

# The National Association of Broadcasters

1760 N STREET, N. W. \* \* \* \* \* WASHINGTON, D. C.

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## SELECTIVE SERVICE HANDBOOK

Supplement No. 9

### OCCUPATIONAL DEFERMENT PROCEDURE

#### I. Survey

Using NAB Essential Personnel Survey Form (2 copies are enclosed herewith), survey and record the Selective Service status of each employee in an occupation listed as essential by the War Manpower Commission in Activity and Occupation Bulletin No. 29 (see Supp. No. 7 to NAB Selective Service Handbook). This bulletin has been prepared for the guidance of Local Boards and has been submitted to them by Selective Service Headquarters with instructions that it be given serious consideration.

#### II. Key Men

Requests for deferment of key personnel must be kept at a minimum in order that they may be given serious consideration by Local Boards.

#### III. Procedure for Obtaining Occupational Deferment (Class II-A or II-B) of Key Men

Employers desiring to obtain deferment for essential employees who cannot be replaced should follow this procedure:

(a) *Selective Service Form 42-A*: Obtain Selective Service Form 42-A (AFFIDAVIT—OCCUPATIONAL CLASSIFICATION) from any Selective Service Agency or from NAB.

(b): *Filing of Selective Service Form 42-A*: File Form 42-A with registrant's Local Board. It is advisable to file such forms IMMEDIATELY for all essential personnel. This step *should not be delayed* until the registrant's reclassification is pending or is in process. If Form 42-A has already been filed and new evidence of need for deferment is available, file supplementary letter with registrant's Local Board and make reference to previous Form 42-A.

(c) *Appeal to Board of Appeals*: If, after filing Form 42-A for occupational deferment, the decision of the Local Board is ADVERSE the employer has the right to appeal to the Board of Appeals for the area WITHIN TEN (10) DAYS after the mailing of the notice of classification to the employer. Appeal from classification by Local Board must be made at office of Local Board, by signing appeal form on back of registrant's questionnaire or by filing written notice of appeal.

(d) *Transfer of appeal to Board of Appeals in registrant's area of employment*: IMPORTANT! If registrant's Local Board is remotely located from the station, request transfer of the appeal to the Board of Appeals having jurisdiction over the area in which the registrant is employed. In order for the appeal to be so transferred all of the following conditions must be met:

- (1) The first person to appeal from such classification or reclassification files with his appeal a written request for such transfer;
- (2) the written request states in what respect an occupational question is involved; and
- (3) the written request states the name of the registrant's employer and the street address, county, and State where the registrant is employed.

(e) *Requests to State Directors of Selective Service for Review:* If the Board of Appeals AFFIRMS the Local Board's adverse decision, the case may be brought to the State Director of Selective Service by the employer with a request for review to determine (1) whether the case should be reopened for consideration of new evidence, or (2) whether the case should be resubmitted to the Board of Appeals for reconsideration, or (3) whether appeal to the President is warranted. (For names and addresses of State Directors, see NAB Selective Service Handbook, pp. 9-10.) If the case has been transferred to a Board of Appeals having jurisdiction over the area in which registrant is employed, it is usually advisable to request review by the State Director of the State in which the transfer Board of Appeals is located.

(f) *NAB Assistance in Washington:* If the State Director declines to give further consideration to the case, you may request NAB to take further steps in Washington. In all such cases prompt action is imperative and the following information MUST be supplied NAB in duplicate:

- (1) Registrant's full name, address, age, dependency status and order number.
- (2) Number and location of registrant's Local Board.
- (3) Registrant's classification, date of such classification, and previous occupational classification (II-A or II-B), if any.
- (4) Date of appeal, decision and date thereof of Board of Appeals, and number and location of Board of Appeals.
- (5) Registrant's occupation and detailed description of his duties, together with date of employment and nature of previous employment.
- (6) The date and place of registrant's induction, if order has been given.
- (7) The date of referral to the State Director, his name and the date and substance of his decision.
- (8) Authority for NAB to disclose to Selective Service Headquarters the employer station's NAB Manpower Survey and/or NAB Essential Personnel Survey.
- (9) Request that NAB seek investigation and review of the case by Selective Service Headquarters.

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NAB furnishes this procedural information to employer stations for the sole purpose of reducing to a minimum dislocation of operations. Employers should understand that requests for deferment of other than key personnel should not be made. NAB cannot, of course, act in cases unless it agrees as to the critical nature of the services rendered by the particular registrant, nor until all of the steps enumerated above have been followed.

Any occupational deferment is only temporary. Deferments are granted for the sole purpose of providing time to train replacements for essential men in essential jobs. Renewals of deferments are difficult to obtain, and will, it is expected, become increasingly difficult to obtain. The recruiting and training of replacements who, by reason of physical disability, age or sex are not acceptable for military service, should be undertaken wherever possible at the earliest opportunity.