

**COMPILED CIRCULARS,  
NO. 12, AND  
SUPPLEMENTAL INDEX**

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**VARIOUS**

**COMPILED CIRCULARS,  
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Circular Letter No. 401.

STATE OF CALIFORNIA  
THE ADJUTANT GENERAL'S OFFICE  
SACRAMENTO

12

August 12, 1918.

To all Local, District, Legal Advisory and  
Medical Advisory Boards and Appeal Agents:

The following letter from the office of the Provost Marshal General is published for the information and guidance of all concerned:

FROM: Provost Marshal General.

TO: Draft Executives of all States.

SUBJECT: REGISTRATION UPON EXTENSION OF DRAFT AGES.

1. General Statement.

*Legislation.*

1. It is anticipated that legislation extending the present draft ages will soon be enacted by Congress. At this time, it can not be stated with exactness what ages will be subject to draft, but it is safe to assume that a very large number of men will be required to register, and that registration day will be early in September.

*Purpose of this Communication.*

2. To conduct successfully a registration of the magnitude which the forthcoming registration is certain to attain, requires detailed and extensive preparation. There will not be time for such preparation after the passage of the legislation, and the purpose of this communication is twofold; namely,

(1) To outline beforehand the plan which has been decided upon for the accomplishment of the registration, to the end that all concerned may be advised in advance of the duties which will devolve upon them; and

(2) To request that all preliminary arrangements be made at once in order that the entire plan may be completed immediately upon the passage of the legislation and the receipt of the regulations promulgated thereunder.

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In other words, it is desired that the machinery for registration be so perfected that it will be ready to be put into operation.

*Importance of Complete Readiness.*

3. PREPARATION FOR THE ANTICIPATED REGISTRATION IS BY FAR THE MOST IMPORTANT WORK NOW CONFRONTING THOSE CONNECTED WITH THE ADMINISTRATION OF THE DRAFT AND THE NECESSITY FOR COMPLETE READINESS AT THE EARLIEST POSSIBLE DATE CAN NOT BE OVEREMPHASIZED.

**2. Organization For Registration.**

*Governors.*

4. The Governors of all States and the Commissioners of the District of Columbia will be called upon to supervise the execution of the registration in their respective States and the District of Columbia.

5. To eliminate repetition, hereafter the word "Governor" will be taken to include the Commissioners of the District of Columbia, and the word "State" will contemplate the inclusion of the District of Columbia.

*Adjutant General.*

6. The Adjutant General or Draft Executive in each State, acting under the direction of the Governor, will, as heretofore, be the central administrative authority of the registration system within the State.

*Local Boards.*

7. The Local Boards will have immediate supervision and direction of the registration within their respective jurisdictions.

8. The actual registration will be made in the customary voting precincts in the jurisdiction of each Local Board, and generally speaking in the places and in the manner ordinarily employed in the registration of voters. In the District of Columbia the registration shall be made in the various police precincts or such other subdivisions as may be prescribed by the Commissioners of the District of Columbia.

9. There must be at least one place for registration in each precinct.

10. The Adjutant General or the Draft Executive in each State is directed to at once request each Local Board to appoint a registrar or registrars for each voting precinct within its jurisdiction. Where there is more than one registrar, one of them will be designated by the Local Board as chief registrar, and where there is only one registrar, he will perform the duties of chief registrar hereinafter prescribed in addition to those of registrar.

11. The following rules will be observed in appointing registrars:

- (a) For each probable eighty registrants in a precinct, one registrar shall be appointed.
- (b) Registrars should be competent to do the clerical work, must be citizens of the United States and reside within the jurisdiction of the Local Board by which they are appointed, and should be persons who have lived long enough in such jurisdiction to be well acquainted with the residents thereof.
- (c) All persons are expected to offer such services as they can afford in this patriotic duty without compensation, but when compensation is claimed by a registrar, \$4.00 may be paid for his services. Volunteer registrars who offer their services free of charge may be appointed and sworn in such number as may be conveniently used in any precinct.
- (d) As California has on two previous occasions conducted draft registrations without cost to the National Government, it is Governor William D. Stephens' special pride in accomplishing the greater task of a third registration through the unselfish patriotic and voluntary service of all concerned.

### 3. Employment of Interpreters.

12. It was evident on the first registration day that adequate arrangements in some jurisdictions had not been made for interpreters. It will be necessary for Local Boards in jurisdictions where it is known from knowledge of local conditions that the services of such men will be required on registration day to appoint interpreters to act on that day. If volunteers for this service can not be obtained, persons may be employed

for this service and compensated as provided in Section 28 of Registration Regulations No. 2, but it is hoped that in this respect that California will make a similar record to the one of June 5, 1917, when not one cent was paid for this service, all interpreters being volunteers.

#### 4. Duties of Officers and Agencies Employed.

##### *Governors, Mayors and County Officers.*

13. The Governors, Mayors and City Clerks of cities of 30,000 population or over, and the county authorities or officers performing duties similar to those of county authorities in States having no county organization (if not serving on the Local Boards) are called upon to assist Local Boards in providing suitable places for registration, and to obtain the co-operation of the proper election commissioners and custodians or officers in charge of election machinery and public buildings. All expenses incurred in connection with providing such places for registration will be compensated for by the Federal Government. When voting booths are available, they should be used, together with such equipment as is usually supplied for use in registering voters, and the same procedure should be followed in providing places for registration as is followed in providing voting or registration places for county or city elections. Where the customary voting places are in private buildings, proprietors should be requested to afford assistance to the local authorities by permitting the use of such places for the purpose of registration. Such public officers and agencies as are ordinarily employed in transporting or setting up portable voting booths and other voting and registration material will be requested to render their assistance in transporting and setting up booths for the purpose of registration.

##### *Adjutant General or Draft Executive.*

14. The President's Proclamation will fix the date for registration, and the Adjutant General or Draft Executive in each State will be required to notify all Local Boards of the date set, furnish blank forms and regulations to the Local Boards, consolidate returns of the registration and make a report of the same to this office, and generally superintend the registration in the State. It will be his task to ascertain from



each Local Board in his State that registrars as directed have been appointed and all arrangements completed in ample time for registration.

*Aid.*

15. Local Boards should be directed to obtain the co-operation of political organizations, County and City Councils of National Defense, committees of public safety and similar agencies within their respective jurisdictions to assist in bringing about wide publicity in connection with the registration and in the end a complete registration of all persons liable to be registered.

*Local Boards.*

16. The responsibility for providing suitable places for registration will rest upon the Local Boards, assisted, as provided in the foregoing, by the Governor, the Mayor and County Clerk in cities of 30,000 population or over, the authorities of the county or similar subdivision (if they are not already serving on the Local Board), and the Central Registration Committee in those jurisdictions where such a committee has been appointed.

17. Local Boards will be required to furnish cards to the sick and to the nonresident registrants within their respective jurisdictions and to certify to those of the latter.

18. Local Boards will receive registration cards, certificates, and other forms from the Adjutant General and will distribute them among the chief registrars who will be responsible for them. The Boards will be required to prepare returns of the registration, and will make lists of the persons registered for posting, publication and mailing to this office and to the Adjutant General.

*Registrars.*

19. Registrars will be charged in the first instance with making places ready for registration. This duty is to be performed under the direction of the Local Board. They will also be charged with the duty of making the actual registration of persons within the voting precincts to which they are appointed. The chief registrar, when not otherwise engaged, will likewise make out registration cards, and will hold every

person acting as registrar under him strictly accountable for the cards and certificates supplied to him. At the close of the day, the chief registrar will be required to make out a report of the registration at the place of which he has been in charge, and will deliver the same to the Chairman of the Local Board, together with the registration cards (used and unused) and remaining certificates.

#### 5. Estimates.

20. In order to appoint the necessary number of registrars and to make adequate preparations for registration, it is necessary to estimate the number of persons to be registered. Without information as to the age limits, there is no exact basis for such an estimate. However, an estimate may be made and preparations consummated on the basis of one-third greater registration than on June 5, 1917. It may be assumed that one and one-third times as many persons will be liable to registration as were registered in 1917. This assumption is from a National standpoint and may not be applicable to an individual State or a Local Board within the State, but, as it is the best basis that can at this time be offered, it is suggested that each Adjutant General and each Local Board make a careful survey and estimate on such a basis of the probable number of persons to be registered within the jurisdiction of the respective Local Boards.

21. Preparation for the registration of the probable number of registrants under such an estimate will be sufficient to meet almost any eventuality, inasmuch as the plan contemplates the maximum number of persons likely to be registered.

22. Appendix Table 45, "Report of the Provost Marshal General to the Secretary of War on the First Draft," should be consulted in ascertaining the number of persons registered in 1917.

#### 6. Auxiliary Organizations.

23. County and city attorneys will co-operate with members of the Legal Advisory Board; marshals, deputy marshals and police officers will render every assistance in the execution of the law; news agencies and newspapers will be called upon to lend their assistance in giving wide publicity to the date and places of registration, and the postmasters will be

directed to post copies of the proclamation in every post office of the United States.

**7. Special Cases of Registration.**

24. The sick will be registered by persons deputized to make their registration. Felons will be registered by the warden of the penitentiaries, and persons awaiting trial and misdemeanants will be treated as absentees except that their registration cards will be obtained and filled in by the jailers.

25. Indians will be registered under the supervision of the Commissioner of Indian Affairs, and persons residing in Yellowstone, Glacier and Mt. Rainier National Parks will be registered under the direction of the Director of National Park Service.

26. All registrants will be made subject to the provisions of the Selective Service Regulations unless the latter would obviously be inapplicable or subsequent regulations otherwise prescribe.

27. Please acknowledge receipt of this communication by telegraph, bulletin its contents in full to all Local and District Boards, and proceed to have all arrangements herein outlined promptly completed.

28. Telegraphic instructions No. B-2461 having preceded this letter of instructions, this work should already be well under way.

E. H. CROWDER,  
Provost Marshal General.

BY DIRECTION OF THE GOVERNOR.

J. J. BORREE,  
Brigadier General, N. G. C.,  
The Adjutant General.