

U. S. NAVY RECRUITING STATION

PHILADELPHIA, PA.

9 April 1935

Dear Sir:

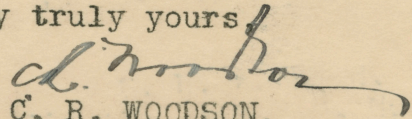
Your recent communication requesting information in regard to Naval Aviation has been received.

In reply, you are informed that, under existing regulations, no enlisted men of the United States Navy, except men of the aviation ratings and radiomen, are permitted to take the course of aviation pilot training provided at U. S. Naval Air Station, Pensacola, Florida.

However, enlisted men are, from time to time, depending upon the vacancies occurring, the man's record of service and aptitude for such work, detailed to duty involving the care and repair of aircraft. From this beginning, if merited, such men are advanced to ratings in the aviation branch of the Navy.

As you will note, from the enclosed letter, all enlistments now being made in the Naval service are for general service in the rating of apprentice seaman. No promise or assurance can ever be made that a man will be assigned to any particular detail or duty. Assignment, after enlistment as apprentice seaman, to a desired duty, and advancement thereafter, in the Navy as elsewhere, is a matter of competitive effort and only those best qualified are selected for the various branches, one of which is aviation. Since the number in each branch is limited, all who so desire cannot be selected and determination of this number must be deferred until all applicants can be adjudged, after enlistment, on a comparative basis.

Very truly yours,


C. R. WOODSON,

Lieutenant, U. S. Navy,
Officer in Charge.

Mr. Jack A. Clark, Jr.
224 Union Ave.
Delanco, N. J.

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Very truly yours,

C. R. WOODSON
Lieutenant, U. S. Navy
Officer in Charge.

Mr. Jack A. Clark, Jr.
324 Union Ave.
Delanco, N. J.

U. S. NAVY RECRUITING STATION

PHILADELPHIA, PA.

Dear Sir:

In answer to your recent communication concerning enlistment in the United States Navy there is forwarded herewith a circular which gives information regarding, and general requirements for, enlistment therein.

If you meet these general requirements and desire to file application for enlistment it will be necessary for you to present yourself, at your own expense, to the U. S. Navy Recruiting Station located at:- **Room 1000, U. S. Custom House, Second and Chestnut Sts., Philadelphia, Pa.**

between the hours of 9:00 a.m., and 4:30 p.m., Monday to Friday, or 9:00 a.m., until noon on Saturdays. If practicable, due to the time required for physical examination and mental test, you should present yourself during the morning hours of any week day most convenient for yourself.

The Philadelphia Recruiting District is operating on a monthly quota basis. If an applicant is accepted, necessary papers are completed, his name is placed on the district waiting list, in accordance with his physical, moral and mental qualifications, and he is notified at a future date when to report for enlistment. It normally requires from two to five months from date of application to date of actual enlistment. Any additional information concerning enlistment will be furnished you at the Recruiting Station.

When presenting yourself to file application for enlistment, no papers are necessary except some authentic evidence as to the date and place of your birth. For this purpose, if obtainable, a birth certificate furnished by the Bureau of Vital Statistics, State Department of Health, located in the capitol of the state in which you were born, is preferable. You should also be prepared to furnish the correct names and addresses of the schools attended, firms or persons by whom employed and of at least two responsible persons, who have known you and your family for a number of years.

Very truly yours,

C. R. WOODSON, Lieutenant, U.S.N.,
Officer in Charge.

INFORMATION REGARDING ENLISTMENT IN THE U. S. NAVY

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First enlistments in the Navy are made only at Navy Recruiting Stations.

Applicants for first enlistment must be:

- Native-born or fully naturalized citizens of the United States or natives of its insular possessions;
- Not less than 17 years of age when enlisted;
- Under 25 years of age when enlisted;
- Of good character;
- Mentally qualified;
- Not less than 63 inches in height if under 18 years of age;
- Not less than 64 inches in height if 18 or over;
- Of proportionate weight to age and height;
- Unmarried.

They must also:

- Pass a rigid physical examination;
- Qualify in general classification test;
- Have no dependents;
- Furnish authentic evidence of age;
- Secure written consent of parent or guardian if under 21 years of age;
- Furnish list of former employers, or school teachers or references from at least two responsible persons;
- Have no police record (except minor infractions not involving moral turpitude);
- Have no juvenile court, reform school or prison record.

Applicants who are 18 years of age or over are enlisted for 4 years. Applicants under 18 years of age are enlisted for minority, that is, until they reach their 21st birthday.

First enlistments are authorized only in the rating of apprentice seaman at a monthly base pay of \$21.00.

All enlistments are made for general service. No promise or assurance can ever be given an applicant that he will be assigned to any particular detail or duty.

After enlistment all recruits are transferred to a Naval training station for a twelve weeks course of training. Upon completion of this period of training, recruits (apprentice seamen) are transferred to general service at sea. After 4 months total service (including recruit training) apprentice seamen are advanced to seamen second class and seamen second class are advanced to firemen third class as necessary to fill vacancies in the fireman group allowance.

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The following schools are maintained ashore for the elementary instruction of recruits in order to give them the ground work necessary to qualify in the lower petty officer ratings:

COMMUNICATION SCHOOLS

Subjects - English
Typing
Spelling
Code

Basic instruction is given for the following ratings:

Quartermaster	Signalman
Radioman	Storekeeper
Yeoman	

ELECTRICAL - ORDNANCE SCHOOLS

Subjects - Electricity
Ordnance
Use of hand tools

Basic instruction is given for the following ratings:

Aviation Ordnanceman	Fire Controlman
Electrician's Mate	Gunner's Mate
Torpedoman	

MECHANICAL SCHOOL

Subjects - Use of hand tools
Use of machine tools

Basic instruction is given for the following ratings:

Aviation Carpenter's Mate	Carpenter's Mate
Aviation Machinist's Mate	Machinist's Mate
Aviation Metalsmith	Molder
Boilermaker	Patternmaker
Blacksmith	Shipfitter

BUGLER SCHOOL

HOSPITAL CORPSMAN SCHOOL

The number of recruits assigned to these schools upon the completion of their 12 weeks training is limited and depends on the needs of the Service. From time to time certain of the schools are placed in an inoperative status.

Selection of recruits for the schools is made during the period of recruit training from among those who have demonstrated their qualifications, and only those possessing the highest qualifications are afforded this opportunity. Apprentice seamen who are under instruction at the Communication, Bugler, and Hospital Corpsman Schools are advanced to seamen second class and those at the Electrical - Ordnance and Mechanical Schools to firemen third class after four months total service.

During periods when broken service men of the Navy are not being accepted for enlistment, ex-members of the Army, Marine Corps, and Coast Guard will not be eligible for enlistment unless they make written application within 3 months from date of creditable discharge by reason of expiration of enlistment.

Ex-members of the Naval Reserve, Marine Corps, Coast Guard, and Army, who are eligible for enlistment, are enlisted in the rating of apprentice seamen and advanced to seamen second class after 1 month's service, provided their previous service and training warrant such advancement.

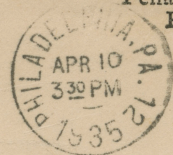
Application for enlistment should be made to the Navy Recruiting Station.

NAVY DEPARTMENT

U. S. NAVY RECRUITING STATION
U. S. Custom House, 2nd & Chestnut Sts.,
Philadelphia, Pa.

OFFICIAL BUSINESS

Penalty for Private Use to Avoid
Payment of Postage, \$300



Mr. Jack A. Clark, Jr.

224 Union Ave

Delanco

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