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3-15-65

SPAR is the informal name for Women in the U. S. Coast Guard Reserve. (All women in the CG are Reserves.) The word, SPAR, represents the initial letter of ~~XXX~~ the Coast Guard's Latin motto and its English translation: Semper Paratus -- Always Ready. The Mission of the SPARs is to be trained and available to supplement the Regular Coast Guard in time of national emergency.

Established on 23 November 1942, the SPARs were disbanded on 30 June 1946. During World War II, SPAR officers were trained and commissioned at the USCG Academy, New London, Connecticut. They were the only service women ever to be indoctrinated at one of the country's military academies. By the end of the war, approximately 1,000 women officers and 10,000 enlisted women were serving in the Coast Guard Reserve.

After WWII, there were no SPARs until 1 November 1949 when they were re-activated. With the outbreak of the Korean War in 1950, a number of SPARs came back on active duty to take over specialized jobs. Today nine (9) officers and ten (10) enlisted SPARs are serving in the following places:

<u>Where Stationed</u>	<u>Officers</u>	<u>Enlisted</u>
Coast Guard Headquarters	5	1
CG TRACEN, Groton, Ct.	1	0
Cape May, N. J.	1	0
Alameda, California	1	0
1st District	1	0
2nd District	0	2
3rd District	0	1
8th District	0	1
11th District	0	3
12th District	0	1
14th District	0	1

Approximately fifty (50) SPAR officers and fifty (50) enlisted SPARs are serving in Organized Reserve Training Units., and about 17 officers and 12 enlisted are in the Active Status Pool. Approximately 37 officers are on the Inactive Status List.

On 9 April 1965, a pilot group of SPARs will complete ten weeks of recruit training at Bainbridge, Maryland. After two weeks' leave, they will report to the CG TRACEN, Groton, Ct., for twelve (12) weeks of specialized training ~~X~~ at the Yeoman and Storekeeper Schools. Six months of one-the-job training will complete their one year of active duty, after which they will serve the remaining two (2) years of their ~~X~~ enlistment in Organized Reserve Training Units.

It is anticipated that the present SPAR Training Program will be continued, with perhaps one or two classes per year, in order to build up the total number of SPARs.

Note: 5 commanders: BERG, HALL, DALY, LAWRENCE, SORENSEN  
3 LCDRs : L'ECUYER, TURNER, SCHMIDT  
1 WO : SPLAINE are currently on active duty



Very Important

03  
82201

## COAST GUARD WOMEN'S RESERVE

(Revised 10/19/65)

SPARs are the women members of the Coast Guard Reserve. The name "SPAR" is taken from the first letters of the Coast Guard Latin motto and its English translation, Semper Paratus - Always Ready.

The SPARs were established as part of the U. S. Coast Guard Reserve by an Act of Congress on 23 November 1942. By the end of World War II over 10,000 enlisted SPARs and 1,000 SPAR officers were on active duty. SPAR officers were trained at the U. S. Coast Guard Academy in New London, Conn., giving them the distinction of being the only women of the various Armed Services trained at one of the Armed Forces Academies.

During World War II, SPARs served at most stations throughout the Continental United States, Alaska and Hawaii. They served not only in the usual administrative jobs, but also as communications specialists, hospital corpsmen, dental assistants, gunnery trainers, plane and car repairmen - in fact, almost every job that was not aboard ship nor in the battle zone was at one time during the War, covered by SPARs.

Demobilization occurred in 1946, but about 700 SPAR Officers remained in the Reserve on inactive duty. In 1947, an omnibus bill was passed repealing certain wartime and emergency legislation, and inadvertently terminated the existence of the Coast Guard Women's Reserve. However, two years later, this was rectified and in 1949, the SPARs once again became part of the Coast Guard Reserve.

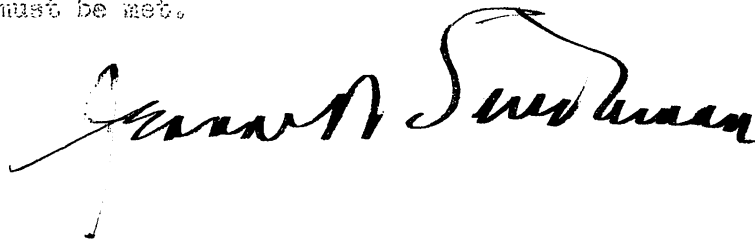
Since 1950 a small group of SPARs has served on active duty in the United States and Hawaii, at U. S. Coast Guard Headquarters and in Coast Guard District Offices. A larger group of SPARs has served in an administrative capacity in reserve units throughout the United States. They attend drills weekly or monthly and participate in annual 2-week tours of active duty for training.

To augment SPAR Reserve membership, a Direct-to-Unit Recruiting Program was established. This plan enables young women who are high school graduates to be enlisted directly into Reserve Units as non-rated reservists. Especially well qualified young women with exceptional business experience may be enlisted in the Yeoman or Storekeeper ratings. Both rated and non-rated SPARs drill weekly or monthly in Coast Guard Reserve Units. They perform their first two-week tour of ACUTRA with the WAVES at Recruit Training Command (W), Bainbridge, Md. The succeeding ACUTRA is performed with the Coast Guard. Actual rate training is done in the Reserve Units.

Realizing mobilization plans called for the utilization of additional SPARs, plans were formulated in 1964 to recruit and train the first group of enlisted SPARs since the end of World War II. The first class entered Bainbridge, 29 January, 1965. The second class started 8 October 1965. The program is for a three-year enlistment. The first year includes 10 weeks' basic training with the WAVES at Bainbridge, followed by 12 weeks' Yeoman or storekeeper training at the U. S. Coast

Guard Training School in Groton, Conn. The remainder of the year's active duty period is spent for further on-the-job-training. After their year of active duty, they return to their home towns and participate in Coast Guard Reserve Units for the remaining two years of their three-year enlistment.

To date there are no provisions nor plans for officer candidate schools to train SPAR Officers for active duty. There is <sup>or</sup> direct commission plan for Commissioning SPARs for inactive duty only however rigid physical and mental requirements must be met.

A handwritten signature in black ink, appearing to read "James A. Swanson". The signature is written in a cursive style with a long, sweeping underline that extends to the left and then loops back under the name.

U.S. COAST GUARD

13TH COAST GUARD DISTRICT

SEATTLE WASHINGTON TREASURY DEPARTMENT



1965

UNITED STATES COAST GUARD

*Returns to r 13th (ru)*

Address reply to:  
COMMANDANT (RT-1)  
U.S. COAST GUARD  
WASHINGTON, D.C. 20226

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*1 - A/O [initials]  
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COMDTINST 1130.4A  
24 May 1965

COMMANDANT INSTRUCTION 1130.4A

Subj: SPAR 12x3 (RQ1) Enlistment Program; information concerning

1. Purpose. This Instruction outlines policies and procedures for the SPAR 12x3 enlistment program for non-prior service women.

2. Cancellation. This Instruction cancels and supersedes COMMANDANT INSTRUCTION 1130.4.

3. Discussion. A second recruit class of 40 SPARs is planned, to convene on 11 October 1965 at NTC, Bainbridge. The program will remain essentially the same as the pilot program, including one year of active duty followed by two years' Reserve participation.

4. The Program.

a. Geographic limits. This program is limited to districts within the continental United States. Further, only those young women will be considered who reside near enough to a Reserve unit to permit attendance at drills on completion of their year's active duty for training.

b. Qualifications. Except as noted, applicants must meet the qualifications for enlistment set forth in Article 1-H-8 of the Personnel Manual, CG-207. The exceptions listed below shall apply to this program only:

- Sub-paragraph (a)(1) Age limit lowered to 18
- (a)(8) Does not apply
- (b) All enlistments will be for 3 years
- (c) Does not apply. Enlistment as SR only.

c. Schedule.

(1) Arrangements have been made with the Navy to provide 10 weeks' recruit training for a SPAR company at Bainbridge, Md., for the class convening 11 October 1965. Recruits will report on 8 October 1965.

(2) Following satisfactory completion of recruit training, SPARs will be promoted to SA and after recruit leave will report to the Coast Guard Training Center, Groton, Conn., for twelve weeks' basic petty officer

*Cutoff date on app. ? 15 SEPT*

*Start - 8 OCT Boot Camp - 10 wks  
Start 3 JAN PO School - 12 wks*



COMMANDANT INSTRUCTION 1130.4A  
24 May 1965

OFFICE OF THE COMMANDANT  
U.S. COAST GUARD  
WASHINGTON, D.C.

training in either the YN or SK rating, as determined at the time of enlistment. These classes convene on 3 January 1966.

(3) After satisfactorily completing their petty officer training, the SPARs will be advanced to SN, with YN or SK designators, and will be assigned to on-the-job training at appropriate Coast Guard facilities for the balance of their year's active duty for training. They will be assigned to duties normally performed by male personnel who have completed similar training.

(4) At the conclusion of their year of active duty for training, these SPARs will be released to inactive duty to return to their homes and become members of ORTU's, in drill pay status, for the remainder of their three-year enlistments. They will become eligible for advancement to pay grade 3-4 on assignment to an ORTU and completion of practical factors applicable to their specialty.

d. Responsibilities.

(1) Commanding officers of ORTU's are urged to cooperate fully in the recruitment of young women for this program. Each applicant must be interviewed by the commanding officer (or Executive officer) of the unit to which it is expected she will be assigned on completion of her year of active duty for training.

(2) If at all possible, each applicant should also be interviewed by a SPAR officer or petty officer. The assistance of SPARs should be particularly solicited for this purpose, as well as for publicizing the program. It is the responsibility of the district commander to insure that all necessary arrangements are made. To this end, additional periods of ACDUTRA and appropriate duty are authorized, within district budgetary limitations, for personnel who can assist in this program.

(3) Applicants who meet all qualifications and are recommended for this program will be processed by the local recruiter, who will submit the completed applications to the Commandant (PTP) for final selection.

Noting (v)

e. Charges. All funding in connection with the initial 12 months' program is chargeable against the Reserve Training Appropriation, Headquarters Pick-up allotment SH 99-91.01. Subsequent drill and ACDUTRA pay for the balance of the enlistment is chargeable to district funds.

5. Action.

a. District commanders shall:

(1) Furnish additional copies of this Instruction, as required, to ORTU's and Recruiting Offices, and in addition furnish 1 copy to each

SPAR 12x3 PROGRAM

PROCEDURES

1. General Procedures. A young woman interested in this program may make her first inquiry at a recruiting office, at a unit meeting near her home, or at the office of the district commander. Therefore, the steps in processing enumerated below should be taken in the order which will require her to make a minimum number of visits. Applicants who appear to meet all qualifications and are recommended for this program will be processed by the local recruiters who will submit applications to the Commandant (PTP) for final selection. Since all contacts have public relations impact, every effort should be made to foster good will. If an applicant does not possess the desired qualifications, or if an apparently qualified young woman should not meet all of the requirements, she may be able to interest others in the program. She should be made to feel that the time spent with Coast Guard personnel has been interesting and worthwhile.

2. Interviews.

a. It is considered desirable, whenever possible, that applicants be interviewed before actual processing of their applications is begun. This will serve the dual purpose of acquainting prospects with the unit to which they will be returning on completion of their initial active duty for training and of eliminating paper work on applicants who are not considered suitable for the program. It is to be expected that this will not always prove feasible, in which case the local recruiter will arrange for interviews, as stated in paragraph 3d below.

b. The final selection of young women for this program must depend to a great extent on the careful evaluation of the interviewer. To assist interviewers in this important step, a set of guidelines has been prepared, which is furnished as enclosure (3) to the basic instruction. In addition, Report on Interview of Applicant (Form CG-4346A) has been designed to give the interviewer ample opportunity for a complete evaluation and recommendation.

c. Should it be impossible to arrange for an interview by a SPAR officer or petty officer, a statement shall be included with the pre-enlistment papers explaining the circumstances which prevented such interview.

3. Processing Applications.

a. Testing. Administer the preselection tests listed below. (Article 1-H-16(b) of the Personnel Manual, which requires administration of the AFWST, is suspended for this program only.) Enter scores on Form CG-3303.

- (1) General Classification Test (GCT) - Form 4 only
- (2) Clerical Test (CLER) - Form 2 only
- (3) Arithmetic Test (ARI) - Form 4 only



ENCLOSURE (1) TO COMMANDANT INSTRUCTION 1130.4A  
24 May 1965

★ Applicant must attain minimum scores of 55 each on the GCT and CLER, and a combined score of 105 on the GCT and ARI. Retests may be given only if authorized by the Commandant. Request for permission to retest must contain full justification.

b. Preparation of Documents. Prepare pre-enlistment documents (except physical examination papers).

c. Parent Consent Form. Give Parent Consent Form (DD Form 373 and CG Form 4215 (Rev. 8-64)), if applicable, and instruct applicant as to execution:

(1) Consent, Declaration of Parent or Legal Guardian, DD Form 373. This form must be completed by the parent or guardian of any SPAR applicant under 21 years of age at the time of enlistment, in the manner prescribed for men under 18 years of age. The lower portion "Understanding, Statement of Parent or Guardian" is not required and should be deleted before the form is given out.

(2) Physical Examination Release, Form CG-4215 (Rev. 8-64). This form must be completed for any applicant under 21 years of age at time of physical examination, and must be signed by the parent or legal guardian. It shall be witnessed, on the reverse, in the same manner prescribed for the DD Form 373.

d. Interview. If applicant has not yet been interviewed by the commanding officer (or executive officer) of an ORTU and by a SPAR, provide her with the Preliminary Questionnaire (Form CG-3446) and arrange for interviews. (See paragraph 2, page 1.)

e. Physical Examination. Arrange for a pre-enlistment physical examination at a suitable facility approved by the district commander.

f. Authority to Enlist. When report of physical examination and reports of interviews have been received, the pre-enlistment papers will be submitted to the Commandant (PTP) with request for authority to effect enlistment and with specific recommendations for rating in which to be trained. Pre-enlistment papers will consist of those listed in Article 1-H-28 of the Personnel Manual, with the exception of Items (6) and (10) and with the addition of the Reports on Interview of Applicant.

g. Enlistment.

(1) Upon authorization by the Commandant, the applicant may be entered immediately into a three-year enlistment in pay grade E-1 and retained in the ARU, Training Category J, until ordered to recruit training class, Bainbridge. Following enlistment, Article 1-H-30(a) of the Personnel Manual will apply, with the exception of Item (9), and with the addition of Reports on Interview of Applicant and Reserve Training Agreement.

U. S. COAST GUARD RESERVE - SPAR 12x3 (RQ1) PROGRAM

Guidelines for Interviewers

The enlistment of suitable, qualified young women in this program is a step of vital importance in attempting to meet mobilization requirements of the Coast Guard Reserve. The attitudes and character of each applicant must be carefully and impartially evaluated in order to determine her potential value to the service. These interviews also give to the commanding officers of units a unique opportunity to recommend for selection qualified young women who will receive rate training and then be returned to their units as trained members of the administrative division.

The interview should be arranged for a time and place convenient to both the applicant and the interviewer. The interview should be free from unnecessary interruptions, but there are advantages to scheduling it during a unit drill. The applicant should be put at ease, and information supplied on the Preliminary Questionnaire may provide a source of information regarding hobbies, interests, or education to assist in conducting the interview. If the interviewer is able to introduce familiar topics (e.g. the school or employment of the applicant) it may be of value. Sufficient time should be allowed for the applicant to ask questions about the SPAR program, the Coast Guard in general, and the operation of a Reserve unit. (This would also be a good time to point out to the applicant that her training program will not be easy, that she will have to make many adjustments to a new environment, and that it will take personal determination and effort to complete her training successfully.) The interviewer will also need time to evaluate the applicant accurately and thoroughly. At no time should the interviewer commit the Coast Guard to any specific on-the-job training location. This must, of necessity, be determined by the needs of the Service at the time this phase of her year's active duty begins.

Questions which may provoke information of value to interviewers.

1. How did the applicant enjoy school? Which subjects were easiest? hardest? most interesting?
2. What has the applicant been doing since graduation from high school?
3. Does the applicant live with her parents? Is she an only child?
4. If selected, what are her plans on completion of her training? (Obligations of drill and ACDUTRA could be explained at this time.)
5. What does the applicant know about the Coast Guard? Source of this knowledge? How does enlistment fit into her plans for her future life?
6. Are any members of her family in an Armed Service now? Was her father or mother in the service during World War II or the Korean conflict?

ENCLOSURE (3) TO COMMANDANT INSTRUCTION 1130.4A  
24 May 1965

7. How do her parents feel about her enlisting?

8. If applicant is engaged, or expects to be, does her fiance' understand the strenuous program she is entering? Suggest she indoctrinate him before she enlists so there will be no misunderstanding later.

9. Does applicant own a car? What is her reaction to being without her car during Recruit training? (Recruits are not allowed privately owned conveyances on board NTC, Bainbridge.)

If the applicant appears to be healthy, feminine, and alert, with no obvious physical or emotional defects, and the type who can "take" the stresses and strains of a strenuous training program, it can be assumed that she is qualified and can be recommended for further consideration.

Should either the commanding officer or the SPAR interviewer have time, friendly assistance in completing the necessary forms could be offered to the applicant at this time.



U. S. COAST GUARD RESERVE - SPAR 12x3 (RQ1) PROGRAM

QUALIFICATIONS FOR ENLISTMENT

GENERAL: Be at least eighteen years of age, but under thirty years of age on the date of enlistment; be single (if previously married must show final divorce decree or death certificate); have no dependents; be of good character with high moral standards. Notarized consent of parent or legal guardian will be required for any applicant under 21 years of age at time of enlistment.

EDUCATION: High School diploma. Applicant must be able to pass screening tests with scores which indicate aptitude for YN/SK (clerical) type training.

PHYSICAL: Be in good health. Meet requirements for enlistment set forth in Medical Manual (CG-294). It is preferred that height and weight fall within the limits of the following table:

<u>Height</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Height</u>	<u>Minimum</u>	<u>Maximum</u>
60	102	124	67	121	149
61	102	127	68	125	153
62	102	130	69	129	157
63	102	133	70	132	161
64	105	137	71	137	165
65	113	141	72	141	169
66	117	145			

TERM OF ENLISTMENT: Applicants will be enlisted for a three-year period. Beginning ~~29 January 1965~~ they will enter on a year of paid active duty for training as follows:

**11 OCT**

- 10 weeks basic recruit training - Bainbridge, Md.
- 12 weeks YN or SK training - Groton, Conn.
- Remainder of year at Coast Guard offices.

Upon completion of the year's training, SPARs will be returned home and will be assigned to Reserve units in inactive duty status (attendance at paid monthly or weekly drills) for the remainder of their three-year enlistment.

GEOGRAPHIC LIMITS: This program is available, to all Districts ~~and 5th districts, to the 2nd district east of and including St. Louis and to the 9th district east of and including Chicago.~~ Further, it is open only to those young women who reside near enough to a Reserve unit to permit attendance at drills, following completion of their year's active duty for training.

PERSONAL INTERVIEW: Applicants must be interviewed and recommended by the commanding officer of the unit to which they may subsequently be assigned, and in addition should be interviewed by a SPAR officer or petty officer.

SELECTION: Final selection for this program will be made by the Commandant (PTP).

Treasury Department  
U. S. Coast Guard  
CG-4346B (8-64)

U. S. COAST GUARD RESERVE  
SPAR 12x3 PROGRAM  
RESERVE TRAINING AGREEMENT

\_\_\_\_\_  
(Date)

From: \_\_\_\_\_  
(Applicant's name and address)

To: Commandant (PTP-2)

Via: Commander, \_\_\_\_\_ Coast Guard District (r)

1. If selected for the SPAR 12x3 Program in the U. S. Coast Guard Reserve, I agree to:

- a. Remain in the Ready Reserve for the full term of my enlistment;
- b. Accept assignment to an Organized Reserve Training Unit if a billet is available;
- c. Attend not less than 75 per cent of the scheduled drills of unit to which assigned;
- d. Perform two weeks of active duty for training annually during assignment to reserve unit.

\_\_\_\_\_  
(Signature - first name, middle initial, last name)



TREASURY DEPARTMENT  
U. S. COAST GUARD  
CG-4346A (8-64)

U. S. COAST GUARD RESERVE SPAR 12x3 PROGRAM  
REPORT ON INTERVIEW OF APPLICANT

INSTRUCTIONS

Prepare in triplicate. Forward one copy to district commander (r) immediately following interview. Original and one copy to Recruiting Office.

FROM (Name, rank and/or title of interviewer)

ADDRESS (Use unit number and address where appropriate)

TO

Commanding Officer, CG Recruiting Station, \_\_\_\_\_

NAME OF APPLICANT

DATE INTERVIEWED

ADDRESS OF APPLICANT

EVALUATION OF APPLICANT FOR SPAR 12x3 PROGRAM  
(Brief, but comprehensive comments desired)

APTITUDE (Include observations on general level of intelligence, apparent aptitude for YN or SK training, etc.)

SUITABILITY (Appearance, emotional stability, grooming, apparent state of health, etc.)

ADDITIONAL COMMENTS (Include comments on significant qualifications or limitations which will provide a better picture of applicant.)

I feel that the applicant is qualified and suitable for enlistment. It is recommended that processing of her application be continued.

It is recommended that no further processing of subject's application be done for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

DATE

SIGNATURE



# DIRECT TO UNIT PREM

C. All applicants will be considered eligible if total military service, active or inactive, deducted from present age places them in the foregoing groups.

## 8-6-4 Dependents

A. The number of dependents an applicant for enlistment may have is limited as indicated for the pay grade in which enlistment is effected.

	Dependents
Pay grades E-1, E-2 and E-3	2
Pay grades E-4 and above	3

B. An applicant for enlistment who has over the number of dependents prescribed in paragraph A. above may be enlisted provided he furnishes proof satisfactory to the district commander that upon call to active duty a family hardship would not exist. In such cases the recruiting officer will forward pre-enlistment papers to the district commander in accordance with Article 1-H-28, Personnel Manual, with a request for waiver of excess dependents. The district commander will refer the case to a panel of three officers on active duty, who will make suitable recommendations. Upon receipt of the panel's recommendations the district commander may authorize the enlistment, as appropriate.

C. A female applicant is not eligible for enlistment in the Reserve if she:

(1) Is the mother of a child under 18, regardless of the legal custody of the child.

(2) Is the foster parent or adoptive parent or has personal custody of a child under 18.

(3) Is the step-parent of a child under 18 and the child lives within the household of the woman for a period of more than 30 days per year.

## 8-6-5 Enlistment Requirements

A. Applicants enlisted under this part must agree to accept assignment to an Organized Reserve Training Unit; except, that personnel enlisted in a rate previously held in the Coast Guard, Navy, Coast Guard Reserve or Naval Reserve need not make such an agreement. They may be assigned to the Active Status Pool immediately upon enlistment, provided that a mobilization requirement exists for the rate in the Active Status Pool.

B. If possible, all female applicants will be interviewed by a SPAR officer.

C. All enlistments in this category will be for three, four or six years.

## X 8-7-0 SPAR ENLISTMENT PROGRAM (No Prior Service)

8-7-1 General - All applicants must:

A. Be a female and between the ages of 20 and 30.

B. Have no dependents.

C. Not be the mother of a child under 18, regardless of the legal custody of the child.

D. Not be the foster parent or adoptive parent or have personal custody of a child under 18.



E. Not be the step-parent of a child under 18 if the child lives within her household for a period of more than 30 days a year.

\* F. Agree to participate satisfactorily in a Reserve Training Unit, and be accepted in writing for assignment to the unit by the Commanding Officer.

G. Be interviewed by the Commanding Officer of the unit and a SPAR officer if available, for purposes of determining such factors as motivation, stability and general personality factors.

H. Be available to perform two weeks recruit training at the appropriate Naval Training Center during the first summer of her enlistment.

#### 8-7-2 Ratings in Which Enlistments may be Effected

A. Seaman - High School or Business School graduate, with not less than one year's stenographic, secretarial, or other business experience and be able to type 30 words per minute.

B. Seaman Apprentice - High School or Business School graduate and be able to type 30 words per minute.

C. Seaman Recruit - High School or Business School graduate and be able to type 20 words per minute.

D. In addition, certain female applicants with outstanding qualifications may be considered for enlistment with immediate provisional advancement to pay grades E-4, E-5, or E-6, in the Yeoman and Storekeeper rates. Recommendations for such enlistments shall be submitted to the Commandant for rate determination and authorization. When authorized, enlistment will be effected in the permanent rate of Seaman Apprentice with immediate advancement to the provisional rate authorized. Persons so enlisted must qualify in all respects for the provisional rate within 18 months of enlistment. If they do not so qualify they will revert to such lower pay grade for which they can qualify but not lower than pay grade E-5. Applicants enlisting under the provisions of this program shall be required to sign a statement of understanding of the foregoing on page 7 of the service record, prior to being administered the oath of enlistment. The following criteria are set forth as guidelines for recommending provisional rates on enlistment:

YN1 - High School or Business School graduate able to type 50 words per minute and to take and transcribe dictation given at not less than 80 words per minute. At least 4 years business or secretarial experience, of which 1 year must have been in an administrative or supervisory capacity. Up to 2 years of college work may be substituted year for year for the general secretarial or business experience.

YN2 - High School or Business School graduate able to type 50 words per minute. At least 4 years business or secretarial experience. Up to 2 years college work may be substituted year for year for experience.

YN3 - High School or Business School graduate able to type 40 words per minute. At least three years secretarial or business experience or 2 years experience and 1 year of college.

SK1 - High School or Business School graduate able to type at least 40 words per minute. Not less than 4 years accounting or business experience of which at least 1 year must have been in an administrative or supervisory capacity. Up to 2 years of college work may be substituted year for year for the general experience.

SK2 - High School or Business School graduate able to type at least 40 words per minute. At least 4 years business or accounting experience. Up to 2 years of college work may be substituted year for year for experience.

SK3 - High School or Business School graduate able to type at least 30 words per minute. At least 3 years business or accounting experience, or 2 years experience and 1 year of college.