 23B, and page 24 herewith.

Remove pages 25 and 26 and substitute revised pages 25 and 26 herewith.

Remove pages 37 and 38 and substitute revised pages 37 and 38 herewith.

Remove pages 39 and 40 and substitute revised pages 39 and 40 and add new page 40A herewith.

Remove pages 63 and 64 and substitute page 63 and revised page 64 herewith.

[AG 300.7 (8 Mar 45)].

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

EDWARD F. WITSELL
Major General
Acting The Adjutant General

G. C. MARSHALL
Chief of Staff

DISTRIBUTION:

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Gen & Sp Sv Sch (5); USMA (2); ASTU (1); ASF Tng C (15); AGF Repl Tng C (15); RC (10);
A (10); CHQ (10); D (except D 1) (5); R (2); Sep Bn (3).

Refer to FM 21-6 for explanation of distribution formula.

AGO 10000A/1027A

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serves no useful purpose to permit men to draw comparisons by means of test scores.

b. Safeguarding of Test Material. Test materials are restricted, and it is imperative that proper safeguards be maintained. To accomplish this end, cabinets or chests with adequate locking devices will be provided. Testing materials will be locked in such containers at all times when not in actual use. Frequent inventories will be made.

c. Disposition of Excess and Useless Testing Material. (1) Whenever a unit or station has on hand damaged, wornout, or obsolete test booklets, scoring keys, answer sheets, etc., such material will be destroyed by shredding or burning at the post where it is located. A commissioned officer will witness the destruction.

(2) Units possessing current test material in excess of their needs will report such excesses to appropriate post publication stockrooms or, if overseas, to appropriate distributing agencies, who, in turn, will report their surpluses to the Adjutant General depot serving them, for instructions as to disposition.

21. TEST SUPPLIES.

Test supplies, including test booklets, answer sheets, scoring keys and manuals, will be secured upon requisitions made to appropriate distributing agencies. For all authorized Army personnel classification tests, distributing agencies are indicated in monthly issues of FM 21-6.

Section V

INTERVIEWING

22. DEFINITION.

An interview is a planned and controlled conversation, with the objective of securing all possible data from the soldier that will be of value to the service.

23. INTERVIEWING TECHNIQUES.

a. The Army's primary interest in the new soldier is: What has he done? What can he probably learn to do? The interviewer must remember that he is gathering actual information, facts, and data pertaining to the soldier. He should open the conversation with something of interest to the soldier that will put him at ease and yet suggest that the Army is interested in him as an individual. The interviewer should be on the alert and evidence interest in the information obtained. He should endeavor to understand the other man's point of view. He must discount his own bias and cultivate an open mind.

b. Successful interviewing is difficult when the soldier is unduly fatigued, frightened, or irritated. Pleasant surroundings, with maximum privacy, are desirable. Ample time should be allowed for the interview, which should be adjusted to the poise and alertness of the soldier. Impatience with slow talkers will often defeat the accuracy of the interview. Questions should be asked in a courteous but businesslike manner, keeping the soldier aware of the definite purpose of the interview. Questions should be worded so they are easily understood. Leading questions should be avoided. Questions which imply a certain answer usually receive that answer.

c. The interviewer must get all the pertinent data. While some facts come easily, in the form of specific statements, many start out as mere clues which must be interpreted carefully and drawn out skillfully if the soldier's full potentialities are to be revealed.

d. The successful interview will be terminated in such a way that the person being interviewed will feel that something definite has been accomplished, and that the time spent in conducting the interview has benefited both himself and the Army.

24. SPECIALIZED INTERVIEWING.

For good results, specialized interviewing is desirable whenever possible. This requires that men be interviewed by personnel having similar occupational backgrounds. Specialized selection of interviewers is particularly important when military occupational specialties are to be reviewed, verified, or corrected.

25. INITIAL INTERVIEW.

It is the business of the interviewer who conducts the initial interview to obtain, with the greatest accuracy, information relative to the soldier's ability, acquired skills and other pertinent data and to record this information on the proper form, W. D., A. G. O. Form No. 66-1 (Officer's and Warrant Officer's Qualification Card), W. D., A. G. O. Form No. 66-2 (AAF Officer's Qualification Record), and W. D., A. G. O. Form No. 66-3 (AAF Medical Officer's Qualification Record) in the case of commissioned personnel, and W. D., A. G. O. Form No. 20 (Soldier's Qualification Card) in the case of enlisted personnel. Detailed and complete information must be secured and must be recorded on the proper form during the interview, not after the interview has been completed. Preliminary notes should be taken on scratch paper. Even the most practiced interviewer cannot trust his memory and there must be no chance for error.

26. REINTERVIEW.

The objectives of the reinterview vary according to station of the soldier and the kind of information required. For instance, at a replacement training center or its equivalent, the object of the reinterview is usually to check the card for accuracy and to determine the most suitable training assignment for the soldier concerned. Reinterviews are indicated periodically as the soldier changes assignments or for a variety of other reasons. At the reinterview, the conversation is usually so controlled as to secure information to be recorded in only a few items on

specialty. The soldier's certificate, showing completion of the course, will indicate the name of the course pursued.

d. Year Graduated and Rating (if any). Enter the month and year of graduation and the school rating. One of the following academic ratings will be used:

- (1) Superior—"Sup."
- (2) Excellent—"Ex."
- (3) Very Satisfactory—"VS."
- (4) Satisfactory—"Sat."
- (5) Incomplete—"Inc." This designation will be used for men who, for any reason, do not complete the prescribed course of instruction.

e. Other Service Schools. Troop, post, and regimental schools will be entered under "Record of current service." Show dates attended, course pursued, and rating attained.

f. U. S. Armed Forces Institute Courses. (1) Upon completion of a course conducted or sponsored by the U. S. Armed Forces Institute, the Commandant of the U. S. Armed Forces Institute, or of the Branch, U. S. Armed Forces Institute concerned, will submit a letter report direct to the student's immediate commanding officer containing the following information: the institution conducting the course, the number and name of the course, that course has been com-

Service schools, arm, or service	Number of weeks	Course	Year graduated and rating (if any)
Sig. C. School	17	Teletypewriter (237)	Aug '43 Ex

pleted successfully, and the year of completion of the course. This letter will be noted by the commanding officer and indorsed to the commanding officer of the headquarters where the enlisted man's WD AGO Form 20 is filed. Upon receipt at the latter headquarters, the information will be transcribed to this form.

(2) Entry will be made in this item for such attendance. In the column "Service schools, arm, or service" an entry will be made stating the

institution conducting the course; in the column "Number of weeks" no entry will be made; in the column "Course" an entry will be made stating the number and name of the course; in the column "Year graduated and school rating" an entry will be made noting that the course had been completed successfully and the year of completion of the course. The following are examples of typical entries on the soldier's qualification card:

(22)-(R) Service schools, arm, or service	Number of weeks	Course	Year graduated and rating (if any)
USAFI		No. H50 Bookkeeping and Accounting	Completed 1944
University of Wisconsin		Surveying	Completed 1944

(3) If sufficient space is not available in this section, additional entries may be made in "Remarks."

g. Army Education Program. Reference is made to War Department Readjustment Regula-

tions RR 1-4, Personnel Army Education Program, and subsequent changes. The following is an example of entries to be made on the soldier's qualification card:

(22)-(R) Service Schools, arm, or service	Number of weeks	Course	Year graduated and rating (if any)
A. E. P. Student	45 hrs.	EM 304, Algebra I	1945-Ex.
A. E. P. On-Job-Training	125 hrs.	Carpenters Helper	1945-Ex.
A. E. P. Instructor	40 hrs.	EM 300 Review Arith.	1945-V. S.

51. ASSIGNMENT LIMITATIONS.

Assignment limitations entered in this item are of two general categories, namely, conscientious objectors and men on whom a physical profile serial has been accomplished.

a. Physical Profile Serial. Physical profile serial will be recorded and dated in this item, for example, 211211, 20 May 44, or 211211, 21 Aug. 44, etc., in accordance with existing instructions. WD AGO Form 20 completed prior to the effective date of the Physical Profile Plan, which shows physical limitations in this item, will not be changed. If a profile is subsequently accomplished for a soldier whose Form 20 already shows physical assignment limitation in nontechnical language, such physical profile serial will also be entered in this item. When deemed advisable for proper assignment or further clarification of the physical profile serial, notation may also be made in this section, in nontechnical language, of the physical limitation indicated by the physical profile serial entered. If space in this item is insufficient, reference will be made to item 28, "Remarks," and the statement will be continued under that item.

b. Conscientious Objector. The term "conscientious objector" will be used for enlisted men who are so certified by local selective service boards. Certified conscientious objectors will be assigned to units and installations of the Medical Department only. A man so classified may, at any time, apply in writing to his unit commander for reassignment to a combat unit. This request will be forwarded to his regimental or similar unit commander for approval and, upon such approval,

reclassification and reassignment may be accomplished in the manner prescribed by AR 615-200. All reference on his records to "conscientious objector" will, in that case, be lined out, with date and initials of the officer making the change and the original request will be forwarded, by indorsement, to The Adjutant General.

52. SD (SUSPECTED DISLOYALTY).

No entry will be made in this item.

53. PREFERRED.

No entry will be made in this item.

54. ASSIGNMENT RECOMMENDED BY RECEPTION CENTER.

This entry will be made by the classifier at the reception center. The classifier will review all the items recorded by the interviewer and make his analysis as to the recommended military occupational assignment in which the new soldier may be potentially or actually qualified. This entry does not necessarily reflect the soldier's main or second best occupation, but may be based upon background, leadership, hobbies, etc. The classifier will record the TM 12-427 military occupational title and specification serial number. The recommendation for a particular arm or service or for probable leadership may also be entered parenthetically when there are strong reasons for so specifying.

Examples:

"Automobile Mechanic-014."

"Basic-521 (FA)."

"Basic-521 (Leadership probable)."

55. CLASSIFICATION IN MILITARY SPECIALTIES.

As soon as an enlisted man has demonstrated his ability to perform a military job as skilled or semiskilled, or has demonstrated potential ability, the military specialty in which he is considered qualified will be recorded in this item. The practice of failing to give a soldier a military

specialty in accordance with his skill merely because the Table of Organization does not authorize that many or such specialists, or of awarding a military specialty merely to fill a T/O vacancy, is prohibited.

a. Designation. Enter the exact TM 12-427 military occupational title of the skill in which the soldier is being classified.

b. Spec. Ser. No. Record the TM 12-427 military occupational specification serial number of the title entered.

c. Degree of Skill. The soldier's degree of efficiency in the military occupational specialty will be determined by his company commander or section chief, in collaboration with the unit personnel officer. The three possible ratings which can be entered are:

(1) *Potential.* If he has sufficient familiarity with his tools and equipment and has such aptitudes and qualities as clearly warrants the assumption that he will become qualified as semiskilled or skilled with additional training and experience. Such men should be able to perform the various elements of the job under close supervision.

(2) *Semiskilled.* If he can perform his duties under similar conditions but requires supervision.

(3) *Skilled.* If the enlisted man has demonstrated that, given the tools and equipment of his occupation, he can perform all of his duties under sustained field, combat, or operating conditions without supervision beyond that inherent in the job itself. On all issues of the W.D., A.G.O. Form No. 20 containing separate columns for "Potential," "Semiskilled," and "Skilled," this entry will be made by recording the date of determination, in the appropriate column, for example, "10 Sep 43." In addition, the initials "RTC" will be recorded along with the degree of proficiency, skilled, semiskilled, or potential, in those cases where an MOS is acquired through replacement training center training. (See par. 14c, TM 12-427.) On issues of the qualification card prior to 1 February 1942, a saving of lines can be accomplished by entries as follows:

Designation	Spec. Ser. No.	Degree of skill		Date of class
Cook	060	S-SK 4 Apr 43 RTC	SK 4 Nov 43	

The "Date of classification" column may then be used to indicate "Type of equipment," where applicable.

d. Type of Equipment. The particular

type of equipment used in the military job in which the soldier has been classified will be entered in this column, when applicable. For example:

Designation	Spec. Serial No.	Potential	Semiskilled	Skilled	Type of equipment
Cannoneer	531		3 May 43 RTC		155 MM

e. Deletion. Entries will be deleted only when it becomes apparent from actual and reasonable trial that the soldier cannot satisfactorily perform the duties of the specialty either for physical or psychological reasons or because of lack of knowledge or skill. Action for deletion of the military specialty will be initiated by the soldier's immediate commander as soon as the deficiency becomes apparent. Where deletion is contemplated, the organization commander who recommended the rating will be consulted if possible.

The deletion will be made by a qualified officer lining through and initialing the entry. Entries will not be removed for disciplinary reasons. When a military occupational specialty is deleted, a reference will be made to "Remarks" and a statement made under "Remarks" stating briefly the reason for the disqualification.

f. Entries for Service Schools. Upon completion of a specialty at a service school, when, in the opinion of the commandant of the school, the

14 Jul 45
C 4

TM 12-425
55-56

enlisted man is able to perform the specialty in at least a semiskilled manner, an entry will be made in this item. In addition, the initials "SS" will be recorded along with the degree of proficiency, skilled, semiskilled, in those cases where an MOS is acquired through completion of a service school. (See par. 14c, TM 12-427.) Entries under "Classification in military specialties" will include

the title of the military classification, the specification serial number of the specialty, the date of graduation, and the type of equipment with which the enlisted man is proficient. Classification as "Skilled" or "Semiskilled" should be approached from the viewpoint of job performance as well as ability or proficiency as a student.

Example:

Designation	Spec. Serial No.	Potential	Semiskilled	Skilled	Type of equipment
Teletypewriter mechanic	239		23 Aug 43 SS		M-14 M-15 M-19

If, in the opinion of the commandant, the enlisted man is not qualified as skilled or semiskilled, no entry will be made in this item.

g. Potential NCO. Where a soldier exhibits marked qualities of leadership during the training period, prior to transfer he will be given a military occupational specialty, and an additional entry, "Pot. NCO" will be marked in red ink under the "Degree of skill" columns in this section. For WD AGO Form 20 (1 Feb 1942 edition), the words "Pot. NCO" will be entered in the unused Degree of Skills column; these will ordinarily be the "Potential" and "Semiskilled" columns. For WD AGO Form 20 issued to 1 February 1942, the entry "SK," "S-SK," or "Pot." will be followed by the words "Pot. NCO" written in red ink. For example, if a soldier had been trained in a replacement training center as an automatic rifleman, SSN 746, during training had exhibited marked qualities of leadership, and had been an acting corporal, the entry under the "Classification in military specialties" section would be "Automatic rifleman, 746, Pot. NCO, 10 Feb. 44."

56. REMARKS.

The space provided under "Remarks" is to be used for supplementary information and facts of value in further explanation and description of other items on the card. Also, certain information is specified for entry therein. If the space in any other item on the card is insufficient to complete information called for, the additional facts are to be recorded under "Remarks." The usual manner of recording is to print "See 28" in the original item, signifying that reference is made to "Remarks" for further information; then, in "Remarks" immediately preceding the entry, cross-reference is made to the original item on the card

by indicating the number of the item, in parenthesis. While entries should be made in "Remarks" whenever necessary, the space is to be conserved and used in a judicious manner. Start each entry immediately following the preceding one, and do *not* start each entry on a separate line. All entries will be as brief as possible and will have a direct bearing on the soldier's qualifications as they relate to military duty assignments.

a. Prison Records. Records of confinement in a penal or correctional institution, either prior to or during military service will *not* be entered on the WD AGO Form 20.

b. Religious Preference. No entry indicating religious preference will be made on the WD AGO Form 20.

c. Driving Ability and Qualification in Arms. In issues of qualification cards which do not contain specific items for entering driver's experience and qualification in arms, these items will be reproduced under "Remarks" in the approximate form as shown on 1 April 1943 or later editions of the qualification card. Instructions for making entries in these items are contained in paragraphs 59 and 60.

d. Scarce Categories of Specialized Skill. The symbol "(OPS)" will be entered in red ink under "Remarks," at the reception center, for each soldier considered qualified within one or more of the fields of specialized skill enumerated in current directives on Scarce Categories of Specialized Skill. When the Personnel Placement Questionnaire (WD AGO Forms 0850 and 0850a) have been executed and forwarded in conformity with existing directives, an entry will be made in red ink as: "0850 fwd 2 Feb 44." The commanding officer of each replacement training center, or other unit, may line out the symbol "OPS" on

Form 20 of individuals whose qualifications are considered not to meet the specifications shown in the current directives on Scarce Categories of Specialized Skill.

e. **Oversea Service.** Dates of departure from and arrival at a port in the United States, or the boundary of the continental United States, will be entered in this item. *Example:* "Left contl. U. S. 16 Mar 44. Returned 25 Nov 44." Day of departure and day of return are included.

f. **Six Months of Training for Men under Age 19.** Notation will be made under "Remarks" for completion of training equal to six months or more for all men less than age 19. *Example:* "Completed trng. equal to 6 mos. or more—7 Oct 45-ABC."

57. RECORD OF CURRENT SERVICE.

a. **Entries to be made.** An entry will be made in this section whenever a soldier—

(1) Receives 1 week or more of basic or individual training at a reception center, replacement training center, or unit.

(2) Undergoes a permanent change in principal duty. Minor or temporary changes will not be entered.

(3) Changes grade. (In order to avoid the necessity of using an additional line for change of grade when such change of grade does not involve change of duty, this may be entered in pencil for the current grade. When a new line is accomplished for any of the other reasons cited herewith, the entry on previous line will be completed in ink.)

(4) Is transferred to a new organization, company, unit, or installation.

(5) Goes on detached service for over 30 days.

(6) Attends a service school.

(7) Participates in Army Specialized Training Program. (See sec. VII.)

(8) Has been a prisoner of war and returns to the jurisdiction of the United States Army.

(9) Is separated from the service.

b. **Recording.** The individual parts of this item will be entered as follows:

(1) **Date.** The date of the change of status will be entered in this column, for example: "4 Feb 44."

(2) **Organization and station.** For designated Table of Organization units enter only the designation of the company and unit. For numbered nservice units, detachments and other installations, enter the official designation (and number, if any) of the unit, detachment or installation, and the

station to which assigned. Official abbreviations are authorized.

(3) **Grade.** Record the grade held by the enlisted man at the time of the entry.

(4) **Principal duty.** Enter a title descriptive of the general nature of the principal duty, for example: "Truck driver," "Typist," etc. Individual training carried on under a Mobilization Training Program will be entered as, for example: "17 Wks Indiv Tng Compl Per MTP 21-2, -15 Apr 44." If a specialized training school is attended such information should also be recorded, for example: "Spec Tng Sch (course) Compl (number of weeks) (date)." A duty will not be considered a principal duty until such time as it has been performed for a period of at least 1 month. Entry may be made in pencil until such time as the duty is determined to be a permanent change of principal duty, at which time it will be completed in ink.

(5) **Spec. Ser. No.** Enter the appropriate TM 12-427 military specification serial number for the principal duty recorded. When entries are made on cards issued prior to 1 September 1943, the specification serial number will be entered after the title of the principal duty.

(6) **Returned prisoner of war.** Record date of capture and "Prisoner of War," along with the name of the country capturing or holding the enlisted man a prisoner. *Example:* "6 Jun 1943—Japan—Prisoner of War." On the next line an entry will be made to indicate the date and the manner in which he returned, such as escaped, exchanged, or repatriated. Entry will also be made for a soldier evading capture or returned after internment in a neutral country.

(7) **Termination of service.** Upon termination of service for any cause, an appropriate entry will be made in this item, showing date of termination and reason therefor, for example: "4 Feb 44—Disch. Conv. of Govt.," or "2 Jan 44—Commissioned 2d Lt. AUS" or "4 March 44—Killed in action."

58. DATES AND SIGNATURES.

a. **Entries.** (1) **Date of enlistment or induction.** The date of enlistment or induction will be entered at the first interview either by printing, typing or stamping, and will be recorded as, for example, "25 Jan 44." Cross out either "Induction" or "Enlistment" to eliminate the inapplicable word. In the case of enlisted men of the National Guard inducted into Federal service, record the date of enlist-

complete and accurate enough for anyone reading the card to have an adequate understanding of the work performed by the officer.

d. Name and Address of Employer. In this space record the name and complete address of the employer.

e. Dates Employed and Remuneration. Record the inclusive years of employment after "From" and "To." Months and days need not be shown unless the employment was for a period of less than 1 year. Under "Monthly salary or income" enter the average monthly wage received.

f. Specification Serial No. Line out the words "AR 605-95" and enter "TM 12-405" immediately above. Proper code numbers for the work history recorded will be found in TM 12-405. Directions for the use of TM 12-405 are self-contained. The words "Occupational dictionary code" will be lined out. No Occupational Dictionary Code is entered.

92. QUALIFICATION IN MILITARY SPECIALTIES.

The following procedures and minimum qualifications are established and will obtain in designating military occupational specialties:

a. Definition. A military occupational specialty is a title applying to a group of related duties and responsibilities normally requiring special knowledge and skills acquired through formal training, experience, or education.

b. Purpose. Military occupational specialties are assigned to provide code numbers and titles for recognized military jobs and their qualifications by which officers, commissioned and warrant, may be requisitioned and assigned in accordance with the needs of the Army.

c. Awarding Military Occupational Specialty. One or more military occupational specialties may be acquired in one of the following manners:

(1) Successful completion of a course in a general or special service school if it has been determined by the training branch or section of the appropriate command, arm, or service that the course qualifies a graduate in a military occupational specialty upon completion thereof and without service on the job.

(2) On-the-job training or duty assignment for sufficient time that in the opinion of the rating officer such performance has been at least very

satisfactory and that the officer is fully qualified to perform the duties provided for in the specifications. Normally a period of at least 30 days should precede assignment of military occupational specialties under these circumstances.

(3) Through civilian experience, when it has been a practical counterpart of the military job, plus such military orientation or indoctrination as is necessary to the satisfactory performance of such job. Normally such period of time should be a minimum of 30 days. Under such circumstances the assignment of the military occupational specialties must be concurred in by the rating officer.

Note. The above methods are to be construed as establishing only minimum standards for the assignment of the military occupational specialties, and each major command may establish such additional requirements as it deems necessary and such methods as will assure adherence to these minimum standards.

d. Recommendation of Assignment. In order to assure the most appropriate initial assignment of officers, an entry of probable military occupational specialties will be made, with pencil, in this item. Such entry will not constitute a fully qualified designation of the skill but will be considered as a recommendation for assignment purposes only. Pencil entries will not be reported to the Machine Records Unit. When the officer has been found fully qualified, and the military occupational specialty assigned in accordance with c above, the entry will be made in ink and reported to the Machine Records Unit.

e. Use of Military Occupational Specialty. The requirements and use of each military occupational specialty, together with identifying code numbers, are listed in TM 12-406 and 12-407. Prompt reporting of military occupational specialty, when assigned, to the Machine Records Unit will serve to utilize fully the knowledge and skills of the officers in the Army.

f. Rescission or Removal of the Military Occupational Specialty. Military occupational specialties entered on the WD AGO Form 66-1 may be removed or rescinded by lining out the military occupational specialty. This may be accomplished for the following reasons:

(1) When it is obvious that the military occupational specialty is wrong, that is, when neither the officer's duty assignment record, background, or school record correlates with such military occupa-

tional specialty. Rescission in such case shall be made by the current rating officer.

(2) When, in the judgment of the rating officer, the officer concerned is no longer qualified for such specialty. In such instances, concurrence in writing must first be obtained from the rating officer's immediate superior or such other authority as may be designated by each of the major commands.

(3) When a "Manner of performance" rating of "Unsatisfactory" has been rendered. Such rating shall constitute authority for rescission of the military occupational specialty.

Note. Rescission or removal of the military occupational specialty will be shown on the Morning Report under "Remarks" and forwarded to the Machine Records Unit servicing the command. Lined out military occupational specialty will be initialed and dated by the responsible officer.

g. Recording. Enter the appropriate TM 12-406 or 12-407 military occupational specialty title in which the officer has been qualified. Record the appropriate TM 12-406 or 12-407 specification serial number and enter the date of qualification. On editions of the WD AGO Form 66-1 issued prior to 1 September 1943, the words "Primary" and "Secondary" are to be lined out and these items combined, and all military occupational specialties will be added to this section in ink, chronologically, as acquired.

93. INITIAL INTERVIEW BY.

Print or type date of interview, and name, grade, and arm or service of the interviewing officer. The signatures of the interviewing officer and of the officer being interviewed will be entered in the appropriate lines. Facsimile signatures will not be used.

94. REMARKS.

This item will be used for further information for which there is either no appropriate space on the card or insufficient room in the space provided. All entries will be as brief as possible and will have a direct bearing on the officer's qualifications as they relate to military duty assignments. Examples of specific information which should be recorded under this item include:

a. Prior Service. Prior enlisted service (other than service school record) or length of service in Army Specialist Corps will be entered under this item. *Example:* "EM 5 Yrs.—3 Yrs. Regt Sgt Major—2 Yrs. Rad Opr."

b. Campaign Medals and Ribbons. Campaign medals and ribbons which the officer is authorized to wear will be shown in this item. *Example:* "Auth: Am. Def. Medal; Am. Theater Ribbon." Authority to wear service bars will also be shown in this item.

c. Religious Preference. Religious preference of the officer will be entered in this item. If the officer's preference is Protestant, the denomination should be entered, if possible. *Examples:* "Rel Pref: Catholic" or "Rel Pref: Baptist." If the officer specifically states that he has no religious preference, enter "Rel Pref: None."

d. Detail to Specific Arms or Services. Entry will be made in this item relative to all details to specific arms or services and the dates thereof. The original entry will indicate the arm or service to which detailed, with the effective date thereof, followed by word "terminated," allowing sufficient space thereafter for subsequent entry for date of termination of such detail. *Example:* "Det. FA, 1 May 42, Term."

e. Certification of Essentiality. When essentiality of the individual has been determined in accordance with the Readjustment Regulations, notation will be made in this item. *Example:* "Officer determined essential as of (date of determination) under the provisions of RR 1-5, as amended."

f. Close Overhead Fire. Notation will be made in this item, regardless of date of issue of the WD AGO Form 66-1, the first time an individual is subjected to close overhead fire on an infiltration course. *Example:* "Infiltration Course 10 Jan 44."

g. Requirements For Oversea Service. Other items covered in preparation for overseas service which are not indicated above, as for example, "Chlorine Gas Chamber" may be shown under "Remarks" if deemed essential for completion of the officer's record. In order to conserve space, these entries may be made without adhering strictly to authorized abbreviations. However, care will be exercised to insure that entry is comprehensible.

h. Qualification in Arms. On issues of the WD AGO Form 66-1 issued prior to 1 September 1943, which do not contain a specific item for entering qualification in arms, this item will be reproduced under "Remarks," in the approximate form as shown on 1 September 1943 or later edi-

tions of the qualification card. Instructions for making an entry in this item are contained in paragraph 95.

i. Disciplinary Action. No entry will be made concerning any disciplinary action taken against any officer.

j. Source of Commission. Information as to the method whereby a commission was obtained other than graduation from officer candidate school, accomplished with individual, crew-served, and combat vehicular weapons. Entries will include—

a. Qualification Firing. Note the weapon, course fired, qualification attained, score, and date the individual fires any weapon for qualification.

Example:

QUALIFICATION IN ARMS

Weapon	Course	Qualified	Score	Date
Rifle, M1	"A"	S	127	1 Jul 43
LMG (cs)	Qual	EG	218	9 Sep 43

b. Familiarization or Other Firing. When an officer completes familiarization firing, or when he is transferred prior to completing, or for any other reason fails to complete prescribed qualification or familiarization firing, make one entry for each weapon fired, noting the weapon, course fired (or started), total number of rounds fired, and date when individual fired weapon last.

Example:

QUALIFICATION IN ARMS

Weapon	Course	Qualified	Score	Date
Carbine M1	Fam		20 rds	19 Sep 43
Pistol			15 rds	20 Oct 43
MG, HB	CS-A		50 rds	3 Nov 43

96. MAINTENANCE OF W. D., A. G. O. FORM NO. 66-1.

The commanding officer of the headquarters where the cards are filed is responsible for obtaining and recording all information on officers in his command. It is the responsibility of each officer's unit commander to transmit to the head-

quarters where the cards are filed, all changes necessary to keep the cards current.

97. REMAKING W. D., A. G. O. FORM NO. 66-1.

a. When it is necessary to remake the qualification card for any reason other than "Record of service" item being filled, the qualification card will be copied exactly, unless definite error is discovered in previous entries, together with date of initial interview and date the card was remade. The officer remaking the card will sign as interviewing officer rather than copying the name of the original interviewing officer. If the "Record of service" item becomes filled, the information contained therein will be consolidated and summarized at the discretion of the officer remaking the card. Such information may be consolidated by "Manner of performance" rating when such consolidation will also give a fair indication of the various types of duty performed by the officer. The old card will then be destroyed by the responsible officer.

b. Cards of Warrant Officers. Cards of warrant officers who accept commissions or Army Specialist Corps members separated from that Corps for the purpose of accepting a commission in the Army of the United States will not be transmitted to The Adjutant General's office. In such cases entries in inapplicable items will be lined out and initialed by the officer correcting the card, and necessary changes made. A new W. D., A. G. O. Form 66-1 may be prepared when the condition of the original card so requires.

98. DISPOSITION OF W. D., A. G. O. FORM NO. 66-1.

a. Initial Assignment. When an officer is initially assigned his qualification card will be mailed to the headquarters of the unit to which assigned.

(1) After the officer has been assigned or transferred to a subordinate unit, the card will be sent to the commanding officer of that unit for his information, after which it will be returned for file. The card will not be rolled, creased, or folded. When forwarded by mail, a heavy protecting envelope of appropriate size, marked, "Do not fold, roll, or crease," will be used and, when available, cardboard backing will be used as an additional protection.

b. Transfer Within United States.

(1) When an individual officer is transferred to another station within the United States, his qualification card will be mailed to the headquarters of the unit to which transferred in time to arrive simultaneously with or ahead of the officer.

(2) When a unit changes station, the qualification cards of the officers assigned or attached thereto will be transferred with the unit records in the custody of the commander of the unit.

c. Transfer to Oversea Station or From Oversea Station to The United States.

(1) When an individual officer is transferred to an oversea station from the United States the commanding general of the port of embarkation through which the officer travels will cause to be prepared an extract of qualification card incorporating items 1, 2, 3, 4, 5, 6, 7, 8, and 15. Extract will be certified by an administrative officer on the port staff. The officer being transferred will sign the extract acknowledging receipt of the original qualification card. The original qualification card will then be delivered to the officer and the extract mailed to The Adjutant General, Washington 25, D. C., marked "Attention, Officers' Branch, Records Section."

(a) When an individual officer is transferred to an oversea station from the United States and moves either directly to a port of embarkation for transshipment overseas or to a personnel replacement depot for subsequent shipment overseas, he will carry his qualification card with him.

(b) When a group of officers are transferred to an oversea station from the same station in the

United States and move either directly to a port of embarkation for transshipment overseas or to a personnel replacement depot for subsequent shipment overseas, the qualification cards will be placed in the custody of the senior officer for delivery to the proper commander concerned.

(c) When an officer is transferred from a replacement depot on a shipment number, his qualification card will be given to the escort officer for delivery to the commanding general of the port of embarkation who will then follow the procedures prescribed in c (1) above.

(2) When an individual officer is transferred to the United States from an oversea station, he will carry his qualification card with him. Prior to delivering the card into the custody of the individual, his commanding officer will cause to be prepared an extract of qualification card, incorporating items 1, 2, 3, 4, 5, 6, 7, 8, and 15. The extract will be certified by an officer other than the individual to whom it pertains. The officer being transferred will sign the extract acknowledging receipt of the original card. The original card will then be delivered to the officer and the extract mailed to The Adjutant General, Washington 25, D. C., marked Attention: Officers' Branch, Records Section.

(3) When a unit is moved either to or from an oversea station, the qualification cards of the officers assigned or attached thereto will be transferred with the unit records in the custody of the commander of the unit.

(4) When for any reason an officer is returned to the United States from an oversea station, his qualification card will be forwarded as outlined in c (2) or (3) above.

[illegible]

FIGURE 3. SAMPLE OF COMPLETED W. D., A. G. O. FORM NO. 66-1, FRONT VIEW.

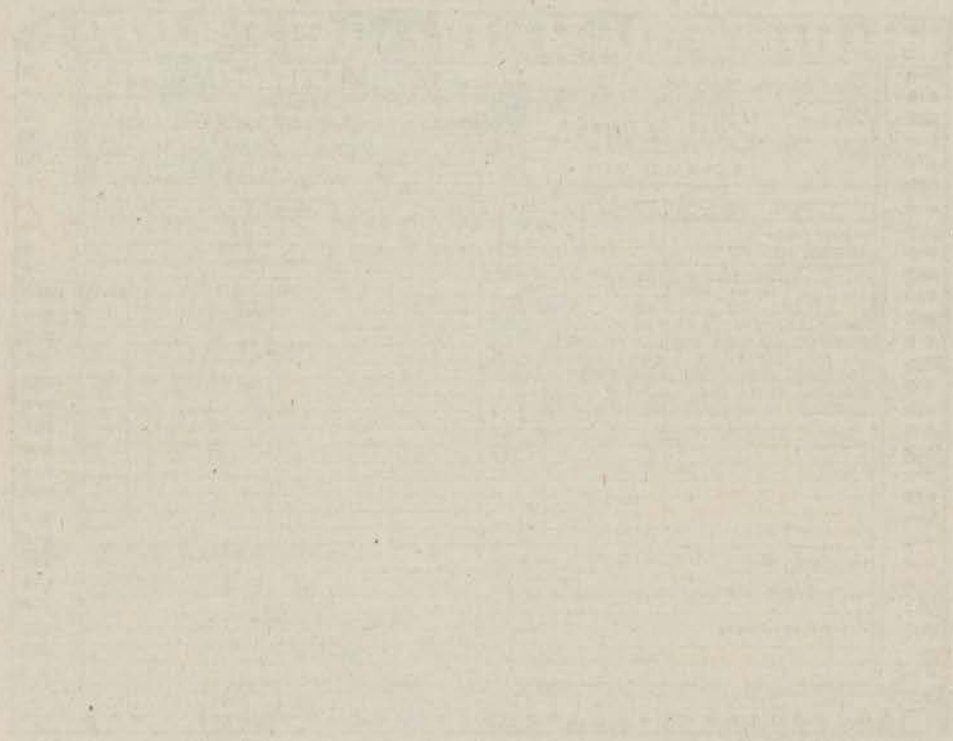


FIGURE 53. CODING ACTIVE HOBBIES.

(15) *Education (left edge)*. Contains three direct codes representing high school, college, and post-graduate. One or all three holes may be marked depending on the number of entries on the card. (See fig. 51.)

(16) *Participating sports (bottom edge)*. Contains nine direct codes representing boxing, softball, baseball, basketball, skiing or snowshoeing, mountain climbing, equitation, and other, with one code for "Coach or excels." All of the holes can be marked if entries so indicate, but coding for "Coach" or "Excels" does not indicate which sport, if more than one is coded. Reference to the entries on the card is necessary in such instances. (See fig. 52.)

(17) *Active hobbies (bottom edge)*. Contains five direct codes representing radio, photography, rifle or pistol shooting, aviation and others. All of the holes can be marked if entries so indicate. (See fig. 53.)

(18) *Main civilian occupation (right edge-outer holes)*. Contains three fields (units, tens, and hundreds) with a numerical capacity of 999. In this section will be coded the specification serial number of the officer's main civilian occupation as obtained from TM 12-405 and recorded on the card. If the officer's main civilian occupation is not found in TM 12-405, no holes will be marked in this code section. (See fig. 54.)

(19) *Secondary civilian occupation (right edge-inner holes)*. Use the same procedure as for main civilian occupation. (See fig. 54.)

(20) *Military specialties (left edge-outer and inner holes)*. Contains four fields (units, tens,

hundreds, and thousands) with a numerical capacity of 9999. This code section is repeated in a second row of holes. In these sections will be coded the specification serial numbers of the officer's two most important military specialties. This list of classifications for officers and their accompanying specification serial numbers is found in TM 12-406 or 12-407. If a military specialty is rescinded by deletion or lining-out of the entry after it has been coded, the coding will be deleted by using correction slips. (See fig. 55.)

103. PUNCHING PROCEDURE.

a. When and by Whom Accomplished.

The punching is accomplished by another clerk after the code clerk has completed pencil-marking the code sections along the edges of the cards as called for by their related entries in the body of the cards. (The code clerk can accomplish the punching if it is impractical for another clerk to do so.)

b. **Accuracy.** Accuracy should never be sacrificed for speed. The accuracy with which coding and punching are accomplished is vital to the success of the sorting and selecting which follows.

c. Verification of Coding and Punching.

The most effective method of verifying the accuracy of both coding and punching is to sequence-sort each code section: Then check quickly through the cards to see that each card is coded and punched in accordance with the information appearing on the card. For example, to verify the "Name" code section, sequence-sort the Name code. Then fan through the cards, watching only the name code number writ-

(26) - (R) MAIN CIVILIAN OCCUPATION	
TITLE OF YOUR POSITION OR JOB	TEACHER, INTERNATIONAL TRADE
EXPLAIN WHAT YOU DID	TAUGHT VARIOUS COURSES IN INTERNATIONAL ECONOMIC RELATIONS, INTL. CURRENCY & BANKING
NAME AND ADDRESS OF EMPLOYER	COLUMBIA UNIVERSITY, NEW YORK CITY
DATES EMPLOYED AND REMUNERATION	FROM 1929 TO 1940 MONTHLY SALARY OR INCOME \$ 325 ⁰⁰
SPECIFICATION SERIAL NO.	TM 12-405 AR 605-95 60.420 OCCUPATIONAL DICTIONARY CODE

TOP ROW - (26) MAIN CIVILIAN OCCUPATION										BOTTOM ROW - (27) SECONDARY CIV. OCCUPATION									
SF	7	4	2	1	0	SF	7	4	2	1	0	SF	7	4	2	1	0		
SF	7	4	2	1	0	SF	7	4	2	1	0	SF	7	4	2	1	0		
HUNDREDS					TENS					UNITS									

(27) - (R) SECONDARY CIVILIAN OCCUPATION	
INVESTMENT BROKER	
BOUGHT and SOLD STOCKS and BONDS FOR INDIVIDUAL CLIENTS. GAVE ADVICE AS TO INVESTMENTS and SECURITY TRANSACTIONS.	
H.T. WARE INC. FIELD BLDG. CHICAGO, ILL.	
FROM 1925 TO 1927 MONTHLY SALARY OR INCOME \$ 175 ⁰⁰	
TM 12-405 AR 605-95 32.361 OCCUPATIONAL DICTIONARY CODE	

FIGURE 54. CODING CIVILIAN OCCUPATIONS.

(28) - (L) QUALIFICATION IN MILITARY SPECIALTIES		
DESIGNATION	SPEC. SERIAL NO	DATE
INF UNIT COMDR	1542	5 OCT 43
ADJUTANT	2110	10 JAN 44

(28) MILITARY SPECIALTIES																							
SF	7	4	2	1	0	SF	7	4	2	1	0	SF	7	4	2	1	0	SF	7	4	2	1	0
SF	7	4	2	1	0	SF	7	4	2	1	0	SF	7	4	2	1	0	SF	7	4	2	1	0
THOUSANDS					HUNDREDS					TENS					UNITS								

FIGURE 55. CODING MILITARY SPECIALTIES.



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9-27-45

TECHNICAL MANUAL
PERSONNEL CLASSIFICATION

CHANGES }
No. 5 }

WAR DEPARTMENT
WASHINGTON 25, D. C., 20 August 1945

TM 12-425, 17 June 1944, is changed as follows:

Remove page 38A (C 1, 15 December 1944) pages 39 and 40 (C 4, 14 July 1945), and Page 40A (C 1, 15 December 1944) and substitute revised pages 39 and 40 herewith.

[AG 300.7 (8 Aug 45)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

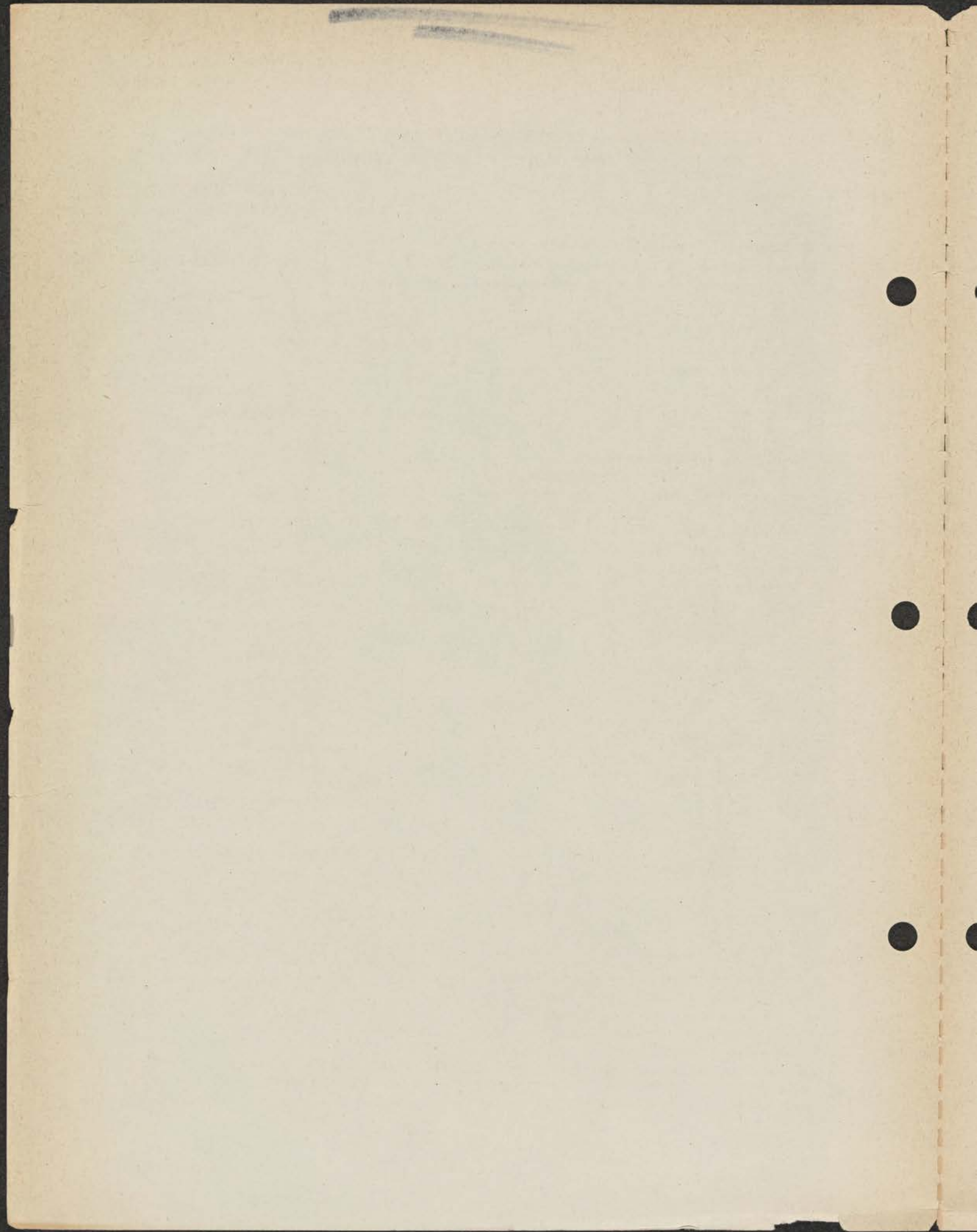
EDWARD F. WITSELL
Major General
Acting The Adjutant General

G. C. MARSHALL
Chief of Staff

DISTRIBUTION:

AAF (10); AGF (10); ASF (2); Dept (10); S Div ASF (1); Tech Sv (2); SvC 10); FC (1); Class III Instls (1); Gen & Sp Sv Sch (5); ASTU (1); ASF Tng C (15); AGF Repl Tng C (15); RC (10); A (10); CHQ (10); D (5) except D 1 (0); R (2) except AAF (0); SBn (3) except AAF (0).

Refer to FM 21-6 for explanation of distribution formula.



20 Aug 45
C 5

TM 12-425
94-98

tions of the qualification card. Instructions for making an entry in this item are contained in paragraph 95.

i. **Disciplinary Action.** No entry will be made concerning any disciplinary action taken against any officer.

j. **Source of Commission.** Information as to the method whereby a commission was obtained other than graduation from officer candidate school, will be entered concisely in this item. *Example:* "Grad Sr ROTC Univ of Kansas June 1935 Inf," "Aptd Spec-Res AUS 1940," or "Aptd WO (Clfn #20) 3 Jan 1944."

k. **Oversea Service.** Dates of departure from and arrival at a port in the United States, or the boundary of the continental United States, will be entered in this item. *Example:* "Left contl. U. S. 16 Mai 44. Returned 25 Nov 44." Day of departure and day of return are included.

l. **Reassignment Pursuant to Reclassification Board Proceedings.** When an officer is reassigned pursuant to recommendations of Reclassification Board based on proceedings covering period for which an unsatisfactory manner of performance rating has been entered on WD AGO Form 66-1, an entry will be made in this item. *Example:* "Reassigned under par. 17, SO 40, WD, 16 Feb. 44, pursuant recommendation of Reclassification Board."

95. QUALIFICATIONS IN ARMS.

Entry will be made in this item showing the firing accomplished with individual, crew-served, and combat vehicular weapons. Entries will include—

a. **Qualification Firing.** Note the weapon, course fired, qualification attained, score, and date the individual fires any weapon for qualification.

Example:

QUALIFICATION IN ARMS

Weapon	Course	Qualified	Score	Date
Rifle, M1	"A"	S	127	1 Jul 43
LMG (cs)	Qual	EG	218	9 Sep 43

b. **Familiarization or Other Firing.** When an officer completes familiarization firing, or when he is transferred prior to completing, or for any other reason fails to complete prescribed qualification or familiarization firing, make one entry for each weapon fired, noting the weapon, course fired (or started), total number of rounds fired, and date when individual fired weapon last.

Example:

QUALIFICATION IN ARMS

Weapon	Course	Qualified	Score	Date
Carbine M1	Fam		20 rds	19 Sep 43
Pistol			15 rds	20 Oct 43
MG, HB	CS-A		50 rds	3 Nov 43

96. MAINTENANCE OF WD AGO FORM 66-1.

The commanding officer of the headquarters where the cards are filed is responsible for obtaining and recording all information on officers in his command. It is the responsibility of each officer's unit commander to transmit to the headquarters where the cards are filed, all changes necessary to keep the cards current.

97. REMAKING WD AGO FORM 66-1.

a. When it is necessary to remake the qualification card for any reason other than "Record of service" item being filled, the qualification card will be copied exactly, unless definite error is discovered in previous entries, together with date of initial interview and date the card was remade. The officer remaking the card will sign as interviewing officer rather than copying the name of the original interviewing officer. If the "Record of service" item becomes filled, the information contained therein will be consolidated and summarized at the discretion of the officer remaking the card. Such information may be consolidated by "Manner of performance" rating when such consolidation will also give a fair indication of the various types of duty performed by the officer. The old card will then be destroyed by the responsible officer.

b. **Cards of Warrant Officers.** Cards of warrant officers who accept commissions or Army Specialist Corps members separated from that Corps for the purpose of accepting a commission in the Army of the United States will not be transmitted to The Adjutant General's office. In such cases entries in inapplicable items will be lined out and initialed by the officer correcting the card, and necessary changes made. A new WD AGO Form 66-1 may be prepared when the condition of the original card so requires.

98. DISPOSITION OF WD AGO FORM 66-1.

a. **Initial Assignment.** (1) When an officer

is initially assigned his qualification card will be mailed to the headquarters of the unit to which assigned.

(2) After the officer has been assigned or transferred to a subordinate unit, the card will be sent to the commanding officer of that unit for his information, after which it will be returned for file. The card will not be rolled, creased, or folded. When forwarded by mail, a heavy protecting envelope of appropriate size, marked, "Do not fold, roll, or crease," will be used and, when available, cardboard backing will be used as an additional protection.

b. Transfer Within United States. (1) When an individual officer is transferred to another station within the United States, his qualification card will be mailed to the headquarters of the unit to which transferred in time to arrive simultaneously with or ahead of the officer.

(2) When a unit changes station, the qualification cards of the officers assigned or attached thereto will be transferred with the unit records in the custody of the commander of the unit.

c. Transfer to Oversea Station or From Oversea Station to The United States. (1) When an individual officer is transferred to an oversea station from the United States the commanding general of the port of embarkation through which the officer travels will cause to be prepared an extract of qualification card incorporating items 1, 2, 3, 4, 5, 6, 7, 8, and 15. Extract will be certified by an administrative officer on the port staff. The officer being transferred will sign the extract acknowledging receipt of the original qualification card. The original qualification card will then be delivered to the officer and the extract mailed to The Adjutant General, Washington 25, D. C., marked "Attention, Officers' Branch, Records Section."

(a) When an individual officer is transferred to an oversea station from the United States and moves either directly to a port of embarkation for transshipment overseas or to a personnel replacement depot for subsequent shipment overseas, he will carry his qualification card with him.

(b) When a group of officers are transferred to an oversea station from the same station in the United States and move either directly to a port of embarkation for transshipment overseas or to a personnel replacement depot for subsequent shipment overseas, the qualification cards will be placed

in the custody of the senior officer for delivery to the proper commander concerned.

(c) When an officer is transferred from a replacement depot on a shipment number, his qualification card will be given to the escort officer for delivery to the commanding general of the port of embarkation who will then follow the procedures prescribed in (1) above.

(2) When an individual officer is transferred to the United States from an oversea station, he will carry his qualification card with him. Prior to delivering the card into the custody of the individual, his commanding officer will cause to be prepared an extract of qualification card, incorporating items 1, 2, 3, 4, 5, 6, 7, 8, and 15. The extract will be certified by an officer other than the individual to whom it pertains. The officer being transferred will sign the extract acknowledging receipt of the original card. The original card will then be delivered to the officer and the extract mailed to The Adjutant General, Washington 25, D. C., marked Attention: Officers' Branch, Records Section.

(3) When a unit is moved either to or from an oversea station, the qualification cards of the officers assigned or attached thereto will be transferred with the unit records in the custody of the commander of the unit.

(4) When for any reason an officer is returned to the United States from an oversea station, his qualification card will be forwarded as outlined in (2) or (3) above.

d. Officers will be considered to be traveling individually, regardless of number, whenever they are not assigned or attached to an organization or a provisional unit moving to same destination.

e. A component of a division or similar unit, when detached therefrom, will take with it the qualification cards of the officers assigned thereto.

f. Completed qualification card for each officer will be forwarded upon transfer except when the transfer is between organizations or installations of the same command and station; for example, between elements of a division. Qualification cards will not be forwarded to general or special service schools unless such officers are to be reassigned at the completion of the course. Where cards are not forwarded, the commandant of the school will furnish a report of the successful or unsuccessful completion of the course; where cards are forwarded the commandant will cause appropriate entries to be made prior to the

TECHNICAL MANUAL
PERSONNEL CLASSIFICATION

CHANGES
No. 6

WAR DEPARTMENT
WASHINGTON 25, D. C., 31 October 1946

TM 12-425, 17 June 1944, is changed as follows:

Remove pages 11 and 12 and substitute page 11 and revised page 12 herewith.

Remove pages 17 and 18 and substitute revised pages 17 and 18 herewith.

Remove pages 25 and 26 and substitute revised pages 25 and 26, and add new page 26A herewith.

Remove pages 29 and 30 and substitute revised page 29 and page 30 herewith.

Remove pages 33 through 40A and substitute page 33, revised pages 34 through 40A, and add new pages 40B through 40H herewith.

Page 50, figure 22, is rescinded.

Remove pages 49 and 50 and substitute page 49 and revised page 50 herewith.

[AG 300.7 (26 Oct 46)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

DISTRIBUTION:

AAF (10); AGF (10); Dept (10); Tech Sv (2); FC (1); Class III Instls (1); Gen & Sp Sv Sch (5);
ASTU (1); Tng C (15); AGF Repl Tng C (15); RC (10); A (10); CHQ (10); D (5) except D 1; R
(2); SBn (3)

For explanation of distribution formula, see FM 21-6.

*These changes supersede section VIII, WD Circular 294, 1945; section V, WD Circular 59, 1946; section VIII, WD Circular 63, 1946; section V, WD Circular 115, 1946; section VIII, WD Circular 211, 1946; section VIII, WD Circular 271, 1946; section III, WD Circular 297, 1946; and section VII, WD Circular 307, 1946.

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serves no useful
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b. Safe
Test

serves no useful purpose to permit men to draw comparisons by means of test scores.

b. Safeguarding of Test Material. Test materials are restricted, and it is imperative that proper safeguards be maintained. To accomplish this end, cabinets or chests with adequate locking devices will be provided. Testing materials will be locked in such containers at all times when not in actual use. Frequent inventories will be made.

c. Disposition of Excess and Useless Testing Material. (1) Whenever a unit or station has on hand damaged, wornout, or obsolete test booklets, scoring keys, answer sheets, etc., such material will be destroyed by shredding or burning at the post where it is located. A commissioned officer will witness the destruction.

(2) Units possessing current test material in excess of their needs will report such excesses to appropriate post publication stockrooms or, if overseas, to appropriate distributing agencies, who, in turn, will report their surpluses to the Adjutant General depot serving them, for instructions as to disposition.

21. TEST SUPPLIES.

Test supplies, including test booklets, answer sheets, scoring keys and manuals, will be secured upon requisitions made to appropriate distributing agencies. For all authorized Army personnel classification tests, distributing agencies are indicated in monthly issues of FM 21-6.

Section V

INTERVIEWING

22. DEFINITION.

An interview is a planned and controlled conversation, with the objective of securing all possible data from the soldier that will be of value to the service.

23. INTERVIEWING TECHNIQUES.

a. The Army's primary interest in the new soldier is: What has he done? What can he probably learn to do? The interviewer must remember that he is gathering actual information, facts, and data pertaining to the soldier. He should open the conversation with something of interest to the soldier that will put him at ease and yet suggest that the Army is interested in him as an individual. The interviewer should be on the alert and evidence interest in the information obtained. He should endeavor to understand the other man's point of view. He must discount his own bias and cultivate an open mind.

b. Successful interviewing is difficult when the soldier is unduly fatigued, frightened, or irritated. Pleasant surroundings, with maximum privacy, are desirable. Ample time should be allowed for the interview, which should be adjusted to the poise and alertness of the soldier. Impatience with slow talkers will often defeat the accuracy of the interview. Questions should be asked in a courteous but businesslike manner, keeping the soldier aware of the definite purpose of the interview. Questions should be worded so they are easily understood. Leading questions should be avoided. Questions which imply a certain answer usually receive that answer.

c. The interviewer must get all the pertinent data. While some facts come easily, in the form of specific statements, many start out as mere clues which must be interpreted carefully and drawn out skillfully if the soldier's full potentialities are to be revealed.

d. The successful interview will be terminated in such a way that the person being interviewed will feel that something definite has been accomplished, and that the time spent in conducting the interview has benefited both himself and the Army.

24. SPECIALIZED INTERVIEWING.

For good results, specialized interviewing is desirable whenever possible. This requires that men be interviewed by personnel having similar occupational backgrounds. Specialized selection of interviewers is particularly important when military occupational specialties are to be reviewed, verified, or corrected.

25. INITIAL INTERVIEW.

It is the business of the interviewer who conducts the initial interview to obtain, with the greatest accuracy, information relative to the soldier's ability, acquired skills and other pertinent data and to record this information on the proper form, WD AGO Form 66-1 (Officer's and Warrant Officer's Qualification Card), WD AGO Form 66-2 (AAF Officer's Qualification Record, and WD AGO Form 66-3 (AAF Medical Officer's Qualification Record) in the case of commissioned personnel, and WD AGO Form 20 (Soldier's Qualification Card) in the case of enlisted personnel. Detailed and complete information must be secured and must be recorded on the proper form during the interview, not after the interview has been completed. Preliminary notes should be taken on scratch paper. Even the most practiced interviewer cannot trust his memory and there must be no chance for error. Female personnel will not be used to make initial classification and assignment interviews of male military personnel, but may be used to make subsequent reinterviews.

26. REINTERVIEW.

The objectives of the reinterview vary according to station of the soldier and the kind of information required. For instance, at a replacement training center or its equivalent, the object of the reinterview is usually to check the card for accuracy and to determine the most suitable training assignment for the soldier concerned. Reinterviews are indicated periodically as the soldier changes assignments or for a variety of other reasons. At the reinterview, the conversation is usually so controlled as to secure information to be recorded in only a few items on

(c) *Major subject or specialization.* Record the name of the course or major subject.

(d) *Degree and date received.* If a diploma or certificate was received, enter the year received. If no diploma or certificate was received, enter the last year of attendance.

(e) *Vocational training.* Vocational training in the Civilian Conservation Corps or medical training in schools set up by religious bodies having scruples against combat military service is also entered under "Trade, night, or business school," by giving duration of training received, checking whether or not graduated, the school's name and location, and nature of training and year of completion or last year attended.

(f) *Preinduction training.* Civilian agencies have initiated preinduction training programs, based upon War Department recommendations, for the development of skills which have a direct application to military specialists. This training may have been received by the enlisted man in high school, trade school, vocational school, college, or in industry. Results of such training will be recorded under "Trade, night, or business school," or any unfilled portion of the "Education" section by lining out inappropriate designation. Entry will give duration of training, whether or not completed, where studied, nature of study, and date of completion or last attendance. If the space under "Education" section is insufficient, notation will be made under "Remarks," in the form of a brief, concise statement as to the nature of such training, for example: "Compl. 1/2 yr. Preind. Tng. Radio; 70 Hrs. Electricity."

(6) When the interviewer has completed making appropriate entries in the spaces under "Education" he will place a check mark "✓" on the code symbol of the school of highest rating from which the enlisted man graduated, regardless of how long or how successfully another school of higher rating was attended. For this purpose schools will be rated as—

- (a) Postgraduate.
- (b) College or university.
- (c) High school.
- (d) Trade, night, or business school.
- (e) Grammar school.

37. LANGUAGE.

Determine whether the soldier can speak, read or write any language other than English. If he does not, enter a dash "—" in the center of the blank space above the words "Fairly well." A list of the principal foreign languages encountered are listed in appendix III. If the language is either Spanish, French, or German then check S (speaks), R (reads), W (writes), in the appropriate rectangle, indicating either "Fairly well" or "Fluently" as the case may be. Speaking, reading, and writing ability will be indicated whenever applicable. Space is provided for recording two other languages. The name of the additional language will be printed in the space provided and speaking, reading, and writing ability will be indicated by checking appropriate rectangles. Record the true name of the language. This is not always the name of the country or the race. For example, an Austrian may speak, read, and write German, Croatian, Slovenian, or Hungarian. If the language is one in which a dialect is spoken, ascertain and record the name of the dialect, together with the name of the language. For example, if the soldier speaks Chinese the dialect may be Mandarin or Cantonese. Next, determine the soldier's ability to speak, read and write in that tongue, either fairly well or fluently.

a. Fairly Well. This space will be checked to indicate present ability to speak, read, and write the foreign language in a fair and passable manner.

b. Fluently. This space will be checked to indicate present ability to speak, read, or write the language efficiently over a wide range of subjects.

38. ARMY AREA, DEPARTMENT, OR THEATER OF ENLISTMENT OR INDUCTION.

Line out printed words in item 10, WD AGO Form 20, which do not apply, and write in the words "army area" or "theater," whichever is applicable, in which a man enlisted or was inducted on or after 11 June 1946; example: "Army Area—First," "Hawaiian" or "Theater—European."

39. SPORTS IN WHICH QUALIFIED.

Check the appropriate rectangles for those sports in which the soldier states he has been active. In the case of experience on school, amateur or professional teams, record the name of the school or team in the space provided. If an enlisted man has participated in more than one sport, check them, but for the one in which he considers himself most proficient, double check "✓✓". If the information received indicates exceptional ability, check the rectangle marked "Excels." Check only those sports in which he has recently participated, not those which he states that he likes.

40. TALENT FOR FURNISHING PUBLIC ENTERTAINMENT.

If the soldier plays a musical instrument, check the appropriate rectangle, show name of instrument below the words "Musical instrument" and indicate above the words whether he plays by ear or reads music.

If soldier sings, check the appropriate rectangle, print vocal range—soprano, tenor, baritone, etc.,—above the word "Singing" and whether solist, member of trio, quartet or chorus below the word. If soldier has theatrical ability, check the appropriate rectangle, indicate above the word "Theatrical" whether he is professional or amateur and below the word whether he is an actor, a dancer, a magician, a theatrical coach, etc. If the soldier has no talent for furnishing public entertainment a dash "—" will be placed after the word "Entertainment."

41. MAIN OCCUPATION.

a. Securing the Preliminary Information. Record the preliminary information on a scratch pad as the work history is obtained. Get a quick, brief, perspective of just what the soldier did from the time he left school to the date of his entry into the Army. In case the man came into the Army directly from school, some consideration should be given to the part time work he may have done while attending school. Cover the most recent employment first and then proceed in reverse chronological order

to his earlier work. Preliminary questioning should disclose the type and number of jobs held, years of work on each job, and average weekly salary for each job. All time since the soldier left school must be accounted for on the card. Do not try to record the data on the card as it is given, for a condensed picture of the man's entire work history must be obtained before it can be evaluated and proper entries determined. Also note any substantial periods of unemployment. Obtain complete description of the duties performed. Question the soldier only on what he actually did, not on what he thinks he can do or what he would like to do. Question him in regard to the tools, methods of production, types of products and materials used in his specific work, and whether or not he worked as a supervisor or under supervision. For example, with an office worker ascertain what machine he operated, whether he filed, typed, made out reports, took dictation, or kept personnel or stock records, was a chief clerk, etc.

b. Occupational Analysis. After the occupational history of the soldier has been obtained, determine his "main occupation" by weighing one job against another, giving adequate consideration to such factors as—

- (1) Length of time on the job.
- (2) Recency of experience.
- (3) Degree of skill required.
- (4) Background of experience or education required.
- (5) Scale of wages received.
- (6) Degree of authority or responsibility.

Entries under main and second best occupations are records of occupational history. Do not allow the soldier's expressed likes or dislikes to influence the decision as to which shall be the "Main" and which the "Second best" occupation. This historical record of fact is not to be distorted by the soldier's expressed likes or dislikes or by the interviewer's knowledge of the needs of the service.

c. Recording of Main Occupation.

(1) *Main occupation.* First determine if the main occupation fits a principal or related title and pertinent description in TM 12-426. Ordinarily, only the main title will be entered on the Soldier's Qualification Card WD AGO Form 20. However, where a related title more readily identifies the specialty, the related title will be listed in parenthesis after the main title. If an appropriate title cannot be located in either TM 12-426 or the Dictionary of Occupational Titles enter a suitable descriptive title for the occupation. Where a Dictionary of Occupational Titles title is used or where, in lieu of such

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enlisted man is able to perform the specialty in at least a semiskilled manner, an entry will be made in this item. In addition, the initials "SS" will be recorded along with the degree of proficiency, skilled, semiskilled, in those cases where an MOS is acquired through completion of a service school. (See par. 14c, TM 12-427.) Entries under "Classification in military specialties" will include the title of the military classification, the specification serial number of the specialty, the date of graduation, and the type of equipment with which the enlisted man is proficient. Classification as "Skilled" or "Semiskilled" should be approached from the viewpoint of job performance as well as ability or proficiency as a student.

Example:

Designation	Spec. Serial No.	Potential	Semiskilled	Skilled	Type of equipment
Teletypewriter mechanic.	239		23 Aug 43 SS		M-14 M-15 M-19

If, in the opinion of the commandant, the enlisted man is not qualified as skilled or semiskilled, no entry will be made in this item.

g. Potential NCO. Where a soldier exhibits marked qualities of leadership during the training period, prior to transfer he will be given a military occupational specialty, and an additional entry, "Pot. NCO" will be marked in red ink under the "Degree of skill" columns in this section. For WD AGO Form 20 (1 Feb 1942 edition), the words "Pot. NCO" will be entered in the unused Degree of Skills column; these will ordinarily be the "Potential" and "Semiskilled" columns. For WD AGO Form 20 issued prior to 1 February 1942, the entry "SK," "S-SK," or "Pot." will be followed by the words "Pot. NCO" written in red ink. For example, if a soldier had been trained in a replacement training center as an automatic rifleman, SSN 746, during training had exhibited marked qualities of leadership, and had been an acting corporal, the entry under the "Classification in military specialties" section would be "Automatic rifleman, 746, Pot. NCO, 10 Feb 44."

56. REMARKS.

The space provided under "Remarks" is to be used for supplementary information and facts of value in further explanation and description of

other items on the card. Also, certain information is specified for entry therein. If the space in any other item on the card is insufficient to complete information called for, the additional facts are to be recorded under "Remarks." The usual manner of recording is to print "See 28" in the original item, signifying that reference is made to "Remarks" for further information; then, in "Remarks" immediately preceding the entry, cross-reference is made to the original item on the card by indicating the number of the item, in parenthesis. While entries should be made in "Remarks" whenever necessary, the space is to be conserved and used in a judicious manner. Start each entry immediately following the preceding one, and do not start each entry on a separate line. All entries will be as brief as possible and will have a direct bearing on the soldier's qualifications as they relate to military duty assignments.

a. Prison Records. Records of confinement in a penal or correctional institution, either prior to or during military service will *not* be entered on the WD AGO Form 20.

b. Religious Preference. No entry indicating religious preference will be made on the WD AGO Form 20.

c. Driving Ability and Qualification in Arms. In issues of qualification cards which do not contain specific items for entering driver's experience and qualification in arms, these items will be reproduced under "Remarks" in the approximate form as shown on 1 April 1943 or later editions of the qualification card. Instructions for making entries in these items are contained in paragraphs 59 and 60.

d. Scarce Categories of Specialized Skill. The symbol "(OPS)" will be entered in red ink under "Remarks," at the reception center, for each soldier considered qualified within one or more of the fields of specialized skill enumerated in current directives on Scarce Categories of Specialized Skill. When the Personnel Placement Questionnaire (WD AGO Forms 0850 and 0850a) have been executed and forwarded in conformity with existing directives, an entry will be made in red ink as: "0850 fwd 2 Feb 44." The commanding officer of each replacement training center, or other unit, may line out the symbol "OPS" on Form 20 of individuals whose qualifications are considered not to meet the specifications shown in the current directives on Scarce Categories of Specialized Skill.

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e. Oversea Service. Dates of departure from and arrival at a port in the United States, or the boundary of the continental United States, will be entered in this item. *Example:* "Left contl. U. S. 16 Mar 44. Returned 25 Nov 44." Day of departure and day of return are included.

f. Six Months of Training for Men Under Age 19. Notation will be made under "Remarks" for completion of training equal to 6 months or more for all men less than age 19. *Example:* "Completed trng. equal to 6 mos. or more—7 Oct 45-ABC."

g. Civil Air Patrol Cadets. For Civil Air Patrol cadets hereafter enlisted or inducted into the Army, a notation will be entered in "Remarks" that a course in Civil Air Patrol training has been completed. *Example:* "Civil Air Patrol cadet trng. compl. 10 Oct 46."

h. Recommendation for Further Military Training. Recommendation of eligibility for further military training prior to separation from the service will be entered in this item upon receipt of the appropriate notification of eligibility. This entry will be made by the unit commander on the qualification cards of enlisted men declared eligible prior to their departure from the unit. *Example:* "Recommended for Further Military Training _____"
(date)

57. RECORD OF CURRENT SERVICE.

a. Entries To Be Made. An entry will be made in this section whenever a soldier—

(1) Receives 1 week or more of basic or individual training at a reception center, replacement training center, or unit.

(2) Undergoes a permanent change in principal duty. Minor or temporary changes will not be entered.

(3) Changes grade. (In order to avoid the necessity of using an additional line for change of grade when such change of grade does not involve change of duty, this may be entered in pencil for the current grade. When a new line is accomplished for any of the other reasons cited herewith, the entry on previous line will be completed in ink.)

(4) Is transferred to a new organization, company, unit, or installation.

(5) Goes on detached service for over 30 days.

(6) Attends a service school.

(7) Participates in Army Specialized Training Program. (See sec. VII.)

(8) Has been a prisoner of war and returns to the jurisdiction of the United States Army.

(9) Is separated from the service.

b. Recording. The individual parts of this item will be entered as follows:

(1) *Date.* The date of the change of status will be entered in this column, for example: "4 Feb 44."

(2) *Organization and station.* For designated Table of Organization units enter only for designation of the company and unit. For numbered service units, detachments and other installations, enter the official designation (and number, if any) of the unit, detachment or installation, and the station to which assigned. Official abbreviations are authorized.

(3) *Grade.* Record the grade held by the enlisted man at the time of the entry.

(4) *Principal duty.* Enter a title descriptive of the general nature of the principal duty, for example: "Truck driver," "Typist," etc. Individual training carried on under a Mobilization Training Program will be entered as, for example: "17 Wks Indiv Tng Compl Per MTP 21-2—15 Apr 44." If a specialized training school is attended such information should also be recorded, for example: "Spec Tng Sch (course) Compl (number of weeks) (date)." A duty will not be considered a principal duty until such time as it has been performed for a period of at least 1 month. Entry may be made in pencil until such time as the duty is determined to be a permanent change of principal duty, at which time it will be completed in ink.

(5) *Spec. Ser. No.* Enter the appropriate TM 12-427 military specification serial number for the principal duty recorded. When entries are made on cards issued prior to 1 September 1943, the specification serial number will be entered after the title of the principal duty.

(6) *Returned prisoner of war.* Record date of capture and "Prisoner of War," along with the name of the country capturing or holding the enlisted man a prisoner. *Example:* "6 Jun 1943—Japan—Prisoner of War." On the next line an entry will be made to indicate the date and the manner in which he returned, such as escaped, exchanged,

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or repatriated. Entry will also be made for a soldier evading capture or returned after internment in a neutral country.

(7) *Termination of service.* Upon termination of service for any cause, an appropriate entry will be made in this item, showing date of termination and reason therefor, for example: "4 Feb 44—Disch. Conv. of Govt.," or "2 Jan 44—Commissioned 2d Lt. AUS" or "4 March 44—Killed in action."

58. DATES AND SIGNATURES.

a. **Entries.** (1) *Date of enlistment or induction.* The date of enlistment or induction will be entered at the first interview either by printing, typing or stamping, and will be recorded as, for example, "25 Jan. 44." Cross out either "Induction" or "Enlistment" to eliminate the inapplicable word. In the case of enlisted men of the National Guard inducted into Federal service, record the date of enlist-

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(2) Replacement
fication card is re
pose, a blue
insert

(2) **Replacement cards.** When a soldier's qualification card is removed from the file for any purpose, a blue bordered replacement card will be inserted in its place. This card will record the enlisted man's name, the location of the original card, and the date of its removal from the file. The use of the replacement card is particularly important when qualification cards are removed from the file and kept under consideration for some time pending final disposition.

c. Transfer. For each man transferred to or remaining assigned to Enlisted Reserve Corps or Regular Army Reserve, the Form 20 will be forwarded to the army commander in which is located the place of residence designated by the enlisted man upon his release from active duty.

d. Discharge. For all enlisted personnel separated from active service, except as provided in *c* above, WD AGO Form 20 will be forwarded to The Adjutant General together with the service record and allied papers.

NOTE: DO NOT ATTEMPT TO FILL OUT THIS CARD WITHOUT FIRST READING INSTRUCTIONS CONTAINED IN TM 12-425 VERY CAREFULLY

(21) PREVIOUS MILITARY EXPERIENCE										(23) RECORD OF CURRENT SERVICE									
ARM OR SERVICE	YEARS IN EACH	HIGHEST GRADE	CATEGORY A, B, C, ETC.	LAST R.T. (HOURS)	SPECIAL TRAINING RECEIVED	SPECIFIC NATURE	YEARS	MO.	DATE (YEAR)	DATE	ORGANIZATION AND STATION	GRADE	PRINCIPAL DUTY	SPCL. IN. NO.					
INF	4	CAPT	ROTC	36	BASIC + ADVANCED		4		36	15 DEC 43	Hq Co 101st INF REGT	PVT	PLATEAU-1500'	405					
										16 APR 44	Hq Co 101st INF REGT	PVT	CLERK-TYPST	405					
										5 MAY 44	Hq Co 101st INF REGT	CPL	ADM-NCO	502					
										10 JUN 44	Hq Co 101st INF REGT	Sgt	ADM-NCO	502					
(22) SERVICE SCHOOLS ARM OR SERVICE										(24) SD									
(25) PREFERRED																			
(26) ASSIGNMENT RECOMMENDED BY RECEPTION CENTER										ACCOUNTANT 268									
(27) CLASSIFICATION IN MILITARY SPECIALTIES																			
RIFLEMAN										745									
CLERK-TYPST										405									
ADM-NCO										502									
(28) REMARKS										SOME HOME RADIO REPAIRS. INFILTRATION COURSE 3 MAR. 44; MALARIA TNG COMPLETED 4 APR 44									
(29) DATE OF (LAST OUTPOST)										10 DEC 1943									
(30) DATE OF INTERVIEW										12 DEC 1943									
STATION										RECEPTION CENTER FT GEORGE G MEADE, MD.									
INTERVIEWER										James J. Rogers, CPT									
CLERK										Donald B. White, Sgt									
SOLDIER										Edward G. Cooper									
(31) DRIVES AUTO										YES									
HOLDS MARYLAND										STATE DRIVER'S PERMIT									
(32) QUALIFICATIONS IN ARMS																			
WEAPON										C ER									
SCORE										195									
DATE										27 FEB 44									

IMPORTANT — UNDER NO CIRCUMSTANCES WILL THIS CARD BE FOLDED, ROLLED, OR CREASED

SOLDIER'S QUALIFICATION CARD

THIS CARD MUST ACCOMPANY THE SOLDIER UPON TRANSFER

Figure 2. Sample of completed WD AGO Form 20—Back view.

Section VII

ARMY SPECIALIZED TRAINING PROGRAM

62. GENERAL.

Various entries on the WD, AGO Form No. 20 have been authorized for the Army Specialized Training Program. Symbols for entries on this form will be found in appendix to TM 12-427. The following instructions will govern in recording these symbols on the WD, AGO Form No. 20.

63. TRAINEE SYMBOL.

For all trainees in both basic and advanced curricula, the trainee symbol appropriate to the curriculum in which enrolled will be recorded under "Record of current service." On Form No. 20 of an edition earlier than the revision of 1 September 1943, the word "Trainee" followed by the appropriate trainee symbol will be recorded as the "Principal duty." On the revision of 1 September 1943, the word "Trainee" will be recorded as the "Principal duty" and the trainee symbol will be recorded as the "SSN." When a trainee is transferred to a curriculum other than that in which initially enrolled, an appropriate change will be made under "Record of current service." When a trainee is graduated from one curriculum and enrolled in another an additional entry under "Record of current service" will be made.

64. GRADUATE SYMBOL.

a. When a trainee is graduated from any curriculum for which there has been provided a graduate symbol, including both basic phase and advanced phase curricula, a thin line will be drawn in pencil through the code previously entered under "Main occupation," on the WD, AGO Form No. 20, and directly above this code will be entered in pencil the symbol for the curriculum from which graduated.

b. An entry will be made in the case of a graduate of a curriculum who is continuing in the program in another curriculum as well as in the case of a graduate who is separated from the program. In the case of the graduate who is continuing in another curriculum, the graduate symbol thus entered will remain unchanged until such time as the trainee is graduated from the curriculum in which continued, when the previous graduate symbol will be erased and the new symbol entered in lieu thereof in the manner indicated in *a* above. If a graduate who continues in the program in another curriculum is separated from the program prior to graduation from the curriculum in which continued, the symbol previously entered will remain unchanged, except as provided in *c* below.

c. A trainee who is separated from the program prior to graduation for a special assignment based on training received under the Army Specialized Training Program will be considered a graduate of the curriculum in which enrolled when separated, and graduate symbol for the curriculum from which separated will be entered under "Main occupation."

d. Changes made under "Main occupation" in accordance with the foregoing instructions will not be punched on WD, AGO Form No. 20.

e. A trainee who is initially assigned to the Army Specialized Training Program in an advanced term will not be considered a graduate of a basic phase curriculum.

65.

If the designated space is insufficient for the entry, a notation "see 28" will be made under "Record of current service" or "Main occupation" as the case may be, and the appropriate entry made under "Remarks," shown as "(29)" or "(13)."

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c. **Over-Age in Grade.** A penciled check mark "✓" will be entered in this space if the officer's age places him in a nontroop duty age status. If subsequent promotion places the officer within the troop-duty age limit, the check mark will be removed. Maximum age-in-grade limitations for duty with troop units, other than Army Air Forces, are:

Colonel.....	55
Lieutenant Colonel.....	52
Major.....	47
Captain.....	42
First Lieutenant.....	36
Second Lieutenant.....	36

Maximum age for assignment of officers of the non-promotion list services to troop units is 56 years, except that for assignment to the staff of a field army, the maximum is 58 years. An officer will be considered over age-in-grade the day he attains the age prescribed above.

d. **Retired.** Enter a check mark in the space allotted when a retired officer is recalled to active duty.

77. SERVICE OR RESIDENCE OUTSIDE CONTINENTAL U. S.

If the officer has spent at least 3 consecutive months in a foreign country, print the name of the country as it was designated prior to 1935, followed by a notation, in parentheses, of the last year of the service or residence. In the spaces "Years" and "Months" record the years and months opposite the respective countries in which he had service or residence. This item refers to residence or military service prior to the present war and will not include tours of foreign duty after 7 December 1941. If either the word "Service" or "Residence" does not apply, line out the inappropriate word. If an officer has served or resided in more than one country outside the continental United States, enter the name of the last country served or resided in, the date of the termination, and the duration of such service or residence in that country. Cross reference to "Remarks," if necessary, and there indicate other countries of service or residence and duration of stay in each.

78. ENTRY ON EXTENDED ACTIVE DUTY.

Official orders provided the source for this information. Date of original entry, authority (par. and

SO No.), issuing headquarters, and date of issuance of the order, are required. If the officer was not continued on extended active duty after the initial period, indicate such break under "Remarks." This item is not completed for regular army officers. For retired officers, the date of and authority for return to active duty will be indicated in this space.

79. GRADE-APPOINTMENTS AND PROMOTIONS.

Enter the date of the appointment or promotion in which serving currently, in the appropriate rectangle. Any subsequent promotions, whether temporary or permanent, will be entered in like manner. Temporary promotions will be entered in the upper half of the rectangle to allow room for recording the date of permanent promotion to the same grade. The date of rank in grade will be secured from official orders. Dates of appointment or promotion prior to the grade in which an officer is serving at the initiation of his W. D., A. G. O. Form No. 66-1 may also be entered.

80. RECORD OF SERVICE. (Enter principal duty).

a. **Period Covered.** For Regular Army Officers (except retired officers on active duty) the record of service will cover only those principal duties performed since 1 January 1942. For all other officers, including retired officers on active duty, the record of service will cover only those principal duties performed since 1 July 1940.

b. **When Recorded.** Whenever an officer is detailed or assigned to a principal duty, appropriate temporary pencil entry will be made on the first unused line. This temporary entry will be made permanent (entered in ink) under the following conditions:

(1) When a principal duty has been performed for a period of at least 1 month, and—

(a) There is a change in principal duty.

(b) The officer is reassigned.

(c) The individual's immediate superior is reassigned.

(d) When a pool officer, who is attached to an organization, performs specific duties for a period of 30 days or more.

(e) When an officer goes on temporary duty for a period of 30 days or longer.

(2) When a principal duty has been performed for a period of less than 1 month, and—

(a) The service has been characterized by meritorious or unsatisfactory performance of duty.

(b) The nature of the principal duty was such as to be of value in the selection of the officer reported on for a future duty assignment.

(3) *When ordered on temporary duty.* An entry is required in this item whenever an officer is on any duty of a temporary nature, away from his permanent assignment, for a period of 30 days or longer. No entry will be made in this item for attendance at general or special service schools. Such entries will be made in accordance with paragraphs 81 and 82.

(4) *When reported in and returned from a status of prisoner of war, missing in action, etc.* Entry will be made under this item whenever an officer has been a prisoner of war and returns to the jurisdiction of the United States Army. Record date of capture and "Prisoner of War," along with the name of the country capturing or holding the officer a prisoner. On the next line an entry will be made to indicate the manner in which he returned, such as "Escaped,"

"Liberated," or "Repatriated," and the date. Entry in a similar manner will also be made for an officer returned after being missing in action, evading capture, or returned after internment in a neutral country. *Example:* "Prisoner of War—Japan—1 May 42," "Liberated—5 Feb 45."

(5) Whenever an efficiency report (other than academic) is rendered, the numerical rating as recorded on WD AGO Form 67 will be entered under column marked "Manner of performance," with the designation (67) before or above the initials of the officer making the entry. Academic efficiency reports from military schools or civilian educational institutions will be recorded by indicating "Student officer" under column marked "Type of duty." No rating will be recorded for military or civilian schools in item 15, but an entry will be made in item 16 or 17 (General and Special Service Schools) of the academic rating submitted in the academic efficiency report or report from a civilian educational institution. (See pars. 81 and 82.)

Example:

Type of duty	Unit, organization, or station	Dates		Manner of performance	Initials
		From	To		
(Efficiency Report other than Academic)					
Infantry Unit Commander.....	Co. L 9th Inf Regt.....	10 Oct 46	12 Dec 46	6.3	(67) LCR
or (Academic Efficiency Report or Report from Civilian Education Institution)					
Student Officer.....	Command and Staff College	6 Jan 46	5 Apr 46	See (17)	

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(6) Upon term
will be made in
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and the date. Entry
made for an officer
evading cap-
neutral
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(6) *Upon termination of service.* Final entry will be made in this item, at termination of service, giving cause of termination, and date. *Example:* "Kd in action—4 Jan 44" or "Disch conv of govt—3 Feb 44."

c. **Manner of Recording.** The entries in this item will be rendered as follows:

(1) *Type of duty.* The entry in this column will be a descriptive and accepted military designation of a principal duty. If more than one type of duty is performed, care will be exercised to insure that only the principal duty is recorded. Type of duty is defined as follows:

(a) *Command.* A record of duty involving command of combat troops during periods of training in preparation for combat and/or active participation in combat.

(b) *Staff.* A record of duty involving duty of a planning and/or policy-forming nature as a member of or on duty with the general staff corps or on the special staff of a commanding officer.

(c) *Administrative.* A record of duty involving the supervision and/or execution of duties of an administrative nature.

(d) *Special.* A record of specialized duty such as "Exchange Officer," "Public Relations Officer," "Athletic Officer," etc.

(2) *Unit, organization, or station.* Under this column, if the unit or organization is given, the station will be omitted; if an agency or installation is given, the station will be shown.

(3) *Dates.* Enter the inclusive dates covering the period during which the duty was performed. Enter the day, abbreviation for month, and year.

(4) *Rating under "Manner of performance."*
This entry is the numerical index of the officer's proficiency in the performance of a specific duty, usually obtained from a completed WD AGO Form 67. Other than ratings obtained from required efficiency reports, a manner of performance rating as such will be determined and entered only when an officer being rated, having performed a principal duty of 30 days or more, is given a new principal duty assignment under the same immediate superior. It will be determined by use of a worksheet composed of paragraphs G, K, and M, of WD AGO Form 67, and will be recorded on the officer's qualification card in its numerical form. (See example below.) If this numerical rating is less than 1.00 or is the equivalent of "unsatisfactory," a WD AGO Form 67

(Special Efficiency Report), will be rendered and the notation (67) will be made before or above the initials of the officer making the entry on the officer's qualification card as required in b(5) above. If changes in a rating originally entered on the officer's qualification card are made necessary because of manifest error in recording, or because of a review of the rating by the next higher officer in the chain of command to the rating officer, such changes will be entered by lining out the entire line of the incorrect entry, dating and initialing the change, and making a complete new entry on the next line. Such corrections will be permitted only within 30 days of the final date of the rated period. Any other changes will be referred to Headquarters, AAF, or to The Adjutant General, as appropriate, for decision.

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Example:

Type of duty	Unit, organization, or station	Dates		Manner of performance	Initials
		From	To		
	(Changed 10 Nov 46—See 31-AJA)				(67)
Infantry Unit Commander.....	Co. A, 10th Inf Regt.....	10 Aug 46	15 Oct 46	5.0	MLD/LCR (67)
Infantry Unit Commander.....	Co. A, 10th Inf Regt.....	10 Aug 46	15 Oct 46	4.0	RAB/AJA

A notation explaining this change in a rating will be entered in "Remarks."

Examples:

"Rating of 4.0 for (inclusive dates) by R. A. Bowen, Col.,
(Name) (Rank)
Inf., Hq 10th Inf Regt., 19 Oct 46"
(Arm) (Organization) (Date)
or

"Rating entry for (inclusive dates) corrected by
A. J. Adams, 1st Lt., AGD, Hq 5th Div., 10 Nov 46"
(Name) (Rank) (Arm) (Organization) (Date)

or

"Efficiency report rating of 4.0 for (inclusive dates) by
1st Ind., Hq 5th Div., 1 Nov 46, R. A. Bowen, Col.,
(Authority) (Date) (Name) (Rank)
Inf."
(Arm)

(5) *Initials.* Ratings will normally be entered and initialed by the reporting officer (individual's immediate military superior) or, in his absence, by the custodian of the officer's qualification card. In the event the entry is made by the custodian, the initials of the reporting officer, printed or typed, will precede the initials of the custodian, divided by a diagonal line. Initials *must* be clearly legible. If the entry is the result of any type efficiency report indicated in *b*(5), the custodian of the card is authorized to enter and initial the entry prescribed above.

d. Procedure in Absence of Reporting Officer. Where it is not practicable for the

reporting officer (individual's immediate military superior) to enter and initial a rating as indicated above and the rating is not obtained from an efficiency report, the reporting officer will initiate a letter report direct to the officer having custody of the officer's qualification card, indicating the numerical manner of performance rating together with a statement whether or not a special efficiency report, if required, has been rendered. In the event that, under such circumstances a special efficiency report is rendered and changes made by subsequent indorsements, the indorsing officer will notify the custodian of such change for appropriate entry under *c*(5) above.

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c. Deletion
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rating as indicated
from an effi-
a rating as indicated
from an effi-
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e. Deletion of Manner of Performance Rating. When a convening authority, under provisions of AR 605-230, approves findings and recommendations of a reclassification board which—

(1) Clearly indicates a finding that the officer is qualified, without demotion, for the performance of duties identical with those the unsatisfactory performance of which was the basis for reclassification proceedings against him, and,

(2) Recommend reassignment of the officer to such identical duties within a command or activity in the jurisdiction of the convening authority, the convening authority will direct the elimination by lining through of an "unsatisfactory" manner of performance rating on the officer's WD AGO Form 66-1 for the period covered by the special efficiency report filed in support of the reclassification only. This elimination will be explained in the remarks section, WD AGO Form 66-1, citing authority therefor.

31. SPECIAL SERVICE SCHOOLS.

Entries under this item will include attendance at officer's courses at Special Service Schools, and in addition will include attendance at Officer Candidate Schools, and Troop Schools where the course is of 30 days or more duration as prescribed below, and attendance as a regularly detailed student at civilian educational institutions (for example, under the provisions of WD Circular 42, 1946). Attendance at Division, Regimental, or Unit Schools or at Domestic or Foreign Service Schools temporarily in existence during World War I and World War II

where the course was less than 30 days in duration will not be entered in this item, but will be made under "Remarks." Lists of Service Schools which will be recorded will be found in appendix IVa. The entry will include the inclusive dates of attendance at the school, abbreviated school name, title of course pursued, and the academic rating or ratings expressed in an academic efficiency report, from the military school commandant or the civilian educational institution whenever rendered, under the appropriate column marked "Successful completion." Where both a descriptive rating and academic rank within the class are reported, both will be entered. For courses where no academic efficiency report is required to be rendered, a check mark "✓" will be placed in the appropriate column showing successful or unsuccessful completion of the course. Entry will also be made in this item for U. S. Armed Forces Institute Courses and Army Education Program Courses (RR 1-4).

Entries will also be made whenever an officer successfully completes a course of instruction required by WD Training Circular 9, 13 August 1946. Whenever an officer is excused from a particular course, he will be credited as having completed the course and an entry will also be made as indicated below.

a. Under the column "Dates" enter the dates the first and last courses were completed.

b. Under "School" enter "WD Training Circular 9, 13 August 46."

c. Under "Course" the course letters contained in WD Training Circular 9 will be entered as each course is completed.

Examples:

Dates		School	Course	Successful completion	
From	To			Yes	No
1 Jun 46	1 Sep 46	Infantry School	Battalion Commanders	Sup	
1 Oct 46	1 Jun 47	Harvard University	Area Language Training (German)	Ex	
1945		USAFI	No. H50 Bkbp. & Acctg.	✓	
Dates		School	Course	Successful completion	
From	To			Yes	No
1 Dec 46		WD Training Circular 9, 13 August 1946	A, B, C, D, E		

82. GENERAL SERVICE SCHOOLS.

The year and academic ratings contained in academic efficiency report will be entered. Entries will be made in this item for National War College, Industrial College of the Armed Forces, Naval War College, Command and Staff College, and Armed Forces Staff College. For Command and Staff College the year, academic ratings, and title of course will be entered.

83. LANGUAGES.

The officer's ability to speak, write, or translate a language other than English will be indicated by placing the words "Well," "Some," or "Little," in the appropriate rectangle. Languages not listed may be entered under "Other." More explicit information, such as the dialect he can speak, write, or translate and the date the language was last used, will be obtained and entered concisely under "Remarks" if space in this item is insufficient for the information. See appendix III for a list of the more common languages encountered.

84. MARITAL STATUS AND DEPENDENTS.

Place a check mark "✓" in the appropriate space to show the officer's present marital status. After "Dependents" record in ink, in arabic numerals, dependents of an officer, other than his wife, who are dependent on him in whole or in part.

85. LEGAL RESIDENCE.

Enter in this space the location of the residence declared by the officer to be his legal residence or the domicile of his immediate family. If the officer does not have such permanent residence, it may be desirable to enter the name of a bank or other commercial firm with which he will be in contact. Regular Army officers may give their legal address as "The Adjutant General, Washington 25, D. C."

86. EMERGENCY ADDRESSEE.

The name, address, and relationship of the person whom the officer wishes to have advised of his status will be recorded in pencil, to facilitate change. This person may be wife, parents, parents-in-law, friend, lawyer, pastor, or any other person the officer wishes to designate. It should be someone whose address is not likely to change. Where there is no legal relationship, the term "Friend" will be used.

87. EDUCATION.

a. High School. Indicate the number of semesters, school years, or fractions thereof, as $1\frac{1}{3}$ or $2\frac{1}{2}$, etc., not as 1 year 4 months or 2 years 6 months. Under "Name of institution" record only the city and state in which the last high school attended is located. Under "Subject majored in" indicate the major subject such as "Academic," "Commercial," "Agricultural," or "Vocational." These may be abbreviated. High School will include grades 9 to 12, and no distinction will be made between junior and senior high schools. Under "Graduated" check the appropriate rectangle. No entry will be made under "Degree." Under "Year left school" enter the last year of attendance at high school.

b. College or University. Record only the name of state universities. For other colleges and universities enter the name of the institution and the state in which located. Include junior colleges above 12th grade, as well as college or university "subject majored in" space for college or university proper. Descriptive entries will be made in the "subject majored in" space for college or university work. The United States Military Academy will be entered as a college. Under "Graduated" check the appropriate rectangle. Indicate any degree received under "Degree." Record the last year of college attendance under "Year left school."

c. Postgraduate. This pertains only to colleges or universities offering graduate work for advanced degrees. Therefore, nothing will be entered here unless the officer has received a Bachelor's or equivalent degree from a college or university. Entries under "Postgraduate" will be made in the same manner as for "College or university" above. Combined courses, such as 6-year law courses, leading to two degrees will be entered entirely as college and not postgraduate work.

88. TESTS. No tests have, as yet, been authorized for officers. This space will, therefore, be left blank until such time as tests are authorized.

89. PARTICIPATING SPORTS.

The Army is interested only in sports in which the officer was recently active. If the officer only participated and did not excel in any of the named sports, place a check mark "✓" in the blank box. If he coached or excelled, place the check mark "✓" in the box marked "c" or "xl," beside the particular sport. If he both coached and participated, or coached and excelled, place check mark "✓" in two boxes. Do not check both "Participated" and "Excelled," because if he excelled he obviously participated. If the officer played on a school, semi-professional, or professional team, the name and location of the team will be indicated, together with the name of the sport in parenthesis above the name and location of the team. Write in any other sport not named, and indicate the degree of participation in the appropriate box. The officer's ability to coach is of main interest. An officer who excelled should be able either to teach the sport or to supervise activities therein. Other sports may be suggested by the following:

Archery	La crosse
Bowling	Polo
Fencing	Soccer
Football	Swimming
Golf	Tennis
Hockey	Track
Hunting	Trapshooting
jiu-jitsu	Wrestling

90. ACTIVE HOBBIES.

Check the appropriate rectangle to indicate named hobbies. Only hobbies having military significance

will be entered in the space "Other," such as are suggested by the following:

Art and illustration	Horse breeding
Ballistics	Languages
Bird training	Map making
Camouflage	Mathematics
Chemistry	Mechanics
Cryptology (codes and ciphers)	Model making
Drafting	Theatrical entertainments
Electricity	Woodworking

Hobbies such as coin collecting, dancing, attending movies, stamp collecting, etc., are not to be recorded.

91. MAIN AND SECONDARY CIVILIAN OCCUPATIONS.

a. General. These items will not be utilized for regular army officers. In dealing with these important items, take down the complete occupational history by making notes on a scratch pad. These notes are to be carefully checked, verified, and corrected. The best way to secure the information is to cover the most recent employment first; then proceed in reverse chronological order to earlier work. The preliminary discussion will disclose the number of jobs held, years engaged in each, and the average monthly salary. This information will give a broad picture of the officer's work history so that an interviewer may make a preliminary analysis of the various jobs. A general idea of the type of work the officer has been doing has now been secured. The next step is to get detailed information for the analysis. The fact that these data must be accurate cannot be overemphasized. If the officer has more than one occupation, weigh one factor against another to determine which has more evidence to substantiate its claim as the main occupation. If two jobs compare closely on length of employment, recency, salary, etc., but one requires a higher degree of skill than the other, the more skilled job will ordinarily be the main occupation.

b. Title of Your Position or Job. In this space enter a descriptive title of the work history recorded.

c. Explain What You Did. Record this information in a brief manner. Be sure that it is

complete and accurate
the card to have an accurate
work performed by the
d. Name of the
In this space

Other, such as are
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complete and accurate enough for anyone reading the card to have an adequate understanding of the work performed by the officer.

d. Name and Address of Employer.

In this space record the name and complete address of the employer.

e. Dates Employed and Remuneration. Record the inclusive years of employment after "From" and "To." Months and days need not be shown unless the employment was for a period of less than 1 year. Under "Monthly salary or income" enter the average monthly wage received.

f. Specification Serial No. Line out the words "AR 605-95" and enter "TM 12-405" immediately above. Proper code numbers for the work history recorded will be found in TM 12-405. Directions for the use of TM 12-405 are self-contained. The words "Occupational dictionary code" will be lined out. No Occupational Dictionary Code is entered.

92. QUALIFICATION IN MILITARY SPECIALTIES.

The following procedures and minimum qualifications are established and will obtain in designating military occupational specialties:

a. Definition. A military occupational specialty is a title applying to a group of related duties and responsibilities normally requiring special knowledge and skills acquired through formal training, experience, or education.

b. Purpose. Military occupational specialties are assigned to provide code numbers and titles for recognized military jobs and their qualifications by which officers, commissioned and warrant, may be requisitioned and assigned in accordance with the needs of the Army.

c. Awarding Military Occupational Specialty. One or more military occupational specialties may be acquired in one of the following manners:

(1) Successful completion of a course in a general or special service school if it has been determined by the training branch or section of the appropriate command, arm, or service that the course qualifies a graduate in a military occupational specialty upon completion thereof and without service on the job.

(2) On-the-job training or duty assignment for sufficient time that in the opinion of the rating officer

such performance has been at least very satisfactory and that the officer is fully qualified to perform the duties provided for in the specifications. Normally a period of at least 30 days should precede assignment of military occupational specialties under these circumstances.

(3) Through civilian experience, when it has been a practical counterpart of the military job, plus such military orientation or indoctrination as is necessary to the satisfactory performance of such job. Normally such period of time should be a minimum of 30 days. Under such circumstances the assignment of the military occupational specialties must be concurred in by the rating officer.

Note.—The above methods are to be construed as establishing only minimum standards for the assignment of the military occupational specialties, and each major command may establish such additional requirements as it deems necessary and such methods as will assure adherence to these minimum standards.

d. Recommendation of Assignment.

In order to assure the most appropriate initial assignment of officers, an entry of probable military occupational specialties will be made, with pencil, in this item. Such entry will not constitute a fully qualified designation of the skill but will be considered as a recommendation for assignment purposes only. Pencil entries will not be reported to the Machine Records Unit. When the officer has been found fully qualified, and the military occupational specialty assigned in accordance with *c* above, the entry will be made in ink and reported to the Machine Records Unit.

e. Use of Military Occupational Specialty. The requirements and use of each military occupational specialty, together with identifying code numbers, are listed in TM 12-406 and 12-407. Prompt reporting of military occupational specialty, when assigned, to the Machine Records Unit will serve to utilize fully the knowledge and skills of the officers in the Army.

f. Rescission or Removal of the Military Occupational Specialty. Military occupational specialties entered on the WD AGO Form 66-1 may be removed or rescinded by lining out the military occupational specialty. This may be accomplished for the following reasons:

(1) When it is obvious that the military occupational specialty is wrong, that is, when neither the officer's duty assignment record, background, or school record correlates with such military occupa-

tional specialty. Rescission in such case shall be made by the current rating officer.

(2) When, in the judgment of the rating officer, the officer concerned is no longer qualified for such specialty. In such instances, concurrence in writing must first be obtained from the rating officer's immediate superior or such other authority as may be designated by each of the major commands.

(3) When a "Manner of performance" rating of "Unsatisfactory" has been rendered. Such rating shall constitute authority for rescission of the military occupational specialty.

Note. Rescission or removal of the military occupational specialty will be shown on the Morning Report under "Remarks" and forwarded to the Machine Records Unit servicing the command. Lined out military occupational specialty will be initialed and dated by the responsible officer.

g. Recording. Enter the appropriate TM 12-406 or 12-407 military occupational specialty title in which the officer has been qualified. Record the appropriate TM 12-406 or 12-407 specification serial number and enter the date of qualification. On editions of the WD AGO Form 66-1 issued prior to 1 September 1943, the words "Primary" and "Secondary" are to be lined out and these items combined, and all military occupational specialties will be added to this section in ink, chronologically, as acquired.

93. INITIAL INTERVIEW BY.

Print or type date of interview, and name, grade, and arm or service of the interviewing officer. The signatures of the interviewing officer and of the officer being interviewed will be entered in the appropriate lines. Facsimile signatures will not be used.

94. REMARKS.

This item will be used for further information for which there is either no appropriate space on the card or insufficient room in the space provided. All entries will be as brief as possible and will have a direct bearing on the officer's qualifications as they relate to military duty assignments. Examples of specific information which should be recorded under this item include:

a. Prior Service. Prior enlisted service (other than service school record) or length of service in Army Specialist Corps will be entered under

this item. *Example:* "EM 5 Yrs.—3 Yrs. Regt Sgt Major—2 Yrs. Rad Opr."

b. Campaign Medals and Ribbons. Campaign medals and ribbons which the officer is authorized to wear will be shown in this item. *Example:* "Auth: Am. Def. Medal; Am. Theater Ribbon." Authority to wear service bars will also be shown in this item.

c. Religious Preference. Religious preference of the officer will be entered in this item. If the officer's preference is Protestant, the denomination should be entered, if possible. *Examples:* "Rel Pref: Catholic" or "Rel Pref: Baptist." If the officer specifically states that he has no religious preference enter "Rel Pref: None."

d. Detail to Specific Arms or Services. Entry will be made in this item relative to all details to specific arms or services and the dates thereof. The original entry will indicate the arm or service to which detailed, with the effective date thereof, followed by word "terminated," allowing sufficient space thereafter for subsequent entry for date of termination of such detail. *Example:* "Det. FA. 1 May 42, Term"

e. Close Overhead Fire. Notation will be made in this item, regardless of date of issue of the WD AGO Form 66-1, the first time an individual is subjected to close overhead fire on an infiltration course. *Example:* "Infiltration Course 10 Jan 44."

f. Requirements For Oversea Service. Other items covered in preparation for overseas service which are not indicated above, as for example, "Chlorine Gas Chamber" may be shown under "Remarks" if deemed essential for completion of the officer's record. In order to conserve space, these entries may be made without adhering strictly to authorized abbreviations. However, care will be exercised to insure that entry is comprehensible.

g. Qualification in Arms. On issues of the WD AGO Form 66-1 issued prior to 1 September 1943, which do not contain a specific item for entering qualification in arms, this item will be reproduced under "Remarks," in the approximate form as shown on 1 September 1943 or later editions of the qualification card. Instructions for making an entry in this item are contained in paragraph 95.

Yrs.—3 Yrs. Regt Sgt
and Ribbons.
with the officer is
this item.
theater

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h. Disciplinary Action. No entry will be made concerning any disciplinary action taken against any officer.

i. Source of Commission. Information as to the method whereby a commission was obtained other than graduation from officer candidate school, will be entered concisely in this item. *Example:* "Grad Sr ROTC Univ of Kansas June 1935 Inf," "Aptd Spec-Res AUS 1940," or "Aptd WO (Clfn #20) 3 Jan 1944."

j. Oversea Service. Dates of departure from and arrival at a port in the United States, or the boundary of the continental United States, will be entered in this item. *Example:* "Left contl. U. S. 16 Mar 44. Returned 25 Nov 44." Day of departure and day of return are included.

k. Reassignment Pursuant to Reclassification Board Proceedings. When an officer is reassigned pursuant to recommendations of Reclassification Board based on proceedings covering period for which an unsatisfactory manner of performance rating has been entered on WD AGO Form 66-1, an entry will be made in this item. *Example:* "Reassigned under par. 17, SO 40, WD, 16 Feb 44, pursuant recommendation of Reclassification Board."

95. QUALIFICATIONS IN ARMS.

Entry will be made in this item showing the firing accomplished with individual, crew-served, and combat vehicular weapons. Entries will include—

a. Qualification Firing. Note the weapon, course fired, qualification attained, score, and date the individual fires any weapon for qualification.

Example:

QUALIFICATION IN ARMS

Weapon	Course	Qualified	Score	Date
Rifle, M1	"A"	S	127	1 Jul 43
LMG (cs)	Qual	EG	218	9 Sep 43

b. Familiarization or Other Firing. When an officer completes familiarization firing, or when he is transferred prior to completing, or for any other reason fails to complete prescribed qualification or familiarization firing, make one entry for each weapon fired, noting the weapon, course fired (or started), total number of rounds fired, and date when individual fired weapon last.

Example:

QUALIFICATION IN ARMS

Weapon	Course	Qualified	Score	
Carbine M1	Fam		20 rds	19 Sep 43
Pistol			15 rds	20 Oct 43
MG, HB	CS-A		50 rds	3 Nov 43

96. MAINTENANCE OF WD AGO FORM 66-1.

The commanding officer of the headquarters where the cards are filed is responsible for obtaining and recording all information on officers in his command. It is the responsibility of each officer's unit commander to transmit to the headquarters where the cards are filed, all changes necessary to keep the cards current.

97. REMAKING WD AGO FORM 66-1.

a. When it is necessary to remake the qualification card for any reason other than "Record of service" item being filled, the qualification card will be copied exactly, unless definite error is discovered in previous entries, together with date of initial interview and date the card was remade. The officer remaking the card will sign as interviewing officer rather than copying the name of the original interviewing officer. If the "Record of service" item becomes filled, the information contained therein will be consolidated and summarized at the discretion of the officer remaking the card. Such information may be consolidated by "Manner of performance" rating when such consolidation will also give a fair indication of the various types of duty performed by the officer. The old card will then be destroyed by the responsible officer.

b. Cards of Warrant Officers. Cards of warrant officers who accept commissions or Army Specialist Corps members separated from that Corps for the purpose of accepting a commission in the Army of the United States will not be transmitted to The Adjutant General's office. In such cases entries in inapplicable items will be lined out and initialed by the officer correcting the card, and necessary changes made. A new WD AGO Form 66-1 may be prepared when the condition of the original card so requires.

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c. Cards for Officers Whose Temporary Appointment as General Officer Has Terminated. (1) A WD AGO Form 66-1, 66-2, or 66-3 (Officer's and Warrant Officer's Qualification Card), as appropriate, will be initiated for every general officer when he is reduced to a grade below general grade. The form will be initiated at the station of his new assignment. The date of reversion to present grade and date of rank will be entered in the appropriate space in item 14, Grade—Appointments and Promotions, and the unused portion to the left of this entry will be used for the entry of the time during which he held general grade, as "Brigadier General (Temp.) 20 Jan 1944 to 20 Jan 1946."

(2) Unless the officer has had a substantial record of civilian occupation within the 15 years preceding initiation of the form, item 26, Main Civilian Occupation, will bear only the entry "Professional soldier" for the appropriate dates.

(3) Item 15, Record of Service, need not be itemized in detail. A brief series of entries in chronological order, with approximate dates, will be made of the principal duties performed by the officer, identifying the general nature of the duty performed, as "Asst. CG, ----- Division; CG, ----- Base Section; AC/S, G-3, ----- Theater; Deputy AC/S, G-4, Ordnance Procurement," etc. Entries will not normally be made for duties performed for less than 3 months, nor should entries be made for duties on routine boards or committees. Entries should, however, show duty on boards with special functions, such as War Department Manpower Board, Secretary of War's Separations Board, etc.

98. DISPOSITION OF WD AGO FORM 66-1.

a. Initial Assignment. (1) When an officer is initially assigned, his qualification card will be mailed to the headquarters of the unit to which assigned.

(2) After the officer has been assigned or transferred to a subordinate unit, the card will be sent to the commanding officer of that unit for his information, after which it will be returned for file. The card will not be rolled, creased, or folded. When forwarded by mail, a heavy protecting envelope of appropriate size, marked, "Do not fold, roll, or crease," will be used and, when available,

cardboard backing will be used as an additional protection.

b. Transfer Within United States.

(1) (a) When an individual officer is transferred to another station within the United States, his qualification card will be mailed to the headquarters of the unit to which transferred in time to arrive on or before the effective date of change of morning report and in each case before the arrival of the officer.

(b) Commanding officers will insure that the WD AGO Form 66-1 on each officer transferred is complete and accurate and that last manner of performance rating, overseas service, physical status, and category statements are entered before the form is forwarded to the next unit.

(2) When a unit changes station, the qualification cards of the officers assigned or attached thereto will be transferred with the unit records in the custody of the commander of the unit.

c. Transfer to Oversea Station or From Oversea Station to The United States.

(1) When an individual officer is transferred to an overseas station from the United States and moves either directly to a port of embarkation for transshipment overseas or to a personnel replacement depot for subsequent shipment overseas, he will carry his qualification card with him.

(2) When a group of officers are transferred to an overseas station from the same station in the United States and move either directly to a port of embarkation for transshipment overseas or to a personnel replacement depot for subsequent shipment overseas, the qualification cards will be placed in the custody of the senior officer for delivery to the proper commander concerned.

(3) When an officer is transferred from a replacement depot on a shipment number, his qualification card will be given to the escort officer for delivery to the commanding general of the port of embarkation who will then follow the procedures prescribed above.

(4) When an individual officer is transferred to the United States from an overseas station, he will carry his qualification card with him.

(5) When a unit is moved either to or from an overseas station, the qualification cards of the officers assigned or attached thereto will be transferred with

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the unit records in the custody of the commander of the unit.

(6) When for any reason an officer is returned to the United States from an overseas station, his qualification card will be forwarded as outlined in (4) or (5) above.

d. Officers will be considered to be traveling individually, regardless of number, whenever they are not assigned or attached to an organization or a provisional unit moving to same destination.

e. A component of a division or similar unit, when detached therefrom, will take with it the qualification cards of the officers assigned thereto.

f. (1) Completed qualification card for each officer will be forwarded upon transfer except when the transfer is between organizations or installations of the same command and station; for example, between elements of a division.

(2) Qualification cards will not be forwarded to general or special service schools unless such officers are to be reassigned at the completion of the course.

(3) Exceptions to the above rule are as follows:
The qualification cards of all student personnel,

except Army Air Forces, attending schools of more than 5 months' duration and of personnel attending the Armed Forces Staff College will be carried forward as follows:

(a) For students attending a general or special service school, the qualification card will be forwarded to the school concerned.

(b) For students attending a civilian school, the qualification card will be forwarded to the appropriate Army headquarters. However, for officers attending a civilian school in ZI or overseas, prior to reporting to the Military Academy for duty, the qualification card will be forwarded to the appropriate Army headquarters or office of the military attaché and a duplicate copy to the U. S. Military Academy.

(c) For officers attending foreign schools, the qualification card will be forwarded to COAG.

(4) Where cards are not forwarded, the commandant of the school will furnish a report of the successful or unsuccessful completion of the course; where cards are forwarded the commandant will cause appropriate entries to be made prior to the

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Figure 3. Sample of completed WD AGO Form 66-1, front view.

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tain the code number corresponding to these letters, and write the code number just above the printed word "Name." The appropriate holes of the name code will then be marked, bearing in mind that this is a sequence code. (See fig. 18.)

(2) *Marital status (top edge)*. Consists of two direct codes. In the section "Marital status" on the face of the card, entries indicate marital status as follows: M—married; S—single; D—divorced; W—widower; and the number of dependents, if any. The code clerk marks hole 38, "Mrd.," for the entry "M" only, and hole 39, "Dep.," for entry of any number of dependents. "Single" is not coded. *Example:* Entry is "S" and for dependents is "2." Code clerk does not mark hole 38, "Mrd.," but does mark hole 39, "Dep.," (See fig. 19.)

indicating the highest level of education. This coding specifically designates the holes to be marked. Thus "1-2" at the left of "College or university" means that holes 1 and 2 in the Education code section are to be marked. Since only one level of education can be marked, the interviewer indicates the one to be coded by a check mark through the proper code symbol. The designations "L-7" and "L-11" in the rectangles for non-English and Illiterate mean that hole 7 and hole 11 in the Education code section on the left edge of the card are to be marked if a check mark is placed in the respective rectangle. These are direct codes. (See fig. 20.)

(4) *Languages (bottom edge)*. Contains five direct codes. Under "Languages" on the face of the card, check marks indicate the enlisted man's ability

Figure 19. Coding marital status.

(3) *Education (left edge)*. Contains one code field, six holes. Under "Education" on the face of the card, spaces are provided for non-English speaking in the rectangle "non-E, L-7"; illiterate, in the rectangle "L-11"; in space designated "School," entries on appropriate line show details of schooling. The entry to be coded is indicated by a check mark (✓) through the coding at the left of the line in-

to speak, read, or write languages other than English and indicate whether the language is known fluently or just fairly well. In the edition of 1 February 1942, and subsequent editions, rectangles have been added to indicate whether a foreign language can be spoken, read, or written, but the coding has not been changed. The code symbols printed under each of the languages and under "Fluently" designate the

(8)-① EDUCATION			NON-E	L-7	ILLITERATE	L-11
YEAR LEFT SCHOOL						
SCHOOL	YEARS COMPLETED	GRADUATED YES NO	NAME AND LOCATIONS OF INSTITUTIONS ATTENDED	MAJOR SUBJECT OR SPECIALIZATION	DEGREE AND DATE RECEIVED	
(SF1) GRAMMAR SCHOOL	8	✓	KANKAKEE, ILL.			
(SF2) HIGH SCHOOL	4	✓	CHICAGO, ILL.	ACADEMIC		
(1-2) COLLEGE OR UNIVERSITY	4	✓	NORTHWESTERN UNIV. CHICAGO, ILL	BUSINESS ADMIN.	AB 1938	

Figure 20. Coding education.

(9)-@ LANGUAGES (CHECK APPROPRIATE SPACES) S-SPEAKS R-READS W-WRITES												
	SPANISH (B-35)			FRENCH (B-36)			GERMAN (B-37)			OTHER LANGUAGES (B-38)		
	S	R	W	S	R	W	S	R	W	CHINESE		
FAIRLY WELL	✓	✓	✓	✓	✓					✓		
FLUENTLY (B-39)	✓	✓	✓	✓	✓					✓		

39	38	37	36	35
FLU	OTH	G	F	S
(9) LANGUAGES				

Figure 21. Coding languages.

holes to be marked. Thus, "B-35" under "Spanish" means to mark hole 35, bottom edge of card, "Languages" code section. (See fig. 21.)

(5) *Army area of enlistment or induction.* The army area of men enlisted or inducted on or after 11 June 1946 will be indicated in the code section as follows:

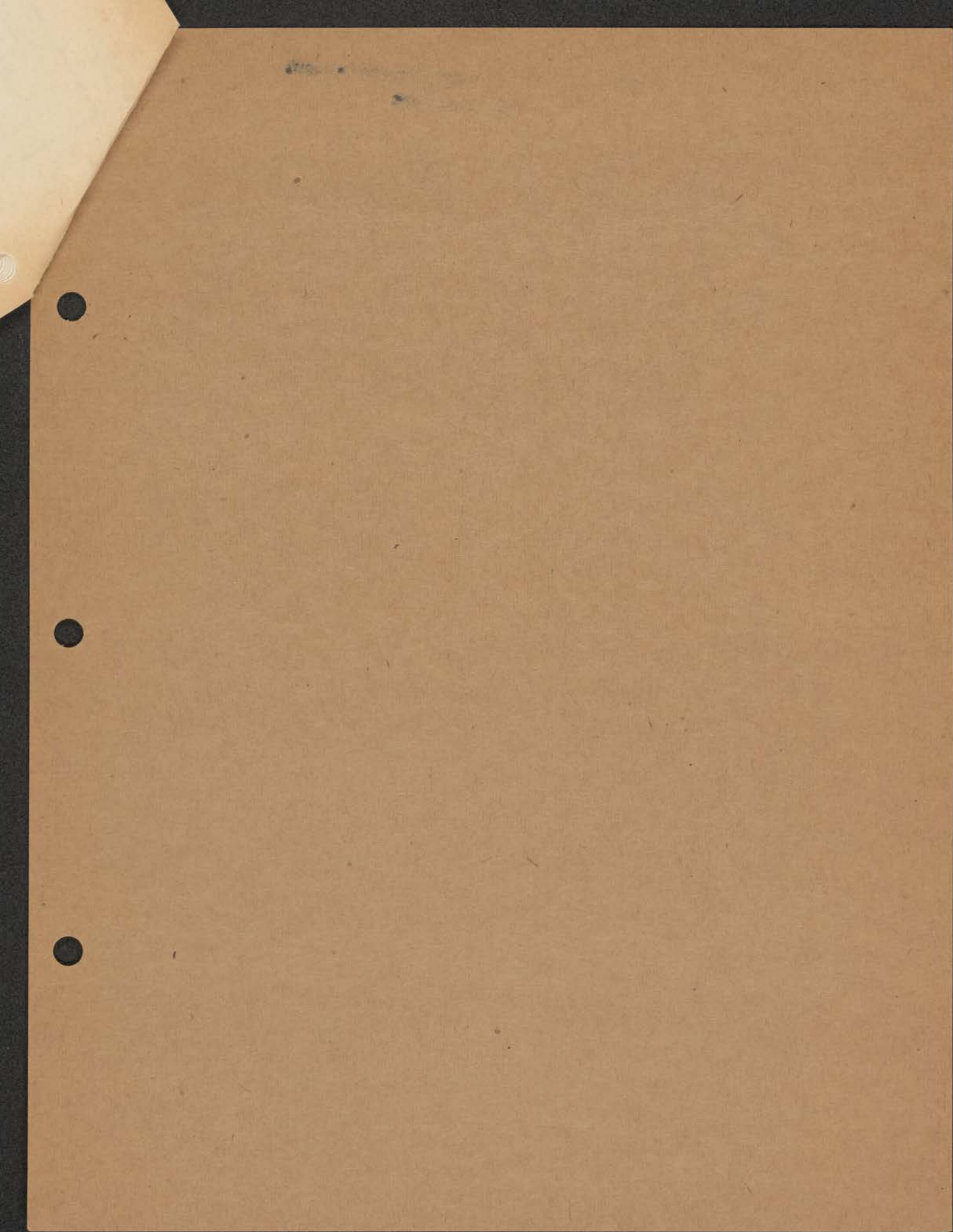
- Code 1 and 2 for First Army Area.
- Code 3 and 5 for Second Army Area.
- Code 4 for Third Army Area.
- Code 8 for Fourth Army Area.
- Code 6 and 7 for Fifth Army Area.
- Code 9 for Sixth Army Area.

Thus if the entry on the card is "Army Area—First," mark hole 1 and 2 in the code section. If a man enlisted or was inducted in a department or theater, the information will not be coded.

(6) *Qualified sport (left edge).* Contains one field with a numerical capacity of nine. One hole,

"XL," is a direct code to indicate "Excels." In the edition of 1 February 1942, the title of this section on the face of the card is changed from "Favorite sports" to "Sports in which qualified," but the coding remains the same. The rectangle opposite each sport and under "Excels" contains the printed code symbol for that item. Thus, the rectangle following "Track" contains the symbol "L-SF-1." "L" means left edge of card; "SF" and "1" are the holes to be marked in "Qualified sport" code section. Check marks are placed in appropriate rectangles by the interviewer. If more than one sport is checked, the interviewer must indicate by double check marks (✓✓) the sport to be coded, since only one can be coded. "Excels," however, can be coded with any one of the sports designated. *Example:* Check mark is placed in rectangle "Excels" and in rectangle "Wrestling." Code clerk marks holes XL, 7 and 1, since the code number for wrestling is 8. (See fig. 23.)

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WAR DEPARTMENT TECHNICAL MANUAL
TM 12-425

This manual supersedes AR 615-25, 31 July 1942 including C 1, 1 September 1942; C 2, 3 November 1942; C 3, 16 November 1942; C 4, 28 November 1942; C 5, 25 September 1943; and Supplement 31 July 1942; AR 615-28, 28 May 1942 including C 3, 5 May 1943; C 4, 16 June 1943; C 5, 19 July 1943; C 6, 27 July 1943; C 7, 25 September 1943; Classification Memorandums No. 8, 19 March 1942; No. 9, 18 May 1942; No. 10, 1 August 1942; No. 11, 19 October 1942; No. 12, 31 December 1942; No. 13, 30 March 1943; No. 14, 22 June 1943; No. 15, 19 November 1943, and all amendments and other directives and memoranda in conflict herewith.

PERSONNEL
CLASSIFICATION



WAR DEPARTMENT

17 JUNE 1944

United States Government Printing Office
Washington: 1944

WAR DEPARTMENT,
WASHINGTON 25, D. C., 17 June 1944.

TM 12-425, Personnel Classification, is published for the information and guidance of all concerned.

[A.G. 300.7 (18 Apr 44).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
*Major General,
The Adjutant General.*

DISTRIBUTION:

As prescribed in paragraph 9a, FM 21-6, except Arm & Sv Boards (0), ROTC (0); Gen & Sp Sv Schools (5); D (5); except AAF; R (2), except AAF; S Bn (3), except AAF; Reception Ctrs (10); WD Personnel Reassignment Ctrs (10); ASF Tng Ctrs (15); AGF Repl Tng Ctrs (15); ASTP (1).
(For explanation of symbols see FM 21-6.)

FOREWORD

Throughout this manual, reference to general classification procedures will be interpreted to include all officers of all components of the Army of the United States (including WAC, Army Nurse Corps, Physical Therapy Aides, and Dietitians), warrant officers, enlisted men and all members of the Women's Army Corps, unless otherwise indicated.

Knowledge of AR 345-5, TM 12-260, 12-426, 12-427, 12-405, 12-406, and 12-407 is essential to the proper use of this manual.

This manual has been published in loose-leaf form to facilitate changes. Such changes will be supplied on a page basis, and will be published as required. As change pages are received they will be inserted in their proper place, and the replaced pages destroyed.

Each page of the manual bears a date in its upper inside corner. This date is the date of the publication. Pages which represent changes will carry the date and number of the change.

Paragraphs are numbered consecutively throughout the entire book. Paragraphs carrying decimal suffixes indicate newly added material; for example, a paragraph numbered 23.1 represents the first main paragraph following paragraph 23.

Pages are numbered consecutively throughout the book. If new pages are added within the book the added pages will carry alphabetical suffixes—"A," "B," "C," etc. For example, if a new page is added between 51 and 52, the page will be numbered 51-A. A second additional page in the same place would be numbered 51-B, etc.

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Section I

CLASSIFICATION — GENERAL

1. SCOPE.

a. General. This manual provides a convenient consolidation of personnel classification technique for use by all echelons of the Army. Supplementary instructions governing classification procedures within the units of the Army Air Forces will be published from time to time by Commanding General, Army Air Forces. These instructions will be in accordance with current War Department policies.

b. Objective. Classification has, as its ultimate objective, success in battle through the economical and efficient use of personnel. The general objectives of classification are to facilitate the placement of individuals in the assignment in which they will be of most value to the service, and to expedite training by utilizing the abilities, skills, and physical capabilities which individuals bring with them from civil life or acquire during their experience in the Army. Classification is a continuing process during the entire period of an officer's or enlisted man's active service.

2. RESPONSIBILITY FOR PROCEDURES.

a. The establishment and control of basic Army-wide policies and procedures governing the classification, testing, selection, assignment, and reassignment of commissioned, warrant, enlisted, and Women's Army Corps personnel are functions of the War Department. Responsibility for the execution and application of such policies and procedures, in the manner fitting the requirements of the command, is vested in the commanding generals of the Army Ground Forces, Army Air Forces, Army Service Forces, defense commands, oversea theaters, and departments.

b. The Adjutant General is designated the War Department operating agency for these functions and is charged with—

(1) Preparation of basic regulations, memoran-

dums, and releases on personnel classification, testing, selection, assignment, and reassignment procedures within established policies.

(2) Development, construction, validation, and standardization of all personnel screening tests, except air crew tests, and interview technique for the Army.

(3) Study and analysis of all military and allied civilian occupations and assignment of code designations thereto: maintenance of the military occupational serial number register.

(4) Preparation and maintenance of requirement and replacement rate tables for all military personnel.

(5) Procurement and assignment of commissioned and enlisted personnel to the major commands, for classification and assignment duties.

(6) Maintenance of a record of individuals with skills which are specifically required by the military service and who are available in limited numbers only.

(7) Establishment of necessary procedures to operate classification and audit teams for the War Department to assure the best utilization of individual skills.

(8) Making such visits to all echelons of the Army as are necessary to determine the effectiveness of the classification and assignment system, rendering such aid as may be required to achieve the classification and assignment objective, and reporting the results thereof to the Assistant Chief of Staff, G-1, War Department General Staff, and to the commanding general of the major command concerned. These reports will include recommendation for reclassification and reassignment when appropriate.

3. RESPONSIBILITY FOR CLASSIFICATION.

The proper classification and assignment of personnel is a primary function of command. In lower echelons this may take the form of a platoon lead-

er's decision as to the exact job which each man will perform. In higher echelons, this type of decision remains a function of command but commissioned and enlisted personnel, trained in classification techniques, are charged with determining the appropriate classification of individuals and assisting commands to determine appropriate duty assignments.

4. DEFINITIONS.

a. Classification. The process by which all pertinent data concerning the officer's or enlisted man's ability, education, intelligence, aptitudes, assignment limitations, which are determined by capable physical screening, occupational history, military experience, interests, personal traits and other qualifications are ascertained and recorded so that, through their use and evaluation, the individual can be placed in the assignment where he will be of most value to the service.

b. Reclassification. Reclassification is the process of reviewing the qualifications of military personnel with the objective of better utilization of currently existing qualifications.

c. Assignment. The process by which an officer or enlisted man is placed within an organization and assigned to a military duty in accordance with his qualifications and the needs of the service.

d. Reassignment. The change of an officer or enlisted man to a new assignment.

e. Specification Serial Numbers. To insure uniform use and understanding of occupational specification serial numbers (SSN) throughout the Army, all concerned must understand and apply the following principles:

(1) A specification serial number is a numerical symbol representing an occupational title, either civilian or military.

(2) Specification serial numbers are used to represent—

(a) Main civilian occupation (MCO) and other civilian occupational skills.

(b) Certain skills attained otherwise than in employment.

(c) Recommended assignments for training or duty.

(d) Military occupational skills and specialties (MOS).

(e) Duty assignments (DA).

f. Misassignment. Misassignment is the use of military personnel in—

(1) An assignment which does not adequately utilize the capacities and abilities of the individual.

(2) An assignment for which the individual lacks the required capacities and abilities.

(3) The term "malassignment," occupationally used, is synonymous with "misassignment."

g. Misuse. Misuse is the assignment of military personnel possessing critical skills (as listed in current directives) to duties which do not utilize those qualifications.

5. SPECIFIC OBJECTIVES.

In order to make the greatest possible use of occupational skills, aptitudes, abilities, physical, and other qualifications, commanders of all installations, organizations and units will be guided by the following:

a. Each incoming enlisted man will be initially classified and assigned to the arm or service in which he can make the greatest use of his particular skills, abilities, aptitudes, training, and physical qualifications.

b. Enlisted men will be assigned to duties commensurate with their civilian qualifications, physical capabilities, and military training.

c. No unit will be unduly burdened with the training of a disproportionate number of men in the lower bracket of learning ability.

d. Occupational skills and physical capabilities will be distributed to units and installations where they are most needed.

e. Combat units will be given priority in the assignment of men with previous military experience, or with demonstrated leadership ability if physically qualified.

f. Men with assignment limitations will be assigned where they can best be utilized, in accordance with the actual requirements of the job.

g. Personnel selected for training in special schools or courses will be chosen with due regard to their abilities and aptitudes and the courses of instruction they are to pursue.

h. Classification records will be maintained in a current status.

6. CLASSIFICATION PERSONNEL.

a. Classification and Assignment Officer (2210—See TM 12-406). (1)

General. This term is applied to an officer assigned to duty with an organization such as an army, corps, division, service command, reception center, replacement training center, or similar unit or installation as the War Department may direct, for the purpose of carrying out the functions of the Army Personnel

Classification System within his command assignment and its subordinate units.

(2) *Duties.* Classification officers will perform the following general duties, together with such others as are necessary to accomplish the mission of correct classification and duty assignment:

(a) Supervise the administration of classification within the unit to which they are assigned.

(b) Initiate the officer's or soldier's qualification card for all unclassified personnel.

(c) Administer Army General Classification Tests, aptitude and individual tests when needed.

(d) Initiate a system whereby the officer's or soldier's qualification card and other classification data are kept current with immediate entries of all changes affecting classification.

(e) Provide the means whereby officer's and soldier's qualification cards are properly executed, coded, punched, filed and kept in a readily usable and current condition.

(f) Coordinate the methods of classification employed within the various subordinate units to establish uniform procedure.

(g) Submit to the commander of the unit information concerning the functioning of classification, reclassification, assignment and reassignment.

(h) Inaugurate and conduct instruction on classification procedures in order to familiarize all officers within the command with the advantages of and the necessity for an efficient classification system.

(i) Inaugurate and conduct schools for commissioned and enlisted personnel engaged in classification work.

(j) Advise the unit commander on the selection of officers and enlisted men for regular and special duties, and on matters of reassignment.

(k) Consult with and advise the Adjutant General and other members of the general and special staff of the command, on matters concerning classification and assignment.

b. Personnel Consultant (2230 — See TM 12-406). (1) *General.* This term is applied to an officer who counsels or supervises action on matters involving psychological principles

and practices in classification. Such an officer will be assigned to units and installations as determined by the War Department.

(2) *Duties.* Personnel Consultant will perform the following duties:

(a) Consult with and advise commanding officers on psychological problems.

(b) Personally supervise and inspect all phases of psychological work within the organization to which assigned.

(c) Recommend assignment of personnel when special psychological problems are involved.

(d) Assist the classification officer in the conduct of schools on classification, giving instruction particularly on the administration, scoring, and interpretation of tests and other subjects of a psychological nature.

(e) This officer may also be a classification and assignment officer.

c. Military Personnel Officer (2200 — See TM 12-406). Assistant adjutants designated as personnel officers and assigned to unit personnel sections of regiments and similar units, in addition to other administrative duties, are responsible for—

(1) Maintaining the qualification cards and all other data essential in considering personnel for assignment, transfer, or promotion.

(2) Furnishing information to company or unit commanders concerning enlisted men who may be under consideration for promotion, special detail, or transfer.

(3) Preparing periodic inventories of occupational specialists.

(4) Preparing periodic informational rosters, by company or similar unit, showing each man's name, grade, civilian occupation, and specification serial number, military occupational specialty, present assignment, and any other data which might be of value to the company commander.

(5) Making organizational assignments of replacements and reclassified enlisted men within the unit.

(6) Recommending reassignment of misassigned enlisted men in the unit.

Section II

CLASSIFICATION, ASSIGNMENT, RECLASSIFICATION, REASSIGNMENT

7. CLASSIFICATION.

Proper classification is not an ultimate objective, but a means to an end, the objective being the utilization of the individual classified, in an assignment where he will be of the greatest possible value to the service. The application of classification varies according to the type of installation, although the basic principles remain the same. For example, the operation of the initial classification process will be performed at reception centers under the direction of officers in charge of the classification and assignment section. The initial classification process employs testing, interviewing, classifying and assigning.

8. ASSIGNMENT.

a. Reception Center Assignment. The responsibility for proper initial assignment rests upon the service command commander, who may delegate this responsibility to commanders of reception centers. The general practices to be complied with in making initial assignments from reception centers are:

(1) Requisitions for men going directly to units will be filled with the least number of substitutions practicable.

(2) Available enlisted men will be distributed to arms and services with due consideration being given to such factors as Army general classification test grades, leadership, previous military service, education, physical qualifications, civilian occupations, and other skills and aptitudes

(3) No man qualified in a particular skill in which there is a critical shortage, as indicated by current directives, will be assigned to other than the arm or service requiring that skill.

b. Replacement Training Center Assignment. Replacement training centers will fill replacement transfer orders in accordance with the military occupational specialties and/or civilian occupational skills available, making as few substitutions as possible.

c. Limited Assignment Personnel.

(1) *Conscientious objectors.* Conscientious objectors are those individuals whose status as such has been certified by Selective Service and who are, therefore, available for noncombatant duties only. They will be assigned to medical replacement training centers or to medical units or detachments. Conscientious objectors will not be assigned to other arms or services.

(2) *Physically limited personnel.* In the assignment of physically limited enlisted men from reception centers, careful consideration will be given to the enlisted man's physical condition, prior training, skills, intelligence, and aptitude. Personnel originally classified at induction stations in accordance with the standards outlined in MR 1-9, for acceptance in the Army only, will not be assigned from reception centers to divisions, combat support units, or replacement training centers of the Army Ground Forces. Such men will be assigned initially only to units and installations of the Army Service Forces, service force support units of the Army Ground Forces, and, within established percentages of quotas, to Army Air Forces and arms and services with the Army Air Forces.

d. Unit Assignment. Assignment of replacements will be made in accordance with their qualifications. Inventories of specialists will be maintained, indicating the needs of the unit. In Army Air Forces units the AAF Personnel Report Form No. 127 may be used for this purpose. Replacements will be assigned to those units requiring qualifications found among the available men. Where there is a shortage in any occupational skill, priorities will be established by the commanding officer of the unit receiving the replacements. When replacements are received, the Soldier's Qualification Card, W.D., A.G.O. Form No. 20, will be reviewed, corrected and completed, as necessary, before an assignment is made.

9. RECLASSIFICATION.

a. General. Reclassification may be necessary because of either an inability to perform an assigned duty satisfactorily, or because a man is assigned to a duty which does not make full use of his intelligence, abilities, skills, training, aptitudes, and/or physical qualifications.

b. Reclassification Board Proceedings. For reclassification board proceedings pertaining to officers, see AR 605-230.

c. Military Specialties. A military occupational specialty is a title applying to a group of related duties and responsibilities normally requiring special knowledge and skills acquired through formal training, experience or education. A military occupational specialty may be deleted from a qualification card by drawing a thin single line through the entry and initialing such deletion, when it is determined from actual and reasonable trial that the individual concerned cannot satisfactorily perform the duties of the specialty. Action for deletion of the military specialty will be initiated by the immediate commander as soon as the deficiency becomes apparent. Where deletion is contemplated, the organization commander who recommended the rating will be consulted, if possible. No entries will be removed for disciplinary reasons.

10. REASSIGNMENT.

a. General. In order to assure that enlisted men are assigned to positions which make full use of their physical capacities and in order to insure full utilization of available skills, commanders of units will make such reassignments as may be necessary within their command. After such reassignments, unit commanders will report overages as directed by

the commanders of higher echelons, who will accomplish the necessary transfers and misassignments within their command. If no suitable assignment can be found for an individual, he will be reported to the next higher echelon for reassignment. Replacement training centers will report enlisted men who are misassigned for reassignment as soon as possible and prior to the completion of the first 6 weeks of their basic military training. Army Service Forces replacement training centers will report such men directly to The Adjutant General, and Army Ground Forces replacement training centers will render such reports directly to Headquarters, Army Ground Forces. It is the policy of the War Department that men possessing scientific, professional or technical skills of which there is an acute shortage in the Army will not be continued in an assignment which does not make full use of their abilities.

b. Method. When, in the opinion of a company or similar commander, an enlisted man will be of more value in a different assignment, the commander will make such reassignment within the organization or, if an appropriate vacancy does not exist, will report the essential facts to the appropriate officer. This officer will reinterview the man concerned, when necessary, and, if reported facts are verified, will initiate the necessary action to transfer the enlisted man to another unit. When, in the opinion of a regimental or similar unit commander, the best interests of the service indicate utilization of the skills or aptitudes of an enlisted man in an organization other than that in which he is assigned, he will take the action necessary to effect such a transfer or, when necessary, make appropriate recommendation to higher authority.

Section III

CONTINUOUS CLASSIFICATION

11. CONTINUOUS CLASSIFICATION.

The function of classification is by no means completed when a soldier has been tested, interviewed, and assigned to a unit or a type of training within a replacement or unit training center. It is a continuous process. Since the needs of the Army constantly change, and since the soldier changes as he progresses in duty and training, classification in both its general and specific aspects must be continuous.

12. UTILIZATION OF MANPOWER BASED ON PHYSICAL CAPACITY. (See existing publications relative to Physical Profile Plan.)

a. As stated in the general objectives of classification in section II, the ultimate aim is success in battle through the economical and efficient use of personnel. A rigid personnel economy can be effected only by a vigorous exercise of the command function in the utilization of manpower. Policies in this regard are laid down by War Department directives, all aimed at the placement of the soldier in the position in which he can render maximum service. Energetic execution of this general mission for classification means that for each enlisted man must be found an assignment which calls forth the maximum use of his physical ability. On the other hand, soldiers placed in assignments beyond their physical capacity must be reassigned to positions within that capacity. The exchange and reassignment of such personnel will entail, in many cases, complete retraining of enlisted men concerned, and it is in such cases that classification agencies render the most important service in the field of continuous classification.

b. In the cases of men not fully qualified physically to perform in all Army positions, the responsibility of making effective use of the soldier is one of command, beginning with the lowest echelon. After substantiation of physical defect has been authenticated, the company or battery commander must make every effort to assign the man to a position within his physical capacity, with due considera-

tion for his ability and skill, until every possible attempt has been made to utilize him properly. Such action must be taken in each succeeding echelon so that any possible waste of manpower can be prevented.

c. In this regard it is a responsibility of classification agencies to keep continually informed on War Department policy; to review assignment limitations periodically in view of preparation for duty overseas and to cooperate with all agencies charged with determining assignment limitations, so that necessary reclassification and reassignment may be speedily accomplished.

13. INFORMATIONAL ROSTERS.

a. Continuous classification requires a constant interchange of information between the organization in which the enlisted men are doing duty and the unit personnel section in which their qualification cards are filed. One form by which this may be accomplished is the informational roster. This roster is designed to serve two purposes:

(1) To furnish the company commander with a ready reference to the qualifications of his men.

(2) To supply current information as to the present duty being performed by the enlisted men to the headquarters where the qualification cards are filed.

b. The furnishing of the informational roster to companies or similar organizations is the responsibility of the unit personnel section. This roster consists of an alphabetical list of the men in each company or similar unit, by name, Army serial number, grade, Army general classification test and aptitude test grades and scores, education, civilian occupation, military specialties, current principal duty and degree of skill in that duty. The roster is designed to be sufficiently flexible in form to include any other information which would be of value to the unit commander. The informational roster will be prepared periodically as required. A copy of the

roster prepared by the Machine Records Unit may be used, if desired, as the informational roster. Information contained on the informational roster will be modified to meet the requirements of each organization and each roster will carry a statement

to the effect that qualification cards (W.D., A.G.O. Form No. 20), recording the current status of each enlisted man, are available to organization officers.

c. An extract of a sample completed roster appears below.

To Company Commander, Co. A.

10 Feb 1944

Hq. 10th Inf.

Grade	Name	ASN	Education	AGCT score	MA score	Main civ. occup.	Asgt status (GA or LA)*	MOS	Duty assignment		
									Old	New	Degree skill
Cpl	Adams, P. L.	36142152	HS grad 1 yr. bus. school	II-116	III-102	Clerk-typist	GA	405	405	...	
Pvt	Brown, A. F.	35182104	10 yrs. HS	III-98	II-118	Truck-driver	GA	745	745	014	S-SK

* General assignment or limited assignment.

14. INVENTORY OF SPECIALISTS.

The inventory of specialists, which is prepared by the unit personnel section at intervals determined by higher headquarters, consists of a comparison of the number of military occupational specialists on

hand (O/H) with the number of such specialists authorized by Tables of Organization (T/O) or allotment of the unit and the resulting overage or shortage (O/S). An extract of a sample inventory of specialists appears below.

INVENTORY OF SPECIALISTS

MOS	Hq and Hq Co. 1st Bn			Co. A			Co. B			Co. C			Co. D			Total		
	T/O	O/H	O/S	T/O	O/H	O/S	T/O	O/H	O/S	T/O	O/H	O/S	T/O	O/H	O/S	T/O	O/H	O/S
014	2	2			1	1							1	2	1	3	5	2
055		1	1					1	1								2	2
060	3	2	①	4	5	1	4	3	①	4	4		4	4		19	18	①
824	1	1		1	2	1	1	1		1		①	1	1		5	5	
Total	6	6		5	8	3	5	5		5	4	①	6	7	1	27	30	3

The inventory of specialists or the MOS Status Report prepared by Machine Records Unit, as forwarded through higher headquarters, will be the basis of the adjustment of overages and shortages within the subordinate units and organizations. Enter explanatory remarks, if considered necessary, to justify

overages and shortages of personnel on the inventory of specialists or MOS Status Report forwarded to higher headquarters. Any shortages which remain after adjustment will be the basis for requisitioning personnel.

Section IV

TESTING

15. GENERAL.

Various tests have been devised as an aid to assist in the proper classification of the soldier. These tests are employed at several stages of the classification process. Tests are used by classification and assignment personnel to obtain a better estimate of an individual's abilities and aptitudes than can be gained from an interview alone. The personnel consultants and the classification and assignment officers in induction stations, reception centers, special training units, replacement training centers, special service schools of the various arms and services, and tactical units use tests as an integral part of classification and assignment procedure.

16. TYPES OF TESTS.

Army needs dictate the types of tests to be used. Each test has been developed for a particular purpose and use; therefore, it is important to choose the right test for each classification or selection problem. No test will be used which has not been previously authorized by The Adjutant General. Requests for special tests will be forwarded to The Adjutant General, Classification and Replacement Branch. Only scores of authorized tests will be recorded on W.D., A.G.O. Forms No. 20. A list of the authorized tests, together with the primary echelons in which they will be used, is given below. Those tests marked with an asterisk (*) may be given in other echelons than the primary one for which they are listed. Decisions to use tests in other echelons should take into consideration both the problem and the characteristics of the available tests.

a. Induction Station Tests.

Qualification Test, Q-1, Q-2
Group Target Test-1, GT-1
Individual Examination, IE-1
Nonlanguage Individual Examination, NIE-1
Classification Test, R-1*
Oral Trade Questions, Volume I, Supplements A and B*

b. Reception Center Tests.

Army General Classification Test, GCT-1c, GCT-1d*
General Mechanical Aptitude Test, MA-2, MA-3*
Army Radio Code Aptitude Test, 1944, ARC-1
Oral Trade Questions, Volume I, Supplements A and B*

c. Special Training Unit Tests.

Army Illustrated Literacy Test DST-11a
Unit Tests, DST-12, DST-13, DST-14, DST-15
Unit Test in Arithmetic, DST-16a
Wechsler Individual Mental Abilities Scale*

d. Replacement Training Center Tests.

Clerical Aptitude Test, CA-1*
Dictation Test
Nonlanguage Test, 2 abc*
Typing Test

e. Army Air Forces Installations.

Trade Information Test, TC-1a
General Technical Test, TC-2a
Weather Aptitude Test, TC-3a
Cryptography Test, TC-4a
Nut and Bolt Manual Dexterity Test, TC-5a
U-bolt Assembly Test TC-6a
Technical Trade Test, TC-7a

f. Women's Army Corps Tests.

Classification Test, R-1
Women's Classification Test, WCT-2 (Formerly called Mental Alertness Test, MAT-2)
Typing Test
Army General Classification Test, GCT-1c, GCT-1d
Mechanical Aptitude Test, MA-4
Clerical Aptitude Test, CA-2, X-2
Army Radio Code Aptitude Test, 1944, ARC-1

General Electrical and Radio Information Test, TK-1, X-2

Driver and Automotive Information Test, TK-2, X-1

Arithmetic Test, EA-3, X-2

Oral Trade Questions, Volume I, Supplements A and B

g. Army Specialized Training Program Tests. Special selection and achievement tests have been constructed for the Army Specialized Training Program; these tests are authorized for this program only.

17. INSTRUCTIONS FOR USE OF TESTS.

Manuals providing instructions for administering and scoring are furnished for all authorized tests. Additional information will be found in TM 12-260. Qualifying scores of the various tests are set by special directives.

a. Induction Station Tests. Procedures for testing at armed forces induction stations are described in the manual *Psychological Examining, A Manual for Induction Stations*, 1 February 1943, and apply as amended and supplemented by letter AG 220.01 (23 Mar 44) OC-H-SPGAP, 19 May 1944, subject: "Standards and Procedures for Determining the Minimum Mental Capacities Required for Induction into the Armed Forces," and subsequent directives.

b. Reception Center Tests. The Army General Classification Test and the General Mechanical Aptitude Test will be given to all men except illiterates and non-English speaking men. The Army Radio Code Aptitude Test will be given to all men who receive a standard score of 60 or more on the Army General Classification Test. It is desirable that these tests be given before the interview so that the scores will be available to the interviewer. The Oral Trade Questions will be given by the interviewer when there is a need to check trade knowledge. These tests will be administered in accordance with the instructions contained in volume I of the Oral Trade Questions.

(1) In testing enlisted men at reception centers, no man will be excluded from the test by any rough criterion such as completion of the fourth grade. This practice is undesirable in that it presents opportunity for error when men are confused and unaccustomed to their new surroundings. Men who were found to be illiterate at induction stations will not be given the Army General Classification Test or the Mechanical Aptitude Test until near the con-

clusion of training in the Special Training Unit. For such men, entry on the W.D., A.G.O. Form No. 20 will be made in pencil at the reception center, indicating illiterate or non-English, and Form No. 20 will not be punched for these items. Completion and punching of these items will be done at the conclusion of training in the Special Training Unit.

(2) Tests will be given to men only when they are in normal physical or mental condition. The test period will be scheduled for a time of day when men are not likely to be fatigued; it will be neither late in the day nor following hours of strenuous work. Men who are ill or who have just been given inoculations are in no condition to be tested. Unless these precautions are observed, the test does not present a true picture of the man's normal capabilities. A commissioned officer qualified to conduct tests will be present in the testing room during the administration of each test and will supervise and control test procedure.

(3) A standard score of 110 or better on the Army General Classification Test is required for attendance at an officer candidate school. A standard score of 115 or better on the Army General Classification Test is required for participation in the Army Specialized Training Program. This will not be construed to include scores made on 2 abc or other non-language classification tests.

c. Special Training Unit Tests. The Army General Classification Test will be given to all men assigned to Special Training Units near the conclusion of such training, including men tested prior to such assignment. The Mechanical Aptitude Test will be given to all men who are to be forwarded from reception center special training units. Special Training Unit achievement tests will be given as prescribed in pertinent directives and manuals.

d. Replacement Training Center Tests. The Clerical Aptitude Test, CA-1, will be given to men being considered for clerical training who have had no clerical experience. The Non-language Test, 2 abc, may be given to men who, by reason of lack of language or literacy skill, are unable to make a valid score on the Army General Classification Test.

e. Army Air Forces Installations Tests. These tests will be given as directed in Army Air Forces Manual 35-1, 3 April 1944.

f. Women's Army Corps Test. The testing program of the Women's Army Corps is conducted in accordance with directives and manuals issued. Classification Test R-1 is given to all appli-

cants for Women's Army Corps. If a retest is necessary at the recruiting station, the Women's Classification Test, WCT-2 is used. The Army General Classification Test is given to all members of the Women's Army Corps at the training centers.

g. Army Specialized Training Program Tests. These tests are administered in accordance with monthly directives issued by The Adjutant General.

18. RETESTING.

Readministration of any authorized test will be permitted when in the opinion of the Commanding Officer the original test is considered invalid for any reason. Whenever possible an alternate form of the test should be used. Results of retests will be recorded on the W.D., A.G.O. Form No. 20 with date of administration. Alteration of test scores on W.D., A.G.O. Form No. 20, without retesting, is regarded as a falsification of official records. Corrections of improper entries should be indicated as such. Tests should not be administered more than twice.

19. ARMY GRADES AND STANDARD SCORES.

The manner of interpreting scores on Army tests has been prescribed in the manuals for administration of such tests. Raw scores, standard scores, and Army grades bear no relation to such concepts as the "IQ" (intelligence quotient), or "MA" (mental age). Results on Army tests will therefore not be interpreted in terms of these concepts. A man's performance on a test is generally expressed in terms of an Army grade and a standard score. The standard score compares the particular soldier with all the others who have taken the same test. On every test a standard score of 100 indicates average Army performance. Standard scores below 100 are below average; those above 100 are better than average. Often it is not necessary to know the exact position of a soldier's standard score but merely the broad category into which his score falls. For this purpose standard scores are divided into five broad groups called Army grades. The following discussion of the meaning of Army grades, while based primarily on the Army General Classification Test may be construed to apply, with modifications, to all other tests for which Army grades are given. The grade a man earns on the General Classification Test furnishes a fairly reliable index of his general mental ability, that is, his ability to learn, to follow directions, and to adapt to new and varied situations.

a. Grade I includes standard scores of 130 and above. Men in this grade possess a high level of general mental ability. When they possess other necessary characteristics, they are potential officers, warrant officers, and noncommissioned officers. Their ability also makes them potential technical specialists.

b. Grade II includes standard scores between 110 and 129. Nearly all of these men are capable of performing the skilled administrative and technical work of the Army. Many of them are potential officers and warrant officers. Men at this level are a primary source for skilled technicians and noncommissioned officers.

c. Grade III includes standard scores between 90 and 109. This is the largest group in the Army. These men are of average mental ability and usually have the capacity necessary to perform adequately in such jobs as duty noncommissioned officers, general specialists (radio operators, telephone and telegraph linemen, some clerks and cooks), combat specialists (scouts, mortar gunners, machine gunners, artillerymen), aircrew groundmen, and the like. Some men in this category make excellent noncommissioned officers and technicians.

d. Grade IV includes standard scores between 60 and 89. These men are below average in their ability to learn new tasks and somewhat slow in their grasp of situations. Men in this group usually make dependable basic soldiers, may become cooks and bakers, truck drivers, cannoneers, riflemen, semi-skilled specialists. Because they learn slowly, they need more supervision in training and duty than the three higher grades. Usually they are not capable of quick, original thinking and initiative in making decisions.

e. Grade V includes standard scores of 59 and below. Although these men are very slow learners, and not quick at grasping situations, they can perform adequately on many jobs. With careful supervision and training they will make dependable basic soldiers and may also be used as ammunition handlers, bath attendants, decontaminating equipment operators, laborers, pontooneers, truck drivers, and the like.

20. SECURITY OF TESTS.

a. Restricted Nature of Test Scores. The scores and grades received on any of the various tests will not be made public either to individuals or groups. This information will be restricted to administrative uses only. If a man asks for his score or grade he may be told that he received a good score, an average score, or a below average score. It

serves no useful purpose to permit men to draw comparisons by means of test scores.

b. Safeguarding of Test Material.

Test materials are restricted, and it is imperative that proper safeguards be maintained. To accomplish this end, cabinets or chests with adequate locking devices will be provided. Testing materials will be locked in such containers at all times when not in actual use. Frequent inventories will be made.

c. Disposition of Excess and Useless Testing Material. (1) Whenever a unit or station has on hand damaged or worn-out test booklets, scoring keys, answer sheets, etc., such material will be destroyed by burning. A commissioned officer will witness the destruction.

(2) Obsolete test booklets, answer sheets, scoring keys, will be adequately wrapped and identified on the exterior of the packages, and shipped to the Adjutant General depot servicing the area concerned. A letter will be addressed to the commanding officer of the depot indicating that such material is being shipped and listing specifically the items and quanti-

ties. Such materials will be held at the depot for possible reissue upon instructions by the War Department.

21. TEST SUPPLIES.

Test supplies, including test booklets, answer sheets, scoring keys, and manuals, will be secured from the Adjutant General depots for all tests authorized for routine use at induction stations, reception centers, special training units, replacement training centers, and WAC installations, *except* the following tests:

Oral Trade Questions.

Electricity and Radio Information Test, TK-1, X-2.

Driver and Automotive Information Test, TK-2, X-1.

Arithmetic Test, EA-3, X-2.

These tests can be obtained from The Adjutant General, Classification and Replacement Branch. Army Air Forces installation tests can be obtained from the Air Surgeon.

Section V

INTERVIEWING

22. DEFINITION.

An interview is a planned and controlled conversation, with the objective of securing all possible data from the soldier that will be of value to the service.

23. INTERVIEWING TECHNIQUES.

a. The Army's primary interest in the new soldier is: What has he done? What can he probably learn to do? The interviewer must remember that he is gathering actual information, facts, and data pertaining to the soldier. He should open the conversation with something of interest to the soldier that will put him at ease and yet suggest that the Army is interested in him as an individual. The interviewer should be on the alert and evidence interest in the information obtained. He should endeavor to understand the other man's point of view. He must discount his own bias and cultivate an open mind.

b. Successful interviewing is difficult when the soldier is unduly fatigued, frightened, or irritated. Pleasant surroundings, with maximum privacy, are desirable. Ample time should be allowed for the interview, which should be adjusted to the poise and alertness of the soldier. Impatience with slow talkers will often defeat the accuracy of the interview. Questions should be asked in a courteous but businesslike manner, keeping the soldier aware of the definite purpose of the interview. Questions should be worded so they are easily understood. Leading questions should be avoided. Questions which imply a certain answer usually receive that answer.

c. The interviewer must get all the pertinent data. While some facts come easily, in the form of specific statements, many start out as mere clues which must be interpreted carefully and drawn out skillfully if the soldier's full potentialities are to be revealed.

d. The successful interview will be terminated in such a way that the person being interviewed will feel that something definite has been accomplished, and that the time spent in conducting the interview has benefited both himself and the Army.

24. SPECIALIZED INTERVIEWING.

For good results, specialized interviewing is desirable whenever possible. This requires that men be interviewed by personnel having similar occupational backgrounds. Specialized selection of interviewers is particularly important when military occupational specialties are to be reviewed, verified, or corrected.

25. INITIAL INTERVIEW.

It is the business of the interviewer who conducts the initial interview to obtain, with the greatest accuracy, information relative to the soldier's ability, acquired skills and other pertinent data and to record this information on the proper form, W.D., A.G.O. Form No. 66-1 (Officer's and Warrant Officer's Qualification Card), W.D., A.G.O. Form No. 66-2 (AAF Officer's Qualification Record), and W.D., A.G.O. Form No. 66-3 (AAF Medical Officer's Qualification Record) in the case of commissioned personnel, and W.D., A.G.O. Form No. 20 (Soldier's Qualification Card) in the case of enlisted personnel. Detailed and complete information must be secured and must be recorded on the proper form during the interview, not after the interview has been completed. Preliminary notes should be taken on scratch paper. Even the most practiced interviewer cannot trust his memory and there must be no chance for error.

26. REINTERVIEW.

The objectives of the reinterview vary according to station of the soldier and the kind of information required. For instance, at a replacement training center or its equivalent, the object of the reinterview is usually to check the card for accuracy and to determine the most suitable training assignment for the soldier concerned. Reinterviews are indicated periodically as the soldier changes assignments or for a variety of other reasons. At the reinterview, the conversation is usually so controlled as to secure information to be recorded in only a few items on

the card, as opposed to the initial interview which seeks information for all items which are required for initial assignment.

27. SELECTION OF INTERVIEWERS.

Personnel in all echelons, selected for training as interviewers, should possess the following qualifications:

- a. Well above the average intelligence.
- b. Genuine interest in people.
- c. Poise and emotional stability.
- d. Pleasant conversational ability as well as being a good listener.
- e. Wide occupational background.
- f. Good military bearing and broad military knowledge.

28. INTERVIEWERS' TOOLS.

The tools employed by interviewers may vary with the kind of personnel being interviewed and the quality and quantity of information to be secured. There are, however, certain tools of the trade, with which every interviewer should be thoroughly familiar.

a. **TM 12-425.** This manual contains information relative to all phases of classification and will be used at all times as an aid in classification procedures.

b. **TM 12-426 and 12-427.** These manuals, formerly published as AR 615-26, list and describe job requirements of civilian and military occupations for enlisted men. Directions for their use are self-contained.

c. **Dictionary of Occupational Titles, Parts I, II, and Supplement.** Published by the United States Employment Service, part I contains more than 17,000 different job descriptions. Approximately 8,000 of these have separate and dis-

tinct code numbers. Part II is an index to part I and the supplement contains job descriptions and other information not contained in part I. Part I of the dictionary contains detailed instructions for its use.

d. **Oral Trade Questions, Volume I and Supplements A and B.** Instances will arise in which the work under discussion will be so unfamiliar to the interviewer that he doubts his ability to judge the skill involved; in other cases there may be suspicion that a man is exaggerating his experience or his training. For this purpose the Oral Trade Questions have been developed on a scientific basis and are considered reliable testing devices in the field which they cover. The wording of the questions is typical of the spoken trade language, and is easily understood by a man familiar with the trade concerned. General instructions pertaining to these tests will be found in Oral Trade Questions, Volume I.

e. **Interview Aids, Volumes I and II.** These are mimeographed materials which consist of additional sets of oral trade test questions which are still in the process of standardization. Some of the material contained in the Interview Aids will eventually be published in Oral Trade Questions, when standardized. The Interview Aids cannot be scored and are not to be entered on the W.D., A.G.O. Form No. 20.

f. **TM 12-405.** This manual contains code numbers and titles of officer's civilian occupations.

g. **TM 12-406.** This manual contains a complete list of officer's military occupations and job descriptions, together with code numbers and titles.

h. **TM 12-407.** This manual contains an abridged list of officers' military occupations and job descriptions, together with code numbers and titles.

Section VI

SOLDIER'S QUALIFICATION CARD, W.D., A.G.O. FORM NO. 20

29. GENERAL.

A W.D., A.G.O. Form No. 20, Soldier's Qualification Card, will be initiated and maintained for all men and women, enlisted or inducted in the Army. This qualification card is the basic enlisted classification record. Data entered by trained interviewers and classifiers provide an excellent means of determining the training and duty assignment by which the individual soldier will contribute most to the Army. The body of the card, front and back, contains space for recording all necessary information. Use only the spaces appropriate to the facts which are being recorded. Do not make marks on the outer edges of the card as these are for use in coding and punching. Specific instructions for completing each item on the card are given below. When typists are available, the typing of some or all of the historical items on the W.D., A.G.O. Form No. 20, such as name, height, birthplace of soldier, etc., is authorized. Use of ink eradicator is prohibited. If a correction is made in any item on the Form No. 20 a thin line will be drawn through the erroneous entry and initialed. To show that questions were asked and that there is nothing pertinent to be entered in a particular space or rectangle place a dash "—" beside the main heading of the item. Use check marks "✓" in certain rectangles, when the answer given is "yes" or "no," indicating the proper information called for. In other spaces or rectangles on the card the information called for must be entered in full. Numerals in parentheses on the soldier's qualification card, for example "(3)," refer to numbers opposite items on the face of the card and identify appropriate code sections when the item is coded. Letters in circles, for example "(R)," refer to the marginal location of code sections.

30. NAME, ARMY SERIAL NUMBER, HEIGHT, WEIGHT, RACE.

a. Name. (1) The names will be printed or typed in block capital letters, printing the last name first, the first name and middle initial or initials.

The abbreviations NMI (no middle initial), IO (initials only), or similar designations will not be used to indicate the use or lack of an initial or initials. Use of middle initial or initials, rather than writing out the entire name, is authorized. If the soldier is a junior, the "Jr" will be entered after the middle initial, for example, "Doe, John J. Jr." (see AR 345-1). In the case of the Women's Army Corps, record present last name, first name, maiden last name, and name or names from previous marriages in the order indicated, names from previous marriages being shown in parenthesis, for example: Jones, Hannah Russell (Smith). Soldier's qualification cards already completed in accordance with previous instructions need not be changed.

(2) **Paratroop volunteers.** All men who volunteer as paratroopers will have the entry "Paratroop volunteer" stamped, or printed in red, above "Name" in this item.

b. Serial Number. Enter the serial number from accompanying papers, or from the soldier's identification tags. This number will be recorded as, for example:

46 539 742
637 290

c. Height and Weight. In recording height and weight, do not repeat "Ft," "In," "Lb," or symbols therefor. Print arabic numerals only.

d. Race. Indicate race by printing "W" in block capital letters for enlisted men of white American or European stock. All other entries in this space will be recorded in full. If the man is a Negro or mulatto, enter "Negro." Distinguish between orientals by entering "Chinese," "Japanese," etc., as the case may be. A man whose parental stock is native to India will be distinguished by recording "Oriental Indian." For an American aborigine record "American Indian." Examples of groups that will be distinguished are "Mexican," "Chilean," "Filipino," "Eskimo," "Arabian," etc. The Army is interested in individuals and in assigning them to training and duty where they will be of most value

to the service and where they can make their greatest contribution to the war effort; otherwise, it is not concerned with racial interpretations.

31. BIRTHPLACE OF SOLDIER.

a. Method of Recording. Print the name of the city and state in the United States or the name of the foreign country. The name of the state may be abbreviated. If the soldier knows only the state in which he was born, record "City unknown," following this entry with the name of the state. If both city and state are unknown, record "City and state unknown," following this with "U.S." For a soldier born in a rural area, record his post office address, or, if that is unknown, record the name of the county and the state. If the soldier was born in a foreign country, record only the name of the country as it was known at the time of his birth; when this is not known, record "Foreign country unknown."

b. How Long In U. S. If the soldier was born in the United States, and has lived here all his life, put a dash "—" in the blank following "How long in U.S." If he was not born in the United States, ask him how long he has been in this country and enter the number of years he has actually lived in the United States. If the enlisted man was born in the United States but has lived outside the continental limits of this country for a period of 6 months or more, enter the number of years he actually lived in the United States. A cross reference will be made to "Remarks" and notation made under that item of the country in which he lived, the length and nature of residence, and the years covered, for example: (No. of item being completed) traveled in France and Spain 8 mo., 1935-36. Military service in the United States armed forces outside the continental limits of the United States is not considered foreign residence.

32. DATE OF BIRTH.

Disregard order shown on the Form No. 20 and record date of birth either as, for example: 14 October 1924 or 14 Oct. '25. Months of the year may be abbreviated by using the first three letters in each case.

33. CITIZEN.

Determine the citizenship status of the soldier, and check the appropriate rectangle. Only one of the three rectangles will be marked. When citizenship status changes, the incorrect entry will be lined out and initialed, a check mark "✓" will be placed in

the appropriate rectangle, and a qualifying statement entered, as: "Naturalized 12 Feb 44."

34. MARITAL STATUS.

Make entries at extreme left of space provided. This will allow space for subsequent change. When changes are reported, incorrect entries will be lined out, initialed, and the new status indicated.

a. Method of Recording. Record "S" for single, "M" for married, "M (Sep)" for married but separated, "D" for divorced or "W" for widow or widower.

b. Number of Dependents. Enter the number of dependents in arabic numerals "1, 2, 3," etc. If a soldier has no dependents, enter a zero "0." The soldier's wife is always entered as a dependent, even though she has an independent income. Any person who is dependent, either wholly or partially, upon the soldier for support is to be regarded as a dependent.

35. BIRTHPLACE OF FATHER AND MOTHER.

Birthplace of father and birthplace of mother will be shown in the same manner as "Birthplace of soldier."

36. EDUCATION.

a. Year Left School. Enter the year the soldier ceased attending school as his principal activity. In the case of part time work or fragmentary schooling, enter the year when the majority of the soldier's time ceased to be occupied by educational activity.

b. Non-English and Illiterate. Induction stations determine literacy in English through appropriate tests. Men who fail to meet the qualifying score on the Qualification Test, QT-1 or QT-2, will be considered illiterate in English. For men with such scores, place a check mark "✓" in pencil in the appropriate box "Non-English" or "Illiterate," as applicable. These items will not be punched at the reception center. When a man initially classified as illiterate at an induction station completes training at a special training unit, the pencil entry will be erased, and appropriate entry made and punched. The classification of an enlisted man as literate by the induction station will not thereafter be changed to illiterate.

c. School. Five types of schools are listed under "Education." Entries for each of these schools are considered below.

(1) *Grammar school.* This includes grades from

one through eight. For "Years completed" enter number of the highest grade completed, converting the soldier's statement to the 8-year grammar school system. When recording a part of a school year, use fractions "1½," "1⅓," "1⅓," etc. Under "Graduated" check the appropriate rectangle. Enter only the location of the last grammar school attended—not the name of the school. Make no entry under "Major subject or specialization." Enter the year eighth grade work was completed under "Degree and date received," making no entry unless the soldier did complete the work.

(2) *High school.* This includes grades 9 through 12. No distinction will be made between junior and senior high school.

(a) *Years completed—graduated.* Enter the number of the highest grade completed, converting the grades to the 4 year high school system. Check the appropriate column to show whether or not the soldier graduated. Any courses taken at night school or summer school where credit was given toward high school graduation should be entered under "High school." Night and summer schooling should be converted to day school years.

(b) *Name and locations of institutions attended.* Enter only the location (city and State) of the last high school attended.

(c) *Major subject or specialization.* The great majority of major subjects studied in high school will be adequately covered by one of four entries: academic, commercial, vocational, or agricultural, or, in the case of members of the Women's Army Corps, home economics. If a soldier majored in a highly specialized course available in some vocational or technical high schools, record this as, for example, "Drafting," "Mechanics," etc.

(d) *Degree and date received.* Enter the year graduated from high school. Make no entry unless high school was completed. Equivalents to a high school education, such as the passing of a high school equivalency examination or correspondence courses in high school subjects offered by various colleges should be noted under "High school."

(3) *College or university.* This entry will include all entries for education received on a college or university level, leading to a Bachelor's Degree. Graduation from high school or matriculation at a recognized university is required before education may be entered here. Day, night, and correspondence schooling may be recognized as college work provided that the courses would be approved by an accredited university. Junior college will be included as college. Combined courses, such as 6-year law

courses, leading to two degrees will be entered entirely as college and not postgraduate work.

(a) *Years completed—graduated.* Enter the number of credit years of college work completed regardless of years of enrollment. Under "graduated" place check in the proper square.

(b) *Name and locations of institutions attended.* Enter only the name of the institution in which last enrolled, unless it is so little known as to require the location also in order to identify it. If the training received was through night, extension, or correspondence courses, so indicate under "name and location."

(c) *Major subject or specialization.* Enter the name of the course or subject in which the soldier majored or specialized. Abbreviations are authorized.

(d) *Degree and date received.* Enter the common abbreviation for the degree received and indicate the year received. If no degree was received, the year last attended will be entered.

(4) *Postgraduate.* Only education beyond a Bachelor's Degree, or beyond college graduation, will be recorded here. The usual entries will be for education credited toward a Master's or Doctor's Degree. The education may be day, night, or, in rare instances, correspondence training. Record postgraduate training in the same manner as for college or university.

(5) *Trade, night or business school.* These are schools offering courses which do not usually lead to high school or college graduation. Vocational, trade, and business schools are the most common entries. The education entered will usually be that which does not readily fall into the high school or college category. If the training is part time in nature, the "Remarks" section will be utilized when necessary to record additional information.

(a) *Years completed—graduated.* Enter number of years attended in the "Years completed" column, expressed in arabic numerals and fractions, if full time course was pursued. In case of part time schooling, a cross-reference to "Remarks" should be made in "Years completed" column, and entry made under "Remarks" showing the number of hours of study per week, the number of years and months of study and any other pertinent data. No entry will be made other than the reference to "Remarks," in the "Years completed" column for such part time schooling. Under "Graduated" check the appropriate rectangle.

(b) *Name and locations of institutions attended.* Enter the name of the school and the city and state in which it was located.

(c) *Major subject or specialization.* Record the name of the course or major subject.

(d) *Degree and date received.* If a diploma or certificate was received, enter the year received. If no diploma or certificate was received, enter the last year of attendance.

(e) *Armed Forces Institute courses.* The Armed Forces Institute offers, to men in the service, various courses which are taken by correspondence. Upon completion of the course the commandant of the Armed Forces Institute will submit a letter to the enlisted student's organization commander, stating the length of the course, the name of the course, and the date completed. The commanding officer of the headquarters where the enlisted man's card is filed, will receive the letter by indorsement. This entry will be made under "Trade, night, or business school." In the "Years completed" column, an entry will be made stating the number of lessons taken or the number of semester credits earned, as the case may be. Under "Graduated" check "Yes." Under "Name and locations of institutions attended" enter "Armed Forces Institute." Under "Major subject or specialization," the name and number of the course will be recorded. Under "Degree and date received," only the year of completion of the course will be entered.

(f) *Vocational training.* Vocational training in the Civilian Conservation Corps or medical training in schools set up by religious bodies having scruples against combat military service is also entered under "Trade, night, or business school," by giving duration of training received, checking whether or not graduated, the school's name and location, and nature of training and year of completion or last year attended.

(g) *Preinduction training.* Civilian agencies have initiated preinduction training programs, based upon War Department recommendations, for the development of skills which have a direct application to military specialists. This training may have been received by the enlisted man in high school, trade school, vocational school, college, or in industry. Results of such training will be recorded under "Trade, night, or business school," or any unfilled portion of the "Education" section by lining out inappropriate designation. Entry will give duration of training, whether or not completed, where studied, nature of study, and date of completion or last attendance. If the space under "Education" section is

insufficient, notation will be made under "Remarks," in the form of a brief, concise statement as to the nature of such training, for example: "Compl. 1½ yr. Preind. Tng. Radio; 70 Hrs. Electricity."

(6) When the interviewer has completed making appropriate entries in the spaces under "Education" he will place a check mark "✓" on the code symbol of the school of highest rating from which the enlisted man graduated, regardless of how long or how successfully another school of higher rating was attended. For this purpose schools will be rated as—

- (a) Postgraduate.
- (b) College or university.
- (c) High school.
- (d) Trade, night, or business school.
- (e) Grammar school.

37. LANGUAGE.

Determine whether the soldier can speak, read or write any language other than English. If he does not, enter a dash "—" in the center of the blank space above the words "Fairly well." A list of the principal foreign languages encountered are listed in appendix III. If the language is either Spanish, French, or German then check S (speaks), R (reads), W (writes), in the appropriate rectangle, indicating either "Fairly well" or "Fluently" as the case may be. Speaking, reading, and writing ability will be indicated whenever applicable. Space is provided for recording two other languages. The name of the additional language will be printed in the space provided and speaking, reading, and writing ability will be indicated by checking appropriate rectangles. Record the true name of the language. This is not always the name of the country or the race. For example, an Austrian may speak, read, and write German, Croatian, Slovenian, or Hungarian. If the language is one in which a dialect is spoken, ascertain and record the name of the dialect, together with the name of the language. For example, if the soldier speaks Chinese the dialect may be Mandarin or Cantonese. Next, determine the soldier's ability to speak, read and write in that tongue, either fairly well or fluently.

a. **Fairly Well.** This space will be checked to indicate present ability to speak, read, and write the foreign language in a fair and passable manner.

b. **Fluently.** This space will be checked to indicate present ability to speak, read, or write the language efficiently over a wide range of subjects.

38. SERVICE COMMAND OR DEPARTMENT OF ENLISTMENT OR INDUCTION.

In recording the service command or department of origin, cross out inapplicable words printed on the form, leaving the words which apply. Print in full the name of the service command or department, such as "Eighth" or "Hawaiian." Do not repeat the words "Service command" or "Department."

39. SPORTS IN WHICH QUALIFIED.

Check the appropriate rectangles for those sports in which the soldier states he has been active. In the case of experience on school, amateur or professional teams, record the name of the school or team in the space provided. If an enlisted man has participated in more than one sport, check them, but for the one in which he considers himself most proficient, double check "✓✓". If the information received indicates exceptional ability, check the rectangle marked "Excels." Check only those sports in which he has recently participated, not those which he states that he likes.

40. TALENT FOR FURNISHING PUBLIC ENTERTAINMENT.

If the soldier plays a musical instrument, check the appropriate rectangle, show name of instrument below the words "Musical instrument" and indicate above the words whether he plays by ear or reads music. If soldier sings, check the appropriate rectangle, print vocal range—soprano, tenor, baritone, etc.,—above the word "Singing" and whether soloist, member of trio, quartet or chorus below the word. If soldier has theatrical ability, check the appropriate rectangle, indicate above the word "Theatrical" whether he is professional or amateur and below the word whether he is an actor, a dancer, a magician, a theatrical coach, etc. If the soldier has no talent for furnishing public entertainment a dash "—" will be placed after the word "Entertainment."

41. MAIN OCCUPATION.

a. Securing The Preliminary Information. Record the preliminary information on a scratch pad as the work history is obtained. Get a quick, brief, perspective of just what the soldier did from the time he left school to the date of his entry into the Army. In case the man came into the Army directly from school, some consideration should be given to the part time work he may have done while attending school. Cover the most recent employment first and then proceed in reverse chronological

order to his earlier work. Preliminary questioning should disclose the type and number of jobs held, years of work on each job, and average weekly salary for each job. All time since the soldier left school must be accounted for on the card. Do not try to record the data on the card as it is given, for a condensed picture of the man's entire work history must be obtained before it can be evaluated and proper entries determined. Also note any substantial periods of unemployment. Obtain complete description of the duties performed. Question the soldier only on what he actually did, not on what he thinks he can do or what he would like to do. Question him in regard to the tools, methods of production, types of products and materials used in his specific work, and whether or not he worked as a supervisor or under supervision. For example, with an office worker ascertain what machine he operated, whether he filed, typed, made out reports, took dictation, or kept personnel or stock records, was a chief clerk, etc.

b. Occupational Analysis. After the occupational history of the soldier has been obtained, determine his "Main occupation" by weighing one job against another, giving adequate consideration to such factors as—

- (1) Length of time on the job.
- (2) Recency of experience.
- (3) Degree of skill required.
- (4) Background of experience or education required.
- (5) Scale of wages received.
- (6) Degree of authority or responsibility.

Entries under main and second best occupations are records of occupational history. Do not allow the soldier's expressed likes or dislikes to influence the decision as to which shall be the "Main" and which the "Second best" occupation. This historical record of fact is not to be distorted by the soldier's expressed likes or dislikes or by the interviewer's knowledge of the needs of the service.

c. Recording of Main Occupation.

(1) *Main occupation.* First determine if the main occupation fits a principal or related title and pertinent description in TM 12-426. Ordinarily, only the main title will be entered on the Soldier's Qualification Card W.D., A.G.O. Form No. 20. However, where a related title more readily identifies the specialty, the related title will be listed in parenthesis after the main title. If an appropriate title cannot be located in either TM 12-426 or the Dictionary of Occupational Titles enter a suitable descriptive title for the occupation. Where a Dictionary of Occupational Titles title is used or where, in lieu of such

title, a suitable descriptive title is used, the industry in which the soldier was employed may be indicated, in parenthesis, after such titles, if considered necessary for clarity. Job titles not found in TM 12-426 or the Dictionary of Occupational Titles will be followed by the letters n.e.c., in parenthesis, representing "not elsewhere classified," as "(n.e.c.)."

(2) *Years at it.* Indicate by arabic numbers, using years and fractions of a year, such as "11¼" or "11½."

(3) *Weekly wage.* The average weekly wage for the work described under "Main occupation" will be entered. While the information given by the soldier must be relied upon for this item, stress the fact that neither his highest weekly wage (which will be the figure he will be most likely to give) nor his average for the past month or week is desired.

(4) *Occupational dictionary code.* Enter the Dictionary of Occupational Titles code number in full for the main occupation, the code number being entered in arabic numerals, and printed directly under the words "Occupational dictionary code." When TM 12-426 titles are used, the Dictionary Code will be found in parenthesis immediately after the job title, and for Dictionary Titles the code number will be found immediately following the parenthetical industrial designation. When a job title is used which does not have a Dictionary Code, insert a dash "-" in the space provided for the number.

(5) *Trade test indicated.* Place a check mark in this rectangle if there is doubt of the soldier's ability to perform the duties of this main occupation. This indicates that an appropriate trade test should be given to him at the earliest opportunity.

(6) *Spec. Ser. No.* Enter the exact specification serial number listed for the main occupational title in TM 12-426. In all cases, if the job title is not taken from this manual, the specification serial number 010 (not elsewhere classified), will be entered.

(7) *Degree of skill.* Entry of degree of skill will be made by the classifier for all occupational titles in accordance with instructions contained in TM 12-426. The entry for skilled will be "SK" and for semiskilled "S-SK." The designation "Unskilled" will not be used, inasmuch as an occupation in which the soldier was unskilled would not be shown.

(8) *Just what did you do?* Briefly describe the actual work performed, using a short telegraphic style. Enter the main features of the man's work and be as specific as possible. The job descriptions in TM 12-426 and the Dictionary of Occupational Titles indicate the duties performed, showing the high points of the particular job. Do not copy these

descriptions, but use them as a guide in entering data which have been collected. At the end of the entries, indicate the years covered by the main occupation, for example "1939-42." Similar jobs should be combined in one entry. For example, if the soldier drove a trailer truck for the past 2 years, and a light delivery truck for the year prior to that, the jobs would be combined under "Truck driver, heavy" with a suitable explanation. Do not combine dissimilar work history under a catch-all title. Separate jobs which cannot be combined will be listed separately.

(9) *Employer.* The name of the employer will be that of the firm or individual (not the foreman or boss) for whom the enlisted man last worked while engaged in his main occupation. If the enlisted man operated his own business, the name of his business or his own name will be recorded in this space, and the word "self" printed after his name. If he worked for one or more of his parents, enter the name of the individual or firm in the space provided and print "Father" or "Mother," as the case may be, after it.

(10) *Last date of employment.* Enter as accurately as possible the last date the enlisted man worked at his main occupation, for example: 8 May 43.

(11) *Address of employer.* Print the address of the employer as completely as possible. In the case of a salesman or outside worker, enter the address of the main office or the permanently established branch office under which he worked. On construction jobs give the permanent address of the contractor, and, if this is unknown, give the address of the job. If the enlisted man operated his own business, record the business address and not his home address.

(12) *Department, shop, or branch.* If the enlisted man worked for a concern having more than one division, record the name of the department, shop or branch in which he worked, such as sales, shipping, maintenance, etc.

(13) *Kind of business.* Record the specific nature of the business in which the soldier was employed, such as contractor, steel mill, oil refinery, etc. In the case of subsidiary companies, enter the nature of the business of the subsidiary.

42. SECOND BEST OCCUPATION.

All entries, except information as to employer, are made in the same manner as prescribed for "Main occupation." The Dictionary Occupational Code number will be printed immediately after the word "Second."

a. Derivative Second Best Occupations. If a second best occupation does not exist, the work history of the main occupational ability which is not a requirement of the job description for the "Main occupation." Such a work history may be used as a derivative occupation. The following rules apply for a derivative occupation:

(1) The derivative second best occupation will never be used if any other second best occupation exists.

(2) The derivative second best occupation must not be a requirement of the duties listed in the job description for the "Main occupation."

(3) The derivative second best occupation must be an occupation which is listed in TM 12-426. For example, an accountant, having no other "Second best occupation," can type 60 words per minute. Typing is not a requirement for an accountant, and typist is a job title found in TM 12-426. Therefore, the typing experience in this case could be listed under "Second best occupation." Enter the proper occupational title for the "Second best occupation" listed in TM 12-426 followed by the word "Derivative" in parenthesis. For example, "Typist (Derivative)." The remainder of this item will be completed in the same manner as for any other "Second best occupation" with the exception that a dash will be entered in the "Wkly. wage" rectangle.

b. Concurrent Second Best Occupations. The soldier may have been simultaneously employed in two wholly unrelated jobs. For example, he may have worked during the day as a sales clerk and worked at night as a motion picture projectionist. First, determine his "Main occupation." It must be kept in mind that his weekly wage in this "Concurrent second best occupation" and the years employed may differ from his main occupation. The dates which will be included as part of the job description will make clear the exact relationship of the work history entries on the card. Enter the proper occupational title for the "Concurrent second best occupation," followed by the word "Concurrent" in parenthesis, for example: "Projectionist, Motion Picture (Concurrent)." Concurrent occupations will be considered in the analysis of the complete work history and the selection of a "Second best occupation" will be based on the entire occupational background.

c. Occupational Hobbies. A soldier's hobby may be listed as his "Second best occupation" if—

(1) It is listed in TM 12-426.

(2) There is no other second best occupation.

(3) It has been a hobby in which the soldier has recently been active and in which he has skill and experience. The fact that it has been a hobby and not a true occupation should be noted in the experience described under "Just what did you do?".

43. ADDITIONAL OCCUPATIONS, HOBBIES, ETC.

a. Additional occupations and hobbies may be entered in this space. The hobbies of radio and photography are specifically provided for on the card and these rectangles will be checked if applicable. The name of hobbies, other than radio and photography, will be printed on the line after the word "Other." The Army is specifically interested in the following hobbies, which can be individually coded and punched on Form No. 20:

Radio
Photography
Aviation
Rifle or revolver shooting
Motorcycling
Horseback riding
Hunting
Trap or skeet shooting

Other hobbies or activities having military significance may also be entered. Women's Army Corps hobbies to be recorded include Journalism, Girl Scouting, and Art. Do not enter such nonmilitary activities as stamp collecting, coin collecting, etc. The entry of a hobby indicates that the soldier has some technical knowledge or has actually participated, in addition to a mere interest. A short statement, when applicable, regarding the soldier's experience and proficiency will be included in the entry, or under "Remarks." Double check the hobby in which the soldier considers himself most proficient.

b. Third Best Occupation. When there is no hobby entered, other than Radio and/or photography, "Additional occupations, hobbies, etc.," space should be used for the soldier's third best occupation, if he has one. Enter the job title, specification serial number, and degree of skill. Then briefly indicate the nature of the work performed by a cross-referenced entry in "Remarks."

44. ARMY GENERAL CLASSIFICATION TEST.

Grades and scores for the Army General Classification Test, Classification Test, R-1 and the 2 abc Nonlanguage Test will be entered in this item. The form, date, grade, and score for each will be entered in the following manner:

NAME OF TEST	FORM AND DATE	GRADE—SCORE
Army General Classification Test	1d 8 Aug 43	II (117)
Classification Test, R-1 (WAC)	R-1 2 Aug 43	(19)
Nonlanguage Test, 2 abc	2 abc 1 Aug 43	IV (83)

45. APTITUDE TESTS.

The grades and scores of all authorized aptitude tests will be entered in this item. Sample entries are shown below:

NAME OF TEST	TEST NO.	GRADE—SCORE
Mechanical Aptitude Test	MA-3, I-II-I	I (140)
Clerical Aptitude Test	CA-2	I (133)
Army Radio Code Aptitude Test, 1944	ARC-1	II (118)
Driver Aptitude Test	Dr. Apt.	U
Driver Qualification Test	Dr. Qual.	S

46. OTHER TESTS.

Test results of miscellaneous authorized tests are entered in this item. Among the more important tests here recorded are:

NAME OF TEST	TEST	GRADE—SCORE
Qualification Test	Q-1	(10)
	4 Aug 43	
Visual Classification Test	VC-1a	(38)
	6 Apr 44	
Army Information Sheet	AIS-1	(11)
	5 Mar 43	
Reading Test, DST-15	DST-15	(21)
Block Counting Test	DST-10	(14)
Arithmetic Test, DST-16a	DST-16a	(52)
Concrete Directions Test	CD	(45)
Wechsler Adult Mental Ability Scale	Wechsler	I (130)
Educational Achievement Tests	Alg. EA-3, X-2	(45)
Women's Classification Test	WCT-2	I (133)
	5 Jan 44	

47. TRADE TEST RATINGS.

The entries in this item will consist of three types.

a. Trade Knowledge Tests. Various tests have been developed to measure the amount of information which the soldier has acquired in a specific field of work. Such tests are called "Trade knowledge tests." An example of a proper entry for a trade knowledge test in the field of radio, for example, is:

SPEC. SER. NO.	SCORE
Radio TK-1, X-3	51

b. Oral Trade Tests. Results of oral trade tests will be entered by recording the TM 12-426 specification serial number for the occupation which is covered by the test, and the score. The test results are expressed by the letters W (Well), S (Some) and L (Little), and a fraction representing

the number of questions answered correctly out of the total number of questions in the test. The scoring key for each series of oral trade questions is found at the end of each set of questions. An example of a proper entry for an oral trade test for a cook is:

SPEC. SER. NO.	SCORE
060	W 9/15

c. Trade Performance Tests. The results of a trade performance test, such as typing or stenography, will be entered by indicating the TM 12-426 specification serial number for the occupation in which the test is given, and by entering, under score, the number of words per minute attained. The results of a typing test for example, would be entered as follows:

SPEC. SER. NO.	SCORE
247	40 wpm

48. LEADERSHIP.

Leadership has been defined as the ability to organize and supervise the activities, and elicit the whole-hearted cooperation and effort of a group toward the attainment of a goal. The entry here must be based upon the information obtained during the interview. Suggested sources of information are occupational background, recreational, civic, social and educational activities, and military experience. Enter a brief summary of the leadership experience. For completeness, the entry should include the title of the position of leadership, length of time held and the number of individuals supervised. Do not make an entry under "Leadership" on the card unless there is a genuine indication of leadership. An entry is not required under this item for each soldier being interviewed. If no entry is made in this item place a dash after the word "Leadership."

49. PREVIOUS MILITARY EXPERIENCE.

If the soldier has had no previous military service place a dash after the word "Experience." Previous military service, to be entered here, includes service in the following categories:

CATEGORY	ABBREVIATION
Regular Army	RA
National Guard	NG
Reserve Officers' Training Corps	ROTC
Jr. Reserve Officers' Training Corps	Jr. ROTC
State Militia	St. Mil.
Navy	USN (for Naval Reserve—USNR)
Marine Corps	USMC (for Marine Corps Reserve—USMCR)
Citizens' Military Training Camp	CMTC
Civilian Conservation Corps	CCC
Officers' Reserve Corps	ORC
Enlisted Reserve Corps	ERC
Regular Army Reserve Corps	RAR
Women's Army Auxiliary Corps	WAAC

Attendance at a civilian military school or at a school having military training as part of the curriculum should be listed. Military service in the armed forces of foreign nations should also be recorded. If further explanation is needed it will be entered briefly under "Remarks."

a. Arm or Service. Enter the appropriate abbreviation to indicate the arm or service, as indicated above. For former members of the Reserve Officers' Training Corps or Citizens' Military Training Camp similarly indicate the arm or service in which experienced.

b. Years In Each. Enter years of service. In the case of Reserve Officers' Training Corps, enter the number of years in Reserve Officers' Training Corps. In the case of Citizens' Military Training Camps, count each summer camp as 1 year. Where there is more than one enlistment in the same arm or service, the total number of years is combined in one entry.

c. Highest Grade. Record the highest grade held, as "1st Lt.," "Sgt.," "Cpl.," "Leader," etc. In the case of former Navy or Coast Guard personnel, enter under "Highest grade" the highest rating held.

d. Category. Enter ROTC, RA, NG, CMTC, CCC, etc. High school ROTC training will be entered as "Jr. ROTC."

e. Last Discharge. Enter only the year of the last discharge. In the case of Reserve Officers' Training Corps, Citizens' Military Training Camp, or Civilian Conservation Corps, enter the year of the last training.

f. Special Training Received. Under "Specific nature," describe briefly the type of duty performed, as "machine gunner," "truck driver," "cook," etc. When no special training has been received, the word "Basic" will be recorded here. For Reserve Officers' Training Corps students the first and second years' training will be described here as "basic," the third and fourth will be described as "advanced." For Citizens' Military Training Camp experience, enter the courses that were completed. (The four courses are basic, red, white, and blue.) For Civilian Conservation Corps experience enter the exact nature of the duty performed. Training at service schools is not recorded under this item.

50. SERVICE SCHOOLS.

Service schools attended by the soldier, listed in appendix IV, will be entered in this item. The entry will consist of:

a. Service Schools, Arm or Service. Enter the authorized abbreviation for the arm or service of the school attended.

b. Number of Weeks. Arabic numerals will be used to indicate the number of weeks of service school attended.

c. Course. Record the name of the course studied and the specification serial number of the

specialty. The soldier's certificate, showing completion of the course, will indicate the name of the course pursued.

d. Year Graduated and Rating (if any). Enter the month and year of graduation and the school rating. One of the following academic ratings will be used:

- (1) Superior—"Sup."
- (2) Excellent—"Ex."
- (3) Very Satisfactory—"VS."
- (4) Satisfactory—"Sat."
- (5) Incomplete—"Inc." This designation will be used for men who, for any reason, do not complete the prescribed course of instruction.

Service schools, arm, or service	Number of weeks	Course	Year graduated and rating (if any)
Sig. C. School	17	Teletypewriter (237)	Aug '43 Ex

e. Other Service Schools. Troop, post, and regimental schools will be entered under "Record of current service." Show dates attended, course pursued, and rating attained.

51. ASSIGNMENT LIMITATIONS.

Assignment limitations entered in this item are of two general categories, namely conscientious objectors and men on whom a physical profile serial has been accomplished.

a. Physical Profile Serial. Physical profile serial will be serially numbered and recorded in this item, for example, (1) 211211, or (2) 211211, etc., in accordance with existing instructions. W.D., A.G.O. Form No. 20 completed prior to the effective date of the Physical Profile Plan, which show physical limitations in this item, will not be changed. If a profile is subsequently accomplished for a soldier whose Form No. 20 already shows physical assignment limitation in nontechnical language, such physical profile serial will also be entered in this item. When deemed advisable for proper assignment or further clarification of the physical profile serial, notation may also be made in this section, in nontechnical language, of the physical limitation indicated by the physical profile serial entered. If space in this item is insufficient, reference will be made to item 28, "Remarks," and the statement will be continued under that item.

b. Conscientious Objector. The term "conscientious objector" will be used for enlisted men who are so certified by local selective service boards. Certified conscientious objectors will be assigned to units and installations of the Medical Department only. A man so classified may, at any time, apply in writing to his unit commander for reassignment to a combat unit. This request will be for-

warded to his regimental or similar unit commander for approval and, upon such approval, reclassification and reassignment may be accomplished in the manner prescribed by AR 615-200. All reference on his records to "conscientious objector" will, in that case, be lined out, with date and initials of the officer making the change and the original request will be forwarded, by indorsement, to The Adjutant General.

52. SD (SUSPECTED DISLOYALTY).

No entry will be made in this item.

53. PREFERRED.

No entry will be made in this item.

54. ASSIGNMENT RECOMMENDED BY RECEPTION CENTER.

This entry will be made by the classifier at the reception center. The classifier will review all the items recorded by the interviewer and make his analysis as to the recommended military occupational assignment in which the new soldier may be potentially or actually qualified. This entry does not necessarily reflect the soldier's main or second best occupation, but may be based upon background, leadership, hobbies, etc. The classifier will record the TM 12-427 military occupational title and specification serial number. The recommendation for a particular arm or service or for probable leadership may also be entered parenthetically when there are strong reasons for so specifying.

55. CLASSIFICATION IN MILITARY SPECIALTIES.

As soon as an enlisted man has demonstrated his ability to perform a military job as skilled or semi-

skilled, or has demonstrated potential ability, the military specialty in which he is considered qualified will be recorded in this item. The practice of failing to give a soldier a military specialty in accordance with his skill merely because the Table of Organization does not authorize that many or such specialists, or of awarding a military specialty merely to fill a T/O vacancy, is prohibited.

a. Designation. Enter the exact TM 12-427 military occupational title of the skill in which the soldier is being classified.

b. Spec. Ser. No. Record the TM 12-427 military occupational specification serial number of the title entered.

c. Degree of Skill. The soldier's degree of efficiency in the military occupational specialty will be determined by his company commander or section chief, in collaboration with the unit personnel officer. The three possible ratings which can be entered are:

(1) *Potential.* If he has sufficient familiarity with his tools and equipment and has such aptitudes and qualities as clearly warrants the assumption that he

will become qualified as semiskilled or skilled with additional training and experience. Such men should be able to perform the various elements of the job under close supervision.

(2) *Semiskilled.* If he can perform his duties under similar conditions but requires supervision.

(3) *Skilled.* If the enlisted man has demonstrated that, given the tools and equipment of his occupation, he can perform all of his duties under sustained field, combat, or operating conditions without supervision beyond that inherent in the job itself. On all issues of the W.D., A.G.O. Form No. 20 containing separate columns for "Potential," "Semiskilled," and "Skilled," this entry will be made by recording the date of determination, in the appropriate column, for example, "10 Sep 43." In addition, the initials "RTC" will be recorded along with the degree of proficiency, skilled, semiskilled, or potential, in those cases where an MOS is acquired through replacement training center training. (See par. 14c, TM 12-427.) On issues of the qualification card prior to 1 February 1942, a saving of lines can be accomplished by entries as follows:

Designation	Spec. Ser. No.	Degree of skill		Date of class
Cook	060	S-SK 4 Apr 43 RTC	SK 4 Nov 43	

The "Date of classification" column may then be used to indicate "Type of equipment," where applicable.

d. Type of Equipment. The particular type of equipment used in the military job in which the soldier has been classified will be entered

in this column, when applicable. For example:

Examples:

"Automobile Mechanic—014."

"Basic—521 (FA)."

"Basic—521 (Leadership probable)."

Designation	Spec. Serial No.	Potential	Semiskilled	Skilled	Type of equipment
Cannoneer	531		3 May 43 RTC		155 MM

e. Deletion. Entries will be deleted only when it becomes apparent from actual and reasonable trial that the soldier cannot satisfactorily perform the duties of the specialty either for physical or psychological reasons or because of lack of knowledge or skill. Action for deletion of the military specialty will be initiated by the soldier's immediate commander as soon as the deficiency becomes apparent. Where deletion is contemplated, the organization commander who recommended the rating will be consulted if possible. The deletion will be

made by a qualified officer lining through and initialing the entry. Entries will not be removed for disciplinary reasons. Note that only the most recent military specialty will be coded and punched on the card. When a military occupational specialty is deleted, a reference will be made to "Remarks" and a statement made under "Remarks" stating briefly the reason for the disqualification.

f. Entries for Service Schools. Upon completion of a specialty at a service school, when, in the opinion of the commandant of the school, the

enlisted man is able to perform the specialty in at least a semiskilled manner, an entry will be made in this item. In addition, the initials "SS" will be recorded along with the degree of proficiency, skilled, semiskilled, or potential in those cases where an MOS is acquired through completion of a service school. (See par. 14c, TM 12-427.) Entries under "Classification in military specialties" will include the title of the military classification, the specification serial number of the specialty, the date of graduation, and the type of equipment with which the enlisted man is proficient. Classification as "Skilled" or "Semiskilled" should be approached from the viewpoint of job performance as well as ability or proficiency as a student.

Example:

Designation	Spec. Serial No.	Potential	Semiskilled	Skilled	Type of equipment
Teletypewriter mechanic	239		23 Aug 43 SS		M-14 M-15 M-19

If, in the opinion of the commandant, the enlisted man is not qualified as skilled or semiskilled, no entry will be made in this item.

g. Potential NCO. Where a soldier exhibits marked qualities of leadership during the training period, prior to transfer he will be given a military occupational specialty, and an additional entry, "Pot. NCO" will be marked in red ink under the "Degree of skill" columns in this section. For W.D., A.G.O. Form No. 20 (1 Feb 1942 edition), the words "Pot. NCO" will be entered in the unused Degree of Skills column; these will ordinarily be the "Potential" and "Semiskilled" columns. For W.D., A.G.O. Form No. 20 issued to 1 February 1942, the entry "SK," "S-SK," or "Pot" will be followed by the words "Pot. NCO" written in red ink. For example, if a soldier had been trained in a replacement training center as an automatic rifleman, SSN 746, during training had exhibited marked qualities of leadership, and had been an acting corporal, the entry under the "Classification in military specialties" section would be "Automatic rifleman, 746, Pot. NCO, 10 Feb. 44."

56. REMARKS.

The space provided under "Remarks" is to be used for supplementary information and facts of value in further explanation and description of other

items on the card. Also, certain information is specified for entry therein. If the space in any other item on the card is insufficient to complete information called for, the additional facts are to be recorded under "Remarks." The usual manner of recording is to print "See 28" in the original item, signifying that reference is made to "Remarks" for further information; then, in "Remarks," immediately preceding the entry, cross-reference is made to the original item on the card by indicating the number of the item, in parenthesis. While entries should be made in "Remarks" whenever necessary, the space is to be conserved and used in a judicious manner. Start each entry immediately following the preceding one, and do *not* start each entry on a separate line. All en-

tries will be as brief as possible and will have a direct bearing on the soldier's qualifications as they relate to military duty assignments.

a. Prison Records. Records of confinement in a penal or correctional institution, either prior to or during military service will *not* be entered on the W.D., A.G.O. Form No. 20.

b. Religious Preference. No entry indicating religious preference will be made on the W.D., A.G.O. Form No. 20.

c. Driving Ability and Qualification in Arms. In issues of qualification cards which do not contain specific items for entering driver's experience and qualification in arms, these items will be reproduced under "Remarks" in the approximate form as shown on 1 April 1943 or later editions of the qualification card. Instructions for making entries in these items are contained in paragraphs 59 and 60.

d. Scarce Categories of Specialized Skill. The symbol "(OPS)" will be entered in red ink under "Remarks," at the reception center, for each soldier considered qualified within one or more of the fields of specialized skill enumerated in current directives on Scarce Categories of Specialized Skill. When the Personnel Placement Questionnaire, W.D., A.G.O. Forms Nos. 0850 and 0850a,

have been executed and forwarded in conformity with existing directives, an entry will be made in red ink as: "0850 fwd 2 Feb 44." The commanding officer of each replacement training center, or other unit, may line out the symbol "OPS" on Form No. 20 of individuals whose qualifications are considered not to meet the specifications shown in the current directives on Scarce Categories of Specialized Skill.

e. Malaria Control Training. Upon completion of the malaria control training program, an entry will be made in the "Remarks" section, as: "Malaria Control Tng. Completed," followed by date such training was completed.

f. Close Overhead Fire. Notation will be made under "Remarks," regardless of date of issue of the W.D., A.G.O. Form No. 20, the first time an individual is subjected to close overhead fire on an infiltration course. Model remark: "Infiltration Course 18 Jun 43."

57. RECORD OF CURRENT SERVICE.

a. Entries to be made. An entry will be made in this section whenever a soldier—

(1) Receives 1 week or more of basic or individual training at a reception center, replacement training center, or unit.

(2) Undergoes a permanent change in principal duty. Minor or temporary changes will not be entered.

(3) Changes grade. (In order to avoid the necessity of using an additional line for change of grade when such change of grade does not involve change of duty, this may be entered in pencil for the current grade. When a new line is accomplished for any of the other reasons cited herewith, the entry on previous line will be completed in ink.)

(4) Is transferred to a new organization, company, unit, or installation.

(5) Goes on detached service for over 30 days.

(6) Attends a service school.

(7) Participates in Army Specialized Training Program. (See sec. VII.)

(8) Has been a prisoner of war and returns to the jurisdiction of the United States Army.

(9) Is separated from the service.

b. Recording. The individual parts of this item will be entered as follows:

(1) *Date.* The date of the change of status will be entered in this column, for example: "4 Feb 44."

(2) *Organization and station.* For designated Table of Organization units enter only the designation of the company and unit. For numbered ser-

vice units, detachments and other installations, enter the official designation (and number, if any) of the unit, detachment or installation, and the station to which assigned. Official abbreviations are authorized.

(3) *Grade.* Record the grade held by the enlisted man at the time of the entry.

(4) *Principal duty.* Enter a title descriptive of the general nature of the principal duty, for example: "Truck driver," "Typist," etc. Individual training carried on under a Mobilization Training Program will be entered as, for example: "17 Wks Indiv Tng Compl Per MTP 21-2, - 15 Apr 44." If a specialized training school is attended such information should also be recorded, for example: "Spec Tng Sch (course) Compl (number of weeks) (date)." A duty will not be considered a principal duty until such time as it has been performed for a period of at least 1 month. Entry may be made in pencil until such time as the duty is determined to be a permanent change of principal duty, at which time it will be completed in ink.

(5) *Spec. Ser. No.* Enter the appropriate TM 12-427 military specification serial number for the principal duty recorded. When entries are made on cards issued prior to 1 September 1943, the specification serial number will be entered after the title of the principal duty.

(6) *Returned Prisoner of War.* Record date of capture and "Prisoner of War," along with the name of the country capturing or holding the enlisted man a prisoner. *Example:* "6 Jun 1943—Japan—Prisoner of War." On the next line an entry will be made to indicate the date and the manner in which he returned, such as escaped, exchanged, or repatriated. Entry will also be made for a soldier evading capture or returned after internment in a neutral country.

(7) *Termination of service.* Upon termination of service for any cause, an appropriate entry will be made in this item, showing date of termination and reason therefor, for example: "4 Feb 44—Disch. Conv. of Govt.," or "2 Jan 44—Commissioned 2d Lt. AUS" or "4 March 44—Killed in action."

58. DATES AND SIGNATURES.

a. Entries. (1) *Date of enlistment or induction.* The date of enlistment or induction will be entered at the first interview either by printing, typing or stamping, and will be recorded as, for example, "25 Jan 44." Cross out either "Induction" or "Enlistment" to eliminate the inapplicable word. In the case of enlisted men of the National Guard inducted into Federal service, record the date of enlist-

ment in the National Guard. For members of the Enlisted Reserve Corps with no previous active service show both the date of enlistment and the date of entry on active service, in that order.

(2) *Date of interview.* Record the date of the interview, for example, "3 Feb 44."

(3) *Station.* This will be the name of the station at which the interview takes place.

(4) *Interviewer.* The interviewer will sign his first name, middle initial, last name, and official abbreviation for the grade held. Use of a rubber stamp is prohibited.

(5) *Classifier.* The classifier will sign his name in the same manner as the interviewer.

(6) *Soldier.* At the completion of the interview, the soldier will sign his first name, middle initial, and last name. If the soldier cannot sign his name, this space will be left blank until he has completed training at a special training unit at which time he will sign his name.

b. Verification Interview. It will be noted that this item provides space for dates and signatures for the initial interview (first interview), and for a subsequent reinterview at a replacement training center or in a unit (second interview).

c. Rewriting W.D., A.G.O. Form No. 20. When the card becomes unserviceable and it is necessary to accomplish a new W.D., A.G.O. Form No. 20, date of the original interview and station will be copied exactly from the old card. The new dates, names, and station will be shown in the sec-

tion where applicable, immediately following the entries from the original card. When "Classification in military specialties" and "Record of service" items on W.D., A.G.O. Form No. 20 become filled, the card will be remade under the direction of a qualified officer, summarizing the information in these items. After verification, the unserviceable W.D., A.G.O. Form No. 20 will be destroyed by the officer having jurisdiction of the card. When revised issues of W.D., A.G.O. Form No. 20 are received in the field, soldiers' qualification cards previously completed will not be rewritten on the revised card. Changes will be made on the old card where applicable.

59. DRIVING ABILITY.

a. Drives Auto. Check the appropriate rectangle if the soldier drives an automobile.

b. Ton Truck. Fill in the rated tonnage capacity of the truck and check the appropriate rectangle, to record truck driving experience.

c. Motorcycle. If the soldier drives a motorcycle, check the appropriate rectangle.

Holds _____ State Driver's Permit. Insert the name of the state issuing the driver's permit or license. If the particular state did not require a driver's permit, enter "None required."

60. QUALIFICATIONS IN ARMS.

Entry will be made in this item showing the firing accomplished with individual, crew-served, and combat vehicular weapons. Entries will include—

QUALIFICATIONS IN ARMS

Weapon	Course	Qualified	Score	Date
Rifle, M1	"A"	S	127	1 Jun 43
LMG (cs)	Qual	EG	220	18 Jun 43

a. Familiarization Or Other Firing. When an individual completes familiarization firing, or when he is transferred prior to completing, or for any other reason fails to complete, prescribed qualifi-

cation or familiarization firing, make one entry for each weapon fired, noting the weapon, course fired (or started), total number of rounds fired, and date when individual fired weapons last. For example:

QUALIFICATIONS IN ARMS

Weapon	Course	Qualified	Score	Date
Carbine M1	Fam		20 rds	16 Jun 43
Pistol			15 rds	17 Jun 43
MG, HB	CS-A		60 rds	19 Jun 43

listed men assigned or attached thereto. In cases of smaller units, such as a separate company or attached separate troops, the unit personnel officer of the unit or installation to which attached for administrative purposes is the proper custodian. It is the responsibility of the custodian of the cards to make all changes necessary to keep them in a current status. At posts, camps, or stations the cards for men received will accompany them to the organization to which they are assigned for the use of the organization commander in making an appropriate duty assignment. After assignment has been made and the necessary notations have been entered, they will be filed in the personnel section of the regiment or similar organization. Appropriate data will be entered on the cards by authorized personnel, in spaces relating to change of status, reclassification, qualification in military specialties, etc., upon occurrence thereof. Coding and punching will be performed at the headquarters where the cards are filed.

d. Transmittal. The qualification card will accompany the service record of all men upon transfer. Under no circumstances will the card be folded, mutilated, or creased. When necessary to forward it by mail, the records jacket, W.D., A.G.O. Form No. 101, will be used. The individual in command of the unit being transferred is the proper custodian of such records while en route.

b. Filing. (1) The personnel officer of the regiment, separate battalion, or similar unit is the proper custodian of the qualification cards of all en-

[illegible]

FIGURE 1. SAMPLE OF COMPLETED W.D., A.G.O.
FORM NO. 20—FRONT VIEW.

(2) **Replacement cards.** When a soldier's qualification card is removed from the file for any purpose, a blue bordered replacement card will be inserted in its place. This card will record the enlisted man's name, the location of the original card, and the date of its removal from the file. The use of the replacement card is particularly important when qualification cards are removed from the file and kept under consideration for some time pending final disposition.

c. **Transfer.** For each man transferred to or remaining assigned to Enlisted Reserve Corps or Regular Army Reserve, the Form No. 20 will be forwarded to the commanding general of the service command in which is located the place of residence designated by the enlisted man upon his release from active duty.

d. **Discharge.** For each man discharged on Certificate of Disability for Discharge, the Form No.

20 will be forwarded to the appropriate Veteran's Administration facility, or area office with the records specified in AR 615-361.

e. **Missing in Action, etc.** For each man missing in action, captured by the enemy, absent without leave, retired or discharged to accept commission, the Form No. 20 will be forwarded to The Adjutant General.

f. **Released.** For all other men released from active duty, Form No. 20 will be forwarded to the State Director of Selective Service having jurisdiction over the discharged men. (Parts 5 and 6 of W.D., A.G.O. Form No. 53 (Report of Separation), will be forwarded with W.D., A.G.O. Form No. 20 in these cases.)

g. **Deceased.** For each man deceased the Form No. 20 will be destroyed 30 days subsequent to the transmittal of an official report of death.

NOTE: DO NOT ATTEMPT TO FILL OUT THIS CARD WITHOUT FIRST READING INSTRUCTIONS CONTAINED IN AR 615 25 VERY CAREFULLY

(21) PREVIOUS MILITARY EXPERIENCE										(22) RECORD OF CURRENT SERVICE																	
APM OR SERVICE	YEARS IN EACH	HIGHEST GRADE	CATEGORY & A N & C ETC	LAST DUTY STATION (Years)	SPECIAL TRAINING RECEIVED			DATE	ORGANIZATION AND STATION	GRADE	PRINCIPAL DUTY	SPEC. SER. NO.															
					SPECIFIC NATURE	YEARS	MONTHS																				
INF	4	CAPT	ROTC	36	BASIC + ADVANCED	4	36	15 DEC 43	Hq Co 101st INF REGT	PVT	INFANTRY	905															
								16 APR 44	Hq Co 101st INF REGT	PVT	CLERK-TYPIST	502															
								5 MAY 44	Hq Co 101st INF REGT	CPL	ADM-NCO	502															
								10 JUN 44	Hq Co 101st INF REGT	Sgt	ADM-NCO	502															
(22) SERVICE SCHOOLS, ARM OR SERVICE										NUMBER OF WEEKS			COURSE			YEAR GRADUATED AND RATING (IF ANY)											
(23) ASSIGNMENT LIMITATIONS										(24) SD			(25) PREFERRED														
(26) ASSIGNMENT RECOMMENDED BY RECEPTION CENTER													ACCOUNTANT 268														
(27) CLASSIFICATION IN MILITARY SPECIALTIES										SPEC. SER. NO.			POTENTIAL			SKILLED			TYPE OF EQUIPMENT								
RIFLEMAN										745			15 MAR 44														
CLERK-TYPIST										405			4 MAY 44														
ADM-NCO										502			8 JUN 44														
(28) REMARKS (15) SOME HOME RADIO REPAIRS. INFILTRATION COURSE 3 MAR. 44; MALARIA TNG COMPLETED 4 APR. 44													(30) DATE OF EMPLOYMENT INDUCTION			10 DEC 1943											
(31) DATE OF INTERVIEW										12 DEC 1943			STATION			RECEPTION CENTER FT GEORGE G MEADE, MD.											
(32) INTERVIEWER										James J. Agnew, Jr.			(33) DATE OF CLAYD			DONALD B. White, Sgt.											
(34) DATE OF CLAYD										DONALD B. White, Sgt.			(35) DATE OF CLAYD			FRANK G. Cooper											
(36) DATE OF CLAYD										FRANK G. Cooper			(37) DRIVES AUTO			☒ TON TRUCK			☐ MOTORCYCLE								
(38) HOLDS MARYLAND										STATE DRIVER'S PERMIT			(39) QUALIFICATIONS IN ARMS			WEAPON			COURSE			SCORE			DATE		
(39) RIFLE M-1										C			ER			195			27 FEB 44								

W.D., A.G.O. FORM NO. 20
1 SEPTEMBER 1943

IMPORTANT — UNDER NO CIRCUMSTANCES WILL THIS CARD BE FOLDED, ROLLED, OR CREASED

THIS CARD MUST ACCOMPANY THE SOLDIER UPON TRANSFER

FIGURE 2. SAMPLE OF COMPLETED W.D., A.G.O.
FORM NO. 20—BACK VIEW.

Section VII

ARMY SPECIALIZED TRAINING PROGRAM

62. GENERAL.

Various entries on the W.D., A.G.O. Form No. 20 have been authorized for the Army Specialized Training Program. Symbols for entries on this form will be found in appendix to TM 12-427. The following instructions will govern in recording these symbols on the W.D., A.G.O. Form No. 20.

63. TRAINEE SYMBOL.

For all trainees in both basic and advanced curricula, the trainee symbol appropriate to the curriculum in which enrolled will be recorded under "Record of current service." On Form No. 20 of an edition earlier than the revision of 1 September 1943, the word "Trainee" followed by the appropriate trainee symbol will be recorded as the "Principal duty." On the revision of 1 September 1943, the word "Trainee" will be recorded as the "Principal duty" and the trainee symbol will be recorded as the "SSN." When a trainee is transferred to a curriculum other than that in which initially enrolled, an appropriate change will be made under "Record of current service." When a trainee is graduated from one curriculum and enrolled in another an additional entry under "Record of current service" will be made.

64. GRADUATE SYMBOL.

a. When a trainee is graduated from any curriculum for which there has been provided a graduate symbol, including both basic phase and advanced phase curricula, a thin line will be drawn in pencil through the code previously entered under "Main occupation," on the W.D., A.G.O. Form No. 20, and directly above this code will be entered in pencil the symbol for the curriculum from which graduated.

b. An entry will be made in the case of a gradu-

ate of a curriculum who is continuing in the program in another curriculum as well as in the case of a graduate who is separated from the program. In the case of the graduate who is continuing in another curriculum, the graduate symbol thus entered will remain unchanged until such time as the trainee is graduated from the curriculum in which continued, when the previous graduate symbol will be erased and the new symbol entered in lieu thereof in the manner indicated in *a* above. If a graduate who continues in the program in another curriculum is separated from the program prior to graduation from the curriculum in which continued, the symbol previously entered will remain unchanged, except as provided in *c* below.

c. A trainee who is separated from the program prior to graduation for a special assignment based on training received under the Army Specialized Training Program will be considered a graduate of the curriculum in which enrolled when separated, and graduate symbol for the curriculum from which separated will be entered under "Main occupation."

d. Changes made under "Main occupation" in accordance with the foregoing instructions will not be punched on W.D., A.G.O. Forms No. 20.

e. A trainee who is initially assigned to the Army Specialized Training Program in an advanced term will not be considered a graduate of a basic phase curriculum.

65.

If the designated space is insufficient for the entry, a notation "see 28" will be made under "Record of current service" or "Main occupation" as the case may be, and the appropriate entry made under "Remarks," shown as "(29)" or "(13)."

Section VIII

OFFICERS' AND WARRANT OFFICERS' CLASSIFICATION

66. GENERAL.

a. The purpose of classification of commissioned and warrant officers is to obtain the maximum use of their skills, abilities, qualifications, and experience. Since proper classification is the basis for proper assignment, commanding generals, Army Ground Forces, Army Air Forces, Army Service Forces, armies, corps, and all other commanders having assignment jurisdiction thereover, are responsible for the classification of all officers under their command or jurisdiction. A W.D., A.G.O. Form No. 66-1 (Officer's and Warrant Officer's Qualification Card) will be initiated and maintained for every commissioned and warrant officer, below the grade of general officer, in the Army Ground and Army Service Forces. W.D., A.G.O. Form No. 66-2 (AAF Officer's Qualification Record) will be initiated for all officers in Army Air Forces, except Army Air Forces Medical officers for whom a W.D., A.G.O. Form No. 66-3 (AAF Medical Officer's Qualification Record), will be initiated. Detailed directions for filling out W.D., A.G.O. Forms Nos. 66-2 and 66-3, will be found in Army Air Forces Manual 35-1. Classification also will be accomplished for first classmen at the United States Military Academy, senior Reserve Officer's Training Corps students at recognized colleges and universities, and enlisted students at officer candidate schools prior to being commissioned. Interviewing of commissioned officers will, at all times, be accomplished by qualified commissioned personnel.

b. **Indicative Entries.** To show that questions were asked and that there is nothing pertinent to be entered in a particular space or rectangle, place a dash "-" beside the main heading of an item. Use check marks "✓" in certain boxes, when the answer given is "yes" or "no," indicating the proper information called for. In other spaces or rectangles on the card, information called for must be entered in full.

c. **Recording Results.** Numerals in parentheses on the officer's qualification card, for example, "(3)," refer to numbers opposite items on the

face of the card and identify appropriate code sections when the item is coded. Letters in circles, for example "®," refer to the marginal location of code sections. All entries on the card will be printed in ink or by typewritten, except as otherwise prescribed herein. Punching of W.D., A.G.O. Form No. 66-1 is optional with the commanders concerned.

d. **Use of Ink Eradicator.** Ink eradicator will not be used on W.D., A.G.O. Form No. 66-1. If correction is necessary, a thin line will be drawn through the erroneous entry and such correction dated and initialed by the officer authorizing the change. No officer is authorized to change any entries on his own qualification card. If the change is a reclassification due to demonstrated incompetence, a brief authenticated statement relative thereto will be entered under "Remarks."

67. NAME.

Print or type in block capital letters last name, first name, and middle initial or initials. The abbreviations NMI (no middle initial), IO (initials only), or similar designations will not be used to indicate the use of lack of an initial or initials. Use of the middle initial, rather than printing the middle name in full, is authorized. In the case of a junior "JR," follows the middle initial, for example: "Mills, Carl J. Jr." (See AR 345-1.) Officer's qualification cards already completed in accordance with previous instructions need not be changed.

68. SERIAL NUMBER.

Record complete serial number with the proper prefix. The dash is not to be used after the prefix.

Examples:

N—Army Nurse Corps	N 729 924
O—Officer (Any component of Army Air Forces, Army Ground Forces, Army Ser- vice Forces)	O 356 872
L—WAC Officers	L 403 033
W—Warrant Officers	W2 138 645

69. ARM OR SERVICE.

Use authorized abbreviations. For officers of the Regular Army, Officers' Reserve Corps, or National Guard, who are commissioned in an arm or service, record the arm or service in which actually commissioned. For officers who were initially appointed in the Army of the United States, indicate the arm or service to which assigned for duty. For Army of the United States officers not assigned for duty to a specific arm or service enter "AUS" in pencil and, when subsequently assigned to an arm or service, erase pencil entry and substitute proper arm or service in ink. The arm or service for warrant officers will be "None" except those appointed as bandmasters or in the Army Mine Planter Service, in which case the entry will be "Band" or "AMPS." In the case of chaplains, enter "CH" for arm or service and enter the denomination under "Remarks." In the case of Women's Army Corps officers, arm or service will be entered as "WAC." For officers detailed for duty in other than arm or service to which assigned or transferred, the arm or service in which detailed will be entered in parenthesis in pencil after the basic arm or service. When such detail is discontinued, the designation will be erased. For a detailed list of arms and services see appendix I.

70. COMPONENT

Component will be recorded as follows: Regular Army—RA; Officers' Reserve Corps—RES; National Guard—NG; Army of the United States—AUS. The component for warrant officers holding a Regular Army warrant is "RA"; for those holding a temporary warrant use "AUS." The same principles apply to all commissioned women. When officers of the Regular Army, Officers' Reserve Corps, or National Guard receive a promotion in the AUS, no change will be made in this item.

71. HEIGHT AND WEIGHT.

Enter correct figures to indicate height and weight. Do not repeat "Ft," "In," or "Lbs."

72. DATE OF BIRTH.

Record, in sequence, the digit indicating day of the month, abbreviation of the month, and the year. Do not use a digit to indicate the month. *Example:* "4 Feb 1904" or "4 Feb 04."

73. RACE.

Indicate race by printing "W" in block capital letters for officers of white American or European stock. All other entries in this space will be printed out in full. Examples of groups that will be dis-

tinguished are: "Filipino," "Eskimo," etc. The Army is interested in individuals and in assigning them to training and duty where they will be of most value to the service and where they can make their greatest contribution; otherwise, it is not concerned with racial interpretations.

74. WAR SERVICE.

Only military service in the First World War between the dates of 6 April 1917 and 11 November 1918 will be entered here. Additional service in an army of occupation and further explanation of enlisted or commissioned service should be entered under "Remarks."

a. Years and Months. Record duration of service in each arm or service, and highest grade or rank attained (enlisted or commissioned).

b. Arm or Service. Record authorized abbreviation for the arm or service in which duty was performed.

c. Combat or Administrative Duty. Record combat or administrative duty, or both, if appropriate. Combat duty is interpreted to mean all service, regardless of branch, with field troops in training for combat or actually in combat. If officer attended United States Military Academy during the First World War, print "USCC" (for United States Cadet Corps) in "Arm or service" space and "Cadet-USMA" in "Combat or administrative duty" space. Service in Student Army Training Corp "SATC" during the First World War will also be considered as prior military service under this item.

75. C.C.C. SERVICE.

Entries in this item are confined to officers who were on active duty in a military or civilian status. If the officer served in more than one service command or on more than one type of duty, record such data with the period of time in each.

76. ASSIGNMENT LIMITATIONS.

a. Physical. If officer is physically limited in assignment, a check mark will be placed in this item.

b. Authority. Proper authority for such physical limitation will be recorded in this item, for example, special orders or a certificate from the general hospital disposition board report. Appropriate data relative to assignment limitation will be extracted from the disposition board report or W.D., A.G.O. Form No. 63 (Report of Physical Examination), and entered directly above the words "Physical" and "Authority," in brief, nontechnical language, for example: "Poor vision" or "Flat feet."

c. **Over-Age in Grade.** A penciled check mark "✓" will be entered in this space if the officer's age places him in a nontroop duty age status. If subsequent promotion places the officer within the troop-duty age limit, the check mark will be removed. Maximum age-in-grade limitations for duty with troop units, other than Army Air Forces, are:

Colonel	55
Lieutenant Colonel	52
Major	47
Captain	42
First Lieutenant	36
Second Lieutenant	36

Maximum age for assignment of officers of the non-promotion list services to troop units is 56 years, except that for assignment to the staff of a field army, the maximum is 58 years. An officer will be considered over age-in-grade the day he attains the age prescribed above.

d. **Retired.** Enter a check mark in the space allotted when a retired officer is recalled to active duty.

77. SERVICE OR RESIDENT OUTSIDE CONTINENTAL U.S.

If the officer has spent at least 3 consecutive months in a foreign country, print the name of the country as it was designated prior to 1935, followed by a notation, in parenthesis, of the last year of the service or residence. In the spaces "Years" and "Months" record the years and months opposite the respective countries in which he had service or residence. This item refers to residence or military service prior to the present war and will not include tours of foreign duty after 7 December 1941. If either the word "Service" or "Residence" does not apply, line out the inappropriate word. If an officer has served or resided in more than one country outside the continental United States, enter the name of the last country served or resided in, the date of the termination, and the duration of such service or residence in that country. Cross reference to "Remarks," if necessary, and there indicate other countries of service or residence and duration of stay in each.

78. ENTRY ON EXTENDED ACTIVE DUTY.

Official orders provided the source for this information. Date of original entry, authority (par. and SO No.), issuing headquarters, and date of issuance of the order, are required. If the officer was not continued on extended active duty after the initial period, indicate such break under "Remarks." This

item is not completed for regular army officers. For retired officers, the date of and authority for return to active duty will be indicated in this space.

79. GRADE-APPOINTMENTS AND PROMOTIONS.

Enter the date of the appointment or promotion in which serving currently, in the appropriate rectangle. Any subsequent promotions, whether temporary or permanent, will be entered in like manner. Temporary promotions will be entered in the upper half of the rectangle to allow room for recording the date of permanent promotion to the same grade. The date of rank in grade will be secured from official orders. Dates of appointment or promotion prior to the grade in which an officer is serving at the initiation of his W.D., A.G.O. Form No. 66-1 may also be entered.

80. RECORD OF SERVICE. (only principal duty). In entering the record of service in this item, periods of duty for Regular Army officers (except retired officers) will begin 1 January 1942. For all other officers, including retired officers, duty performed prior to 1 July 1940 will not be recorded. When an officer is detailed or assigned to a principal duty, an entry will be made in pencil in the first vacant line. The penciled entry will later be erased in the event none of the changes in status listed below occur. This entry will be completed in ink, or other entries will be made in ink under the following conditions:

a. When a principal duty has been performed for a period of at least 1 month, and—

- (1) There is a change in principal duty.
- (2) The officer is reassigned.
- (3) The reporting officer is reassigned.

(4) On 30 June and 31 December of each year, in the event the service is continuous and no entry has been made in the 1 month period immediately preceding.

(5) When an efficiency report, other than the required semiannual report on field grade officers, is rendered.

(6) When a pool officer, who is attached to an organization, performs specific duties for a period of 30 days or more.

(7) When an officer goes on temporary duty for a period of 30 days or longer.

b. When a principal duty has been performed for a period of less than 1 month, and—

- (1) The service has been characterized by meritorious performance of duty or lack thereof.
- (2) The nature of the principal duties was such as

to be of value in the selection of the officer reported on for a future duty assignment.

c. Temporary Duty. An entry is required in this item whenever an officer is on temporary duty, away from his permanent assignment, for a period of 30 days or longer. *Example:* "Pers. Off.—116th Inf TD Hq 3rd Div—1 Mar 44—15 Apr 44—Ex—Job."

d. Attendance at Refresher Course Schools. Information relative to refresher course schools, attended by pool officers while awaiting definite assignment, will be shown under this item but no "Manner of performance" rating will be given for such attendance.

e. Attendance at General or Special Service Schools. An entry is required in this item whenever an officer attends a general or special service school for a period of at least 1 month. The entry will *not* include a "Manner of performance" rating or initials. Attendance of medical officers at civilian institutions will also be entered if such attendance was while on an active duty status.

f. Returned Prisoners of War. Entry will be made under this item whenever an officer has been a prisoner of war and returns to the jurisdiction of the United States Army. Record date of capture and "Prisoner of war," along with the name of the country capturing or holding the officer a prisoner. *Example:* "Prisoner of war—Japan—7 Feb 44." On the next line an entry will be made to indicate the manner in which he returned, such as "Escaped," "Exchanged," or "Repatriated." Entry will also be made for an officer evading capture or returned after internment in a neutral country. *Example:* "Repatriated—Duty in U.S. only—5 Feb 44."

g. Efficiency Report. When an unsatisfactory manner of performance rating is given, a concise statement will be entered on the next succeeding line stating that an efficiency report has been rendered, and the date such report was rendered. No notation will be made on the W.D., A.G.O. Form No. 66-1 relative to the rendering of an efficiency report except as indicated above.

h. Return to United States. When an officer is returned to the United States in accordance with the provisions of War Department Circular No. 58, a statement will be made in the item relative to such return. *Example:* "Retd. U.S. Per Para. . . . W.D. Cir. 58."

i. Final Entry. Final entry will be made in this item, at termination of service, giving cause of termination, and date. *Example:* "Kd in action—4 Jan 44" or "Disch conv of govt—3 Feb 44."

j. Manner of Recording. The entries in this item will be recorded as follows:

(1) *Type of duty.* The entry in this column will be any descriptive and accepted military designation of a principal duty. If more than one type of duty is performed, care will be exercised to insure that only the principal duty is recorded. Type of duty is defined as follows:

(a) *Command.* A record of military experience involving command of combat troops during periods of training in preparation for combat and/or active participation in combat.

(b) *Staff.* A record of military experience involving duty of a planning and/or policy-forming nature as a member of or on duty with the general staff corps or on the special staff of a commanding officer.

(c) *Administrative.* A record of military experience involving the supervision and/or execution of duties of an administrative nature.

(d) *Special.* A record of military experience involving any duty not categorized in (a), (b), or (c) above, but which is essential in the command or administration of the Army. *Example:* "Exchange officer," "Public relations officer," "Athletic officer," etc.

(2) *Unit, organization, or station.* Under this column, if the unit is given, the station will be omitted; if an organization or installation is given, the station will be shown.

(3) *Dates.* Enter the day, abbreviation for month, and year, for the inclusive dates of the type of duty performance recorded.

(4) *Manner of performance.* This rating is a report of an officer's proficiency in performing a duty. It will be indicated by: "Sup" for Superior; "Ex" for Excellent; "VS" for Very Satisfactory; "Sat" for Satisfactory; and "Uns" for Unsatisfactory. Entry is normally made and initialed by the reporting or rating officer, who may be the commanding officer of a unit or station (may rate all unit or station subordinate officers individually) or commanding officer of an organization within a unit or station (may rate all subordinate officers in the organization). Entering and initialing of "Manner of performance" ratings are the responsibility of commanding officers of organizations concerned. If the commanding officer so desires, he may delegate such authority to an authorized member of his command who must be an officer senior to those to be rated.

(5) *Initials.* "Manner of performance" rating will normally be entered and initialed by the reporting officer, or, in his absence, by the custodian of the W.D., A.G.O. Form No. 66-1. If the rating is the result of an efficiency report, the custodian of the W.D., A.G.O. Form No. 66-1 may be authorized to enter and initial the entry.

k. Procedure in Absence of Reporting Officer. Where it is not practicable for the reporting officer to enter and initial a manner of performance rating as indicated above, the reporting officer will initiate a letter report direct to the officer having custody of the W.D., A.G.O. Form No. 66-1, stating the manner of performance rating. The latter officer is authorized to make and initial the entry under these circumstances.

81. SPECIAL SERVICE SCHOOLS.

Entries under this item will include attendance at officers' service schools, officer candidate schools, and certain civilian institutions attended by medical officers. Attendance at division, regimental, or unit schools, and at domestic or foreign special service schools temporarily in existence during the First World War will not be recorded in this item but may be shown briefly under "Remarks." Lists of the service schools which will be recorded will be found in appendix IVa. The entry will include the inclusive dates of attendance at the school, abbreviated school name, title of course pursued, and check mark "✓" placed in the appropriate column showing successful or unsuccessful completion of the course.

82. GENERAL SERVICE SCHOOLS.

Only the year will be entered in the spaces for "Army War College," "Army Industrial College," and "Naval War College." For the "Command and General Staff School," the year will be indicated, with the title of the course.

83. LANGUAGES.

The officer's ability to speak, write, or translate a language other than English will be indicated by placing the words "Well," "Some," or "Little," in the appropriate rectangle. Languages not listed may be entered under "Other." More explicit information, such as the dialect he can speak, write, or translate and the date the language was last used, will be obtained and entered concisely under "Remarks" if space in this item is insufficient for the information. See appendix III for a list of the more common languages encountered.

84. MARITAL STATUS AND DEPENDENTS.

Place a check mark "✓" in the appropriate space to show the officer's present marital status. After "Dependents" record in ink, in arabic numerals, dependents of an officer, other than his wife, who are dependent on him in whole or in part.

85. LEGAL RESIDENCE.

Enter in this space the location of the residence declared by the officer to be his legal residence or the domicile of his immediate family. If the officer does not have such permanent residence, it may be desirable to enter the name of a bank or other commercial firm with which he will be in contact. Regular Army officers may give their legal address as "The Adjutant General, Washington 25, D. C."

86. EMERGENCY ADDRESSEE.

The name, address, and relationship of the person whom the officer wishes to have advised of his status will be recorded in pencil, to facilitate change. This person may be wife, parents, parents-in-law, friend, lawyer, pastor, or any other person the officer wishes to designate. It should be someone whose address is not likely to change. Where there is no legal relationship, the term "Friend" will be used.

87. EDUCATION.

a. High School. Indicate the number of semesters, school years, or fractions thereof, as 1 1/3 or 2 1/2, etc., not as 1 year 4 months or 2 years 6 months. Under "Name of institution" record only the city and state in which the last high school attended is located. Under "Subject majored in" indicate the major subject such as "Academic," "Commercial," "Agricultural," or "Vocational." These may be abbreviated. High School will include grades 9 to 12, and no distinction will be made between junior and senior high schools. Under "Graduated" check the appropriate rectangle. No entry will be made under "Degree." Under "Year left school" enter the last year of attendance at high school.

b. College or University. Record only the name of state universities. For other colleges and universities enter the name of the institution and the state in which located. Include junior colleges above 12th grade, as well as college or university proper. Descriptive entries will be made in the "Subject majored in" space for college or university work. The United States Military Academy will be

entered as a college. Under "Graduated" check the appropriate rectangle. Indicate any degree received under "Degree." Record the last year of college attendance under "Year left school."

c. Postgraduate. This pertains only to colleges or universities offering graduate work for advanced degrees. Therefore, nothing will be entered here unless the officer has received a Bachelor's or equivalent degree from a college or university. Entries under "Postgraduate" will be made in the same manner as for "College or university" above. Combined courses, such as 6-year law courses, leading to two degrees will be entered entirely as college and not postgraduate work.

88. TESTS. No tests have, as yet, been authorized for officers. This space will, therefore, be left blank until such time as tests are authorized.

89. PARTICIPATING SPORTS.

The Army is interested only in sports in which the officer was recently active. If the officer only participated and did not excel in any of the named sports, place a check mark "✓" in the blank box. If he coached or excelled, place the check mark "✓" in the box marked "c" or "x1," beside the particular sport. If he both coached and participated, or coached and excelled, place check mark "✓" in two boxes. Do not check both "Participated" and "Excelled," because if he excelled he obviously participated. If the officer played on a school, semi-professional, or professional team, the name and location of the team will be indicated, together with the name of the sport in parenthesis above the name and location of the team. Write in any other sport not named, and indicate the degree of participation in the appropriate box. The officer's ability to coach is of main interest. An officer who excelled should be able either to teach the sport or to supervise activities therein. Other sports may be suggested by the following:

Archery	La crosse
Bowling	Polo
Fencing	Soccer
Football	Swimming
Golf	Tennis
Hockey	Track
Hunting	Trapshooting
jiu-jitsu	Wrestling

90. ACTIVE HOBBIES.

Check the appropriate rectangle to indicate named hobbies. Only hobbies having military significance

will be entered in the space "Other," such as are suggested by the following:

Art and illustration
Ballistics
Bird training
Camouflage
Chemistry
Cryptology (codes and ciphers)
Drafting
Electricity
Horse breeding
Languages
Map making
Mathematics
Mechanics
Model making
Theatrical entertainments
Woodworking

Hobbies such as coin collecting, dancing, attending movies, stamp collecting, etc., are not to be recorded.

91. MAIN AND SECONDARY CIVILIAN OCCUPATIONS.

a. General. These items will not be utilized for regular army officers. In dealing with these important items, take down the complete occupational history by making notes on a scratch pad. These notes are to be carefully checked, verified, and corrected. The best way to secure the information is to cover the most recent employment first; then proceed in reverse chronological order to earlier work. The preliminary discussion will disclose the number of jobs held, years engaged in each, and the average monthly salary. This information will give a broad picture of the officer's work history so that an interviewer may make a preliminary analysis of the various jobs. A general idea of the type of work the officer has been doing has now been secured. The next step is to get detailed information for the analysis. The fact that these data must be accurate cannot be overemphasized. If the officer has more than one occupation, weigh one factor against another to determine which has more evidence to substantiate its claim as the main occupation. If two jobs compare closely on length of employment, recency, salary, etc., but one requires a higher degree of skill than the other, the more skilled job will ordinarily be the main occupation.

b. Title of Your Position or Job.

In this space enter a descriptive title of the work history recorded.

c. Explain What You Did. Record this information in a brief manner. Be sure that it is

complete and accurate enough for anyone reading the card to have an adequate understanding of the work performed by the officer.

d. Name and Address of Employer.

In this space record the name and complete address of the employer.

e. Dates Employed and Remuneration. Record the inclusive years of employment after "From" and "To." Months and days need not be shown unless the employment was for a period of less than 1 year. Under "Monthly salary or income" enter the average monthly wage received.

f. Specification Serial No. Line out the words "AR 605-90" (or AR 615-26) and enter "TM 12-405" immediately above. Proper code numbers for the work history recorded will be found in TM 12-405. Directions for the use of TM 12-405 are self-contained. The words "Occupational dictionary code" will be lined out. No Occupational Dictionary Code is entered.

92. QUALIFICATION IN MILITARY SPECIALTIES.

The following procedures and minimum qualifications are established and will obtain in designating military occupational specialties:

a. Definition. A military occupational specialty is a title applying to a group of related duties and responsibilities normally requiring special knowledge and skills acquired through formal training, experience, or education.

b. Purpose. Military occupational specialties are assigned to provide code numbers and titles for recognized military jobs and their qualifications by which officers, commissioned and warrant, may be requisitioned and assigned in accordance with the needs of the Army.

c. Awarding Military Occupational Specialty. One or more military occupational specialties may be acquired in one of the following manners:

(1) Successful completion of a course in a general or special service school if it has been determined by the training branch or section of the appropriate command, arm, or service that the course qualifies a graduate in a military occupational specialty upon completion thereof and without service on the job.

(2) On-the-job training or duty assignment for sufficient time that in the opinion of the rating officer such performance has been at least very satisfactory and that the officer is fully qualified to perform the duties provided for in the specifications. Normally a period of at least 30 days should precede assign-

ment of military occupational specialties under these circumstances.

(3) Through civilian experience, when it has been a practical counterpart of the military job, plus such military orientation or indoctrination as is necessary to the satisfactory performance of such job. Normally such period of time should be a minimum of 30 days. Under such circumstances the assignment of the military occupational specialties must be concurred in by the rating officer.

NOTE. The above methods are to be construed as establishing only minimum standards for the assignment of the military occupational specialties, and each major command may establish such additional requirements as it deems necessary and such methods as will assure adherence to these minimum standards.

d. Recommendation of Assignment.

In order to assure the most appropriate initial assignment of officers, an entry of probable military occupational specialties will be made, with pencil, in this item. Such entry will not constitute a fully qualified designation of the skill but will be considered as a recommendation for assignment purposes only. Pencil entries will not be reported to the Machine Records Unit. When the officer has been found fully qualified, and the military occupational specialty assigned in accordance with c above, the entry will be made in ink and reported to the Machine Records Unit.

e. Use of Military Occupational Specialty. The requirements and use of each military occupational specialty, together with identifying code numbers, are listed in TM 12-406 and 12-407. Prompt reporting of military occupational specialty, when assigned, to the Machine Records Unit will serve to utilize fully the knowledge and skills of the officers in the Army.

f. Rescission or Removal of the Military Occupational Specialty. Military occupational specialties entered on the W.D., A.G.O. Form No. 66-1 may be removed or rescinded by lining out the military occupational specialty. This may be accomplished for the following reasons:

(1) When it is obvious that the military occupational specialty is wrong, that is, when neither the officer's duty assignment record, background, or school record correlates with such military occupational specialty. Rescission in such case shall be made by the current rating officer.

(2) When, in the judgment of the rating officer, the officer concerned is no longer qualified for such specialty. In such instances, concurrence in writing must first be obtained from the rating officer's im-

mediate superior or such other authority as may be designated by each of the major commands.

(3) When a "Manner of performance" rating of "Unsatisfactory" has been rendered. Such rating shall constitute authority for rescission of the military occupational specialty.

NOTE. Rescission or removal of the military occupational specialty will be shown on the Morning Report under "Remarks" and forwarded to the Machine Records Unit servicing the command. Lined out military occupational specialty will be initialed and dated by the responsible officer.

g. Recording. Enter the appropriate TM 12-406 or 12-407 military occupational specialty title in which the officer has been qualified. Record the appropriate TM 12-406 or 12-407 specification serial number and enter the date of qualification. On editions of the W.D., A.G.O. Form No. 66-1 issued prior to 1 September 1943, the words "Primary" and "Secondary" are to be lined out and these items combined, and all military occupational specialties will be added to this section in ink, chronologically, as acquired.

93. INITIAL INTERVIEW BY.

Print or type date of interview, and name, grade, and arm or service of the interviewing officer. The signatures of the interviewing officer and of the officer being interviewed will be entered in the appropriate lines. Facsimile signatures will not be used.

94. REMARKS.

This item will be used for further information for which there is either no appropriate space on the card or insufficient room in the space provided. All entries will be as brief as possible and will have a direct bearing on the officer's qualifications as they relate to military duty assignments. Examples of specific information which should be recorded under this item include:

a. Prior Service. Prior enlisted service (other than service school record) or length of service in Army Specialist Corps will be entered under this item. *Example:* "EM 5 Yrs.—3 Yrs. Regt Sgt Major—2 Yrs. Rad Opr."

b. Campaign Medals and Ribbons. Campaign medals and ribbons which the officer is authorized to wear will be shown in this item. *Example:* "Auth: Am. Def. Medal; Am. Theater Ribbon."

c. Religious Preference. Religious preference of the officer will be entered in this item. If the officer's preference is Protestant, the denomination

should be entered, if possible. *Examples:* "Rel Pref: Catholic" or "Rel Pref: Baptist." If the officer specifically states that he has no religious preference, enter "Rel Pref: None."

d. Malaria Control Training. When malaria control training has been completed in accordance with current directives, an entry, for example: "Malaria Control Tng. Completed" followed by the date such training was completed, will be entered in this item.

e. Training in Map Reading. When the officer has completed the prescribed course in map and aerial photography reading or is certified as proficient in these subjects, an entry will be made in this item showing such completion, for example, "Qual. Map and Aerial Photo. Read." followed by the date of such qualification.

f. Close Overhead Fire. Notation will be made in this item, regardless of date of issue of the W.D., A.G.O. Form No. 66-1, the first time an individual is subjected to close overhead fire on an infiltration course. *Example:* "Infiltration Course 10 Jan 44."

g. Requirements For Overseas Service. Other items covered in preparation for overseas service which are not indicated above, as for example, "Chlorine Gas Chamber" may be shown under "Remarks" if deemed essential for completion of the officers record. In order to conserve space, these entries may be made without adhering strictly to authorized abbreviations. However, care will be exercised to insure that entry is comprehensible.

h. Qualification in Arms. On issues of the W.D., A.G.O. Form No. 66-1 issued prior to 1 September 1943, which do not contain a specific item for entering qualification in arms, this item will be reproduced under "Remarks" in the approximate form as shown on 1 September 1943 or later editions of the qualification card. Instructions for making an entry in this item are contained in paragraph 95.

i. Disciplinary Action. No entry will be made concerning any disciplinary action taken against any officer.

j. Source of Commission. Information as to the method whereby a commission was obtained, other than graduation from officer candidate school, will be entered concisely in this item. *Example:* "Grad Sr ROTC Univ of Kansas June 1935 Inf," or "Aptd Spec-Res AUS 1940."

95. QUALIFICATIONS IN ARMS.

Entry will be made in this item showing the firing

accomplished with individual, crew-served, and combat vehicular weapons. Entries will include—

a. Qualification Firing. Note the weapon, course fired, qualification attained, score, and date the individual fires any weapon for qualification.

Example:

QUALIFICATION IN ARMS

Weapon	Course	Qualified	Score	Date
Rifle, M1	"A"	S	127	1 Jul 43
LMG (cs)	Qual	EG	218	9 Sep 43

b. Familiarization or Other Firing. When an officer completes familiarization firing, or when he is transferred prior to completing, or for any other reason fails to complete prescribed qualification or familiarization firing, make one entry for each weapon fired, noting the weapon, course fired (or started), total number of rounds fired, and date when individual fired weapon last.

Example:

QUALIFICATION IN ARMS

Weapon	Course	Qualified	Score	Date
Carbine M1	Fam		20 rds	19 Sep 43
Pistol			15 rds	20 Oct 43
MG, HB	CS-A		50 rds	3 Nov 43

96. MAINTENANCE OF W.D., A.G.O. FORM NO. 66-1.

The commanding officer of the headquarters where the cards are filed is responsible for obtaining and recording all information on officers in his command. It is the responsibility of each officer's unit commander to transmit to the headquarters where the cards are filed, all changes necessary to keep the cards current.

97. REMAKING W.D., A.G.O. FORM NO. 66-1.

a. When it is necessary to remake the qualification card for any reason other than "Record of service" item being filled, the qualification card will be copied exactly, unless definite error is discovered in previous entries, together with date of initial interview and date the card was remade. The officer remaking the card will sign as interviewing officer rather than copying the name of the original interviewing officer. If the "Record of service" item becomes filled, the

information contained therein will be consolidated and summarized at the discretion of the officer remaking the card. Such information may be consolidated by "Manner of performance" rating when such consolidation will also give a fair indication of the various types of duty performed by the officer. The old card will then be destroyed by the responsible officer.

b. Cards of Warrant Officers. Cards of warrant officers who accept commissions or Army Specialist Corps members separated from that Corps for the purpose of accepting a commission in the Army of the United States will not be transmitted to The Adjutant General's office. In such cases entries in inapplicable items will be lined out and initialed by the officer correcting the card, and necessary changes made. A new W.D., A.G.O. Form No. 66-1 may be prepared when the condition of the original card so requires.

98. DISPOSITION OF W.D., A.G.O. FORM NO. 66-1.

a. Initial Assignment. When an officer is initially assigned his qualification card will be mailed to the headquarters of the unit to which assigned.

(1) After the officer has been assigned or transferred to a subordinate unit, the card will be sent to the commanding officer of that unit for his information, after which it will be returned for file. The card will not be rolled, creased, or folded. When forwarded by mail, a heavy protecting envelope of appropriate size, marked, "Do not fold, roll, or crease," will be used and, when available, cardboard backing will be used as an additional protection.

b. Transfer Within United States. (1) When an individual officer is transferred to another station within the United States, his qualification card will be mailed to the headquarters of the unit to which transferred in time to arrive simultaneously with or ahead of the officer.

(2) When a unit changes station, the qualification cards of the officers assigned or attached thereto will be transferred with the unit records in the custody of the commander of the unit.

c. Transfer to Oversea Station or From Oversea Station to The United States. (1) When an individual officer is transferred to an oversea station from the United States the commanding general of the port of embarkation through which the officer travels will cause to be prepared an extract of qualification card incorporating

items 1, 2, 3, 4, 5, 6, 7, 8, and 15. Extract will be certified by an administrative officer on the port staff. The officer being transferred will sign the extract acknowledging receipt of the original qualification card. The original qualification card will then be delivered to the officer and the extract mailed to The Adjutant General, Washington 25, D. C., marked "Attention, Officers Branch, Records Section."

(a) When an individual officer is transferred to an overseas station from the United States and moves directly to a port of embarkation for trans-shipment overseas, his qualification card will be mailed to the port of embarkation in time to arrive simultaneously with or ahead of the officer.

(b) When an individual officer is transferred to a replacement depot in the United States for utilization as an overseas loss replacement his qualification card will be mailed to the replacement depot in time to arrive simultaneously with or ahead of the officer.

(c) When an officer is transferred from a replacement depot on a shipment number, his qualification card will be given to the escort officer for delivery to the commanding general of the port of embarkation who will then follow the procedures prescribed in c(1) above.

(2) When an individual officer is transferred to the United States from overseas, his qualification card

and two copies of transfer orders will be sent by mail to the commanding officer of officer's new station designated in transfer orders.

(3) When a unit is moved either to or from an overseas station, the qualification cards of the officers assigned or attached thereto will be transferred with the unit records in the custody of the commander of the unit.

d. Officers will be considered to be traveling individually, regardless of number, whenever they are not assigned or attached to an organization or a provisional unit moving to same destination.

e. A component of a division or similar unit, when detached therefrom, will take with it the qualification cards of the officers assigned thereto.

f. Completed qualification card for each officer will be forwarded upon transfer except when the transfer is between organizations or installations of the same command and station; for example, between elements of a division. Qualification cards will not be forwarded to general or special service schools unless such officers are to be reassigned at the completion of the course. Where cards are not forwarded, the commandant of the school will furnish a report of the successful or unsuccessful completion of the course; where cards are forwarded the commandant will cause appropriate entries to be made prior to the

NAME		SERIAL NUMBER		GRADE		DATE OF BIRTH		RACE	
JONES, JOHN B.		0417932		INF		1 SEP 1900		W	
WAR SERVICE		1 3 INF SGT		COMBAT					
C.C. SERVICE		8 4th CO. CMDR							
DATE APPOINTED OR PROMOTED		8 AUG 40		1 SEP 43		5 FEB 44			
DATE OF RANK IN GRADE		8 AUG 40		1 SEP 43		5 FEB 44			
TYPE OF DUTY		UNIT, ORGANIZATION OR STATION		DATES		INITIALS			
ARTILLERY LDR		1ST INF		1 SEP 43		12 OCT 43		R.R.	
STUDENT		ADJ GEN'S SCH		1 OCT 43		8 DEC 43			
BN ADJ		12TH INF		9 DEC 43		14 JAN 44		B.N.	
BN ADJ		201ST INF		11 JAN 44		14 FEB 44		C.B.S.	
REGT ADJ		201ST INF		15 FEB 44					

FIGURE 3. SAMPLE OF COMPLETED W.D., A.G.O. FORM NO. 66-1—FRONT VIEW.

officers reassignment. Qualification cards of officers on detached service or temporary duty will not be forwarded, unless the period of temporary duty is terminated by assignment. If a manner of performance rating is required where an officer and his qualification card are separated, the entry will be accomplished by the immediate superior of such officer at the installation having custody of the card.

g. **Officers Ordered to General Hospitals.** (1) When an officer is ordered to a general hospital, his qualification card (W.D., A.G.O. Form No. 66-1, 66-2 (organization copy), or 66-3 (organization copy)) will be forwarded to the general hospital to which the officer has been ordered.

(2) Upon release from hospital, the commanding officer of the hospital will dispose of cards as follows:

(a) Forwarded to the commanding officer of the pool of his arm or service to which the officer is assigned.

(b) In the case of an officer not assigned to a pool, forwarded to the headquarters of the agency or installation to which the officer is permanently assigned.

99. FINAL DISPOSITION OF W.D., A.G.O. FORM 66-1.

In cases of promotion to grade of brigadier general, relief from active duty, retirement, discharge, dismissal, dropped from the records, death, or other separation from service, the qualification card will be sent direct to The Adjutant General, Washington 25, D. C.

NOTE: DO NOT ATTEMPT TO FILL OUT THIS CARD WITHOUT FIRST BECOMING FAMILIAR WITH AR 605-90

(19) - (C) MARITAL STATUS AND DEPENDENTS:		SINGLE		MARRIED		DIVORCED		WIDOWER		NUMBER OF DEPENDENTS (Other than wife) 2	
(20) LEGAL RESIDENCE:		No. & STREET 400 EAST RIVER ROAD		CITY COLDON		STATE CONN.					
(21) EMERGENCY ADDRESS:		NAME RICHARD N. JONES		CITY NEW HAVEN		RELATIONSHIP BROTHER		STATE CONN.			
STREET ADDRESS 2 WALL STREET											
(22) - (C) EDUCATION											
SCHOOL	NO. OF YEARS	NAME OF INSTITUTION	SUBJECT MAJORED IN	GRADUATED	DEGREE	YEAR LEFT SCHOOL					
HIGH SCHOOL	4	NEW HAVEN, CONN.	ACAD.	☒		1917					
COLLEGE OR UNIVERSITY	4	HARVARD UNIV. MASS.	BUS. ADM.	☒	B.A.	1929					
POST GRADUATE	2	HARVARD UNIV. MASS.	BUS. ADM.	☒	M.B.A.	1929					
	2	HEIDELBERG UNIV. GERMANY	INTL. RELATIONS	☒	PH.D.	1929					
TEST	DATE	SCORE	TEST	DATE	SCORE						
(23) TESTS											
(24) - (C) PARTICIPATING SPORTS											
1. BOXING ☐ 2. SOFT BALL ☐ 3. BASE BALL ☐ 4. BASKET BALL ☐ 5. SWIMMING ☒ 6. MOUNTAIN CLIMBING ☒ 7. EQUITATION ☐ 8. OTHER GOLF ☒ HARVARD CLUB											
(25) - (C) ACTIVE HOBBIES											
1. RADIO ☐ 2. PHOTOGRAPHY ☐ 3. RIFLE OR PISTOL SHOOTING ☒ 4. AVIATION ☐ 5. OTHER CRYPTOGRAPHY											
(26) - (C) MAIN CIVILIAN OCCUPATION											
TITLE OF YOUR POSITION OR JOB TEACHER, INTERNATIONAL TRADE											
EXPLAIN WHAT YOU DO TAUGHT VARIOUS COURSES IN INTERNATIONAL ECONOMIC RELATIONS, INCLUDING THEORY OF INTL. TRADE, INTL. CURRENCY AND BANKING.											
NAME AND ADDRESS OF EMPLOYER COLUMBIA UNIVERSITY, NEW YORK CITY											
DATE EMPLOYED AND TERMINATION FROM 1929 TO 1940											
MONTHLY SALARY OR INCOME \$2530											
SPECIFICATION SERIAL NO. FM 12-405											
(27) - (C) SECONDARY CIVILIAN OCCUPATION											
TITLE OF YOUR POSITION OR JOB INVESTMENT BROKER											
EXPLAIN WHAT YOU DO BOUGHT AND SOLD STOCKS AND BONDS FOR INDIVIDUAL CLIENTS, GAVE ADVICE AS TO INVESTMENTS AND SECURITY TRANSACTIONS.											
NAME AND ADDRESS OF EMPLOYER H.T. WARE, INC. FIELD BLDG. (CHICAGO, ILL.)											
DATE EMPLOYED AND TERMINATION FROM 1925 TO 1927											
MONTHLY SALARY OR INCOME \$175											
SPECIFICATION SERIAL NO. FM 12-405											
(28) - (C) QUALIFICATION IN MILITARY SPECIALTIES											
DESIGNATION INF UNIT CMDR											
SPEC. EFFICIENCY NO. 1542											
DATE 5 OCT 43											
DESIGNATION ADJUTANT											
SPEC. EFFICIENCY NO. 2110											
DATE 10 JAN 44											
(29) INITIAL INTERVIEW BY: DATE 10 SEP 43											
NAME, GRADE AND ARM OR SERVICE OF INTERVIEWING OFFICER THOMAS K. WHITE, CAPT. INF.											
SIGNATURE OF INTERVIEWING OFFICER Thomas K. White											
SIGNATURE OF OFFICER John B. Jones											
(30) INITIAL INTERVIEW BY: DATE 10 SEP 43											
NAME, GRADE AND ARM OR SERVICE OF INTERVIEWING OFFICER THOMAS K. WHITE, CAPT. INF.											
SIGNATURE OF INTERVIEWING OFFICER Thomas K. White											
SIGNATURE OF OFFICER John B. Jones											
(31) REMARKS: APTD SPEC RES BRIG 1940 INFILTRATION COURSE 1 JUL 43											
MALARIA CONTROL TRNG. COMPLETED 10 OCT 43 QUAL. MAP 9											
AERIAL PHOTO. READ 7 JAN 44											
AUTH: ASIATIC-PACIFIC MEDAL											
REL. PREF: BAPTIST											

U.S. A.G.O. FORM NO. 66-1
1 SEPTEMBER 1943

IMPORTANT - UNDER NO CIRCUMSTANCES WILL THIS CARD BE FOLDED, ROLLED OR CREASED

REF: AR 605-90

FIGURE 4. SAMPLE OF COMPLETED W.D., A.G.O.
FORM NO. 66-1—BACK VIEW.

Section IX

OPERATION OF MARGINAL PUNCHED CARD SORTING SYSTEM

100. CODING.

a. General. Coding is the first operation in the marginal punched card sorting system. Coding facilities are set up by a series of round holes along the four edges of the qualification cards. Each of these holes represents a code position. Coding is accomplished by identifying and subsequently slotting away the portion of the card between the round hole and the edge, thus creating a V-shaped notch. The series of these notches along the edges of a qualifi-

cation card form a "code pattern" which distinguishes that card from every other in which the code pattern differs in the slightest degree. The function of the sorting system is to provide direct, accurate selection of specific, predetermined qualifications for military duty or training, and to provide rapid sorting of the cards into numerical sequence according to the various codes. Thus the pattern of the code notches reveals, by means of sorting or selecting, specific information concerning the individual. (See fig. 5.)

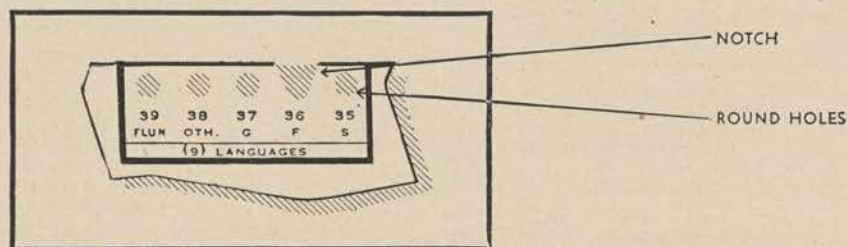


FIGURE 5. CODING.

NOTE. See figures 1 to 4 inclusive—examples of properly completed qualification cards.

b. Definition of Coding. The indication of the various qualifications of a soldier by sym-

bols is defined as coding. The symbol is either a number or a letter or abbreviation such as "S," "Mrd.," "M.I." There are two steps in the coding operation—Determining the proper code symbol and marking the holes to be punched.

YEAR LEFT SCHOOL		GRADUATED		NAME AND LOCATIONS OF INSTITUTIONS ATTENDED	MAJOR SUBJECT OR SPECIALIZATION	DEGREE AND DATE RECEIVED
SCHOOL	YEARS COMPLETED	YES	NO			
L (SF1) GRAMMAR SCHOOL						
(SF2) HIGH SCHOOL						
(1-2) COLLEGE OR UNIVERSITY						

FIGURE 6. CODE SECTION.

c. Explanation of Coding Arrangement. (1) *Code sections.* The holes along the edges of the qualification card are divided into what is termed "code sections." The title is printed directly underneath the holes comprising the code section. The code sections are also numbered to correspond to the related section in the body of the card. Each section on the face or back of the card which is coded is identified by a circled letter following the number of the section, thus: (8)—[L] Education. The circled letter indicates the edge of the card on which the corresponding code section is located, thus:

T—Top; B—Bottom; R—Right; L—Left. (See fig. 6.)

(2) *Code fields.* Code sections are subdivided into code (or digit) fields, the number of fields in each code section being determined by the maximum number of digits in the symbol to be coded. For example, the code section "Military occupational specialist" (top edge of Form No. 20) requires four code fields providing for the four digits, units, tens, hundreds, and thousands, because the specification serial numbers for military specialists can range from No. 1 up to several thousand. (See fig. 7.)

(27)-⑦ CLASSIFICATION IN MILITARY SPECIALTIES DESIGNATION	SPEC. SERIAL NO.	POTENTIAL	SEMI-SKILLED	SKILLED	TYPE OF EQUIPMENT
LIGHT WEAPONS N.C.O.	1812			3-1-44	

FIGURE 7. CODE FIELDS.

d. Types of Codes. (1) *Direct code.* Assigning a specific, independent value to one code position. Example: Highest position of leadership. (See fig. 8.)

(20) Leadership

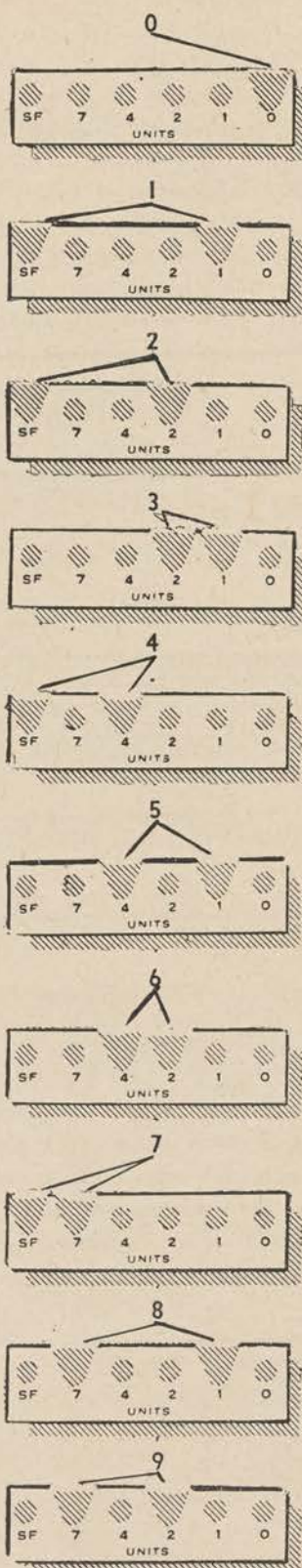
FIGURE 8. DIRECT CODE.

(2) *Numeric codes.* These are so called because they require the use of numerical symbols, or code

numbers. Use of these code numbers is implemented by the "1-2-4-7 combination." The two kinds of numeric codes are: *Sequence Code* and *Selective Code*. Each of these is discussed in detail below.

(a) *The 1-2-4-7 combination.* This is a simple mathematical device which provides for coding any number in a digit (from 0 to 9 inclusive) by using only the four numerals 1, 2, 4, and 7, either individually or in combination. This accomplishes a saving both in coding space and sorting operations of from 40 to 60 percent. If Sequence Coding is required, only the basic 1-2-4-7 combination is used. In this case, the cipher is not coded because, being the only number not coded, it becomes a separate classification and automatically sorts into its numerical position. If Selective Coding is required, two factors are added to the basic 1-2-4-7 combination, "SF" and "Cipher." The illustration below shows the operation of the 1-2-4-7 combination, as applied to a single digit. This same procedure applies to each digit of a numeric code. (See fig. 9.)

SELECTIVE CODING



"SF" USED ONLY
WITH 1, 2, 4 OR 7

SEQUENCE CODING

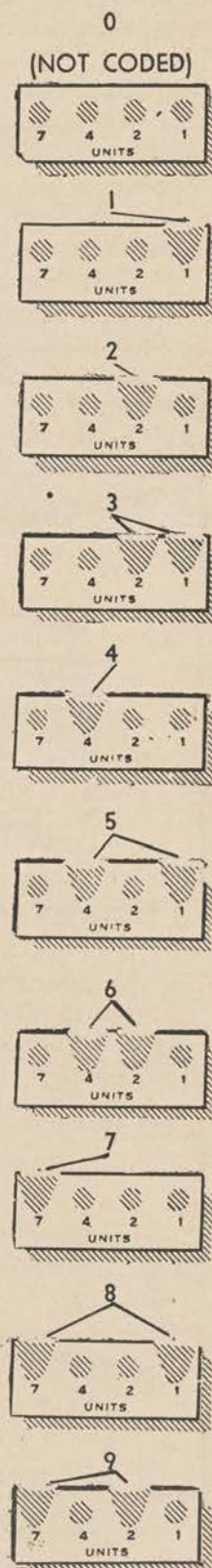


FIGURE 9. THE 1-2-4-7 COMBINATION.

Note two things about selective coding shown in the above illustration: Punching is the same as in sequence coding except for the use of "SF" and "Cipher." "SF" means "Single figure" and is always punched in coding the numbers 1, 2, 4, and 7, but *is never punched with the cipher*. If SF were not used in selective coding, it would be impossible to select these four numbers because they are also used in combinations. Thus, in selecting number 1, the cards coded for numbers 3, 5, and 8 would also be selected. Figure 10 is an example.

civilian occupation" is Specification Serial Number 60, it must be coded 060. (The cipher on the left is made a part of the specification serial number in TM 12-426.) If this same number represents military occupational specialty, it must be coded 0060 because that code section provides for four digits, only two of which (units and tens) are active. If this were not done, Specification Serial Number 60 could not be readily segregated from numbers 160, 260, 360, 460, 560, 660, 760, 860, and 960, as illustrated in figure 11.

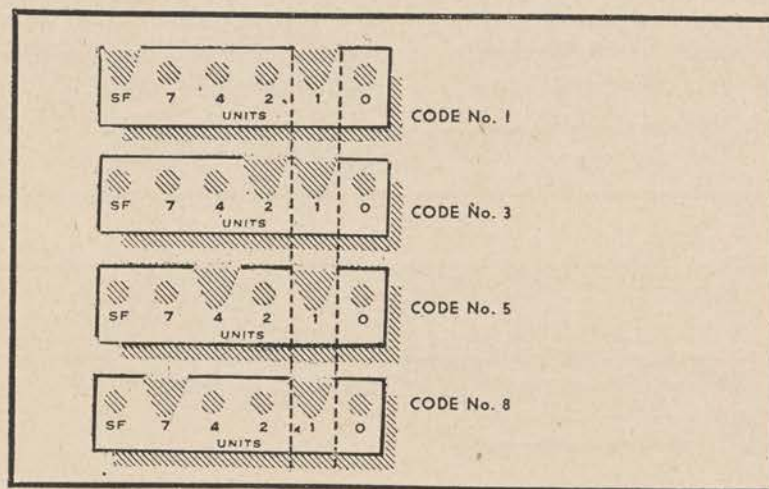


FIGURE 10. USE OF "SF" IN SELECTIVE CODING.

If it is desired to select code No. 1, selection also of code numbers 3, 5, and 8 cannot be avoided unless some provision is made for separating the single figure 1. That is the purpose of the SF in selecting coding. Therefore, SF is used *only* in coding 1, 2, 4, and 7. When the cipher is a part of the code number, such as 160, it is punched in the proper code field. There is another very important factor in connection with punching the cipher. It is necessary in selective coding to punch the cipher in each code field *to the left* of the highest digit coded. This is done to indicate that each digit to the left is inactive so as to afford proper selection. Thus, if "Main

Note that the tens and units fields above are identically punched. If the cipher in the hundreds field of code No. 60 were not punched, there would be no positive way of separating these two code numbers.

(b) *Sequence code*. The sole function of this type of code is to provide sorting into numerical sequence. It is used on the qualification cards only for "Name" (bottom edge of card). By sorting the "Name code" numbers into numerical order, the cards are alphabetized according to the names appearing thereon. *The Sequence Code does not provide for selection of a particular code number*. Therefore, it

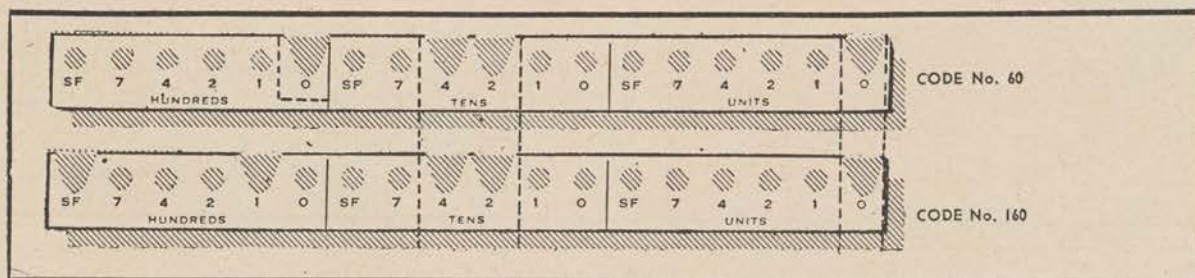


FIGURE 11. USE OF CIPHER TO LEFT OF HIGHEST ACTIVE DIGIT.

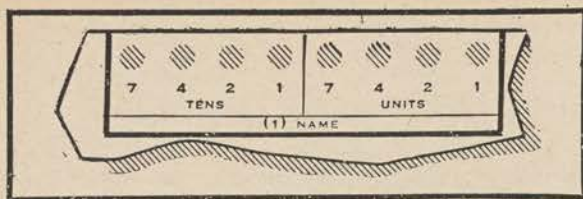


FIGURE 12. SEQUENCE CODE SECTION.

is not possible to select John Doe by use of the "Name" code. (See fig. 12.)

(c) *Selective code.* The functions of the selective code are twofold: Direct selection of a specific code number; and sequence sorting. (See fig. 13.) Primarily, the selective code provides for direct selection of a specific code number from a file of cards,

selecting only those cards coded for the desired number or symbol without disturbing the filing arrangement of the cards not so coded. Since the primary objective of the coding on the qualification cards is selection of officers or enlisted men with specific qualifications, the selective code predominates. The sequence-sorting feature of the selective code should not be overlooked. It provides a practical and rapid means of sorting the cards into sequence according to such important codes as "Main civilian occupation," "Military occupational specialty," and others. The advantage of this provision in the coding arrangement, particularly in connection with preparation of inventories of specialists, cannot be over-emphasized. (See figure 14.)

(3) *Only one number can be coded and punched*

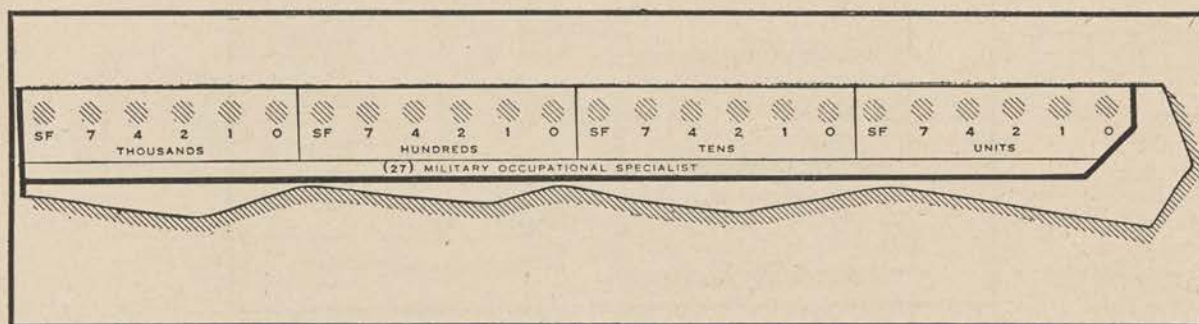


FIGURE 13. SELECTIVE CODE SECTION.

INVENTORY OF SPECIALISTS 500th Infantry																
													Date <u>January 1, 1944</u>			
													Post <u>Fort Jackson, S. C.</u>			
Legend: 0 = shortage																
Spec. Serial No.	Company A				Company B				Company C				Company D			
	Required	On Hand	Overage or Shortage	Required	On Hand	Overage or Shortage	Required	On Hand	Overage or Shortage	Required	On Hand	Overage or Shortage	Required	On Hand	Overage or Shortage	Regimental Total
014	2	1	1	2	2	1	1	2	2	1	1	2	2	1	1	2
050	1	1	0	1	1	0	1	1	1	1	0	1	1	1	0	1
055	1	1	0	1	1	0	1	1	1	1	0	1	1	1	0	1
060	2	2	0	2	2	0	2	2	2	2	0	2	2	2	0	2
096	2	2	0	2	2	0	2	2	2	2	0	2	2	2	0	2
245	5	5	0	5	5	0	5	5	5	5	0	5	5	5	0	5

FIGURE 14. SEQUENCE-SORTING MILITARY OCCUPATION SPECIALTY TO PREPARE INVENTORY OF SPECIALISTS.

in a numerical code section, either sequence or selective. For example, although a soldier may have attended a number of service schools, only one of these may be coded in the code section for "Service schools" (right edge of Form No. 20). The reason for this is shown in figure 15.

In a direct code section, d(1) above, all of the codes can be punched because each position represents a specific value.

(4) *Inner-row coding.* The use of inner-row coding simply increases the coding capacity. Inner-row coding is entirely independent of all outer-row codes.

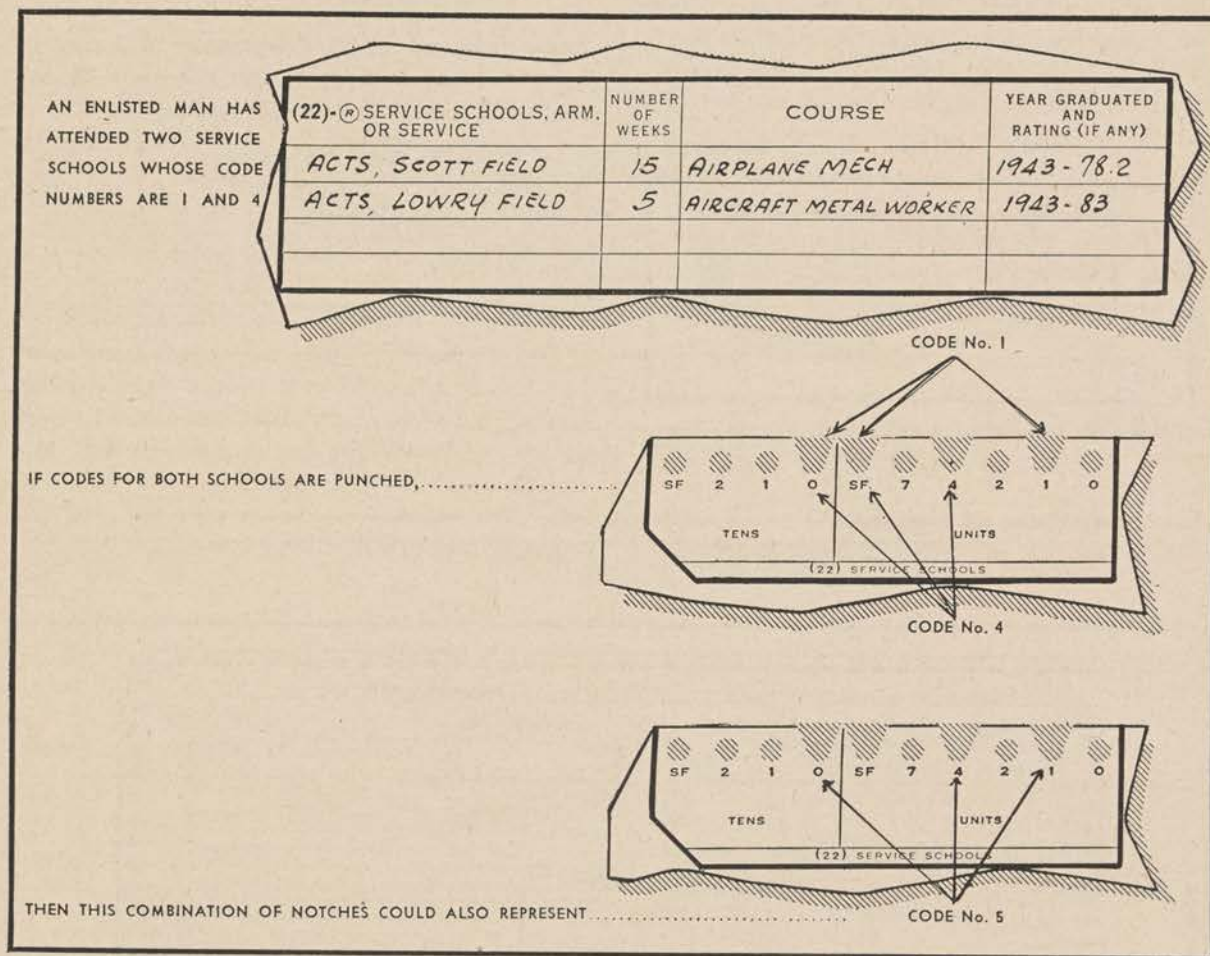


FIGURE 15. CODE ONLY ONE NUMBER IN A NUMERICAL CODE SECTION.

It would obviously be impossible to select Code No. 5 without also selecting numbers 1 and 4. The accuracy of sequence sorting would also be destroyed.

It is accomplished by using a different style punch which cuts out the space between the inner and outer rows of holes. (See fig. 16.)

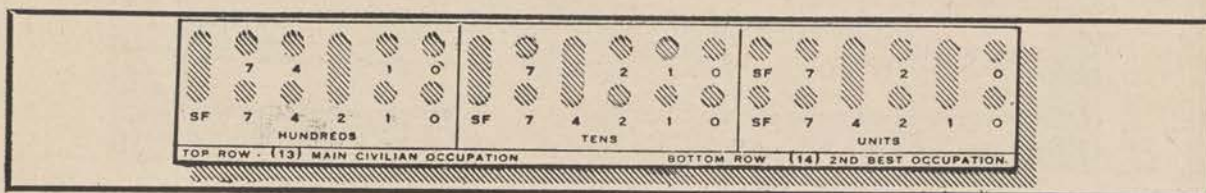


FIGURE 16. INNER-ROW CODING.

101. CODING THE SOLDIER'S QUALIFICATION CARD, W.D., A.G.O. FORM NO. 20.

a. General. The operation of coding the information shown on the soldier's qualification card, W.D., A.G.O. Form No. 20, will be performed by code clerks after the classifier has completed his duties. The code clerk will mark with a pencil across the appropriate holes in each code field. (See fig. 17.) When no entry is shown in a section on the face or back of the card for which a code section is provided, no marking is required.

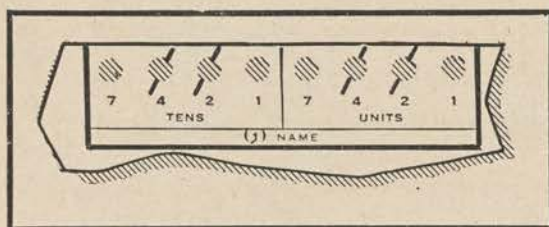


FIGURE 17. MARKING HOLES TO BE PUNCHED.

b. Sequence of Coding. The code sections will be marked in their numerical order; thus,

"Name" will be marked first, "Marital status" next, etc. This procedure insures that no code section will be overlooked.

c. Coding Different Issues of Cards. Regardless of the printing in the borders of the various issues of the qualification card, holes in the same position will be punched in all issues of cards for any given type of information. The instructions which follow are based on the 1 September 1943 issue of the W.D., A.G.O. Forms No. 20, and it will be used as a model and guide for punching other issues.

d. Details and Examples. (1) *Name* (bottom edge). Contains two fields, tens and units, with a numerical capacity of 99. It is used for sorting the cards into alphabetical order according to enlisted men's names. The last name only of the enlisted man is coded according to the first two, three, or four letters of the name. This code is an alphabetic grouping in which each group is assigned a code number according to the name code shown in appendix II. The enlisted man's name is the first entry on the card. The last name is written first. The code clerk will observe the first two, three, or four letters of the last name, refer to the name code, ob-

FIGURE 18. CODING NAME.

tain the code number corresponding to these letters, and write the code number just above the printed word "Name." The appropriate holes of the name code will then be marked, bearing in mind that this is a sequence code. (See fig. 18.)

(2) *Marital status (top edge)*. Consists of two direct codes. In the section "Marital status" on the face of the card, entries indicate marital status as follows: M—married; S—single; D—divorced; W—widower; and the number of dependents, if any. The code clerk marks hole 38, "Mrd.," for the entry "M" only, and hole 39, "Dep.," for entry of any number of dependents. "Single" is not coded. *Example:* Entry is "S" and for dependents is "2." Code clerk does not mark hole 38, "Mrd.," but does mark hole 39, "Dep.," (See fig. 19.)

indicating the highest level of education. This coding specifically designates the holes to be marked. Thus, "1-2" at the left of "College or university" means that holes 1 and 2 in the Education code section are to be marked. Since only one level of education can be marked, the interviewer indicates the one to be coded by a check mark through the proper code symbol. The designations "L-7" and "L-11" in the rectangles for non-English and Illiterate mean that hole 7 and hole 11 in the Education code section on the left edge of the card are to be marked if a check mark is placed in the respective rectangle. These are direct codes. (See fig. 20.)

(4) *Languages (bottom edge)*. Contains five direct codes. Under "Languages" on the face of the card, check marks indicate the enlisted man's ability

FIGURE 19. CODING MARITAL STATUS.

(3) *Education (left edge)*. Contains one code field, six holes. Under "Education" on the face of the card, spaces are provided for non-English speaking in the rectangle "non-E, L-7"; illiterate, in the rectangle "L-11"; in space designated "School," entries on appropriate line show details of schooling. The entry to be coded is indicated by a check mark (✓) through the coding at the left of the line in-

to speak, read, or write languages other than English and indicate whether the language is known fluently or just fairly well. In the edition of 1 February 1942, and subsequent editions, rectangles have been added to indicate whether a foreign language can be spoken, read, or written, but the coding has not been changed. The code symbols printed under each of the languages and under "Fluently" designate the

(8)-④ EDUCATION			NON-E	L-7	ILLITERATE	L-11
YEAR LEFT SCHOOL						
SCHOOL	YEARS COMPLETED	GRADUATED YES NO	NAME AND LOCATIONS OF INSTITUTIONS ATTENDED	MAJOR SUBJECT OR SPECIALIZATION	DEGREE AND DATE RECEIVED	
L (SF1) GRAMMAR SCHOOL	8	✓	KANKAKEE, ILL.			
(SF2) HIGH SCHOOL	4	✓	CHICAGO, ILL.	ACADEMIC		
(1-2) COLLEGE OR UNIVERSITY	4	✓	NORTHWESTERN UNIV. CHICAGO, ILL.	BUSINESS ADMIN.	AB 1938	

FIGURE 20. CODING EDUCATION.

holes to be marked. Thus, "B-35" under "Spanish" means to mark hole 35, bottom edge of card, "Languages" code section. (See fig. 21.)

"XL," is a direct code to indicate "Excels." In the edition of 1 February 1942, the title of this section on the face of the card is changed from "Favorite

(9) - (9) LANGUAGES (CHECK APPROPRIATE SPACES) S-SPEAKS R-READS W-WRITES												
	SPANISH (B-35)			FRENCH (B-36)			GERMAN (B-37)			OTHER LANGUAGES (B-38)		
										CHINESE		
FAIRLY WELL	S	R	W	S	R	W	S	R	W	S	R	W
FLUENTLY (B-39)	S	R	W	S	R	W	S	R	W	S	R	W

(9) LANGUAGES

FIGURE 21. CODING LANGUAGES.

(5) *Service command or department of enlistment or induction.* Contains nine direct codes, one for each service command. If the enlisted man is enlisted or inducted in a department, the information is not coded. The hole corresponding to the service command number will be marked. The "9" is out of numerical position because of a different arrangement on the original edition of the soldier's qualification card, the later change making it necessary to place Ninth Service Command out of position in order to maintain coding uniformity with cards already in use. *Example:* The entry on the card is "Fourth." Code clerk marks hole 4 in the code section "Service command of enlistment or induction." (See fig. 22.)

(6) *Qualified sport (left edge).* Contains one field with a numerical capacity of nine. One hole,

sports" to "Sports in which qualified," but the coding remains the same. The rectangle opposite each sport and under "Excels" contains the printed code symbol for that item. Thus, the rectangle following "Track" contains the symbol "L-SF-1." "L" means left edge of card; "SF" and "1" are the holes to be marked in "Qualified sport" code section. Check marks are placed in appropriate rectangles by the interviewer. If more than one sport is checked, the interviewer must indicate by double check marks ($\checkmark\checkmark$) the sport to be coded, since only one can be coded. "Excels," however, can be coded with any one of the sports designated. *Example:* Check mark is placed in rectangle "Excels" and in rectangle "Wrestling." Code clerk marks holes XL, 7 and 1, since the code number for wrestling is 8. (See fig. 23.)

(10) - (1) SERVICE COMMAND OR DEPARTMENT OF ENLISTMENT OR INDUCTION

FOURTH S.C.

(10) SERV COM OF ENLISTMENT OR INDUCTION

FIGURE 22. CODING SERVICE COMMAND.

(11)-L SPORTS IN WHICH QUALIFIED

EXCELS ☒ XL

TRACK ☐ L-SF-1

BASKET BALL ☐ SF-4

BOXING ☐ SF-7

BASE BALL ☐ SF-2

SOFT BALL ☐ 4-1

WRESTLING ☒ 7-1

FOOT BALL ☐ 2-1

TENNIS ☐ 4-2

OTHER ☐ 7-2

SCHOOL OR TEAM

SF 7 4 2 1 XL

(11) QUALIFIED SPORT

FIGURE 23. CODING QUALIFIED SPORT.

(7) *Talent for furnishing public entertainment* (left edge). Contains one field, three direct codes. Entries are made by placing check marks in the appropriate rectangles. All three items can be coded since this is a direct code section. Printed in each rectangle is the number of the hole to be marked. The "L" indicates that the code section is on the left edge of the card. *Example:* Check marks have been placed in rectangles for "Musical instrument" and "Theatrical." Code clerk marks holes 27 and 29. (See fig. 24.)

explained in 100d(2)(a). The hole designated "Skilled" at the left of the hundreds field will be marked only when the word "Skilled" is written in the rectangle designated "Degree of skill" at the right of specification serial number. *Example:* On the line "Main occupation" the interviewer has printed "Cook"; in the rectangle "Spec. Ser. No." the number is "060" and in the rectangle "Degree of skill" the entry is "Skilled." The code clerk marks the coding as follows: (See fig. 25).

(12)-L TALENT FOR FURNISHING PUBLIC ENTERTAINMENT

MUSICAL INSTRUMENT ☒ L-27

SINGING ☐ L-28

THEATRICAL ☒ L-29

29 28 27

T S M I.

(12) ENTERT. MT.

FIGURE 24. CODING ENTERTAINMENT.

(8) *Main civilian occupation* (right edge, outer row). This code section, on the right edge of the card, contains three fields or digits (units, tens, and hundreds) and has a numerical capacity of 999. The number to be marked is found in the section "Main occupation" on the face of the card, in the rectangle "Specification serial number." This number is marked in the units, tens and hundreds fields of the outer row of holes for selective coding, described in 100d(2)(c). Each of the three digits is marked as

NOTE. Entries in the spaces "Occupational dictionary code" and "Trade test indicated" are not coded.

(9) *Second best occupation* (right edge, inner row). Mark the inner or bottom row of holes in the same manner as is done for Main Civilian Occupation, but *only* if a specification serial number appears in the appropriate space on the card under "Second best occupation." Be sure that the marking of holes in the inner row is distinct and does not conflict with marking of the outer row of holes. (See figs. 25 and 26.)

(13) - (13) MAIN OCCUPATION **COOK** YEARS AT IT WKLY WAGE \$
 (OCCUPATIONAL DICTIONARY CODE) TRADE TEST INDICATED SPEC. SER. NO. DEGREE OF SKILL
 060 5K
 JUST WHAT DID YOU DO? (13) CIVILIAN (R)

TOP ROW - (13) MAIN CIVILIAN OCCUPATION BOTTOM ROW - (14) 2ND BEST OCCUPATION

FIGURE 25. CODING CIVILIAN OCCUPATIONS.

(14) - (14) SECOND BEST OCCUPATION **TRUCK DRIVER** YEARS AT IT WKLY WAGE \$
 JUST WHAT DID YOU DO? SPECIFICATION SERIAL NO. DEGREE OF SKILL
 SEE ILLUSTRATION ABOVE FOR CODING 245 S-5K
 (14) CIVILIAN (R) TRADE TEST INDICATED

FIGURE 26. LOCATION OF CODE NUMBER FOR SECOND-BEST OCCUPATION.

(10) *Hobbies (left edge)*. Contains one field, the numerical capacity of which is nine. Entries are made on the face of the card by placing check marks in the appropriate rectangles or writing the hobby on the line "other." If there are more entries than one, the hobby to be coded is indicated by double check marks. The code symbol for radio and photography are printed in the respective rectangles. ("L" designates the left edge of the card.) (See fig. 27.) Codes for hobbies are as follows:

Additional occupations, hobbies, etc.	Code No.	Mark
Radio	1	SF and 1
Photography	2	SF and 2
Motorcycling	3	2 and 1
Rifle or revolver shooting	4	SF and 4
Hunting	5	4 and 1
Horseback riding	6	4 and 2
Trap or skeet	7	SF and 7
Aviation	8	7 and 1
Miscellaneous (after "other")	9	7 and 2

(11) *Tests (left edge)*. "Type" represents the kind of test (A.G.C., aptitude, other, trade) rather

than the type of the Army General Classification Test. The score of the Army General Classification Test will be the only score coded except where a 2 abc non-language test has been given and the Army grade is higher than the one made by the enlisted man on the Army General Classification Test, in which case the higher grade will be the one coded and punched. The code field "Type" of code section "Tests" will be coded as:

Type of test	Code No.	Mark	
		Edition of 1 February 1941 and prior	Edition of 1 February 1942 and subsequent
Army General Classification	1	1	1
Aptitude	2	2	2
Other	3	3	3
Trade	4	4	4

It will be observed that the code for "Type of test" is a direct code. This coding is used in order to select those enlisted men who have taken types of

FIGURE 27. CODING HOBBIES.

tests other than the Army General Classification Test, in order to review the results of such tests in the light of special qualifications or assignments. (See fig. 28.)

(a) *Army General Classification Test.* All forms of this test (1a, 1b, 1c, etc.) will be coded for *Type* as No. 1. If the "Type" code field is coded for No. 1, the "Grade" code field must also be coded. Entries in the column "Grade—Score" will express the grade in roman numerals, from I to V. These will be coded and marked as:

Coding of A.G.C.T. grade

For grade	Mark
I	SF and 1
II	SF and 2
III	2 and 1
IV	SF and 4
V	4 and 1

(b) *Aptitude tests.* Coded for kind only. If there are any entries in this section of the card, the code clerk will mark hole 2 in the "Type" field.

(c) *Other tests.* Coded for kind only. If there are any entries in this section of the card, the code clerk will mark hole 3 in the "Type" field.

(d) *Trade test ratings.* Coded for kind only. If there are any entries in this section of the card, the code clerk will mark hole 4 in the "Type" field.

(12) *Highest position of leadership (left edge).* Contains a single hole. *Example:* In the section "Highest position of leadership" on the face of the card, the entry was made "Construction foreman." The code clerk marks the single hole in this section. If the interviewer has not indicated any qualities of leadership, this section is not coded. (See fig. 29.)

(13) *Previous military experience (top edge).* Only one hole on the top edge of the card will be used to code previous military experience. If there is any entry in the previous military experience section on the back of the card, the single hole on the top edge of the card will be marked. (See fig. 30.)

(14) *Service schools (right edge).* Contains two fields, tens and units, with a numerical capacity of 39.

(a) *Army Air Forces schools.* A separate series of code numbers is provided for Army Air Forces schools only.

(b) *Other service schools.* Another series of code numbers is provided to code service schools in each of the arms or services except the Army Air Forces.

(c) *Code numbers.* The code numbers for service schools and their markings are shown in appendix IV. The entries to be coded will be found in the "Service schools" section on the back of the card. (See fig. 31.)

(15) *Assignment limitations (bottom edge).* Contains one field, direct coding, two holes. In the "Assignment limitations" section on the back of the card, space is provided for entering pertinent information. The code clerk marks hole 33 or 34 on the bottom edge of the card in accordance with the character of such information. (See fig. 32.)

(16) *Military occupational specialist (top edge).* Contains four fields (units, tens, hundreds, and thousands). When the enlisted man has been classified in a military occupational specialty, entries will be made in the "Classification in military specialties" section on the back of the card. The military occupational specialty will not be coded except on authority of the unit or similar commander. In the event that the enlisted man has been classified in more than one military occupational specialty, it is the responsibility

(16) - (L) ARMY GENERAL CLASSIFICATION TEST			(17) - (L) APTITUDE TESTS		(18) - (L) OTHER TESTS	
FORM & DATE	GRADE	SCORE	TEST NO.	GRADE	SCORE	TEST
1d 10-26-43	III	102	MA-1	III	91	

(19) - (L) TRADE TEST RATINGS	
SPEC. SER. NO.	SCORE
247	S

GRADE (A.G.C.T.)				TYPE			
SF	4	1/2	1	4	3	2	1

(16) (17) (18) (19) TESTS

FIGURE 28. CODING TESTS.

(20) - (L) HIGHEST POSITION OF LEADERSHIP (INCLUDING MILITARY)
CONSTRUCTION FOREMAN

FIGURE 29. CODING LEADERSHIP.

(21) - (7) PREVIOUS MILITARY EXPERIENCE								
ARM OR SERVICE	YEARS IN EACH	HIGHEST GRADE	CATEGORY R A N G C C C ETC.	LAST DIS-CHARGE (YEAR)	SPECIAL TRAINING RECEIVED			
					SPECIFIC NATURE	YEARS	MO S	LAST DATE (Y/M/D)
INF	3	Pvt / CL	NG	-				

FIGURE 30. CODING PREVIOUS MILITARY EXPERIENCE.

of the unit or similar commander to determine which one will be coded. (See fig. 33.)

(17) *Potential (top edge)*. This code section relates to military occupational specialties. Its purpose is to indicate that an enlisted man has qualifications fitting him potentially for a particular military specialty but that he requires further training before he can be definitely so classified. If the entry under "Classification in military specialties" on the back of

the card is "Truck driver, heavy, 245," followed by a date in the column headed "Potential," the code clerk marks the hole "Potential," in addition to marking the punching for the Specification Serial No. 245. If later a check mark is placed either under "Semi-skilled" or "Skilled," the "Potential" coding is corrected by applying a correction slip. (See fig. 33.)

(18) *Other duties (top edge)*. This code section also relates to military occupational specialty. In

some instances, the enlisted man will have been classified as a military occupational specialist and the specification serial number will have been punched, but entries in the columns "Principal duty" and "Spec. Ser. No." under "Record of current service" on the back of the card show that the enlisted man is assigned to a duty other than his military specialty. In such cases the "Other duties" code section will be marked and punched. If, however, the situation later changes and the enlisted man is assigned to duty in his military specialty, the punching "Other duties" will be corrected. The purpose of this coding is to furnish ready access to those enlisted men who are assigned to duties other than their military specialty, and to provide a check against "losing" such men in relation to their particular specialty. (See fig. 34.)

(19) *Month and year of enlistment or induction (bottom edge).* Contains three fields, units and tens for year, and one field for month. The units and tens field for year are used to denote the last two digits of the year. Assume that the entry under "Date of enlistment or induction" on the back of the card is 15 December, 1941. The last two digits of the year, '41, are marked in the usual manner, "SF" and "4" in the tens field, "SF" and "1" in the units field. The number representing the month is marked in a different manner, since this is the only code field on the card in which a numerical capacity of more than 9 (one digit) is used in a one-digit field. In this case, 12 months must be provided for. Therefore, the marking for the month of December is 7, 4, and 1. (See fig. 35.)

(29) RECORD OF CURRENT SERVICE				
DATE	ORGANIZATION AND STATION	GRADE	PRINCIPAL DUTY	SPEC SER NO
4 SEPT 43	CO. A 99th INF. FT. BENNING, GA.	SGT.	LIGHT WEAPONS N.C.O.	1812
5 OCT 43	CO. A 99th INF. FT. BENNING, GA.	SGT.	ACTING 1st SGT.	585

FIGURE 34. CODING OTHER DUTIES.

(30) - (B) DATE OF ENLISTMENT OR INDUCTION			
(CROSS OUT ONE)			
FIRST INTERVIEW		SECOND INTERVIEW	
DECEMBER 15, 1941			

(30) MONTH AND YEAR OF ENLISTMENT OR INDUCTION																
SF	7	4	2	1	SF	7	4	2	1	0	SF	7	4	2	1	0
MONTH					TENS					YEAR					UNITS	

FIGURE 35. CODING MONTH AND YEAR OF ENLISTMENT OR INDUCTION.

The coding for all 12 months is as follows:

Month	Code No.	Mark holes
January	1	SF and 1
February	2	SF and 2
March	3	2 and 1
April	4	SF and 4
May	5	4 and 1
June	6	4 and 2
July	7	SF and 7
August	8	7 and 1
September	9	7 and 2
October	10	7, 2, and 1
November	11	7 and 4
December	12	7, 4, and 1

(20) *Current overseas service (bottom edge).* This is to be coded whenever a soldier has been assigned to a unit serving outside of continental United States or to duty on an Army transport, as shown under "Record of current service." If not already punched, this position will be punched by the unit to which he is first permanently assigned upon his return from overseas service. When a unit returns from overseas duty this hole will be punched on the qualification cards of all personnel assigned to the unit. (See fig. 36.)

the interviewing officer has completed his duties. The code clerk will mark with black pencil across the appropriate holes in each code field. Whenever an item on the face of the card has no entries opposite it, no marking is required.

b. Order of Coding. Items will be coded according to the order in which they appear in the body of the card: That is, name will be coded first, followed by arm or service, component, date of birth, etc. The circled letter after the item number in the body of the card represents the edge on which the code section is located. For instance, the code section for "Arm or service" is located on the top edge of the card. It will be noted that not all items in the body of the card have corresponding code sections.

c. Details and Examples. (1) *Code section for name (bottom edge).* Contains two fields (units and tens) with a numerical capacity of 99. It is used for sorting the cards into alphabetical order according to officers' names. The last name only is coded according to the first two, three, or four letters of the name. This is the same name code as that used with W.D., A.G.O. Form No. 20, and is found in appendix II. The officer's name is the first entry on the card. The last name is written first. The code clerk will observe the first two, three, or four letters of the last name, refer to the name code, obtain the code number corresponding to these let-

(29) RECORD OF CURRENT SERVICE				
DATE	ORGANIZATION AND STATION	GRADE	PRINCIPAL DUTY	SPEC. SER. NO.
31 JAN 42	1st MED. REGT. CO. C. CAMP BARKELEY	PVT.	BASIC	521
17 NOV 42	1st MED. REGT. CO. C. FT. LEWIS	PFC	SURG. TECH.	225
25 SEP 43	MED. DET. SC-ADC-APO #949 SEATTLE	T-5	SURG. TECH.	225
4 JAN 44	S.U. #111 FT. LAWTON	T-5	SURG. TECH.	225

MARK THIS

AFTER THIS ENTRY

FIGURE 36. CODING CURRENT OVERSEA SERVICE.

102. CODING OFFICER'S AND WARRANT OFFICER'S QUALIFICATION CARD, W.D., A.G.O. FORM NO. 66-1.

a. General. The operations of coding the various items on the officer's and warrant officer's qualification cards will be performed by code clerks after

ters, and write the code number just above the printed word "Name." The appropriate holes of the Name code will then be marked, bearing in mind that this is a sequence code. W.D., A.G.O. Form No. 66-1, issued prior to 1 September 1943, have no code section titled "Name." At the right of the row of holes on the bottom edge of such cards of prior issue is a code section with no title. It contains 12 holes

numbered from 28 to 39 inclusive, and also numbered SF-7-4-2-1-0 in each of two code fields. This section is to be considered as though titled "Name," and used to code the officer's name as outlined above. The holes designated "SF" and "0" are not used and are to be ignored. Only those holes numbered 7, 4, 2, and 1 are to be considered, as in all codes designed solely for sequence sorting. (See fig. 37.)

This hole will be marked if an entry has been made in the corresponding space on the card. (See fig. 41.)

(6) *CCC service (top edge)*. Same as (5) above. (See fig. 42.)

(7) *Assignment limitations (bottom edge)*. Contains one hole. This hole will be marked if there is an entry in the corresponding item on the card. (See fig. 43.)

FIGURE 37. CODING NAME.

(2) *Arm or service (top edge)*. Contains two fields (units and tens) and has a numerical capacity of 39. Code numbers will be found in appendix I. (See fig. 38.)

(8) *Foreign residence (top edge)*. This hole will be marked if the officer has served or lived outside of the continental United States as evidenced by an entry on the card. (See fig. 44.)

FIGURE 38. CODING ARM OR SERVICE.

(3) *Component (top edge)*. Contains four direct codes: Regular Army, National Guard, Reserve, and Army of the United States. Entry on card will indicate hole to be marked. (See fig. 39.)

(4) *Date of birth (bottom edge)*. Contains two fields (units and tens), with a numerical capacity of 99. The last two digits of the officer's year of birth will be marked in this section, such as "02," "14," "86," etc. (See fig. 40.)

(5) *War service (top edge)*. Contains one hole.

(9) *Grade (top edge)*. Contains seven direct codes representing grades as follows: Warrant Officer, Second Lieutenant, First Lieutenant, Captain, Major, Lieutenant Colonel, and Colonel. The officer's grade in which he is serving will be marked according to the entry under "Grade." Both grades of Warrant Officers will be coded in the one hole for Warrant Officer. (See fig. 45.)

(10) *Type of duty (top edge)*. Contains four direct codes representing special, administrative, staff,

FIGURE 39. CODING COMPONENT.

FIGURE 40. CODING DATE OF BIRTH.

FIGURE 41. CODING WAR SERVICE.

FIGURE 42. CODING CCC SERVICE.

FIGURE 43. CODING ASSIGNMENT LIMITATIONS.

FIGURE 44. CODING FOREIGN RESIDENCE.

(14) - (7) GRADE—APPOINTMENTS AND PROMOTIONS					
	WARRANT OFFICER (JUNIOR GRADE)	CHIEF WARRANT OFFICER	2ND LIEUTENANT	1ST LIEUTENANT	CAPTAIN
DATE APPOINTED OR PROMOTED			8 AUG 40	1 SEP 43	
DATE OF RANK IN GRADE			8 AUG 40	4 SEP 43	

24	23	22	21	20	19	18
COL.	LT. COL.	MAJ.	CAP.	1ST LT.	2ND LT.	W.O.
(14) GRADE						

FIGURE 45. CODING GRADE.

and combat duty. The type of duty which the officer is performing now, if he has demonstrated his proficiency therein, as well as other duty in which he may previously have demonstrated proficiency, will be marked in this section in accordance with entries under Record of Service in the column "Type of Duty." (See fig. 46.)

(11) *Special service schools (right edge)*. Contains two fields (units and tens) with a numerical capacity of 69. The coding and marking of the various schools will be accomplished according to the table shown in appendix IV. The school which was last attended will be coded. (See fig. 47.)

(12) *General service schools (top edge)*. Contains four direct codes representing Naval War College, Army Industrial College, Army War College, and Command and General Staff School. If the of-

ficer is a graduate of any of these schools as evidenced by an entry, the appropriate hole will be marked. (See fig. 48.)

(13) *Languages (top edge)*. Contains seven direct codes representing Japanese, Russian, Chinese, German, French, Spanish, and other. If an entry or entries have been made in the space for "Languages," the appropriate holes will be marked. No provision is made for coding the officer's proficiency in the language. (See fig. 49.)

(14) *Marital status (left edge)*. Contains two direct codes representing "Married" and "Other dependents" (dependents other than wife). One or both holes may be marked in accordance with the entry on the card. "Single," "Divorced," and "Widower" are not coded. (See fig. 50.)

(15) - (7) RECORD OF SERVICE (ONLY PRINCIPAL DUTY)							
TYPE OF DUTY	UNIT, ORGANIZATION OR STATION	DATES		Manner of Per- form- ance	INITIALS	TYPE OF DUTY	UNIT, ORGA OR STA
		FROM	TO				
PLATOON LDR.	127 th INF.	4 SEP 43	12 OCT 43	EX	RR.		
BN. ADJ.	127 th INF.	13 OCT 43	10 JAN 44	SUP	B.K.		

28	27	26	25
COM.	ST.	ADM.	SPEC.
(15) TYPE OF DUTY			

FIGURE 46. CODING TYPE OF DUTY.

(16) - (6) SPECIAL SERVICE SCHOOLS					
DATES		SCHOOL	COURSE	Successful Completion	
FROM	TO			YES	NO
16 OCT 43	8 DEC 43	ADJ. GEN'S. SCH.	ADMINISTRATION		

SF	4	2	1	0	SF	7	4	2	1	0
TENS					UNITS					
(16) SPECIAL SERVICE SCHOOLS										

FIGURE 47. CODING SPECIAL SERVICE SCHOOLS.

(17) - (7) GENERAL SERVICE SCHOOLS			
COMMAND AND GENERAL STAFF SCHOOL	ARMY WAR COLLEGE	ARMY INDUSTRIAL COLLEGE	NAVAL WAR COLLEGE
YEAR AND COURSE 1944 SP. ST. ASF COMDS	YEAR	YEAR	YEAR

32	31	30	29
C.S.	AWC	A.I.C.	N.W.C.
(17) GEN. SER. SCHOOLS			

FIGURE 48. CODING GENERAL SERVICE SCHOOLS.

(18) - (7) LANGUAGES							
	SPANISH	FRENCH	GERMAN	CHINESE	RUSSIAN	JAPANESE	OTHER
SPEAK		SOME	WELL				
WRITE		LITTLE	SOME				
TRANSLATE		LITTLE	SOME				

39	38	37	36	35	34	33
OTHER	S	F	G	C	R	J
(18) LANGUAGES						

FIGURE 49. CODING LANGUAGES.

(19) - (L) MARITAL STATUS AND DEPENDENTS: SINGLE MARRIED ☒ DEPENDENTS (MAN WIFE) 2

29 / 28
OTH. MRD
DEP.
MARITAL
STATUS
(19)

FIGURE 50. CODING MARITAL STATUS.

(22) - (L) EDUCATION

SCHOOL	NO. OF YEARS	NAME OF INSTITUTION	GRADUATED YES NO	DEGREE	YEAR LEFT SCHOOL
HIGH SCHOOL	4	NEW HAVEN, CONN.	☒		1917
COLLEGE OR UNIVERSITY	4	HARVARD UNIV.	☒	B.A.	1923
POST GRADUATE	2	HEIDELBERG UNIV. GERMANY	☒	M.A.	1925

27 / 26 / 25
P.G. COLL H.S.
(22) EDUCATION

FIGURE 51. CODING EDUCATION.

(24) - (L) PARTICIPATING SPORTS

1 BOXING	☐ C ☐ XL	3 BASE BALL	☐ C ☐ XL	5 SKIING - SNOWSHOEING	☐ C ☒ XL	7 EQUITATION
2 SOFT BALL	☐ C ☐ XL	4 BASKET BALL	☐ C ☐ XL	6 MOUNTAIN CLIMBING	☐ C ☐ XL	8. OTHER 60

1 2 3 4 5 6 7 8 9
BOX. SOFT BASE BASE BASKET SKI MTN. EQ. OTHER
BALL BALL BALL BALL SNOW CL. OR XL
(24) PARTICIPATING SPORTS

FIGURE 52. CODING PARTICIPATING SPORTS.

FIGURE 53. CODING ACTIVE HOBBIES.

(15) *Education (left edge)*. Contains three direct codes representing high school, college, and post-graduate. One or all three holes may be marked depending on the number of entries on the card. (See fig. 51.)

(16) *Participating sports (bottom edge)*. Contains nine direct codes representing boxing, softball, baseball, basketball, skiing or snowshoeing, mountain climbing, equitation, and other, with one code for "Coach or excels." All of the holes can be marked if entries so indicate, but coding for "Coach" or "Excels" does not indicate which sport, if more than one is coded. Reference to the entries on the card is necessary in such instances. (See fig. 52.)

(17) *Active hobbies (bottom edge)*. Contains five direct codes representing radio, photography, rifle or pistol shooting, aviation and others. All of the holes can be marked if entries so indicate. (See fig. 53.)

(18) *Main civilian occupation (right edge-outer holes)*. Contains three fields (units, tens, and hundreds) with a numerical capacity of 999. In this section will be coded the specification serial number of the officer's main civilian occupation as obtained from TM 12-405 and recorded on the card. If the officer's main civilian occupation is not found in TM 12-405, no holes will be marked in this code section. (See fig. 54.)

(19) *Secondary civilian occupation (right edge-inner holes)*. Use the same procedure as for main civilian occupation. (See fig. 54.)

(20) *Military specialties (left edge-outer and*

inner holes). Contains four fields (units, tens, hundreds, and thousands) with a numerical capacity of 9999. This code section is repeated in a second row of holes. In these sections will be coded the specification serial numbers of the officer's two most important military specialties. This list of classifications for officers and their accompanying specification serial numbers is found in TM 12-406 or 12-407. If a military specialty is rescinded by deletion or lining-out of the entry after it has been coded, the coding will be deleted by using correction slips. (See fig. 55.)

103. PUNCHING PROCEDURE.

a. When and by Whom Accomplished.

The punching is accomplished by another clerk after the code clerk has completed pencil-marking the code sections along the edges of the cards as called for by their related entries in the body of the cards. (The code clerk can accomplish the punching if it is impractical for another clerk to do so.)

b. **Accuracy.** Accuracy should never be sacrificed for speed. The accuracy with which coding and punching are accomplished is vital to the success of the sorting and selecting which follows.

c. **Verification of Coding and Punching.** The most effective method of verifying the accuracy of both coding and punching is to sequence-sort each code section: Then check quickly through the cards to see that each card is coded and punched in accordance with the information appearing on the card. For example, to verify the "Name" code section, sequence-sort the Name code. Then fan through the cards, watching only the name code number writ-

(26) - (a) MAIN CIVILIAN OCCUPATION	
TITLE OF YOUR POSITION OR JOB	TEACHER, INTERNATIONAL TRADE
EXPLAIN WHAT YOU DID	TAUGHT VARIOUS COURSES IN INTERNATIONAL ECONOMIC RELATIONS, INTL. CURRENCY & BANKING
NAME AND ADDRESS OF EMPLOYER	COLUMBIA UNIVERSITY, NEW YORK CITY
DATES EMPLOYED AND REMUNERATION	FROM 1929 TO 1940 MONTHLY SALARY OR INCOME \$ 325 ⁰⁰
SPECIFICATION SERIAL NO.	TM 12-405 60.420 OCCUPATIONAL DICTIONARY CODE

SF 7 4 2 1 0 SF 7 4 2 1 0 SF 7 4 2 1 0					
HUNDREDS TENS UNITS					
TOP ROW - (26) MAIN CIVILIAN OCCUPATION			BOTTOM ROW - (27) SECONDARY CIV. OCCUPATION		

(27) - (a) SECONDARY CIVILIAN OCCUPATION	
INVESTMENT BROKER	
BOUGHT and SOLD STOCKS and BONDS FOR INDIVIDUAL CLIENTS. GAVE ADVICE AS TO INVESTMENTS and SECURITY TRANSACTIONS.	
H.T. WARE INC. FIELD BLDG. CHICAGO, ILL.	
FROM 1925 TO 1927 MONTHLY SALARY OR INCOME \$ 175 ⁰⁰	
TM 12-405 32.361	OCCUPATIONAL DICTIONARY CODE

FIGURE 54. CODING CIVILIAN OCCUPATIONS.

(28) - (c) QUALIFICATION IN MILITARY SPECIALTIES		
DESIGNATION	SPEC. SERIAL No.	DATE
INF UNIT COMDR	1542	5 OCT 43
ADJUTANT	2110	10 JAN 44

SF 7 4 2 1 0 SF 7 4 2 1 0 SF 7 4 2 1 0 SF 7 4 2 1 0											
THOUSANDS			HUNDREDS			TENS			UNITS		
(28) MILITARY SPECIALTIES											

FIGURE 55. CODING MILITARY SPECIALTIES

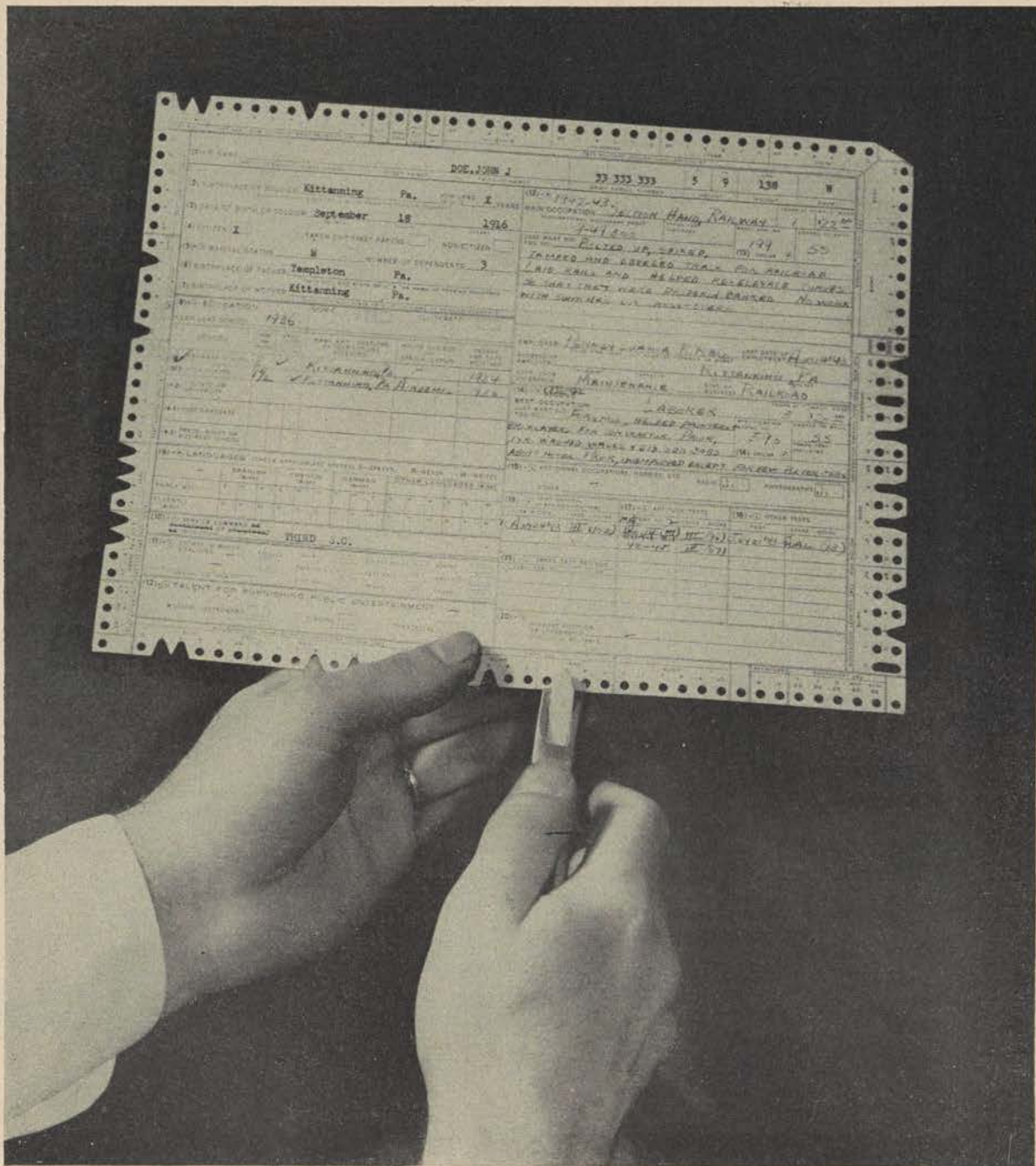


FIGURE 56. OPERATION OF THE OUTER-HOLE PUNCH.

ten above each name. The code numbers should be in numerical order. If one is out of place, the punching of the "Name" code is wrong. This process, applied to each code section (excepting "Second best occupation") is the most accurate means of making absolutely sure that the coding and punching of every card are correct.

d. Punching Equipment. (1) Outer-hole punch. Figure 56 shows the use of the outer-hole

punch. The tip of the V-shaped cutting blade is centered on the hole to be punched. A shoulder on the punch automatically gauges the depth of the notch and the punch should be allowed to cut the full depth. Holding back the punch in order to cut a shallower notch is not practical.

(2) Inner-hole punch. This is used for punching the second or inner row of holes. It cuts a slot between the inner row and outer row as illustrated

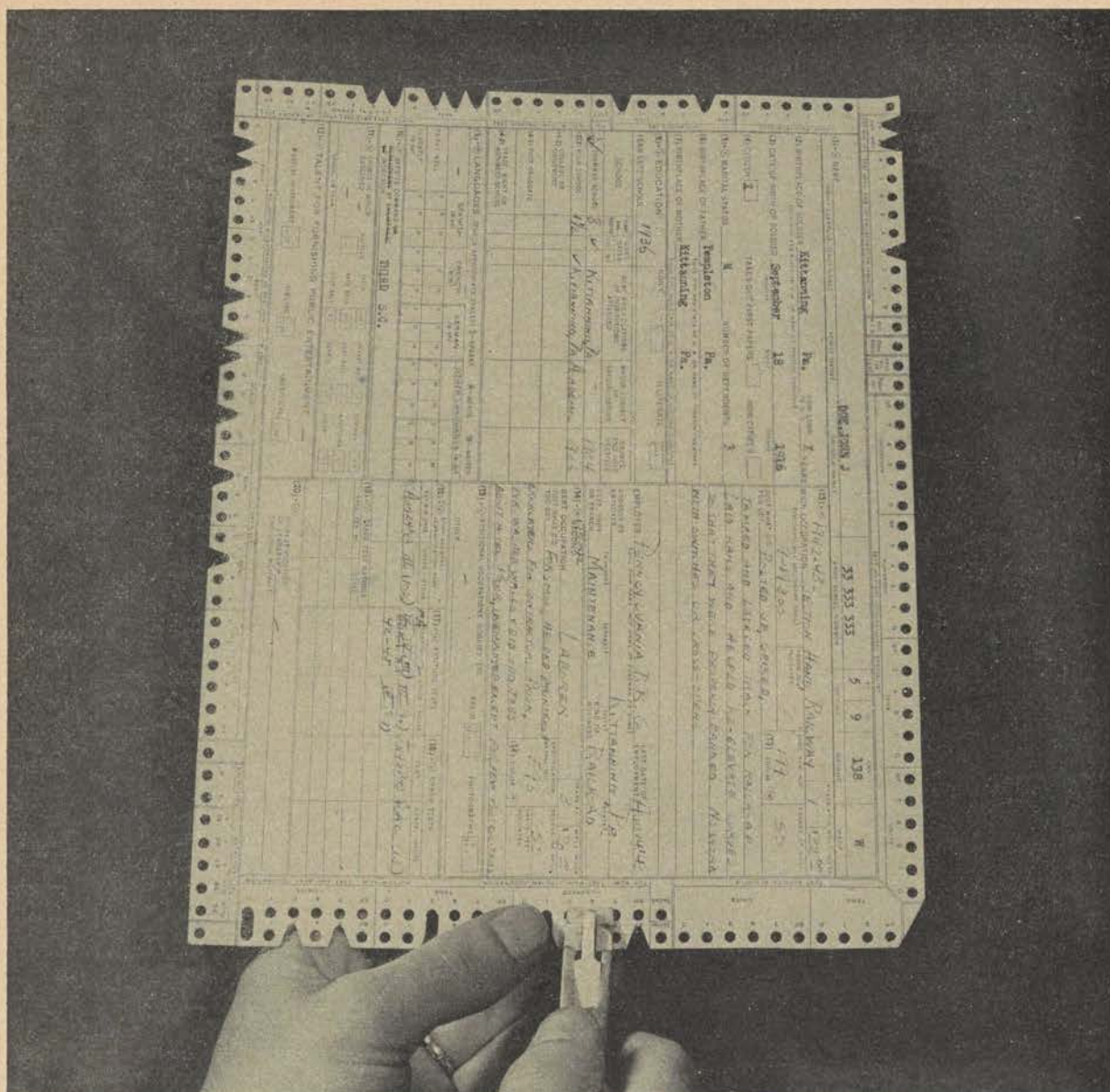


FIGURE 57. OPERATION OF THE INNER-HOLE PUNCH.

in figure 57. The punch has a channel into which the card fits, and the cutting blade is centered over the inner hole.

e. Procedure. The punching clerk should follow a specific routine in punching cards. Beginning at the upper right corner, punch the outer row of holes along the right edge, working for right to left, the bottom and left edges in the same manner, and the top edge last, concluding with "Military occupational specialist." Then punch the inner row, if marked, with the inner-hole punch. The position

for operation of the punch should be natural and easy. (See figs. 56 and 57.)

f. Correcting Wrong Punching. If a hole has been punched incorrectly, it may be corrected by pasting gummed correction slips over the wrong punching. These are furnished in books and in two styles, one for the outer row of holes and one for the inner row. Sheets of gummed corrections with perforations dividing them into sections of three holes each are provided for the outer row, and are called "single-row card savers." To correct an error in the outer row of holes, tear out one card saver, wet

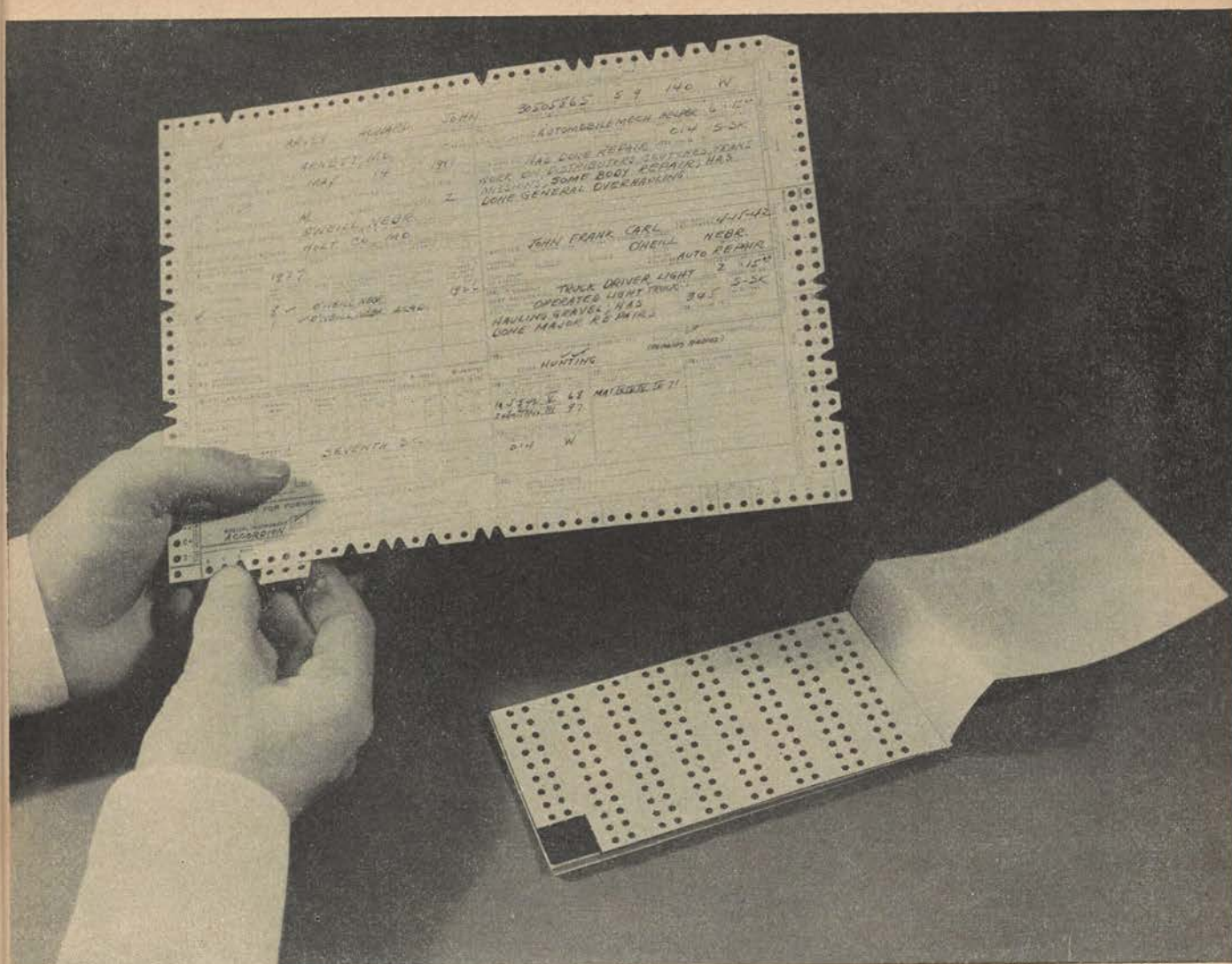


FIGURE 58. APPLICATION OF SINGLE-ROW CARD SAVER.

the gummed side and place one-half on one side of the card, with the center hole of the card saver covering the notch which was punched incorrectly. Fold the card saver over the edge of the card and press it down on the reverse side. The card will then be remarked and repunched. The double-row card savers are always used in making *any* correction in an area where there are two rows of holes, whether the inner or outer row is being corrected. The illustrations show the proper method of applying both single-row and double-row card savers. (See figs. 58 and 59.)

104. EQUIPMENT.

a. General. The effective use of W.D., A.G.O. Forms Nos. 20 and 66-1 is dependent upon proper punching, sorting, selecting, and filing of the

cards. In order to realize the maximum effective use of the qualification cards, the equipment must provide the following components:

b. Description of Equipment. (1)

- Punching.* Outer-row and inner-row punches.
- (2) *Card savers.* Used for correcting wrong punching or changing an entire code section.
- (3) *Sorting.* Single-needle sorting tumblers.
- (4) *Selecting.* Multiple-needle selector units consisting of:
 - (a) Needle rail.
 - (b) Selector needles.
 - (c) Selector box or compartment.
 - (d) Alignment plates.
- (5) *Housing facilities.* Adequate facilities for properly filing and protecting the cards.

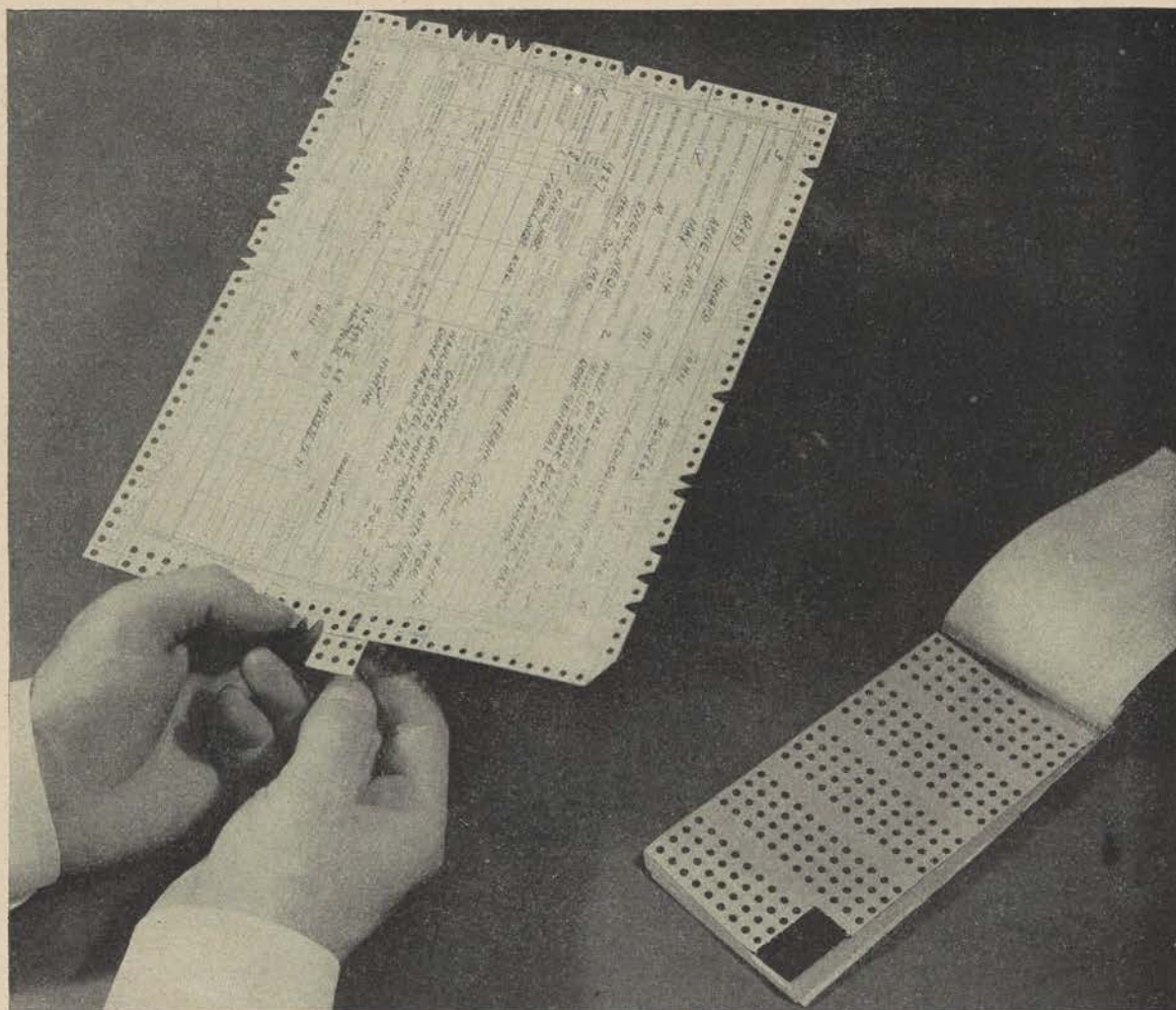


FIGURE 59. APPLICATION OF DOUBLE-ROW CARD SAVER.

(6) *Indexing.* Marginally punched guides to afford indexing the cards both alphabetically and by organization, which at the same time provide for sorting and selecting without removing the guides. Two styles of guides are furnished: alphabetic separators and guides with index tabs.

(a) *Alphabetic separators.* Figures 60 and 61 show the use of the alphabetic separator cards. The two

Name codes coincide with the Name codes on Forms Nos. 20 and 66-1. Each separator card is prepunched for the Name code corresponding to the letter printed in the upper right corner, permitting the separators to sort into proper position coincidentally with the alphabetic sequence sort of either Forms Nos. 20 or 66-1. Intersorting of alphabetic separators and qualification cards is performed as follows:

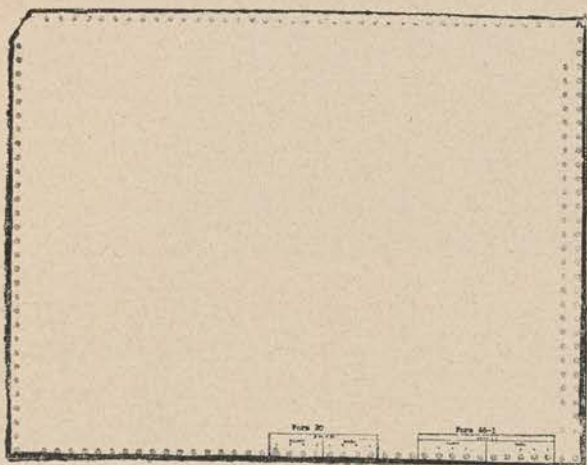


FIGURE 60.
ALPHABETIC SEPARATOR CARD.

1. Remove all separator cards by sorting on the upper left corner hole of the qualification cards. Note that this corner of the separator cards is cut off, permitting them to fall clear of the qualification cards.
2. Place all separator cards, regardless of arrangement *in front* of the qualification cards.
3. Proceed with sequence sort of Name.
4. Upon completion of the sort, each separator card will be in proper position in front of a group of qualification cards which it indexes.

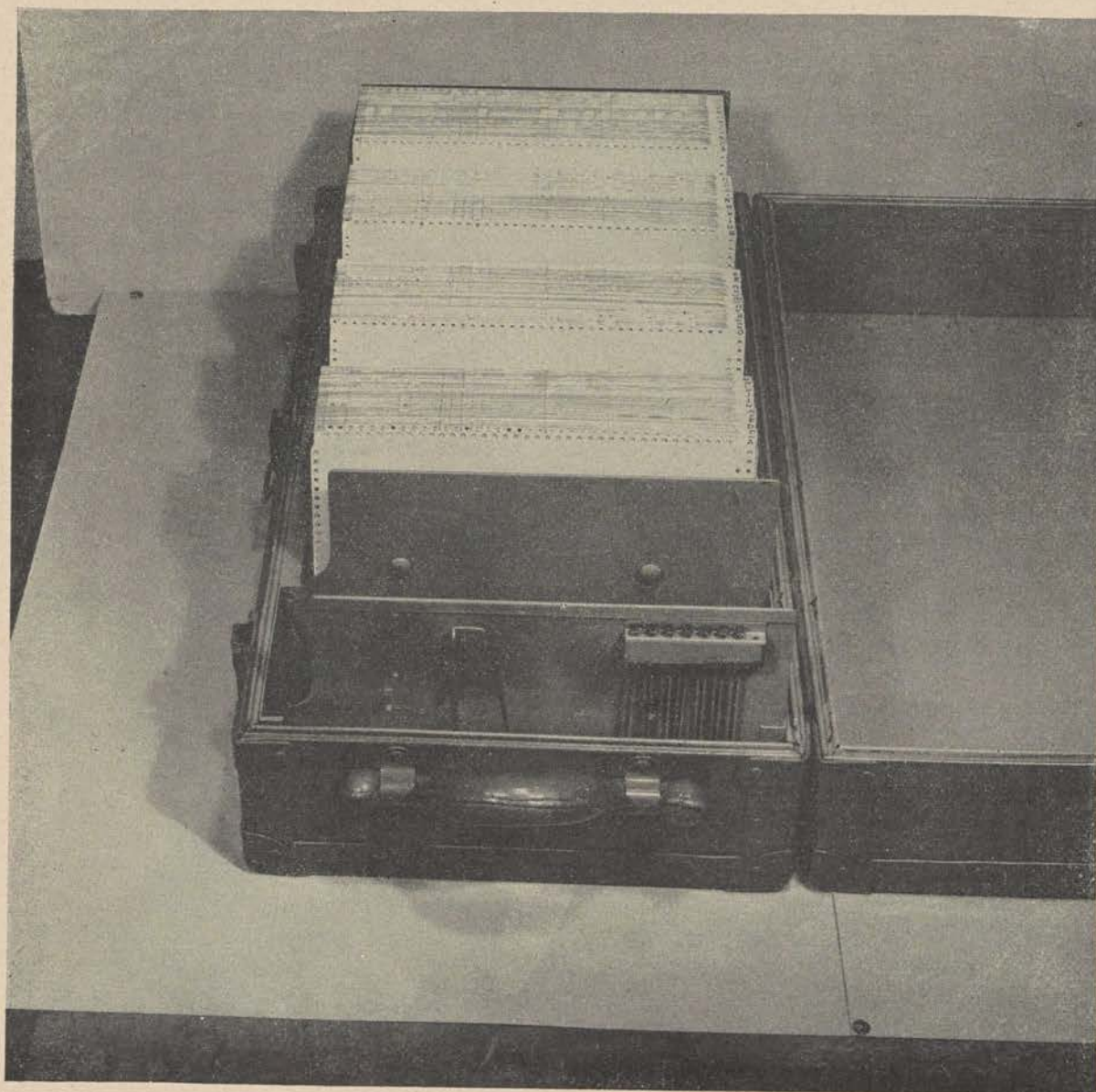
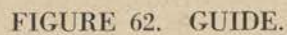


FIGURE 61. ALPHABETIC SEPARATOR CARDS INDEXING
QUALIFICATION CARDS.



70

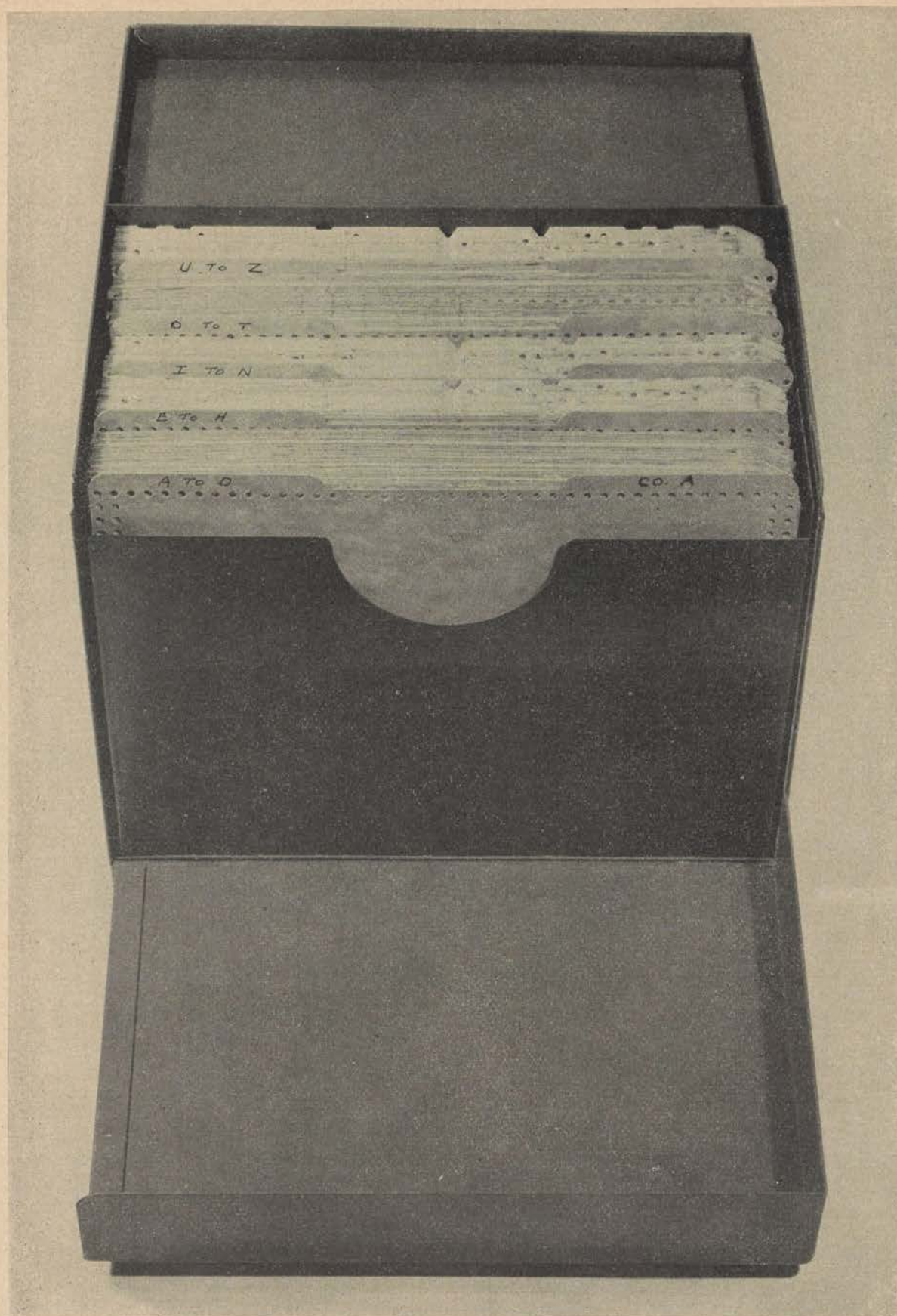


FIGURE 63. GUIDES INDEXING QUALIFICATION CARDS.

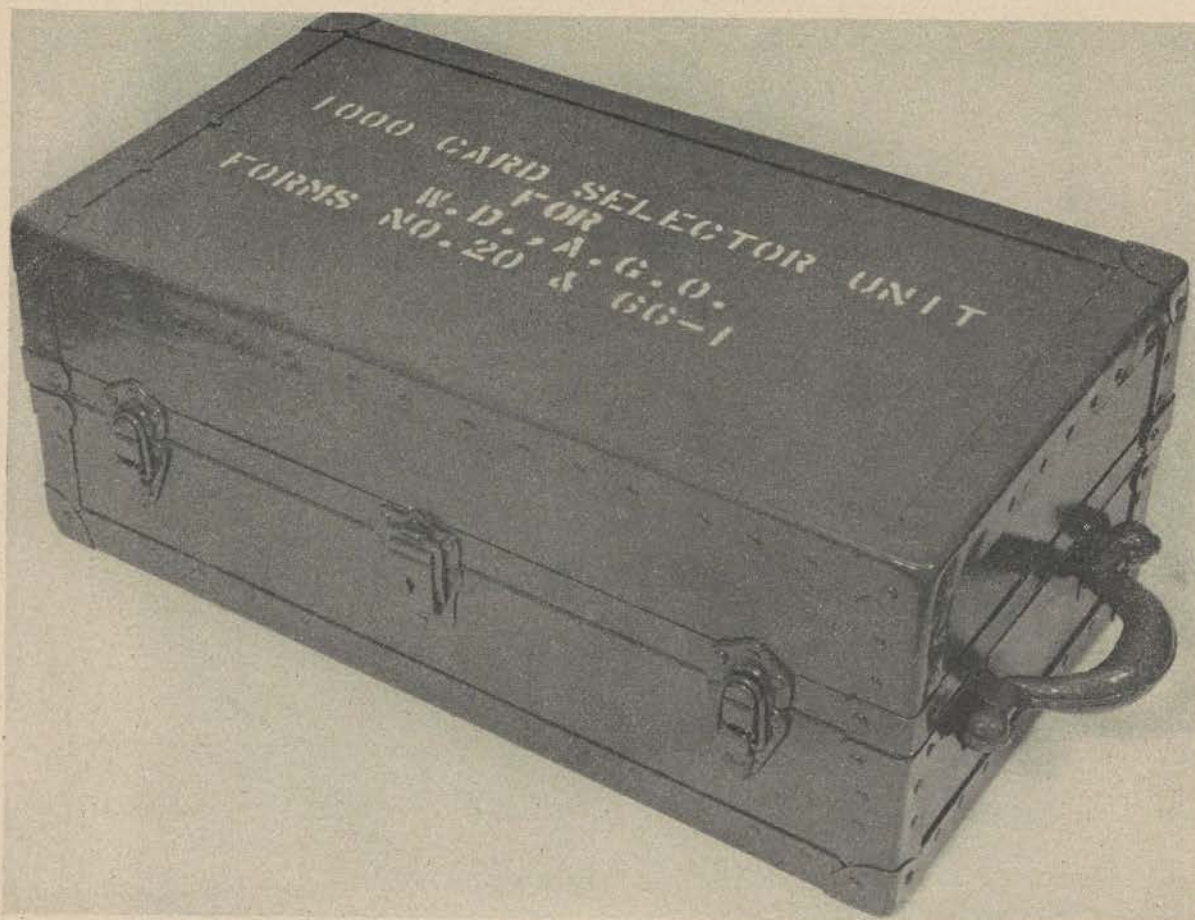


FIGURE 64. 1,000-CARD SELECTOR UNIT.

The guides provide a Name code for use with Form No. 20. Instructions covering the use of the Name code are printed on each guide. When intersorting guides and Form No. 20, follow the

same procedure as in intersorting the separator cards, except that all guides are removed by inserting the tumbler in the extreme right corner hole of the guides and lifting the guides out.

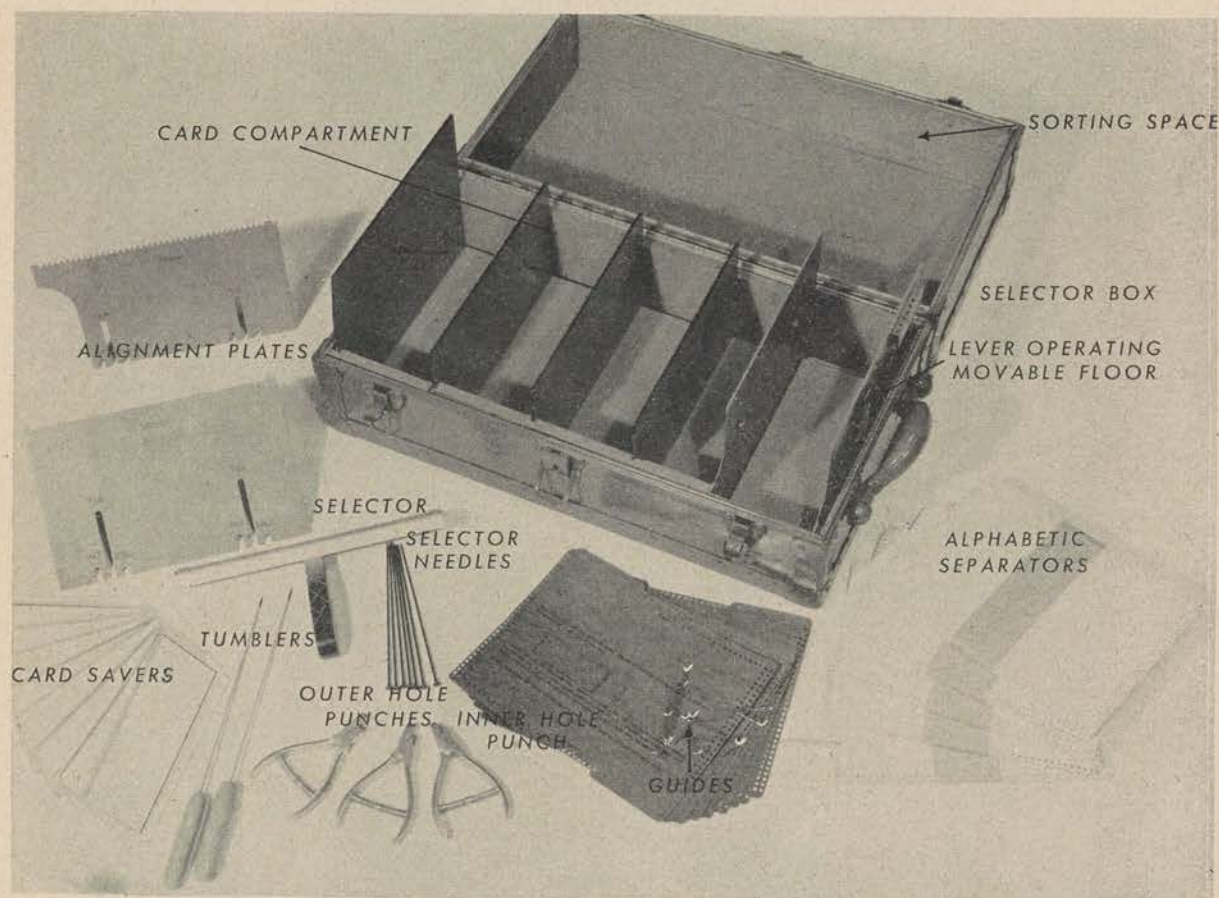


FIGURE 65. 1,000-CARD SELECTOR UNIT OPEN SHOWING DETAIL OF EQUIPMENT.

c. Types of Equipment. (1) *1,000-card selector unit.* The different types of organizations (as distinguished from installations) require different selector and housing units. The equipment illustrated below is provided to meet these divergent

requirements. (See figs. 64 to 73 incl.). The design of the 1,000-card selector unit is based upon the requirements of an Infantry battalion. It also meets the requirements of separately operating battalions with strength ranging from 500 to 1,000. (See *e*).

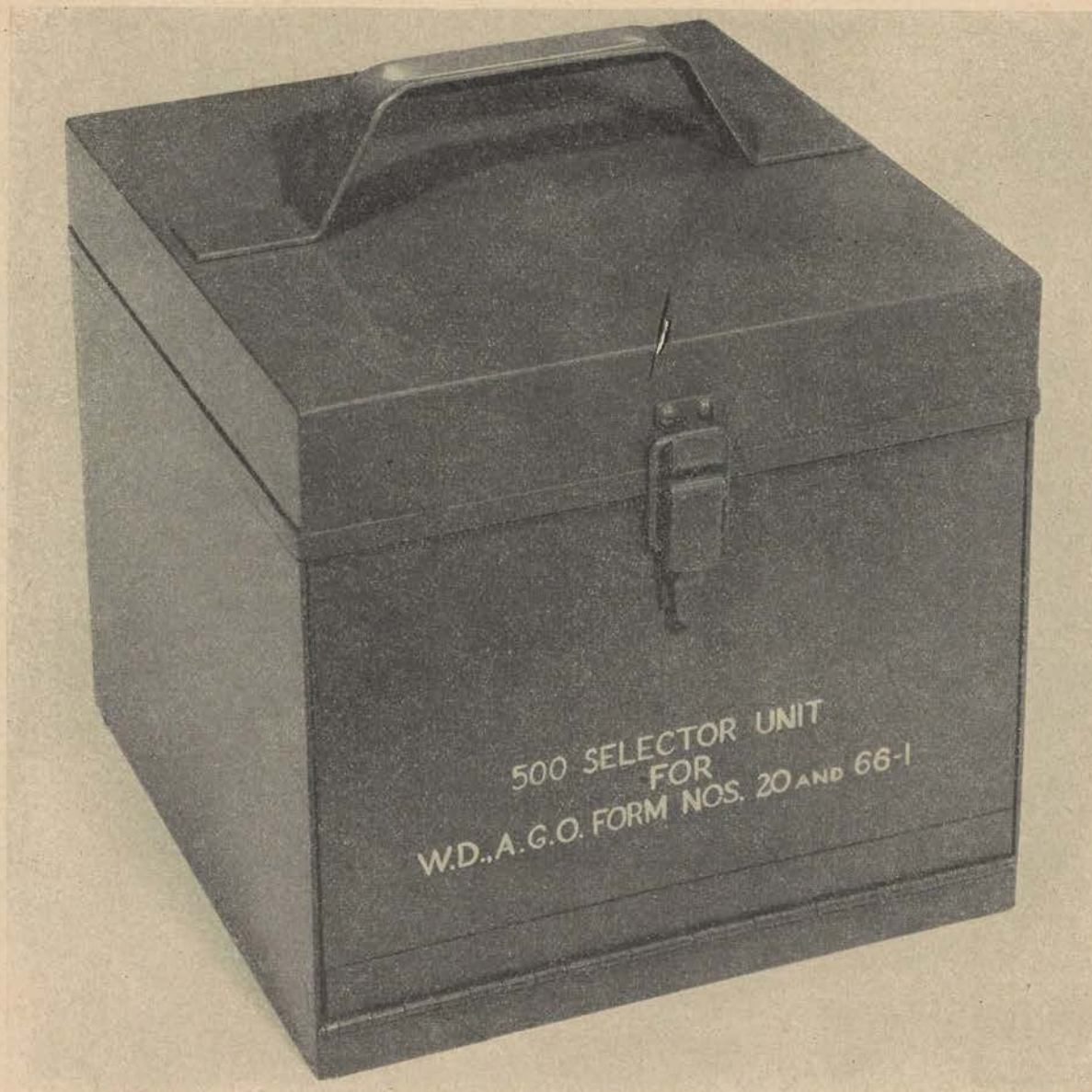


FIGURE 66. 500-CARD SELECTOR UNIT.

(2) *500-card selector unit.* The design of the 500-card selector unit is based on the requirements of separately-operating battalions and other units with strength ranging from 300 to 500. (See *e*).

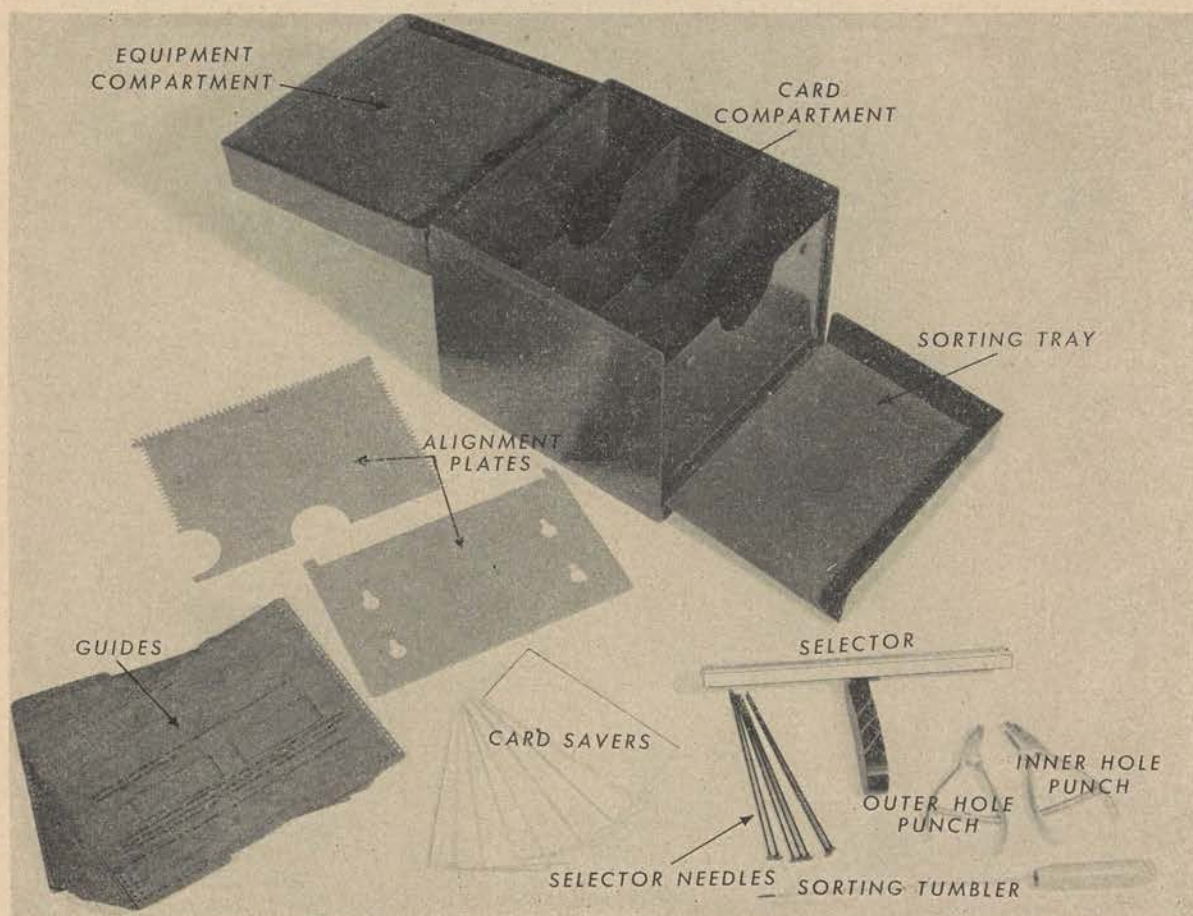


FIGURE 67. 500-CARD SELECTOR UNIT OPEN SHOWING DETAIL OF EQUIPMENT.



FIGURE 68. 300-CARD SELECTOR UNIT.

(3) *300-card selector unit.* The design of the 300-card selector unit is based on the requirements of the smaller separately-operating battalions, companies and similar units with strength ranging from 100 to 300. (See *e*).

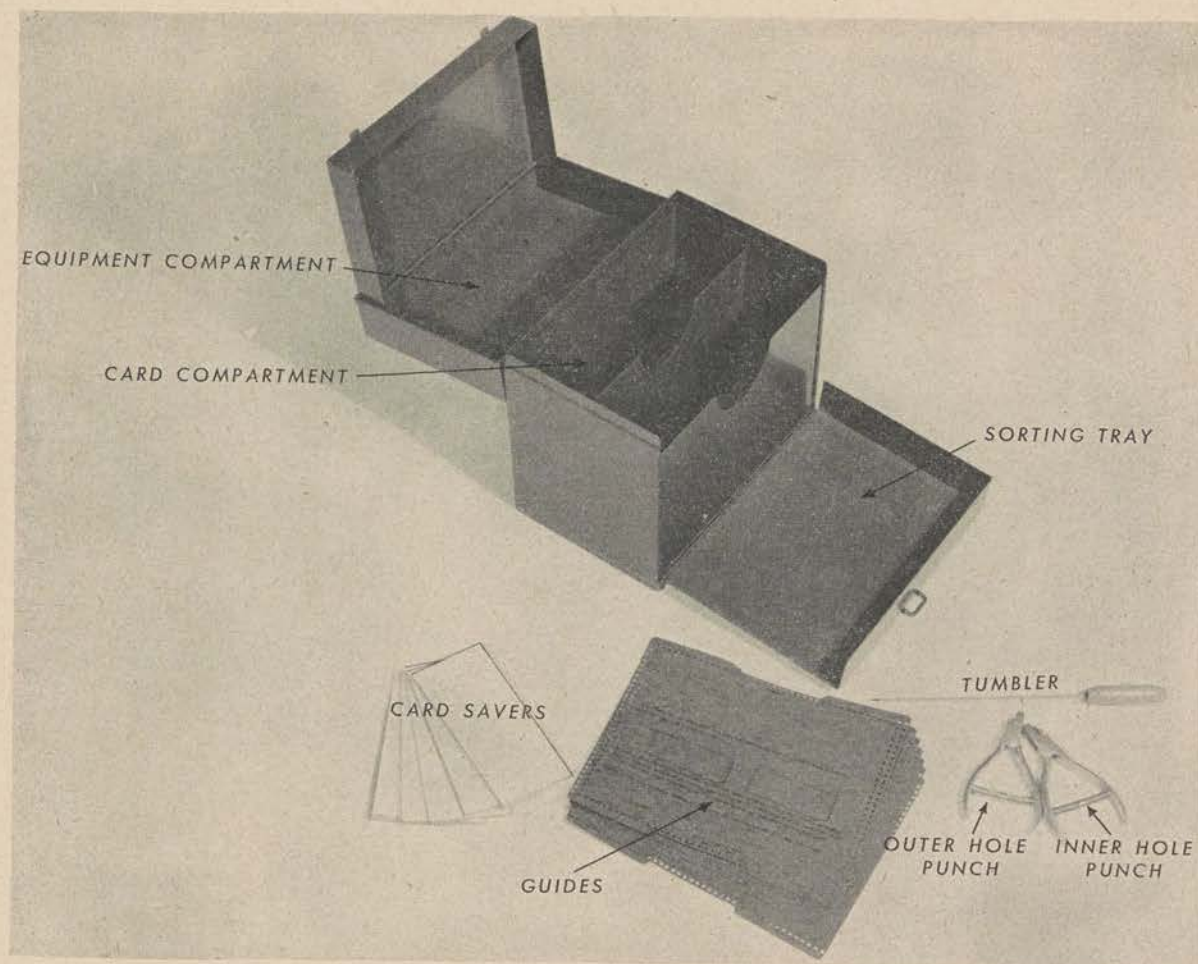


FIGURE 69. 300-CARD SELECTOR UNIT OPEN SHOWING DETAIL OF EQUIPMENT.

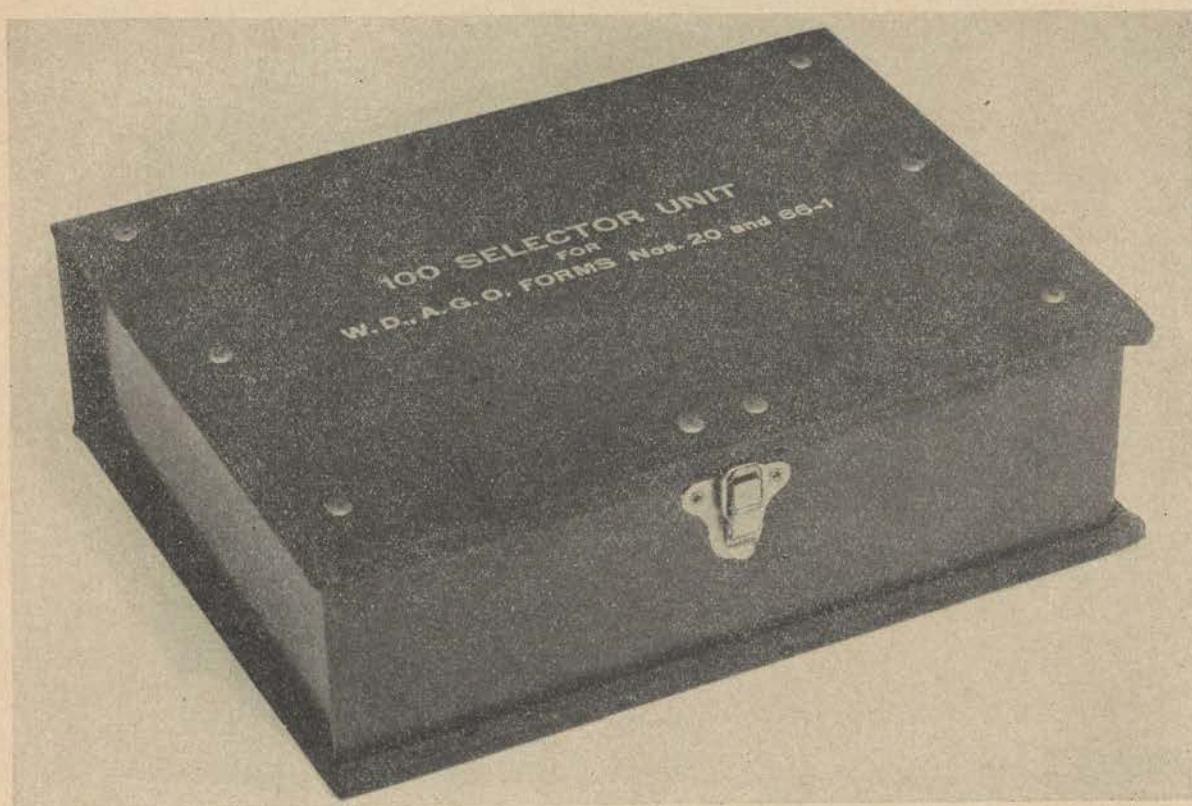


FIGURE 70. 100-CARD SELECTOR UNIT.

(4) *100-card selector unit.* The 100-card selector unit is designed to meet the requirements of separately-operating companies with strength not exceeding 125. (See *e*).

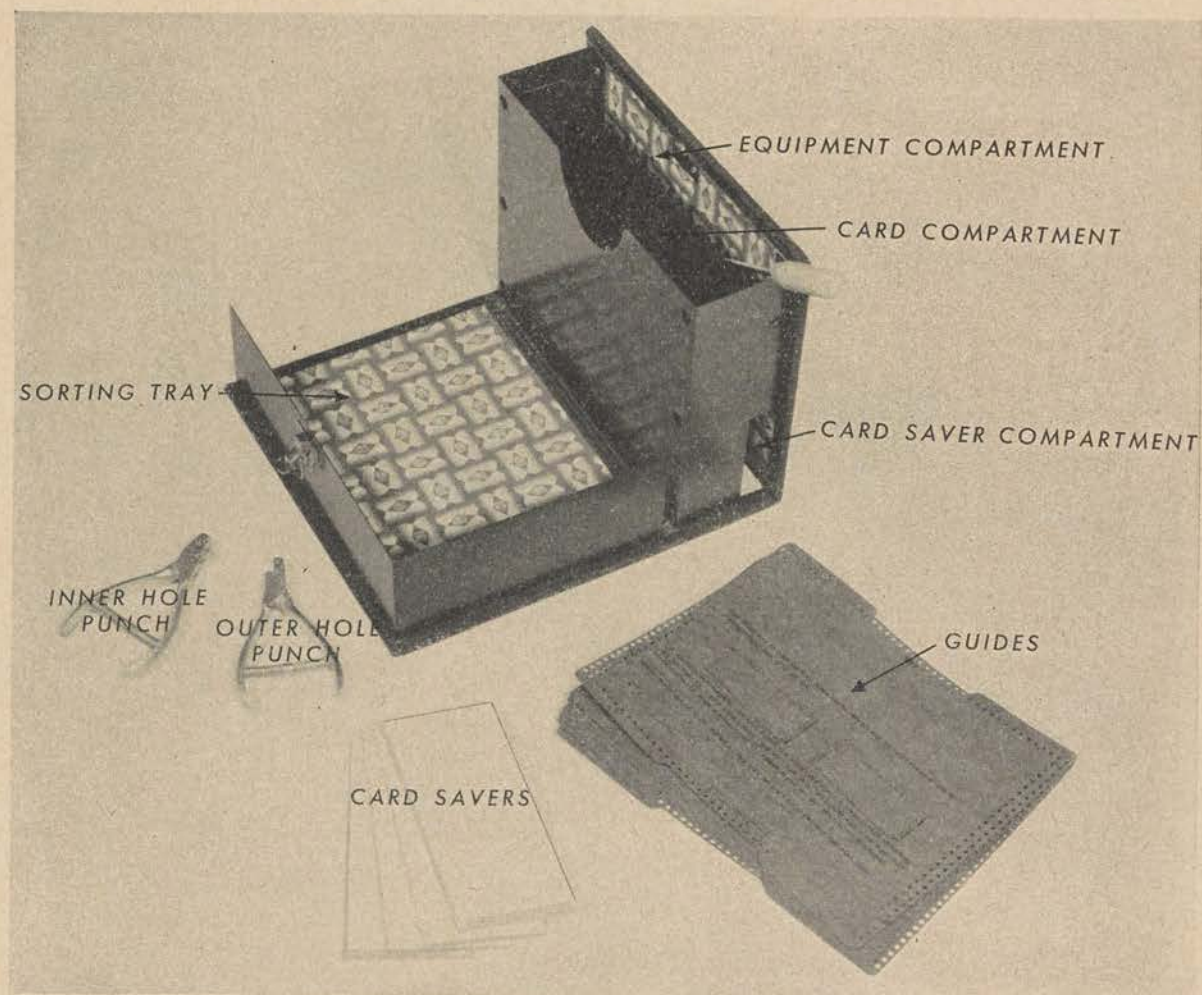


FIGURE 71. 100-CARD SELECTOR UNIT OPEN SHOWING DETAIL OF EQUIPMENT.



FIGURE 72. MAINTENANCE KIT.

(5) *Maintenance kit.* The maintenance kit is designed solely for the use of small, separately-operating units such as platoons and detachments. It provides housing space for 20 cards, and punches and card savers required for proper maintenance of the cards in current status. (See *e*).

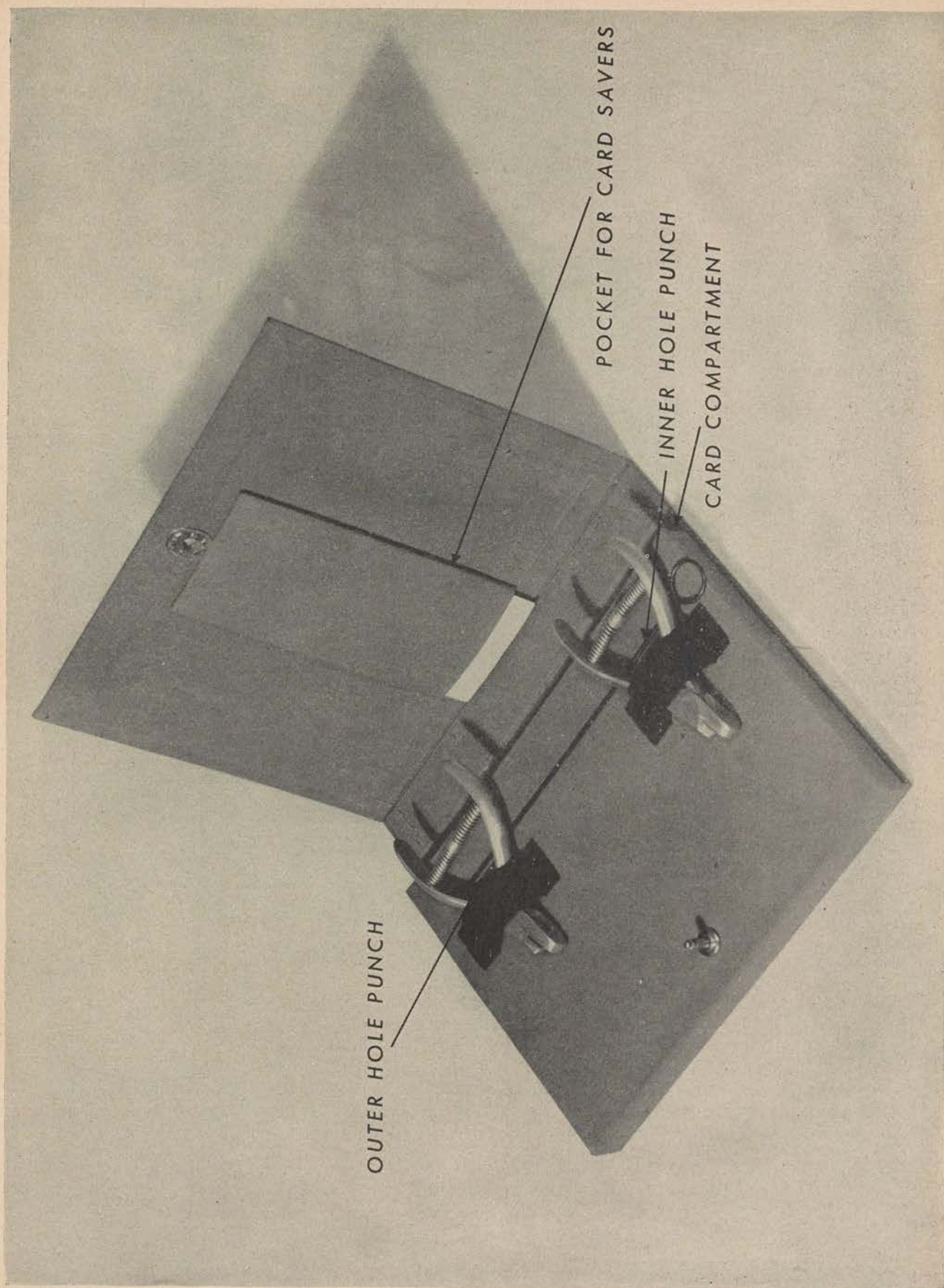


FIGURE 73. MAINTENANCE KIT OPEN SHOWING DETAIL OF EQUIPMENT.

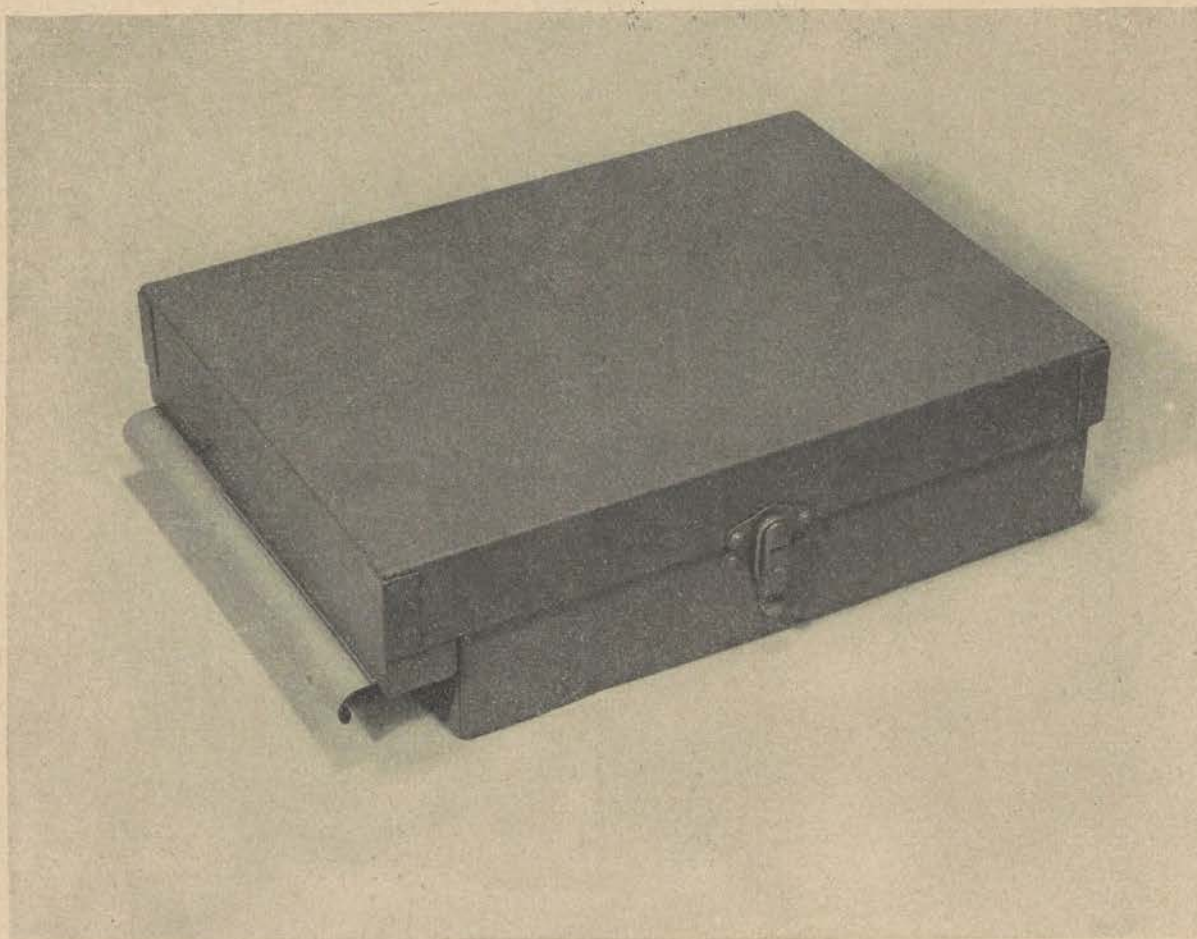


FIGURE 74. "MODEL A" SELECTOR UNIT.

d. Equipment for Fixed Installations. Fixed installations require a different type of equipment than any of the units illustrated above. This is known as the "Model A" selector unit. It is illustrated in figures 74 and 75.

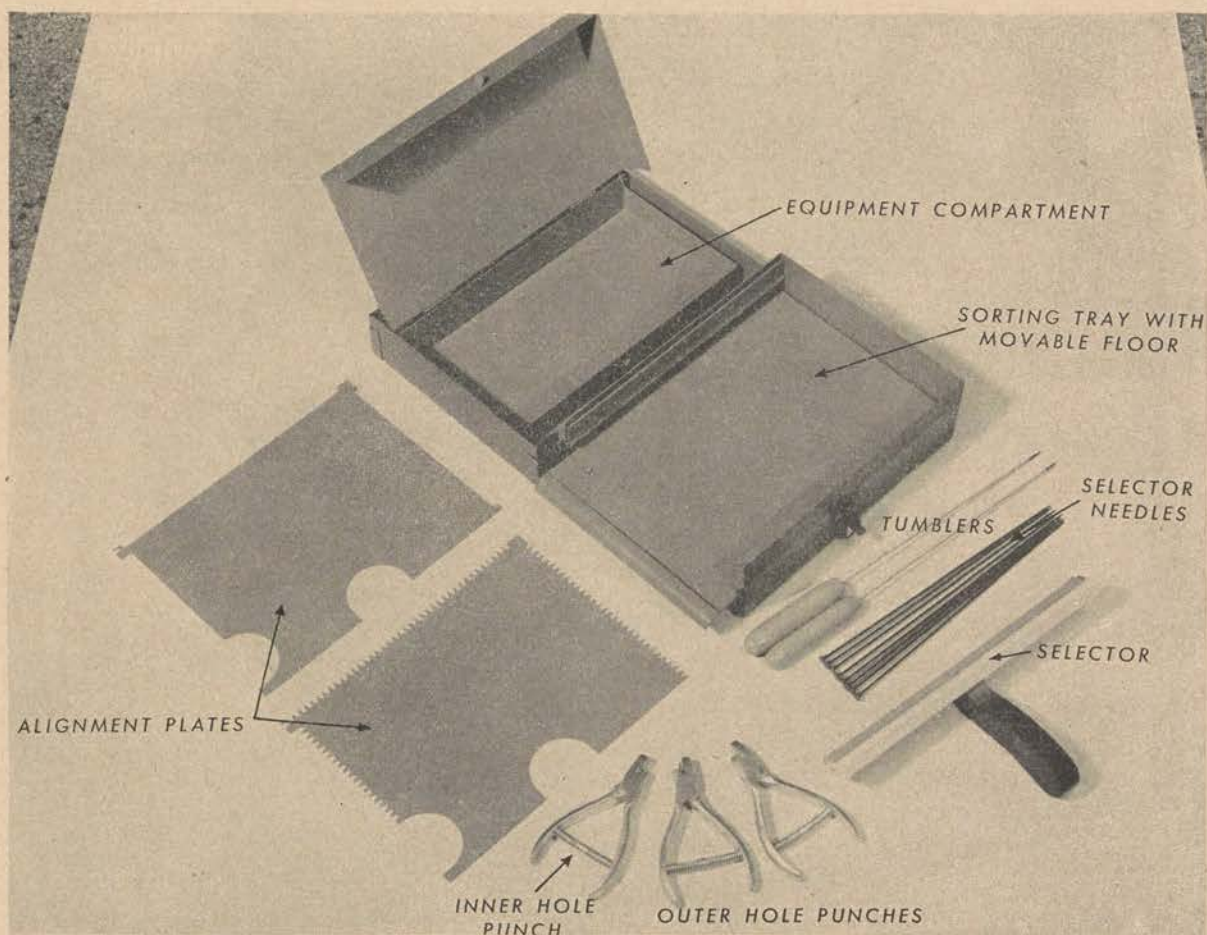


FIGURE 75. "MODEL A" SELECTOR UNIT OPEN SHOWING DETAIL OF EQUIPMENT.

e. Equipment Types Indicated for Various Organizations and Installations. The tables on pages 84 to 89 inclusive, based upon a study of the various types of organizations and installations, indicate "Type" equipment

for each. They are illustrative of the functional design of the equipment to accommodate the personnel of many types of organizations and installations varying in size, function and operation.

(1) *Type equipment indicated for various field organizations.*

Type of organization	Equipment capacity			
	1,000 cards	500 cards	300 cards	Maintenance kit
Brigades (Engr. Special)	7	1	3	
Divisions: Airborne—				
Hq. and Special Troops	1			
Engr. Bn.		1		
AA Bn.		1		
Div. Arty. Hq. and Service Troops			1	
Glider Arty. Bns. (2)		2		
Parachute Arty. Bn.		1		
Inf. Parachute Regt., Hq. and Serv. Troops		1		
Inf. Parachute Bns. (3)		3		
Inf. Glider Regts. (2), Hq. and Serv. Troops			2	
Inf. Glider Bns. (4)	4			
Total per Airborne Division	5	9	3	

Divisions: Armored—

Hq. and Special Troops	1			
Cav. Rcn. Squadron	1			
Engr. Bn.	1			
Tank Bns. (3)	3			
Inf. Bns. (3)	3			
Div. Arty. Hq.				1
Arty. Bns. (3)		3		
Div. Trains—Hq. Co., M.P. Plat.			1	
Div. Trains Ord. Maint. Bn.	1			
Div. Trains Med. Bn.		1		
Total per Armored Division	10	4	1	1

Type of organization	Equipment capacity			
	1,000 cards	500 cards	300 cards	Maintenance kit
Divisions: Cavalry—				
Hq. and Special Troops	1			
Rcn. Squadron	1			
Engr. Squadron		1		
Med. Squadron		1		
Q. M. Squadron		1		
2 Brigades, Hq. and Special Troops			2	
4 Cavalry Regts. Hq. and Special Troops		4		
8 Rifle Squadrons		8		
Div. Arty. Hq. and Hq. Btry.			1	
Arty. Bns. 75-MM (2)	2			
Arty. Bns. 105-MM (1)	1			
Total per Cavalry Division	5	15	3	
Divisions: Infantry—				
Hq. and Special Troops, Rcn. Troop, At- tached Med. and Chap.	1			
Engr. Bn.	1			
Med. Bn.		1		
Inf. Regts. (3) Hq. and Sp. Troops		3		
Inf. Bns. (9)	9			
Div. Arty. Hq. and Hq. Btry.			1	
Arty. Bns. 105-MM (3)		3		
Arty. Bns. 155-MM (1)		1		
Total per Infantry Division	11	8	1	
Divisions: Light—				
Hq. and Special Troops	1			
Inf. Regts. (3) Hq. and Special Troops			3	
Inf. Bns. (9)	9			
Div. Arty. Hq. Det. and A-T Btry.			1	
Arty. Bns. 75-MM (3)		3		
Arty. Bns. AAA (1)			1	
Engr. Bn.		1		
Med. Bn.			1	
Total per Light Division	10	4	6	

Type of organization	Equipment capacity			
	1,000 cards	500 cards	300 cards	Maintenance kit
Hospitals: Field, Evacuation, Surgical, etc. (Requirements are based on maximum strength, including detachment of patients.)				
Regiments: (Based on Grouping Hq. and Special Troops, Equipping Battalions or Squadrons Separately.)—				
Cavalry—Horse	1	2		
Cavalry—Mechanized			10	
Coast Artillery, Harbor Defense, Type A		4		
Coast Artillery, Harbor Defense, Type B		3		
Coast Artillery, Harbor Defense, Type C		5		
Coast Artillery, 155-MM Gun Mobile		4		
Coast Artillery, AA Semimobile	2	1	1	
Engr. General Service	2		1	
Engr. Special Service	2		1	
Engr. Aviation	3	1		
Infantry	3	1		
Infantry (with 57-MM A-T Co.)	3	1		
Infantry Glider	2	1		
Infantry Parachute		4		
Medical		2	1	
Q. M. Truck		3	1	
Signal Aircraft Warning 2 School or Academic		(None)	1	
Training		(None)		

(2) *Type equipment indicated for small separate organizations.* The following table lists many types of small organizations, most of which operate as separate units. The criterion of equipment indicated for

such organizations is whether or not they handle their own administration. If so, they maintain their own qualification cards and have use for the selector equipment.

Type of organization	Equipment capacity	
	100 cards	Maintenance kit
Batteries:		
Coast Artillery		X
AA Artillery—Defense Command		X
Harbor Defense		X
Companies:		
Armored Group, Hq. and Hq. Co.	X	
Chemical Warfare	X	
Chemical Warfare, Aviation	X	
Engineer	X	
Medical	X	
Ordnance	X	
Ordnance, Aviation	X	

Type of organization	Equipment capacity	
	100 cards	Maintenance kit
Quartermaster	X	
Quartermaster, Aviation	X	
Signal, Aviation	X	
Tank and Tank Destroyer	X	
Transportation Corps	X	
Infantry (Hq. and Hq. Co., Infantry Airborne Brigade).....	X	
Detachments—No T/O:		
Hq. and Hq. Det., Special Troops	X	
Provisional Engineer	X	
Medical	X	
Army Postal Service	X	
Service Command	X	X
Q. M. Sterilization Bn., Hq. and Hq. Det.		X
Detachments—T/O:		
Hq. and Hq. Det. Special Troops, Army.....	X	
Coast Artillery	X	
Defense Command Subsector	X	
Engineer	X	
Medical	X	
Ordnance	X	X
Quartermaster	X	X
Tank	X	
Transportation Corps	X	
AAF	X	X
Groups:		
Field Service Group, Office Chief of Transportation	X	
Headquarters:		
Fighter Group, AAF	X	
Bombardment Group, AAF	X	
Heavy Bombardment Processing, AAF	X	
Fighter Bomber Group, AAF	X	
Night Fighter Operational Training Group, AAF	X	
Photo-Charting Group, AAF	X	
Photo-Reconnaissance Group, AAF	X	
Medical Dept. Concentration Center	X	
Signal Service (Army) C. B. I.	X	
Flying Training Wing, AAF		X
Platoons (separate):		
Engineer	X	
Engineer, Aviation	X	
Field Artillery	X	
Medical Hospital Ship	X	X
Quartermaster	X	
Quartermaster, Aviation	X	
Post Office: (Base)	X	
Section: Communications Zone	X	
Squads: Ordnance Bomb Disposal (separate)		X
Squadrons: AAF	X	X

Type of organization	Equipment capacity	
	100 cards	Maintenance kit
Team: Signal Center		X
Troops:		
Quartermaster	X	
Cavalry	X	
Units:		
Machine Records	X	
Signal	X	
AAF—Training Film Preparation	X	
Engineer	X	X
Medical		X

(3) *Type equipment indicated for certain installations and activities.* The table below lists certain installations and activities the function and operation of which are such that there is some question as to what, if any, selector equipment is indicated. A study

of the strength of these installations and activities shows that, if equipment is indicated, the card capacities shown in the table will probably accommodate their personnel.

Type of installation or activity	Equipment capacity	
	100 cards	Maintenance kit
Centers:		
Desert Training—Hq. Communications Zone	X	
Quartermaster Market		X
Relocation (S.C.U.)		X
Service Command Distribution	X	
Training, ASF (Hq.)	X	
Commands:		
Antiaircraft Command, W.D.C., Hq. Btry.	X	
AAF Training Command, Hq. and Hq. Squadron (Detachments).....	X	
Replacement and School Command AGF	X	
Service Command Units	X	X
Miscellaneous—AAF:		
Army Airways Communications System—Regional Control Headquarters.....		X
Airways Communications System—Regional Control Headquarters.....		X
Miscellaneous—ASF:		
Manufacturing Arsenal	X	
Depots: Adjutant General	X	
Engineer	X	X
Medical	X	
Ordnance	X	X
Quartermaster	X	
Signal	X	X
General Dispensary, U. S. Army	X	
Districts: Armed Forces Recruiting and Induction (S.C.U.).....	X	X
Engineer	X	X
Procurement	X	X

Type of installation or activity	Equipment capacity	
	100 cards	Maintenance kit
Divisions: Engineer	X	X
Holding and Reconsignment Points	X	
Laboratories	X	X
Recreational Areas		X
S. C. U., Ordnance Service Command Shops.....		X
District Transportation Offices	X	
Miscellaneous War Department: Army Experiment Station		X
Schools—ASF:		
Bakers and cooks (incl. branches)	X	X
Engineer	X	
Ordnance Civilian	X	
Signal Corps	X	
Special Service	X	
Transportation Corps	X	
War Department Contract (civilian)	X	

(4) *Type equipment indicated for fixed installations.* Fixed installations are equipped with "Model A" selectors on the basis of 1 unit per 5,000 authorized personnel or maximum capacity. These installations include the following:

(a) *Centers:* Reception.

Replacement Training.

Tank Destroyer.

Training.

Unit Training.

Basic Training.

(b) *Commands:* Service Commands.

Air Service.

AAF Matériel.

Antiaircraft.

AAF Applied Tactics.

AAF Training.

Defense.

Engr. Amphibian.

(c) *Depots:* AAF Replacement.

AGF Replacement.

ASF Replacement.

(d) *Manufacturing arsenals.*

(e) *Hospitals:* General (named).

Convalescent.

Station, Comm. Zone 500 and 750 beds.

Post, camp, or station. (Part of station complement but equipped separately.)

(f) *Ports of embarkation.*

(g) *Prisoner-of-war camps.*

(b) *Staging areas.*

(i) *U. S. Disciplinary barracks.*

(j) *Terminals.*

(k) *Proving grounds.*

(l) *Schools* (where capacity or authorized strength is more than 500 men, as follows):

AGF—Armored, Cav., CA, FA, Inf., TD, OCS.

ASF—AF, Army Exch. Serv., CWS, SC (Civilian and industrial), Engr., Fin., Ord., Ord. Automotive, PMG, QM, SC, TC, OCS.

War Dept. — USMA, CGS, MIL INT., AWC.

(m) *Station complements.*

(n) *Companies:* Hq. and Hq. Co. War Dept. Service Group.

Hq. and Hq. Co. Armored Command.

(o) *Detachments:* Hq. and Hq. Det. Alaska Defense Command.

Hq. AAF Training Detachments.

(p) *Group:* Proving Ground Group, AAF

(q) *Service Organizations:* Signal Security Service. (Arlington, Virginia).

(r) *Squadrons:* AAF Base Hq. and Air Base Squadron.

105. SORTING AND SELECTING.

a. General. The marginal punch card sorting system serves an important function in the qualification phase of the Army Personnel System. That function is to locate rapidly officers or enlisted men whose experience and training qualify them for specific assignments.

(1) *Use of sorting and selecting.* It is essential that effective use be made of the sorting and selecting features of the system so that the maximum effectiveness of the qualification cards may be realized.

(2) *Selection.* The process of multiple-needle selection produces, with a minimum of time and effort, the cards of officers or enlisted men who have specific qualifications.

(3) *Sorting.* Use of single-needle sorting quickly arranges the qualification cards in predetermined order. This process is useful in many ways. Some of the more important uses of single-needle sorting are shown below.

(a) Arranging the cards in alphabetical order.

(b) Placing the cards in numerical order by Specification Serial Number (for Inventory of Specialists, etc.).

(c) Sorting the cards in order according to level of education.

(d) Arranging the cards according to A.G.C.T. grades.

(4) *Sorting and selecting procedure.* The actual operations of sorting and selecting involve a minimum of technique. It is believed that these operations can be learned in a short time by the application of common sense and a little practice. Every Classification and Unit Personnel Officer should be thoroughly familiar with the process and should see to it that every classification specialist under his supervision has an up-to-date, thorough, and practical knowledge of the procedure.

(5) *Types of sorts provided.* There follows a list of the various qualifications which are coded to provide sorting and selecting. This list shows the many practical uses of the sorting system.

SOLDIER'S QUALIFICATION CARD, W.D., A.G.O. FORM NO. 20

Code section	Location (edge)	Direct sort	Selective sort	Sequence sort
Name	Bottom			X
Marital status	Top	X		
Education	Left	X	X	X
Languages	Bottom	X		
Entertainment	Left	X		
Main civilian occupation	Right		X	X
Second-best civilian occupation	Right		X	
Service command of enlistment or induction	Top	X		X
Hobbies	Left		X	X
Qualified sport	Left		X	X
Tests (type)	Left	X		
Tests (A.G.C.T. grade)	Left		X	X
Leadership	Left	X		
Previous military experience	Top	X		
Service schools	Right			
Assignment limitations	Bottom	X		
Military occupational specialist	Top		X	X
Potential	Top	X		
Potential NCO	Top	X		
Other duties	Top	X		
Current oversea service	Bottom	X		
Month and year of enlistment or induction	Bottom		X	X

OFFICER'S AND WARRANT OFFICER'S QUALIFICATION CARD, W.D., A.G.O. FORM NO. 66-1

Code section	Location (edge)	Direct sort	Selective sort	Sequence sort
Name	Bottom			X
Arm or service	Top		X	X
Component	Top	X		
Date of birth	Bottom		X	X
War service	Top	X		
C.C.C. service	Top	X		
Assignment limitations	Bottom	X		
Foreign residence	Top	X		
Grade	Top	X		X
Type of duty	Top	X		
Special service schools	Right		X	X
General service schools	Top	X		
Languages	Top	X		
Marital status	Left	X		
Education	Left	X		X
Participating sports	Bottom	X		
Active hobbies	Bottom	X		
Main civilian occupation	Right		X	X
Secondary civilian occupation	Right		X	
Military specialties (outer row)	Left		X	X
Military specialties (inner row)	Left		X	

(6) Relationship of the three types of sorts to the three types of codes is illustrated in following table:

TYPE OF CODE	TYPE OF SORT PROVIDED
Direct code	Direct Sort
Sequence code (7-4-2-1)	Sequence Sort (including Break-down Sort)
Selective Code (SF-7-4-2-1-0)	Selective Sort and Sequence Sort

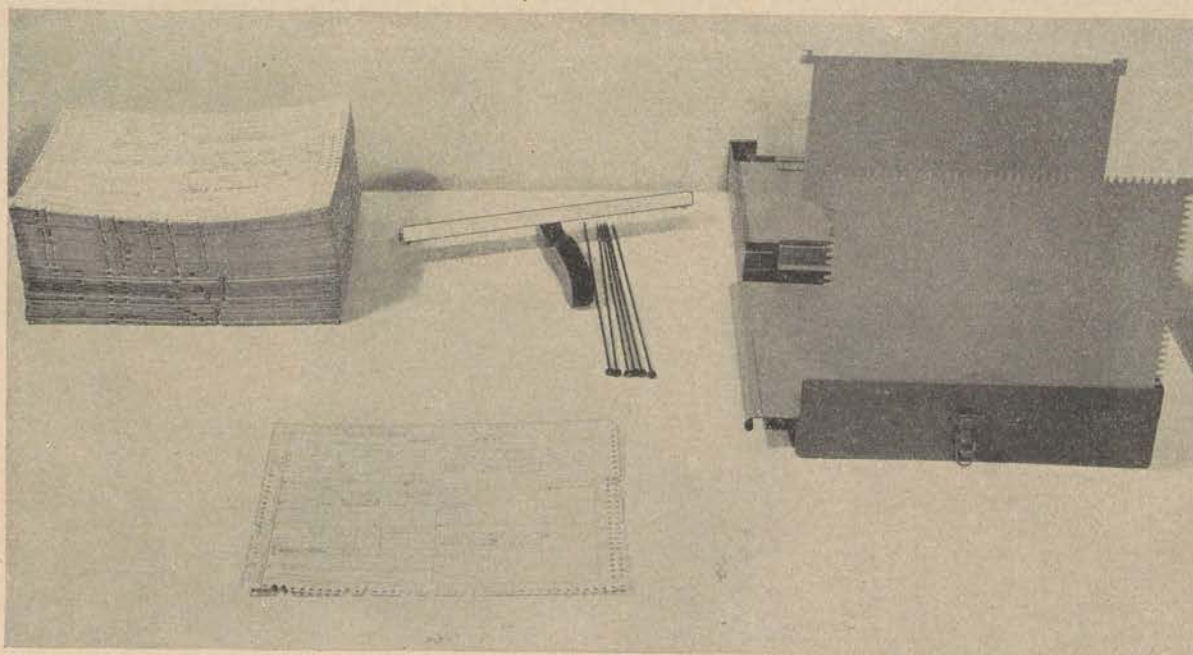


FIGURE 76.

b. Selective Sorting Procedure. (See figs. 76 to 140 incl.). (1) *Step 1. Loading selector.*

(a) Lay a single card on the desk so that the desired code section is at the top. (See fig. 76.)

(b) Align the needle rail.

1. *Aluminum selector.*

(a) Right end of needle rail flush with right edge of card.

(b) Numbers under holes visible.

(c) Line up scored lines on needle rail with centers of holes.

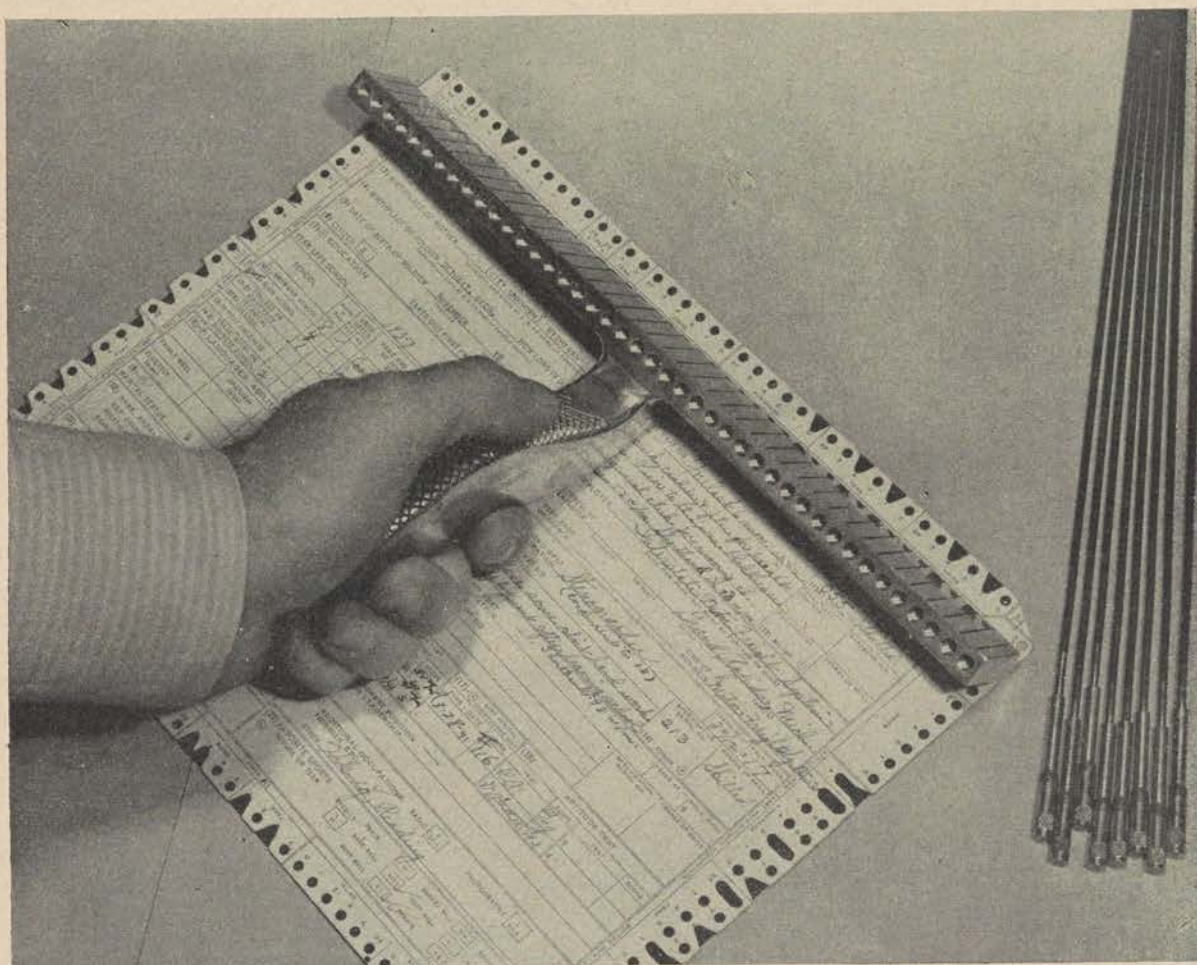


FIGURE 77.

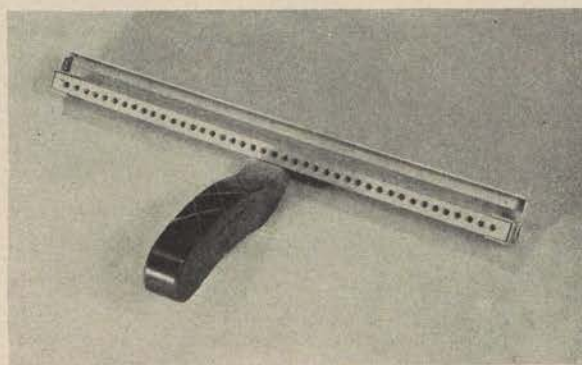


FIGURE 78.

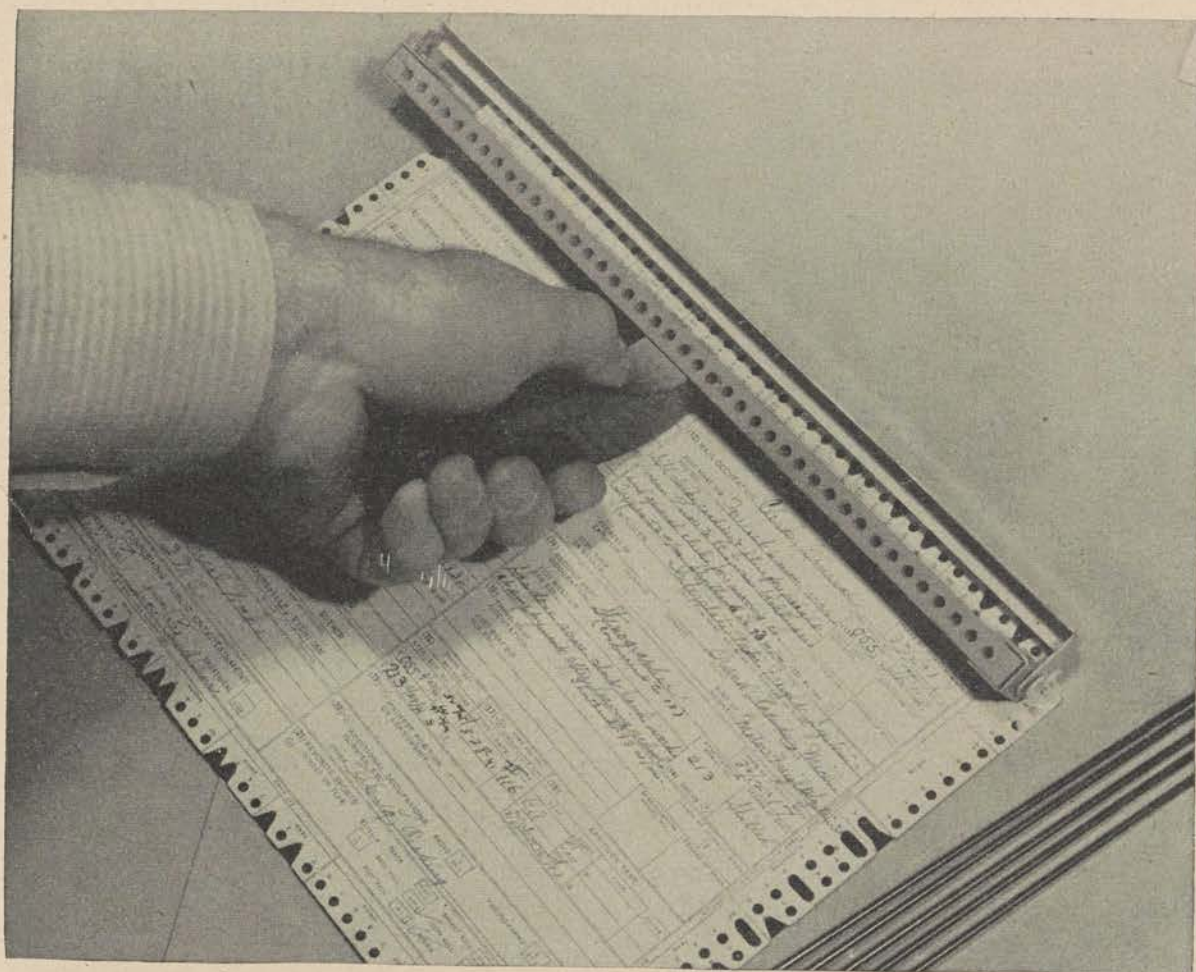


FIGURE 79.

2. *Wood or plastic selector.* (See figs. 78 and 79.) Raise metal clip so numbers under holes can be read through here. Line up extreme right hole with first numbered hole in card.

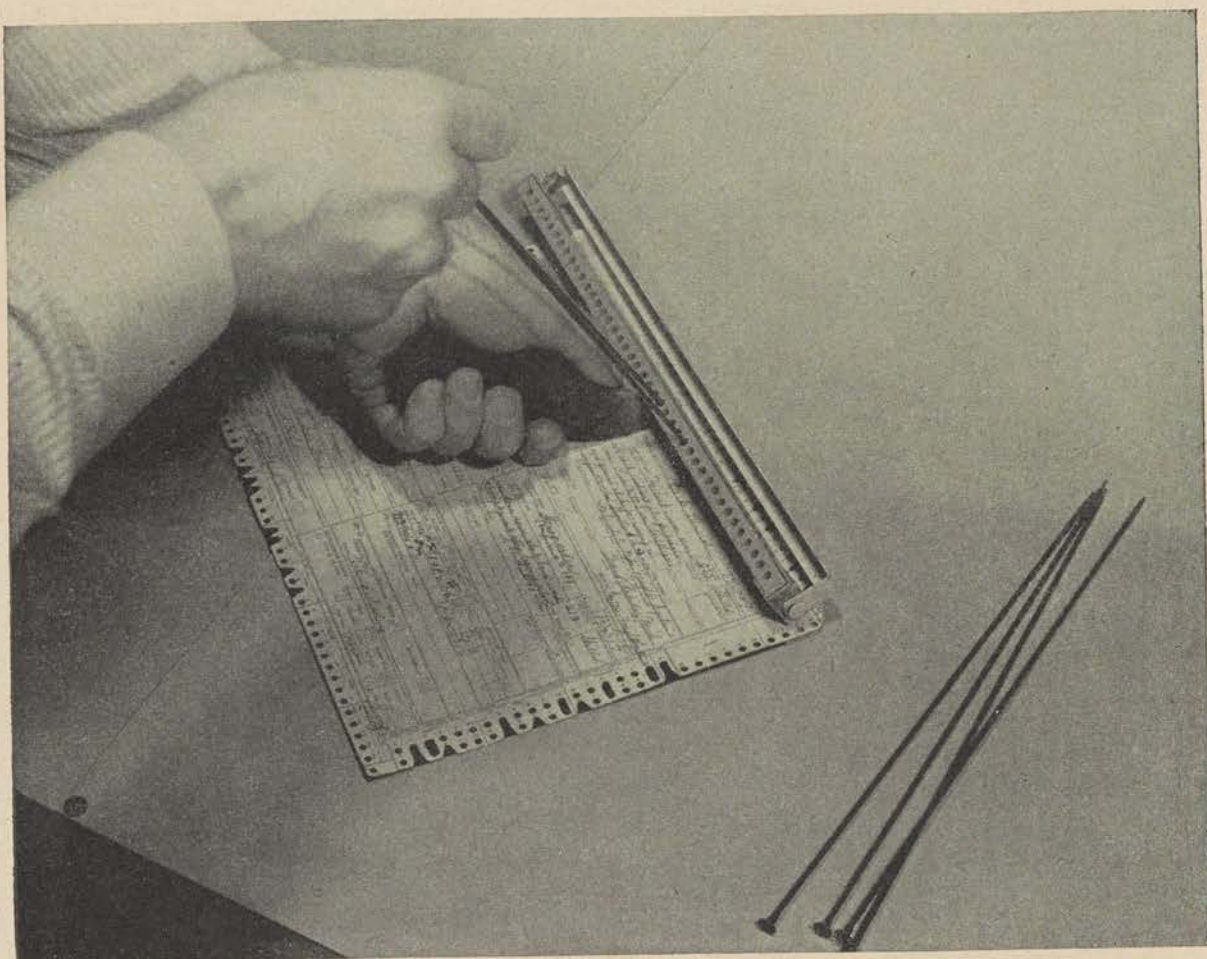


FIGURE 80.

- (c) Insert selector needles. (See fig. 80.) Start with highest digit, work left to right.
(d) Fasten selector needles in place.

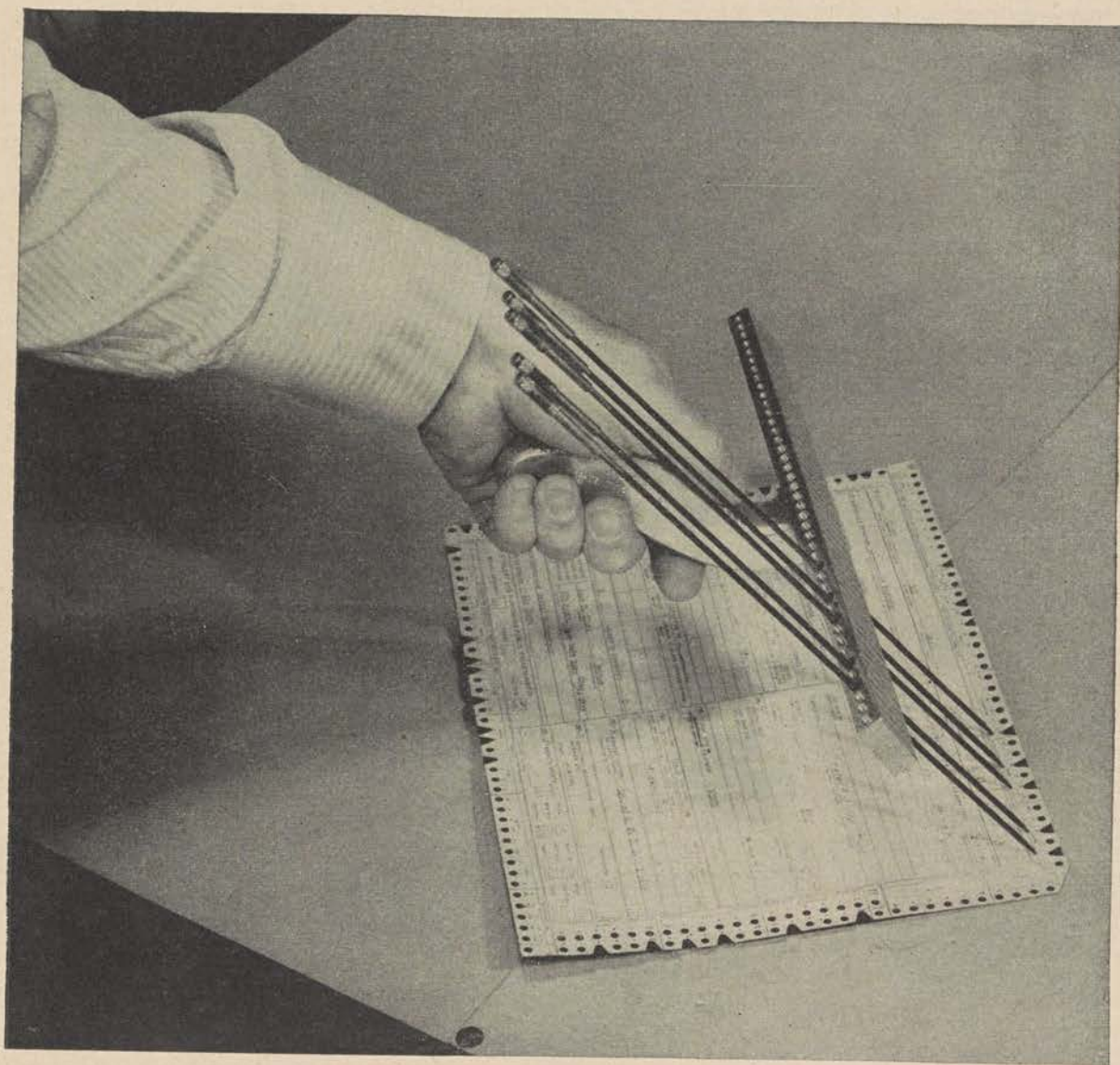


FIGURE 81.

1. *Aluminum selector.* (See figs. 81 and 82.) Lift needle rail straight up to let needles fall in place.

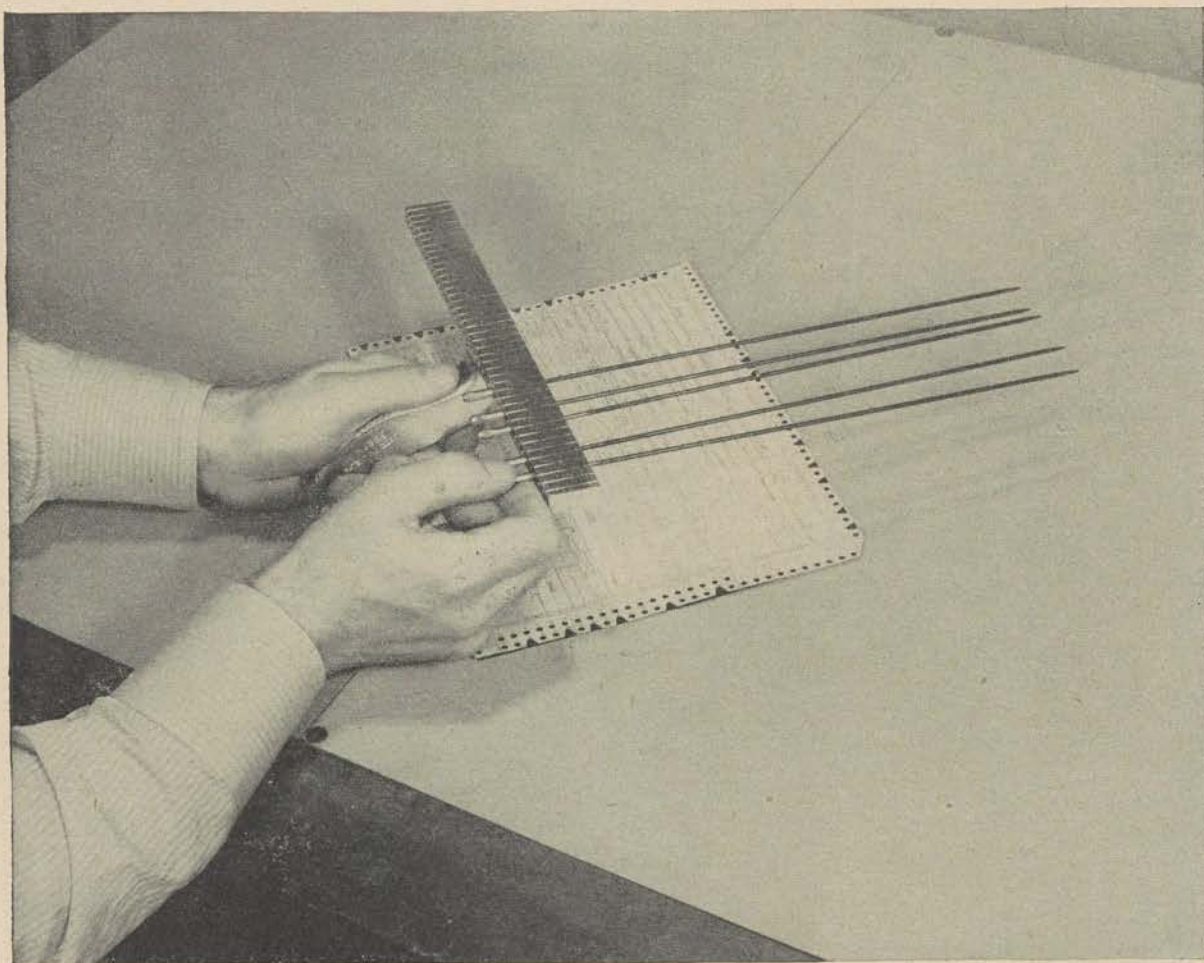


FIGURE 82.

Turn knurled knob to fasten needles in position.

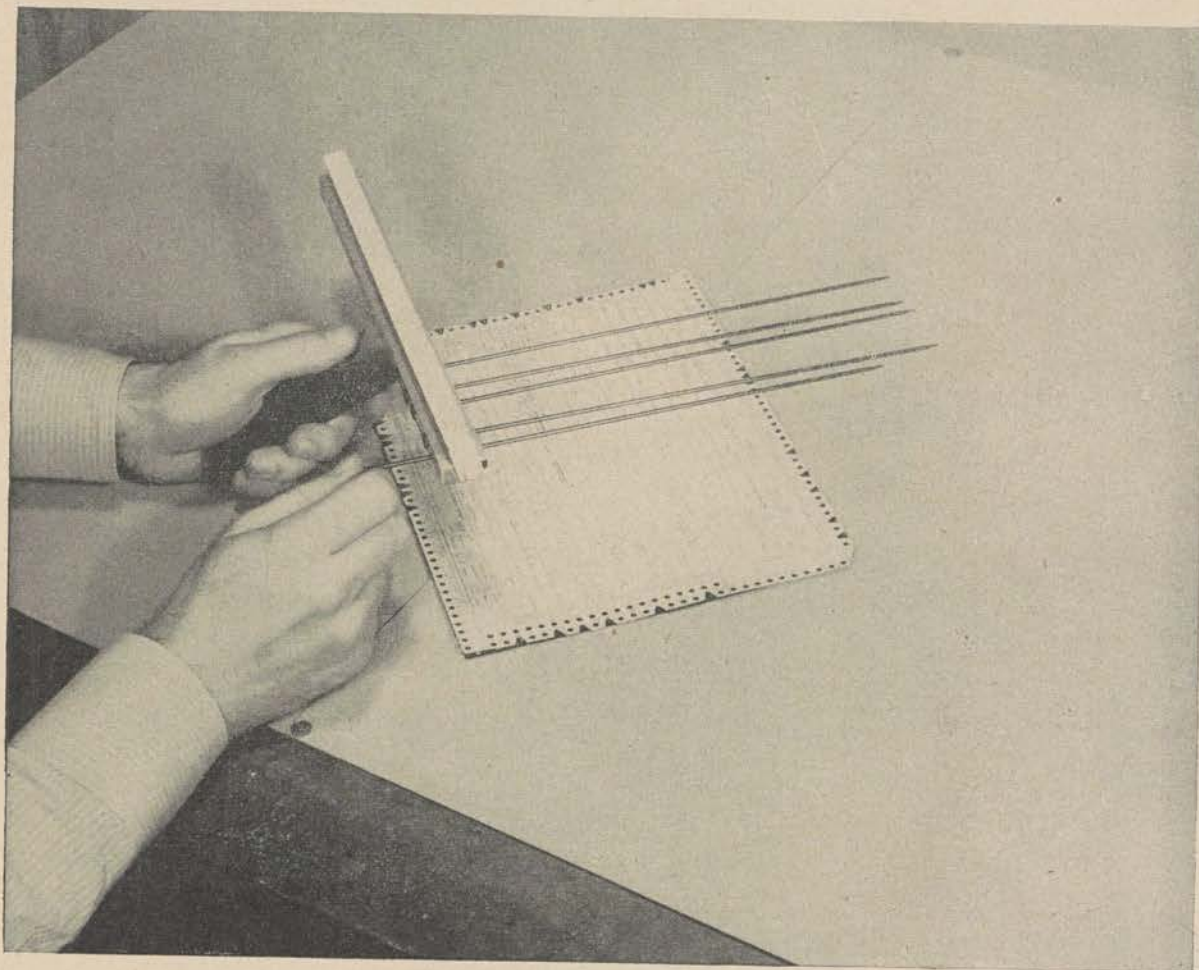


FIGURE 83.

2. *Wood or plastic selector.* (See figs. 83 and 84.) Push needles in until heads rest against needle rail.

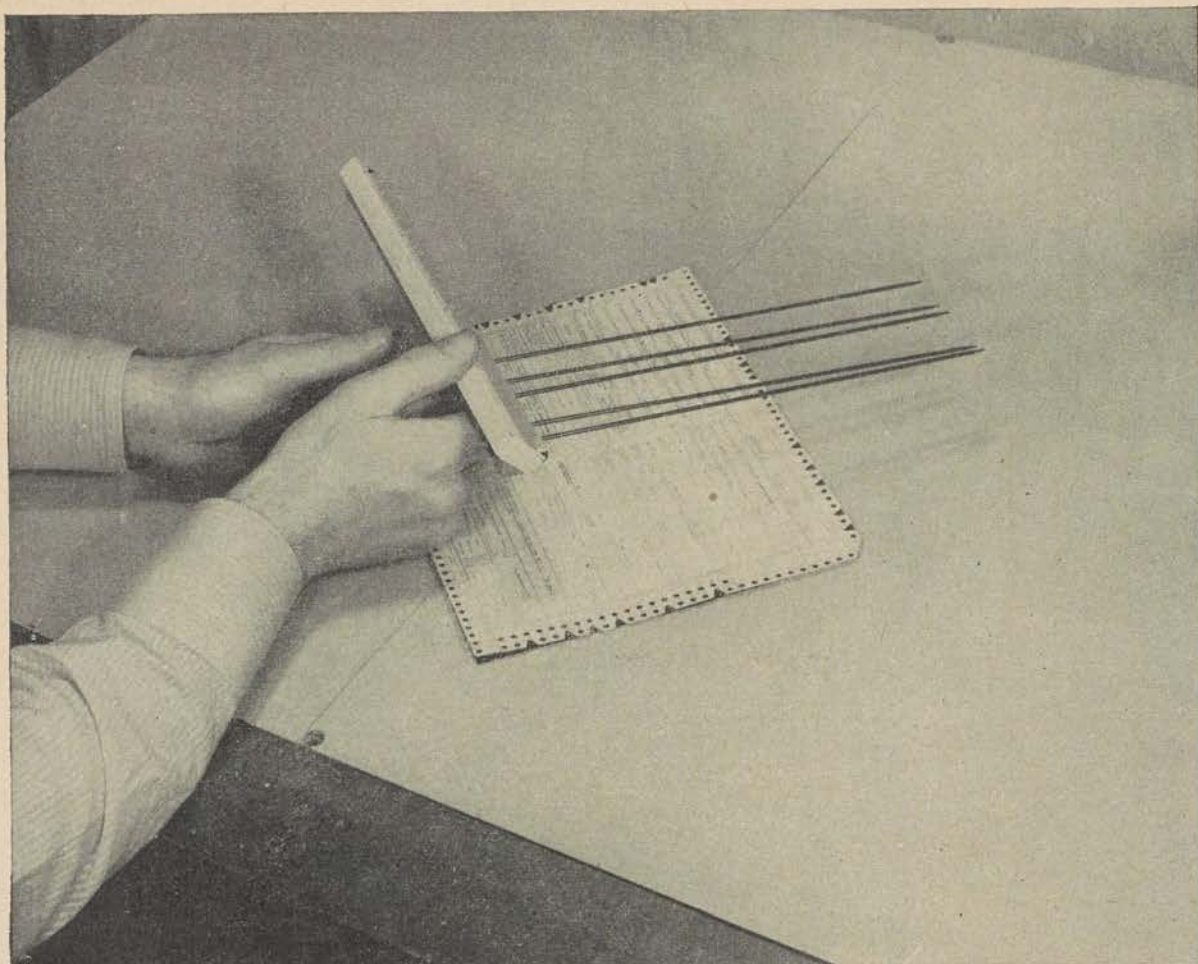


FIGURE 84.
Lower metal clip.

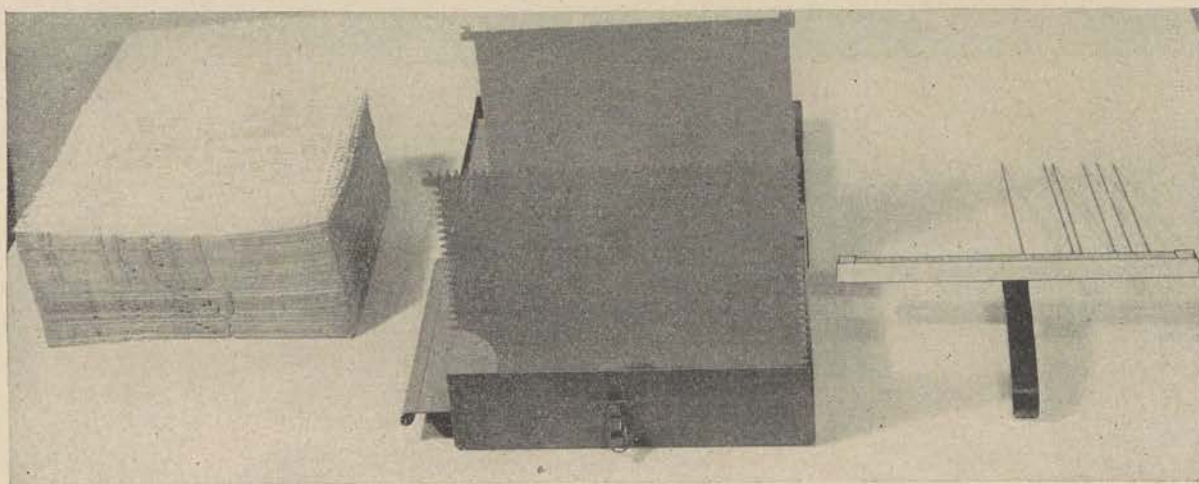


FIGURE 85.

(e) Place loaded selector on right of selector box. (See fig. 85.)

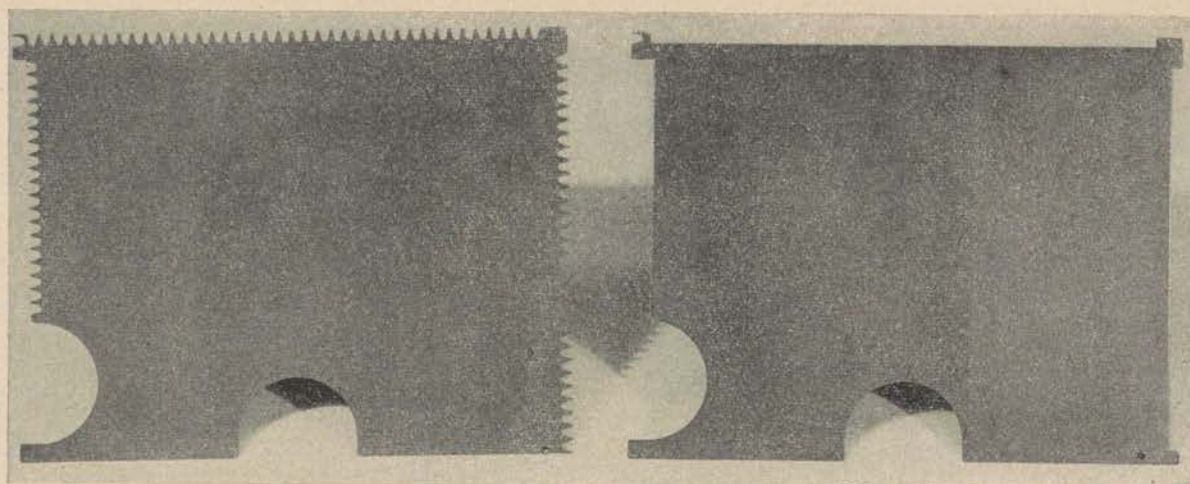


FIGURE 86. DETAIL OF ALIGNMENT PLATES.

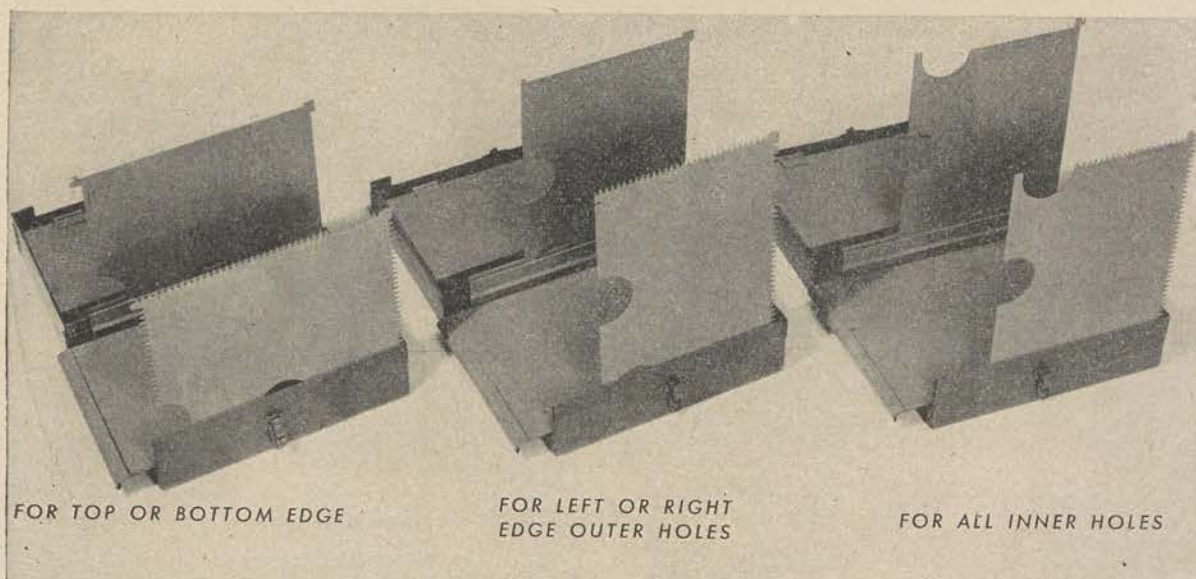


FIGURE 87. ALIGNMENT PLATES IN VARIOUS POSITIONS.

- (2) Step 2. Positioning alignment plates. (a) Plates must be in proper selecting position.
1. "Model A" selector unit. The semicircular "thumb-cut" is *always* on the left. (See figs. 86 and 87.)

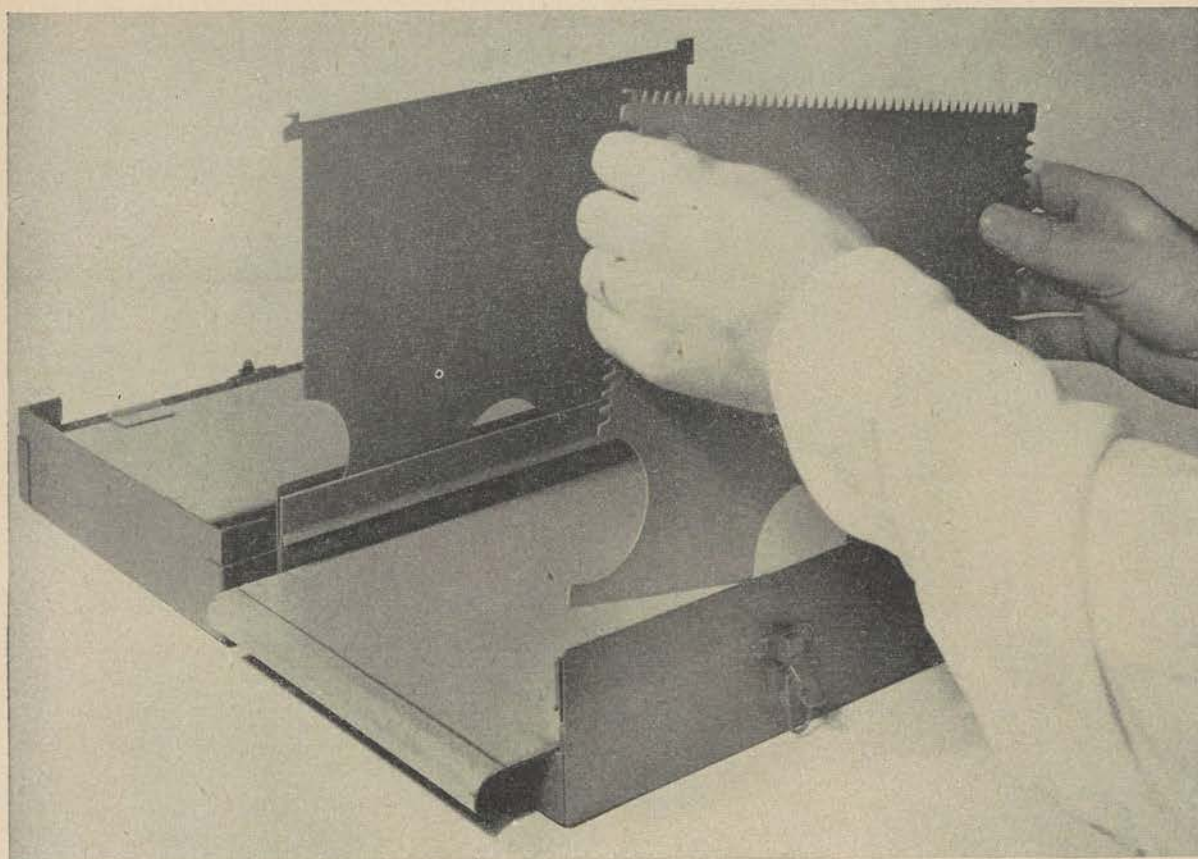


FIGURE 88. INSERTING PLATES.

Plates are inserted in "Model A" selector unit by fitting into slot at front and back of selector box and pushing the plates to the right against the right wall of the box. The front plate is notched to guide the selector needles.

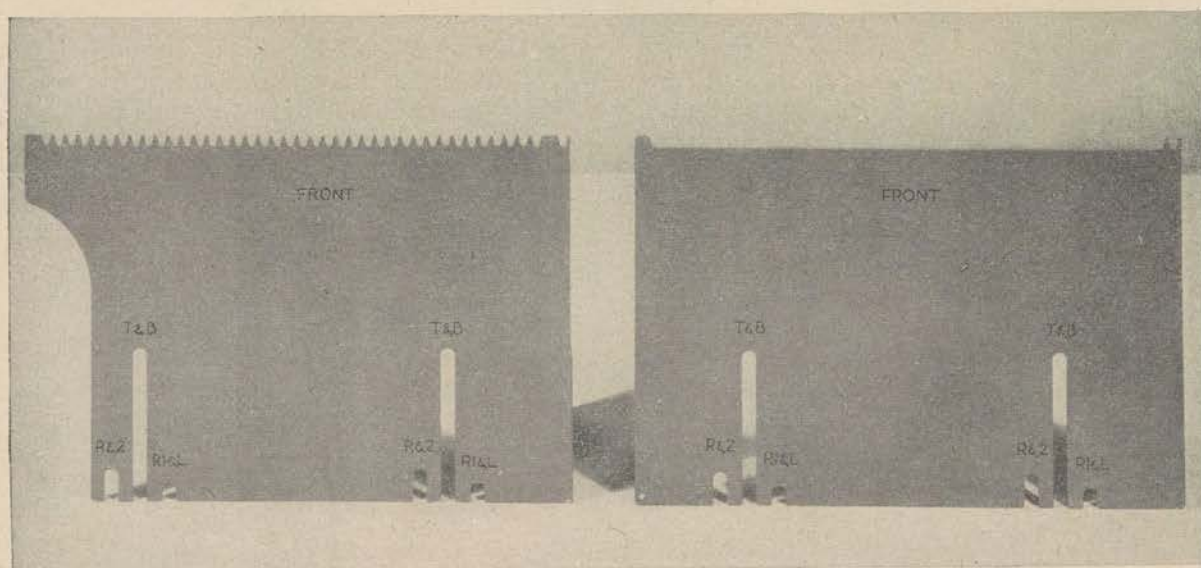


FIGURE 89. DETAIL OF ALIGNMENT PLATES.

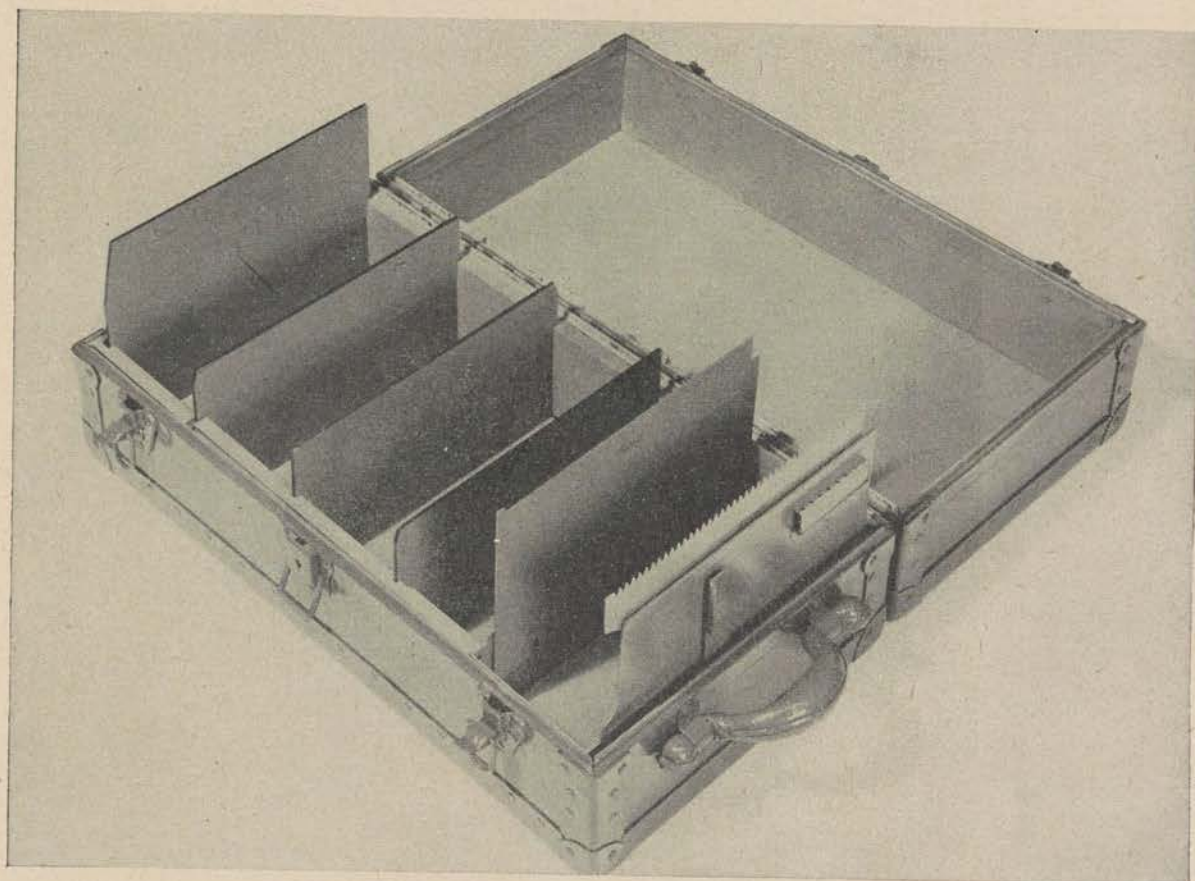


FIGURE 90. ALIGNMENT PLATES IN POSITION FOR SELECTING ON TOP OR BOTTOM EDGES.

2. *1,000-card selector unit.* Position of plates is controlled by slots, as shown in figure 89. Marking of the slots is as follows: "T&B"—top or bottom edges of cards; "R&2"—right edge, second (inner) row of holes for Form No. 20, right and

left edge, inner holes for Form No. 66-1; "R1&L"—right or left edge, first (outer) row of holes. Figures 90, 91, and 92 show the plates in each of these positions.

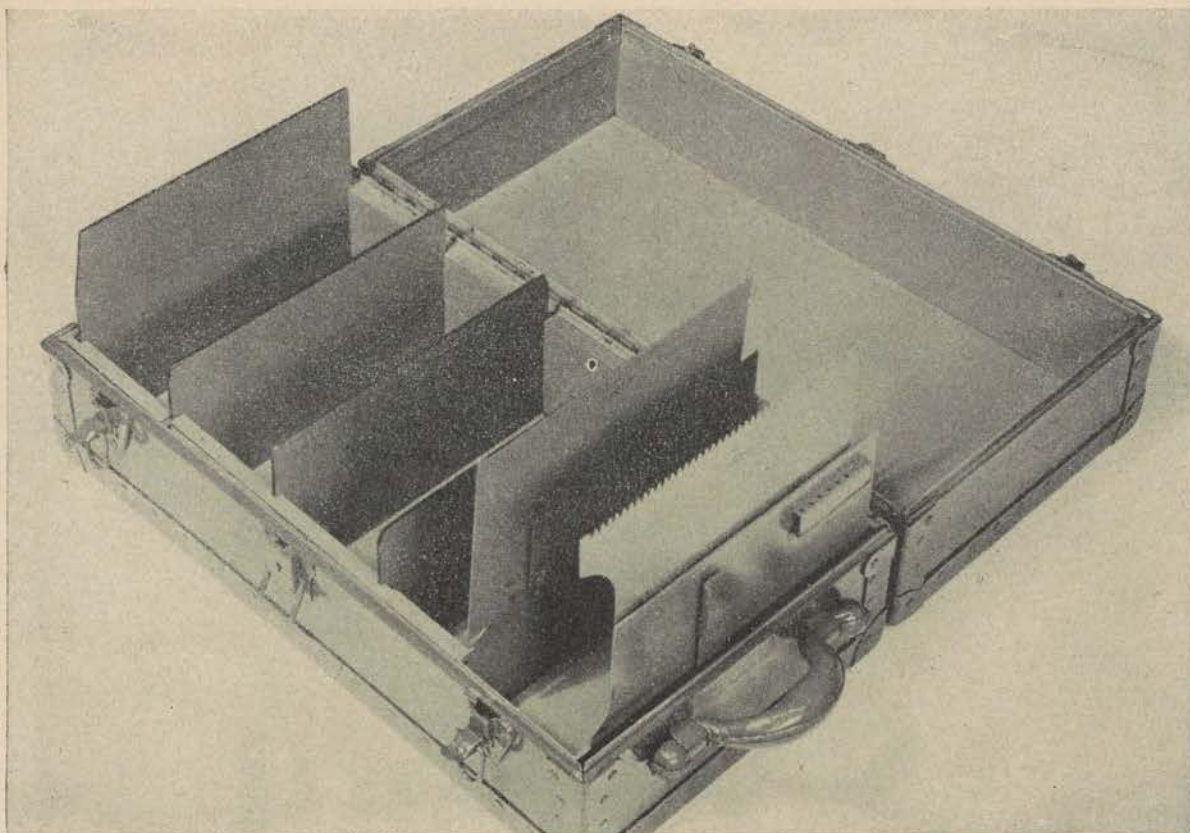


FIGURE 91. ALIGNMENT PLATES IN POSITION FOR SELECTING ON LEFT OR RIGHT EDGE OUTER HOLES.

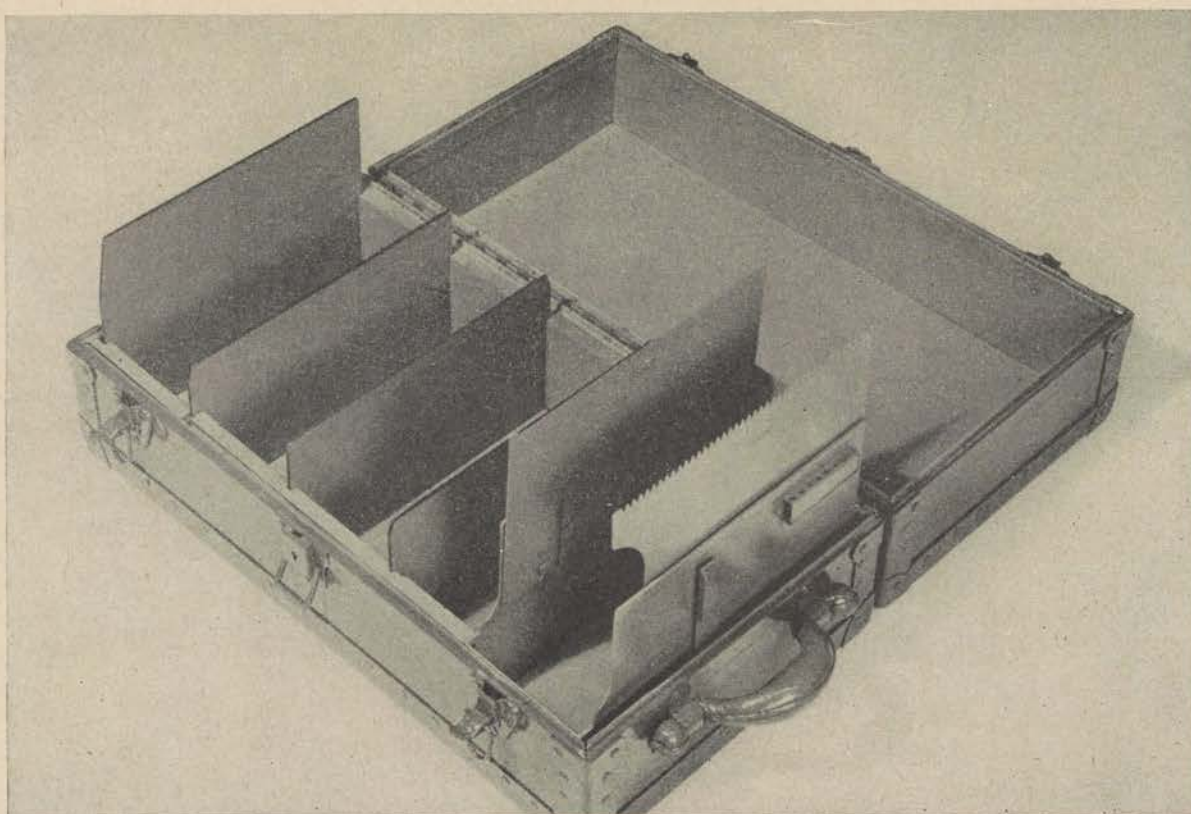


FIGURE 92. ALIGNMENT PLATES IN POSITION FOR SELECTING ALL INNER HOLES.

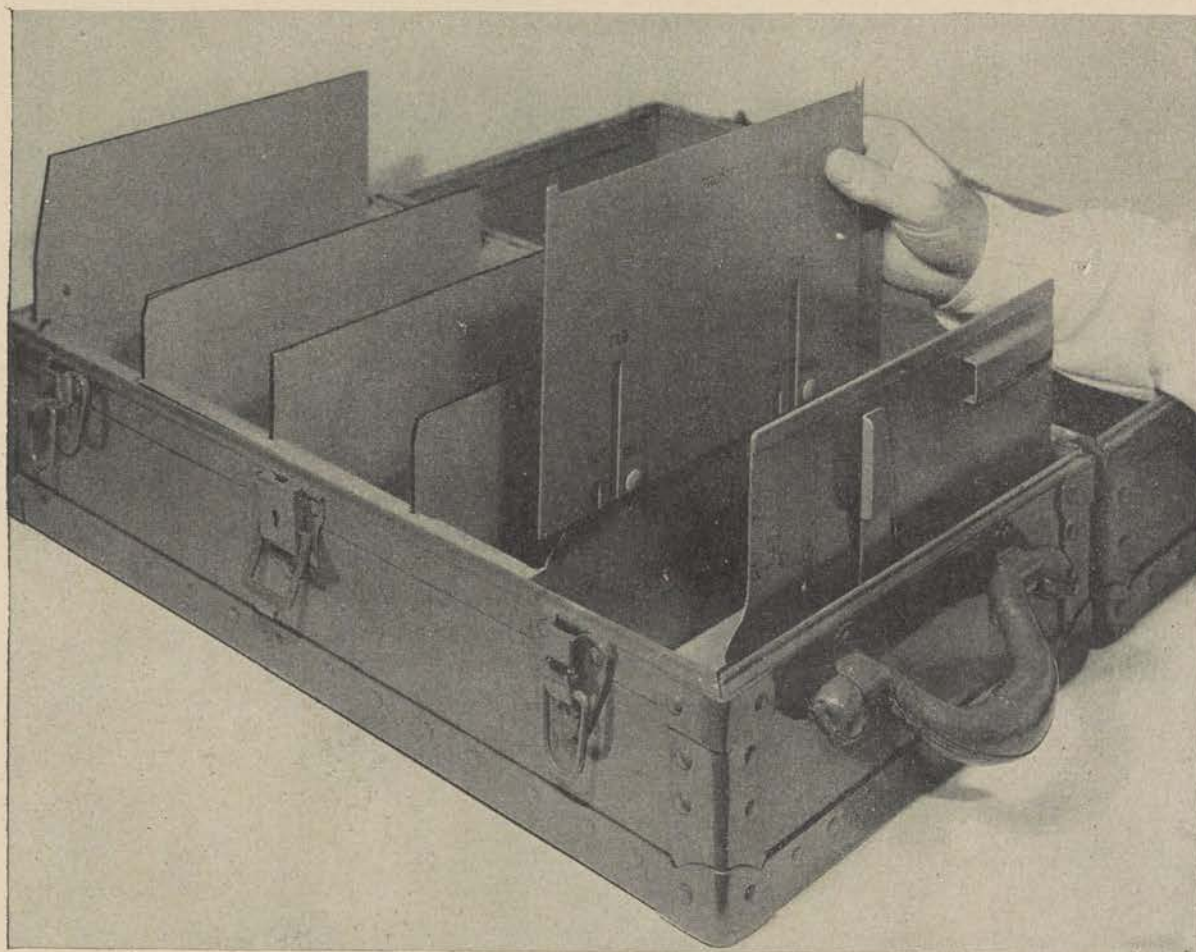


FIGURE 93. INSERTING PLATES.

The proper slots are fitted over the studs affixed to the front and rear walls of the selector box and the plates pushed down until the tops of the slots rest against the studs. The front plate is notched.

3. *500-card selector unit.* The front and rear plates are constructed differently. The construction of the front plate, and its insertion, are exactly like the front plate

of the "Model A" selector unit. The position of the rear plate is controlled by slots which fit over studs affixed to the rear wall of the sorting tray, as shown in figure 94. Figures 95, 96, and 97 show the plates in position for selecting on the four edges of the cards.

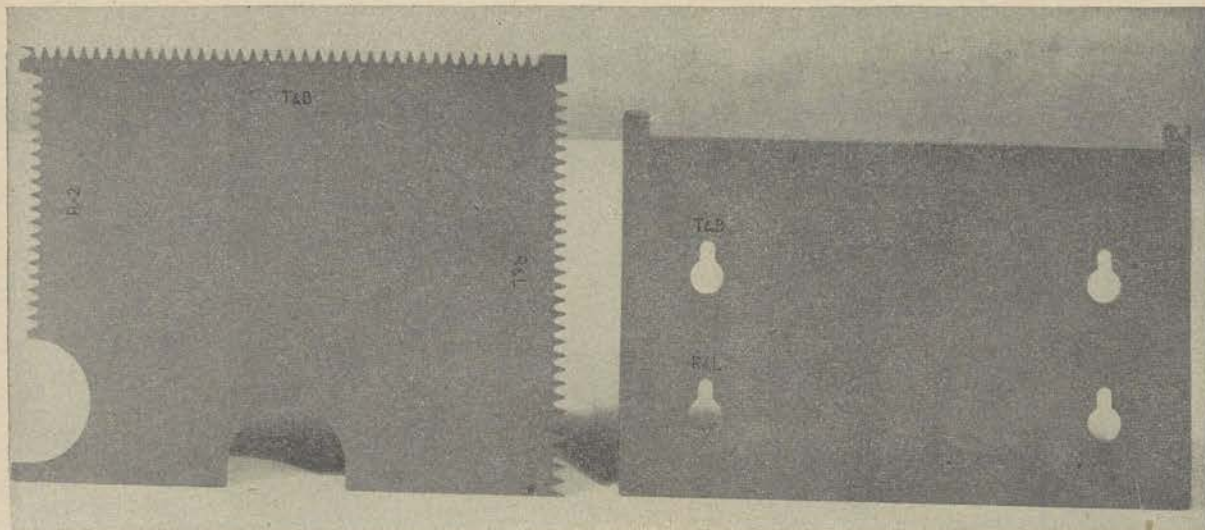


FIGURE 94. DETAIL OF ALIGNMENT PLATES.

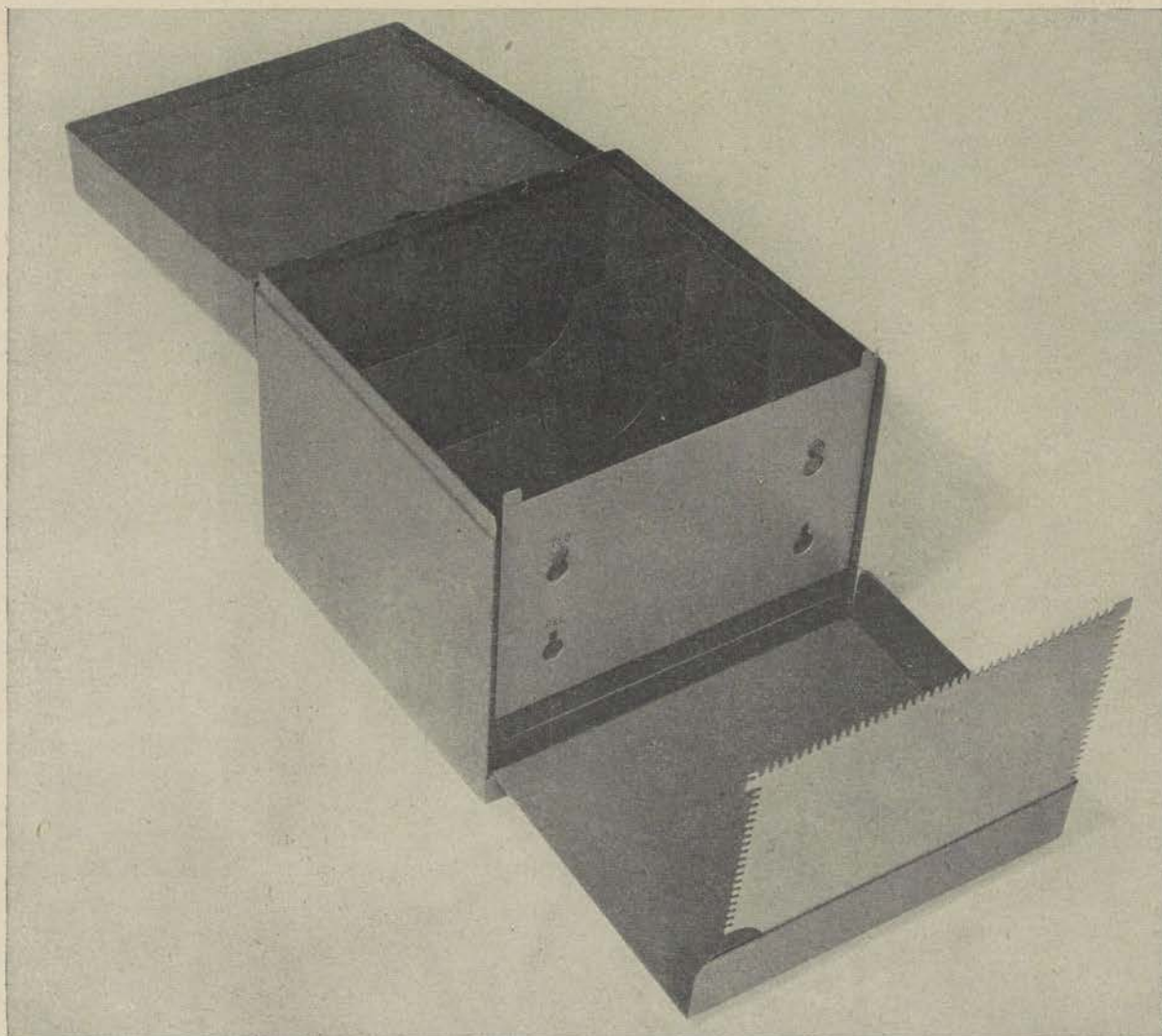


FIGURE 95. ALIGNMENT PLATES IN POSITION FOR SELECTING ON TOP OR BOTTOM EDGE.

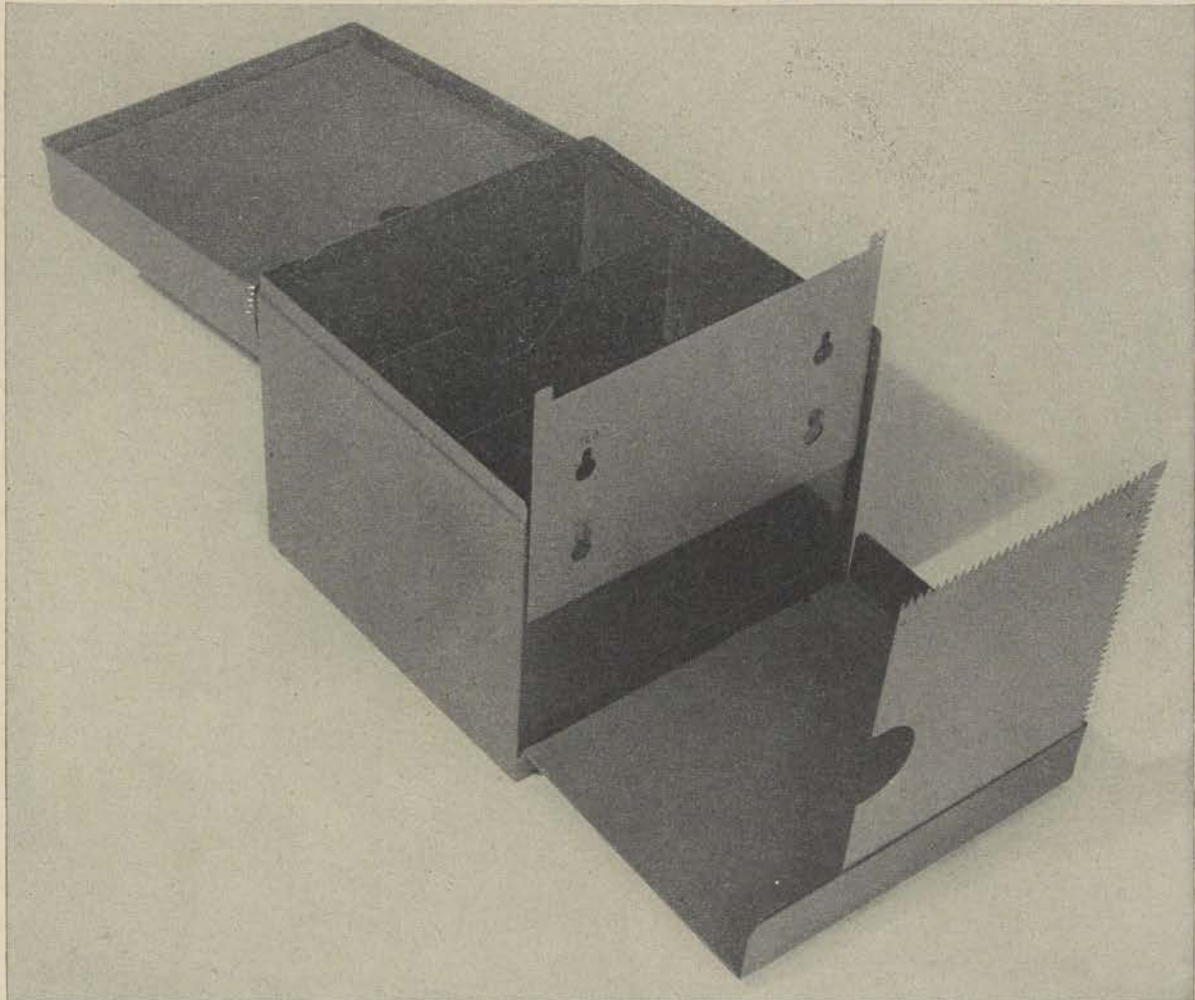


FIGURE 96. ALIGNMENT PLATES IN POSITION FOR SELECTING ON LEFT OR RIGHT EDGE OUTER HOLES.

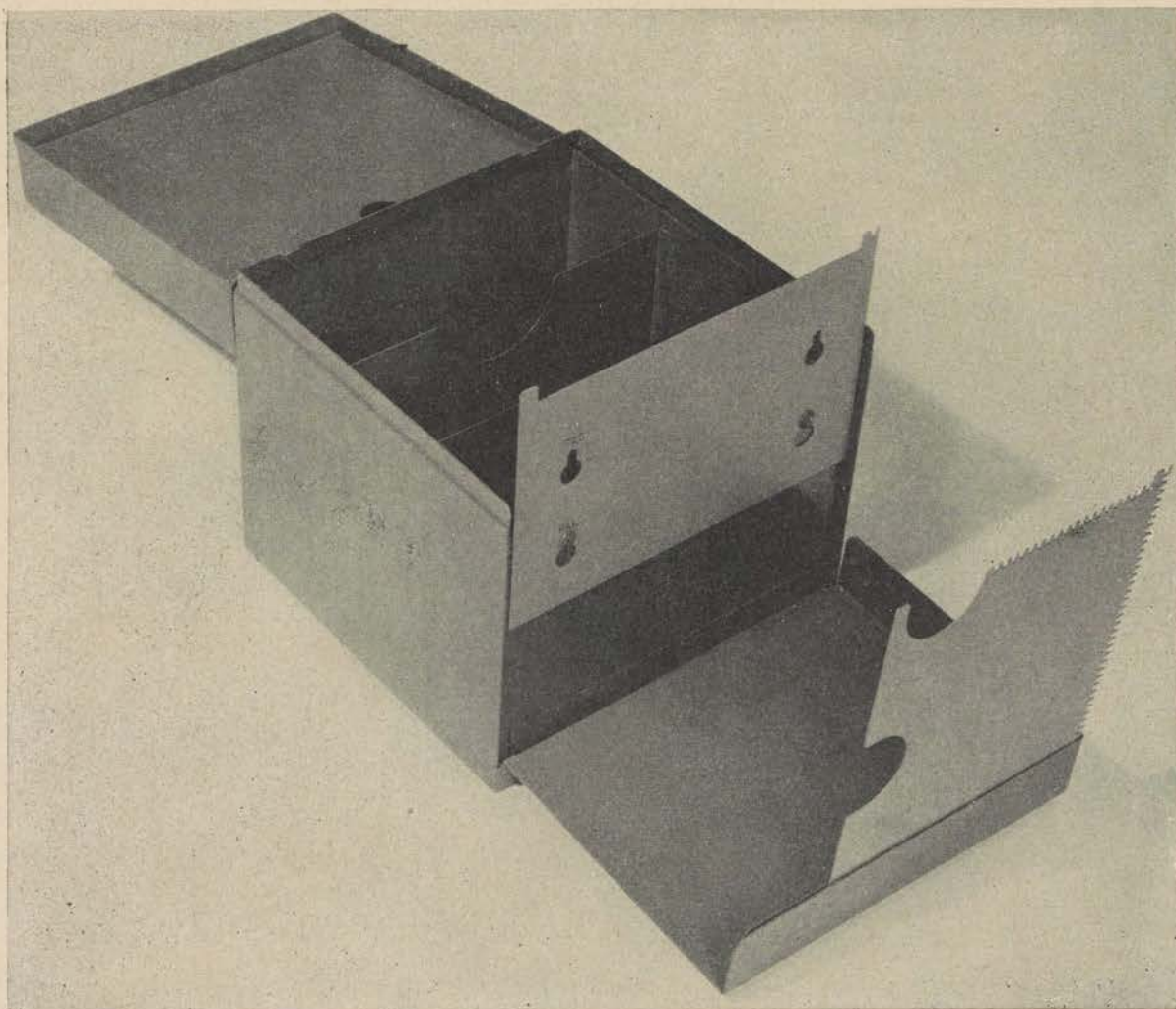


FIGURE 97. ALIGNMENT PLATES IN POSITION FOR SELECTING ALL
INNER HOLES.

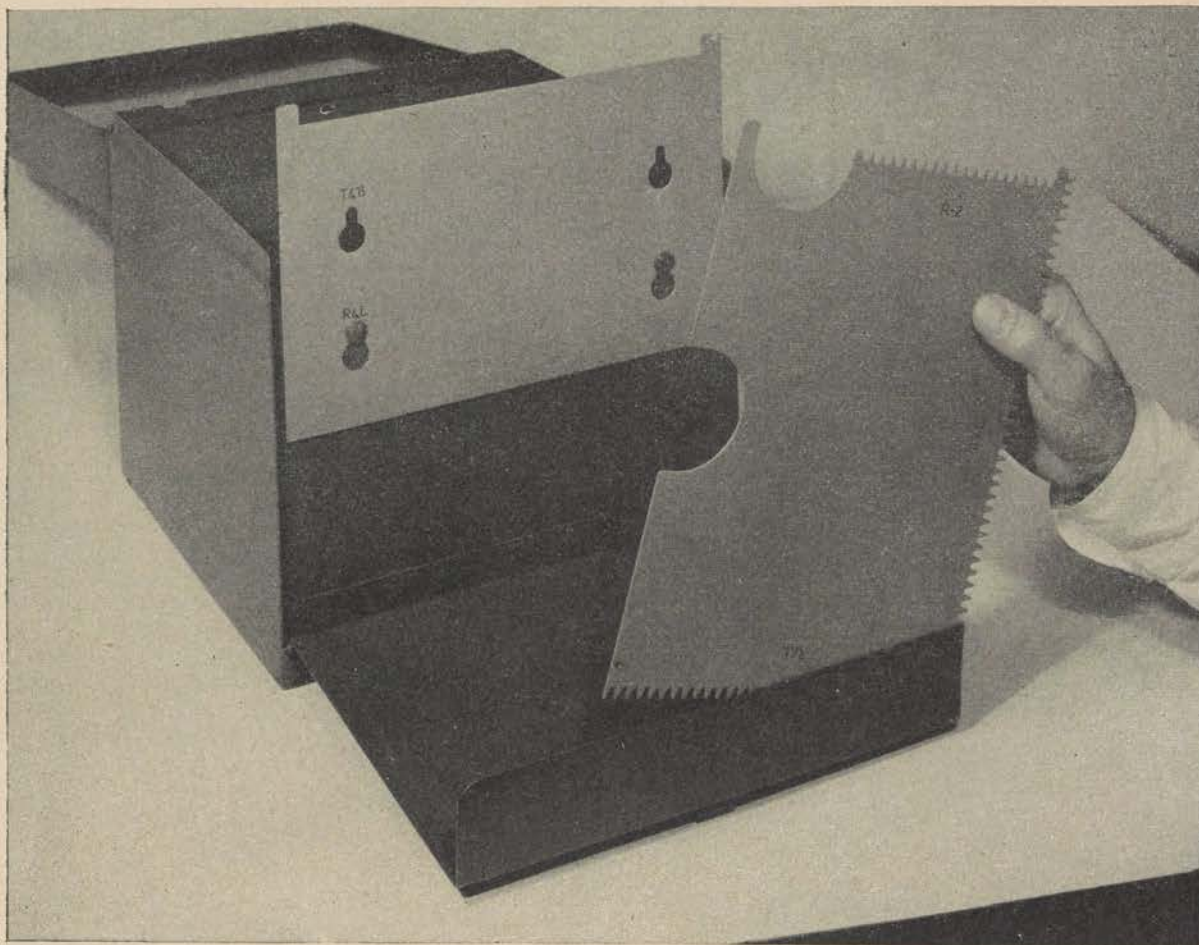


FIGURE 98. INSERTING PLATES.

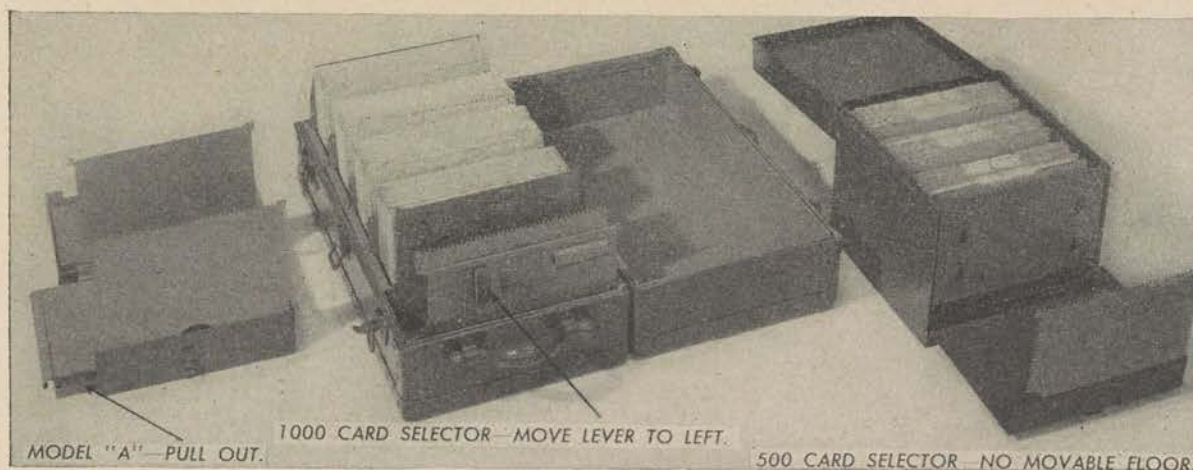


FIGURE 99.

The rear plate is positioned by fitting the proper slots over the studs on the rear wall of the sorting tray. There is only one position of the rear plate for selecting either outer-row

or inner-row codes on the right or left edges of the cards.

(3) *Step 3. Setting cards in position.* (a) Raise movable floor of selector box.

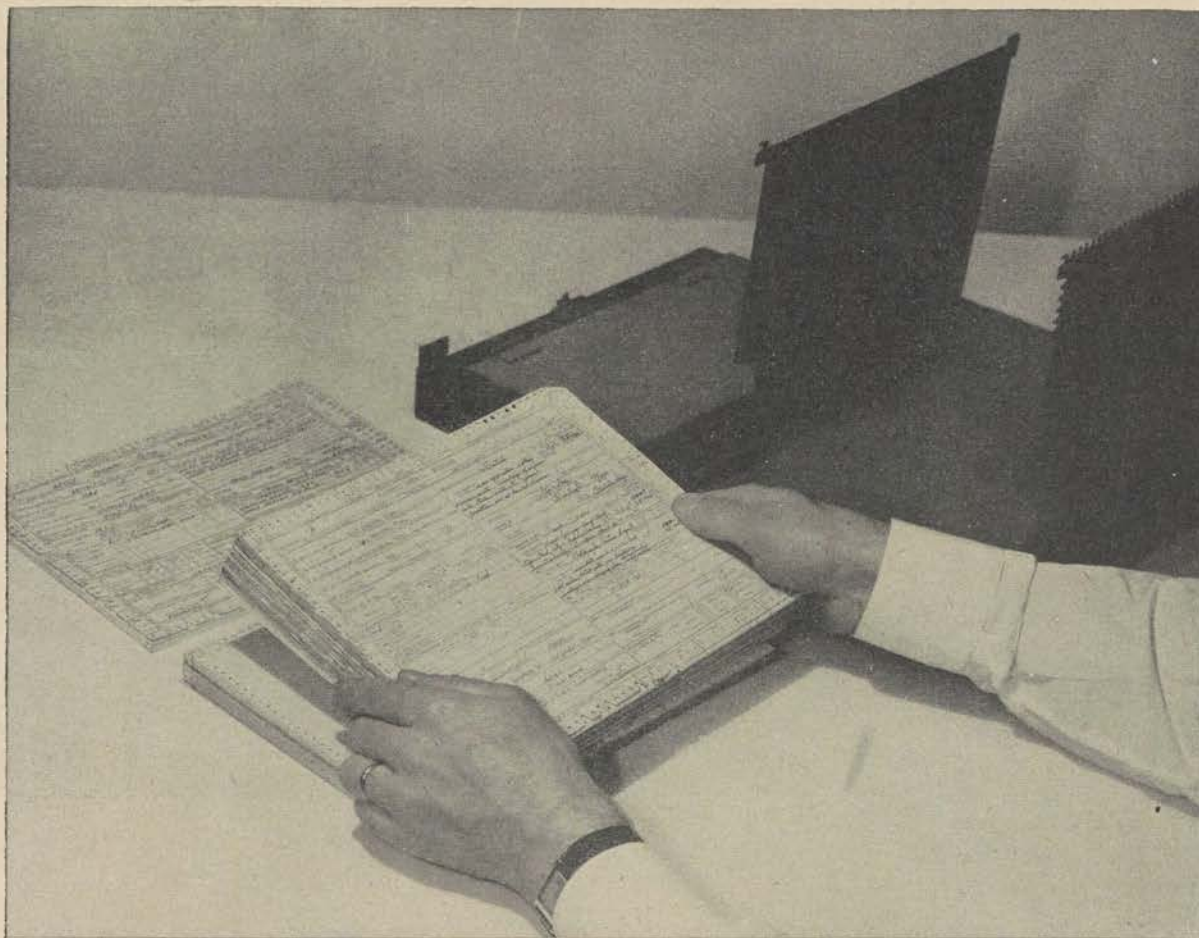


FIGURE 100.

(b) Remove a group of cards from file (not more than 2 inches thick).

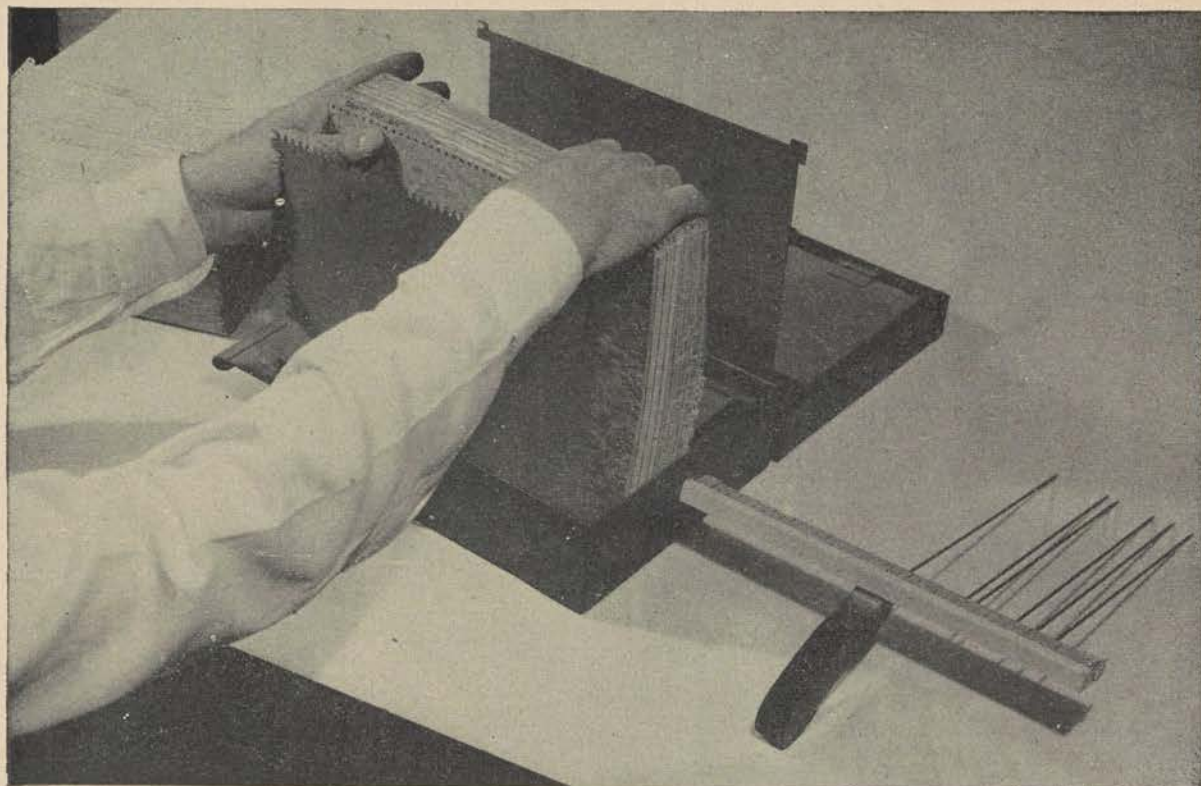


FIGURE 101.

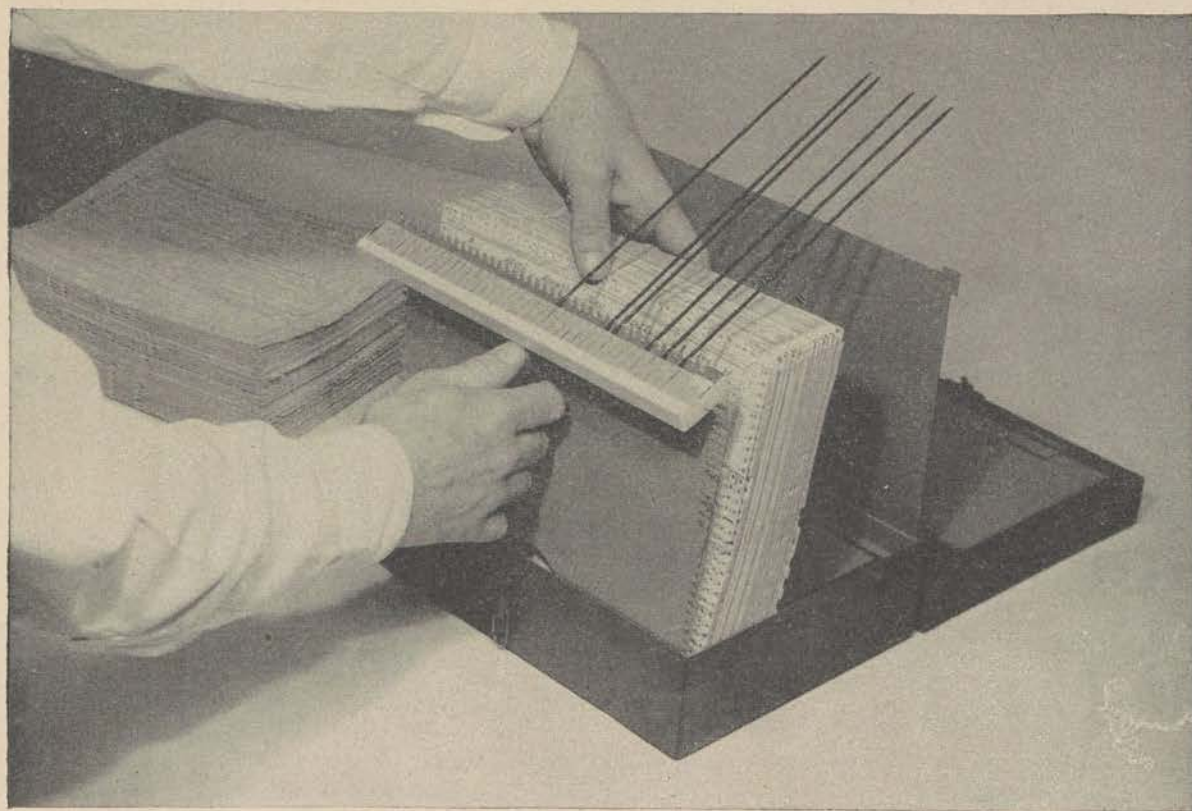


FIGURE 102.

(c) Set cards in selector box. Align them against right wall.

(4) *Step 4. Aligning selector needles.* (a) Tilt cards straight back 1 inch, supported only by tips of fingers of left hand.

(b) Tilt needles upward 45° .

(c) Place needle rail against front alignment plate.

1. Let needles rest in notches.
2. Extreme right hole of needle rail lined up with first notch in alignment plate automatically positions needles.

NOTE. New style needle rail has end of metal clip protruding to provide alignment of right end of needle rail with right end of plate. (See fig. 103.)

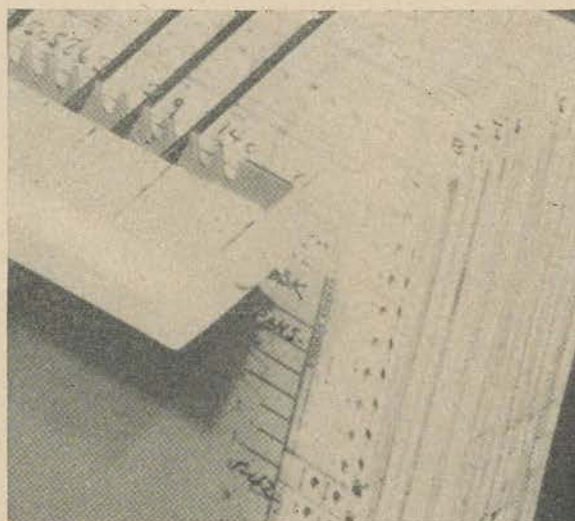


FIGURE 103.

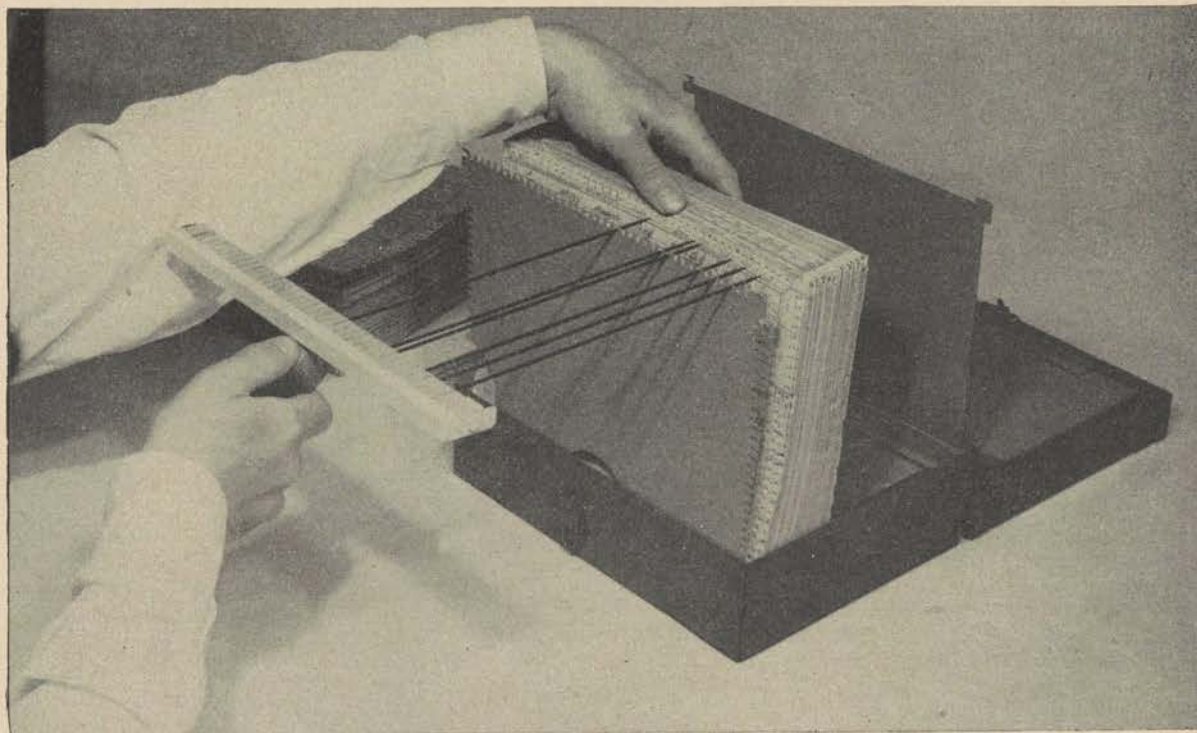


FIGURE 104.

(5) *Step 5. Inserting selector needles.* (a) Draw selector handle backward and up, bringing needles to horizontal position.

(b) One inch of needles resting in notches.

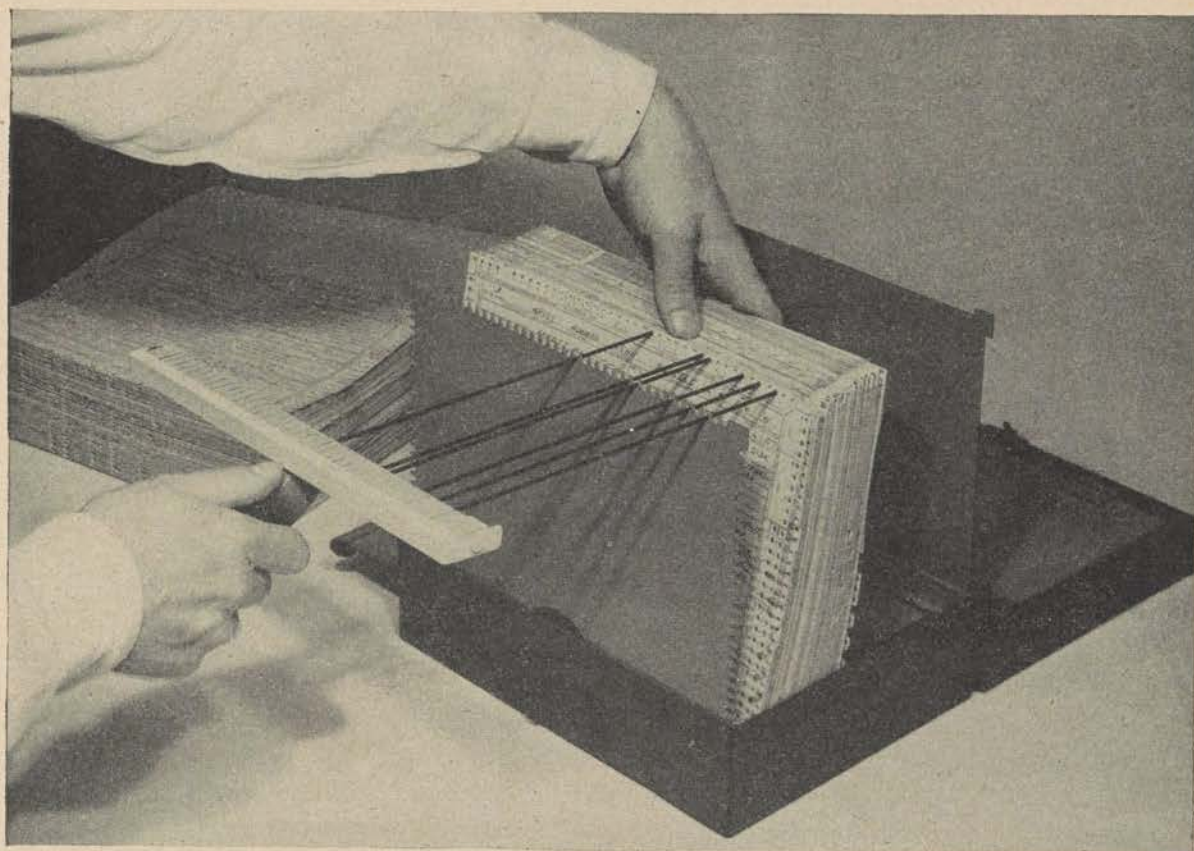


FIGURE 105.

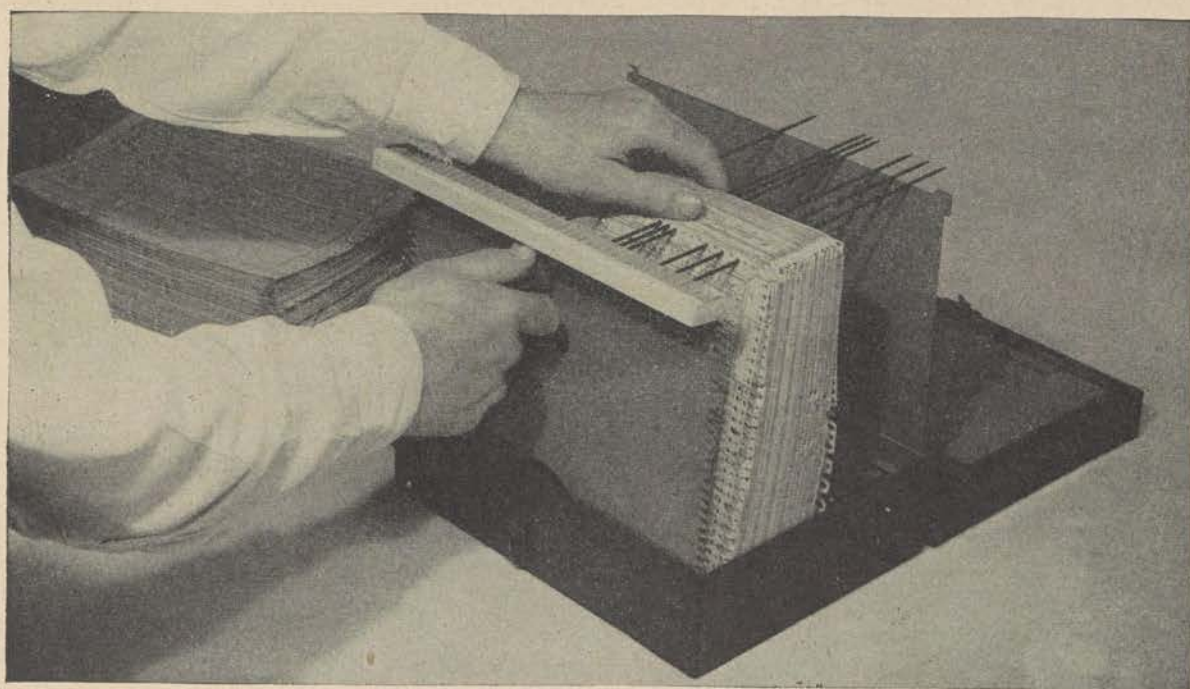


FIGURE 106.

(c) Push cards forward onto needles.

(d) Push needles through cards.

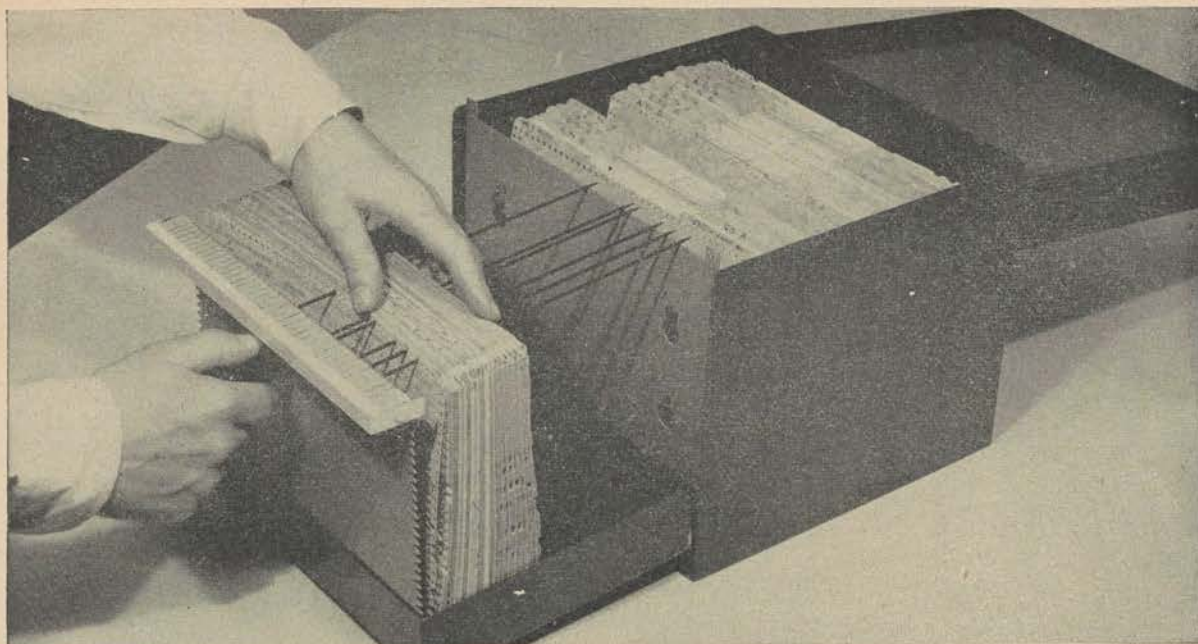


FIGURE 107.

(e) Ends of needles resting on rear alignment plate. (The rear plate of the 500-card selector unit is $\frac{5}{8}$ inch higher than the front plate.)

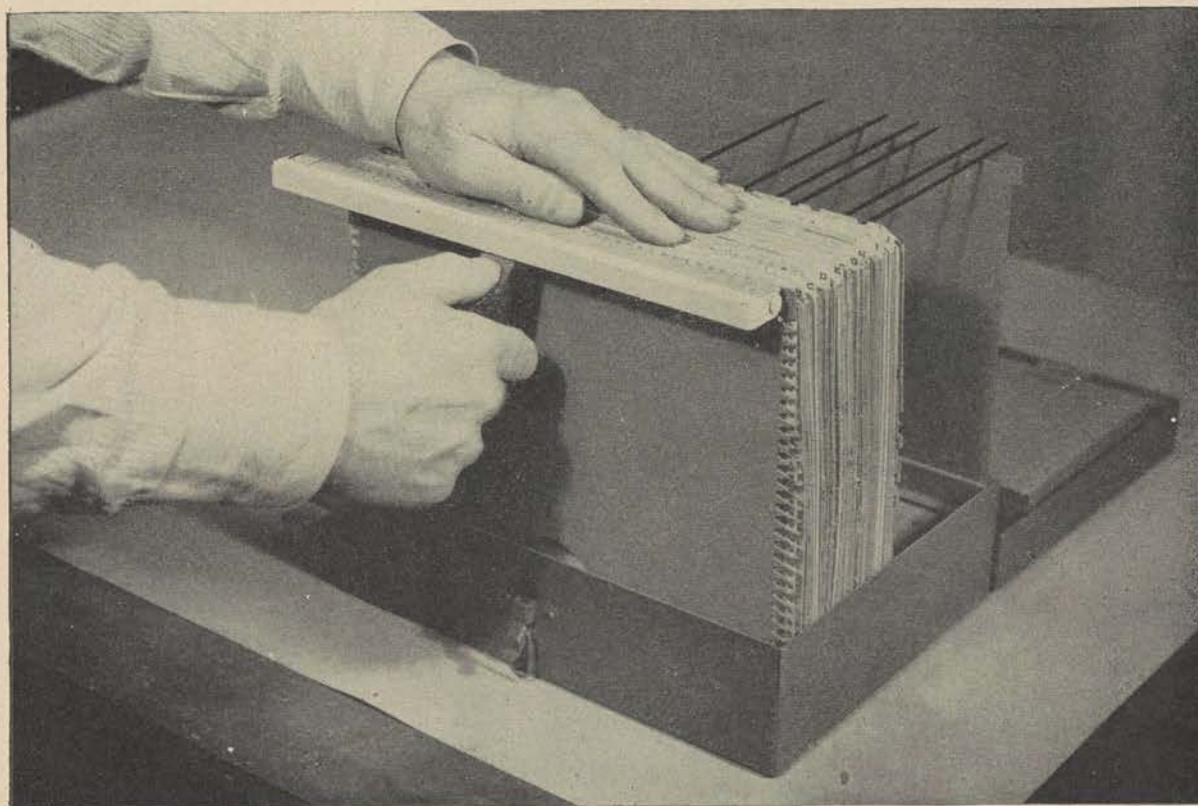


FIGURE 108.

(6) Step 6. Spreading cards. (a) Spread cards along front half of selector needles.

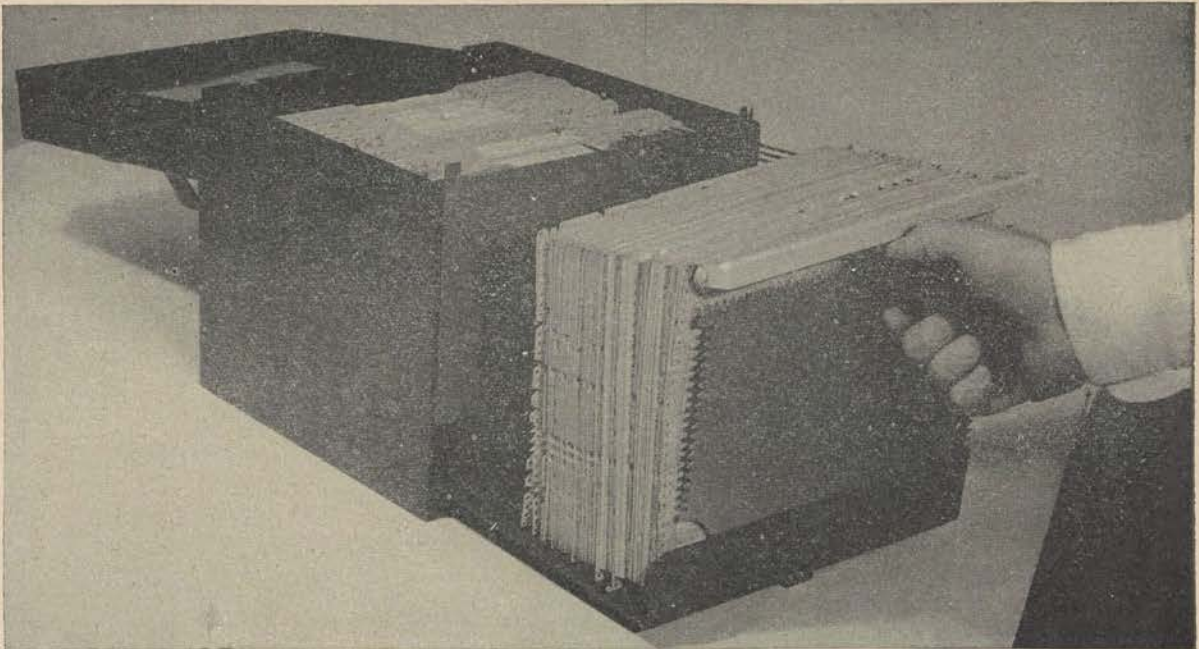


FIGURE 109.

(b) In operating the 500 selector first lift selector handle until the needles are parallel with desk. Then spread the cards. This permits selected cards to fall clear of needles.

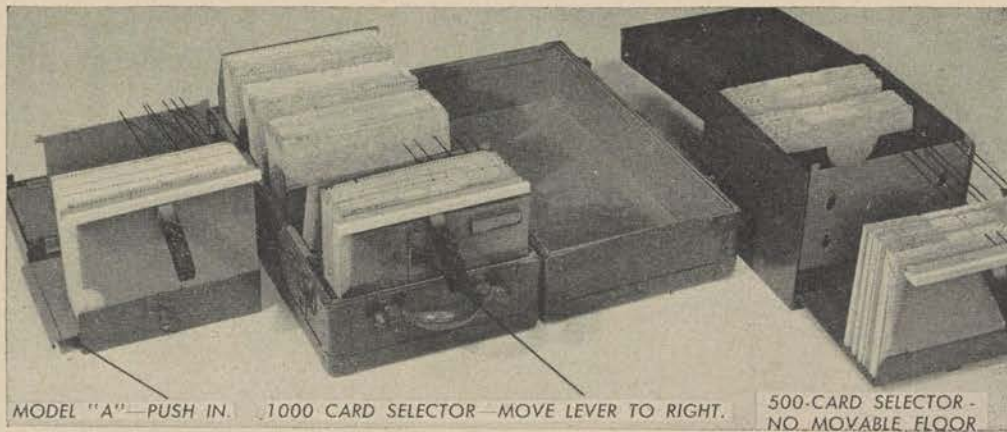


FIGURE 110.

(c) Lower movable floor.

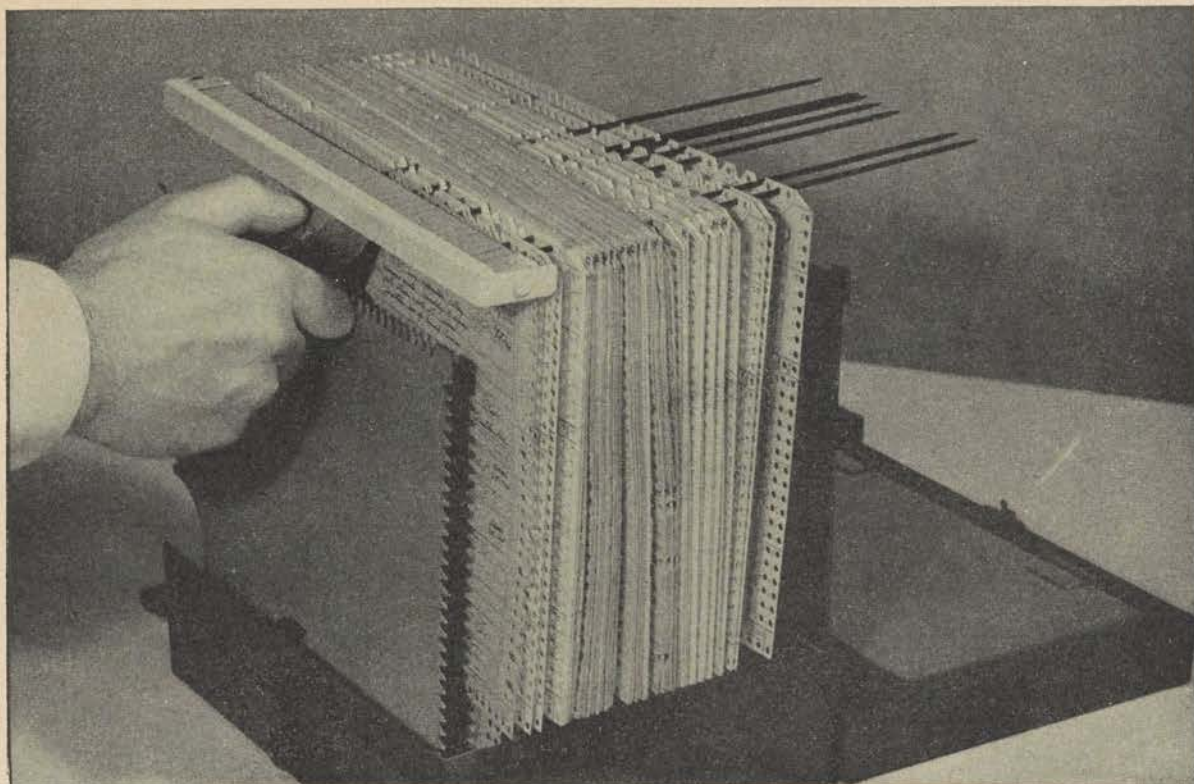


FIGURE 111.

(7) *Step 7. Separating cards.* (a) Raise selector until cards clear right wall of case or tray. Keep selector needles parallel with desk.

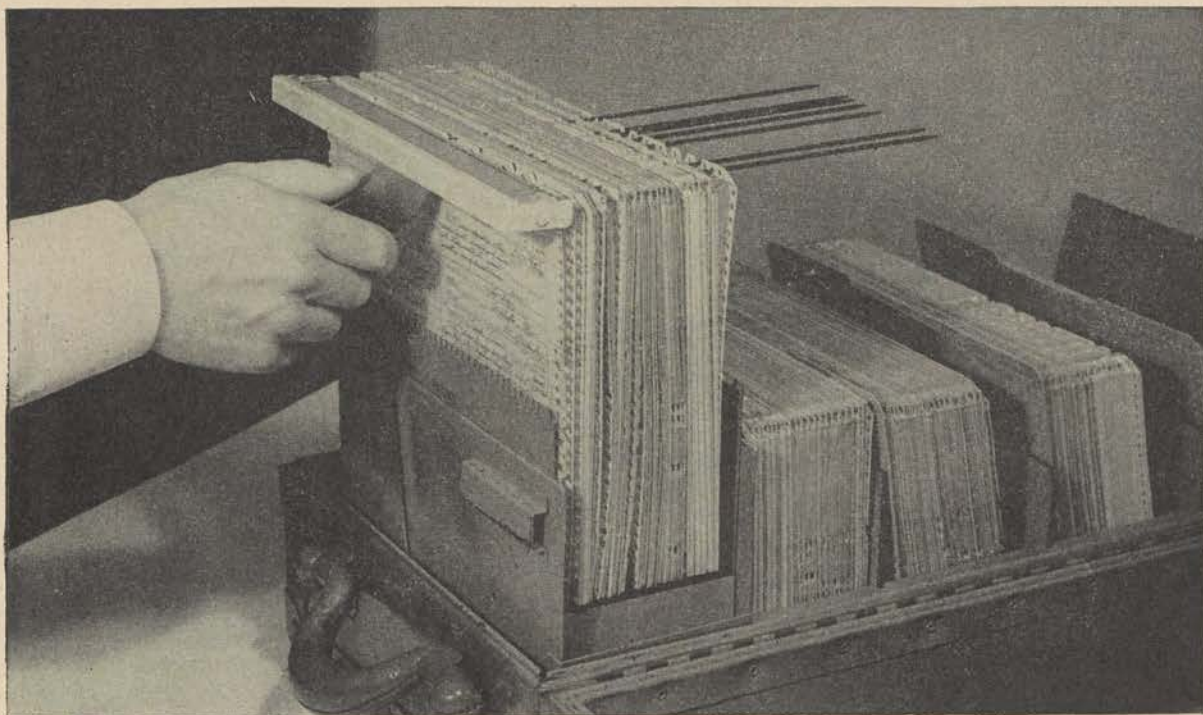


FIGURE 112.

(b) Carry selector and impaled cards away to the right.

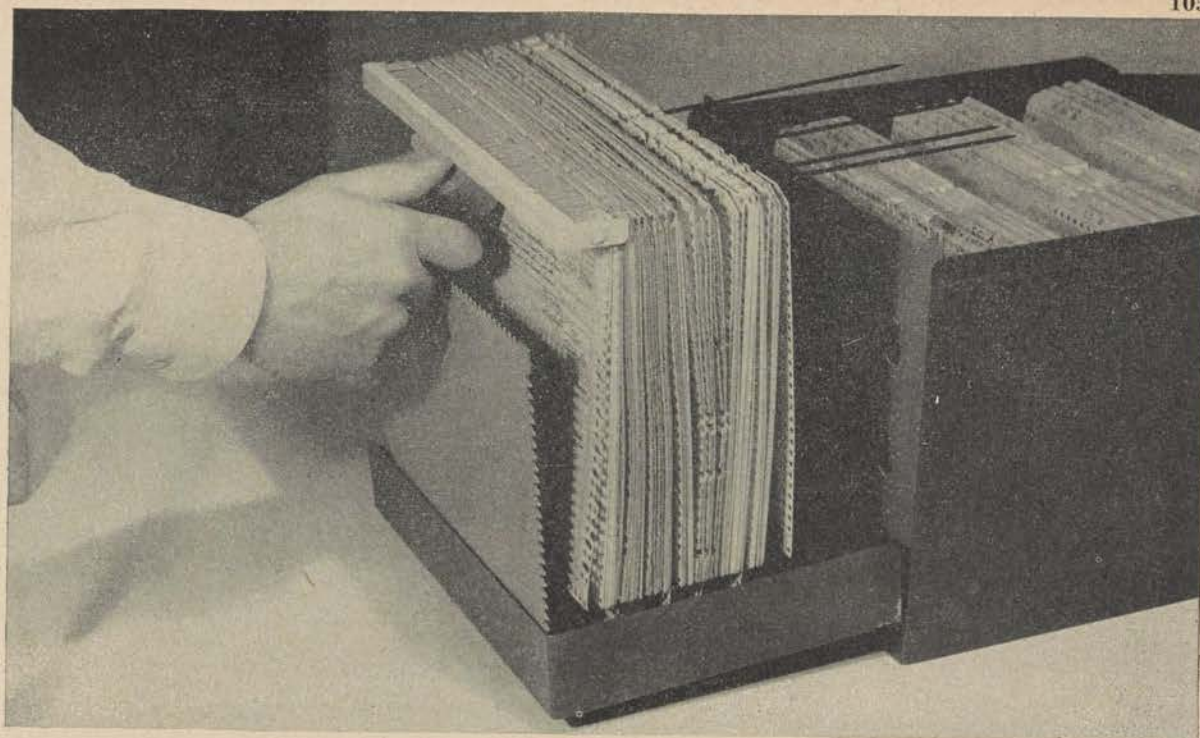


FIGURE 113.

1. Keep selector needles parallel with desk.
2. Support selected cards with left hand.

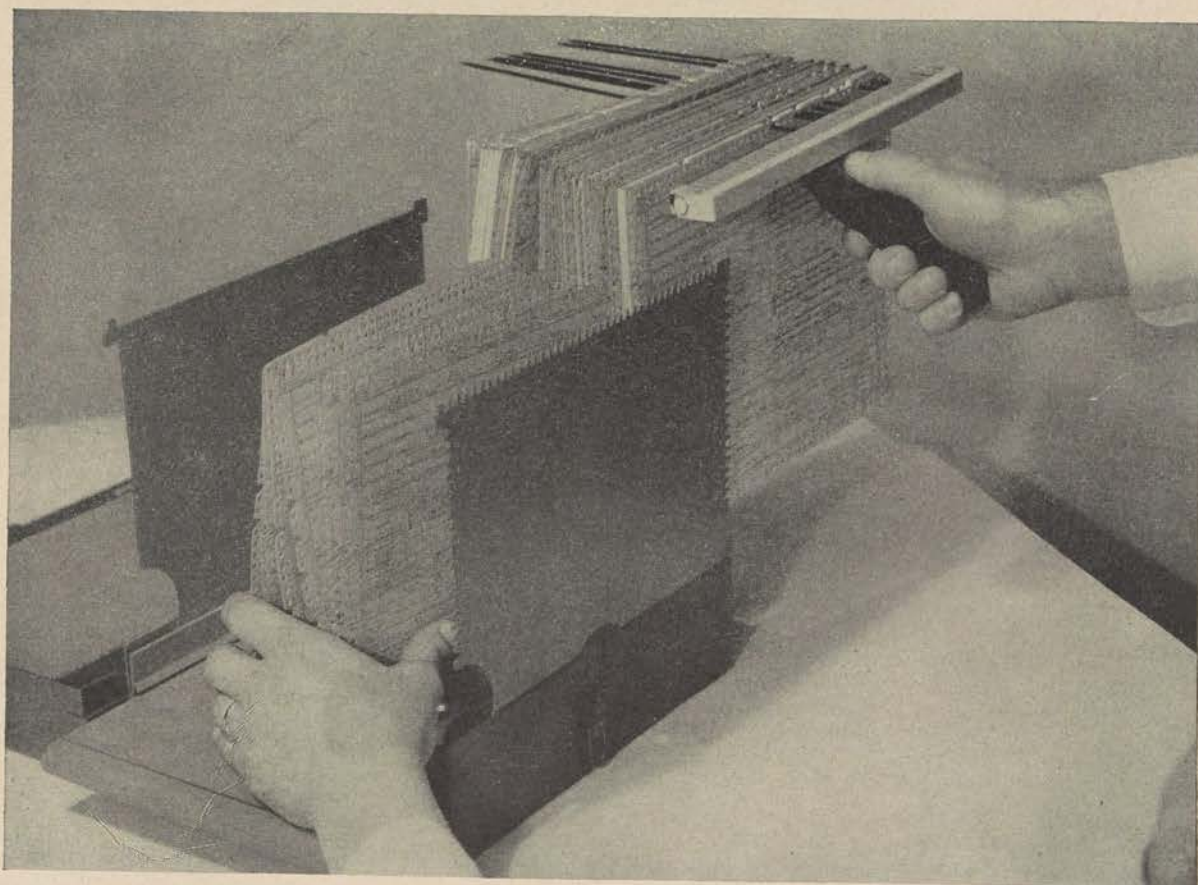


FIGURE 114.

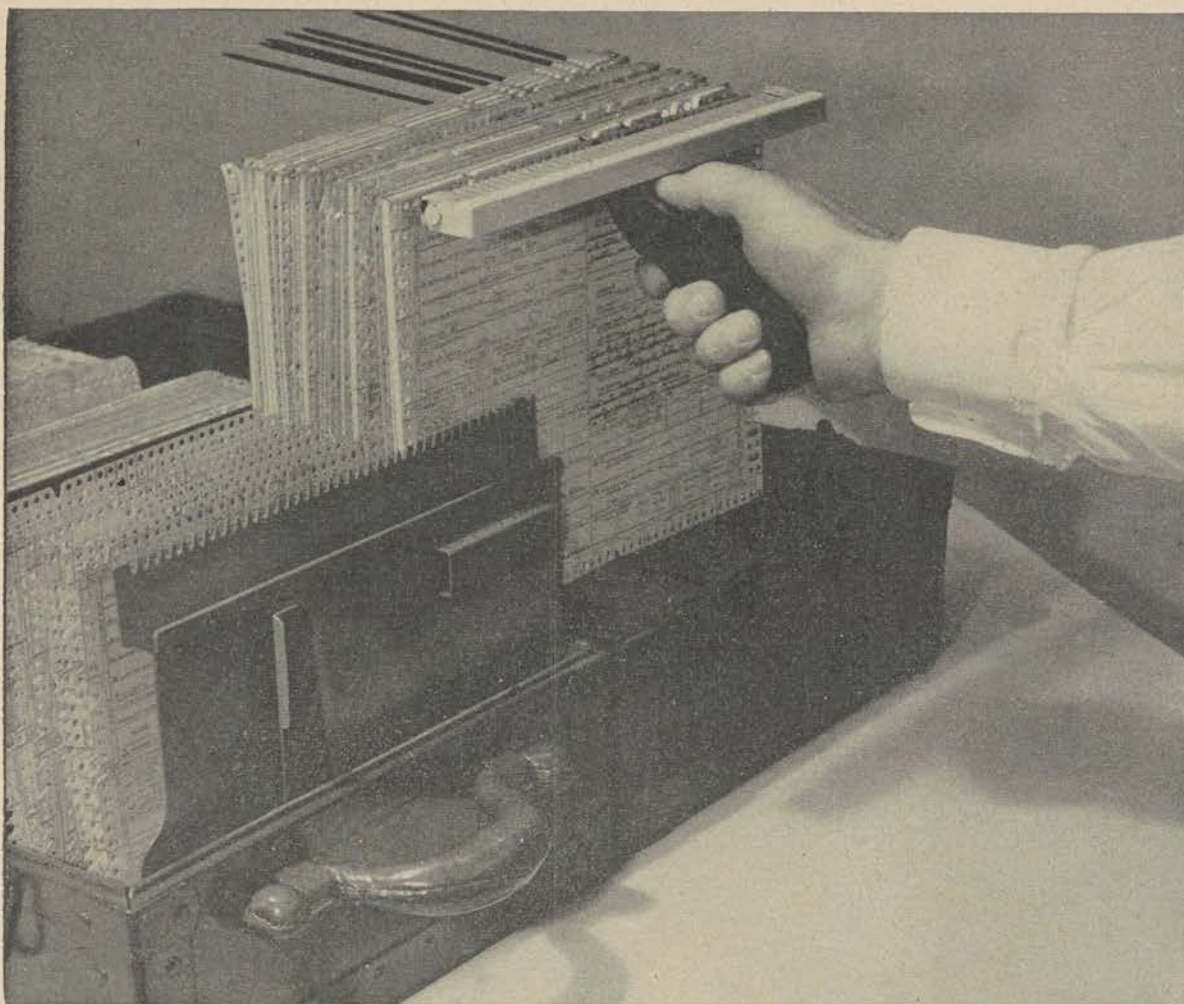


FIGURE 115.

3. Selected cards remain in selector compartment.

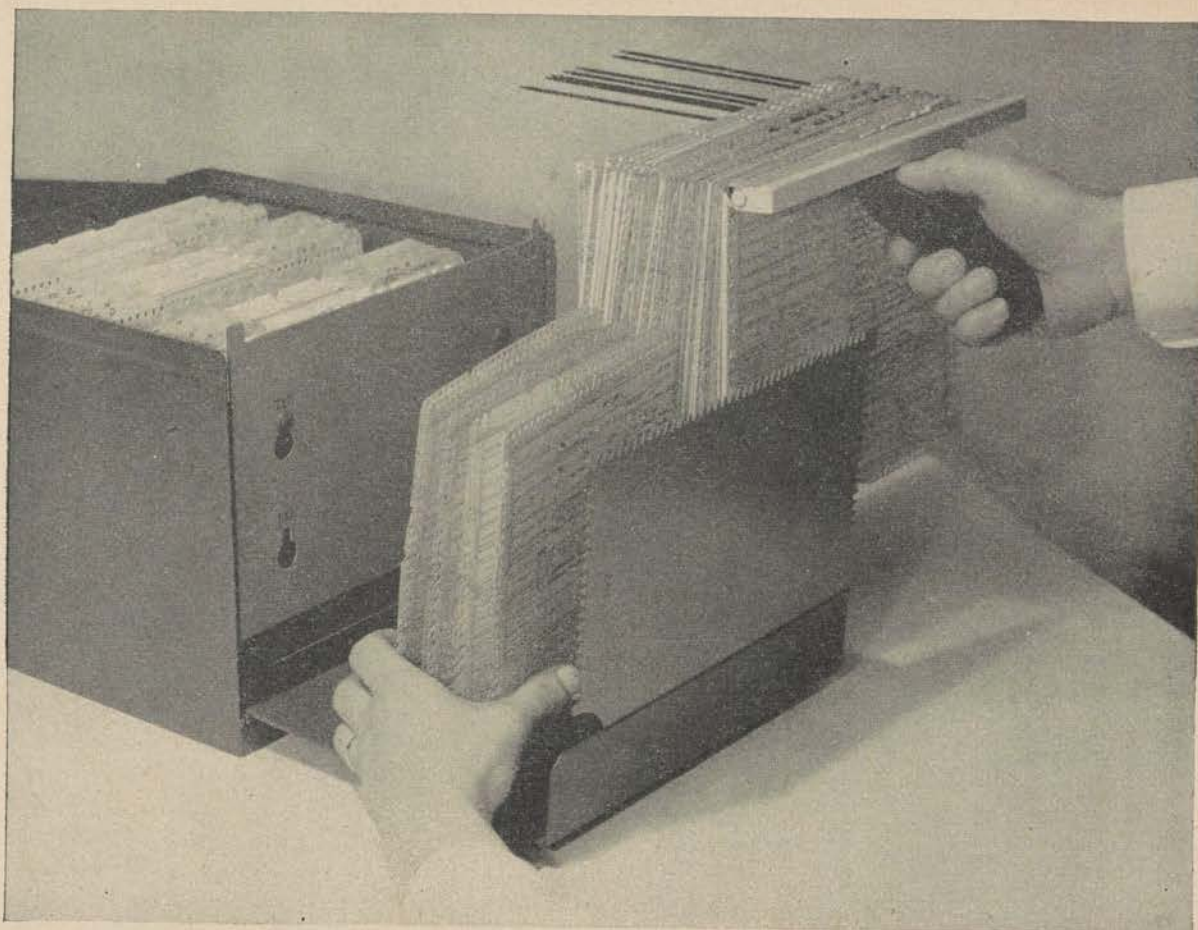


FIGURE 116.

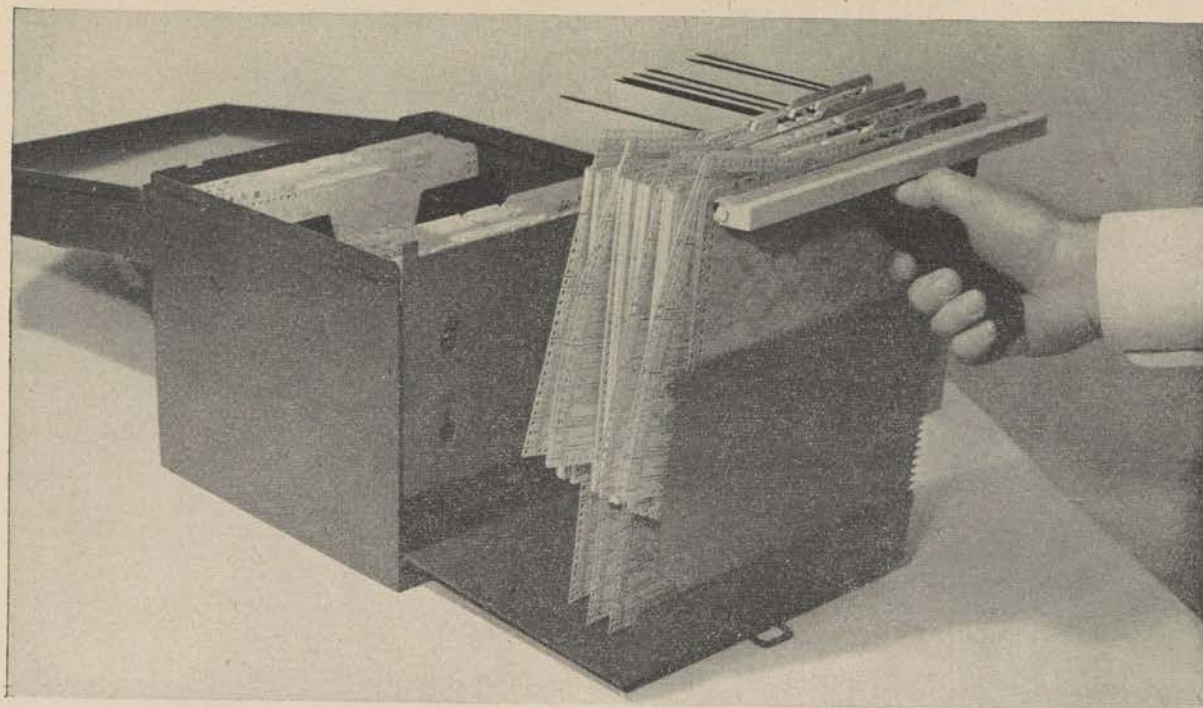


FIGURE 117.
4. Notice certain cards protruding.

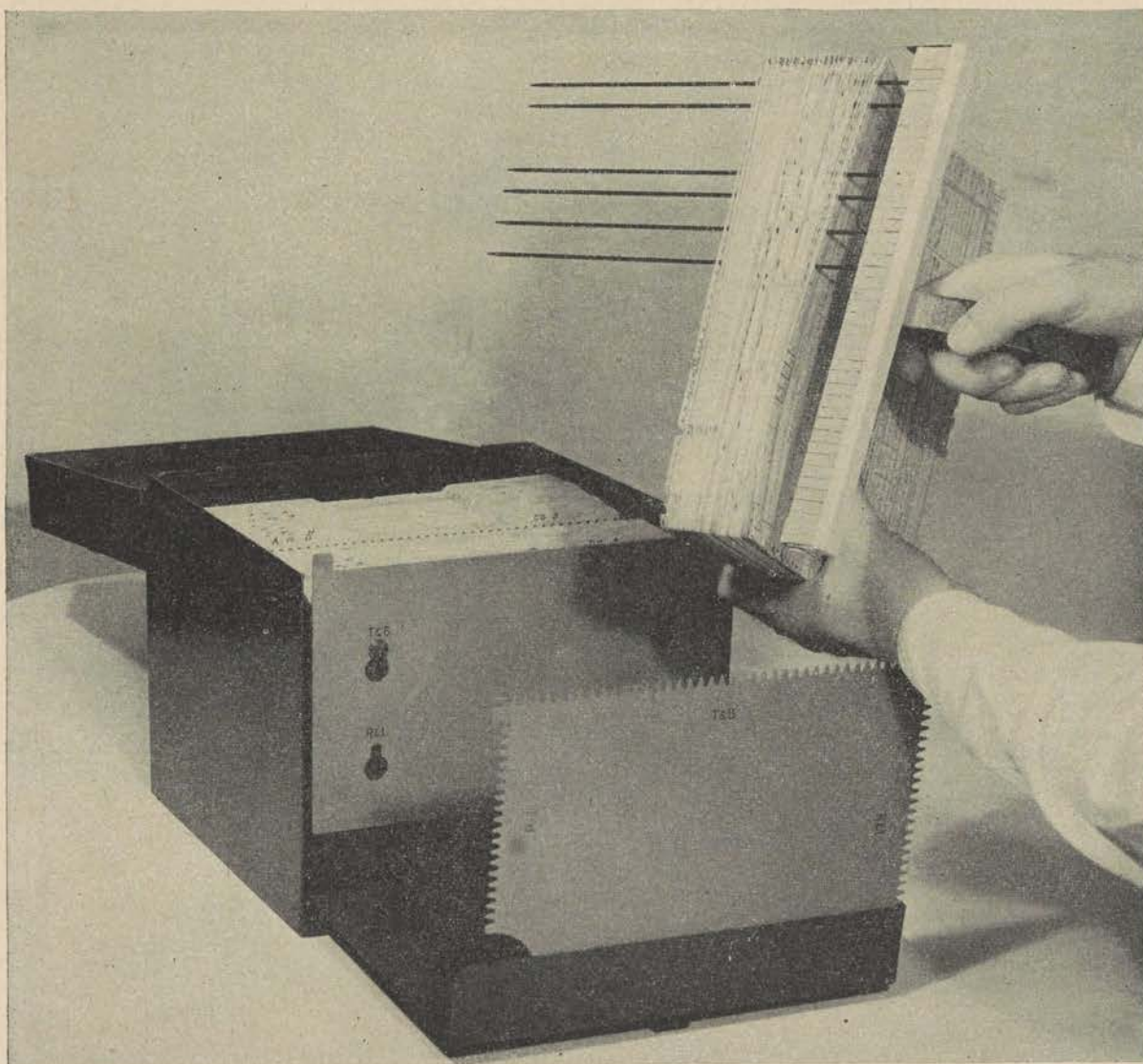


FIGURE 118.

(8) *Step 8. Completing selection. (a) Jog protruding cards into position.*

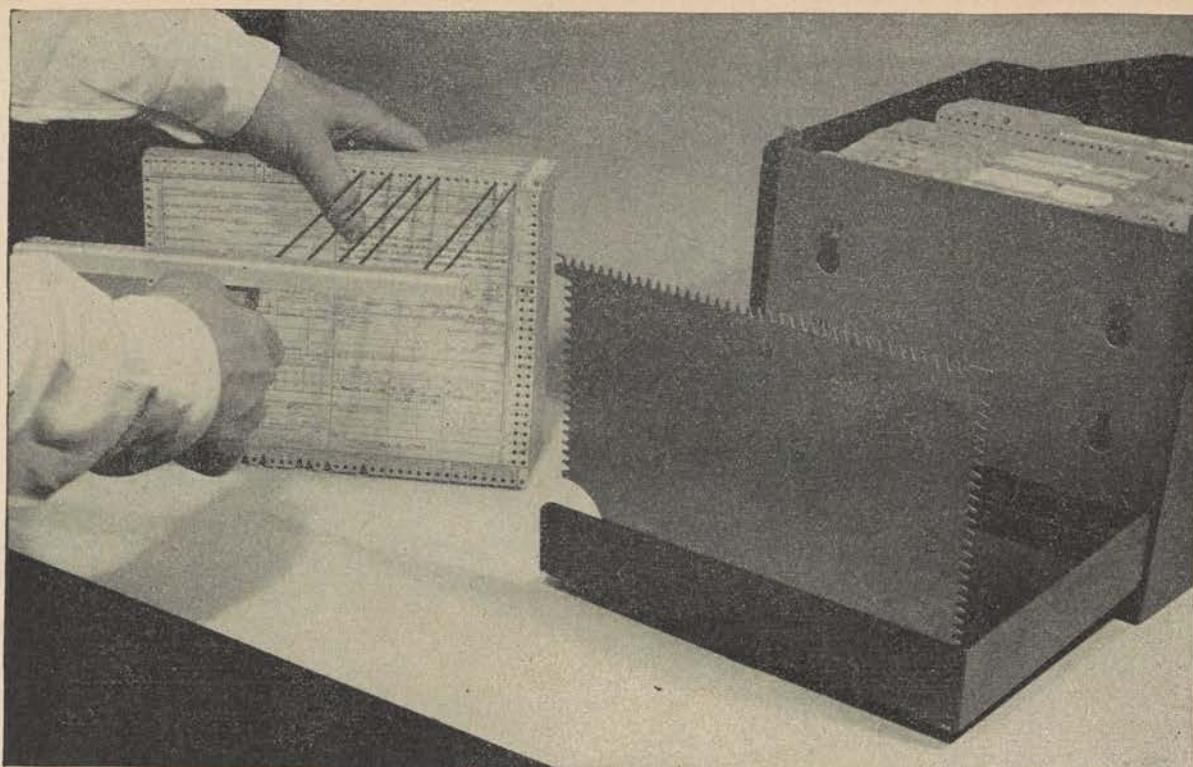


FIGURE 119.
(b) Remove selector needles.

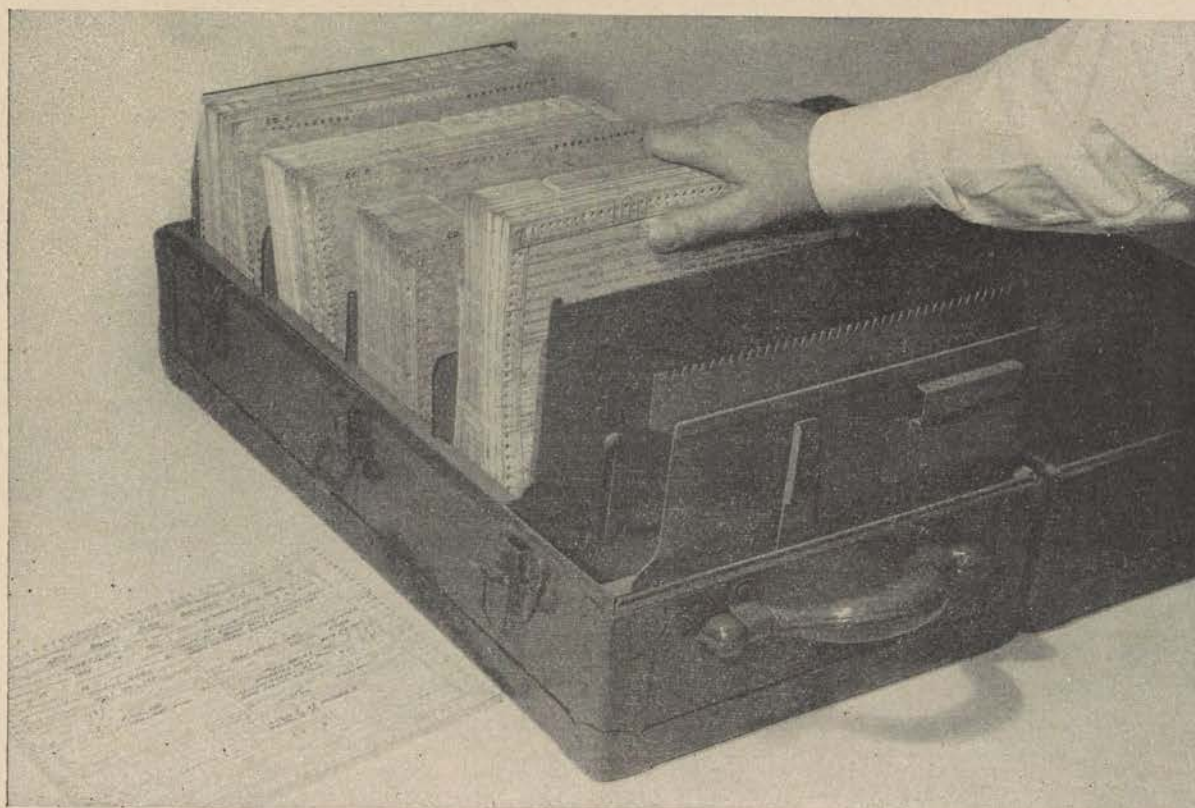


FIGURE 120.

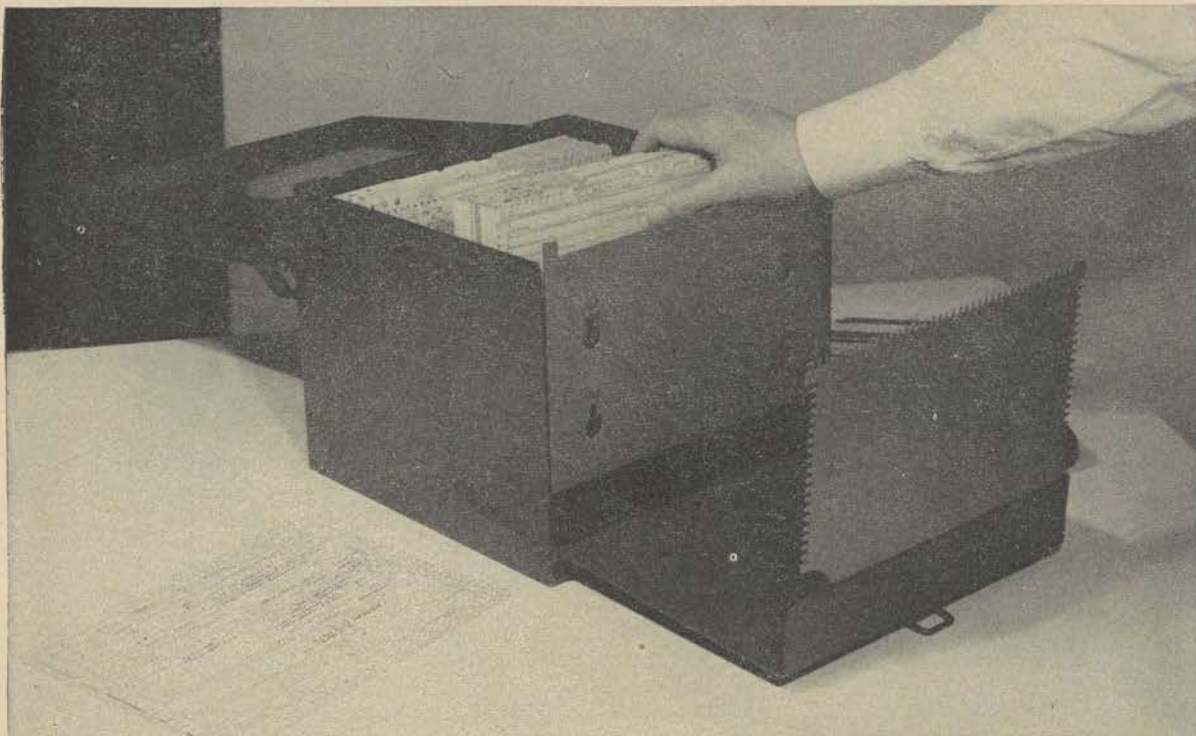


FIGURE 121.

(c) Replace rejected cards in file.

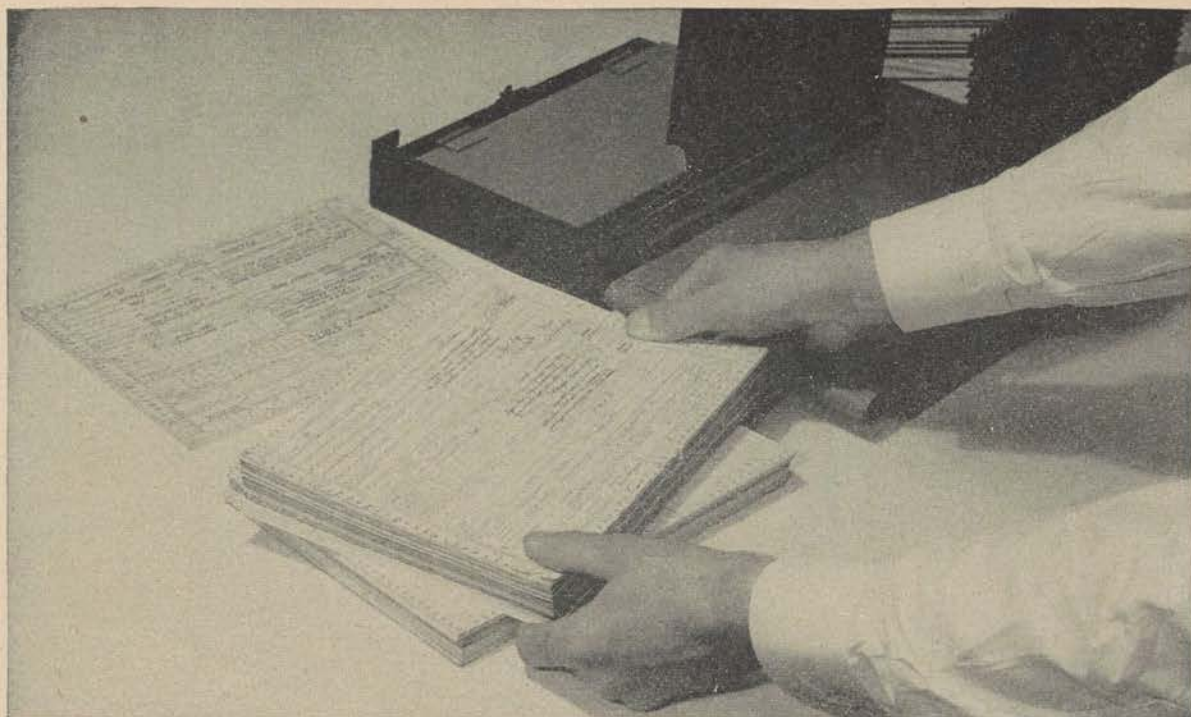


FIGURE 122.

(d) Using "Model A" selector, lay aside on table for later refiling.

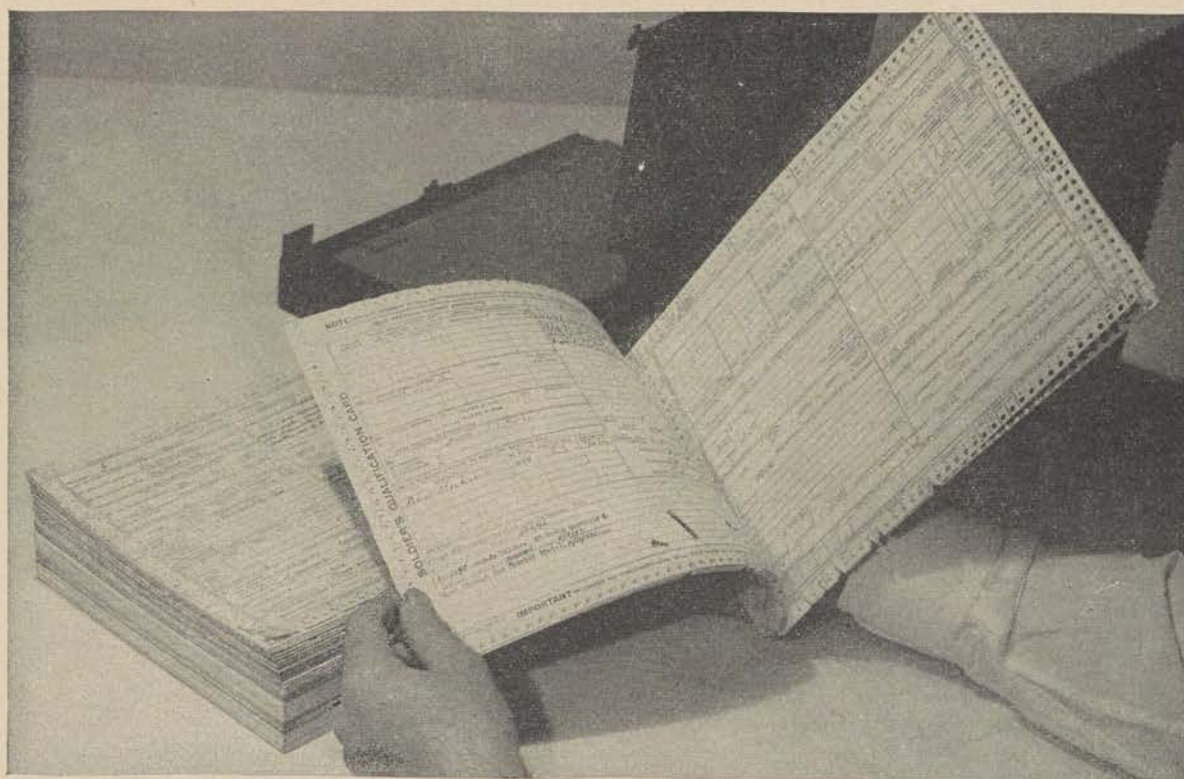


FIGURE 123.

(e) Check selected cards to be sure all show the desired qualifications.

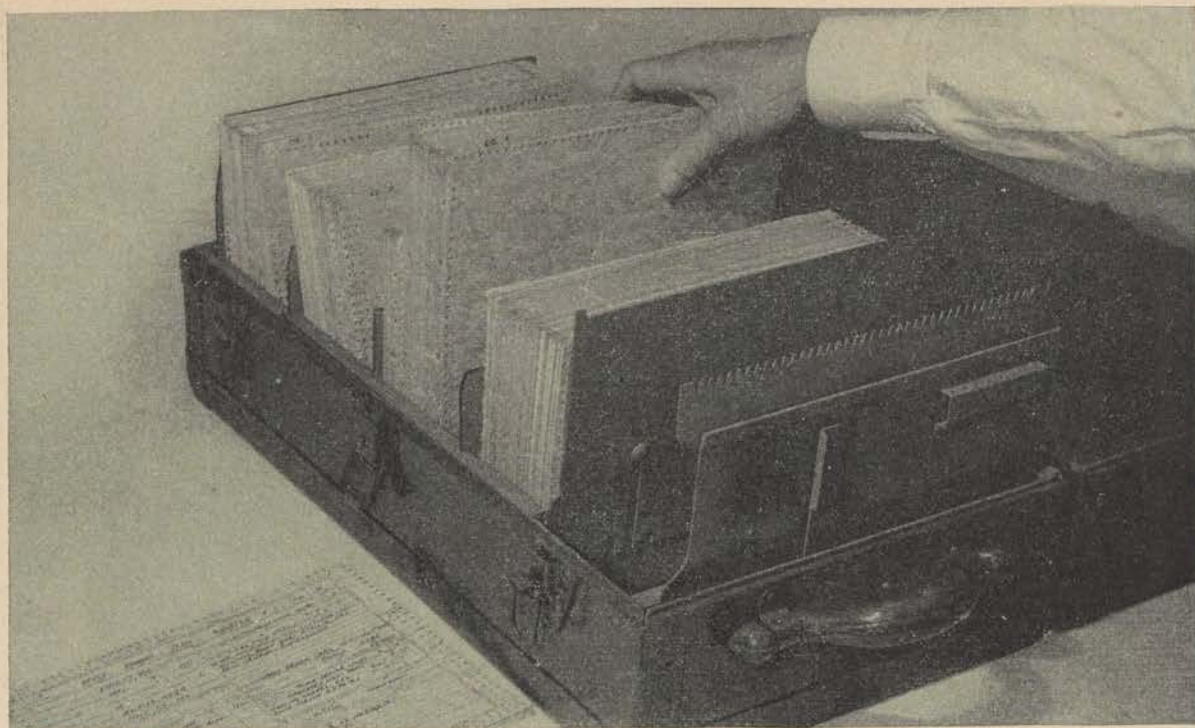


FIGURE 124.

(9) Repeat the above procedure with additional groups of cards until the desired qualifications have been selected from the entire file. Place new group of cards in selector compartment and proceed as above.

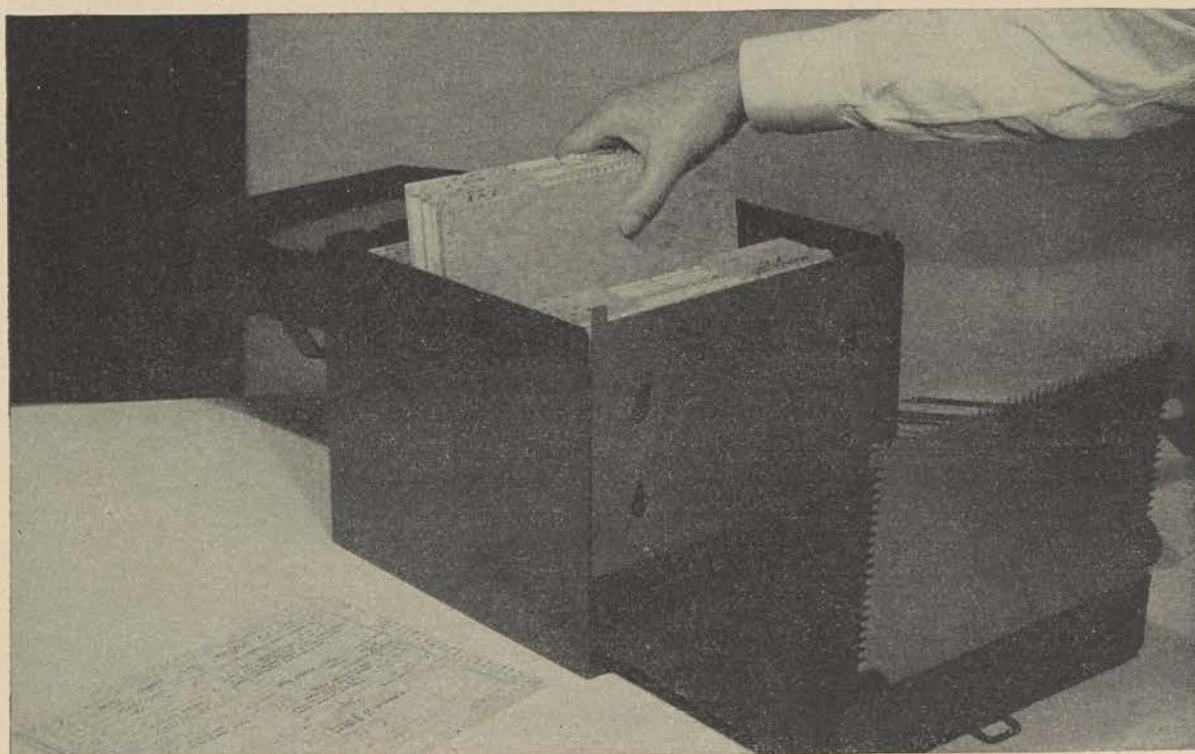


FIGURE 125.

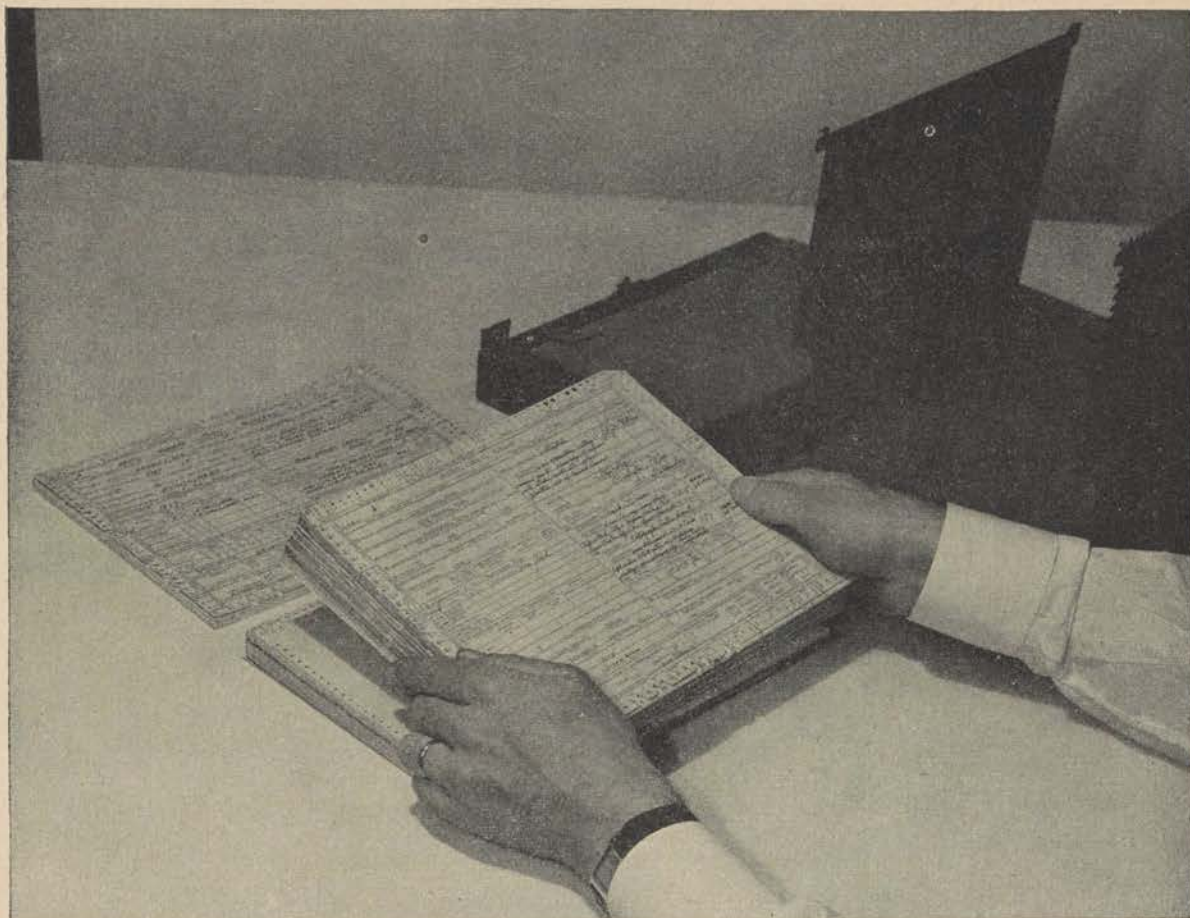


FIGURE 126.

- (10) *Selecting from inner row of holes.* (a) *Step 1. Repeat Step 1.* (c) *Step 3. Repeat Step 3.*
 (b) *Step 2. Positioning alignment plates. Set plates in position for inner row selection.* (d) *Step 4. Repeat Step 4.*
 (e) *Step 5. Repeat Step 5.*

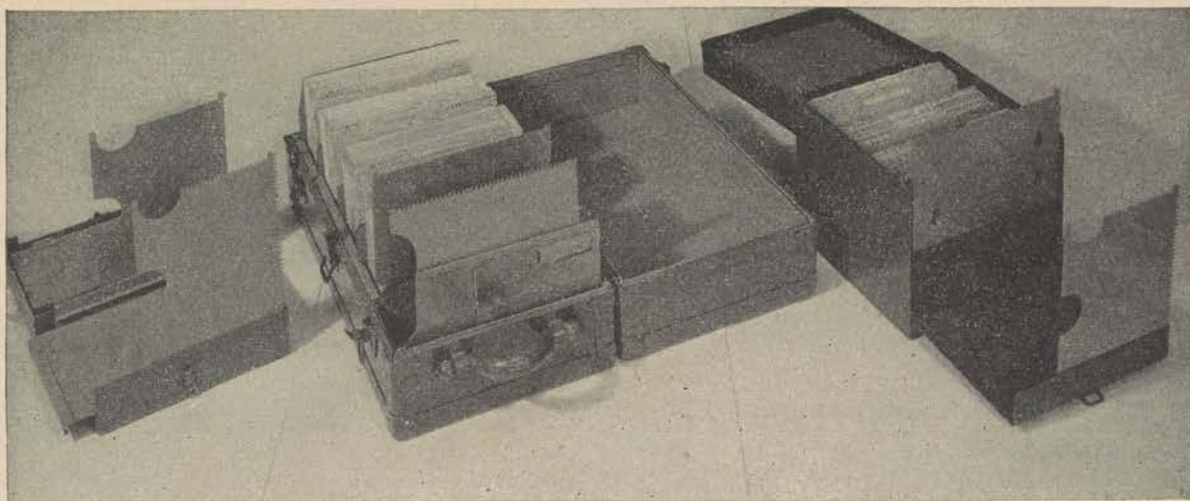


FIGURE 127.

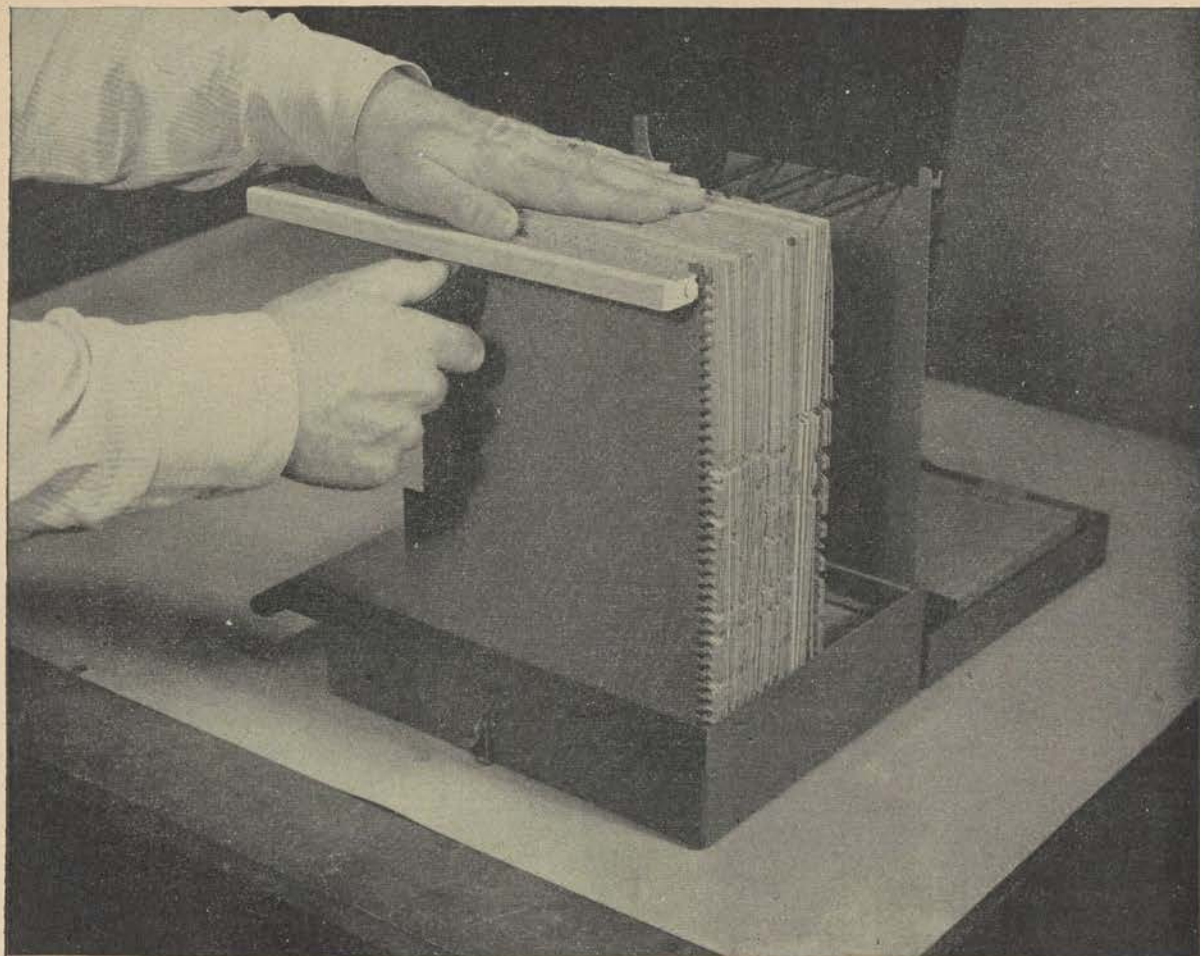


FIGURE 128.

(f) Step 6. Spreading the cards.

1. Spread cards along front half of selector needles.

2. Lower the movable floor.

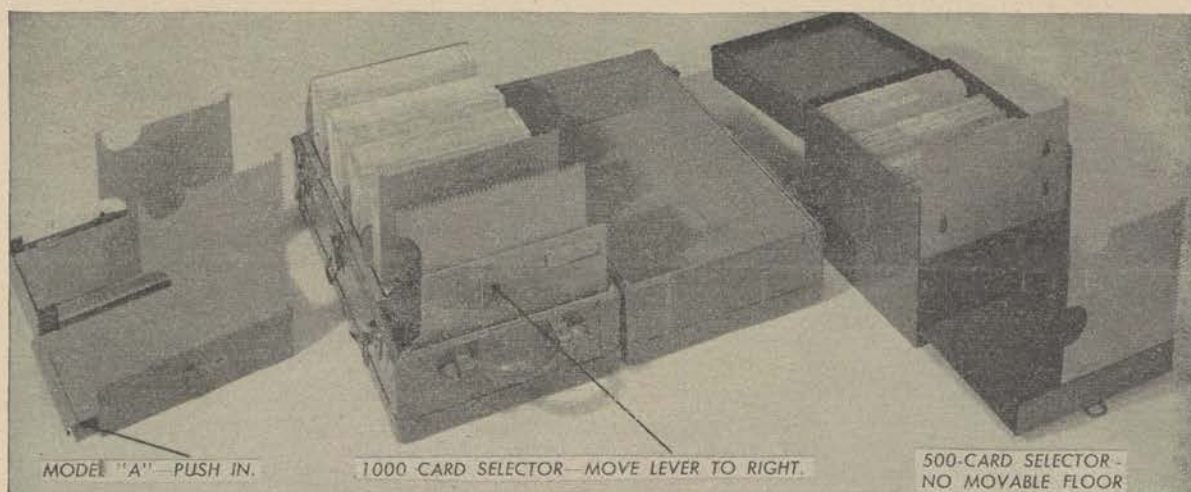


FIGURE 129.

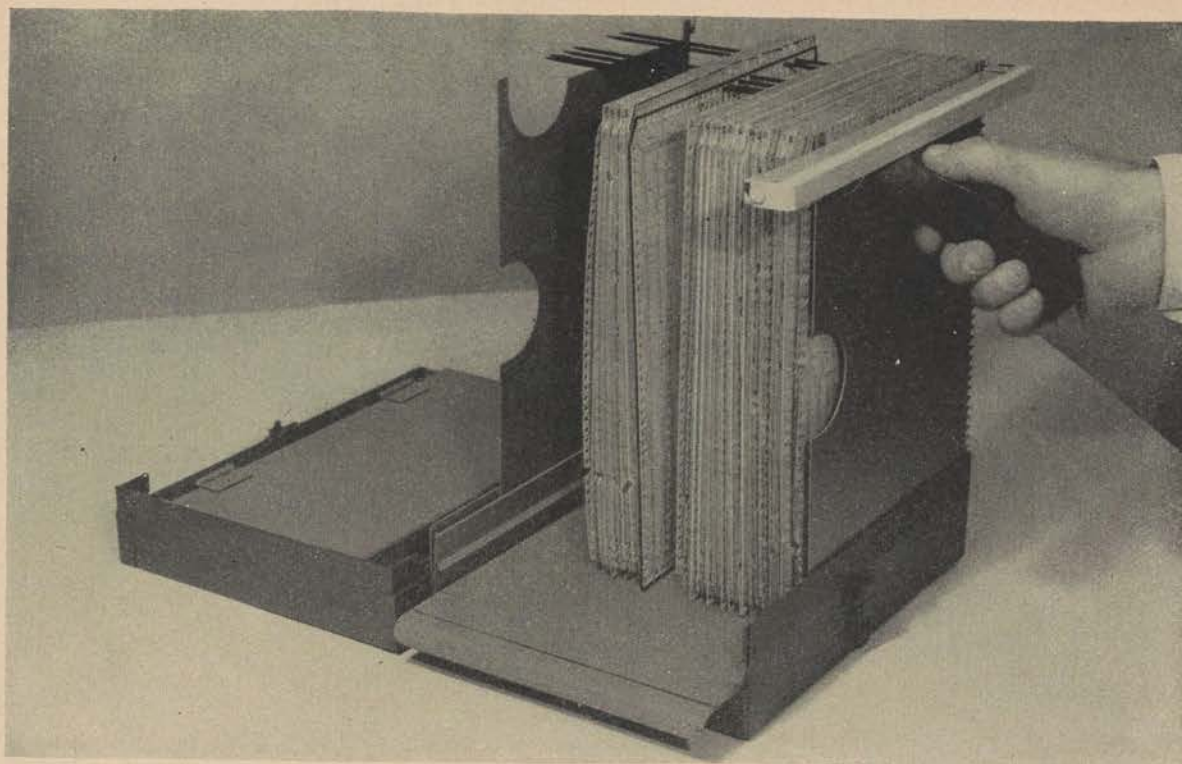


FIGURE 130.

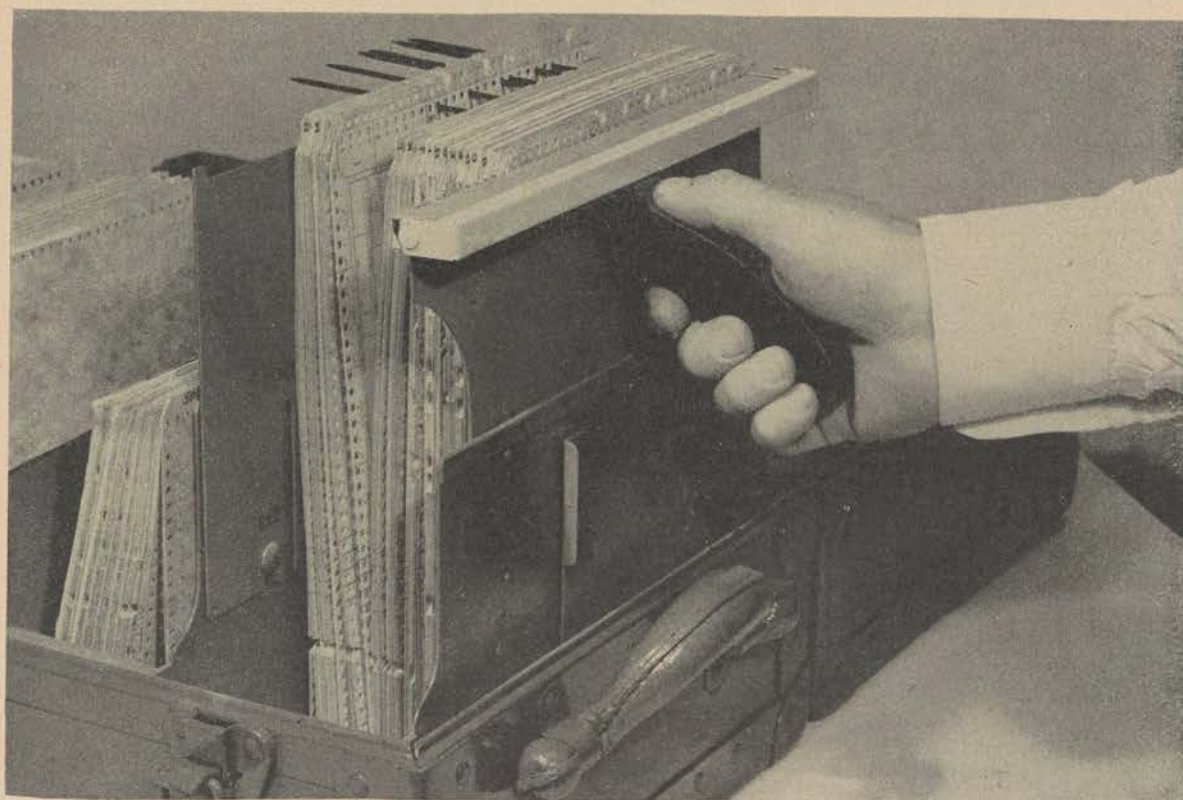


FIGURE 131.

(Note position of selected cards.)

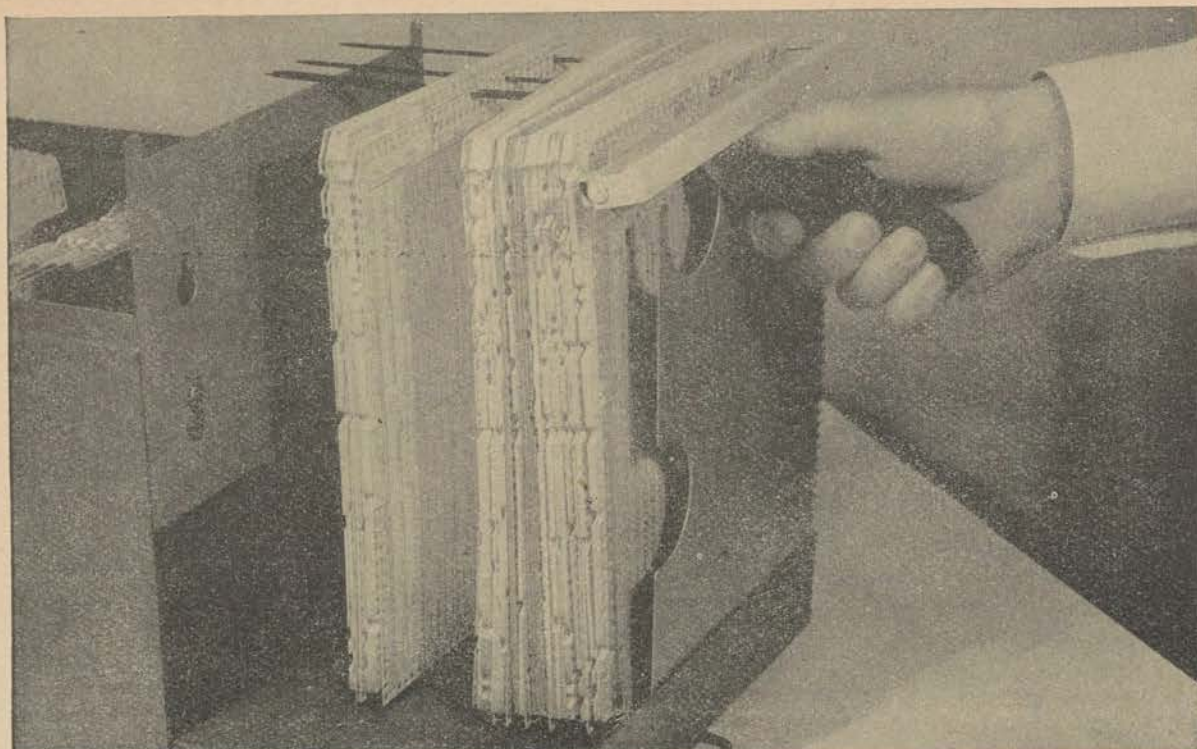


FIGURE 132.

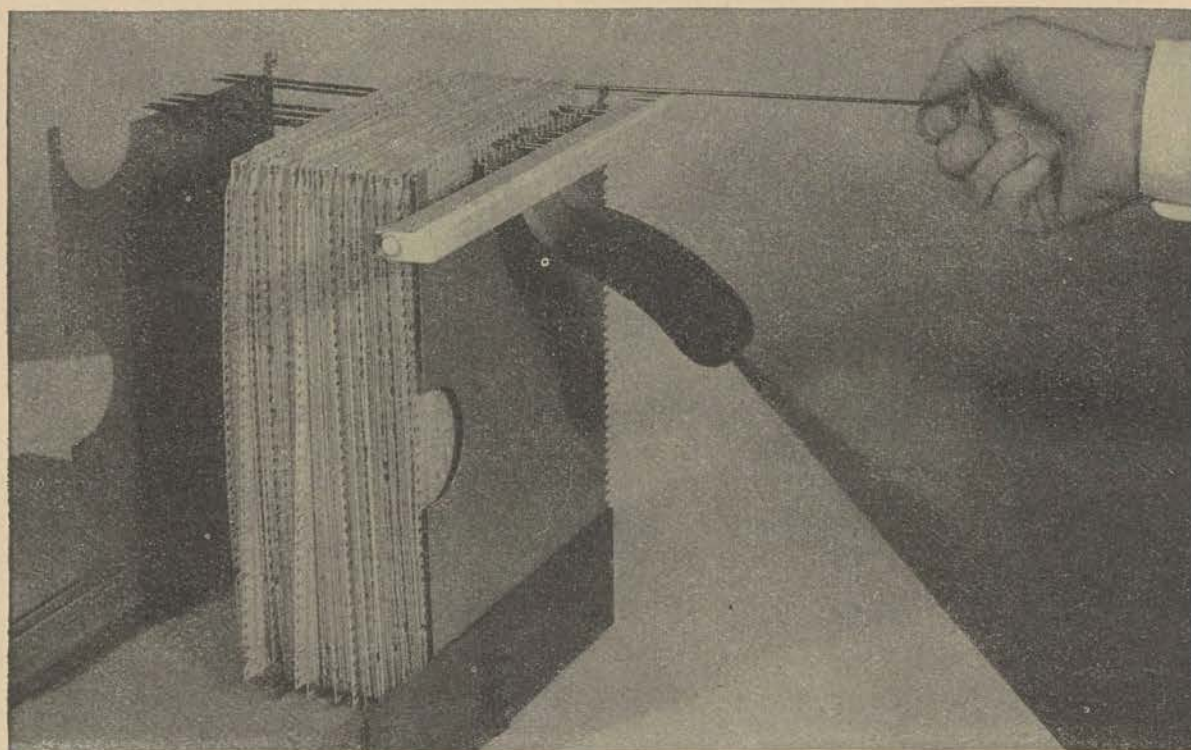


FIGURE 133.

(g) *Step 7. Inserting locking needle.* Insert locking needle (single selector needle) in upper right corner holes of cards.

1. Locking needle rests in alignment plate notches.
2. Push these cards to the right to be sure locking needle catches them.

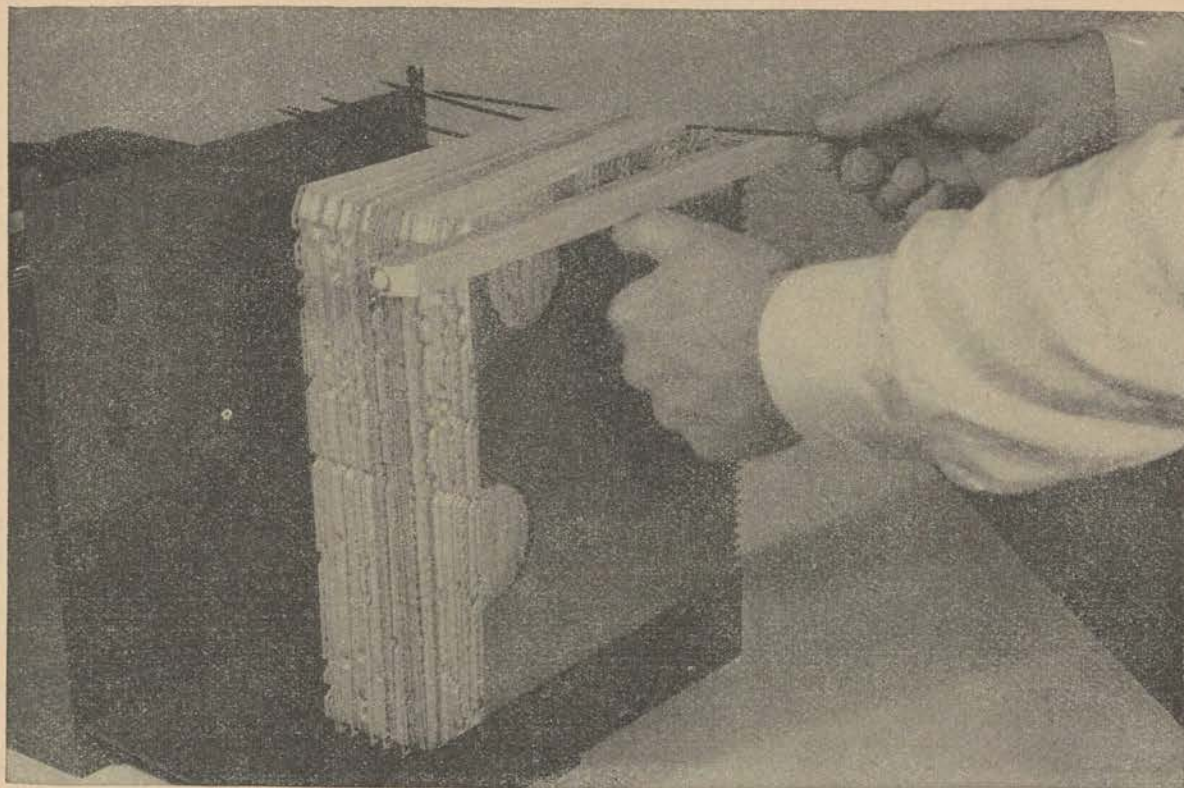


FIGURE 134.

3. Operating the 500-card selector, first raise the selector so that needles are parallel with desk, hold in position with left hand, insert locking needle with right hand.

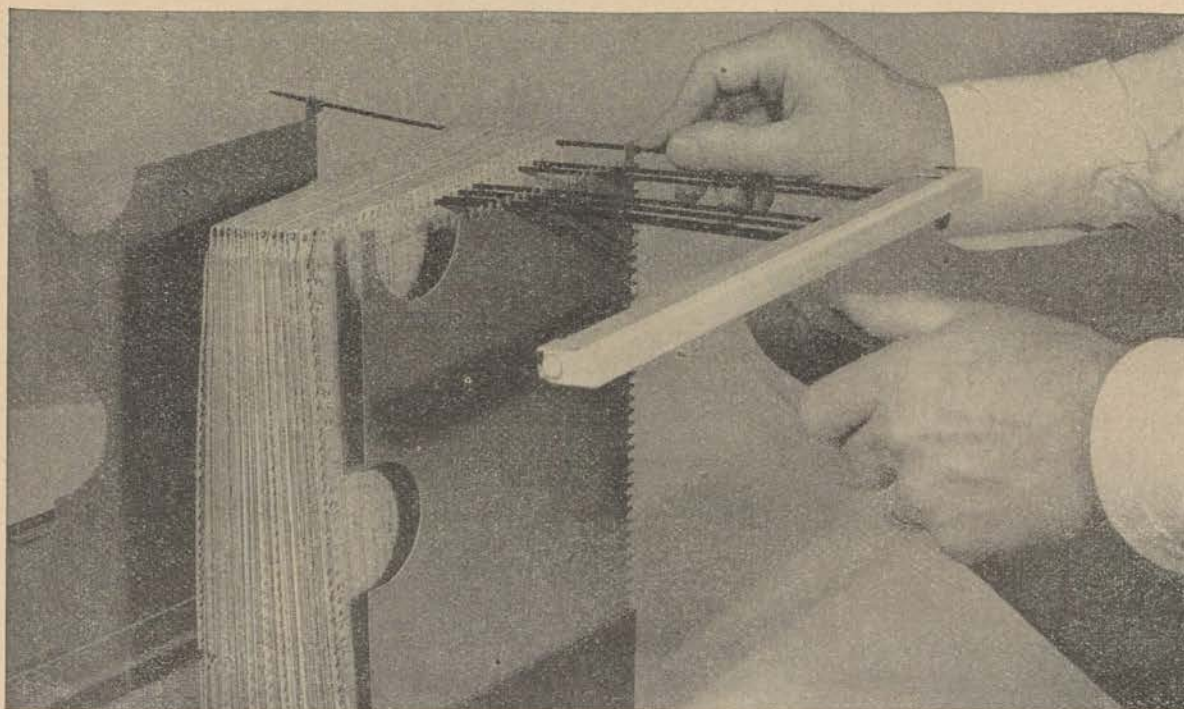


FIGURE 135.

(b) Step 8. Removing selector needles.

1. Hold locking needle in position. Remove selector and lay aside.

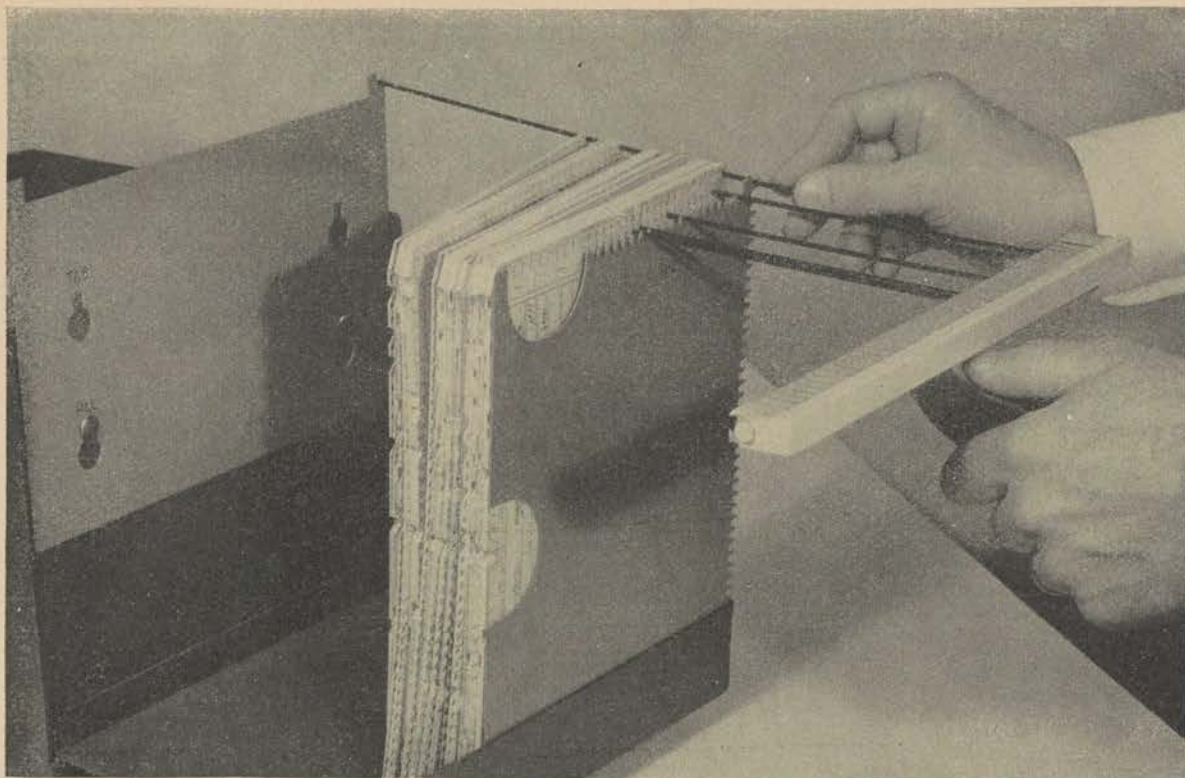


FIGURE 136.

2. Detail of removing selector from 500-card selector unit. No support from front alignment plate.

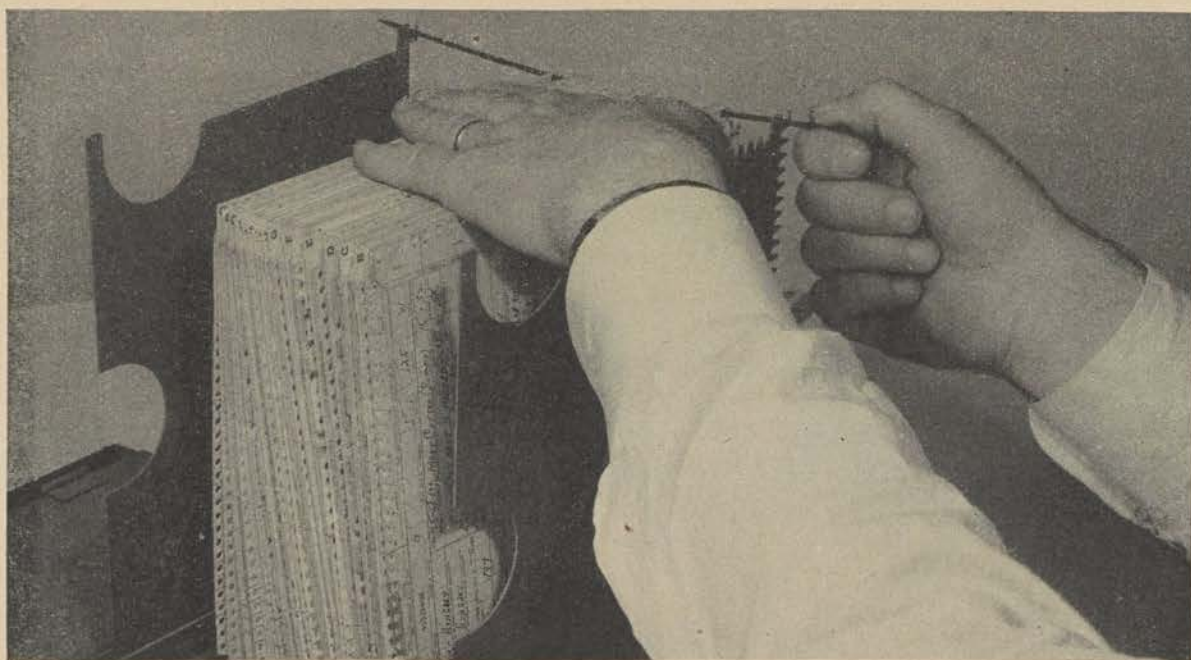


FIGURE 137.

(i) Step 9. Completing selection. 1. Spread cards along locking needle.

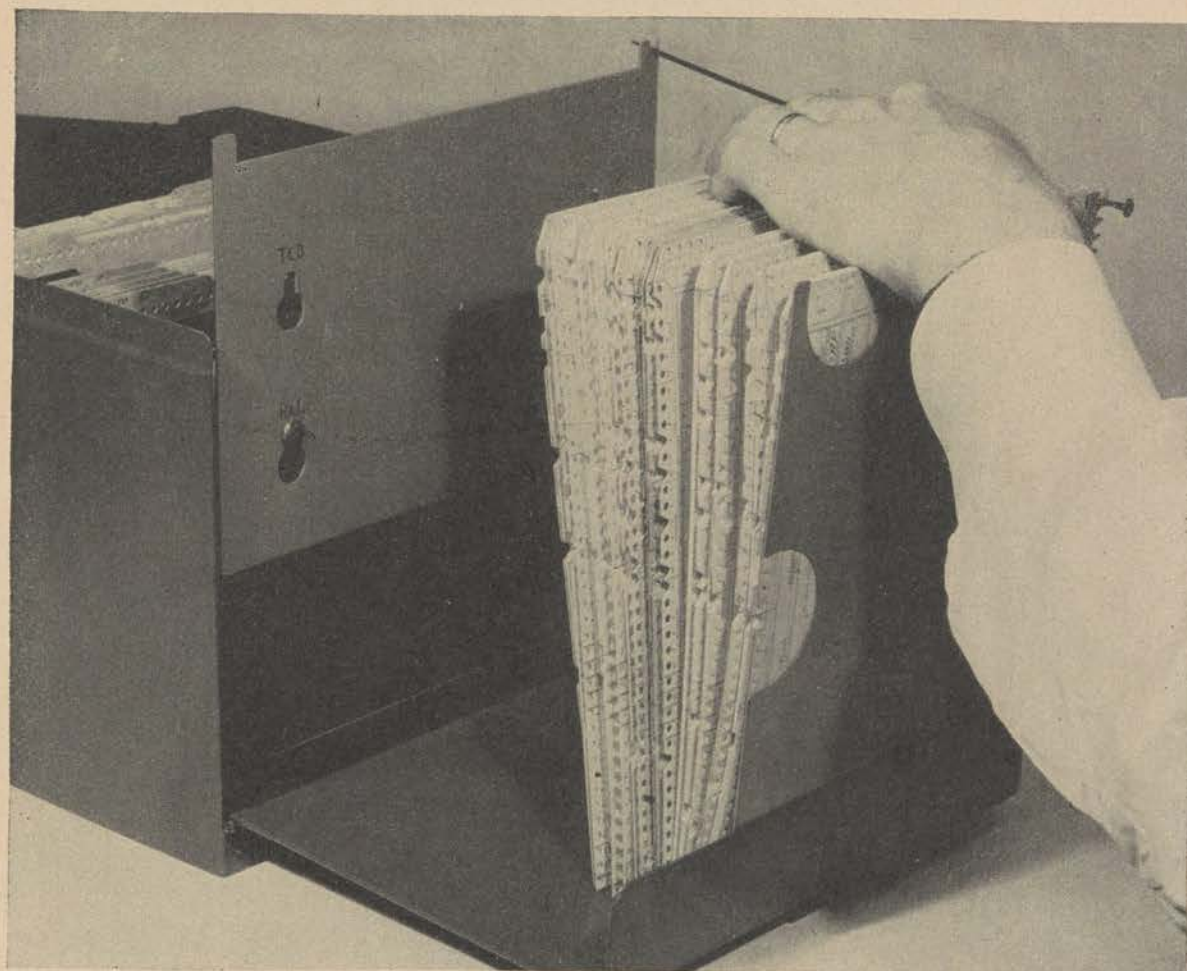


FIGURE 138.

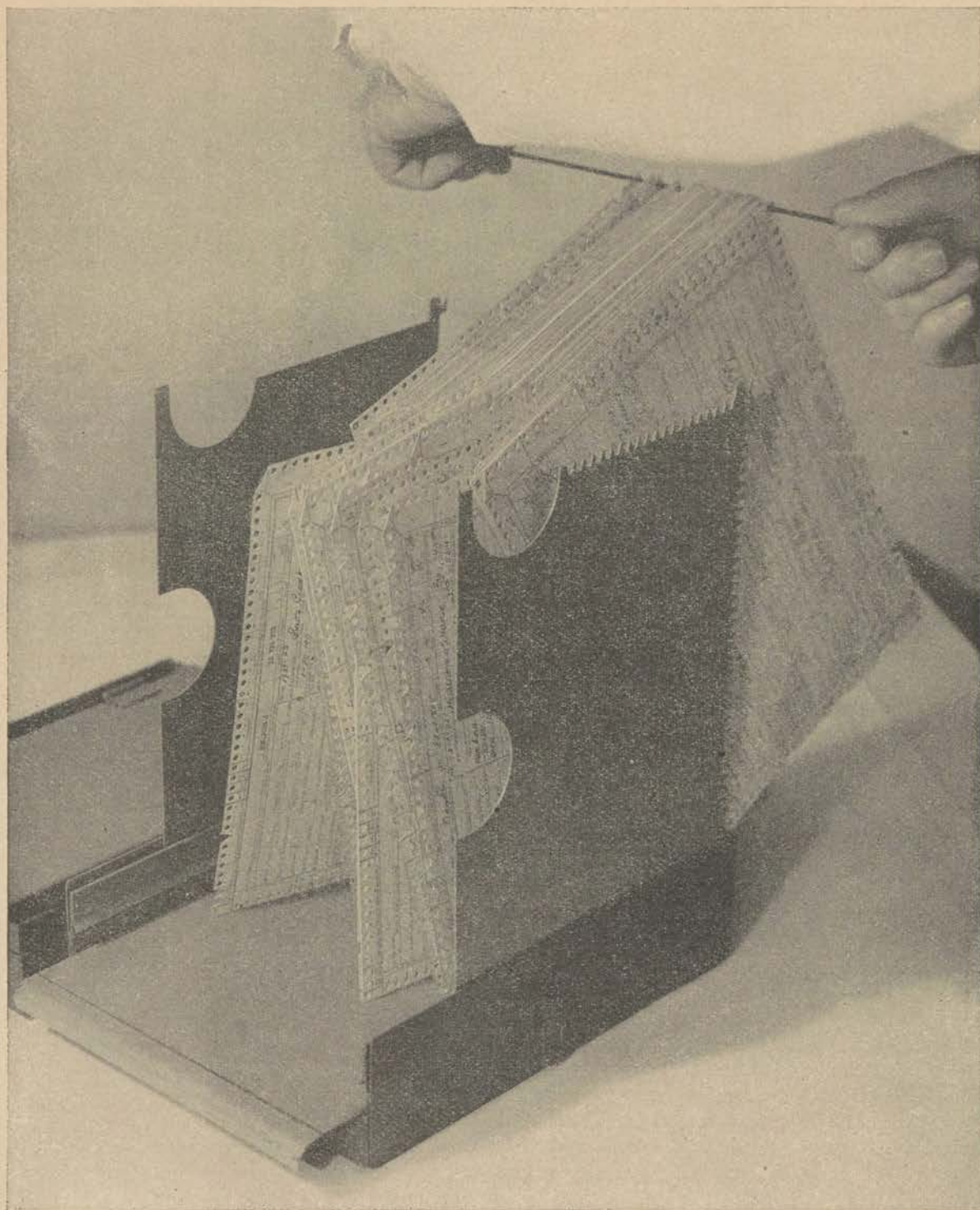


FIGURE 139.

2. Raise locking needle to permit selected cards to fall clear. Selected cards remain in selector box.

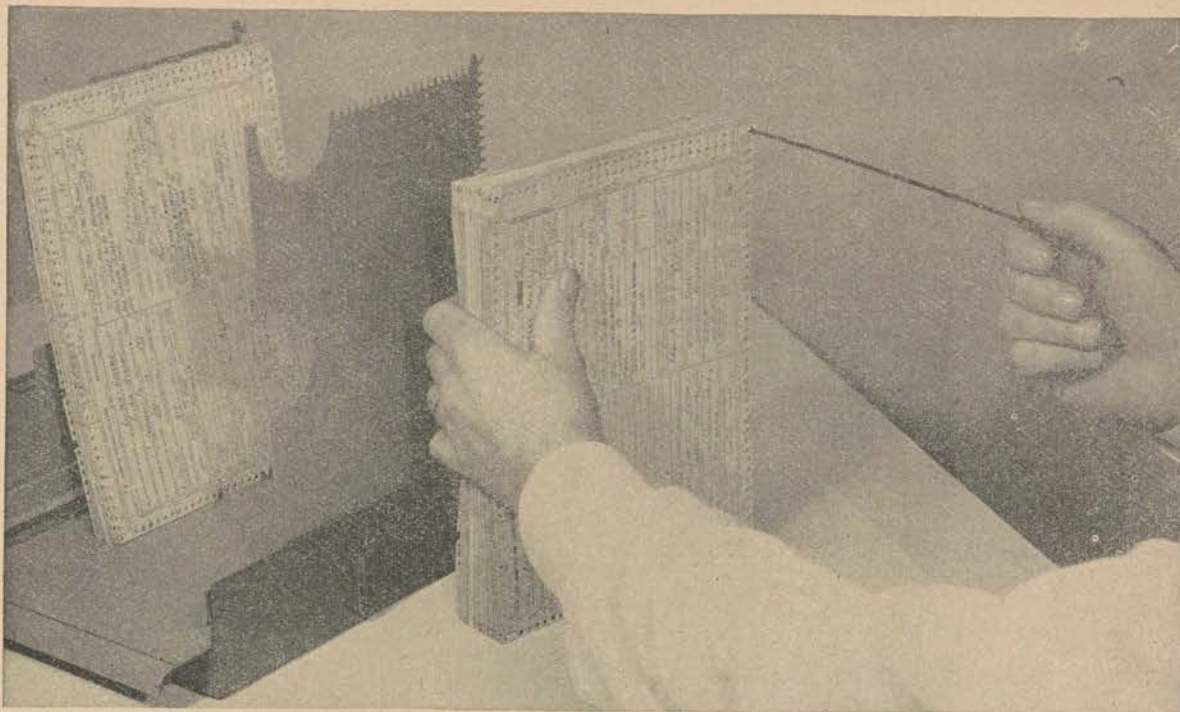


FIGURE 140.

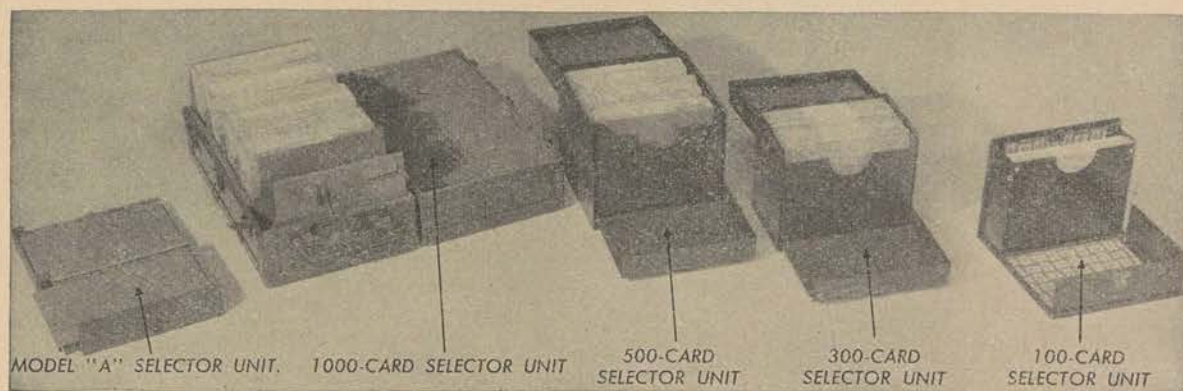


FIGURE 141. ILLUSTRATING SORTING SPACE PROVIDED IN SELECTOR UNITS.

3. Remove locking needle.
4. Replace rejected cards in file. (See figs. 120, 121, and 122.)
5. Check selected cards to be sure all show desired qualifications. Lay these cards aside. (See fig. 123.)

(j) Repeat above procedure with additional groups of cards until the desired qualifications have been selected from the entire file.

(11) *Special selecting procedure.* Selection of "Month of enlistment or induction" requires special procedure because the coding of 12 months in a single code field exceeds the normal limit of 9. This procedure of selecting each of the 12 months is described in the following table.

c. Single Needle Sorting Procedure.

No alignment plates are required for single needle sorting. All that is required is the sorting tumbler and an adequate sorting tray or compartment. Each of the selector units provides adequate sorting space, as shown in figure 141.

(1) There are three fundamentals of single-needle sorting.

(a) Do not attempt to sort too many cards. Normally, a group of cards 2 inches in thickness (about 175 cards) is the maximum number to be sorted.

(b) Grasp the tumbler handle firmly. Notice the palm of the hand under the handle in figure 142.

Months	Insert needles in holes of month field	Result
January	SF and 1	January cards will drop.
February	SF and 2	February cards will drop.
March	1 and 2	March and October cards will drop. Take these and insert single needle in No. 7 hole. October cards will drop—cards remaining on needle will be March.
April	SF and 4	April cards will drop.
May	1 and 4	May and December cards will drop. Take these, and insert a single needle in the No. 7 hole. December cards will drop. May cards will remain on needle.
June	2 and 4	June cards will drop.
July	SF and 7	July cards will drop.
August	1 and 7	August, October, and December cards will drop. Take these and insert single needle in the No. 2 hole. October cards will drop. (Set aside.) Take remaining cards and insert single needle in the No. 4 hole. December cards will drop. August cards will remain on needle.
September	2 and 7	September and October cards will drop. Take these and insert single needle in the No. 1 hole. October cards will drop. September cards will remain on needle.
October	1, 2, and 7	October cards will drop.
November	4 and 7	November and December cards will drop. Take these and insert single needle in the No. 1 hole. December cards will drop. November cards will remain on needle.
December	1, 4, and 7	December cards will drop.

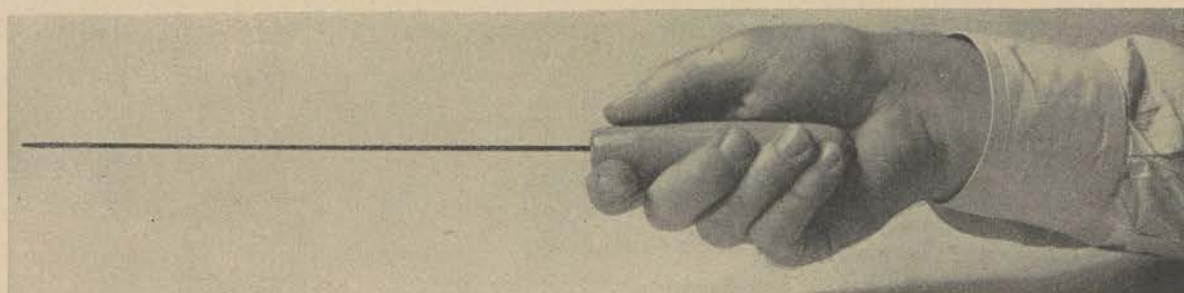


FIGURE 142. THIS.

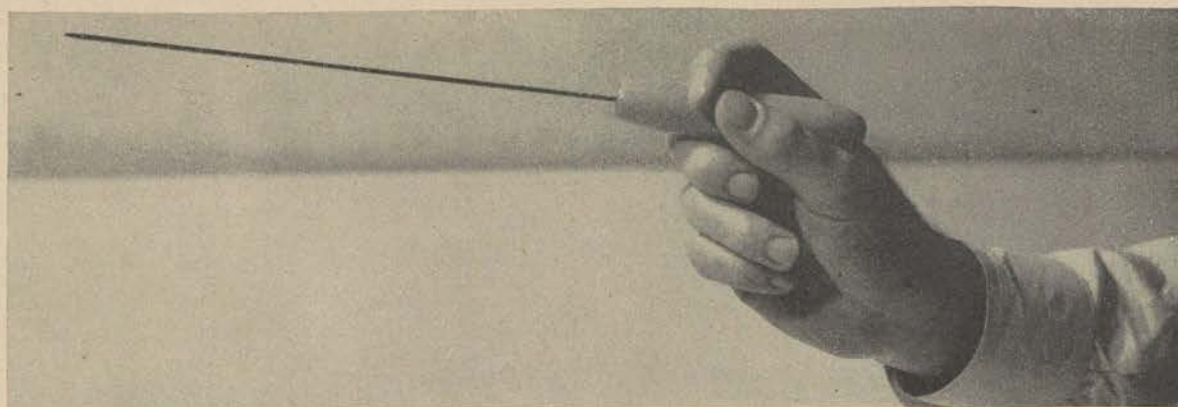


FIGURE 143. NOT THIS.

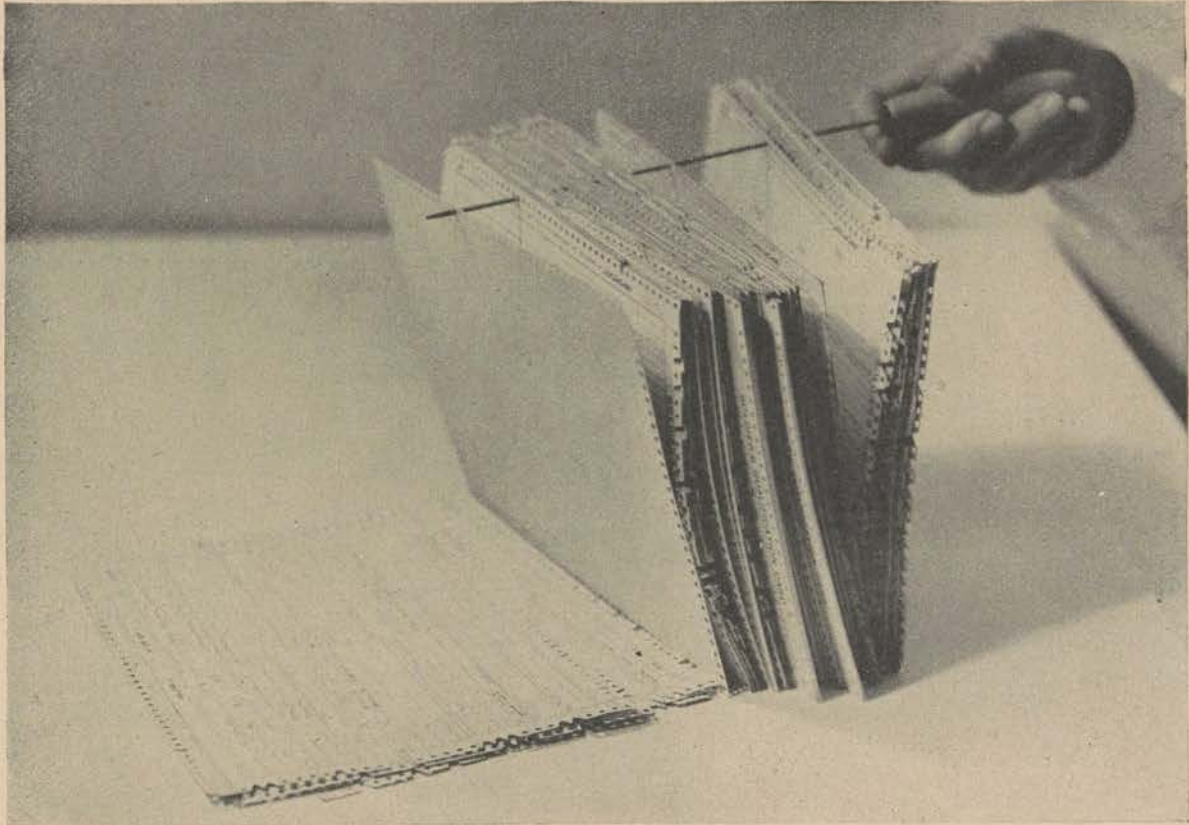


FIGURE 144. IF TILTED DOWNWARD, CARDS FALL OFF END OF TUMBLER.

(c) Keep the tumbler parallel with the desk. If tilted downward, this happens; cards fall off end of tumbler.

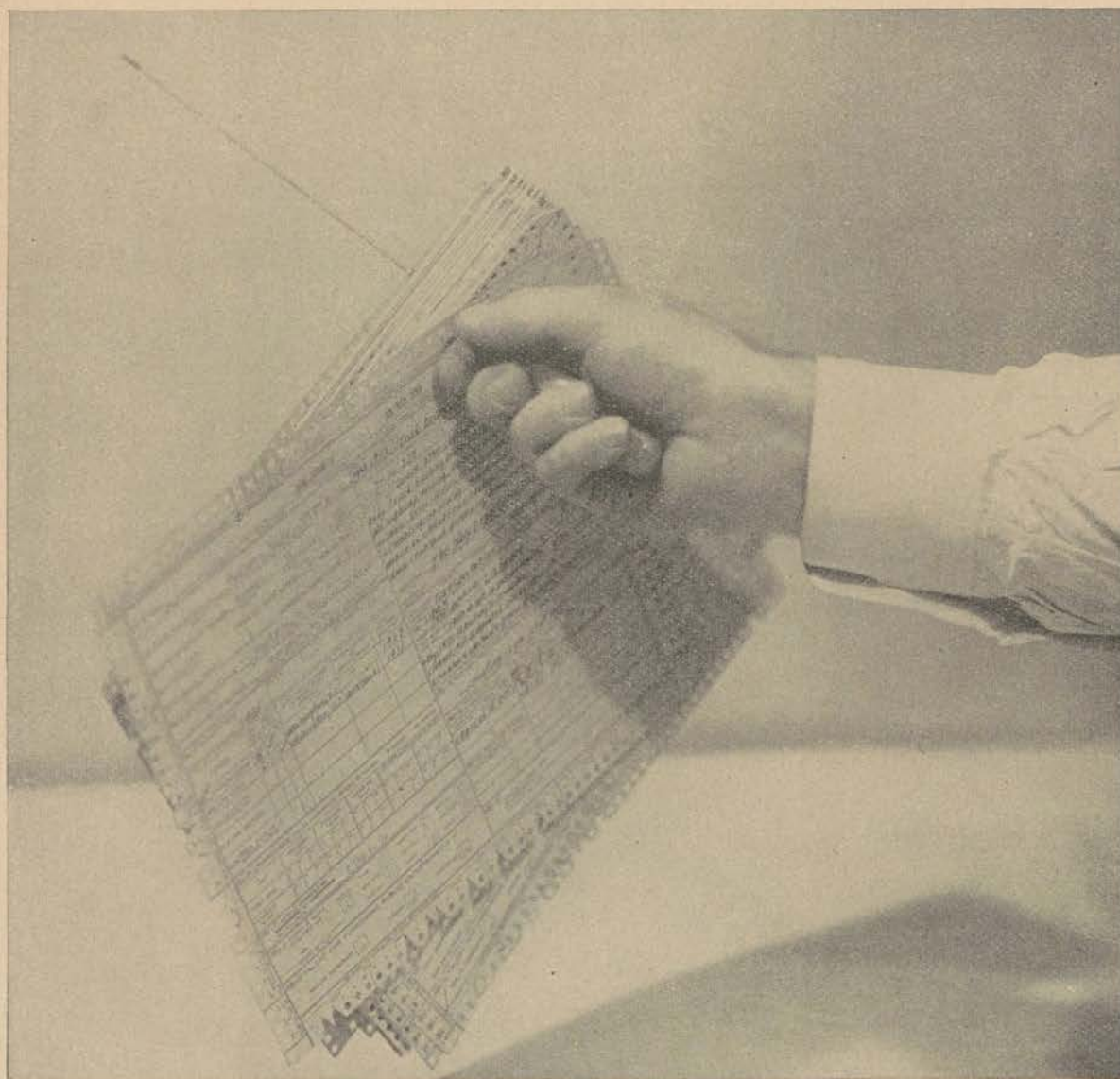


FIGURE 145. IF TILTED UPWARD, THIS HAPPENS; CARDS BIND TOGETHER AND WILL NOT DROP.

(d) Two things will help keep the tumbler parallel with the desk.

1. Grasping the tumbler handle firmly, keeping palm of hand underneath the handle. (See fig. 142.)

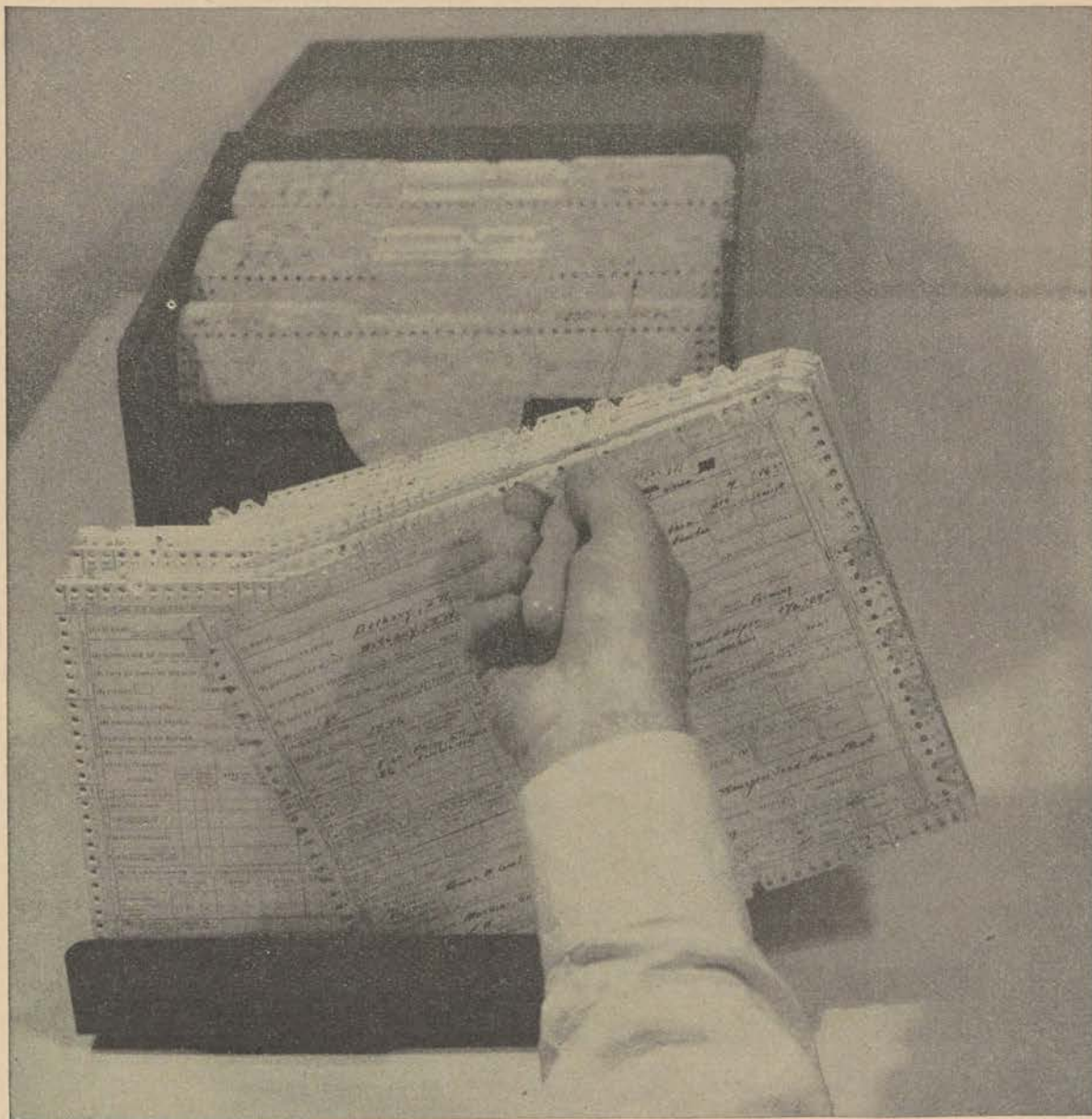


FIGURE 146. START OF REMOVING REJECTED CARDS.

2. Moving the arm from the shoulder in a natural arc to the right and away, rather than controlling the tumbler with wrist movements. (See figs. 146 and 147.)

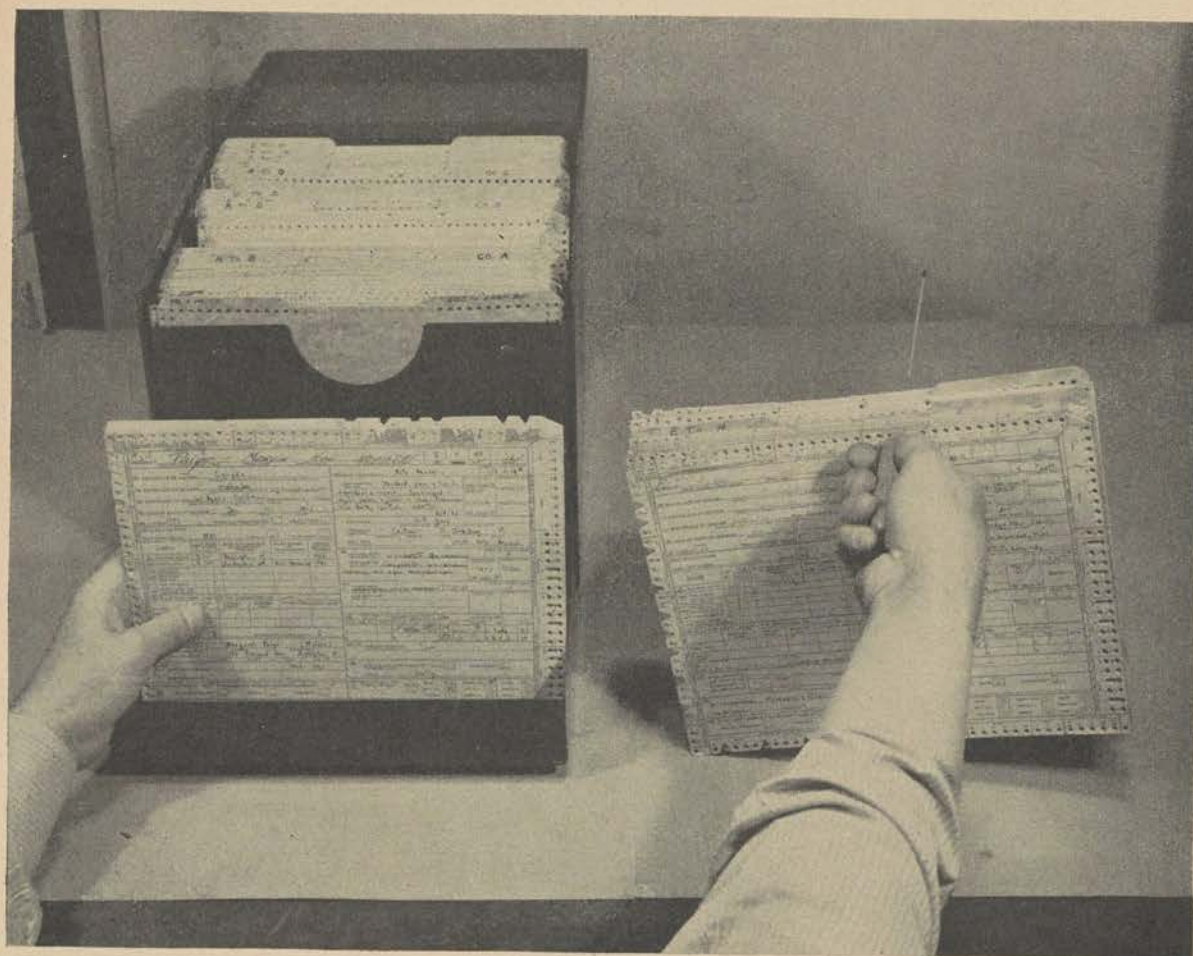


FIGURE 147. FINISH OF REMOVING REJECTED CARDS.

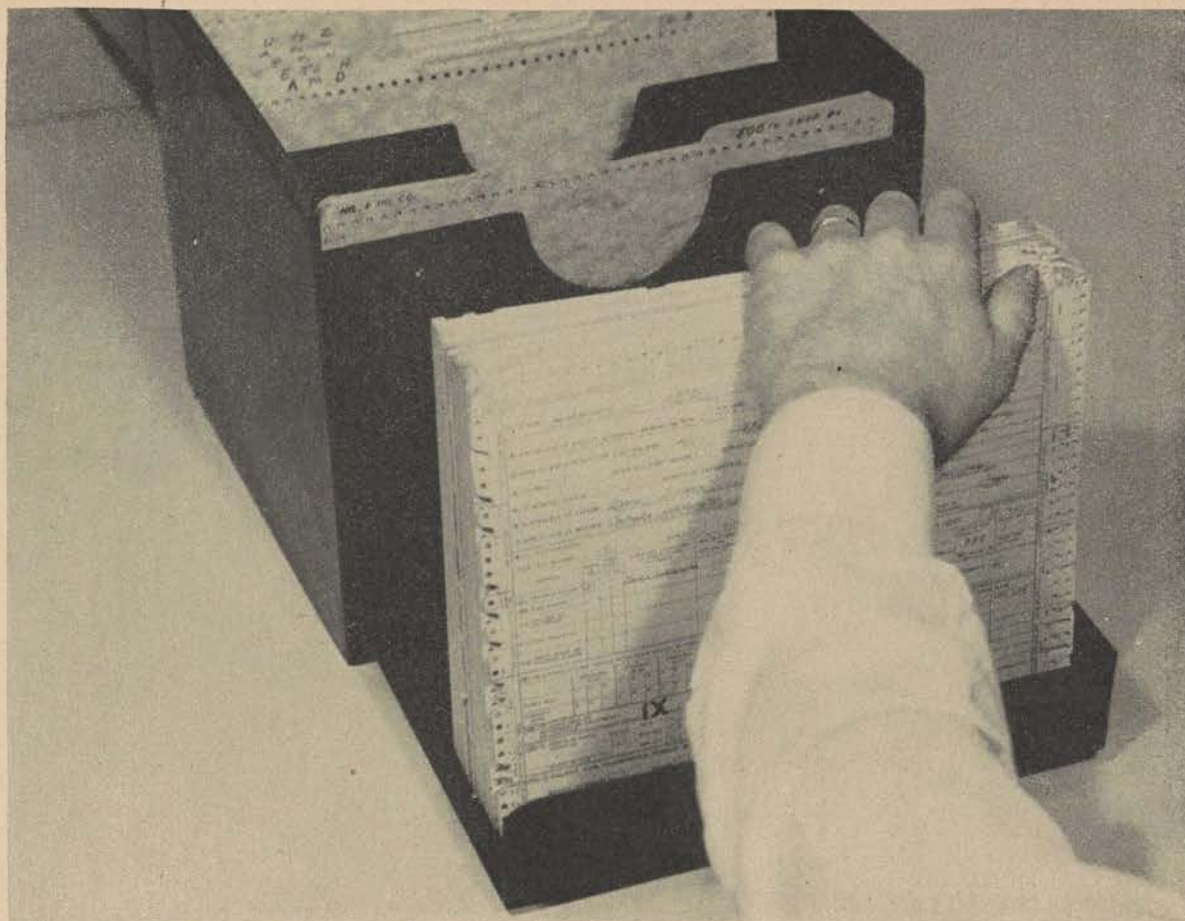


FIGURE 148. CARDS IN SORTING POSITION.

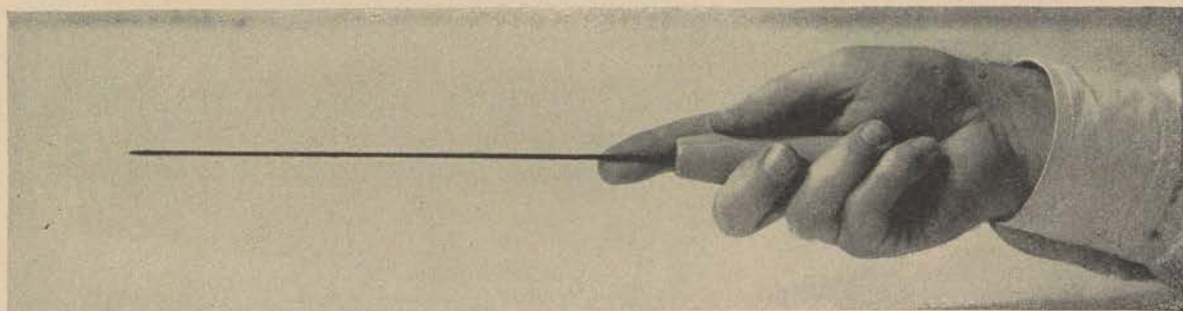


FIGURE 149.

(2) *Sorting procedure. (a) Step 1. Setting the cards in sorting position.*

1. Remove from the file a group of cards not more than 2 inches in thickness (about 175 cards). Set cards in sorting tray so that code section to be sorted is at the top.
2. With left hand, align cards against right edge of sorting tray.

3. Move left hand along top of cards and place left thumb adjacent to first position to be sorted. Compress cards with left hand.

(b) *Step 2. Inserting the tumbler.*

1. Grasp tumbler firmly in right hand. Extend index finger approximately 1 inch along needle.

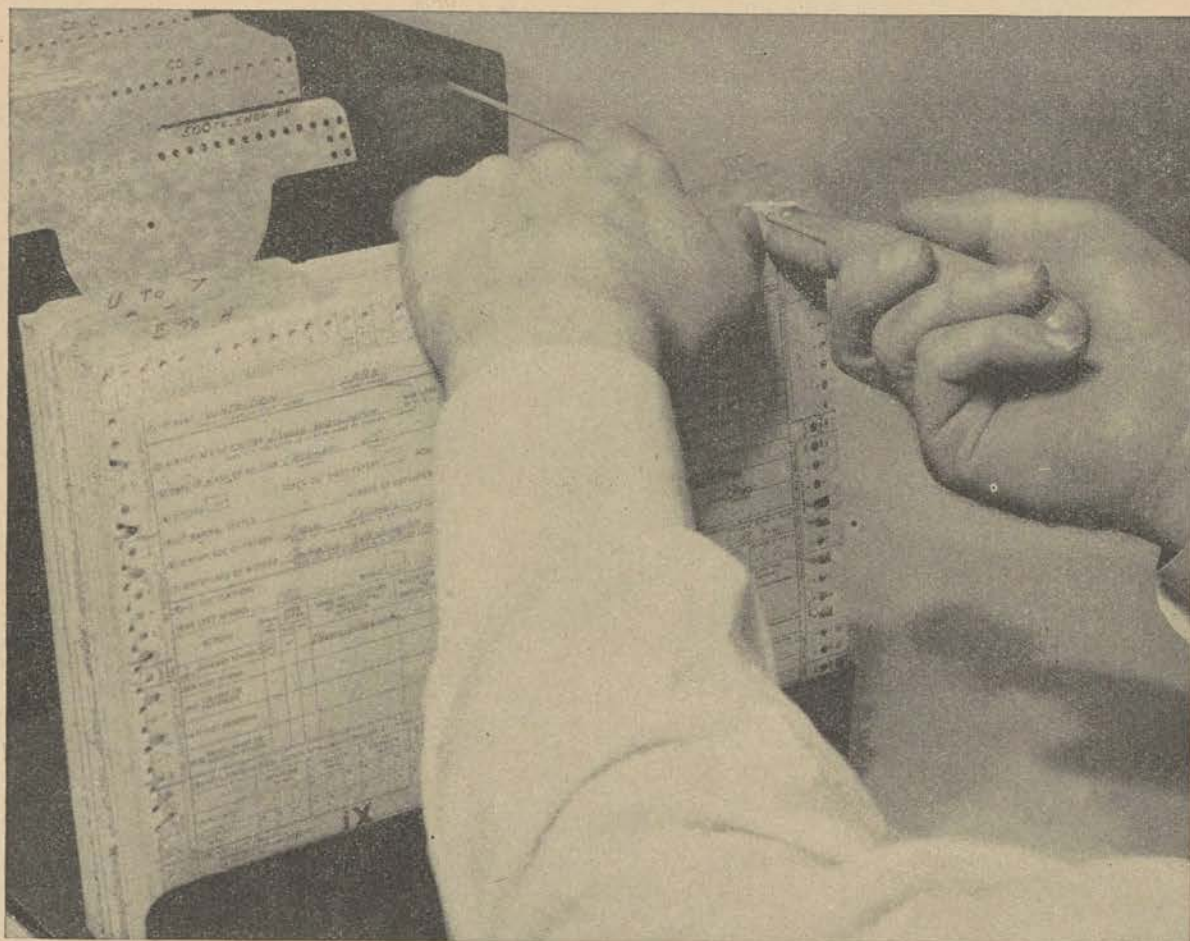


FIGURE 150.

2. Insert the tumbler in the first position to be sorted, until right index finger is against front card.

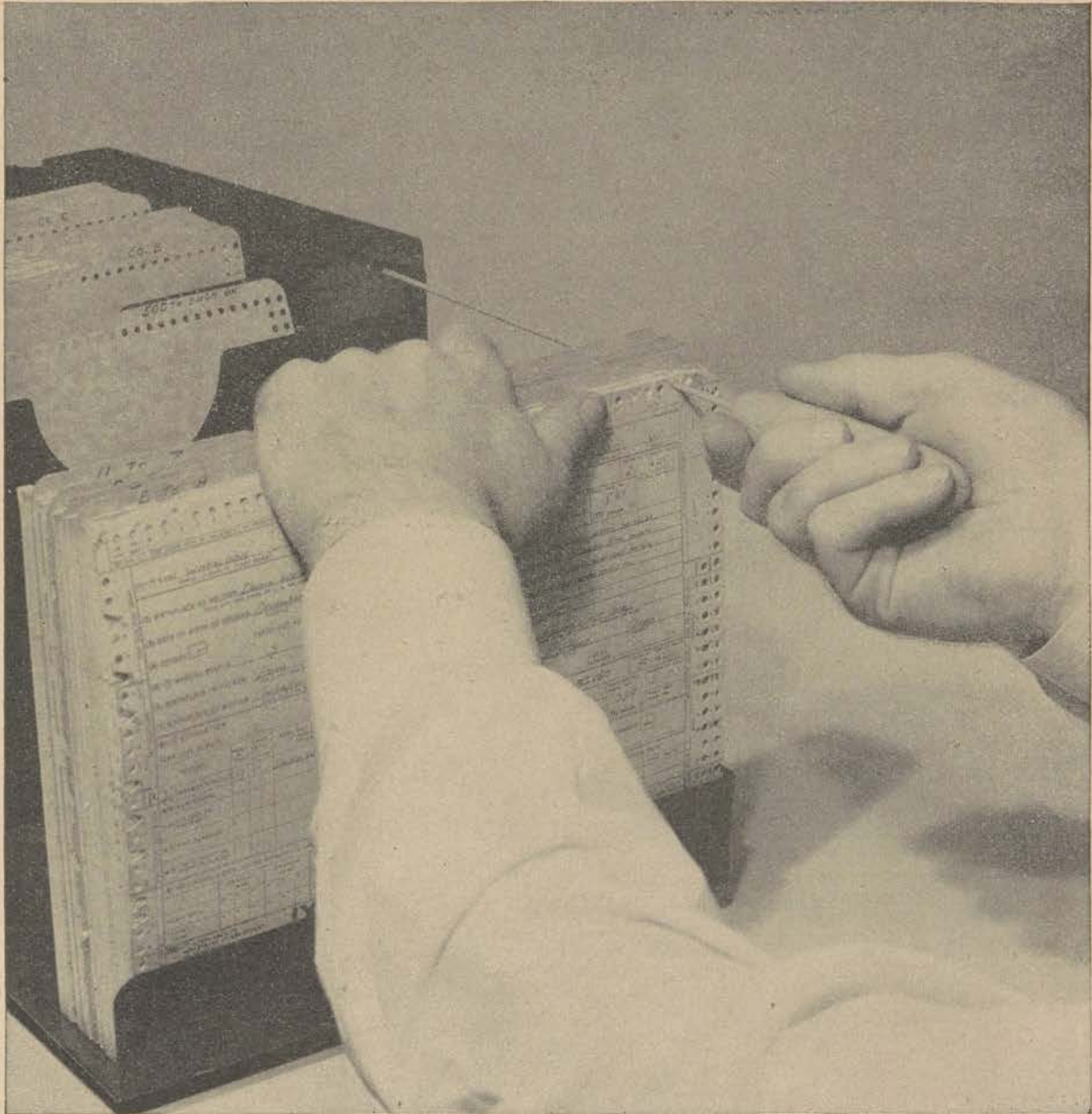


FIGURE 151.

3. Withdraw right index finger from needle. This leaves an inch of needle space between front card and tumbler handle.

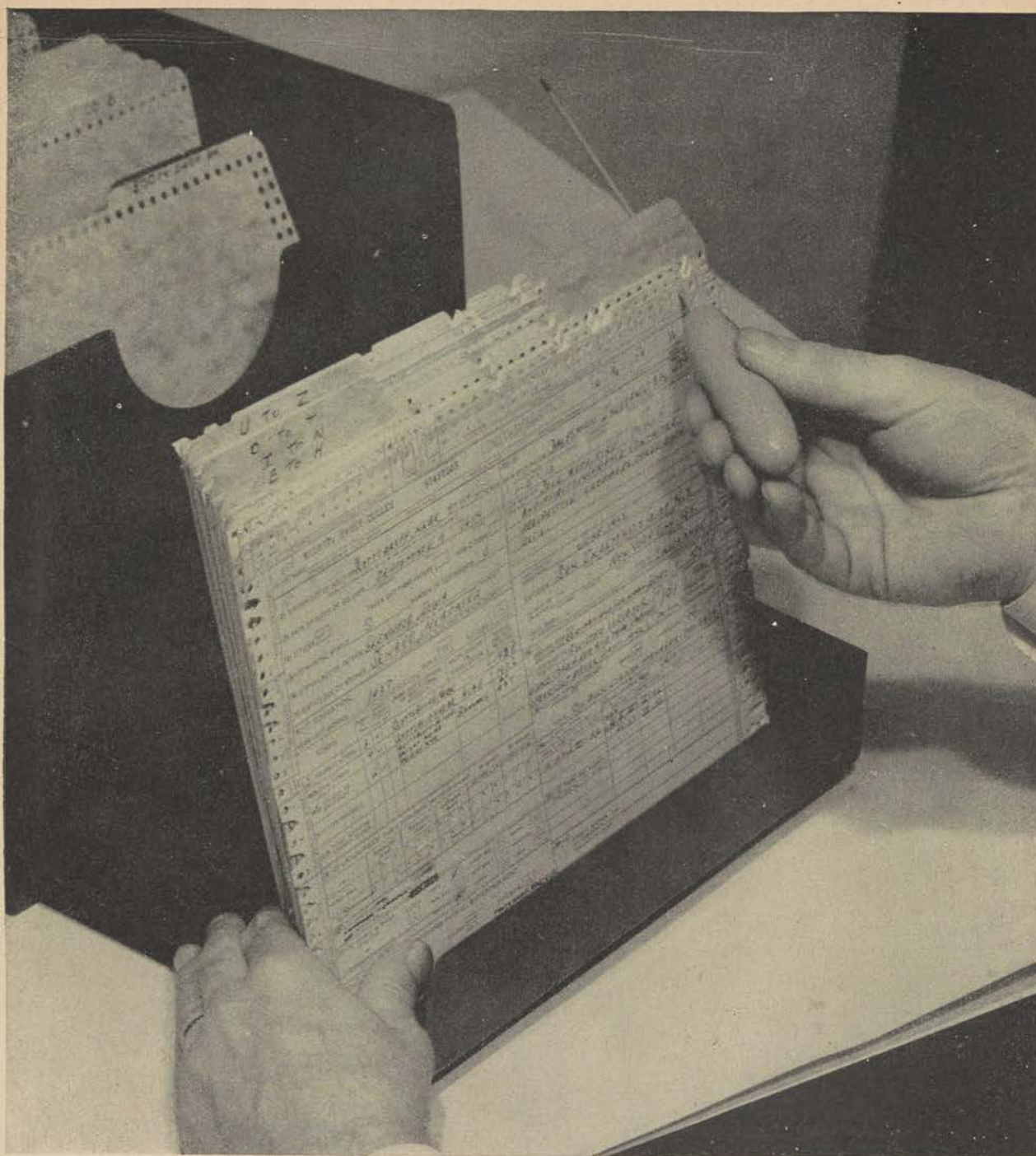


FIGURE 152.

(c) Step 3. Moving tumbler to left oblique position.

1. Slide left hand around to bottom left edge of cards.
2. Extend left index finger firmly along left

edge of cards and around last card with thumb pressed against the face of the first card.

3. Press tumbler handle horizontally to left until cards bend.

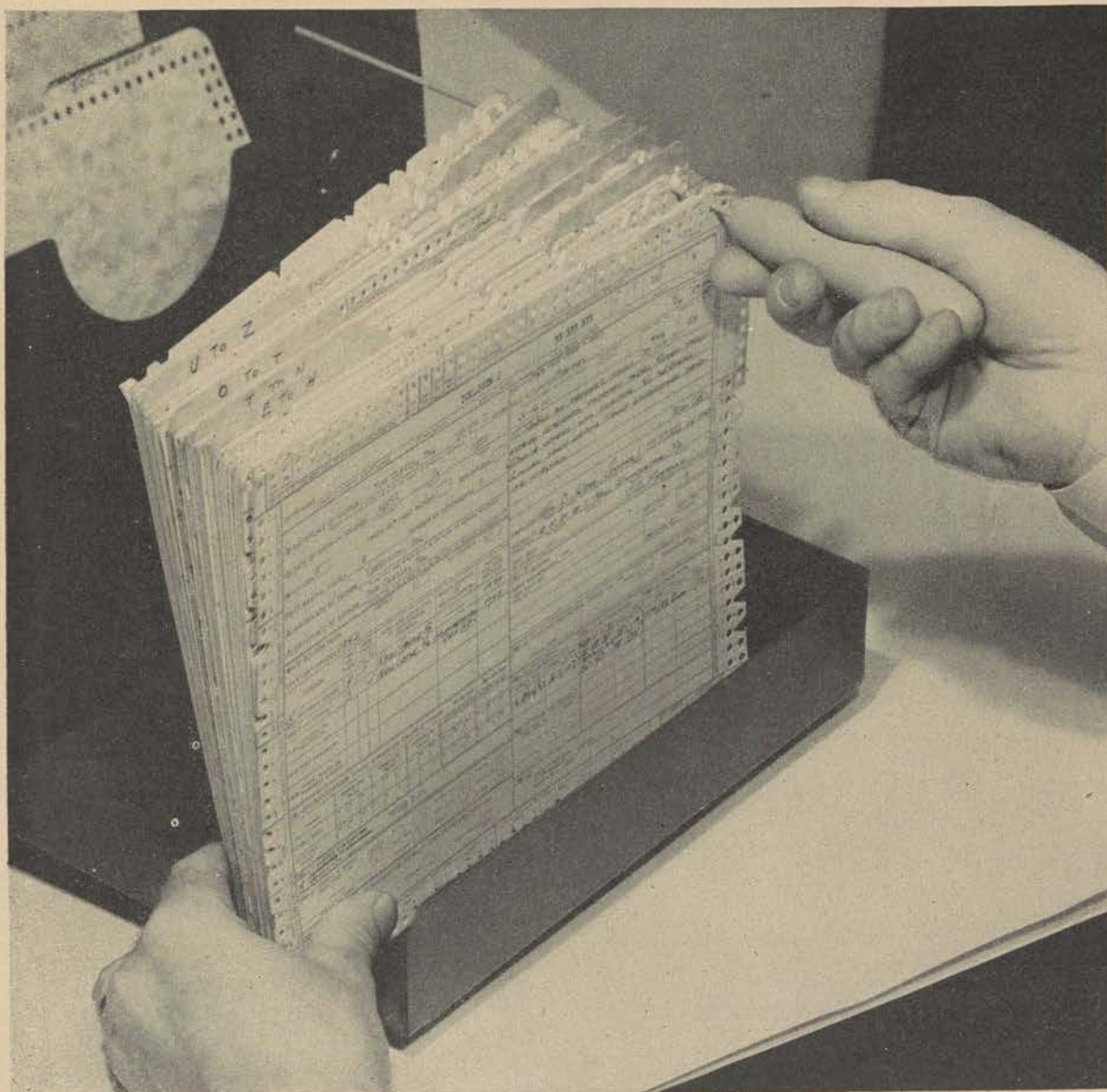


FIGURE 153.

(d) *Step 4. Spreading the cards.*

1. Compress cards tightly between thumb and fingers of left hand.
2. Bring tumbler back toward original position until firm resistance is felt.
3. Note fan-shape of cards..

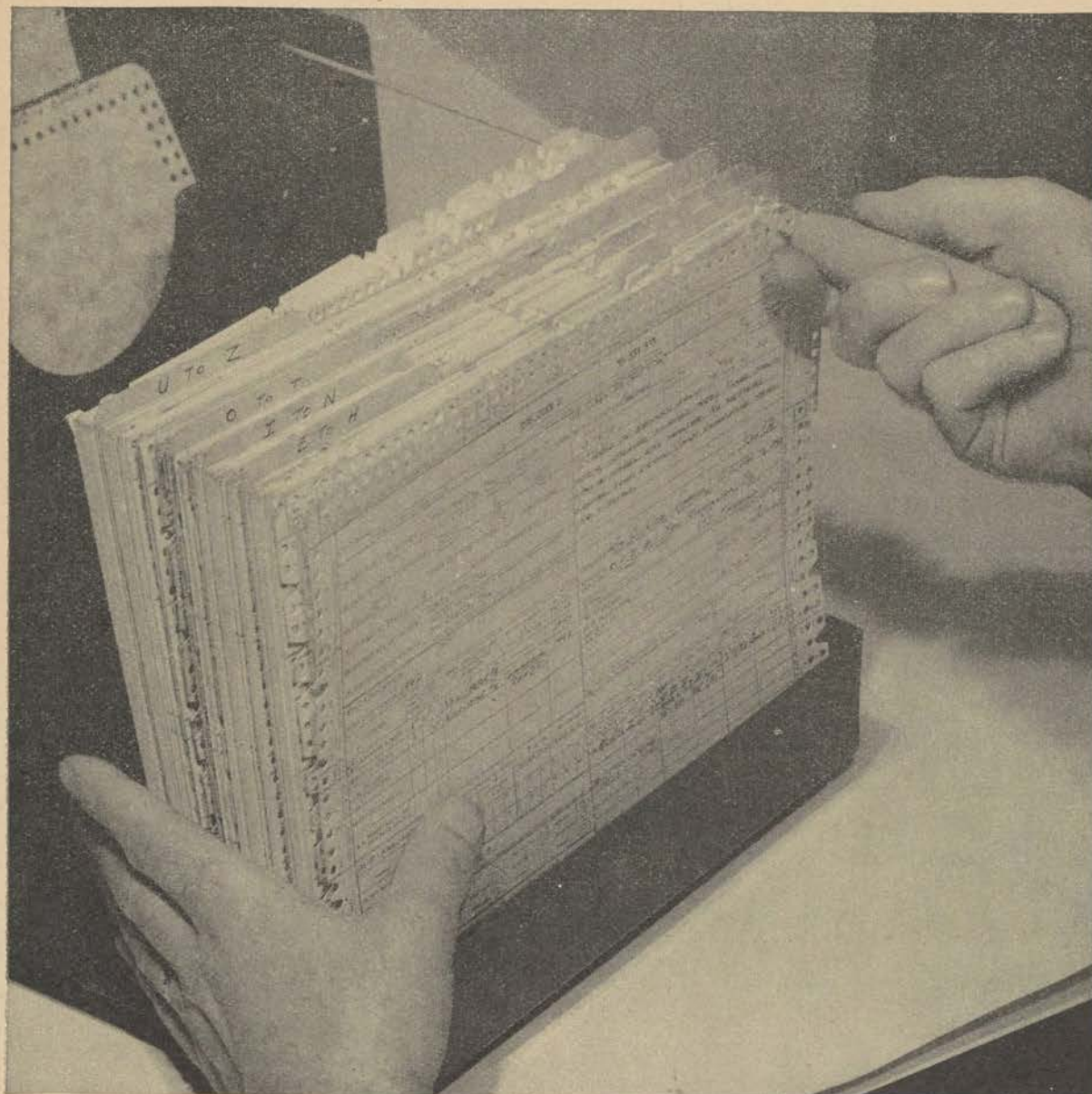


FIGURE 154.

(e) *Step 5. Releasing the cards.*

1. Without raising cards and while the tumbler is still under stress quickly release pressure of left hand.
2. Note how cards have separated.

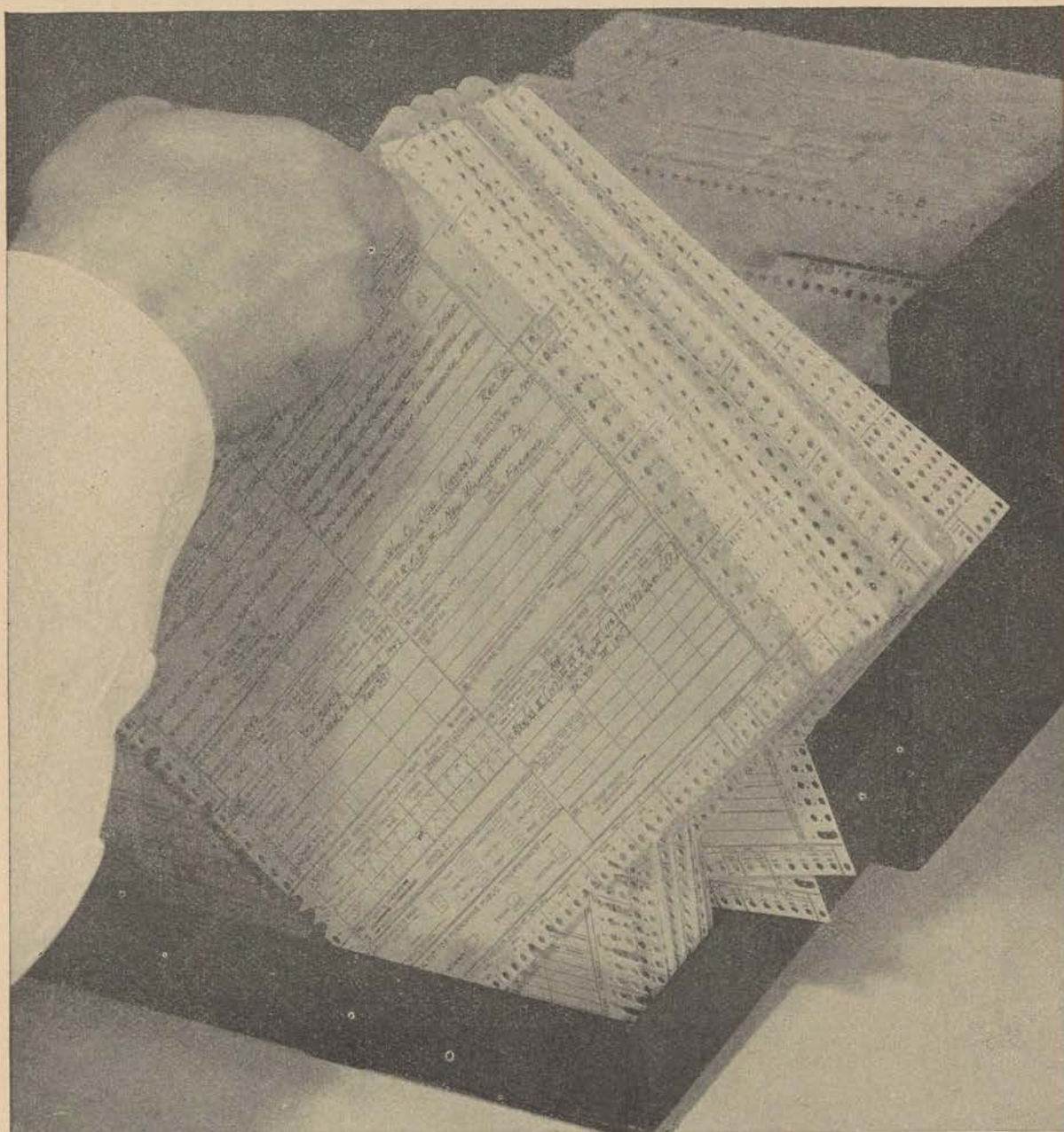


FIGURE 155. ,

(f) *Step 6. Removing rejected cards.*

1. Lift the tumbler and impaled cards straight up until cards clear right edge of sorting tray. Hold the tumbler still in this position for a second or two to permit all cards to drop.

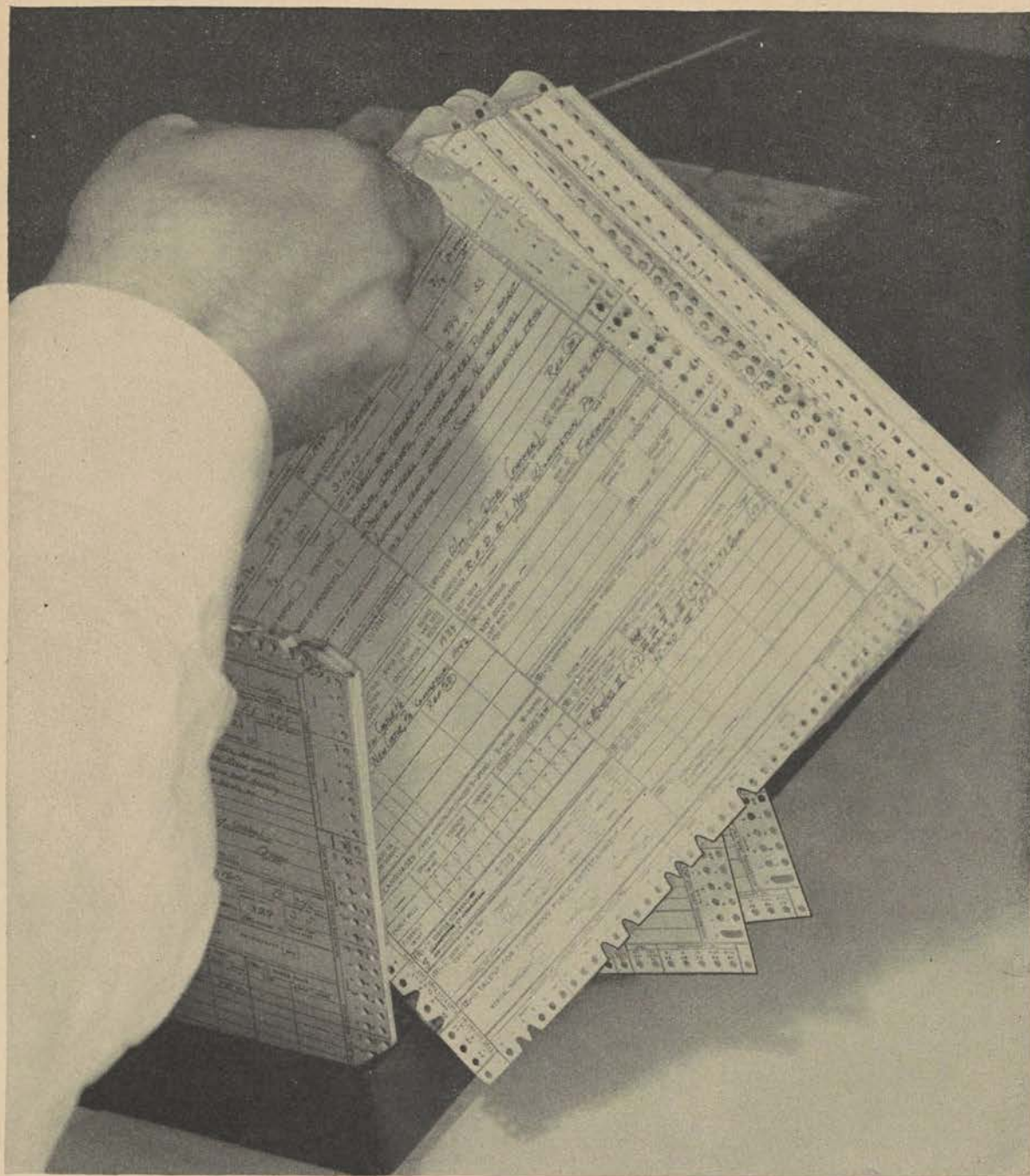


FIGURE 156.

2. Carry tumbler and rejected cards slowly away to the right. The right edge of the sorting tray will catch and retard the "stragglers."

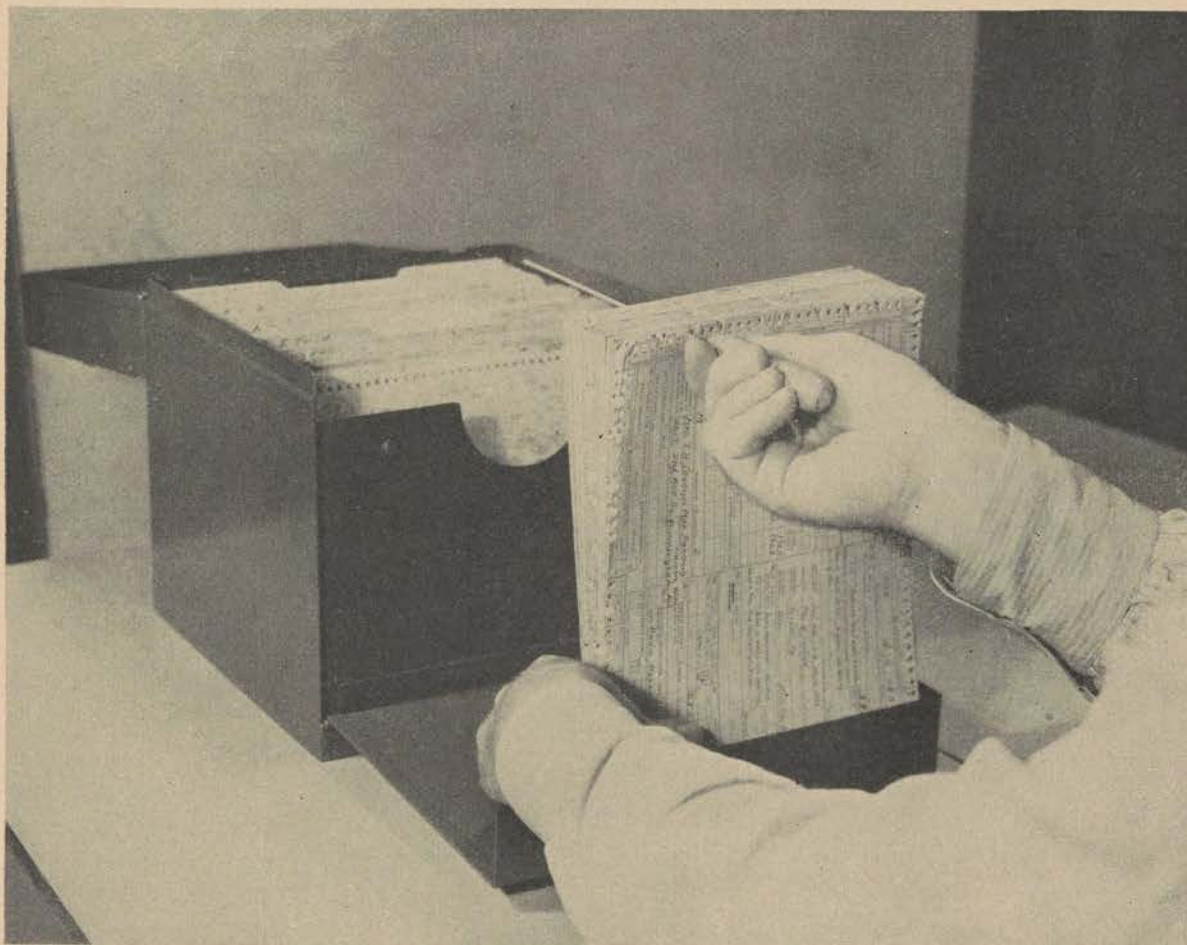


FIGURE 157.

(g) *Step 7. Disposition of cards.*

1. The cards remaining in the sorting tray are *sorted* cards.
2. Cards remaining on the tumbler are *rejected* cards.
3. Each group is disposed of according to the type of sorting being performed, whether direct, sequence or break-down sorting. Each of these types of sort is described below.

(3) *Sorting Code sections near left side of card.*

Sorting of code sections near the left side of the card requires somewhat different procedure. This is due to the fact that there is insufficient card space between the left edge and the tumbler to permit the cards to be spread into the shape of a fan. (See fig. 157.) This is particularly true of code sections along the right and left edges, such as "A.G.C.T. grade," "Entertainment," "Service schools." *To sort in these positions, the only difference in procedure lies in Step 4.*

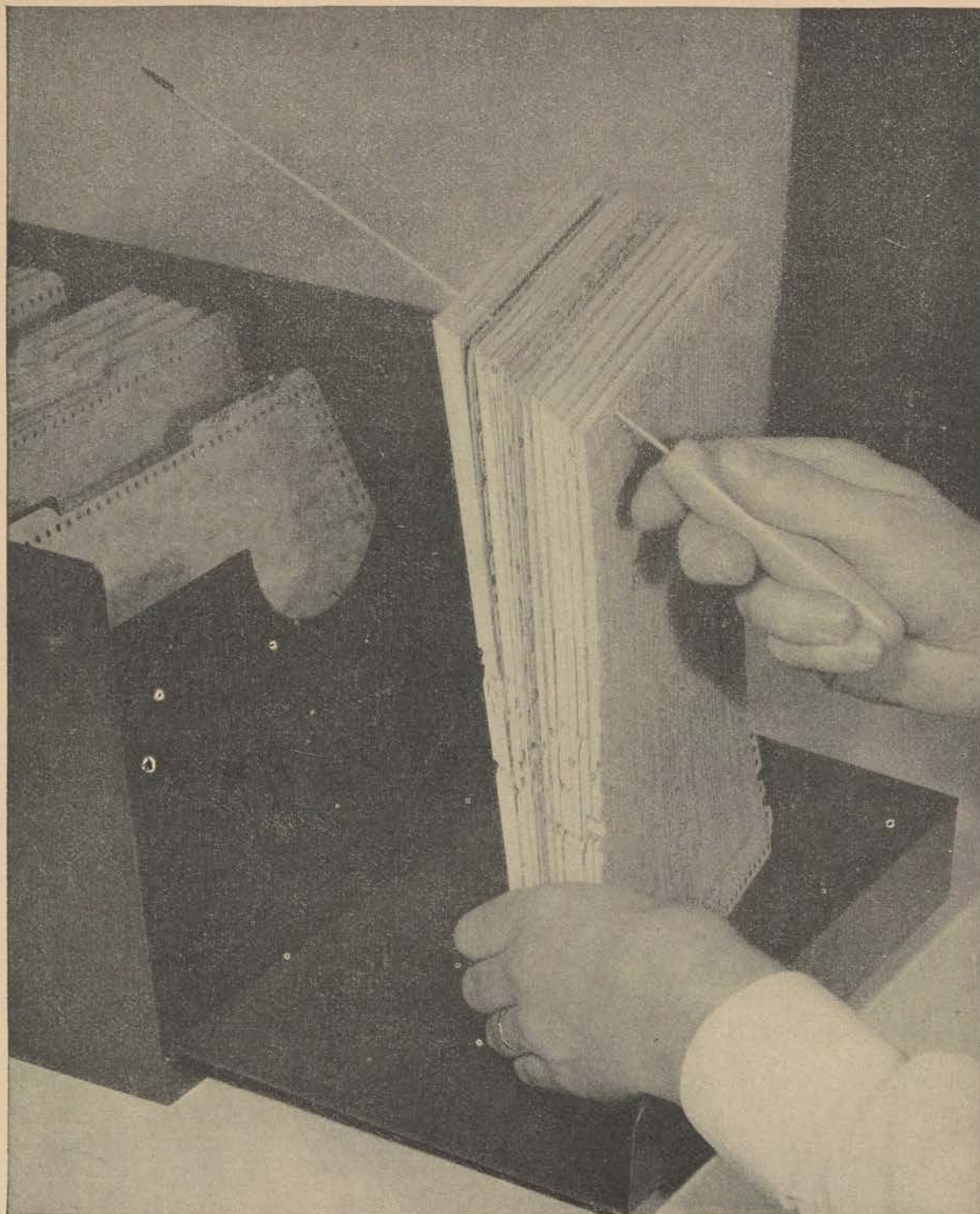


FIGURE 158.

(a) Instead of moving the tumbler horizontally to the left, push the tumbler handle down, pointing the needle toward the ceiling.

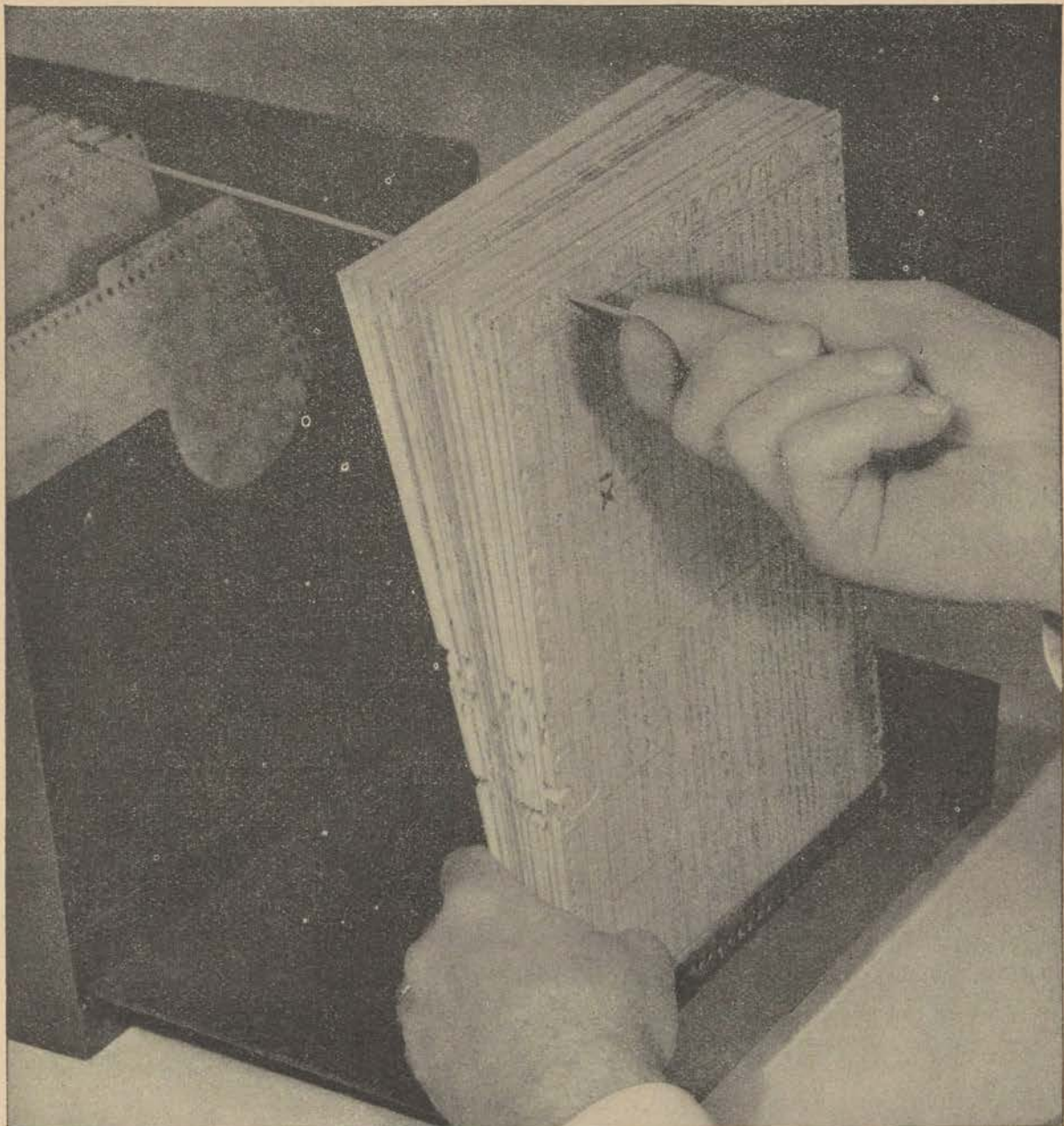


FIGURE 159.

(b) Place the third and fourth fingers of the left hand underneath the bottom edges of the cards and compress the cards tightly between those fingers and the thumb.

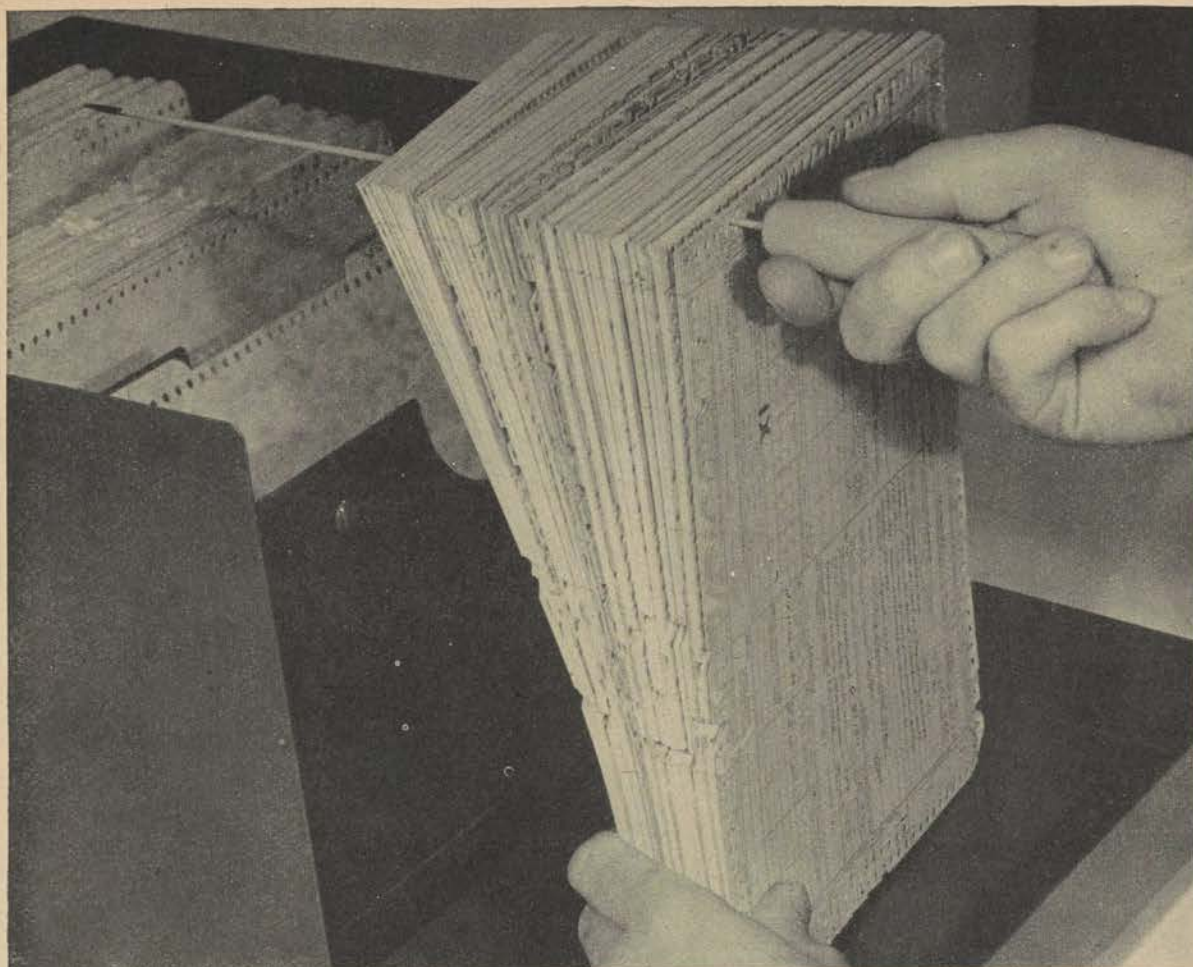


FIGURE 160.

(c) Bring the tumbler back to its original horizontal position, thus fanning the cards in a vertical instead of a horizontal plane.

(4) *Direct sort.* The direct sort is, of course, the simplest type of sorting. It consists simply of inserting the tumbler in a position which has been designated as a direct code and performing a single sort.

(5) *Multiple direct sort.* The multiple direct sort

uses more than one needle for a combination of direct sorts in code sections located on one edge of the card. It is entirely practical, for instance, to select simultaneously enlisted men who possess leadership qualities and who have had experience in theatrical entertainment. This can be accomplished either with the selector or with two single needles.



FIGURE 161. THE PROCESS OF SEQUENCE SORTING.

d. **Sequence Sorting.** The process of sorting a group of cards into their coded order is called "sequence sorting." (Normally, this places the cards in numerical order.) Sequence sorting is always done in reverse order, starting with the lowest code position and sorting successively to the left through the

highest coded position in the code section. Sequence sorting is done with the single needle tumbler, operating procedure for which is shown in c above. Only as many cards can be sequence-sorted at a time as can be conveniently held in one hand.

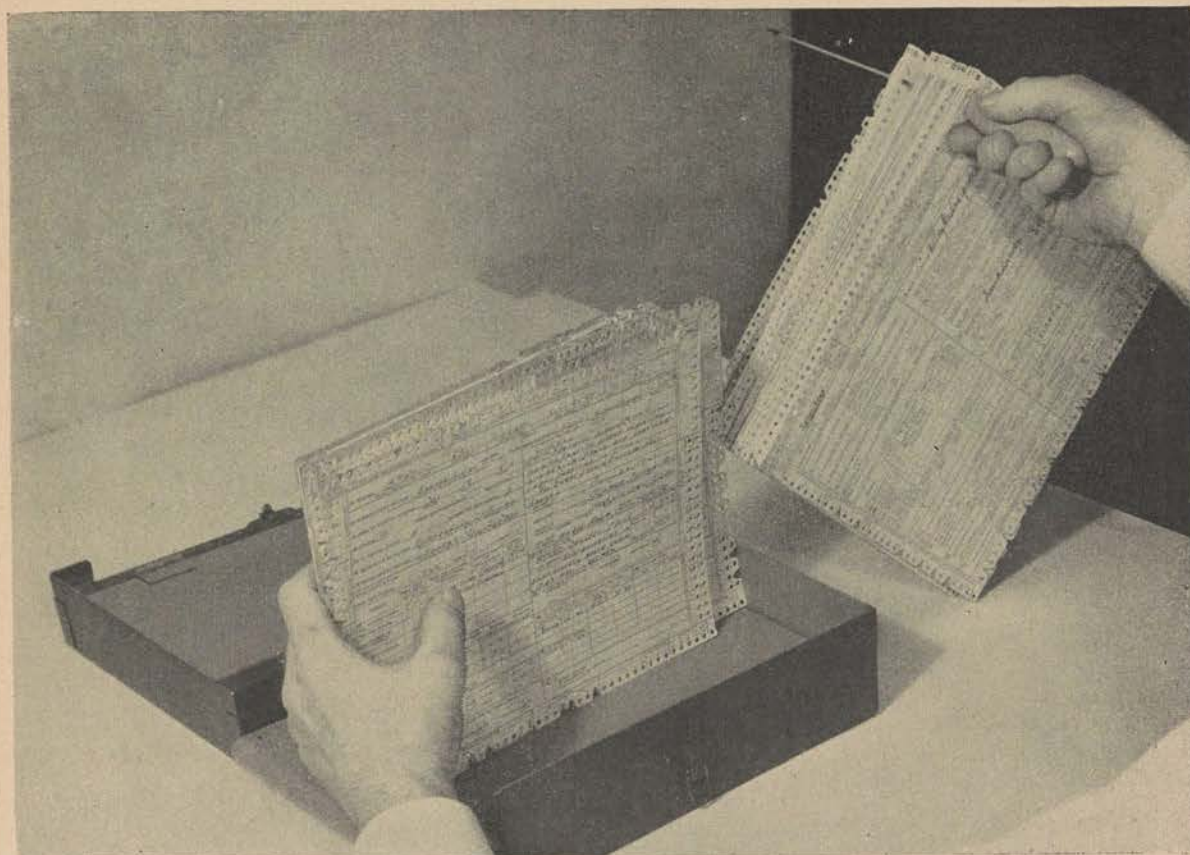


FIGURE 162.

(1) *In sequence sorting, it is important to remember three things. (a) After each sort, the cards sorted out are placed at the back of those remaining on the tumbler.*

(b) The entire group of cards must be kept together throughout the process.

(c) The cards must be kept in the order in which they fall during each sorting operation. If a card falls

out of position, it is laid aside and placed in proper order manually after completion of the sort.

(2) *Sequence sorting procedure. (a) Sort first in the No. 1 position of the units field.*

1. *Hold tumbler and rejected cards.*
2. *With left hand gather sorted cards—jog them against right edge of tray.*

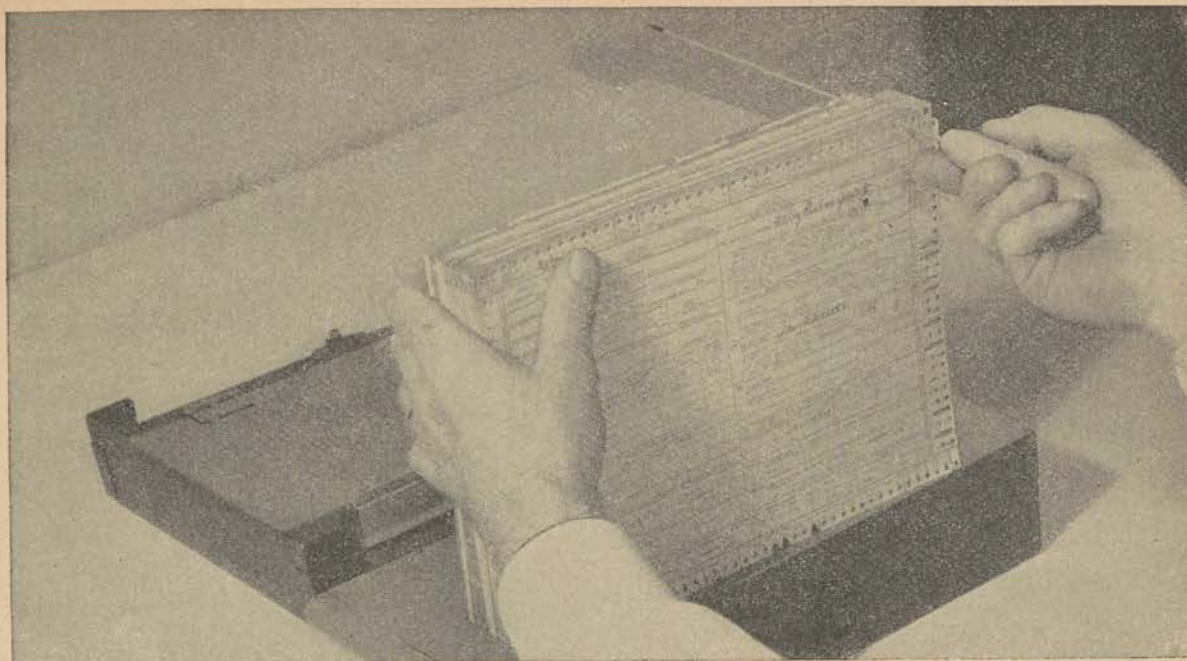


FIGURE 163.

3. Place sorted cards at the back of cards on tumbler.
4. Place tumbler in groove formed by notches in sorted cards.

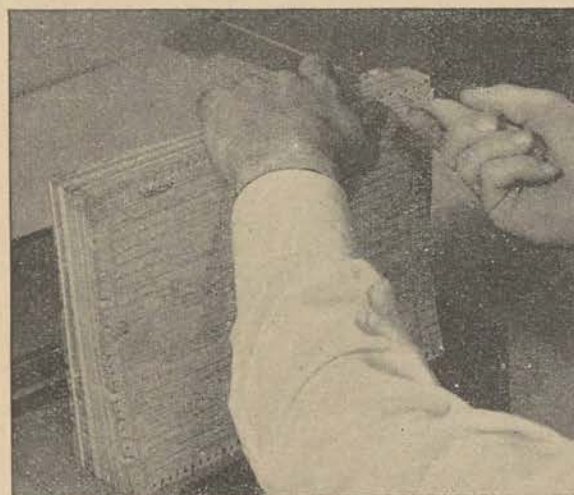


FIGURE 164.

- (b) Bring entire group together.
1. Withdraw tumbler, insert in No. 2 position of units field.
 2. Repeat above operation.

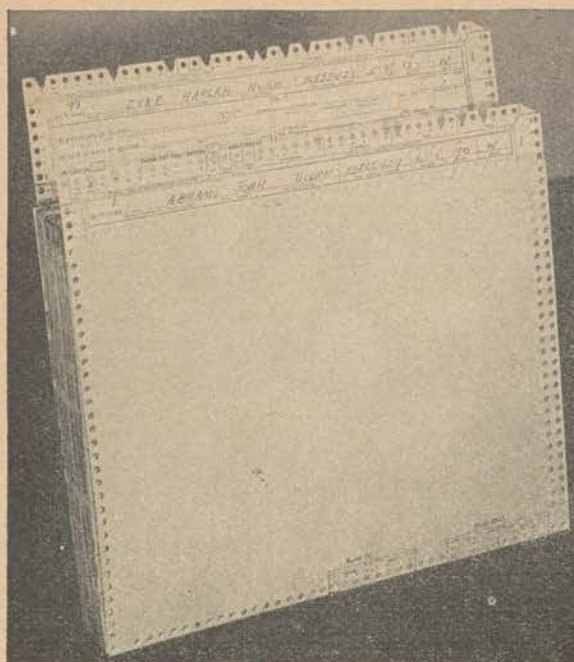


FIGURE 165.

(c) Repeat this process through the No. 4 and No. 7 positions of the units field and follow the same procedure with the No. 1, 2, 4, and 7 positions of each succeeding code field to the left, through the highest coded position in the code section. (In the code section for Military Occupational Specialist, the No. 2, 4, and 7 positions of the thousands field are not coded; hence, No. 1 is the highest coded position.)

(d) When the sequence sort has been completed the cards will be arranged in their coded sequence. Thus, in a numerical code, the cards coded for No. 1 will be at the front and the highest numbered card will be at the back. (See figure 165).

1. Ciphers automatically sort into position because being the only number not coded, they never sort out. Thus, in putting all sorted cards at the back of the group, ciphers remain in front.
2. Figure 166 illustrates what occurs in the sequence sort of a numerical digit group.

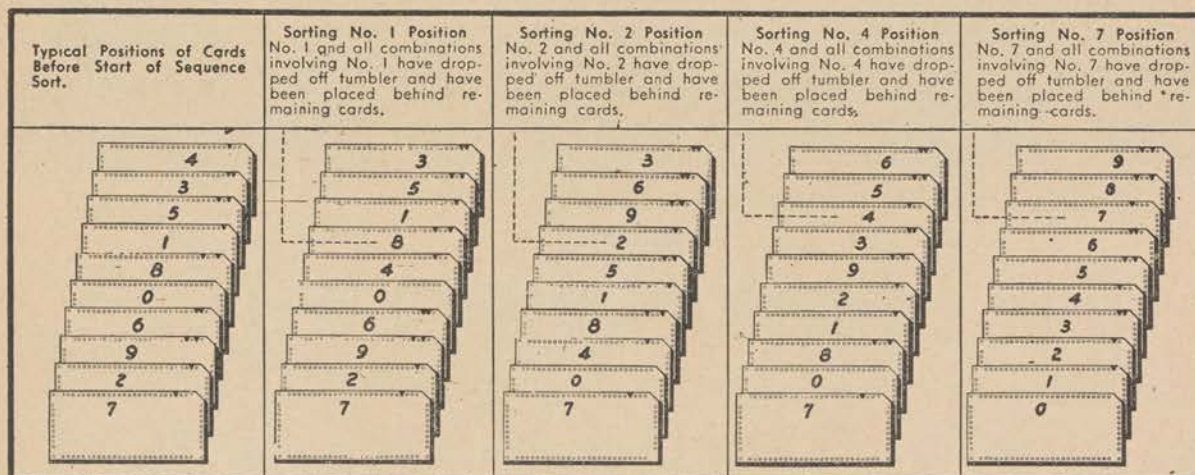


FIGURE 166.

(3) *Sequence sorting a selective code.* The only sequence code section on the soldier's qualification card is that for Name. Sequence sorting, however, is applicable to numerical selective code sections and it is important that the procedure be thoroughly under-

stood. Sequence sorting a selective code is accomplished in the same manner as explained above, except that the cipher and SF in each digit are disregarded. (See fig. 167).

SKIP THESE

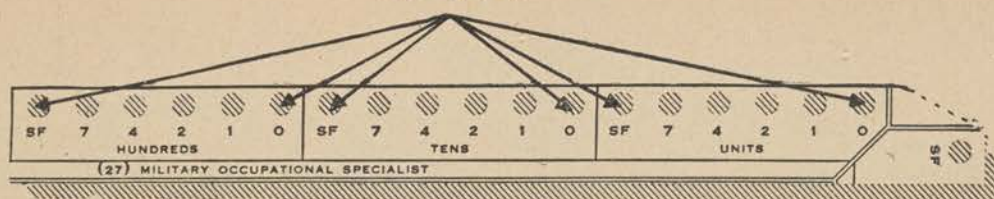


FIGURE 167.

(4) *Sequence sorting main civilian occupation.* When it is necessary to select a group of various code numbers, such as Main Civilian Occupation, use of the sequence sort is of particular advantage. For example, suppose it is necessary to find all enlisted men whose main civilian occupations are coded by the specification serial Nos. 029, 033, 126, 218, 369, and 388. All of the cards should be sorted into numerical order by specification serial numbers (a sequence sort). Then each of the specification serial numbers above will be in its respective numerical position and all cards for each number will be together.

(5) *Break-down sort.* If there are more cards to be sequence sorted than can be conveniently handled at one time (approximately 175 cards), the break-down sort described below should be carried out.

(6) *Multiple sequence sort.* This type of sorting is used when it is necessary to sort cards into sequence according to two or more different classifications. One of the classifications is the major, and one is the minor. Those in between are "submajors." To get the final result, always sort first through the minor and finish with the major. For example, assume that the cards are to be sorted into sequence by:

- First, Main Civilian Occupation
(Major classification)
- Second, A.G.C.T. Grade
(Submajor classification)
- Third, Education
(Minor classification)

Consider the three classifications as one number and sort as one code section consisting of 5 digits, thus:

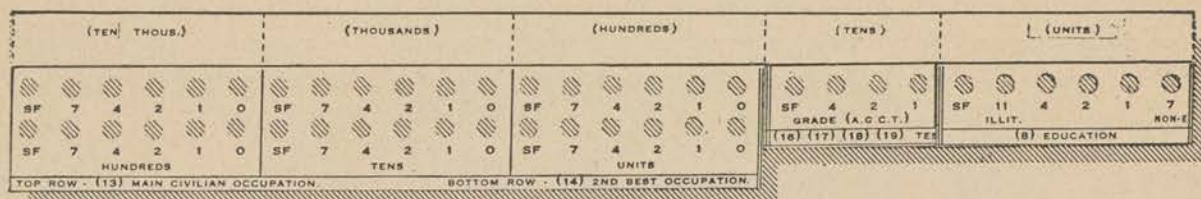


FIGURE 168.

MAIN CIVILIAN OCCUPATION	NO. OF MEN	A. G. C. T.		EDUCATION					
		GRADE	NO. OF MEN	NO. OF MEN	G. S.	H. S.	COLL.	P. G.	T. H. GR. B.
014	5	I	1			1			
		II	1		1				
		III	2		1	1			
		IV	1	1					
060	6	III	1			1			
		I	2				1	1	
		II	2			2			
		III	1		1				
096	2	IV	1		1				
		III	2		1	1			

FIGURE 169.

Sort from the right to left (sequence sort) by Education (units); then A.G.C.T. grade (tens) and last, Main Civilian Occupation (hundreds, thousands, and ten-thousands.)

The completed sort places Main Civilian Occupa-

tions in numerical order, the A.G.C.T. grades within each occupation in numerical order and the various levels of education in order by A.G.C.T. grades within each occupation. The tabulation illustrated in figure 169 can readily be prepared from the cards.

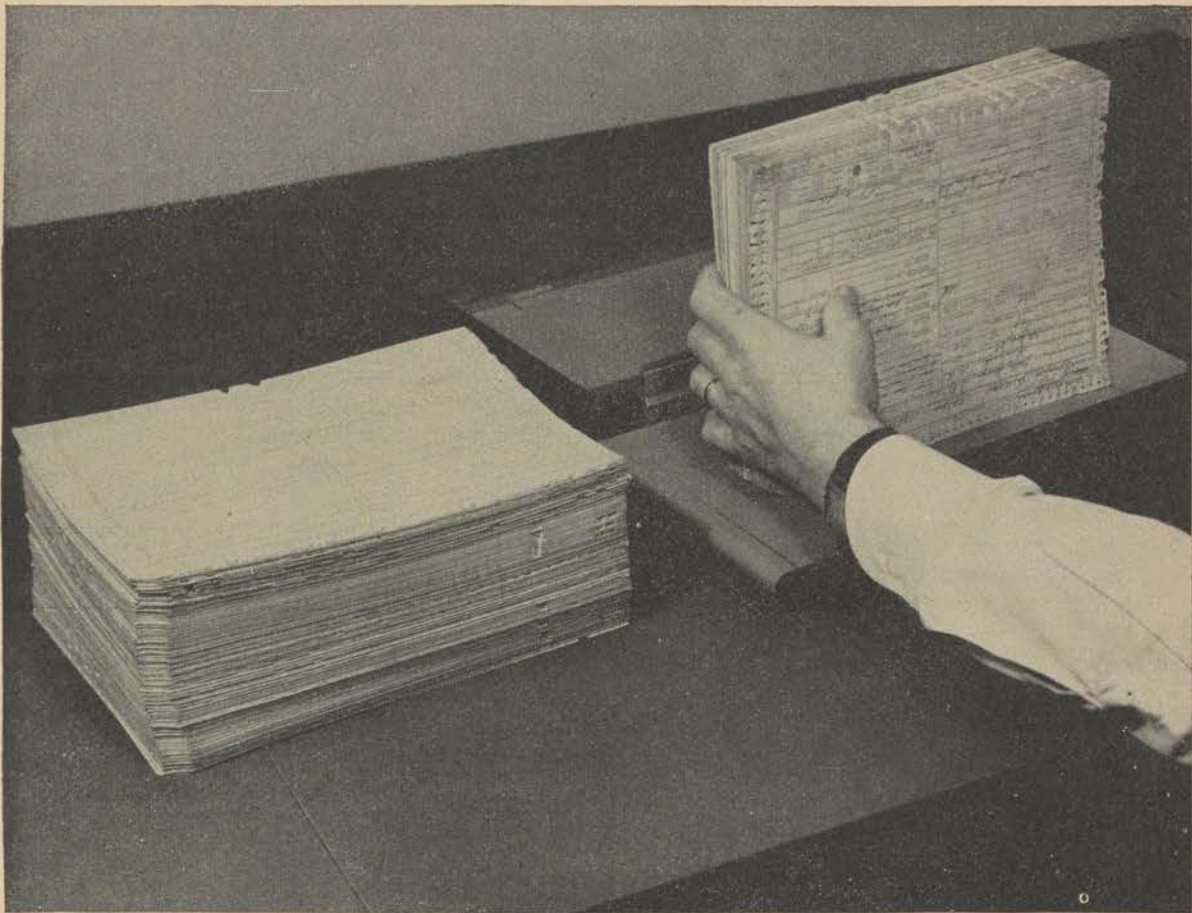


FIGURE 170.

e. Break-down Sorting. If there are too many cards to sort at one time, break the cards into stacks, using the break-down sort, by the major classification "Main civilian occupation." (See (1) below.) This type of sorting is used only when there are more cards to be sequence-sorted than it is practical to handle at one time. Its function is to break down a large group of cards into a series of smaller groups, each of which can be sequence sorted. It is, therefore, preliminary to the sequence sort when it is required. The break-down sorting process is directly opposite the sequence sorting process in that in break-down sorting the operation is from the highest to the lowest code position (left to right)

and the cards resulting from each sort are placed in separate stacks. Assume that a group of 500 qualification cards are to be sequence-sorted into alphabetical order. The Name code section contains two fields, tens and units. Since a group of 500 cards is too large to sequence-sort at one operation, the following break-down sorting procedure will arrange the cards for sequence sorting:

(1) Break-down sorting procedure. (a) Place the entire group of cards to the left of the sorting tray. Take a convenient handful (not more than 2 inches in thickness) from the top of the group; place them in the sorting tray and align for sorting.

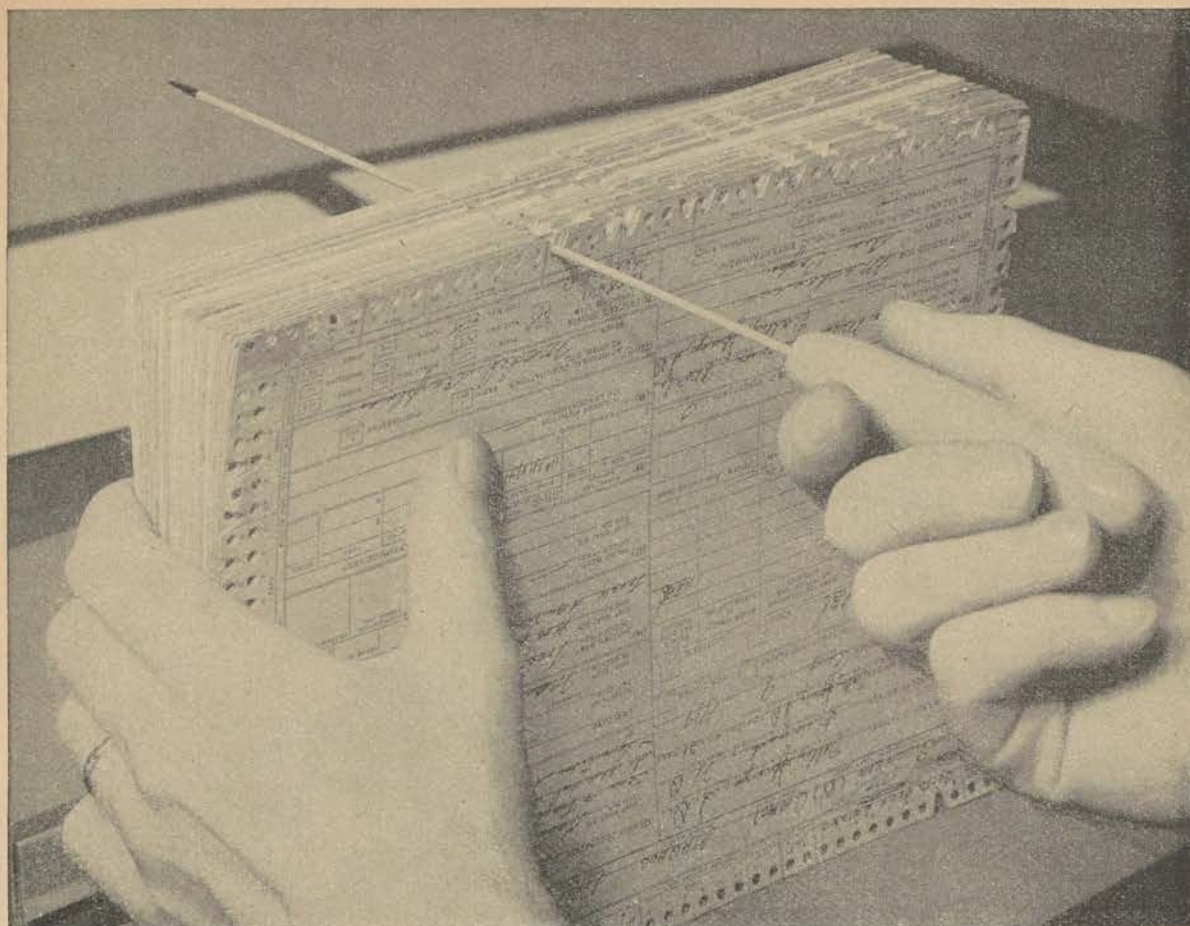


FIGURE 171.

(b) Major Break-down.

1. Sort through No. 7 in the tens field.

Result: The 70's, 80's, and 90's will drop out. These are code numbers 70 through 99. Place them in stack No. 5 as shown.

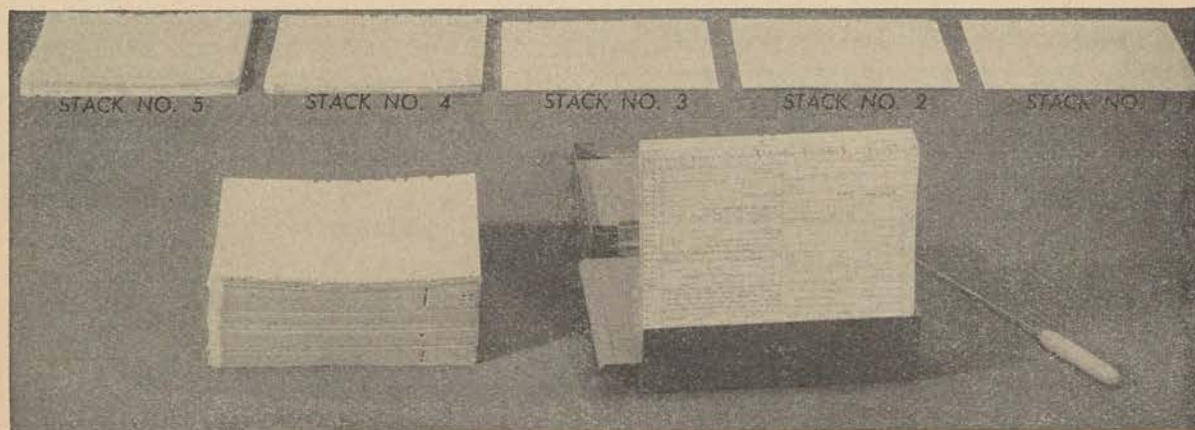


FIGURE 172.

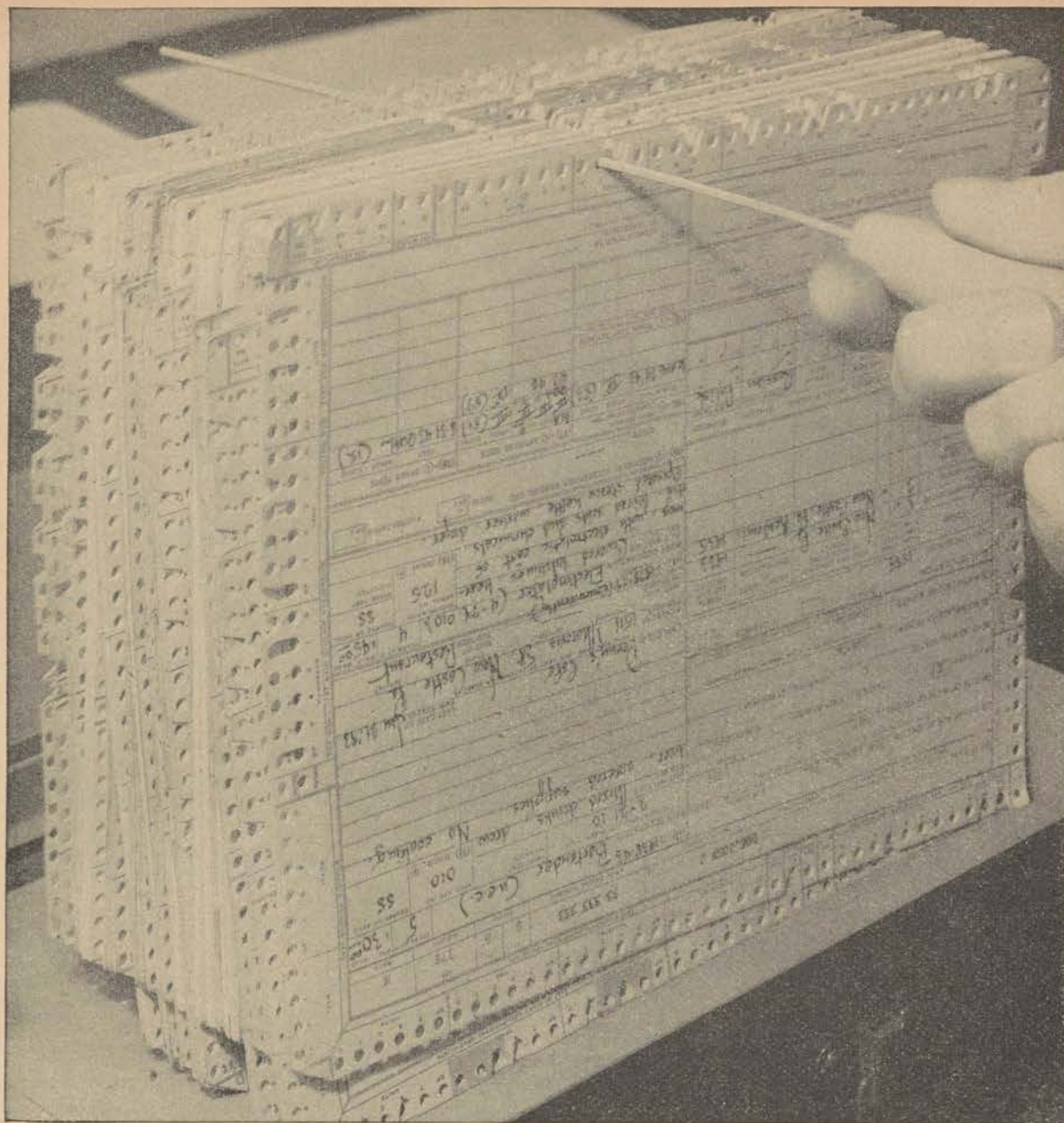


FIGURE 173.

2. Sort through No. 4 in the tens field. Result: The 40's, 50's and 60's will drop out. These are code numbers 40 through 69. Place them in stack No. 4. (See fig. 174.)

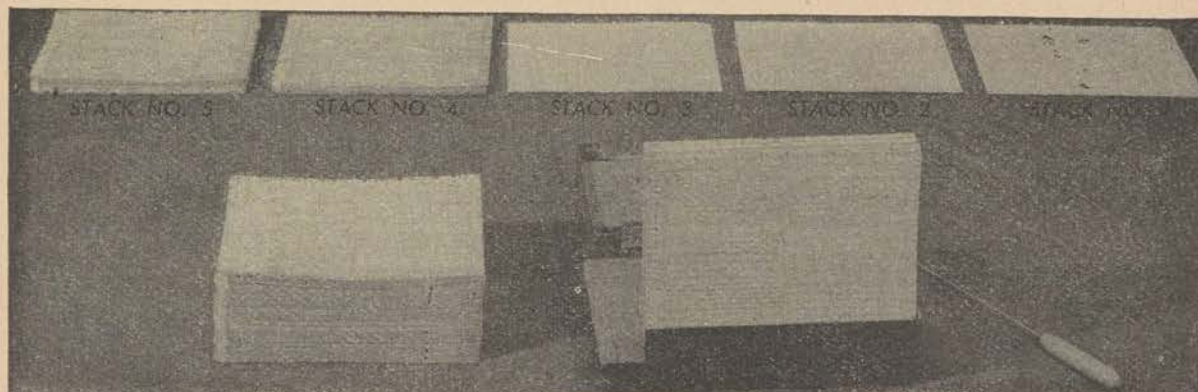


FIGURE 174.

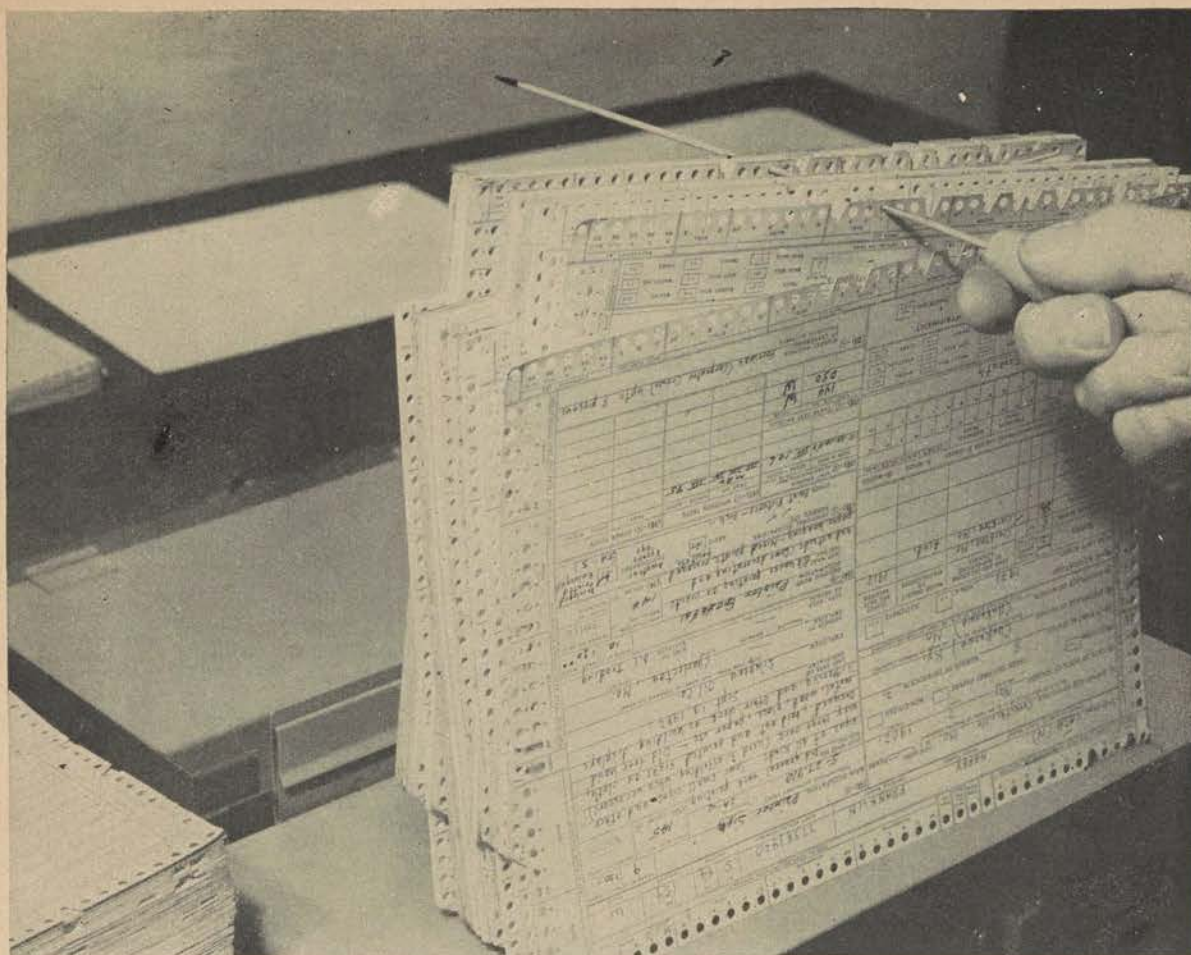


FIGURE 175.

3. Sort through No. 2 in the tens field.

Result: The 20's, and 30's will drop out. These are code numbers 20 through 39. Place them in stack No. 3. (See fig. 176.)

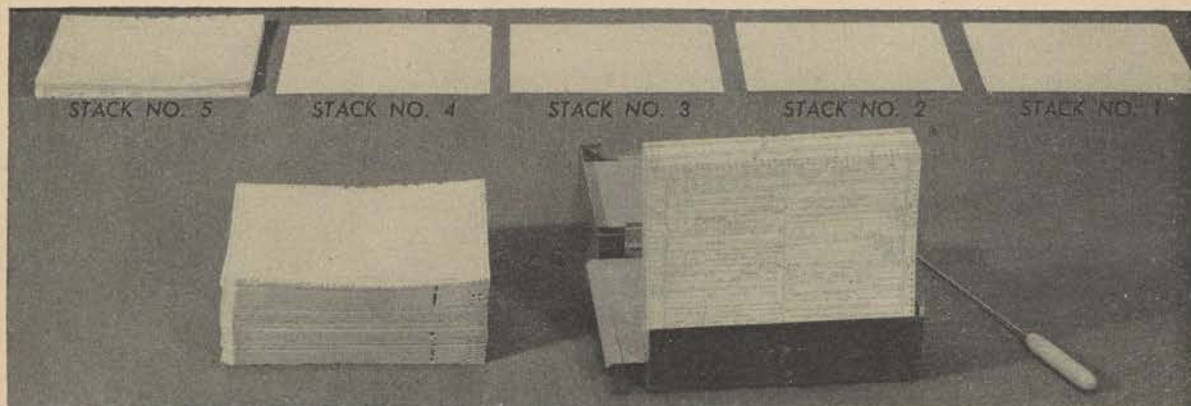


FIGURE 176.

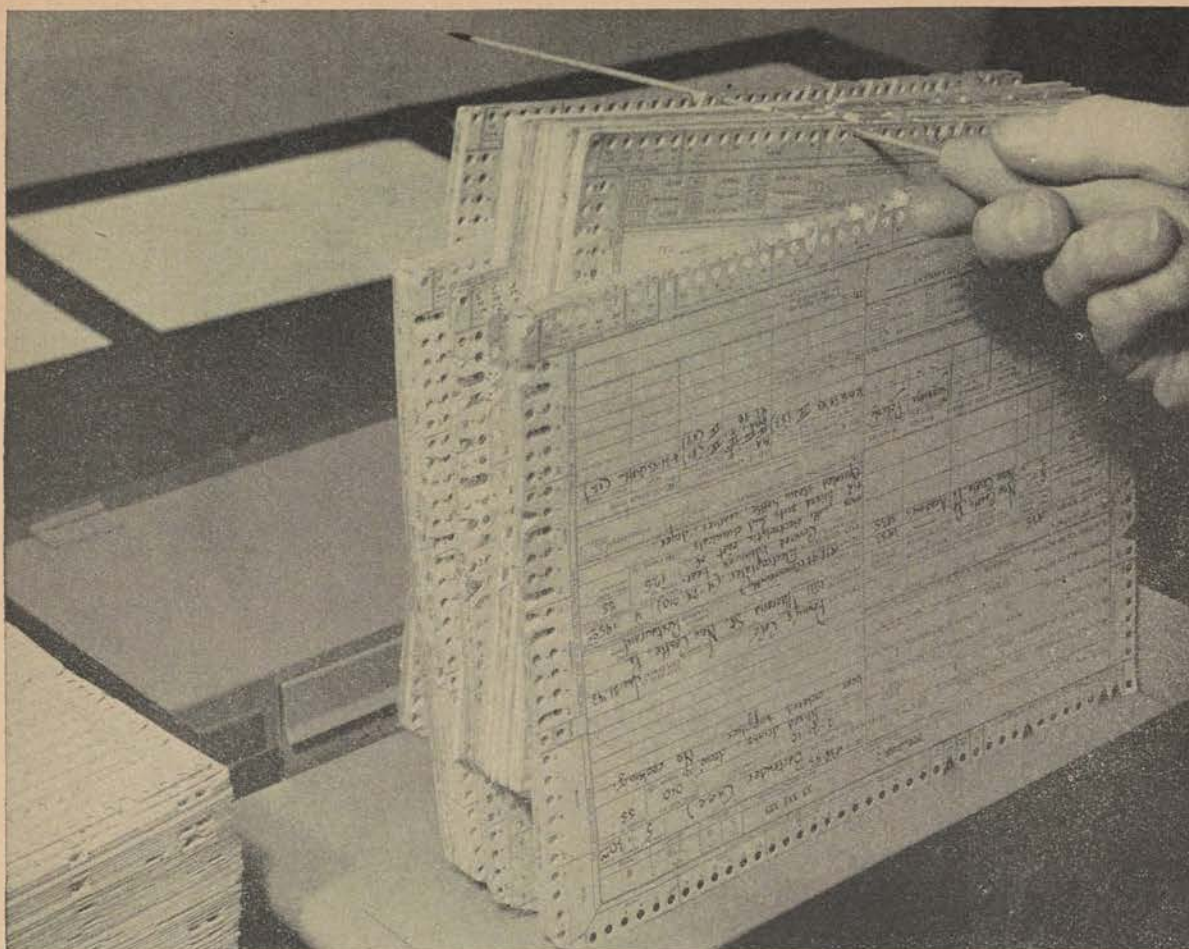


FIGURE 177.

4. Sort through No. 1 in the tens field.

Result: The 10's will drop out. These are code numbers 10 through 19. Place them in stack No. 4 as shown in figure 178. The cards coded for numbers less than 10, or 1 through 9, will remain on the tumbler. Place these in stack No. 1 as shown in figure 179.

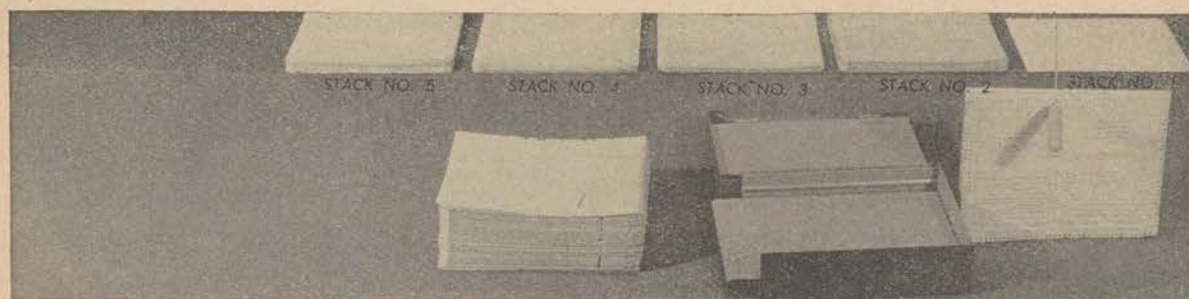


FIGURE 178.

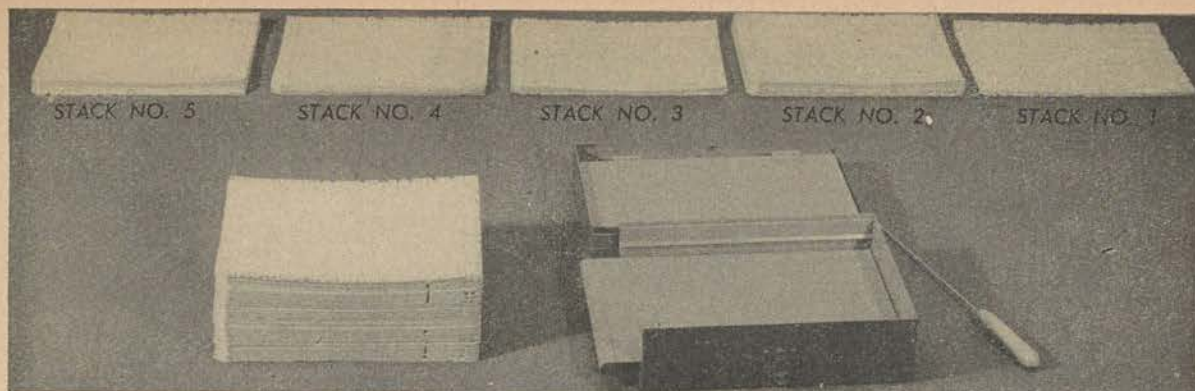


FIGURE 179.

5. Take a second convenient handful of cards from the unsorted stack and repeat the above operations. Continue until the unsorted stack of cards has been transformed into the five major break-down stacks.

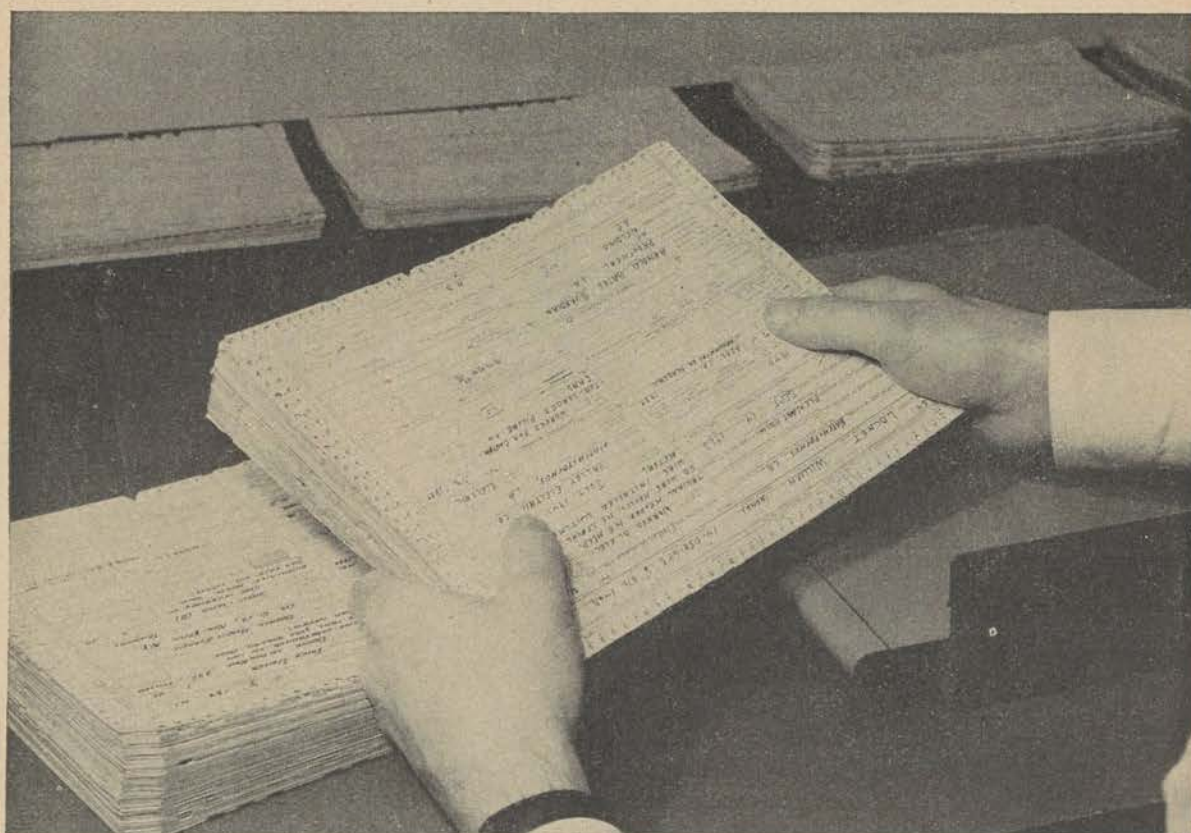


FIGURE 180.

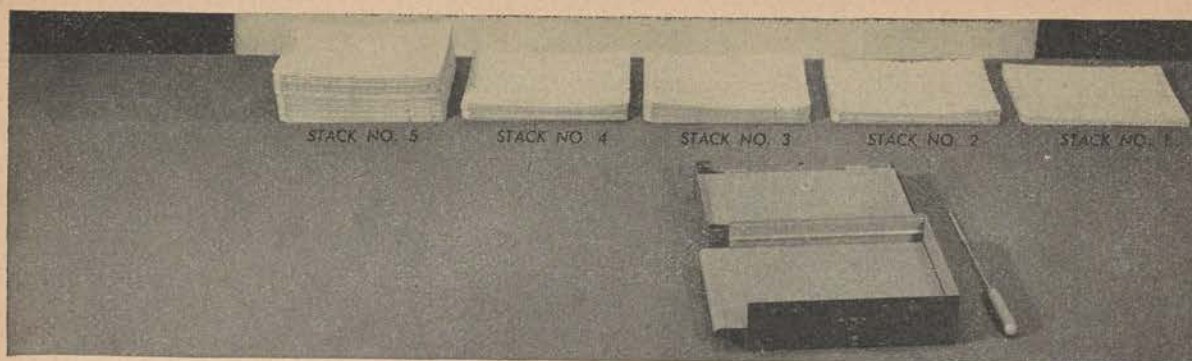


FIGURE 181.

(c) Subbreak-down of major break-down. If one or more of the major break-down stacks remains too large to be sequence-sorted, make a subbreak-down sort as follows:

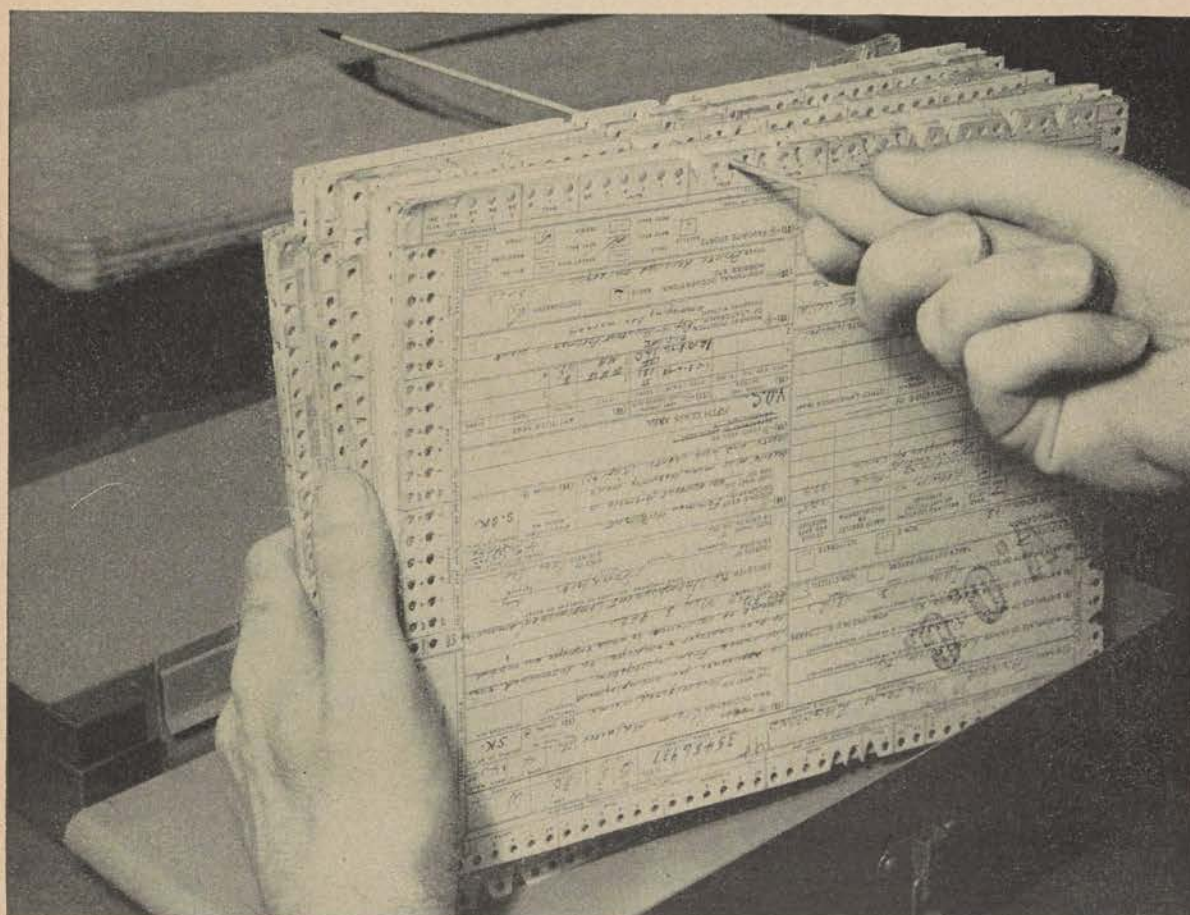


FIGURE 182.

1. Assume that stack No. 5 is still too large. Take a convenient handful from the stack and sort through 2 in the tens field.

Result: The 90's will drop out—code numbers 90 through 99. Place these in stack No. 8. (See fig. 183).

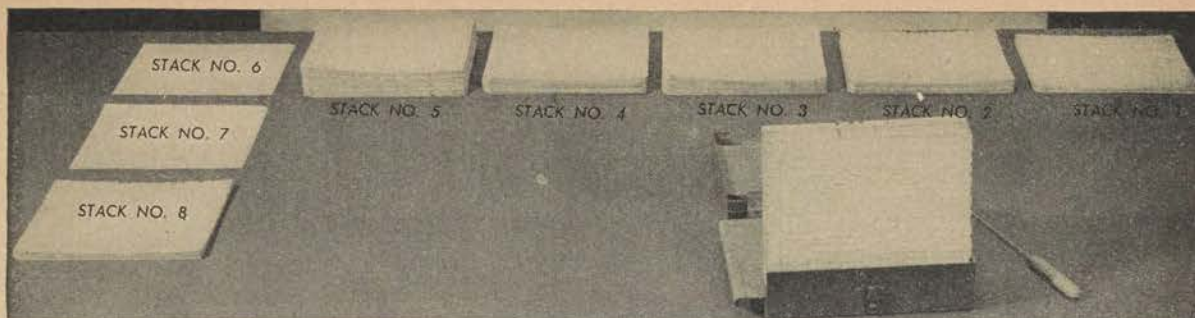


FIGURE 183.

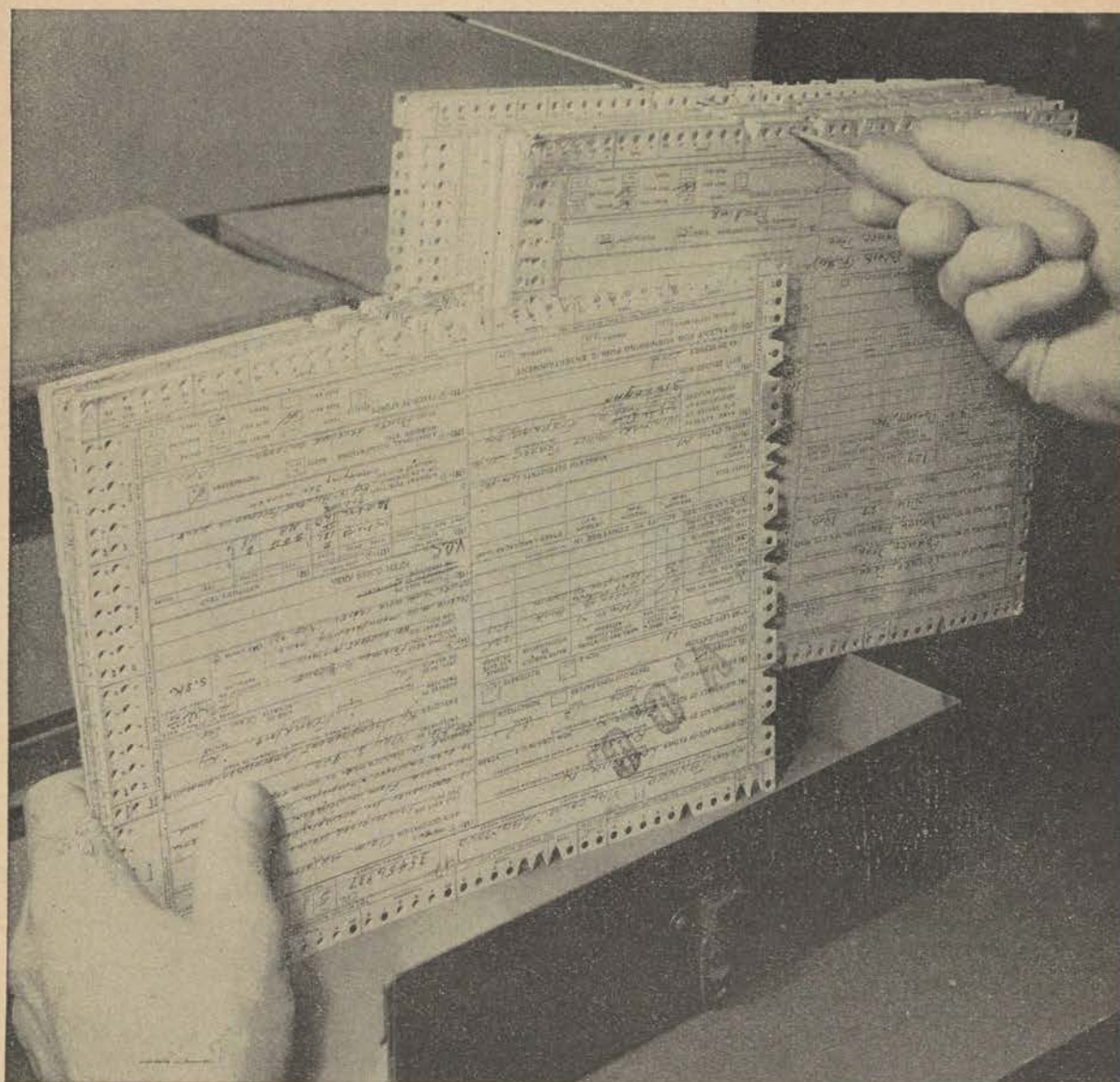


FIGURE 184.

2. Sort through 1 in the tens field.

Result: The 80's will drop out—code numbers 80 through 89. (See fig. 185.) Place these in stack No. 7. The 70's remain on the tumbler. Place these in stack No. 6. (See fig. 186.)

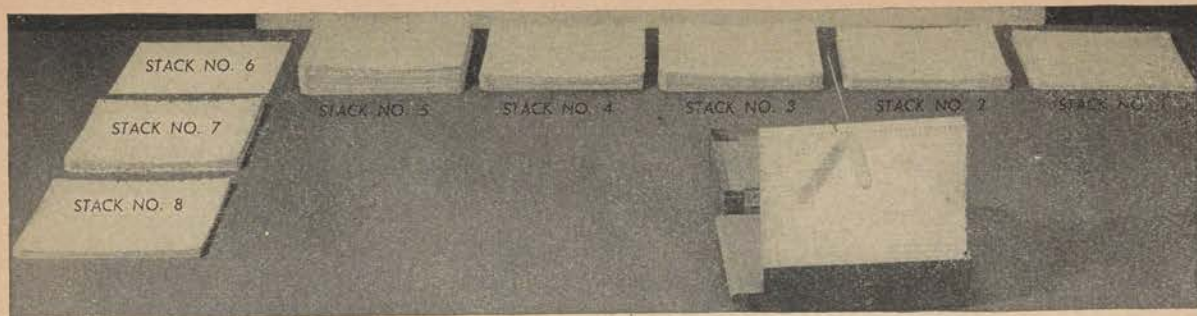


FIGURE 185.

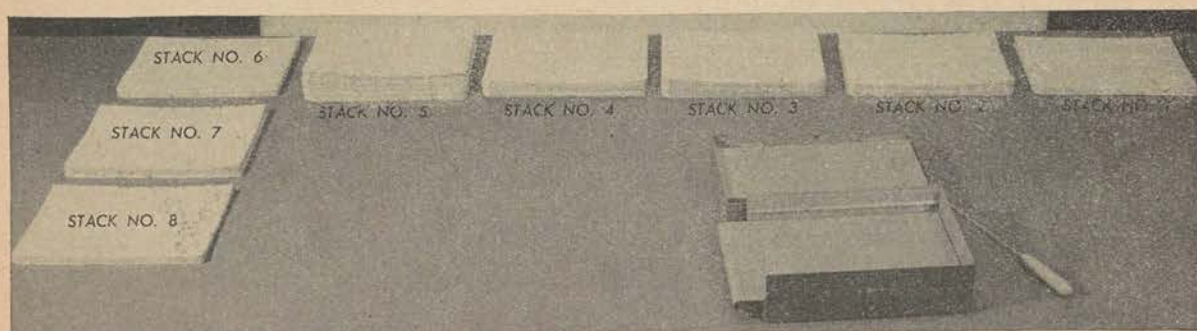


FIGURE 186.

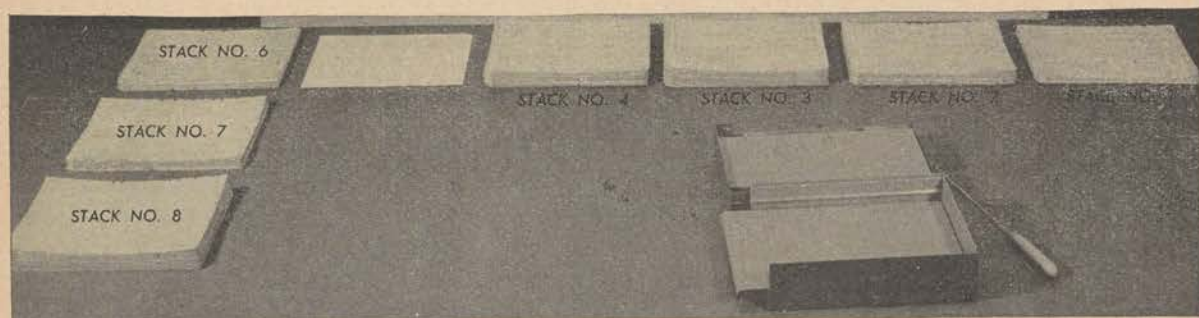


FIGURE 187.

3. If there are cards still remaining in stack No. 5, repeat the above operations until stack No. 5 has been transformed into stacks Nos. 6, 7, and 8.

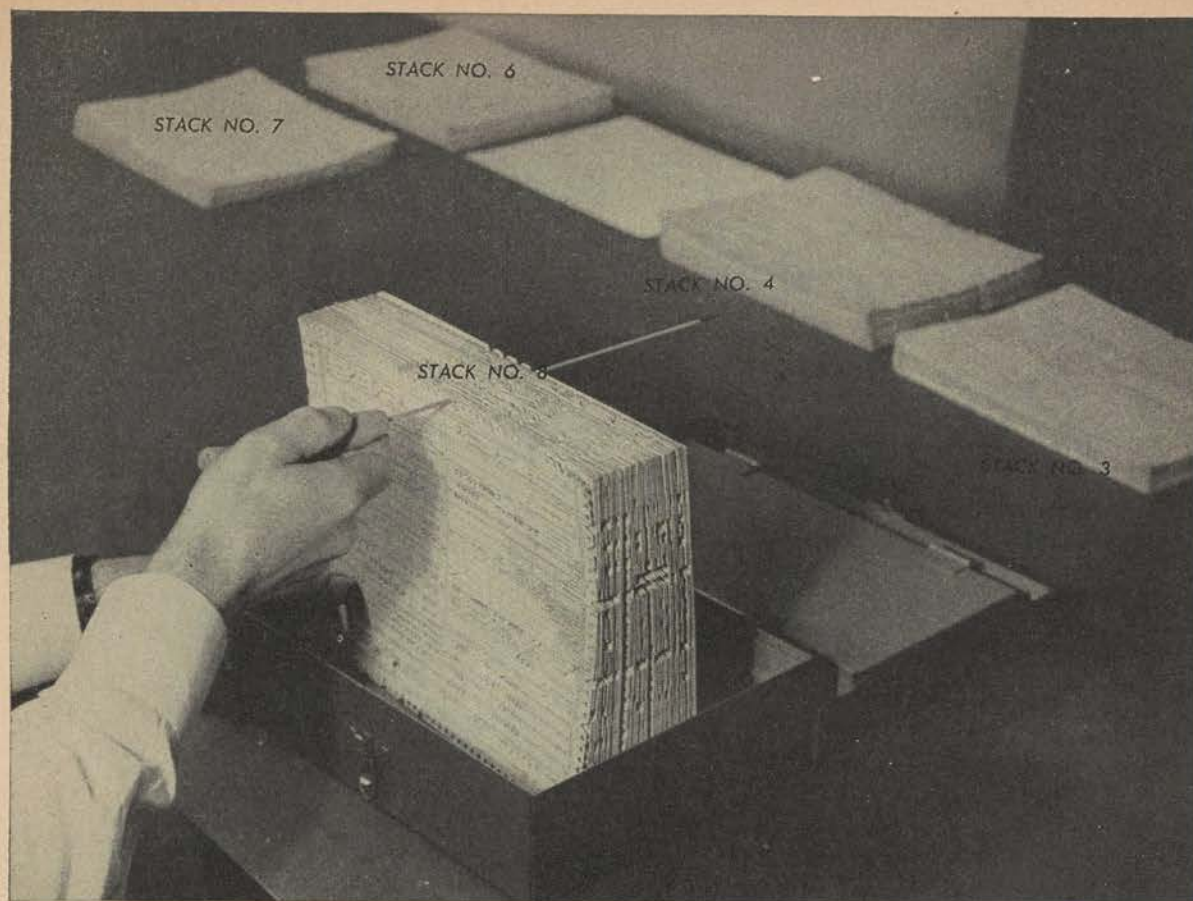


FIGURE 188.

(d) Final Sequence Sort.

1. Beginning with stack No. 8, sort first through 1 in the units field, place the cards that sort out at the back of the group, and continue sorting through each position to the left through 7 in the units field. (See fig. 188). These cards, coded 90 to 99, are now in sequence. Place them face up in a new stack to the left of the sorting tray. (See fig. 189.)

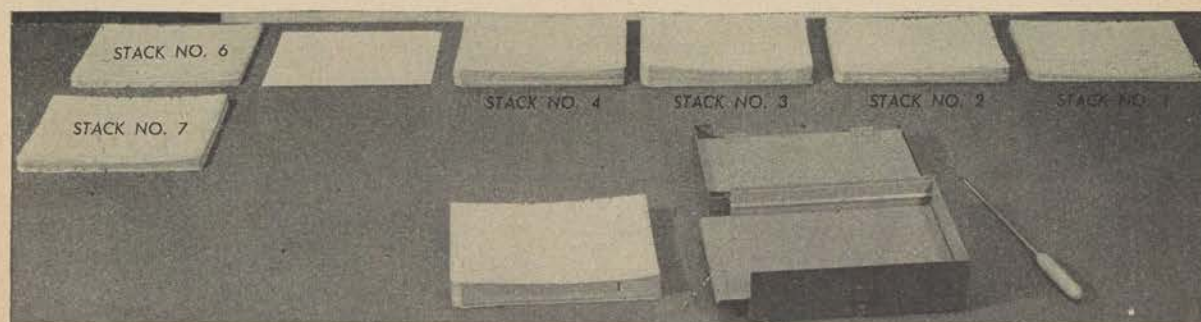


FIGURE 189.

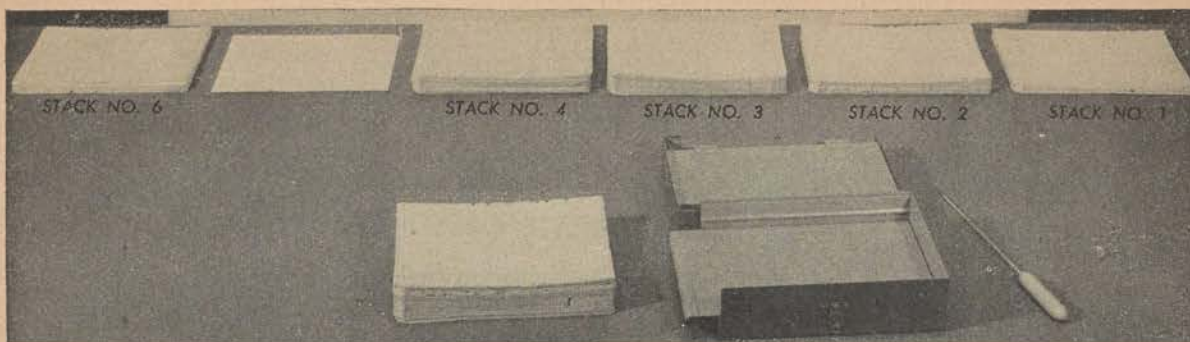


FIGURE 190.

2. Sequence-sort stack No. 7 and place it face up on the top of the completed stack. (See fig. 190.)
3. Sequence-sort stack No. 6 and place it face up on top of the completed stack. (See fig. 191.)
4. Proceed with sequence-sorting stacks 4, 3, 2, and 1. The final result is that the entire group of cards is now in numerical order, from 0 to 99. (See fig. 192.)

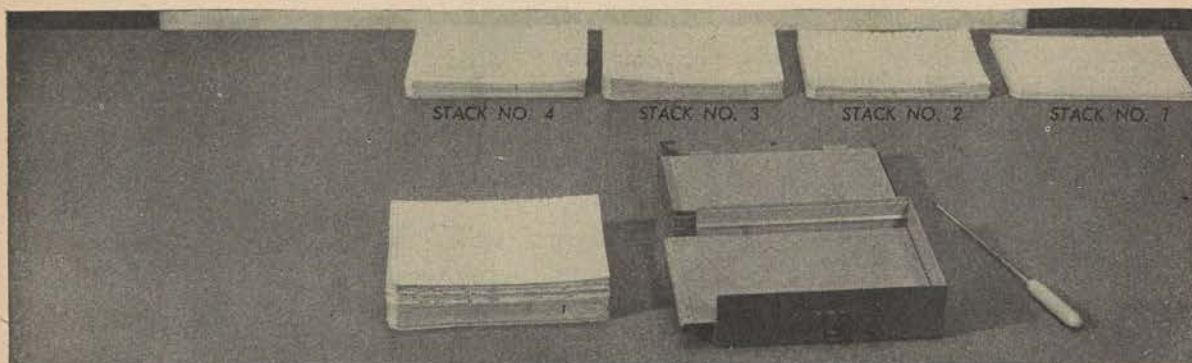


FIGURE 191.

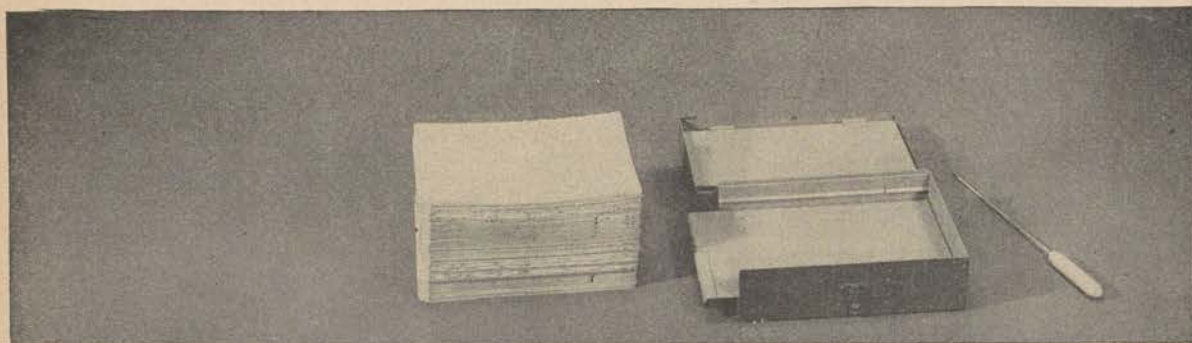


FIGURE 192.

Appendix I

ARMS AND SERVICES WITH CODE NUMBERS

Adjutant General's Department	01	Medical Administrative Corps	20
Aide to General Officer	02	Army Nurse Corps	21
Air Corps	03	Contract Surgeon	22
Armored Force	04	Sanitary Corps	23
Army Mine Planter Service	05	Military Intelligence	24
Cavalry	06	Military Police	25
Chaplain	07	National Guard Bureau	26
Chemical Warfare Service	08	Ordnance Department	27
Coast Artillery Corps	09	Quartermaster Corps	28
Corps of Engineers	10	Signal Corps	29
Field Artillery	11	Specialist Corps	30
Finance Department	12	Warrant Officer	31
General Staff Corps	13	United States Military Academy	32
Infantry	14	Transportation Corps	33
Inspector General's Department	15	Medical Dept., Physical Therapy Aides	34
Judge Advocate General's Department	16	Medical Dept., Dietitians	35
Medical Corps	17	Pharmacy Corps	36
Dental Corps	18	Women's Army Corps	37
Veterinary Corps	19		

Appendix II

NAME CODE FOR OFFICERS AND ENLISTED PERSONNEL

<i>A</i>			<i>H</i>			<i>P</i>		
Aa to Al	1		Haa to Hak	35		Pa to Pd	67	
Am to Aq	2		Hal to Haw	36		Pe to Pg	68	
Ar to Az	3		Har to Hd	37		Ph to Pz	69	
<i>B</i>			Hea to Hem	38		<i>Q</i>		
Baa to Baq	4		Hen to Hh	39		Qa to Qz	70	
Bar to Bd	5		Hi to Hn	40		<i>R</i>		
Bea to Bem	6		Ho to Ht	41		Ra to Rd	71	
Ben to Bh	7		Hu to Hz	42		Re to Rh	72	
Bi to Bn	8		<i>I</i>			Ri to Rn	73	
Bo to Bq	9		Ia to Iz	43		Ro to Rt	74	
Bra to Brn	10		<i>J</i>			Ru to Rz	75	
Bro to Bt	11		Ja to Jn	44		<i>S</i>		
Bu to Bz	12		Jo to Jz	45		Sa to Sch	76	
<i>C</i>			<i>K</i>			Scha to Schl	77	
Caa to Car	13		Ka to Kd	46		Schm to Scht	78	
Cas to Cg	14		Ke to Kh	47		Schu to Sd	79	
Ch to Chz	15		Ki to Km	48		Se to Sg	80	
Ci to Cn	16		Kn to Kq	49		Sh to Shz	81	
Coa to Coq	17		Kr to Kz	50		Si to Sl	82	
Cor to Cq	18		<i>L</i>			Sm to Sn	83	
Cr to Cz	19		La to Ld	51		So to Sq	84	
<i>D</i>			Le to Lh	52		Sta to Std	85	
Da to Dd	20		Li to Ln	53		Ste to Stn	86	
De to Dh	21		Lo to Lz	54		Sto to Stz	87	
Di to Dq	22		<i>M</i>			Su to Sz	88	
Dr to Dz	23		Maa to Maq	55		<i>T</i>		
<i>E</i>			Mar to Mb	56		Ta to Tg	89	
Ea to El	24		McA to McF	57		Th to Tn	90	
Em to Ez	25		McG to Md	58		To to Tz	91	
<i>F</i>			Mea to Meq	59		<i>U</i>		
Fa to Fh	26		Mer to Mh	60		Ua to Uz	92	
Fi to Fk	27		Mi to Mn	61		<i>V</i>		
Fl to Fq	28		Mo to Mt	62		Va to Vz	93	
Fr to Fz	29		Mu to Mz	63		<i>W</i>		
<i>G</i>			<i>N</i>			Wa to Wd	94	
Ga to Gd	30		Na to Nh	64		Wea to Weh	95	
Ge to Gk	31		Ni to Nz	65		Wei to Wg	96	
Gl to Gq	32		<i>O</i>			Wh to Wilk	97	
Gra to Grh	33		Oa to Oz	66		Will to Wz	98	
Gri to Gz	34		<i>XYZ</i>			XYZ	99	

Appendix III

PRINCIPAL FOREIGN LANGUAGES

Arabic	French	Portuguese
Armenian	Gaelic	Roumanian
Basque	German	Russian
Bengali	Greek	Serbian
Bulgarian	Hindustani	Slovak
Chinese	Hungarian (Magyar)	Slovenian
Croatian	Italian	Spanish
Danish	Japanese	Swedish
Dutch	Latvian (Lettish)	Syrian
Egyptian	Lithuanian	Turkish
Esthonian	Norwegian	Ukranian
Finnish	Persian	Welsh
Flemish (Belgian)	Polish	Yiddish

Appendix IV

SPECIAL SERVICE SCHOOLS AND CODE DESIGNATIONS

a. Officers.		Pilot School (Advanced 2 Eng.)	53
Adjutant General's School	01	Pilot School (Specialized 2 Eng.)	54
Inspector General's School	02	Pilot School (Specialized 4 Eng.)	55
Military Intelligence School	03	Pilot School (Liaison Elementary) includes	
Army Administration School (incl. W.A.C.)	04	Contract Pilot School (Liaison Elementary)	56
Army Exchange School	05	Pilot School (Liaison Advanced), includes Con-	
Provost Marshal General's School	06	tract Pilot School (Liaison Advanced)	57
Provost Marshal General, Civil Affairs School	07	Central Instructor School	60
Armored School	08	Instructor School (Instrument Pilot)	61
Army Dental School	09	Instructor School (Pilot 4 Eng.)	62
Army Finance School	10	Instructor School (Bombardier)	63
Army Medical School	11	Instructor School (Navigator)	64
Army Veterinary School	12	Instructor School (Flexible Gunnery)	65
Cavalry School	14	Instructor School (Fixed Gunnery)	66
Chaplains School	15	Administration School (AAF) includes OTS	
Chemical Warfare School	16	and OCS	70
Coast Artillery School	17	Aeronautical Engineering (College Course)	71
Engineer School	18	Applied Tactics School (Tactical School)	72
Field Artillery School	19	Bombardier School	73
Infantry School	20	Flexible Gunnery School	74
Medical Field Service School	21	Glider School	75
Ordnance School	22	Harvard Business School (Spec. AAF Course)	76
Motor Transport School	23	Medical Service Training School	77
Quartermaster School	24	Navigation School, includes Contract Naviga-	
School of Military Government	25	tion School	78
Signal Corps School	26	Radar, Theory of Electronics (College Course)	79
Women's Army Corps Officer Candidate School	27	School of Air Evacuation	80
School for Special and Morale Services	28	School of Aviation Medicine	81
Judge Advocate General's School	29	Staff Course (AAF)	82
Engineer Amphibian Command School	30	Statistical Officers' Course (Includes OTS and	
Medical Administration School	31	OCS)	83
Transportation Corps School	32	Technical School (Administrative Inspector) ..	84
Tank Destroyer School	33	Technical School (Armament)	85
Antiaircraft Artillery School	34	Technical School (Bombsight Maintenance)	86
Parachute School	41	Technical School (Communications)	87
Barrage Balloon School	43	Technical School (Cryptography)	88
Other service schools not included above	49	Technical School (Engineering)	89
ARMY AIR FORCES SPECIAL SERVICE SCHOOLS		Technical School (Flight Engineering)	90
Pilot School (Primary), includes Contract Pilot		Technical School (Link Celestial Navigator and	
School (Primary)	50	Bombardier)	91
Pilot School (Basic), includes Contract Pilot		Technical School (Meteorology)	92
School (Basic)	51	Technical School (Photo Lab Commanders or	
Pilot School (Advanced Single Eng.), includes		Photo Officer Pilot)	93
Contract Pilot School (advanced)	52	Technical School (Radio Observer)	94
		Technical School (Technical Inspector)	95

Technical School (Weight and Balance)	96
Other AAF Schools not listed above	97

NOTE. The above code numbers, when applicable will be used to code attendance at an officer candidate school.

b. Enlisted.

Army Air Forces Schools:

Airplane mechanics	01
Aircraft armorer	02
Aircraft machinist	03
Aircraft metal worker	04
Aircraft welders	05
Air Corps technical and supply clerks	06
Link trainer instructor	07
Parachute riggers	08
Administrative clerks	09
Photography	10
Radio Operator and mechanic	11
Teletype	12
Weather observers	13

Advanced courses:

Power plants	14
Electrical	15
Instrument	16
Propeller	17
Weather forecasters	18
Advanced photography	19

Bombsight maintenance	20
Power-operated turrets	21
Army airways communications system	22

Arm or Service Schools:

Quartermaster Corps	01
Medical Department	02
Corps of Engineers	03
Ordnance Department	04
Signal Corps	05
Finance Department	06
Chemical Warfare Service	07
Field Artillery	08
Cavalry	09
Coast Artillery	10
Infantry	11
Armored Force	12
The Adjutant General's School	13
Provost Marshal General	14
Antiaircraft	15
Barrage Balloon (antiaircraft command) ..	16
Parachute (air-borne command)	17
Tank destroyer	18
Military Intelligence Service	19

Women's Army Corps:

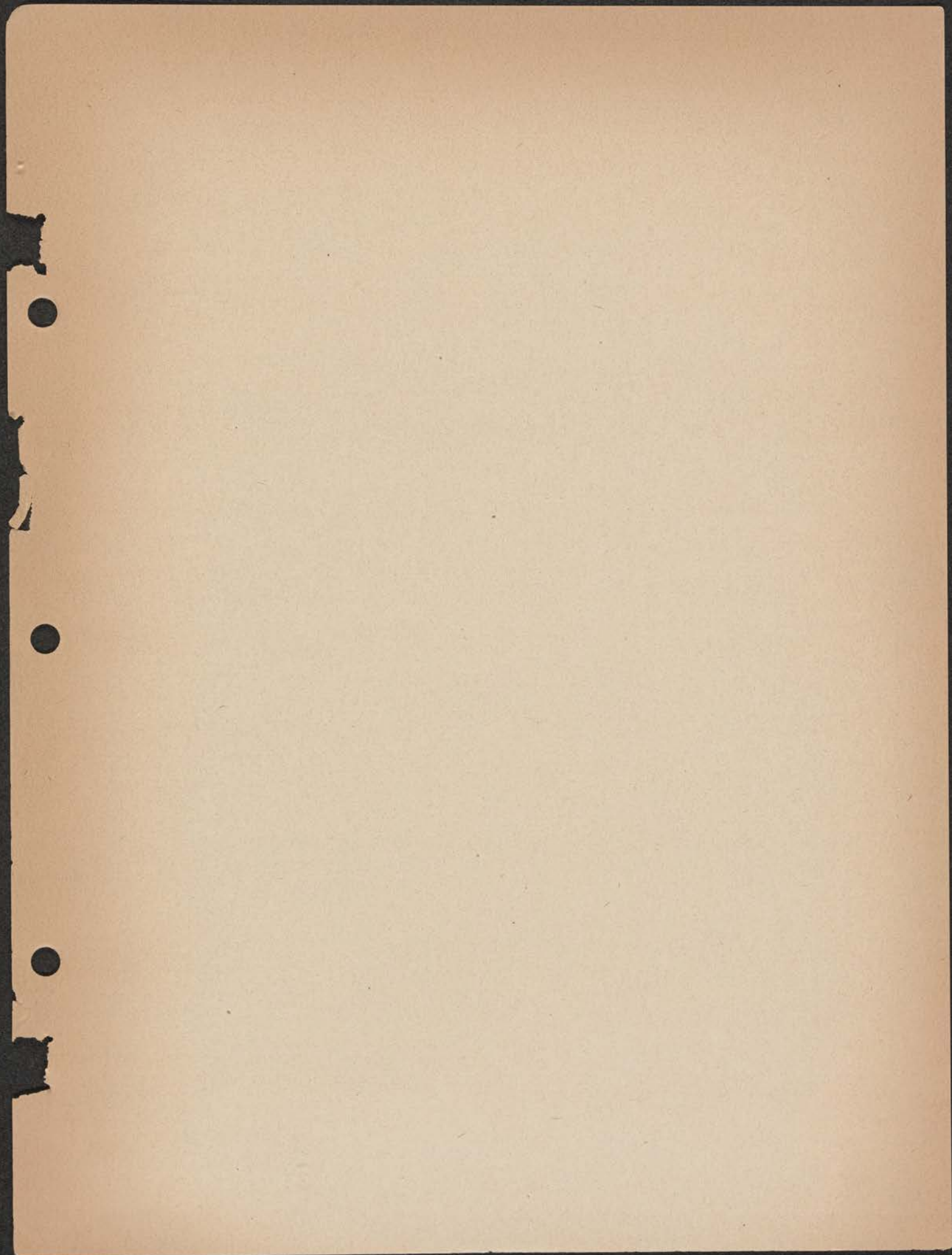
Motor transportation	23
Administrative	24
Cooks and bakers	25

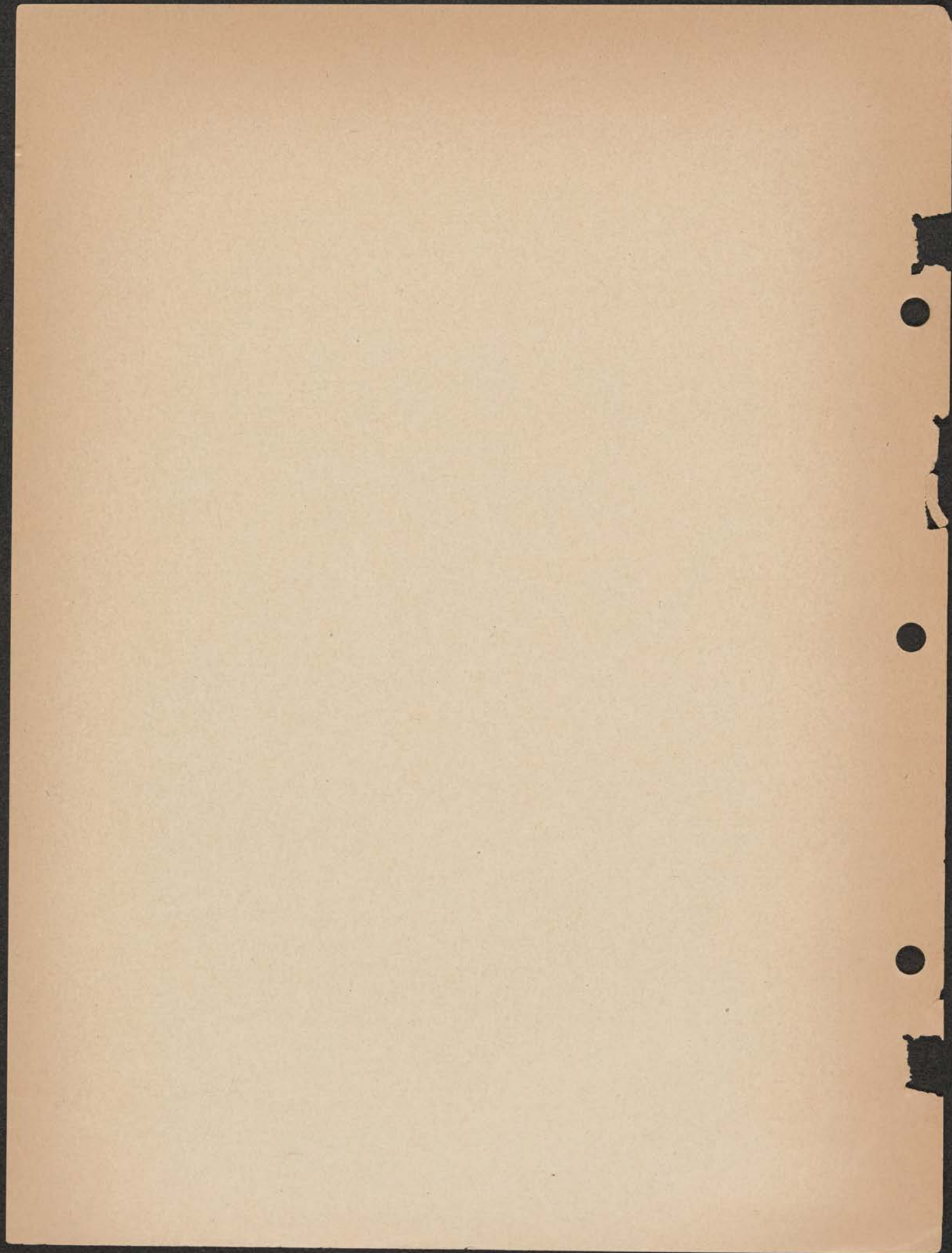
Appendix V

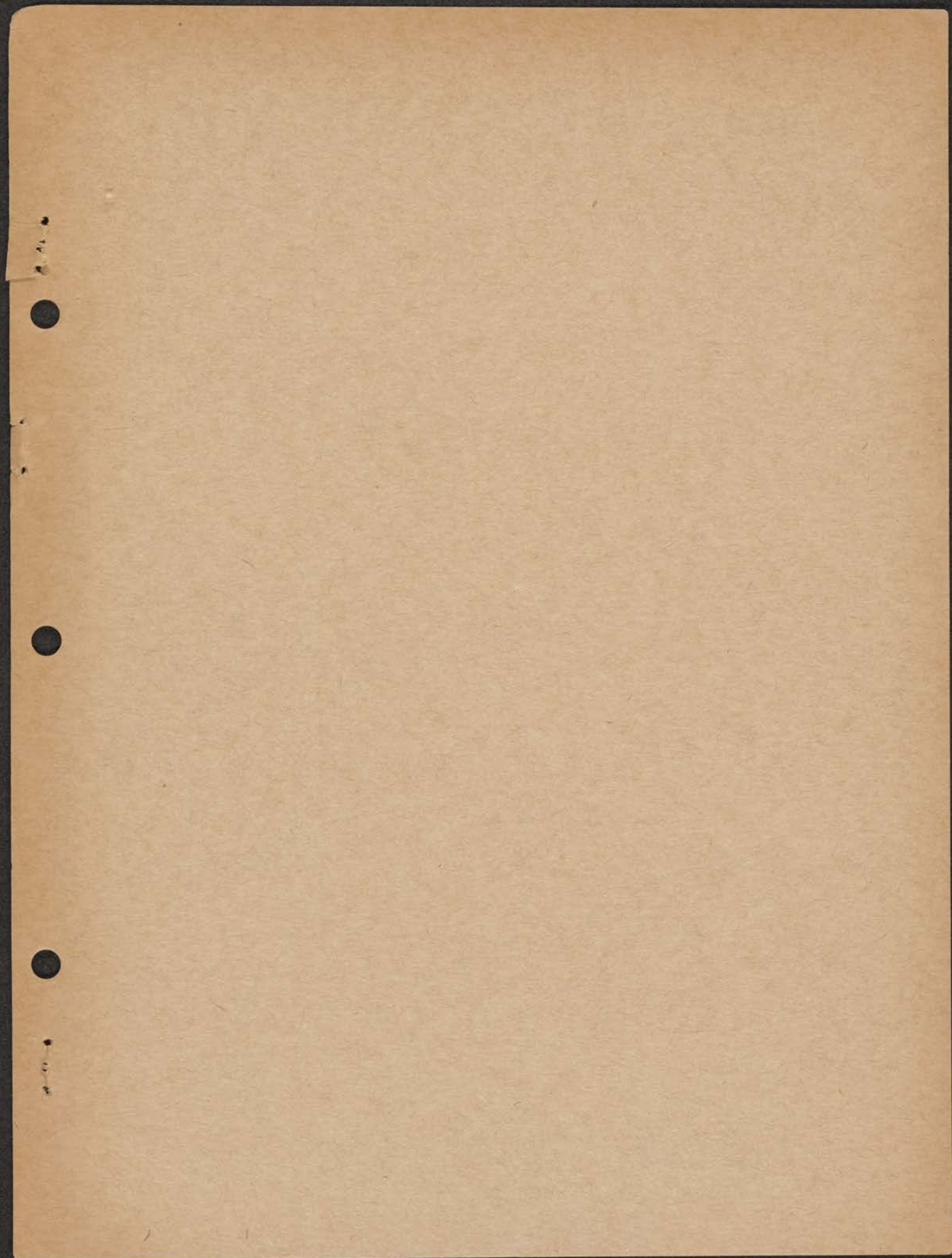
MAILING ADDRESSES OF STATE DIRECTORS OF SELECTIVE SERVICE

State	Street	City
Alabama	300 Dexter Ave.	Montgomery 4, Ala.
Alaska		Juneau, Alaska
Arizona	1006 Professional Bldg.	Phoenix 3, Ariz.
Arkansas	Old State Highway Bldg.	Little Rock, Ark.
California	Plaza Bldg.	Sacramento 14, Calif.
Colorado	300 Logan St.	Denver 9, Colo.
Connecticut	10 North Main St.	West Hartford 7, Conn.
Delaware	8th and Wollaston Sts.	Wilmington 99, Del.
Dist. of Columbia	Weightman School Bldg.	Washington 7, D. C.
Florida	State Arsenal	St. Augustine, Fla.
Georgia	959 E. Confederate Ave., S.E.	Atlanta 1, Ga.
Hawaii	Hotel & Miller Sts.	Honolulu, T. H.
Idaho	State House Annex	Boise, Idaho
Illinois	104 Armory Bldg.	Springfield, Ill.
Indiana	711 N. Pennsylvania St.	Indianapolis 4, Ind.
Iowa	National Guard Armory	Des Moines, Iowa
Kansas	State House	Topeka, Kansas
Kentucky	334 East Broadway	Louisville 2, Ky.
Louisiana	Jackson Barracks	New Orleans 17, La.
Maine	31 Western Ave.	Augusta, Maine
Maryland	Fifth Regiment Armory	Baltimore 1, Md.
Massachusetts	38 Chauncy St.	Boston 11, Mass.
Michigan	Capitol Savings & Loan Bldg.	Lansing 4, Mich.
Minnesota	100 East Tenth St.	St. Paul 2, Minn.
Mississippi	War Memorial Bldg.	Jackson 102, Miss.
Missouri	310 E. Capitol Ave.	Jefferson City, Mo.
Montana	State Arsenal Bldg.	Helena, Mont.
Nebraska	State Capitol	Lincoln 9, Nebr.
Nevada	State Capitol	Carson City, Nev.
New Hampshire	31 South Main St.	Concord, N. H.
New Jersey	Armory Dr.	Trenton 8, N. J.
New Mexico	Lensic Bldg.	Santa Fe, N. Mex.
New York	76 State St.	Albany 1, N. Y.
New York City	1 East 44th St.	New York, N. Y.
North Carolina	Justice Bldg.	Raleigh, N. C.
North Dakota	Fraine Barracks	Bismarck, N. Dak.
Ohio	40 South Third St.	Columbus 15, Ohio
Oklahoma	Hightower Bldg.	Oklahoma City 2, Okla.
Oregon	412 State Office Bldg.	Salem, Oregon
Pennsylvania	Northwest Office Bldg.	Harrisburg, Pa.

Puerto Rico	Alcazar Apartment Bldg.	San Juan 3, P. R.
Rhode Island	32 Custom House St.	Providence 3, R. I.
South Carolina	Wade Hampton State Office Bldg.	Columbia 10, S. C.
South Dakota	National Guard Adm. Bldg.	Rapid City, S. Dak.
Tennessee	Cumberland Lodge Bldg.	Nashville 3, Tenn.
Texas	Tribune Bldg.	Austin 17, Texas
Utah	Utah Oil Bldg.	Salt Lake City 9, Utah
Vermont	27 School St.	Montpelier, Vt.
Virginia	State Office Bldg.	Richmond 19, Va.
Washington	Camp Murray	Ft. Lewis, Wash.
West Virginia	Capitol Bldg.	Charleston 5, W. Va.
Wisconsin	122 West Washington Ave.	Madison 3, Wis.
Wyoming	State Capitol Bldg.	Cheyenne, Wyo.







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