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1944

## Local Board Memorandum No. 115 and Local Board Memorandum No. 115B, Amended January 6, 1944, Effective February 1, 1944

United States. Selective Service System

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# SELECTIVE SERVICE SYSTEM

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Local Board Memorandum No. 115

and

Local Board Memorandum No. 115B

Amended

January 6, 1944

Effective

February 1, 1944

*Reproduced for the information of  
The Members and Associates of*

THE AMERICAN INSTITUTE OF ACCOUNTANTS  
13 EAST 41ST STREET  
NEW YORK 17, N. Y.



# CHANGES IN SELECTIVE SERVICE PROCEDURE

January 17, 1944.

To Members and Associates of the  
American Institute of Accountants

Gentlemen:

Under date of January 6, 1944, the National Headquarters of the Selective Service System announced amendments to Local Board Memorandum No. 115 and Local Board Memorandum No. 115B which will become effective February 1, 1944.

Local Board Memorandum No. 115 has been amended to state a new policy concerning the occupational deferment of registrants ages 18 through 21, and the policy concerning occupational deferment of fathers. In addition, a list of definitions of critical occupations has been added, including a definition of "accountant."

Local Board Memorandum No. 115B has been amended to exclude registrants under age 22 and also to require a statement under oath regarding the qualifications of a registrant before the provisions of the bulletin may be invoked.

Reprinted herein is the full text of the two bulletins as amended.

Yours truly,

JOHN L. CAREY,  
*Secretary*

# Local Board Memorandum No. 115

*Issued: 3/16/42*

*As Amended: 1/6/44*

*Effective: 2/1/44*

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*Subject:*

## OCCUPATIONAL CLASSIFICATION OTHER THAN AGRICULTURAL

### PART I. GENERAL POLICIES

1. *Objectives of the Selective Service System.* — The Selective Service System, in the selection of men, is responsible for the attainment of two objectives. First, the manpower requirements of the armed forces must be met. Second, civilian functions necessary to war production and to the support of the war effort must be maintained.

2. *Basis of occupational deferment.* — In order to be given occupational deferment, a registrant must be a “necessary man” in war production or in support of the war effort.

3. *Replaceability.* — In determining whether a registrant is a “necessary man,” the replaceability of the registrant is of paramount importance. The replaceability of the registrant may be based on various factors which should be considered carefully. There may be a shortage of men possessing the registrant’s special training, qualification, or skill. There may be such a distinct unskilled labor shortage that the registrant is irreplaceable without reference to any special training, qualification, or skill. In either case, there may be a shortage of the supply of labor for replacement purposes at the place where the

registrant is working even though there is no over-all shortage throughout the Nation.

## PART II. SPECIAL PROVISIONS APPLICABLE TO REGISTRANTS AGES 18 THROUGH 21

*1. Registrants ages 18 through 21 not to be occupationally deferred except under certain conditions.* — Effective February 1, 1944, no registrant (whether a non-father or a father) ages 18 through 21 at the time he is classified may be considered as a “necessary man” entitled to be placed in Class II-A or Class II-B unless:

(a) There is filed with the local board a Form 42-A Special upon which the State Director of Selective Service in whose State the registrant’s principal place of employment is located has endorsed a statement that, based upon the information on the Form 42-A Special, he recommends that the local board exempt the registrant from the general restriction against the occupational deferment of registrants ages 18 through 21.<sup>1</sup>

(b) An exception to the restriction against occupational deferment of registrants ages 18 through 21 is specifically authorized by the Director of Selective Service without a statement from a State Director of Selective Service as provided in (a) above and the local board determines that the registrant comes within the exception described by the Director of

<sup>1</sup> All requests for new or additional occupational deferments for registrants under this subparagraph will be made on Affidavit-Occupational Classification (Form 42-A Special). The DSS Form 42-A Special will be completed in an Original and First Copy and Second Copy and presented by the employer to the State Director in whose State is located the registrant’s principal place of employment. If the registrant is included on a Replacement Schedule, the Original and both copies of DSS Form 42-A Special will be submitted to the State Director with the Replacement Schedule.

Selective Service.<sup>2</sup> (See List of Exceptions attached.)

2. *Registrant age 18 through 21 in Class II-A or II-B on February 1, 1944.* — Unless justified by a change in status or other condition, the deferment in Class II-A or Class II-B of a registrant age 18 through 21 existing on February 1, 1944, shall not be terminated in advance of its expiration date.<sup>3</sup>

3. *Local board to reopen certain classifications.* — When at any time prior to induction a Form 42-A Special or a Form 42 Special is received by a local board for a registrant age 18 through 21 and the local board determines that such registrant is within one of the exceptions to the general restriction against occupational deferment of registrants ages 18 through 21, set forth in subparagraphs (a) and (b) of paragraph 1 above, the local board will reopen and consider anew the classification of such registrant.

4. *Local boards to report registrants ages 18 through 21 placed in Class II-A or Class II-B.* — The local board shall report to the Director of Selective Service each registrant (whether on a Replacement Schedule or otherwise) age 18 through 21 who on or after February 1, 1944, is placed in Class II-A or Class II-B under the provisions of this memorandum. Such report will be made as follows:

(a) If such registrant is placed in Class II-A or Class II-B by the local board, it will com-

<sup>2</sup> All requests for new or additional occupational deferments for registrants under this subparagraph will be made on Affidavit-Occupational Classification (Form 42 Special). DSS Form 42 Special will be filed directly in an Original and First Copy with the local board of the registrant concerned. The DSS Form 42 Special will not be submitted to the State Director.

<sup>3</sup> This paragraph is not applicable to deferments granted in accordance with the provisions of Activity and Occupation Bulletin No. 33-6.

plete the report to the Director of Selective Service on the back of the first copy of DSS Form 42 Special or DSS Form 42-A Special, attach the first copy to the Local Board Action Report (Form 110) for the local board meeting at which such classification is made, and transmit it to the Director of Selective Service, Gimbel Building, Philadelphia, Pennsylvania, as an attachment to the DSS Form 110.

(b) If such registrant is not placed in Class II-A or Class II-B by the local board but is so classified by the board of appeal or the President, the local board will complete the report to the Director of Selective Service on the back of the first copy of DSS Form 42 Special or DSS Form 42-A Special, attach such first copy to the Local Board Action Report (Form 110) for the local board meeting at which such classification by the board of appeal or the President is recorded, and transmit it to the Director of Selective Service, Gimbel Building, Philadelphia, Pennsylvania, as an attachment to the DSS Form 110.

### **PART III. SPECIAL PROVISIONS APPLICABLE TO REGISTRANTS AGES 22 AND OVER**

*1. Special consideration for fathers.* — In determining whether a father age 22 or over is a “necessary man,” the provisions of sections 622.21 to 622.24, inclusive, Selective Service Regulations, and the applicable provisions of this Local Board Memorandum, and other applicable instructions will be liberally construed. A father age 22 or over who is making a contribution in war production or in support of the war effort is usually a stable employee and, if other factors are equal, will normally be accorded occupational deferment in preference to fathers



ages 18 through 21 and in preference to all non-fathers.

#### PART IV. INFORMATION AVAILABLE IN CONNECTION WITH OCCUPATIONAL CLASSIFICATION

*1. All available information to be considered.* — In determining whether a registrant should be placed in Class II-A or Class II-B, all available information from national, regional, state, and local levels will be used. No one source of information is conclusive. All information presented must be considered and evaluated properly. The agencies of the Selective Service System are urged to use the facilities of the United States Employment Service for information with respect to the occupations of registrants.<sup>4</sup> Local employment offices, on request, will provide local boards with information as to whether there exists or is likely to exist in the near future a national or local shortage of persons with the registrant's claimed qualifications.<sup>5</sup>

*2. Activity and Occupation Bulletins.* — The agencies of the Selective Service System have been supplied with Activity and Occupation Bulletins. The information contained in the Activity and Occupation Bulletins is prepared by the War Manpower Commission and is used by the United States Employment Service in connection with the recruitment, transfer, and placement of workers. The activities and occupations contained in these bulletins represent,

<sup>4</sup> Attention is directed to the provisions of local Board Memorandum No. 115-C concerning the obtaining of information from the United States Employment Service.

<sup>5</sup> Information on the availability of replacements will usually include the number of current unfilled orders for the occupation involved and the number of qualified applicants listed in the local United States Employment Service Office's files, together with such further information as may be pertinent concerning the possibility of filling the job through the transfer of workers from present employment or through clearance.

on a national basis, the most important activities and occupations with respect to war production and in support of the war effort.

3. *Use of Activity and Occupation Bulletins.* — The Activity and Occupation Bulletins should be used by the agencies of the Selective Service System as a guide and should be considered in occupational classification matters along with all other available information. The agencies of the Selective Service System will give careful consideration to the fact that a registrant is engaged in war production or in support of the war effort in determining his replaceability or loss to the war effort should the registrant be withdrawn without replacement. The inclusion of the registrant's employment in Activity and Occupation Bulletins, or exclusion therefrom, does not conclusively determine his occupational status. The local board and board of appeal may consider a registrant for occupational deferment when he is employed in an activity or occupation in war production or in support of the war effort even though the activity or occupation is not listed in the Activity and Occupation Bulletins. Determinations as to coverage of specific establishments by Activity and Occupation Bulletins for placement or stabilization purposes are a function of the United States Employment Service, and agencies of the Selective Service System will make no determination with respect thereto.

4. *List of Critical Occupations with definitions.*<sup>6</sup> — The List of Critical Occupations with definitions, attached, is prepared by the War Manpower Commission and includes occupations requiring long experience and in which a national shortage exists or would exist should

<sup>6</sup> Reference is made to provisions of Local Board Memorandum No. 115-B concerning referral to the United States Employment Service of registrants ages 22 and over who are in critical occupations.

any substantial number of such persons qualified in those occupations be withdrawn from the labor market. It is imperative that, except for registrants ages 18 through 21, all registrants engaged in critical occupations in war production or in support of the war effort be given grave consideration for occupational deferment by the agencies of the Selective Service System. Administrative action will be taken to insure such consideration by the Selective Service System.

LEWIS B. HERSHEY,  
*Director*

### LIST OF EXCEPTIONS

The Director of Selective Service authorizes the following exceptions to the restriction against occupational deferment of registrants, ages 18 through 21, without a statement from a State Director of Selective Service:

1. Personnel of the Merchant Marine and the Army Transportation Corps, and persons in training therefor for whom the Recruitment and Manning Organization or the Division of Training of the War Shipping Administration files an Affidavit-Occupational Classification (Form 42 Special) in accordance with the provisions of Activity and Occupation Bulletin No. 26-2 or Activity and Occupation Bulletin No. 33-2.

2. Students who qualify for occupational deferment in accordance with the provisions of Activity and Occupation Bulletin No. 33-6.

### LIST OF CRITICAL OCCUPATIONS

[To conserve space the lengthy list of occupations is omitted here, and only the title "Accountant" is included for the information of

members of the American Institute of Accountants.]

. . . . .

## PART II. PROFESSIONAL AND SCIENTIFIC OCCUPATIONS\*

### Accountant

Included under this title are Certified Public Accountants and those who have comparable training, experience, or responsibilities.

. . . . .

## DEFINITIONS OF CRITICAL OCCUPATIONS

[To conserve space the lengthy list of definitions is omitted here, and only the definition of "Accountant" is included for the information of members of the American Institute of Accountants.]

*Accountant.* — Included under this title are Certified Public Accountants or those persons who have comparable training, experience, and responsibilities. They must be engaged in devising, installing, and controlling accounting systems, and assume extensive responsibilities for the examination and verification of records and prepare comprehensive financial reports based thereon. It does not include persons who perform routine accounting, auditing, and book-keeping duties under general supervision.

\* The titles appearing in this Part of the List of Critical Occupations with definitions, shall be considered as also including persons engaged in full-time teaching of these professions. A person may be considered as engaged in full-time teaching if he devotes not less than 15 hours per week in contact with students in actual classroom or laboratory instruction. These titles are also intended to include persons who are engaged in full-time inspecting duties which require the utilization of the knowledge of the critical occupations listed in Part II.

# Local Board Memorandum No. 115-B

*Issued: 9/1/43*

*As Amended: 1/6/44*

*Effective: 2/1/44*

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*Subject:*

## REGISTRANTS IN CRITICAL OCCUPATIONS

*1. Importance of critical occupations.* — Attached to Local Board Memorandum No. 115, amended January 6, 1944 (effective February 1, 1944), is a List of Critical Occupations with definitions. It can be safely said that the critical occupations, as listed by the War Manpower Commission, represent the highest levels of skills within industry and that, therefore, all production necessary to the war effort is directly dependent upon the most efficient use within industry of persons qualified in these occupations.

*2. Need for extending every consideration for occupational deferment to registrants in critical occupations.* — It is of the utmost importance that registrants (1) who have the necessary qualifications, (2) who are utilizing them to the fullest extent in a critical occupation in war production or in support of the war effort, and (3) whose removal from their present employment would have an adverse effect upon the maintenance of required production schedules, be given the most serious consideration for extended occupational deferment before being reclassified out of a deferred class into a class available for service.

*3. Referral to the United States Employment Service.* — (a) The local board is directed to refer the name of a registrant, age 22 through 37,

together with a statement of his present occupation, skills, and qualifications and place of present employment, to the local office of the United States Employment Service in the area in which the local board is located, whenever (1) there is filed with the local board a statement under oath stating, to the satisfaction of the local board, that such registrant is employed in war production or in support of the war effort and possesses the skills and qualifications to engage in one of the critical occupations listed and defined on the List of Critical Occupations with Definitions, and (2) the local board concludes that the registrant is not entitled to occupational deferment on the basis of his present employment.

(b) This reference to the United States Employment Service may be made at any time. If the reference is not made prior to the time the registrant is classified in Class I-A, Class I-A-O, or Class IV-E, it is mandatory that the local board refer the registrant to the United States Employment Service immediately upon the classification of the registrant in one of such classes.

(c) In all cases in which such reference is made the local board will not issue an Order to Report for Induction (Form 150) until it receives a report from the United States Employment Service or until the expiration of 30 days after referral, whichever occurs first.

(d) If, during such 30-day period, the United States Employment Service certifies to the local board that the registrant possesses and is fully employing the qualifications required of a critical occupation in war production or in support of the war effort and his removal from his present employment would adversely affect the maintenance of his employer's required production, the local board will reopen the classification of

the registrant and will consider this new evidence as a basis for further occupational deferment.

(e) If, during such 30-day period, the United States Employment Service certifies to the local board that it has succeeded in placing the registrant in a critical occupation in war production or in support of the war effort with another employer who requires the registrant's skills and qualifications and will fully utilize such skills and qualifications, the local board will delay the issuance of an Order to Report for Induction (Form 150) to such registrant for a further period of 10 days from the receipt of such certification so as to permit the filing of a new Form 42A requesting the occupational deferment of the registrant. In the event such Form 42A is filed by the new employer with whom the registrant has been placed, the local board will reopen the classification of the registrant and will consider the new evidence as a basis for further occupational deferment.

(f) If, however, no notification is received from the United States Employment Service prior to the expiration of the original 30-day period following referral, or in the event certification is made that the registrant is needed in new employment but a Form 42A is not received before the expiration of the 10-day period allowed for the filing of a new claim for deferment, the local board may proceed with the induction of the registrant.

*4. Cooperation by United States Employment Service.* — (a) The War Manpower Commission is informing the United States Employment Service of the need for expediting investigation of the cases of any registrants qualified for critical occupations which are referred to it by local boards. Even though a registrant is not employed

in the area in which his local board is located, reference by the local board will, nevertheless, be to the local United States Employment Service office in the local board area, and any further reference of the case to the United States Employment Service office in the area in which the registrant is employed will be undertaken and accomplished by the United States Employment Service.

(b) The cases of referred registrants who are qualified for professional and scientific occupations will be forwarded by the United States Employment Service to the National Roster of Scientific and Specialized Personnel. Activity and Occupation Bulletin No. 35 was amended in Supplement to Activity and Occupation Bulletins, as amended October 21, 1943, to eliminate the reference of cases by the local board directly to the National Roster of Scientific and Specialized Personnel.

**LEWIS B. HERSHEY,**  
*Director.*