

WOMAN IN INDUSTRY SERVICE, 1918-1918

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FIRST  
CONVENTION  
of

INTERNATIONAL CONFERENCE OF WORKING WOMEN

NATIONAL MUSEUM  
WASHINGTON, D.C.

OPENING SESSION --- OCTOBER 28, 1919.

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FIRST INTERNATIONAL CONFERENCE OF WORKING WOMEN  
NATIONAL MUSEUM

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OPENING SESSION --- OCTOBER 28, 1919.

The First International Conference of Working Women was convened at ten o'clock a. m., Tuesday morning, October 28, 1919, with Mrs. Raymond Robins, the international president presiding.

THE CHAIRMAN, MRS. RAYMOND ROBINS: I am going to call this meeting to order, please. We will begin by singing "America", which will be found on the last page of our song book. We will also sing the "Marseilles" a little later. Miss Howison is going to lead us in singing "America."

Whereupon the delegates arose and sang the national anthem.

After the singing of "America", the international president, Mrs. Raymond Robins, delivered the following opening address:

It is with a sense of profound emotion that I bid welcome to America the delegates to the First International Congress of Working Women. (Applause) You have indeed done us a great honor to ask us to be hostesses on this historic occasion, and in the name of the trade union of women of America, in the name of the National Women's Trade Union League, I bid you welcome.

We welcome you as delegates, we welcome you as friends, we welcome you as women who have borne the brunt of five years of war, whose sufferings have touched us to the quick, and whose courage and steadfastness, illumining the ways of darkness, have won our reverence and devotion.

The experiences of these five years have cut deep into the heart of life. At times it seemed as though destruction stood triumphant, but today, as we see beyond the terror and confusion, we discern, though it may be dimly, the truth of the word spoken at another great hour of the world's history; yet once more signifying the removing of those things that are shaken, as of things that are made, so that those things which cannot be shaken may remain. A shifting of values, the creation of new values of life is in process.

What more fitting than that the women of the world should choose this hour to accept and assume their full responsibilities? Women are the builders of the race. To us is entrusted the protection of life. The social and industrial order must meet this challenge. There can be no compromise with the labor of little children. There can be no compromise with the exploitation of women; with long hours and low wages. There can be no compromise with unemployment nor with poverty arising out of social conditions.

For our consideration, discussion and judgment there has been placed before this Congress a very simple legislative program prepared by the Labor Commission at the

Peace Conference at Paris, and representing part of that larger program to be considered by the Labor Congress called by the League of Nations. It is a program for the care of mothers and babies; for the protection of childhood, for the protection of young womanhood; it presents the question of night work, hazardous occupations, control of unemployment, and the eight-hour day. In the very simplicity of the program lies its significance. Certain preliminaries of civilization must be achieved before the democratic purpose of life can find expression.

As we are gathered here from many lands we are compassed about with a great cloud of witnesses. We will answer. We will give answer to the cry of little children; we will answer the poor, the oppressed, the peoples struggling to be free, the men and women struggling to rise into finer relationship with life. We will answer the men, our brothers who died that liberty and justice and democracy might be translated into life. We will answer their call with the flaming spirit of righteousness, steeling our wills, consecrating our hearts and minds to that service which gives to life its utmost worth.

Friends, we are gathered here to the First International Congress of Working Women. There will be many another. (Applause) We are the pioneers, and pioneers are those men and women who look into the future with faith and hope and courage and the certainty that life summons to a great

adventure. We belong to those who hear the everlasting  
whisper --

"Something hidden; Go and find it;  
Go and look behind the Ranges.  
Something lost behind the Ranges,  
Lost and waiting for you. Go!"

Aye, and we will go! We will go and find the hidden trea-  
sures of fellowship and understanding. We will go and  
find the power of the spirit which cannot be shaken.

Welcome to America! (Prolonged applause)

What I have just said to you, friends, will be first  
translated into French, then into Polish and into Czech.  
Will you have the same patience that the others have had  
with our English?

The address was thereupon delivered in French, fol-  
lowed by prolonged applause.

THE CHAIRMAN, MRS. ROBINS: I will now introduce Dr.  
Klotz, our Polish interpreter. (Applause)

The address of President Robins was thereupon trans-  
lated into Polish, followed by the prolonged applause of  
the Polish-speaking delegates.

THE CHAIRMAN, MRS. ROBINS: We will now have the tran-  
slation into Czech. I don't see why we don't have it in  
Japanese, too; our Japanese delegation has arrived -- also  
Italian. But those delegates understand either French or  
English.

The translation of the address into Czech was then given.

THE CHAIRMAN, MRS. ROBINS: We will sing "To Labor," on page six.

(The song "To Labor" was sung.)

THE CHAIRMAN, MRS. ROBINS: We are going to give our friends a chance to sing with us. Let us sing "The Mar-seilles."

(The "Marseilles" was thereupon heartily sung.)

THE CHAIRMAN, MRS. ROBINS: I have the great pleasure and the honor to present to you Mr. Stewart, the President of the National Federation of Federal Employees, (Applause) the best of all friends who stands by us at all hours, dark and light. (Prolonged applause)

STATEMENT BY MR. LUTHER T. STEWART,

PRESIDENT OF THE NATIONAL FEDERATION OF FEDERAL EMPLOYEES,

WASHINGTON, D. C.

Fellow workers, on behalf of the National Federation of Federal Employees, which represents in its membership the largest group of trade unionists in Washington, I wish to extend a hearty welcome to the delegates and visitors to this, the First International Congress of Working Women.

We who are interested in the movement fully appreciate the importance of the work you are inaugurating

here. We realize that you who have gathered here from distant parts of the earth have come to express intelligently woman's viewpoint on the many vital problems in the world at the present time, --- woman's viewpoint and not man's view - as to what woman's view should be. (Laughter and applause)

We welcome you here. We are thoroughly interested in the things that have brought you here, that are so close to you. I wish to extend, not only on behalf of our organization, but on behalf of the individuals making up that organization, the assurance of our heartiest support, and the offer of our assistance in any way possible to make this what we know it will be -- only a successful introduction to a series of future international conferences, and international organizations of the working women of the world. (Prolonged applause.)

THE CHAIRMAN, MRS. ROBINS: We will have that translated into French.

The address was then translated into French, followed by applause.

THE CHAIRMAN, MRS. ROBINS: Doctor Klotz will translate it into Polish.

The address was thereupon translated into Polish, followed by applause.

THE CHAIRMAN, MRS. ROBINS: We will now have it translated into Czech.

Whereupon, the address was then translated into Czech, followed by applause.

THE CHAIRMAN, MRS. ROBINS: Before we have the report from Miss Mary Anderson, who is the secretary of the Committee of International Relations of the National Women's Trade Union League, we are going to have one more song, and then we are going to have Miss Anderson's report; and after that, I want you to know we will have one representative from every delegation give a word of greeting to our friends in America. We will sing, "America, the Beautiful."

THE CHAIRMAN, MRS. ROBINS: We will now hear some of the messages of greetings and a report -- a very brief report -- from Miss Mary Anderson, the Secretary of the Committee of International Relations of the National Women's Trade Union League. Miss Anderson is also one of the American delegates of the National Women's Trade Union League, and is here in Washington as Chief of the Women's Bureau of the Department of Labor of United

STATEMENT OF MISS MARY ANDERSON,  
CHIEF OF THE WOMEN'S BUREAU OF THE DEPARTMENT  
OF LABOR OF UNITED STATES OF AMERICA.

WASHINGTON, D.C.

I just want to say a few words of greeting to the foreign delegates and our visitors, just to tell a few words of what we had to do this summer in order to organize this conference. Miss Friedmann came down to help us to do the real work and she has done all of the work, practically. (Applause) I have just been looking on and trying to help whenever I could.

I want to say that in the beginning we worked on faith. We sent out our calls and we sent across to the other countries our cablegrams. We didn't hear anything for weeks, and it looked as tho we were not going to have any delegates at all; and we were saying to ourselves, "Well, if we have five delegates here we will have a great plenty, because we cannot expect very many to come. We know the countries on the other side are very much exhausted and their peoples very much scattered from the war, and it probably is not possible for them to send very many women over here; but if we get that many we will have a Congress, and it will be the beginning." And then we recalled that the first Congress

of the Trade Union Men had only that many present, and why should we expect that the Congress of the Trade Union Women would have any more than that? But then the cablegrams began to come back, and it seemed to me that the crowning glory was when we got the cablegram from Poland saying five were coming! (Applause)

We invited first, of course, the United States, (Laughter) then Belgium, Bolivia, Brazil, British Empire, Canada, Australia, South Africa, New Zealand, Cuba, Czecho Slovakia, Ecuador, France, Hedjas, Honduras, Italy, Japan, Nicaragua, Peru, Poland, Portugal, Roumania, Serbia, Uruguay, Argentine Republic, Chile, Denmark, the Netherlands, Norway, Paraguay, Salvador, Spain, Sweden, Switzerland, and Venezuela.

Then we have greetings, first, from Sweden:

"Hoping that the co-operation of working women will be crowned with success and lead to the desired result, we remain, with fraternal greetings,

"For the Central Board of Social-democratic women.

(Signed) "ANNA LINDHAGEN."

(Applause)

"The O.S.F.C. of Belgium express fervid hopes for the success of the Congress organized under the auspices and by the happy inspiration of the National Women's Trade Union League of America.

"Be good enough to accept, Madame, the assurance of my distinguished sentiments.

"For the Secretary,

(Signed) "M. A. CAYMANS."

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"Christiania, October 23, 1919

"Working Women's World Congress,

"Washington, D. C.

"Eighteen Norwegian women's organizations send hearty greetings hoping women may obtain influence on their conditions of labor due to them as individuals and citizens.

"Women's International League for Peace and Freedom,

(Signed) "WOMEN'S NATIONAL COUNCIL."

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"Supporting the resolution from the Swedish socialists women, we urge specially economic assistance for poor mothers and children. Protest

against obligatory legislation for working women."

(Signed) "National Swedish Woman's Suffrage Association, Swedish White Ribbon Association, Swedish Section of Women's International League for Peace and Freedom."

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This is from London.

"Realize importance Working Woman's Congress.  
Send good wishes for success.

(Signed) "SPENCER for World's Committee Young Women's Christian Association, London.

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This is from Denmark:

"Hail and thanks to United Women Workers of the World, from organized women of Denmark.

(Signed) "Clara Tybjerg."

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This is from Montevideo:

"We are with you in spirit on this great day."

(Signed) "Doctor Luisi "

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This is from London:

"Dear Miss Anderson:

Very many thanks for sending for my  
personal

"information a copy of the official "Call" sent out to labour organizations on behalf of the International Congress of Working Women. I have been much interested in reading this, and send you my best wishes for a successful Conference."

"Yours sincerely,

(Signed) "ARTHUR HENDERSON."

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This is from the Suffrage League in Missouri:

"Missouri League of Women Voters send greetings to the First International Congress of Working Women, and will follow the results of their conference with great interest.

(Signed) "MRS. GEO. CELLHORN."

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That comprises all of the report. (Applause)

THE PRESIDENT, MRS. ROBINS: I will ask for the translations of the greetings of the absent ones into French and Polish.

The above messages were thereupon translated into French and Polish.

THE PRESIDENT, MRS. ROBINS: Dr. Klotz is going to give a brief resume of what has been said in these

greetings, so that we will understand each other.

The above messages were then translated into Polish. (Applause)

THE PRESIDENT, MRS. ROBINS: We will now have a little Czech. (Laughter).

(The translation was thereupon made.)

I see they have all understood it in the various languages. I think our Czechs are very good linguists. We will ask that Mlle. Bouvier give us a word from France. (Prolonged applause)

(Mlle. Jeanne Bouvier, Member of Supreme Council, French Federation of Labor, and Member of Minimum Wage Committee for Home-workers, Department of the Seine, made a short address in French, which was translated into English as follows:)

Mlle. Bouvier says she is delighted to come to this Congress because it will bring the women of the two countries into closer relationship, both as citizens and working women; and that is why she is so delighted to come here. (Applause)

THE PRESIDENT, MRS. ROBINS: Madame Cappe from Belgium. (Applause)

Mlle. Victoire Cappe, Secretary, National Federation of Women's Trade Unions for Belgium; Member Advisory Board Ministry of Labor, Industry and Food Distribution;

Technical Advisor to Belgian delegates to International Labor Conference of League of Nations; made a short address in Franch, which was translated into English as follows:

Madame has said she is exceedingly happy to bring here the warm greetings of the Belgian people, and especially of the working women. She says she cannot express how grateful she is to the American women who so enthusiastically helped her people, and that the action of this Congress will be the organization of all the women, which of course, is the ideal, and what she expects will happen; and it proves once more the necessity of unity altogether, in order to obtain everything for for which everyone is trying. (Applause).

THE PRESIDENT, MRS. ROBINS: Unless I am very much mistaken, I see Margaret Bondfield has arrived. Is she not in the back of the room? (Prolonged applause) We will have a word from Miss Bondfield, in English!

STATEMENT BY MISS MARGARET BONDFIELD,  
MEMBER OF THE PARLIAMENTARY COMMITTEE OF THE BRITISH  
TRADE UNION CONGRESS; SECRETARY, NATIONAL FEDERATION  
OF WOMEN'S WORKERS OF GREAT BRITAIN.

Mrs. Robins and friends: I am almost too hot to

speaking even one word. I am separated from my luggage, and you know what that means! That is my predicament, and friends, I know you will not misunderstand me when I say I am quite unready to speak to you now. I must confess I did not know I would be called upon to speak to you today.

The British are thinking of you today, and thinking that the women of the world are going to help to complete a new form of civilization which will dispense with those old wrecking, destroying forms which have been mixed up with the old civilization. (Applause). However little we are able to do in constructive building in conferences like this, at least we can do something in building up friendships, in building up the spirit of good will, in building up the spirit of determination that in the future we will strive for the things that are most worth while in life; and of course those of us that belong to the labor movement feel we are working at the very foundation stones of civilization. Unless we are consolidated and united, we can never have a proper civilization. (Applause) Unless labor fraternizes in a spirit of good will, we can never get this spirit of the new world. And woman, as part of the great labor

movement, has to do her share in this spirit of building.

I bring greetings from our trade women's union, and Miss McArthur wants me to say how sorry she is that she is not able to be here this morning. We both join in wishing this Congress the best possible success.

(The French translation was then given.)

THE PRESIDENT, MRS. ROBINS: Is Doctor Moreau, from Argentine, in the hall?

Doctor Moreau made a short address in French.

THE CHAIRMAN, MRS. ROBINS: I will ask that Dr. Moreau's speech be translated into English

(The translation of Dr. Moreau's address was given as follows:)

I am happy to bring the greetings of the women of Argentine, who are just now beginning to realize the advantages of being organized. Of course they have the same troubles as you have here, and the women are beginning to understand it is absolutely necessary for them to unite to get better wages, to improve their conditions, and to get better working hours. They are also very much opposed to the injustice of women receiving a smaller wage for the same amount

of work men are doing, and for which they are receiving larger pay. They have to struggle against the old prejudice which considers woman an inferior being to man. She is very glad to see everyone unite here, coming from different countries and speaking many different languages, but who come here with the same thoughts in their hearts, desiring all the same things, and she would be very happy if all the women would be just as united as are their thoughts. This is the first effort to group our forces to insure cooperation. (Applause)

THE PRESIDENT, MRS. ROBINS: We will now hear from Mrs. Takako Tanaka, of Japan. (Prolonged applause)

STATEMENT OF MRS. TAKAKO TANAKA, OF JAPAN  
(Speaking in English)

I am just delighted to be here this morning, but my lack of English makes it difficult to speak to you. It is a great pleasure for me, a Japanese woman, to join this Congress. Japanese women have had to wait for this right for many centuries, but now they are ready to take a great interest in your movement. Here is an opportunity for women from all the countries of the world to unite in justice, liberty and equality.

The women in Japan are very serious minded, and there are a great many women working in factories and mills, and we women of Japan are trying to do the best we can; and I ask very much for your cooperation, and hope this conference will result not only in the great uplift of the women citizens of Japan, but will have grand results for you all. I thank you (Prolonged applause)

(The address was then translated into French.)

THE PRESIDENT, MRS. ROBBINS: We are going to hear from Mme. Felixa Konopska, who will give us a message from Poland. Mme. Konopska represents the Trade Unions of Poland. During the war the women in Poland operated the industries on a cooperative basis in which all the working women were proprietors of these industries, and Mrs. Knopska was the Director of the very first cooperative association established in Poland. At that time this was but an experiment, But now there are many such associations established in Poland.

(The translation of Mme. Knopska's address into English was as follows:)

Mrs. Konofska brings greetings from the trades

unions she represents to all the trade unions of women in America first, and of the world afterward - Europe, Asia, South America. She wants to express her admiration to the American women who first stretched out their hands of friendship to help their sisters in their republic, - for it is now a republic. (Applause.)

Mrs. Konofska also wants to express her faith in this, the first Congress of the Working Women. She says that women now all over the world will have a special mission in contributing to the reconstruction period. You probably all know the condition Poland is now in. The kingdom is all destroyed, and the working people need help in reconstructing their lives and businesses. The Polish women expect the working women of the world will be bound together in a close friendship in order to be able to contribute to the world reconstruction in this very critical period of the work, and she

She greets again everybody and concludes with  
"VIVE L'AMERICA!" (M

(The address was translated into the French Language also.)

THE PRESIDENT, MRS. ROBBINS: Now we will hear from across the Border. Mrs. Derry from Canada.

MRS. DERRY. (Translation into English.) I would

like to express my appreciation at being present at this Congress. It seems to me a very wonderful opportunity for us all to be here and meet all the various representatives from the different countries. Each country has its own perplexity, and each one here will be interested to hear each country's explanation of its perplexities, and see if there is some way we can unite in solving these. I think all the problems are practically the same, and it is a matter of the women holding their own and preventing the manufacturers from exploiting them.

We seem so close across the border that we feel almost a part of your organization here in this country. And we watch closely what our American friends, especially the trade unions, are doing. Our sisters across the way have a splendid organization, and I wish our organization could be united with yours so that we can do an international work. Canada is so small that our women have not the strength to form their own organizations, and we need some assistance from this side of the line to organize us and to wake up some of the members of our organization so that a work may be done that will be a benefit to all.

(Mrs. Derry's remarks were translated into French.)

THE CHAIRMAN, MRS. ROBBINS: Now we are going to have

the pleasure of hearing from Mme. Cassarteli Cambrini. Mme. Cambrini is the official advising delegate to the International Congress for the Italian Government.

MME. CAMBRINI: (spoke in Italian). The English translation of her address was as follows:

I wish to speak in Italian; and I am sorry that I cannot speak English and French. I will use my language with the sweetest voice I can. I will use the same music which we use to speak to our friends the choicest love-words. Our voices here, may we not say, will constitute a great harmony as from an orchestra of many pieces, with your splendid president as the leader. Probably in our discussions some of our voices will be a little stronger, but that will be because of the strong pulsing of our hearts.

I have listened to your songs, and I have listened to your spoken words, and the same kind of music has come also into my heart, and our chairman, as the leader of our orchestra will bring forth from our souls and our hearts the best music, the best tones we are capable of producing.

We must work here together for justice, for goodness, for truth. Especially truth is the world asking for, - truth in everything, because in our country especially we do not get the truth always, which we are so eager for

so eager for. We must work together to improve humanity. We must point the working women to an ideal.

In our country we have two million working people. Some work in industries, and one million in clerical work; also we have sixteen thousand teachers. All these women if organized could make a power for good, and could better humanity. We will do our best to work with you to lift high this ideal for the world, -- a better humanity! (Prolonged applause.)

(The address was translated into English and French.)

THE PRESIDENT, MRS ROBINS: We have two more countries from whom we are going to receive greetings, - Sweden and Czcho-Slavakia. Miss Kirstin Hesselgraden, from Sweden, will now speak to us:

MISS HESSELGRADEN (Translation in English): I am from a very small country in the far north. I have been sent here by my government as a member of the delegation to this Labor Congress. It was only the last day I was at home that I heard of this Congress. You see it takes such a long time to come from our country. And I was asked if I would be one of the members of the delegation, and I was more than glad indeed to say yes.

You see I have heard something already about your country. You all know your aim. You know what you want. I think it is a very good thing that this meeting should

be in America; this is the proper place for the first meeting of this kind. America is the land of liberty -- the land of our dreams. (Applause.)

We have half a million people over there, and our poor little country has been working very hard during the last five or ten years for democracy, and I think I can tell you that we are now one of the most democratic peoples in Europe, and this means that the women have got something to say in our country. I think I can promise you that the women of Sweden will do their best to promote the ideals of this Congress, that they will stand as one till right is done. (Applause.)

(The address was translated into French.)

THE PRESIDENT, MRS. ROBINS: We are now going to hear from Czecho-Slovakia. We have with us two delegates, Mesdames Stychovna and Majerova.

MME. STYCHOVNA (From translation into English): Our Czecho-Slovakia delegates are exceedingly glad to be represented here. It is the first time the Czecho women have been represented among other nations. These women have gone through a great deal of suffering during this war at the hands of Austria. The women as well as the men have struggled during all these years to obtain their liberty. Now the women have the right to vote, and many of them have been elected to office in the municipality. The Czecho-Slovakia women desire to express their greetings to this assembly as well as to our American hostesses who have been perfect hostesses to the Czecho-Slovakia delegation. They also hope in the future peace will be the rule of the world -- eternal peace! (Applause.)

(The address was translated into English and French.)

(A recess was taken at this point until 2.00 o'clock, P. M.)

AFTERNOON SESSION.

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October 28th, 1919.

(The Tuesday afternoon, October 28, 1919, session was convened at 2:40 o'clock p.m., with the international president, Mrs. Raymond Robins, presiding.)

THE PRESIDENT, MRS. ROBINS: I am just going to make an announcement in only one of our five or six languages. I want all the delegates to know that we will have cars here to take them at 3:30 to their respective hotels, so we can all be at the Burlington Hotel at 4:30 o'clock for the tea; and to this tea are coming the representatives of our government -- or rather the wives of the representatives of our government! (Laughter) -- at 4:30, and the wives of the members of various embassies, the wives of our senators, the wives of the cabinet officers, -- will all be with us, and the American women in Washington who wish to have the opportunity and the privilege of greeting you, will also be there. So I just want everybody to know that the cars will be ready at 3:30 and for all the delegates to be sure to be on hand; and then there will be a little breathing space between that and tea at 4:30.

Now I will ask to have that announcement translated, first into French, then into Polish and into Czech.

(Whereupon the translations called for by the

President were made.)

THE PRESIDENT, MRS. ROBINS: It gives me very great pleasure, friends, to introduce to you Miss Mary Van Cleek, the first chief of the first "Woman in Industry Service" of the Department of Labor of the national government. Miss Van Cleek, had been, earlier than that, one of our first and staunchest friends in the trade union movement among women, and she has served during the war as the one woman definitely charged with the responsibility of adjusting the conditions of work to the possibilities of women serving to the best of their capacity in that tremendous war-time emergency. Mary Van Cleek.  
(Prolonged applause.)

(Whereupon the introduction of Miss Van Cleek by the president-general was repeated to the delegates in French, eliciting prolonged applause.)

THE PRESIDENT, MRS. ROBINS: We will just have our Polish friends understand also who Miss Van Cleek is.

(Whereupon the introduction of Miss Van Cleek was translated into Polish, followed by applause.)

THE PRESIDENT, MRS. ROBINS: Miss Mary Van Cleek herself! (Prolonged applause.)

ADDRESS BY MISS MARY VAN CLEEK

Chief of the Bureau of Women in Industry

Department of Labor, Washington, D.C.

Madame President, and delegates to the International Convention of Working Women: There are several reasons why it is fortunate and appropriate that this first International Congress of Working Women should come to the United States. The first of these reasons is because there are, in this land of ours, the fellow-countrymen of so many of you; and that so many of us are descendants of the same races and the same nationalities that you represent there across the seas; and, hence, already in America there are awaiting you the response, the keenest sympathy, of your own kith and kin, and that should mean that the influence of that spiritual kinship should weld us into a true international fellowship of which this gathering is the symbol.

But, for a very practical reason it is fortunate and appropriate that you should come to the United States, because, as you will discover, I am afraid the United States at this moment has no program and no policy for industry which commends the allegiance of a large enough group to say that this is the message

of America to this conference on labor in this year 1919. There are groups in America which have programs, and groups which have policies, and those groups which are trying to interpret this new era in this country of ours, needs the help which such a conference can give, and they need that help for a very vital reason. You have a part, every country represented here has a part, in what America may do at this time in the world's history, just as America has an interest in all that you do in your industrial problems in your own land. For we are all very much concerned in each other's affairs, and that is the practical reason for this gathering. If America, or if any other land fails to awaken to this opportunity we are going to set back progress by just that much; but if, on the other hand, America and all the races represented in America and the lands which they represent can feel a true unity in solving these problems, the strength will be tremendous; and it is in that spirit that I should like to speak of the past of this conference in relation to the problems which we are facing here, not with any desire to claim any undue attention for the problems of the United States, but with the feeling that our problems are undoubtedly common in many lands, and that those differences which there are may be clarified by this discussion.

THE PRESIDENT, MRS. ROBINS: Will you pause, just for a minute? We will have the French translation, catching up with the address.

(Whereupon the French translation was made to the audience.)

THE PRESIDENT, MRS. ROBINS: We will have Dr. Klotz translate the address for the Polish delegates.

(Whereupon the translation into Polish was made by Dr. Klotz.)

THE PRESIDENT, MRS. ROBINS: (addressing the translator, Mme. Klotz); Miss Van Cleek is wondering if she said all that! (Prolonged laughter.)

(The Polish translation elicited much applause from the Polish delegates.)

MISS VAN CLEEK: (Continuing) One of the characteristics of this period that we face is that a discovery is being made. It is a discovery that shocks some people and stimulates others, and it does cause a good deal of concern to two groups of -- as we call them in America -- "stand-patters." One of the groups of "stand-patters," is the reactionaries, whose goal is the prevention of all change. And the other group of "Stand-patters," who are just as "stand-pattish" as the first! (laughter) are those radicals of a certain type who are so committed to a

theory, to their own diagnosis of the evils of society, that they are not willing to let anyone talk in any other phrases or to hear any proposal which would seem not to be in line with that they have been saying for many years. And neither type is really alive to this discovery, and that is, that Democracy is not a thing that you can handle as you can go out and buy a yard of cloth; it is not even an institution that you can point to and say, "There is Democracy! See how it works!" It is not a system; it is not a program; it is not anybody's platform. It is a spirit which has to enter into a community and transform its institutions, and it can only do it in one way, and that is, through the lives of the members of that community; and you can have a Democracy which is not created by that living vital force which is represented in human life and human intelligence and human activity. And participation of all the groups in the community is essential to that spirit of Democracy.

Now, Democracy can change. It has different methods in different places, and different ages, and this does not mean, if we accept that, that we are vague and merely theoretical. If we are committed to the idea that Democracy is a living, moving, growing thing, it marks us off from the doctrinaire who is so committed to a theory of things and the theory of life that he cannot understand

life itself when it faces him.

On the other hand, we are not called only to dream dreams and see visions, important as that is, if we are going to interpret the Spirit of Democracy, but we are called also to be practical, because in any given time and any given place there is probably one among many proposals that is ripe for action, which is more in line with the Spirit of Democracy than any others; and it is not difficult to see in the proposals which are faced in various places, those which are in the direction of Democracy and those which are opposed to the Spirit of Democracy. And so we have a very mighty responsibility to see clearly what this growing developing thing is, and at the same time an opportunity to be able to translate it into practical action, to translate it into great programs which will fit our own country and our own time and our own place, with the assurance that they are in the Spirit of Democracy.

And the second characteristic of this period -- that may sound trite, but I think it needs a restatement, -- is the thing that we are all interested in, the thing that is explaining our action throughout the world, it seems to me, is that we are seeking for a new expression of the meaning of the standard of life, the standard of life, not in the sense only of food and housing and clothing, altho

it means that, and not only those things, with education and recreation and other things added, but also the standard of life which means that added to all these things is both the opportunity, the power and capacity to take a share in the affairs of the community, and to take a share in industry itself.

This new conception of the standard of life -- I speak of it as "new," I think that's because it is growing and dawning upon large groups than it has in the past, -- this new conception of the standard of life is really a challenge to the autocratic use of economic power that is its source. We are tired of seeing economic power used by a few instead of for the benefit of the many.

And it is more than that: It is a demand that the standard of life which is deemed desirable in the nation should be attainable by the average man, the standard of life including again the opportunity to express oneself, the opportunity to take part in this bringing of the real Spirit of Democracy to our land.

And there are things which interfere with this standard of life. It is going to demand a changed relation of the workers to industry and to industrial production, and its management and control. It is going to mean a changed relation of the workers to government and of government to this standard of living, for out of the war has come a

challenge to the political democracies which fought in the war in the name of democracy, a challenge to prove that their government can make this standard of life of the average citizen their chief concern.

And we are no longer content with any institution that stands in the way of that; and it means not only higher wages and regularity of employment and shorter hours and better working conditions, -- it means all those things, but it means also this other vital thing, this chance to participate in the control of the conditions of industry and the conditions of society. (Prolonged applause.)

THE PRESIDENT, MRS. ROBINS: We will now ask for the French translation and also the Polish translation.

(Prolonged applause followed the translation into the languages mentioned. During her translation of the remarks, Dr. Klotz turned to the speaker and exclaimed, "I am very much troubled in attempting to translate the expression "stand-patters" which evoked prolonged laughter from the delegates.) The President, Mrs. Robins, thereupon laughingly suggested the following translation of "stand-patter" "On reste avec les Bieds sur la terre. On ne marche jamais." Dr. Klotz adopted this translation for her audience amid laughter and applause. Prolonged applause also followed the close of the translation.)

MISS VAN CLEET (continuing): Of course women are concerning in all these problems, and in their solution. But women have also very special relation to the subject of our discussion, and perhaps I can express it best by saying it seems to me that this conference has a two-fold significance: First, that it should be possible to hold it; and, second, that it should be necessary to hold it. That it should be possible to gather together from so many countries representatives of organizations of working women, shows us how thoroughly established throughout the world is the industrial position of women. But the fact that it should be necessary to hold it, that we cannot safely leave it to the official international congress to consider the interests of women, is very significant, more especially as the necessity for it has been realized, not by theory but by actual events.

Since the signing of the armistice women have had no direct share in the terms of the Peace Treaty. It is a man-made peace. Women have had no direct share in the labor platform, and its international conference, with its emphasis on the protection of women in industry rather than its emphasis on the participation of women in plans to protect themselves (Applause) which is significant of the attitude of men, even in the labor movement, toward women. And

we must confess that women in America, and I imagine women in other lands as well, have yet to win recognition of their normal position in relation to industrial production. They have yet to win the right to choose their own occupations without any social prejudices against their choice, and more fundamental still, they have yet to win the right to a wage based on precisely the same considerations that determine the wages of men.

We seek not the protection of men against the evils of industry, but we seek such a position in industry, such a position in relation to the controlling forces of industry, as will enable women to remove the evils of industry as they affect either men or women workers! (Applause) - so as to change the conditions of working life and industry that there will be no question of work either by a man or a woman as being detrimental to the home or to the welfare of children.

And be it noted that it is not only the employment of women at this moment which is detrimental to the home or detrimental to the welfare of children; there are many conditions in the employment of men which are certainly detrimental to the home and detrimental to the welfare of children. But we do not seek to solve those problems by restricting the occupations of women, or by seeking to establish for them a position in industry which is that of

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a protected group. We do not want to stop with any programs of protection. Let us go as fast and as far as we can to remove the evils of industry, but let us do it by the only safe way, that is, by giving women their normal place in industry, and giving them a chance to express the woman's point of view in regard to the effect of industrial relations on the home and on children. (Applause)

And it is exceedingly important that this conference should feel that it is devoting itself to a very serious discussion of how those things are to be brought about, not as a protest only for women, but as their constructive share in world affairs at this moment.

May I mention only one other subject which has been so clear in this war in several countries, that principle of "equal pay for equal work!" (Applause). It has received endorsement from very high places, official endorsement in important industrial countries that have taken part in the war; but it has not gotten down to a policy; it has not been carried out. It is an illustration of the difference between the endorsement of an easy principle and its application in industry itself, and that is what women are suffering from today, too many over idealistic and humanitarian expressions of opinion on the part of society regarding women in industry, and too little getting down to the real problem of women in industry, and listening to what the women themselves have to say as to how those things are to be applied.

(Applause)

And that leads to the expression of the hope that this conference will adopt a policy which will make it unique in history, that is, that it will give at least half of its time to the discussion of the methods and the means for the accomplishment of the ends which it desires; and I mean by that, not merely the idea of well-directed propoganda which will win others to our ideas, but I mean the adoption of a definite policy on the part of the organizations of women that are represented here, of study in industry, and of the problems that these organizations are facing, - the whole subject that we call "method of technique." If the liberal forces of society had paid as much attention to method and technique as selfish interests have paid, we should have very much less poverty and fewer problems at this moment; but the liberal forces are too much inclined to forget that things are accomplished in industry and in society by perfectly practical methods of accomplishment, that there is a technique of application of that thing to that industry. We are dealing with a group of occupations, each one with its own problems, each one with some differences, and it is only through a thorough-going understanding of those differences, through a thorough-going study of what those relations mean to the industry, and how industry can be so changed as to yield not only wealth for society, but a new standard of life for

all its members, -- that is the big topic ahead. And what we need in all our countries and in industry today is the direction of the liberal forces to the study of practical methods of making life better for ALL our citizens.

There is a popular magazine in this country which had, not long ago, a series of articles on reconstruction, and the advertisement read in this way: "The Aladdin of Democracy rubbed his lamp, and the forces of reconstruction leaped into action!" (Laughter) "Now the women of the labor movement know that that is not the way things are done. That is not the way the ideals of Democracy are achieved. We know that when we really set out thoughts and devote our lives to the expression of this Spirit of Democracy in human institutions, we are setting ourselves to an unending task, a task which changes generation after generation, which cannot be finally accomplished in one generation, and left to itself for all time to come, but needs to be done over again through the pleasure which the new generation takes in its own sake; and it is because it is such a big task of public education and public action to which we are committed that it is good for the women of many lands to take counsel together as to the way in which we can meet the tremendous responsibility of the new social vision. (Prolonged applause.)

(Prolonged applause also greeted the translation into French and Polish.)

THE PRESIDENT, MRS. ROBINS: We have a few moments.  
Does anyone desire to ask Miss Van Cleek a question?

Mlle. JEANNE BOUVIER, REPRESENTING THE GARMENT WORKERS  
OF FRANCE: (Translation into English by the President,  
Mrs. Robins.) Mlle. Vouvier is asking if Miss Van Cleek  
will answer the question as to whether the wages of women  
in America were raised, and if so, how much, during the war.

MISS VAN CLEEK : One cannot give a comprehensive an-  
swer to that at all, because there have not been really com-  
prehensive statistics in this country. Undoubtedly there  
was an increase in wages. Of course, in many of the new  
occupations for women, there is nothing to compare it with  
before the war. In those same occupations we know very  
generally women were paid less than the men whose places  
they had taken. We know that some women in the munitions  
plants were paid equal wages actually, or earned the same  
as the men whose places they had taken. There were certain  
places where that was observed, and those wages sometimes  
went to twenty-five and thirty dollars a week. On the other  
hand, in the industries that had been well paid industries  
before the war, -- we know, for instance, in the candy trade  
in Philadelphia, where a special investigation was made by  
the Women's Board, that although there had been an increase  
in wages, if you reduced your scale of the dollar to the buy-  
ing power of the dollar before the war, the change had al-

most been inconsiderable. There had been an increase in the nominal pay, but very little more. We know, in short, that both the range of occupation for women was very greatly enlarged during the war, and that they proved their capacity in a variety of occupations. Nevertheless, the wages of women are still far below a living wage, and very far below a family wage, in spite of the fact that in this country, as in other countries, women have dependents whom they are supporting.

(The answer of Miss Van Cleek was translated into French.)

MISS VAN CLEEK: I should like to add that I hope that question will be answered in the conference by a good many women who represent different industries in this conference, and who can give a much more intimate knowledge of what happened to wages during the war.

(Miss Van Cleek's reply to Mlle. Bouvier's question was also translated at this point into Polish.)

THE PRESIDENT, MRS. ROBINS: I just want to read two telegrams. Unfortunately, Miss Van Cleek has to leave, to catch a train to go back to New York, so we cannot go on with the discussion, but we will have it for the coming week. In the meantime, we are glad to know here is a telegram announcing the arrival of our delegate from Norway, who is as far as New York.

And we have also this telegram from Lillian Wald, who is the head resident worker of the settlement in New York City. This is for our overseas delegates, as follows:

"Congratulations to the organization and to the President of the First International Congress of Working Women. I regret that I cannot be with you on this very important and most influential occasion. The importance of it cannot be overstated. The public will await with deepest interest the result of your consultations.

(Signed "Lillian Wald.")

(Applause.)

(The two telegrams just read were translated into French.)

THE PRESIDENT, MRS. ROBINS: Before we adjourn, because, strange as it may seem, the hour has come, -- it has been so short to me, -- before we adjourn I want to ask if we think it is possible to get together tomorrow morning at nine-thirty instead of ten, for this reason -- those delegates to our Congress who are also members of the official labor congress in the way of being technical advisers will wish to attend the opening of that other congress at twelve o'clock at noon tomorrow. That would mean, that, for the sake of taking moving pictures of all of us once more, we would have to adjourn at eleven. I am wondering if we feel that we could come here by nine-thirty to undertake some work, and get rid of some of the prelim-

inaries. We want to have a meeting also of the Executive Committee. Possibly we can meet this evening. The Executive Committee consists of one delegate from every country. We have had a few preliminary meetings, but we want Italy to be represented, and we want Japan to be with us too, and we desire Sweden also to be represented, and the delegates from those countries only arrived this morning.

I am going to ask that what I just said to you be translated first into French and then into Polish, and then we will get the answers from the delegates.

(Whereupon the translation of the President's announcement was made in both French and Polish.)

THE PRESIDENT, MRS. ROBSINS : Are there any other matters that we ought to take up before we have our adjournment at the present time? I do want to ask -- is it understood we will come together at nine-thirty in the morning?

Miss Friedman has an announcement to make to the delegates at this time. I want you all to know who Miss Friedman is. This splendid executive was loaned to our conference by that great and noble organization of women, known as the Young Women's Christian Association. (Prolonged applause.) Miss Friedman has been in charge of the arrangements for this conference. She has worked untiringly for its success. It gives me a great deal of pleasure to present to you this friend of ours who also is a member of our

trade organization, Miss Ernestine Friedman, who will make an announcement to us. (Prolonged applause)

MISS ERNESTINE FRIEDMAN: The pleasure has all been mine! (Laughter and applause) Miss Rankie has asked me to tell you that tonight you should meet at eight o'clock at the Burlington Hotel, where two of our local committee will take those who want to see the labor parade to a place which they consider will be the best from which to view the pageant, and after seeing it you will then proceed to the reserved seats in the "Liberty Hut" where, as you know, there is to be some speaking.

Now if you will all come to the steps where you had your pictures taken today noon you will find cars waiting to take you to your hotels.

(Whereupon adjournment was taken at 5 o'clock p.m.)

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DEPARTMENT OF LABOR  
Office of the Chief Clerk  
WASHINGTON

Department Letter No. 1.

June 15, 1918.

To officers and employees of the Department of Labor  
and others traveling on official business of the department:

Effective June 10, 1918, the United States Railroad Administration ordered an increase in the rates for passenger transportation, and special attention is directed to Section 10 of General Order No. 28, issued by the Director General of Railroads, which provides that:

"Passengers traveling in standard sleeping cars and parlor cars shall be required to pay an additional passage charge of sixteen and two-thirds ( $16 \frac{2}{3}$ ) per cent of the normal one-way fare, and passengers traveling in tourist sleeping cars an additional passage charge of eight and one-third ( $8 \frac{1}{3}$ ) per cent of the normal one-way fare. The foregoing charges are in addition to those required for the occupancy of berths in sleeping cars or seats in parlor cars."

Accordingly there are in effect three classes of charges for the transportation of passengers, viz:

- (a) Fares for transportation in coaches,
- (b) Fares for transportation in standard sleeping cars or parlor cars; these charges being exclusive of rates for berths, sections, seats, etc., in such equipment,
- (c) Fares for transportation in tourist sleeping cars; these charges being exclusive of rates for berths or sections in tourist cars.

The following instructions will govern the use of Government Requests for Transportation:

(1) Government Requests for Transportation now call for tickets at lowest available fare, and same will be honored only for tickets good in coaches unless passage in standard sleeping car, parlor car, or tourist car is specifically designated.

(2) When only coach tickets are required the request will be filled out as in the past.

(3) When standard or tourist sleeping cars or parlor cars are to be used the entire distance called for by the passage ticket, the request will be filled out as in the past, but should also bear the following specific notation, as the case may require, in the blank space in the block at the right of the request:

"For travel in standard sleeping car"  
or "For travel in parlor car,"  
or "For travel in tourist sleeping car."

- (4) When standard or tourist sleeping cars or parlor cars are to be used only a part of the distance called for by the passage ticket, one request will be issued for coach ticket only and another request issued for the additional charges for transportation between the same points shown on the request calling for the sleeping or parlor car accommodations. The request covering the additional charges should bear the following specific notation, as the case may require, in the blank space in the block at the right of the request:  
"For additional fare in standard sleeping car ONLY,"  
or "For additional fare in parlor car ONLY,"  
or "For additional fare in tourist sleeping car ONLY."
- (5) Separate requests must be issued for accommodations in standard or tourist sleeping cars, or for seats in parlor cars.
- (6) Memorandum copies of requests must agree in every detail with the original requests, and the value of the transportation furnished indicated in the space provided for the purpose. The war tax must not be included in the reported cost of transportation.
- (7) War Tax. Government requests must be used where the fare is in excess of 35 cents, and also for sleeping and parlor car accommodations and staterooms on vessels. In emergency cases when transportation requests are not available, and payment of cash fares is required, tax-exemption certificates should be prepared, using Treasury Department, Office Commissioner of Internal Revenue, Form 731, and delivered to the ticket agent or conductor. These certificates will be supplied by the Department.
- (8) Transportation requests and tax-exemption certificates must not be used for personal or private purposes.
- (9) Mileage and scrip books now being obsolete, those on hand should be forwarded, through usual channels, to the Department.

*S. J. Gompers*

Chief Clerk.

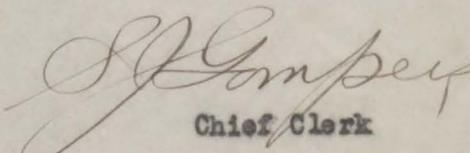
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July 12, 1918.

Divisions and Branches of the Office of the Secretary,  
Commissioner General of Immigration,  
Commissioner of Labor Statistics,  
Commissioner of Naturalization,  
Chief, Children's Bureau,  
Director General, U. S. Employment Service,  
Director, Industrial Housing and Transportation.

In accordance with a decision of the Comptroller of the Treasury dated July 6, 1918, wherein it is held that it is bad accounting policy for a Disbursing Clerk to sign transportation requests, it will be the policy of the Department, in the future, for the Disbursing Clerk to be the custodian of the transportation requests which will be issued to the different bureaus and services designating an employee to sign all transportation requests issued by it, using the title "Issuing Officer".

By direction of the Secretary:

  
Chief Clerk

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DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

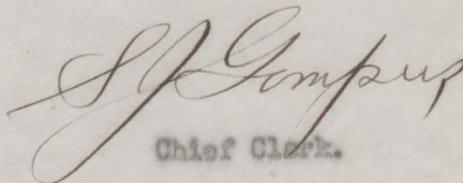
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August 7, 1918.

Director, Woman in Industry Service:

Supplementing memorandum of the Secretary under date of July 20th, you will please prepare your weekly service report in triplicate -- one copy for the Secretary, one copy for the Assistant Secretary, and one for Mr. Frankfurter, Assistant to the Secretary.

By direction of the Secretary.

  
Chief Clerk.

G W

Department of Labor

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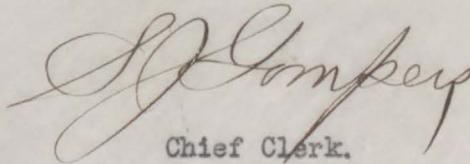
DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

No. 8-78

August 5, 1918.

Director, Woman in Industry Service:

The Department of State has directed attention to the advisability of mentioning subject matter and file number in acknowledging receipt of communications from that Department. In the present stress of affairs it is highly desirable that the Department should cooperate, and to that end it is requested that the foregoing suggestion be observed so far as is possible.

  
Chief Clerk.

L W

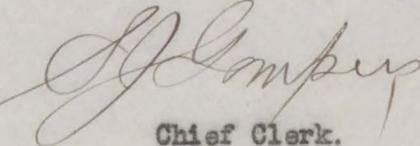
DEPARTMENT OF LABOR  
Office of the Chief Clerk.  
Washington

Department of Labor  
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August 22, 1918.

Director, Woman in Industry Service:

Beginning with Thursday, August 22d, all matters  
requiring departmental action are to be prepared for the  
signature of the Acting Secretary.

  
Chief Clerk.

G W

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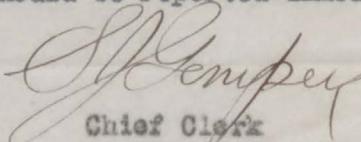
August 28, 1918.

Director, Women in Industry Service:

To enable this Department to make proper distribution of telegrams and mail, as well as to enable the watchmen to answer inquiries concerning the location of all employees of the Department, it is absolutely essential that this office be furnished with accurate and up-to-date information at all times concerning its personnel.

Accordingly, there is transmitted herewith, a supply of directory cards which please have filled out in triplicate and returned to this office at your earliest convenience. If an additional supply is needed, kindly call this office.

All future changes should be reported immediately.

  
Chief Clerk

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DEPARTMENT OF LABOR  
OFFICE OF THE CHIEF CLERK  
WASHINGTON

September 6, 1918.

Chief, Women in Industry:

In view of the fact that the Post Office Department has discontinued its former practice of gratuitous distribution of Postal Guides, it will be necessary for the department to purchase these Guides directly from the publisher.

It is, therefore, suggested that in the event copies of this publication are required for official use that your office request, on Form Gen. No. 4, in the usual manner such copies as may be needed.

Chief Clerk.  
*RW*

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September 13, 1918.

Chief Clerk:

In reply to your memorandum of September 11th, we have given full consideration to the possibility of having the Woman in Industry Service elsewhere than in Washington. In view of the fact, however, that this Service is specifically instructed to maintain close contact with all the work for women in industry carried on in other federal departments as well as in other divisions in the Department of Labor, and in view of the fact that we must necessarily be a part of the War Labor Administration, our decision in this matter would have to be governed by a decision of the other groups <sup>dealing</sup> with national labor problems. It would seem hardly practicable for these groups to be located elsewhere than in Washington, in view of their ~~factious~~ <sup>close</sup> connections with other departments of the Government, which are probably to be permanent here.

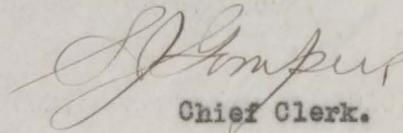
Mary Van Kleeck,  
Director, Woman in Industry Service.

DEPARTMENT OF LABOR  
Office of the Chief Clerk,  
Washington

September 11, 1918.

The following memorandum from the Secretary to the President, addressed to the Secretary of Labor, together with the Resolution of the Senate referred to therein, is hereby transmitted for consideration and report. Kindly give this early attention.

By direction of the Secretary.

  
Chief Clerk.

THE WHITE HOUSE  
WASHINGTON, September 9, 1918.

Dear Mr. Secretary:

The President directs me to send to you the enclosed copy of a resolution adopted by the Senate, and to ask that you send him a report as to whether there are under your jurisdiction any bureaus, or parts of bureaus, commissions, or subdivisions which could discharge their functions and perform their duties as well outside the District as here, and also your judgment as to what action should be taken in response to the resolution.

Sincerely yours,

J. P. Tumulty,  
Secretary to the President.

Hon. William B. Wilson,  
Secretary of Labor.

S. Res. 296.

IN THE SENATE OF THE UNITED STATES

September 6, 1918.

RESOLVED, That the President be requested, where compatible with the public service, for the purpose of relieving the congestion of population in the District of Columbia, to order the transfer from Washington to other cities in the country for the duration of the war of such bureaus, or parts of bureaus, commissions, and subdivisions of the several departments as can discharge their functions and perform their duties as well outside of said District as within its boundaries, such order to be effective not later than the first day of October, anno Domini, nineteen hundred and eighteen.

Attest:

James M. Baker,  
Secretary.

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

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September 23, 1918.

For a number of weeks, weekly progress reports have been submitted by the various Bureaus and Divisions of the Department. These reports are asked for in accordance with a general plan being followed by all the Departments engaged in carrying out the war program of determining each week what progress has been made. The Labor Department is responsible for the war labor program and weekly reports are needed to determine whether we are meeting that responsibility by adequately covering the field and coordinating our work with the work of the other Departments.

Doubtless because the purpose of the reports was not clearly set forth, the reports thus far submitted have not always enabled us to do this. While the reports should be brief, they should be full enough to cover the following items:

1. New undertakings under consideration.
2. Progress made in the carrying out of plans approved or investigations undertaken.
  - (a) Places where plans are in operation or investigations under way.
  - (b) Success of plans or modifications found desirable.
3. Cooperation with other Departments.
  - (a) Contemplated.
  - (b) Accomplished.

2.

4. Work Completed.

It is also advisable that Services requiring weekly progress reports from their various branches or divisions should submit duplicates of these as parts of the weekly report of the Service.

By direction of the Secretary:

*J. J. Gemping*  
Chief Clerk.

Commissioner-General of Immigration;  
Commissioner of Naturalization;  
Commissioner of Labor Statistics;  
Chief, Children's Bureau;  
Director General, U. S. Employment Service;  
Director, Bureau of Industrial Housing and Transportation;  
Director, Labor Adjustment Service;  
Director, Working Conditions Service;  
Director, Information & Education Service;  
Director, Woman in Industry Service;  
Director, Investigation and Inspection Service;  
Director, Training and Dilution Service;  
Chairmen, National War Labor Board.

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DEPARTMENT OF LABOR  
OFFICE OF THE CHIEF CLERK  
WASHINGTON

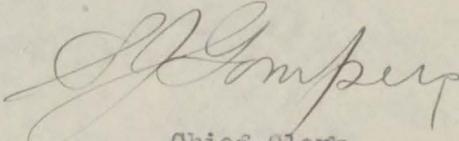
September 26, 1918.

Director, Women in Industry Service:

For the purpose of avoiding violations of the Act of October 6, 1917, or the Executive Order of November 24, 1917, you are requested to have each person appointed in your office execute the usual personal question sheet on or before the date upon which he enters upon duty.

The answer to question No. 12 of Part I will furnish complete information from which to determine whether the Act or Executive Order referred to would be violated by the appointment.

By direction of the Secretary:

  
Chief Clerk. *X*

C/I.

NOTE.

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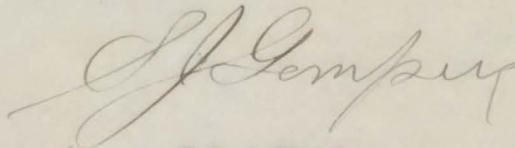
DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

September 27, 1918.

Director, Woman in Industry Service:

At the request of Mrs. William G. McAdoo, Chairman of the Woman's Fourth Liberty Loan Committee, all women employees of the Department who desire to participate in the parade on Saturday, October 5, 1918, will be excused at 2 p.m. on that date, without loss of leave.

By direction of the Secretary.



Chief Clerk.

G w

DEPARTMENT OF LABOR  
OFFICE OF THE CHIEF CLERK  
WASHINGTON

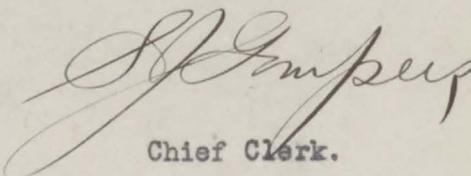
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OCT 11 A.M.

No. 129-9

October 10, 1918.

Director, Woman in Industry Service:

This is to advise you that the Secretary has approved your recommendation for a change of title of Service, but has amended the title requested to read Women's Bureau of the Department of Labor. This change was thought desirable to distinguish it from other divisions of the Department. Copy of the amended memorandum as approved is forwarded herewith.

  
Chief Clerk.

G c

Inclosure No. 2706.

INCLOSURE 706

FROM  
DEPARTMENT OF LABOR,  
OFFICE OF THE SECRETARY.

14-315

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U. S. DEPARTMENT OF LABOR  
WOMAN IN INDUSTRY SERVICE  
WASHINGTON

October 9, 1918.

To: The Secretary of Labor  
From: Mary Van Kleeck, Director, Woman in Industry Service  
Subject: Title of Woman in Industry Service

In asking for an appropriation for this purpose in the budget for the year beginning July 1st, 1919, it is suggested that the title be changed to Women's Bureau of the Department of Labor. We find the present title awkward and the change suggested seems desirable also in view of the fact that the bill introduced two or three years ago into Congress, provided for such a division in the Department of Labor, with the title of Women's Bureau.

MARY VAN KLEECK,  
Director, Woman in Industry Service.

MVK/AL

Approved:

October 10, 1918.

W. B. W.

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

OCT 15 A.M.

213  
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October 14, 1918.

Director, Woman in Industry Service:

As an aid in protecting the health of government employees this office requests that for the present the following precautionary measures be observed by your service:

That each morning, before assembly of employees, the room be thoroughly flushed out with fresh air for a period of fifteen minutes.

That the most thorough ventilation consistent with reasonable comfort to those within, be maintained at all times. To the end that maximum ventilation and minimum discomfort be attained, the wearing of ample clothing should be encouraged.

That each day, from 10 a.m. to 10:15 a.m., and from 2 p.m. to 2:15 p.m. all employees be required to leave the building and remain outdoors. During this time the rooms should be thoroughly flushed out with fresh air. When, on account of rain, it is not wise to venture outdoors during this period, coats and wraps should be put on, and the rooms thoroughly ventilated as usual.

That the transmitters of all telephones be carefully cleansed twice each day with a disinfectant solution. A 1% compound cresol solution or other solution of equal strength is suggested.

That gauze masks, covering the nose and mouth be worn during office hours, by all employees who work indoors and whose duties necessitate coming in contact with a large number of people. Requisition should be made upon this office for the number of masks required by the employees of your service.

By direction of the Secretary.

*N. S. Linganfeller*  
Acting Chief Clerk.

L 2

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

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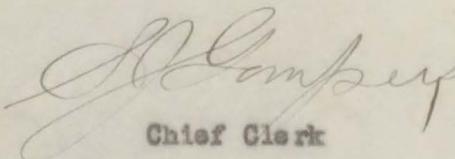
October 21, 1918.

Director, Woman in Industry:

The Public Health Service is urgently in need of trained nurses. The Surgeon General states that the Emergency Hospital at 18th and Virginia Avenue cannot be operated unless more nurses are secured. You are, therefore, requested to make another thorough canvass of your office and send all graduate nurses on duty therein to the Chief Clerk of the Department, who will arrange for their detail for work in this Hospital.

The Surgeon General assures the Department that graduate nurses can do greater and more valuable service in this Hospital than they can elsewhere in the Government Service.

By direction of the Secretary.

  
Chief Clerk

G c

213-  
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DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

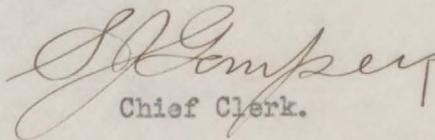
October 22, 1918.

Director, Woman in Industry Service:

OCT 25 A.M.

The following regulations were adopted by representatives of the Department and independent establishments at a meeting called by the Pulp and Paper Division of the War Industries Board. Please take steps to comply therewith as soon as possible.

By direction of the Secretary:

  
Chief Clerk.

G c

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THE FOLLOWING SUGGESTIONS AND INSTRUCTIONS ARE ISSUED FOR THE  
GUIDANCE OF ALL GOVERNMENT REPRESENTATIVES BUYING AND (OR) USING  
PAPER FOR OFFICE, CORRESPONDENCE AND PUBLICITY PURPOSES.

1. The Paper Economy Division of the Pulp and Paper Section of the War Industries Board hopes that the carrying out of the suggestions and instructions herein contained will effect in Governmental publicity demands on paper a saving of approximately fifty-(50) percent. In the tonnage of paper used in the next following six months' period as compared with the tonnage of paper used in the preceding six months' period; that the saving of paper by Governmental representatives in office and correspondence work will be approximately twenty-five (25) percent in the tonnage of paper used in the next following six months' period as compared with the tonnage of paper used in the preceding six months' period.
2. PUBLICITY MATTER  
Having constantly in mind the reduction of paper tonnage necessary, consult your advertising and printing expert for advice.
  - (a) as to your publicity needs and the text of your matter;
  - (b) as to the most economical method of manufacturing and enclosing the same so as to secure needed attention;
  - (c) as to necessary and useful limits of circulation.
3. For printed circulars and pamphlets of every description not containing half-tone illustrations, use regular News print.
4. MAIL LISTS  
Where mail lists are in use, revise constantly to take care of changes and cancellations.
5. LETTERHEADS.  
For full size sheets use only 8 x 10 $\frac{1}{2}$ .

6. Use half (8 x 5 $\frac{1}{4}$  inches) or two-third (8 x 7 inches) letterheads for short letters.
7. Use No. 16 substance weight (17 x 22-16 lbs. to 500 sheets) as the maximum weight for all correspondence.
8. Use a Manila writing paper (similar to Western Union Telegraph blanks) or M. F. Book for ordinary inter-departmental communications and for preparation of manuscripts.
9. Single space all typewritten letters with double space between paragraphs.
10. Number consecutively all paragraphs in business correspondence; this will secure a very material reduction in the number of lines required when the writer has occasion to refer to previous communications.
11. ENVELOPES  
Use No. 6 $\frac{1}{4}$  size (3 $\frac{1}{2}$  x 6) for all correspondence covering three sheets or less; use a No. 9 size (3-7/8 x 8-7/8) or larger for all other correspondence depending upon bulk of enclosure.
12. Use Manila stock for return envelopes.
13. Eliminate the use of envelopes wherever possible in mailing bulletins, press notices, etc., using in lieu thereof franked wrappers, either separate or franks imprinted on the bulletin.
14. Where possible, for inter-departmental work, use a reference slip pinned on top of the enclosures instead of an envelope; or use a No. 10 size (4-1/8 x 9 $\frac{1}{2}$ ) printed across the short way with appropriate explanatory heading and with fifteen lines for addresses, which will enable the use of the envelope for interdepartmental transfer fifteen times.
15. MEMOROGRAPH PAPERS.  
For bulletins, etc., use News Print, basis 25 x 38 - 50 lbs. to 500 sheets.
16. For sheets on which pen and ink work will be required later, use machine finish, free from ground wood pulp, sized sufficiently to take ink basis 25 x 38 - 50 lbs. to 500 sheets.
17. CARBON PAPERS.  
Use an all wood paper, free from ground wood pulp, either white or light green, basis 17 x 22 - 8 lbs. to 500 sheets; bursting strength 8 points.

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

OCT 26 A.M.

213-  
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October 25, 1918.

Director, Woman in Industry Service:

The following communication from the Chief Clerk of the Treasury Department is self-explanatory. If any of the employees of your office need this assistance, you can either communicate directly with the parties mentioned below or notify this office, giving name and address, and the matter will be given immediate attention.

*J. J. Gompers*  
Chief Clerk.

G c

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October 24, 1918.

Mr. Samuel J. Gompers,  
Chief Clerk, Labor Department,  
Washington, D. C.

My dear Mr. Gompers:

For your information I am giving below a brief summary of a plan adopted by this Department, in conjunction with the U. S. Public Health Service, for the relief of Treasury employes reported sick.

All employes reported ill are visited by volunteers of the Department and a report made stating whether or not they are properly cared for. If they need medical attention and nursing the Public Health Service looks after that end of it. If they require food, linen, etc. the Red Cross Auxiliary of the Department, of which Mrs. McAdoo is the head, sends out food three times a day until the patient is well. If linen or warm bed-clothing is needed that is furnished by Mrs. McAdoo's committee.

Mrs. McAdoo has been given some money to broaden the scope of this work and is now in a position, under the guidance of the Public Health Service, to offer aid to sick employes of other Departments and branches, of the Government. If any of your employes are in need, by calling Treasury 720 on the telephone or sending to the Old Emergency Hospital, 15th and D Streets, N. W., I am sure the aid can be given immediately. I will be glad to furnish further information regarding this matter if you will call upon me.

Sincerely,

PAUL MYER,

Chief Clerk.

*M R J*

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

OCT 30 A.M.

October 28, 1918.

213-  
72

Director, Woman in Industry Service:

1. In order that each Bureau or Service may be kept informed as to what other branches of the Department are doing, it will be necessary that I be furnished with sixteen (16) copies of the weekly report, called for in memorandum of August 7, 1918, to be distributed from this office.

2. By direction of the Secretary.

*D. L. Gump*  
Chief Clerk.

G c

*m r k*

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

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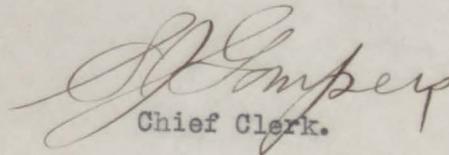
October 30, 1918.

Director, Woman in Industry Service:

1. A copy of the Executive Order of November 24, 1917 is attached hereto for your guidance. The following regulation of the Department is based thereon:

2. No bureau, service or office in this Department shall hereafter give or offer employment, directly or indirectly, conditionally or unconditionally, to any officer or employee in any other bureau, service or office of this Department, without first obtaining the written consent of the head of such bureau, service or office in which said person is then employed, together with a statement that such consent is based upon the conclusion, after due consideration, that the person can render better service for the Department in the place in which the employment is proposed.

3. By direction of the Secretary.

  
Chief Clerk.

G W

Incl.

My  
MK

213-42

EXECUTIVE ORDER

During the continuance of the present war no executive department or other government establishment in Washington shall hereafter give or offer employment, directly or indirectly, conditionally or unconditionally, to any officer or employee in any part of the executive civil service without first obtaining the written consent of the head of the executive department or other government establishment in which such person is then employed, together with the statement that such consent is based upon the conclusion after due consideration that the person can render better service for the Government in the place in which his employment is proposed; PROVIDED, That this shall not be construed as applicable to enlistments or appointments in the Military or Naval forces of the United States.

This order is purely a war emergency measure. In their effort to meet the additional burden of war work some of the executive departments and agencies have obtained clerks from other departments by offers of higher salaries. While it is not desired to place any obstruction in the way of deserved promotion, this practice has gone so far as to threaten disorganization in the clerical forces of some of the departments, with consequent loss of efficiency in the operations of the executive departments as a whole.

WOODROW WILSON

The White House,  
24, November, 1917.

(No. 2762.)

Director, Woman in Industry Service

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DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

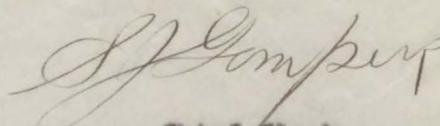
November 20, 1918.

1. The meeting of the Cabinet was called to order by the Secretary at 11 o'clock on the above date. Absentees noted: Children's Bureau and the Housing Bureau.

2. The Secretary brought up the matter of the re-adjustment of the Department to meet peace conditions, and invited suggestions. After a general discussion the Secretary stated that he would appoint a committee, consisting of officials of the Department, to consider the matter and report to him upon a plan for the reorganization of the Department to meet peace conditions. Each Service will be requested to submit a statement of its activities, and the chiefs thereof will be invited to appear before the committee.

3. The Chief Clerk requested a decision as to the continuance of the present practice of appointments and supplies, in view of the changed conditions. The Secretary directed that appointments and the furnishing of supplies should go on as at present, but that the chief of each service should exercise particular care as to new appointments.

4. Adjourned.



Chief Clerk  
Secretary to the Cabinet.

G c

Approved:

W. B. WILSON,  
Secretary.

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

November 30, 1918.

Director of Woman in Industry Service:

1. I am directed by the Secretary to forward for your information and guidance a copy of the accompanying communication from Hon. Swagar Sherley, Chairman of the Committee on Appropriations of the House of Representatives.

*W. G. Sawyer*  
Chief Clerk.

G e

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COMMITTEE ON APPROPRIATIONS  
House of Representatives  
Washington

November 27, 1918.

My dear Mr. Secretary:

It is the purpose of the Committee on Appropriations of the House of Representatives to begin hearings next Monday with the view of returning to the Treasury such appropriations and the cancellation of such authorizations, or parts thereof, granted in connection with the prosecution of the war, as no longer may be required under present conditions.

The Committee has no desire to interfere with the equitable and legal execution of such contracts or to abolish or curtail such services as may be vitally necessary to the period of national readjustment, but realizes that large sums placed at the disposal of many departments for use during the war now may be covered into the Treasury without injury to the public service or the general welfare of the country.

The difficulty which some branches of the service may have in making absolutely accurate settlements of accounts at this time is appreciated, and the Committee would be pleased if you would acquaint the various officials of your department with its purpose, so that they may be prepared when called upon to present the best information available.

Very truly yours,

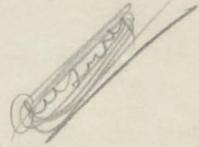
SWAGAR SHERLEY,

Chairman.

Hon. William B. Wilson,  
Secretary of Labor,  
Washington, D. C.

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DEPARTMENT OF LABOR



The appropriation is allotted to the limit-  
for necessary clerical assistance, office  
rentals, and miscellaneous expenses which  
cannot be accurately estimated, such  
as telegraph and telephone service and  
travel.

Dr  
L

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72  
DEC 3 1918

*Copy for Woman in Industry*

THE WESTERN UNION TELEGRAPH COMPANY

T. M. Haston,  
Manager

WASHINGTON D. C. November 30, 1918.

Chief Telegrapher,  
Department of Labor,  
Washington, D. C.

Dear Sir:

Effective after November 30, we will discontinue the practice of maintaining an account with you, covering the charges on private telegrams. The business of the Government, that the Department of Labor, will be handled in the usual manner.

While we have in the past permitted an open account covering private telegrams, it is not a satisfactory procedure and it is therefore desired to have all private messages handled through one of the established public offices where the messages and tolls are accounted for daily.

You are, therefore advised that no account covering private messages will be maintained and no bill rendered you after November 30; and should by any possibility tolls be taken by you either on received collect or forwarded prepaid private messages, the cash must be remitted daily in the usual manner, in all respects the same as all other branch offices.

We now have authorized charge accounts with some of the heads of your department. It is intended, however, ultimately to dispense entirely with charge accounts for every one, and I would suggest that any requests made for charge accounts the individuals be referred to the Telegraph Company, making application in the usual manner when the proper investigation and procedure will be made looking toward the opening of any private accounts.

The Manager of Credit and Collections, also the Chief Bookkeeper have been furnished with a copy of this letter.

Yours truly,

T. M. HASTON

*Copy*

Director, Woman in Industry Service

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72

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

December 2, 1918.

Memorandum for all Bureaus and Services:

1. The recent epidemic of influenza having brought to the attention of the Department the necessity of keeping in closer touch with its personnel, with the hope that it might be of assistance in time of sickness and need, it is requested that when any employee of your bureau or service has been absent for three days without leave, or has been reported ill, you report the name and address to this office.

2. By direction of the Secretary.

*S. J. Gompers*  
Chief Clerk.

*By*

G W

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
WASHINGTON

213-72

December 4, 1918.

Director, Women in Industry Service,

Transmitted herewith is copy of an Executive Order issued by the President on November 29, 1918, permitting the restoration to registers of the names of persons dropped from the service with satisfactory records, together with an extract of a letter from the Civil Service Commission in regard thereto.

By direction of the Secretary:

Respectfully,

*J. G. Thompson*  
Chief Clerk.  
*JG*

EH-BM  
Inc. 3291

INCLOSURE 3291

FROM  
DEPARTMENT OF LABOR,  
OFFICE OF THE SECRETARY.

14-315

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C O P Y

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C.

November 30, 1918.

The Honorable  
The Secretary of Labor.

Sir:

1. To facilitate the preparation of the reemployment registers authorized by the Executive Order, it is suggested that employees be notified as much in advance as possible of the date they are to be dropped. Two weeks' notice would appear to be ample.

2. Only those who are recommended for reemployment by the Government because of demonstrated efficiency in the office from which separated are eligible. The giving of such recommendation should not be regarded as a perfunctory matter. The least efficient should be eliminated that the standard of Government employees may be increased rather than diminished by the war.

3. The order provides for entrance of names on the reemployment registers upon request. Request should be accompanied by the required recommendation and should be filed as much in advance of separation as possible although eligibility does not become effective until after separation. Please caution employees to give addresses where mail will reach them after they are separated.

By direction of the Commission:

Very respectfully,

(Signed) J. A. McIlhenny,  
President.

Inc.

72

EXECUTIVE ORDER.

The names of persons in the competitive classified service with unrestricted status who were appointed, either permanently or probationally prior to the date hereof, and who have served less than three years, and who are separated from the service because of a reduction of force, and who are recommended for further employment by the Government because of demonstrated efficiency in the office from which they are separated, will, upon request, be entered by the Civil Service Commission upon appropriate eligible registers for reappointment, eligibility thereon to continue for one year from date of separation.

Such reemployment registers will be separate and apart from the registers of the Commission resulting from current examinations, and eligibility thereon, and certifications and appointments therefrom, shall in all respects conform to the usual practice and procedure, except that certifications of persons formerly in the apportioned service shall be made without regard to the apportionment.

The Departments in making requisition on the Commission for certifications of eligibles shall state whether they prefer certification to be made from a reemployment register or from a regular register of the Commission.

It is desirable that the Departments in making requisitions request certification from the reemployment registers so far as practicable, having in view the efficient performance of Government work:

WOODROW WILSON.

The White House,  
November 29, 1918.

Director, Woman in Industry Service

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

213-  
72

December 6, 1918.

Memorandum for the Members of the Department Cabinet:

1. It is requested by the Secretary that each member of the cabinet and his or her alternate be present at the cabinet meeting in the Secretary's office at 11 o'clock, on December 10, for the purpose of having a group picture made for historical purposes.

*J. Gompers*  
Chief Clerk.

G W

Director, Woman in Industry Service

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

21372

December 7, 1918.

Memorandum for all Bureaus and Services:

1. The attached communication from the Postmaster of the District of Columbia is hereby transmitted, with the hope that every effort will be made to comply with the request contained therein.
2. By direction of the Secretary.

*J. G. Gump*  
Chief Clerk

GW

*Line*

COPY

72

December 2, 1918.

Chief Clerk,  
Department of Labor,  
Washington, D. C.

Dear Sir:

I beg to request that from December 10, to December 24, inclusive all matter of your department of secondary importance, such as supplies, documents, statistics, circulars, etc. be withheld from the mails so as to enable the Post Office to concentrate on the Christmas mails. Compliance with this request is extremely urgent this year because of abnormal conditions at the City Post Office resultant from the war, the large increase in population of the city of Washington, unsatisfactory labor conditions, and lack of ample working space.

Your urgent cooperation will be greatly appreciated.

Very respectfully,

(Signed) M. O. CHANCE

Postmaster.

DEC 14 1918

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

213-  
72

December 12, 1918.

Director, Woman in Industry Service:

Your attention is called to the decision of the Secretary made at the meeting of the Department Cabinet on December 10, 1918:

"The Secretary made a decision that employees of the Department who have entered the military or naval service by draft or enlistment, will, in accordance with the promise previously given, be reemployed in their old positions, which position shall carry with it all such promotions as said employee would have received had he remained in the Department; demotions made necessary to allow for these reinstatements should be in order of juniority, the person last employed to be the first one dropped; except that demotions may be made out of the order of juniority upon showing by memorandum approved by the Department that the good of the service requires variation from the rule. Those employees who left the Department to perform clerical work in other branches of the Government will be forced to take their chances for reappointment.

*[Handwritten initials]*  
m v j

G c

*[Handwritten signature: S. J. Gompers]*  
Chief Clerk.

DEC 14 1918

213-72

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

December 13, 1918.

Director of Women in Industry Service:

There is transmitted herewith, a copy of the Executive Order of December 3, 1918 with reference to the purchasing of supplies and equipment. In accordance therewith the Treasury Department has issued instructions that no material of the above description can be purchased until the General Supply Committee has certified that it has no stock of the article requested available for distribution. The Auditor for the State and other Departments will not approve vouchers for purchases unless made in accordance with the above. There is no provision in this Executive Order for exigency purchases.

*J. J. Gompers*  
Chief Clerk.

G o

*Ry*  
*M Y N*

COPY

72

EXECUTIVE ORDER

WHEREAS, the present emergency has created a condition whereby large quantities of office material, supplies, and equipment now in the hands of the executive departments and other establishments of the government in the District of Columbia will fall into disuse because of the cessation of war activities, or for other reasons, it hereby is ordered that all such office materials, supplies, and equipment not required for use by the executive departments and independent establishments be transferred hereafter to the Secretary of the Treasury, to be handled through the General Supply Committee for the benefit of the municipal government and the governmental service in the District of Columbia in the following manner:

1. The several executive departments and independent establishments and the municipal government in the District of Columbia shall not purchase any of the classes of material described herein unless the Secretary of the Treasury has certified that there is not in the possession of the government material, equipment, or supplies, that are serviceable.
2. No executive department, independent establishment, or the municipal government of the District of Columbia shall be permitted to obtain any of the classes of material, supplies, and equipment described herein from the Secretary of the Treasury unless such services have an appropriation available for the procurement thereof.
3. All material obtained from the Secretary of the Treasury shall be paid for by transfer or appropriation from the purchasing service to the selling service and the proceeds covered into the Treasury in accordance with existing law.
4. All material, supplies, and equipment purchased hereunder by one service from another, if the same has not been used, shall be sold at actual cost, and if the same has been used, at a cost based upon length of usage, but in no instance to be less than seventy-five per centum of cost.
5. Material of the classes herein described which is condemned as unfit for use may be disposed of otherwise than to governmental services by the Secretary of the Treasury. And usable material remaining unsold to other services of the government shall be held by him for disposition by law.
6. The Secretary of the Treasury shall keep a record of all material received and disposed of by him hereunder and the price at which disposed of and shall prescribe the regulations necessary to carry this order into effect.
7. This order shall supersede the Executive Order of November 29, 1918, dealing with the same subject-matter.

WOODROW WILSON.

The White House,

3 December, 1918.

213-72

DEPARTMENT OF LABOR  
Office of the Chief Clerk    DEC 18 1918  
Washington

December 17, 1918.

Director of Woman in Industry Service:

1. It having come to the knowledge of the Department through the Clerk of the Committee on Appropriations of the House of Representatives that that Committee is now considering the feasibility of cutting off certain war activities, the following information would be needed when this Department is called before that Committee and you are requested to furnish this office with a statement at the earliest possible moment, as follows:

The amount of each and every appropriation under your control that has been spent up to November 30;

The amount of each and every appropriation obligated to December 15;

How much of each appropriation could be returned if activities were cut off approximately January 1.

It is advisable that each service prepare a memorandum giving reasons for a continuance of its activities.

2. By direction of the Secretary.

*J. J. Gompers*  
Chief Clerk.

G c

*Statement should be ready by 10:20  
Dec 19  
[Signature]*

213-  
72  
DEC 24 1918

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

No. 8-24.

December 23, 1918.

Director of Women in Industry Service:

1. The Secretary directs me to state that in accordance with the usual practice, the Department will close at 12 o'clock noon, on the 24th and the 31st instants.

2. In so far as may be consistent with the transaction of official business, this order shall also apply to the various field services of the Department.

*J. G. Emery*  
Chief Clerk.

G c

*m r j*

*Homework Industry*

213-  
92

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

December 24, 1918.

1. The regular meeting of the Department of Labor Cabinet was called to order by the Secretary at 11 o'clock on the above date. Absentees noted: Children's Bureau, Employment Service, Labor Adjustment Service, and Training and Dilution Service.
2. The Secretary made a statement as to the policy of renting additional space for war activities. The item in question was approved.
3. The Secretary submitted to the Cabinet, a section of a revenue bill relating to the products of child labor. There was a general discussion thereon.
4. The Chief Clerk was directed to make arrangements for a photograph of all employees of the Department. The photograph is to be taken early in January.
5. Adjourned.

*L. J. Gempfer*  
Chief Clerk  
Secretary to the Cabinet.

G c

Approved:  
W. B. WILSON,  
Secretary.

*Ry*  
*M V P*

213-  
72

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
WASHINGTON

December 26, 1918.

MEMORANDUM OUTLINING METHOD OF ACCOUNTING FOR TRAVEL EXPENSES.

"It is better to be safe than sorry" is a good rule in preparing expense vouchers desired to pass the Government Auditors. Only a correct, legal reason will secure reimbursement of money paid out; and in many cases, vouchers must be furnished.

The following hints are given:

ALTERATIONS AND ERASURES.

An account, after it has been properly executed, should be changed in no particular. Accounts and sub-vouchers must have no explanations, additions, alterations or changes of any kind written upon them, except such as are made by the claimant over his signature or initials. In the event an item in a personal expense account is altered and initialed by claimant, the officer administering the oath should certify that the alteration was made before final execution. In case the amount on the face of the voucher is altered, the following statement should be made just above the oath, "Sworn to in the sum of \$ \_\_\_\_\_," and this amount initialed by the officer administering the oath.

TRANSPORTATION REQUESTS.

Government requests should be used when the fare is \$.35 or over, and also for sleeping and parlor car accommodations and staterooms on vessels, but requests and tax-exemption certificates should not be used for personal or private purposes. War tax should not be included for official travel.

The memorandum copies of requests used should be securely fastened to the voucher submitted at end of month. When Pullman accommodations are purchased on request, the passenger's berth or seat check should be attached to the memorandum copy of the request; when these accommodations are purchased for cash, the check should be retained by the agent and filed with the monthly expense account as subvoucher.

Always enter the amount of fare in the upper left-hand corner of the memorandum copy of the request. This is very important as rates are almost impossible to obtain in many instances if they are not given. The ticket agent will give this information if requested.

#### PER DIEM.

Per diem starts from midnight of first day out and ends at midnight of the last day before arrival back at official station. For the part of a day in starting, up to midnight, and the part of a day returning, from the last midnight until return, no per diem is given. Instead, a separate account must be kept and reimbursement claimed of all subsistence expenses (Meal and Lodging), item by item.

#### PORTER SERVICE.

Be sure to state the kind of services rendered. If a baggage porter handles official baggage, state the fact.

#### CHECKING BAGGAGE.

Be sure to state whether such expense was incurred on account of official business, or that a saving of transfer charges was effected by checking. It will not be allowed otherwise.

#### TELEPHONES.

Charges for telephone service on official business will be allowed, provided that if long distance, a statement is furnished of places to and from which service was rendered and the time occupied.

#### ON FIRST PAGE OF VOUCHER.

Be sure and enter the name of the city which is your "official station" and your "home address." "No home" should be entered, if this is the correct condition.

The designation and rate of salary specified in your appointment should be given, e.g., "Special Agent at \$2,000.- per annum," the amount of per diem to be left blank, when none is allowed.

When per diem is charged for only a part of the month, the number of days for which deduction is made, the dates, and whether agent was at official station or on leave should be stated.

#### ON INSIDE OF VOUCHER.

The following statements that obtain should be entered:

Time of departure from and arrival at official station, e.g., "Left Washington, D. C., November 5, 1918, at 6 p. m.," "Arrived in Washington, D. C., November 10, 1918, at 9:30 a. m."

When an agent has an expense account at the beginning of his service, the date of entrance on duty should be entered on his first account, e.g., "Entered on duty, November 3, 1918."

When an agent has an expense account at the termination of his service, the terminal date should be entered on his last account, e.g., "Last day of service, November 25, 1918."

When an expense account is for the full month, statement should be entered that agent was on duty away from official station at close of both preceding and current months, e.g., (for October, 1918, account) "On duty away from official station, Washington, D. C., on midnights of September 30 and October 31, 1918."

The following is a digest of a decision of the Comptroller of the Treasury relating to charges for street-car fares in expense accounts:

"A government employee who is paid a per diem in lieu of subsistence has the option to obtain subsistence where he pleases; and if, for any reason, the place selected is not within walking distance of his regular place of duty, he is not entitled to reimbursement for street car fare incurred in proceeding to and from such place."

Under this decision, street car fares between hotel and boarding or lodging house and agent's regular place of duty can not be allowed. Please observe this in keeping a memorandum of your expenses and it is directed that you enter the following statement at the close of your expense account:

"None of the charges for street car fares in this account were incurred for service between hotel or boarding house and office or regular place of duty."

All entries should be explicit as to date, nature of charge, locality and amount, e.g., "Nov. 5 - Street car fare, official visits, New York, N. Y., \$0.20."

All travel on transportation requests should be entered in the body of the account under its correct date, e.g., - Tr. req.

"Nov. 4	R.R. fare, Washington, D. C. - New York, N. Y.,	P.R.R.		
			\$6.78	1,001 --- "
" "	" Lower berth, "	"	N. Y., P.R.R.,	
			\$2.00	1,002 --- "

The amount of fare should be placed in the explanation of items, but not in the money column, as it is not a cash expenditure.

Before sending in the voucher, count all sub-vouchers (there should be receipted bill for hotel room, first night out, receipted copy of each telegram sent and paid for, expressage, repairs of government property, registry receipt, typewriting reports, etc.) and see that you have every entry accounted for. Pin or fasten them tightly to the voucher. The mere convenience of the officer or agent of the Government in the matter of taking receipts is not to be considered.

This outline is intended to point out some of the common errors, but in no way amends or changes the Department's Regulations. The Auditors will suspend any item not submitted according to law; and this may cause embarrassing delays in returning your money. Too much care can not be taken to get the voucher exactly right. It is better to be safe than sorry.

Read the Travel Regulations with care. Copies of these regulations may be obtained from your administrative officer.

*S. J. Lompers*

Chief Clerk.

DEPARTMENT OF LABOR

OFFICE OF THE CHIEF CLERK

WASHINGTON

213-72  
JAN 8 - 1919

January 4, 1919.

Director, Women in Industry Service:

1. Transmitted herewith for your information and appropriate action is copy of a letter of the 27th ultimo (with inclosure) from the Civil Service Commission relative to an examination to be held on January 15, 1919 in order that persons who have limited eligibility may attain full eligibility on the stenographer and typewriter register.

By direction of the Secretary:

*J. J. Lemery*  
Chief Clerk.  
*JL*

Inc. 253

EH-B

5497  
Br. 30

INCLOSURE 253

FROM  
DEPARTMENT OF LABOR,  
OFFICE OF THE CHIEF CLERK.

14-316

## UNITED STATES CIVIL SERVICE COMMISSION

Washington, D. C.

December 27, 1918.

The Honorable,

The Secretary of Labor.

Sir:

The Commission has the honor to invite your attention to the enclosed announcement of an examination to be held on January 15, 1919, to which persons who have been appointed to the service, or whose names are carried on its eligible registers as a result of examination for typewriter, stenographer, or stenographer and typewriter combined, which did not include the clerical subjects of spelling, arithmetic, letter writing, and penmanship, and also such persons who took the clerical subjects but did not attain sufficiently high rating to attain full eligibility, will be admitted.

Please bring the matter to the attention of any such persons under you.

By direction of the Commission:

Very respectfully,

Charles M. Galloway

Acting President.

Encl.

COPY.

UNITED STATES CIVIL SERVICE EXAMINATION.

Examination of persons who attained limited eligibility  
in the stenographer or typewriter examination.

The United States Civil Service Commission announces that an examination will be held in Washington, D. C., on January 15, 1919, to which persons who have been appointed to the service, or whose names are now on its eligible registers, as the result of an examination for typewriter, stenographer, or stenographer and typewriter combined, which did not include the clerical subjects of spelling, arithmetic, letter writing, and penmanship, and also such persons who took the clerical subjects but did not attain sufficiently high ratings therein to attain full eligibility, will be admitted.

The purpose of this examination is to allow the above described persons to complete their eligibility for appointment or reemployment.

The examination will include only the clerical subjects mentioned above, the ratings in which will be combined with the ratings already attained in the practical tests, in determining the final rating.

Applicants must submit to the examiner on the day of the examination their photographs, taken within two years, securely pasted in the space provided on the admission cards sent them after their applications are filed. Tintypes or proofs will not be accepted.

Applicants should at once apply for Form 2337, stating the title of the examination, to the Civil Service Commission, Washington, D. C.; and should file their applications with the Commission at Washington.

Issued December 26, 1918.

## UNITED STATES CIVIL SERVICE EXAMINATION.

Examination of persons who attained limited eligibility  
in the stenographer or typewriter examination.

The United States Civil Service Commission announces that an examination will be held at Washington, D. C., on January 15, 1919, to which persons who have been appointed to the service, or whose names are now on its eligible registers, as the result of an examination for typewriter, stenographer, or stenographer and typewriter combined, which did not include the clerical subjects of spelling, arithmetic, letter writing, and penmanship, and also such persons who took the clerical subjects but did not attain sufficiently high ratings therein to attain full eligibility, will be admitted.

The purpose of this examination is to allow the above described persons to complete their eligibility for appointment or reemployment.

The examination will include only the clerical subjects mentioned above, the ratings in which will be combined with the ratings already attained in the practical tests, in determining the final rating.

Applicants must submit to the examiner on the day of the examination their photographs, taken within two years, securely pasted in the space provided on the admission cards sent them after their applications are filed. Tintypes or proofs will not be accepted.

Applicants should at once apply for Form 2237, stating the title of the examination, to the Civil Service Commission, Washington, D. C.; and should file their applications with the Commission at Washington.

Issued December 26, 1918.

Form 2237.  
Dec., 1918.

UNITED STATES CIVIL SERVICE COMMISSION

Washington, D. C.

This application form is to be filled out by persons who are appointed or whose names are now on eligible registers from examinations for typewriter, stenographer, or stenographer and typewriter combined, which did not include the clerical subjects of spelling, arithmetic, letter writing, and penmanship, and also such persons who took the clerical subjects, but did not attain sufficiently high ratings therein to attain full eligibility.

1. What is your name? .....

Are you a citizen of the United States? .....

Of what State are you a resident? .....

2. Are you now employed in the Government Service? .....

In what department and bureau are you now employed? .....

.....  
Have you been employed in the Government service at any time since April 6, 1917? If so, in what department and bureau were you employed?  
.....

3. State whether you passed in stenography, ..... in typewriting, ..... or in stenography and typewriting combined .....

Where were you examined? .....

When were you examined? .....

What average did you make? .....

Answer the questions above, sign your name, give your address, and forward this form to the United States Civil Service Commission, Washington, D. C.

Signature .....

Street address .....

City .....

Form 2237.  
Dec., 1918.

UNITED STATES CIVIL SERVICE COMMISSION

Washington, D. C.

This application form is to be filled out by persons who are appointed or whose names are now on eligible registers from examinations for typewriter, stenographer, or stenographer and typewriter combined, which did not include the clerical subjects of spelling, arithmetic, letter writing, and penmanship, and also such persons who took the clerical subjects, but did not attain sufficiently high ratings therein to attain full eligibility.

1. What is your name? .....

Are you a citizen of the United States? .....

Of what State are you a resident? .....

2. Are you now employed in the Government Service? .....

In what department and bureau are you now employed? .....

.....  
Have you been employed in the Government service at any time since April 6, 1917? If so, in what department and bureau were you employed?  
.....

3. State whether you passed in stenography, ..... in typewriting, ..... or in stenography and typewriting combined .....

Where were you examined? .....

When were you examined? .....

What average did you make? .....

Answer the questions above, sign your name, give your address, and forward this form to the United States Civil Service Commission, Washington, D. C.

Signature .....

Street address .....

City .....

DEPARTMENT OF LABOR

OFFICE OF THE CHIEF CLERK

WASHINGTON

JAN 9 1919

213 -  
72

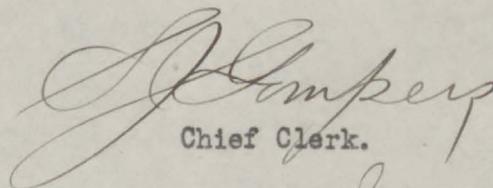
January 7, 1919.

Director, Woman in Industry Service:

1. Transmitted herewith is copy of a letter of the 4th instant (with inclosure) from the Civil Service Commission relative to placing on the reemployment register the names of those persons having a Civil Service status who are released from service on account of a reduction in force.

2. Your attention is especially invited to the last paragraph of the Commission's letter suggesting that reports be made as much in advance of the date of separation as possible, and you are requested to comply with the Commission's request in so far as it is practicable for you to do so, should you find it expedient to reduce your force.

By direction of the Secretary:

  
Chief Clerk.

  
Inc. 267  
EH.B

INCLOSURE 267

FROM  
DEPARTMENT OF LABOR,  
OFFICE OF THE CHIEF CLERK.

14-316

Copy.

McA-23

UNITED STATES CIVIL SERVICE COMMISSION

Washington, D. C.

January 4, 1919.

The Honorable,

The Secretary of Labor.

Sir:

The following decision of the Commission is communicated for the information of the Departments and executive establishments:

"CERTIFICATION FROM REEMPLOYMENT REGISTERS. The names of persons who make requests for entry of their names on reemployment registers under the Executive Order of November 29, 1918, on the form prescribed for the purpose, accompanied by the department's indorsement in acceptable form and detail and which states that such persons have been, or will be separated on or before a certain definite date, will be entered on registers. Persons who will be separated within fifteen days will be regarded as available for appointment, and their names will be certified when reached in their order."

This decision is founded on the following considerations:

- (1) Persons actually separated and those whose separations are imminent are entitled to consideration ahead of those who may be continued in the service for a longer period or indefinitely.
- (2) In filling requisitions, the Departments are entitled to eligibles who are immediately available and only those should be certified who may be released at once.
- (3) To withhold certification from those who will be separated within fifteen days until they are separated might work hardship in some cases.
- (4) The result will be larger registers from which to make certification, thus allowing wider choice in selections for appointment.

It is suggested that reports be made as much in advance of dates of release as possible to enable the Commission to enter names on its reemployment registers, that eligibles may be certified as soon as they are available for release.

By direction of the Commission:

Very respectfully,

John A. McIlhenny

President.

# REQUEST FOR RESTORATION TO REEMPLOYMENT REGISTER.

## Civil Service Commission:

I request that my name be placed on the reemployment register. I have been separated (or expect to be separated on or before) \_\_\_\_\_ from the position of \_\_\_\_\_  
 \_\_\_\_\_ at \$ \_\_\_\_\_ per annum in the \_\_\_\_\_ (Office.)  
 \_\_\_\_\_ I was appointed through the \_\_\_\_\_  
 (Department or establishment.)  
 examination on or about \_\_\_\_\_, my rating being \_\_\_\_\_ My legal residence  
 is \_\_\_\_\_

I am \_\_\_\_\_ willing to accept appointment in any department or office in Washington:

I prefer \_\_\_\_\_  
 at \$ \_\_\_\_\_ per annum.

\_\_\_\_\_  
(Name.)

\_\_\_\_\_  
(Address.)

(Keep the Commission informed of any change of address.)

\_\_\_\_\_  
(Department or establishment.)

\_\_\_\_\_  
(Office.)

## To the Civil Service Commission:

WASHINGTON, D. C.,

This employee was (or will be) separated from the service as stated because of reduction of force on (or before)

Kind or kinds of work performed in your office:

Degree of efficiency in kinds of work performed:

Recommendation:

Give specific reasons for recommendation as required by Executive Order of November 29, 1918:

(Signature) \_\_\_\_\_

(Official title) \_\_\_\_\_

# REQUEST FOR RESTORATION TO REEMPLOYMENT REGISTER.

## Civil Service Commission:

I request that my name be placed on the reemployment register. I have been separated (or expect to be separated on or before) \_\_\_\_\_ from the position of \_\_\_\_\_  
 \_\_\_\_\_ at \$ \_\_\_\_\_ per annum in the \_\_\_\_\_ (Office.)  
 \_\_\_\_\_ I was appointed through the \_\_\_\_\_  
 (Department or establishment.)  
 examination on or about \_\_\_\_\_, my rating being \_\_\_\_\_ My legal residence  
 is \_\_\_\_\_

I am \_\_\_\_\_ willing to accept appointment in any department or office in Washington:

I prefer \_\_\_\_\_  
 at \$ \_\_\_\_\_ per annum.

\_\_\_\_\_  
 (Name.)

\_\_\_\_\_  
 (Address.)

(Keep the Commission informed of any change of address.)

\_\_\_\_\_  
 (Department or establishment.)

\_\_\_\_\_  
 (Office.)

## To the Civil Service Commission:

WASHINGTON, D. C.,

This employee was (or will be) separated from the service as stated because of reduction of force on (or before)

Kind or kinds of work performed in your office:

Degree of efficiency in kinds of work performed:

Recommendation:

Give specific reasons for recommendation as required by Executive Order of November 29, 1918:

(Signature) \_\_\_\_\_

(Official title) \_\_\_\_\_

Application for room in Government Hotels.

Because so many changes have taken place in Government Service, it is impossible to reach the people who registered for rooms in October quickly. You are asked therefore to register again now and return this blank immediately to the person who gave it to you. All blanks should be in the proper office of your Dept. not later than Tuesday January 21.

The price in the Hotels is \$20 per person per month until meals are served when the price will be \$45 for everyone as there will be no rooms rented without board.

Dept. \_\_\_\_\_ Div. \_\_\_\_\_ Section \_\_\_\_\_

Name \_\_\_\_\_

Washington Address \_\_\_\_\_

State in detail your objection to your living quarters.

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

*Director, Woman in Industry*  
JAN 16 1919 213-Service  
72 M A

January 14, 1919.

I. A regular meeting of the Cabinet was called at 11 o'clock on the above date. On account of the necessary absence of the Secretary the meeting was called to order by the Assistant Secretary. Absentees noted: Solicitor, War Labor Policies Board, and Working Conditions Service.

II. The Chief Clerk brought up the question of additional space for certain bureaus. After discussion the Chairman appointed a committee consisting of the Chief Clerk, Chairman, the Commissioner of Naturalization, Commissioner of Labor Statistics, the Assistant Director General of Employment, and the Assistant Chief of the Children's Bureau, to look into the matter of additional space in temporary buildings and report to the Secretary.

III. The Assistant Secretary brought up the report of the Committee on Departmental Readjustment, which he stated could not be advantageously discussed, but that indications of points for discussion might be helpful. The following points were indicated:

Committee's Recommendations 1 and 8. Memorandum of the Chairman of the War Labor Policies Board was presented notifying the Secretary of his necessary absence from the city and requesting that no action be taken on the question of the discontinuance of the War Labor Policies Board or the Committee on Living Conditions until his return, so that he can be heard thereon.

Discussion relative to the War Labor Board was also reserved on account of the absence of the Solicitor, who expected to submit a memorandum thereon.

Committee's Recommendations 2, 3, 4, 5, 6, and 7 were passed over.

Committee's Recommendation 9. The Chief Clerk recommended the following amendments: Galley 12, Chapter XV, "Library," second paragraph, fourth line, omit the following sentence: "Your Committee conceives that the usefulness of the Library could be greatly increased by placing it upon the same plane in the organization of the Department as the services herein recommended for retention in the Office of the Secretary." In the same paragraph omit the following language, "Therefore the advisability of making the Library a service in the Secretary's Office upon substantially the same footing as the other services herein discussed seems obvious; and your Committee so recommends," and substitute therefor the following: "Therefore the advisability of having the librarian attend the meetings of the Secretary's cabinet substantially on the same footing as other members thereof seems obvious, and your committee so recommends." Omit recommendation 9, Chapter XIX, "Summary of Recommendations," and substitute the following: "The librarian should be a member of the Secretary's cabinet and all small libraries in the bureaus and services should be merged with the department library."

Mr. Clayton suggested the following amendment: after the last word in Galley 12, add "together with all publications of the library, for reasonable consultation in their respective offices."

January 14, 1919.

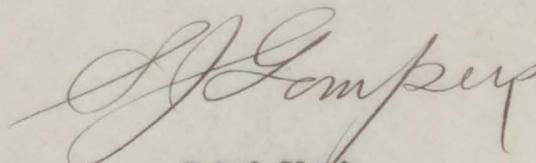
Committee's Recommendation 10. Passed over for discussion.

Committee's Recommendation 11. It was suggested by the Commissioner General of Immigration that the words, "Adviser on Employers' Interests" be stricken out and the words, "Employers' and Workers' Information Service" be substituted therefor.

Committee's Recommendation 12. Passed over for discussion.

IV. A telegram was received by the Solicitor and read to the cabinet relative to the retention of the War Labor Board.

V. Adjourned.



Chief Clerk  
Secretary to the Cabinet.

G c

Approved:

LOUIS F. POST,

Assistant Secretary.

Woman in Industry Service

213-  
72

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

January 15, 1919.

To all Bureaus and Services:

There is forwarded herewith a number of blanks to be filled out by the employees who desire accommodations at the Union Station plaza, and returned to this office immediately. If additional blanks are required they will be supplied.

SAMUEL COMBERS

Chief Clerk.

Woman in Industry

JAN 24 1919

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

Miss Lewis

January 23, 1919.

Please  
attend to  
this

TO ALL BUREAUS AND SERVICES: M. J. J.

1. You are requested to take a vote in your bureau or service as to the working hours which each employee would prefer; this to be indicated on the ballots supplied herewith. Some responsible person in your bureau should be appointed to collect these ballots, tabulate them, and submit a report, together with the ballots, to this office.

2. By direction of the Secretary.

*S. J. Gompers*

Chief Clerk.

GW

*Woman in Industry*

Bureau or Service

I prefer the office hours checked  
below:

8:00 a.m. to 3:30 p.m. :

X

8:30 a.m. to 4:00 p.m. :

9:00 a.m. to 4:30 p.m. :

WOMAN IN INDUSTRY SERVICE.

Bureau or Service

I prefer the office hours checked  
below:

-----  
8:00 a.m. to 3:30 p.m. :  
-----

8:30 a.m. to 4:00 p.m. : X  
-----

9:00 a.m. to 4:30 p.m. :  
-----

WOMAN IN INDUSTRY SERVICE.

-----  
Bureau or Service

I prefer the office hours checked  
below:

-----  
8:00 a.m. to 3:30 p.m. :

-----  
8:30 a.m. to 4:00 p.m. : X

-----  
9:00 a.m. to 4:30 p.m. :  
-----

Woman in Industry

-----  
Bureau or Service

I prefer the office hours checked  
below:

-----  
8:00 a.m. to 3:30 p.m. :

-----  
8:30 a.m. to 4:00 p.m. : ✓

-----  
9:00 a.m. to 4:30 p.m. :  
-----

Woman in Industry

Bureau or Service

I prefer the office hours checked  
below:

8:00 a.m. to 3:30 p.m. :

8:30 a.m. to 4:00 p.m. :

9:00 a.m. to 4:30 p.m. :

9:30 to 5:00

X

Woman in Industry.

Bureau or Service

I prefer the office hours checked  
below:

-----  
8:00 a.m. to 3:30 p.m. :  
-----

8:30 a.m. to 4:00 p.m. :  
-----

9:00 a.m. to 4:30 p.m. :   
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-----  
Woman in Industry  
Bureau or Service

I prefer the office hours checked  
below:

-----  
8:00 a.m. to 3:30 p.m. :  
-----

8:30 a.m. to 4:00 p.m. :  
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9:00 a.m. to 4:30 p.m. : X  
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Woman in Industry

-----  
Bureau or Service

I prefer the office hours checked  
below:

-----  
8:00 a.m. to 3:30 p.m. :  
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8:30 a.m. to 4:00 p.m. :  
-----

9:00 a.m. to 4:30 p.m. : ✓  
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Woman in Industry

Bureau or Service

I prefer the office hours checked  
below:

8:00 a.m. to 3:30 p.m. :

8:30 a.m. to 4:00 p.m. :

✓ 9:00 a.m. to 4:30 p.m. : ✓

Woman in Industry

-----  
Bureau or Service

I prefer the office hours checked  
below:

-----  
8:00 a.m. to 3:30 p.m. :

-----  
8:30 a.m. to 4:00 p.m. :

-----  
9:00 a.m. to 4:30 p.m. : X

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Woman in Industry Service  
-----

Bureau or Service

I prefer the office hours checked  
below:

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8:00 a.m. to 3:30 p.m. :  
-----

8:30 a.m. to 4:00 p.m. :  
-----

9:00 a.m. to 4:30 p.m. :  
-----

To Lewis  
Wm. H. Industry  
-----  
Bureau or Service

I prefer the office hours checked  
below:

-----  
8:00 a.m. to 3:30 p.m. :  
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8:30 a.m. to 4:00 p.m. :  
-----  
9:00 a.m. to 4:30 p.m. : X  
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WHD

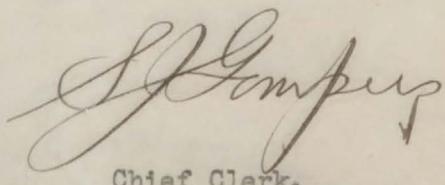
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February 4, 1919.

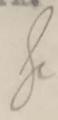
Director, Woman in Industry Service:

Transmitted herewith is copy of a letter of the 13th instant from the Civil Service Commission relative to replacing temporary employees by selection of persons from the Civil Service registers preferably the reemployment register. Also requesting that should a reduction in force be necessary, temporaries be discontinued first, unless it can be shown to the Commission that the retention in the service for a further brief period of such employees is absolutely necessary and in the best interests of the service.

By direction of the Secretary:



Chief Clerk.



Inclosure.

m7

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

January 13, 1919.

The Honorable,

The Secretary of Labor.

Sir:

The Commission has the honor to request that, as rapidly as possible, all temporary appointees be replaced, preferably by selection of persons from the reemployment register, which is composed of persons who have rendered satisfactory service under provisional appointment after having been duly selected in accordance with the Civil Service rules, and whose services it was necessary to discontinue on account of a reduction of force.

It is understood, of course, that where the Department does not intend to add to the existing force and will therefore find it unnecessary to call upon the Commission for certification from either the reemployment register or the regular register, no temporary appointment will be continued beyond the period which has been authorized by the Commission, except upon the Commission's prior approval, and that in making a reduction in force temporary appointees will be dismissed first unless it can be shown to the Commission that the retention in the service for a further brief period of such employees is absolutely necessary and in the best interests of the service.

By direction of the Commission:

Very respectfully,

(Signed) John A. McIlhenny,

President.

m x j

Miss Lewis

FEB 7 - 1919

213  
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DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

February 5, 1919.

~~Director of~~ Woman in Industry Service:

A meeting was called by the Chief Clerk at 3 o'clock on February 5th for the purpose of making arrangements for the annual banquet of the Department. All bureaus and services were represented with the exception of the Housing Bureau, Working Conditions Service, and the Division of Conciliation.

Mr. Robert Starr was elected general chairman.

It was decided to hold the banquet on Monday, March 3d, if a hall could be procured for that date.

The following committees were appointed:

Committee on Place.

Mr. McGrew, Chairman  
Miss Lewis  
Mr. Osborne

Music Committee.

Mrs. West, Chairman  
Mr. Wagner  
Miss Smith

Printing Committee

Miss Stewart, Chairman  
Mr. McGrew  
Mr. Starr

Committee on Banquet.

Mr. Hampton, Chairman

Adjourned until Friday, Feb. 7 at 3 o'clock.

Miss Lewis

213  
72

COMMITTEE ON DEPARTMENTAL BANQUET

February 7, 1919.

A meeting of the banquet committee was called by Mr. Starr, the general chairman, at 3 o'clock on February 7. The following bureaus and services were represented: Information and Education, Employment, Labor Statistics, Conciliation, Investigation and Inspection, Training, Woman in Industry, and the Secretary's Office.

Various estimates were submitted for the banquet, hall and music. It was found that the price for a banquet was prohibitive, since the tickets would necessarily cost at least \$4.00. After some discussion the following plan was tentatively decided on: To have a buffet supper and dance on the evening of Thursday, March 6 at Wardman Park Inn, at a flat rate of \$2.00 per person, the supper to consist of salad, ice cream, cake and coffee.

It was decided that the various members of the committee make a canvass of their respective bureaus for the purpose of ascertaining the approximate number of persons who will attend, and report at the next meeting.

Meeting adjourned until Monday, February 10 at 3 o'clock.

Florence L. Wynkoop  
Secretary to Committee.

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

Lewis  
FEB 10 1919

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February 8, 1919.

Director of Woman in Industry Service:

The following communication from the United States Employees' Compensation Commission is forwarded for the information of the employees of your bureau or service:

The Honorable,  
The Secretary of Labor,  
Washington, D. C.

Sir:

You are advised, and requested to notify your employees, that the following medical and hospital facilities are available for the medical and hospital care of injured civil employees, pursuant to the provisions of Section 9 of the United States Employees' Compensation Act.

UNITED STATES HOSPITALS and DISPENSARIES

DISPENSARY OF THE U. S. PUBLIC HEALTH SERVICE, 3 B St., S.E. Hospital cases under treatment by this dispensary are sent to Providence Hospital, 2d and D Streets, S. E.  
FREEDMEN'S HOSPITAL, 6th and Bryant Streets, N. W.  
WAR EMERGENCY DISPENSARY, 6th and B Streets, N.W., Section "C". (Available for employees of the War Department only.)

DESIGNATED HOSPITALS AND PHYSICIANS

CENTRAL DISPENSARY AND EMERGENCY HOSPITAL, 1711 New York Ave., N.W. Cases sent to Emergency Hospital will be cared for by Dr. Charles S. White, 911 16th St., N.W., who should be notified when cases are sent.  
EASTERN DISPENSARY AND CASUALTY HOSPITAL, 708 Massachusetts Ave., N.E. Cases sent to Casualty Hospital will be cared for by Dr. W. P. Reeves, 100 East Capitol Street, or Dr. James A. Gannan, 1915 Biltmore Street, N.W., one of whom should be notified when an injury case is sent to the hospital.

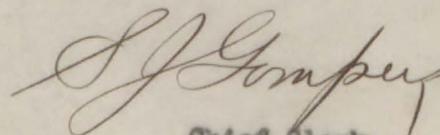
As provided for by Section 9 of the Compensation Act, injured employees should be sent to a United States medical officer or a United States hospital for treatment. The designated facilities are for the treatment of cases which it is impracticable to send to a United States medical officer or a United States hospital.

Very truly yours,

MRS. FRANCES C. AXTELL,  
Chairman.

JWT-N

M 7 27



Chief Clerk.

G c

Miss Lewis

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COMMITTEE ON THE SIXTH ANNUAL CELEBRATION, DEPARTMENT OF LABOR.

A meeting of the committee was called by the chairman at 11 o'clock on February 12. All bureaus and services were represented with the exception of the Housing Bureau, Working Conditions Service, and the War Labor Policies Board.

The chairman presented a draft of an announcement in regard to the celebration. After one or two minor changes a motion was made by Mr. Osborn and seconded by Miss Stewart to have the announcement mimeographed and distributed among the employees of the Department. The motion was carried.

A suggestion was made in regard to changing the plans already made relative to the orchestra. After discussion it was moved by Mr. McGrew and seconded by Mrs. West that the plans remain unchanged. This was unanimously carried.

The chairman of the committee on printing reported that no souvenirs could be procured unless made to order; as this would take too much time, it was decided to have only a program or order of the evening.

Mr. Parsons informed the committee that it would be impossible for him to perform the duties of treasurer. Mr. McGrew of the U. S. Employment Service was therefore unanimously elected in his place.

Meeting adjourned subject to call by the chairman.

Florence L. Wynkoop  
Secretary to the Committee.

*Cervis*

213-  
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DEPARTMENT OF LABOR

MAR 19 1919

OFFICE OF THE CHIEF CLERK

WASHINGTON

March 18, 1919.

Director, Women in Industry Service:

(1) For your information and guidance in connection with the furnishing of transportation to their homes of civilian employees of the Department of Labor, your attention is invited to Section 4, Page 59, of the Legislative act, approved March 1, 1919, which provides in part as follows:

"That the heads of the several executive departments and other governmental establishments in the District of Columbia are hereby authorized and directed to furnish to such civilian employees, receiving compensation, exclusive of the additional \$120., at the rate of not more than \$1,400. per annum or less than \$100. per annum, under their respective jurisdiction as have come to the District of Columbia since April 6, 1917, whose service are no longer required and whose employment has been or may be terminated by the Government without delinquency or misconduct on their part, or who may resign from their positions, during the period from November 11, 1918, to March 31, 1919, inclusive, their actual railroad transportation, including sleeping-car accommodations, from the District of Columbia to the place from which they accepted employment or to their legal residence or to such other place not a greater distance, as the employee may elect. Such transportation must be applied for within ten days after the termination of service and shall be used within five days after issuance unless an extension of time on account of illness be granted by the proper authority. As to the employees whose services have been terminated during the period between November 11, 1918, and the date of the passage of this Act, inclusive, the time within which transportation shall be applied for shall be twenty days from the date of the passage of this Act. Any person who shall sell, exchange, or transfer such transportation for the use of another shall be punished by a fine of not more than \$100. The expenses authorized by this Act shall be paid from the following appropriations for the fiscal year 1920, which hereby are made available therefor immediately upon approval of this Act:

For all other executive departments and independent establishments, from the appropriations for the support of the services in which such persons are employed."

(2) Attention is particularly invited to the limitation which makes the granting of transportation inapplicable to employees who entered the service after January 7, 1919, and to the provisions

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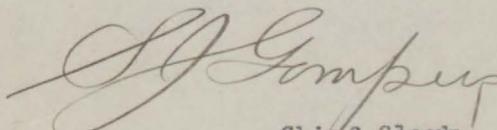
requiring unearned leave of absence to be deducted from refunds of actual cost of transportation paid by employees who left the District of Columbia subsequent to December 9, 1918.

(3) In order that the Department may have the data necessary to formulate a report of its activities under the foregoing provision of law, it is requested that immediately after the close of business April 10, 1919, which is the latest date government transportation may be applied for, a statement be prepared and furnished this office showing in detail the transportation applied for by employees of your Bureau under the authority hereinbefore quoted. The statement should indicate:

1. Name of the employee and rate of compensation.
2. Date of original employment in the District of Columbia.
3. Date of termination of service.
4. Destination to which transportation was applied for or furnished.
5. Title of appropriation chargeable with the expense thereof.
6. A certificate that each of the employees named were those whose services were no longer required and have been terminated by the Government, or have resigned without delinquency or misconduct on their part.

(4) It is also requested that before any transportation is purchased or furnished under this authority the application of the employee be submitted to the Disbursing Clerk of the Department with all essential information in order to ascertain that all the requirements of the law have been complied with.

By direction of the Secretary.

  
Chief Clerk.

*Noted W.V.H.*

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

MAR 26 1919

213-  
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March 25, 1919.

Director of Woman in Industry Service:

1. The following letter from the Public Printer is forwarded for your information and such suggestions as you might offer relating particularly to the last section thereof; i.e., emergency printing and binding for outside services. Since the Joint Committee on Printing has set May 1 as the date on which this section will take effect, an early reply is necessary.

2. By direction of the Secretary.

*J. Gump*  
Chief Clerk.

March 14, 1919.

Sir:

Your attention is respectfully invited to Section 11 of Public Act No. 314, Sixty-fifth Congress, approved March 1, 1919, which reads as follows:

Sec. 11. That the Joint Committee on Printing shall have power to adopt and employ such measures as, in its discretion, may be deemed necessary to remedy any neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications: Provided, That hereafter no journal, magazine, periodical, or other similar publication, shall be printed and issued by any branch or officer of the Government service unless the same shall have been specifically authorized by Congress, but such publications as are now being printed without specific authority from Congress may, in the discretion of the Joint Committee on Printing, be continued until the close of the next regular session of Congress, when, if authority for their continuance is not then granted by Congress they shall not thereafter be printed: Provided further, That on and after July 1, 1919, all printing, binding, and blank-book work for Congress, the Executive Office, the judiciary, and every executive department, independent office, and establishment of the Government, shall be done at the Government Printing Office, except such classes of work as shall be deemed by the Joint Committee on Printing to be urgent or necessary to have done elsewhere than in the District of Columbia for the exclusive use of any field service outside of said District.

So that the provisions of Section 11 may be complied with you are respectfully requested to forward the Public Printer information covering the first provision.

*222*  
In order that the second provision may be made effective and the demands to be made upon this office may be met promptly by necessary preparation, you are respectfully requested to furnish the Public Printer with an estimate as to what extra demands will be made upon the Government Printing Office giving the classes, character, and quantity of printing effected by the foregoing section.

Respectfully,

CORNELIUS FORD, Public Printer.

213-  
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March 26, 1919.

To the Chief Clerk:

In response to your communication of March 18 relative to the revocation of the Executive Order of November 24, 1917:

Since "this order is purely a war emergency measure," we are of the opinion that it should be revoked in view of the probable results mentioned by the Civil Service Commission.

Acting Chief.

LML/LGB

DEPARTMENT OF LABOR

OFFICE OF THE CHIEF CLERK

WASHINGTON

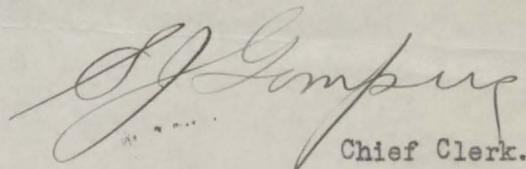
MAR 21 1919

March 18, 1919.

Director, Woman in Industry Service:

Transmitted herewith is copy of a letter of March 15, 1919 from the Civil Service Commission relative to the revocation of the Executive Order of November 24, 1917. Kindly furnish the Department with an expression of your views on this subject.

By direction of the Secretary:

  
Chief Clerk.

Inc. 1009  
H/T



March 18, 1919.

Director, Woman in Industry Service:

Transmitted herewith is copy of a letter of March 15, 1919 from the Civil Service Commission relative to the revocation of the Executive Order of November 24, 1917. Kindly furnish the Department with an expression of your views on this subject.

By direction of the Secretary:

**B. J. GOMPERS**

Chief Clerk.

Inc. 1009  
H/T

*BJ*

INCLOSURE 1009

FROM  
DEPARTMENT OF LABOR,  
OFFICE OF THE SECRETARY.

14-315

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

C-8

March 13, 1918.

The Honorable,

The Secretary of Labor.

Sir:

The Commission has the honor to request an expression of the views of the Department on the propriety of suggesting to the President revocation of the Executive order of November 24, 1917, which is as follows:

"During the continuance of the present war no executive department or other Government establishment in Washington shall hereafter give or offer employment, directly or indirectly, conditionally or unconditionally, to any officer or employee in any part of the executive civil service without first obtaining the written consent of the head of the executive department or other Government establishment in which such person is then employed, together with the statement that such consent is based upon the conclusion after due consideration that the person can render better service for the Government in the place in which his employment is proposed: Provided, That this shall not be construed as applicable to enlistments or appointments in the military or naval forces of the United States.

"This order is purely a war emergency measure. In their efforts to meet the additional burden of war work some of the executive departments and agencies have obtained clerks from other departments by offers of higher salaries. While it is not desired to place any obstruction in the way of deserved promotion, this practice has gone so far as to threaten disorganization in the clerical forces of some of the departments, with consequent loss of efficiency in the operations of the executive departments as a whole."

The Executive order of April 2, 1917, which has been revoked, directed the Commission to refuse examination or certification to a person in the service, or who had been in the service within three months, unless he had the consent of his department. The Executive order of November 24, 1917, was a war measure, and in view of the fact that the departments are emerging from war conditions, it would

seem to be no longer necessary. Its revocation would probably result in increased transfers from the departments at Washington to the field branches of the service, which appears to be desirable in view of the impending reduction of forces in Washington.

By direction of the Commission:

Very respectfully,

(Signed) Chas. M. Galloway,

Acting President.

213-  
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APR 5- 1919

DEPARTMENT OF LABOR

OFFICE OF THE CHIEF CLERK

WASHINGTON

*Lewis*

April 3, 1919.

Director, Woman in Industry Service:

(1) Your attention is invited to the fact that all original copies of Government Transportation Requests should have stamped on the face thereof the name of the issuing bureau.

(2) All memorandum copies of these requests, when attached to vouchers, or indorsed "No Other Expenses", should bear the appropriation from which the transportation is paid.

By direction of the Secretary.

*J. G. Gompers*  
Chief Clerk

*File*

213-72

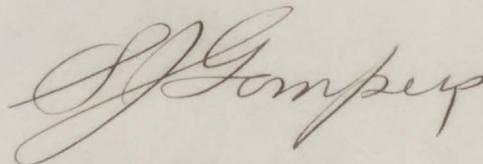
DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

APR 5- 1919

April 4, 1919.

Director of Woman in Industry Service:

The Department contemplates issuing a certificate to each employee thereof who has performed meritorious service during the period of the war. So that this office might have data from which to prepare these certificates please furnish a list of the employees of your bureau or service, together with their titles, who are entitled to receive the same. The certificates are not to be issued to any employee who has entered the service since November 11, 1918.



Chief Clerk.

G c

Miss Lewis -

Please prepare this

M J J

213-  
72

April 12, 1919.

Chief Clerk:

In response to your communication of April 4 relative to certification of employees who have performed meritorious service during the period of the war, the following data is respectfully submitted:

- Miss Mary Van Kleeck, Director,
- Miss Mary Anderson, Assistant Director,
- Miss Lillian M. Lewis, Chief Clerk,
- Miss Agnes Peterson, Industrial Expert,
- Mrs. Mary Swain Routzahn, Expert,
- Miss Mildred L. Jones, Research Assistant,
- Miss Mary N. Winslow, Special Agent,
- Miss Anne L. Larrabee, Clerk,
- Miss Agnes H. Campbell, Clerk,
- Miss Edith F. Holmes, Clerk,
- Miss May Allinson, Industrial Expert, (Posthumous),
- Miss Ianthe Pierce, Private Secretary,
- Mrs. Lala B. Ralston, Special Agent,
- Miss Elizabeth Raftery, Clerk.

LML/LGB

Chief Clerk.

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

APR 25 1919

213-72

No. 8-12.

April 24, 1919.

Director, Woman in Industry Service:

1. For your information and guidance a communication from the Acting Attorney General of the United States is quoted below:

"Hon. William B. Wilson,  
Secretary of Labor,  
Washington, D. C.

Dear Mr. Secretary:

I have the honor to call your attention to the covenant intended to prevent the payment of illegal commissions which, by direction of The President, is now being inserted in all Government contracts. The President has now authorized a modification of this covenant to the end that it may not invalidate contracts obtained through bona fide commercial representatives or agencies by an established business process everywhere recognized. With his approval, therefore, I have prepared a proviso which he authorized to be attached to all such covenants as follows:

"Provided, however, it is understood that this covenant does not apply to the selling of goods through a bona fide commercial representative employed by the contractor in the regular course of his business in dealing with customers other than the Government and whose compensation is paid, in whole or in part, by commissions on sales made, nor to the selling of goods through established commercial or selling agents or agencies regularly engaged in selling such goods."

I think this proviso will meet all just objections that have been made to the covenant now in use.

Respectfully,

ALEX. C. KING,

ACTING ATTORNEY GENERAL."

*N. S. Lingaufelker*  
Acting Chief Clerk.

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

213-  
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MAY 13 1919

No. 47-166.

May 12, 1919.

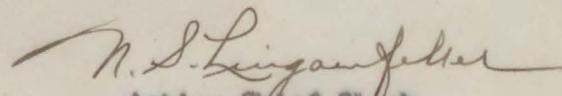
Director, Woman in Industry Service:

1. The Congressional Joint Commission on Reclassification of Salaries requires, among other information, an accurate list of all employees appearing on the pay rolls for April 30, 1919, for every department and independent establishment in the District of Columbia.

2. The following forms are transmitted herewith:

Position List forms  
List of Organization Units  
Memorandum on the preparation of Position Lists.

3. Kindly designate someone in your bureau or service to compile the Position Lists in accordance with the instructions of the Joint Commission on Reclassification of Salaries, using the blank forms transmitted herewith. An additional supply of the Position List forms may be had upon application to this office.

  
Acting Chief Clerk.

DEPARTMENT OF LABOR

OFFICE OF THE CHIEF CLERK

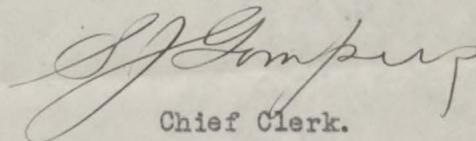
WASHINGTON

May 13, 1919.

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MAY 14 1919

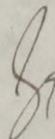
Director, Woman in Industry Service.

1. Transmitted herewith for your information is copy of a letter from the Civil Service Commission relative to a more efficient and economic utilization of the services of stenographers and typewriters in Government offices.

  
Chief Clerk.

Inc. 4683

MFG



INCLOSURE 4683

FROM  
DEPARTMENT OF LABOR,  
OFFICE OF THE SECRETARY.

14-315

COPY

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C.

CC-Mc

April 28, 1919.

The Honorable,  
The Secretary of Labor.

Sir:

It is still difficult for the Commission to obtain a sufficient supply of stenographers and typewriters to meet the demands of the service, and it is desired to call attention to the importance of requesting certifications from the registers of eligibles for such positions only when it is actually necessary to employ persons qualified in stenography and typewriting. It has come to the notice of the Commission that many stenographers in the departments are employed largely, or wholly, in clerical work, and that there are some cases where stenographers have little to do. For example, a stenographer may be assigned to one officer and may be occupied for only a part of the day. In many such cases it would seem possible that one stenographer might very well do the work of two or more officers. An economy in the use of stenographers would lessen the difficulty that the Commission now has in supplying the cases of real need. It is manifestly unfair that one department should be prodigal with stenographers to the deprivation of other departments.

Complaints are frequently received from persons appointed from the stenographer and typewriter register because of their assignment to clerical or filing work, and in this connection attention is invited to the fact that if the duties of a position to be filled call for typewriting or clerical work only, requests should be made for a certification of eligibles from the typewriter or clerical registers. The registers for clerk, file clerk, and bookkeeper, contain the names of eligibles whose qualifications for such positions have been demonstrated, and it is believed that those who have passed such examinations will be found better adapted for the ordinary kinds of clerical work than those who have passed the stenographer and typewriter examination. It is believed that some attention to this subject will result in a considerable saving in the supply of stenographer and typewriter eligibles, and your cooperation is earnestly requested.

Cases frequently arise where persons appointed from the combined stenographer and typewriter register complain of loss of stenographic speed owing to their not receiving stenographic dictations, and in many of such cases the appointees have resigned, thus necessitating the breaking in of a new employee and causing an avoidable turnover in the force. Senators and Congressmen frequently take up with this office similar complaints of their

constituents.

A full utilization of the qualifications tested by the Commission's examinations will result in the appointees' rendering more efficient service, and in a more contented corps of employees,

By direction of the Commission:

Very respectfully,

(Signed) Martin A. Morrison

President.

Woman in Industry  
Read and  
pass to next  
person Return  
to *Ly*

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MAY 31 1919

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington.

May 29, 1919.

TO ALL BUREAUS AND SERVICES;

1. In order to enable the Department to make proper charges in connection with the telephone service, the switchboard operator should be informed in every instance where a toll or long distance message is contemplated. When messages of this description are sent (or messages received on which charges are reversed) after hours, they should be reported to the chief operator the following day. Please inform all officials having use of telephones. This refers to official messages only, and does not alter the regulations prohibiting personal messages.

*J. G. Gompers*  
Chief Clerk.

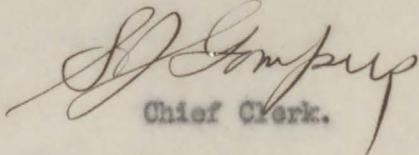
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DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

June 7, 1919.

Director, Woman in Industry Service:

By direction of the President, the Department will close at noon on Saturday, June 14, to enable the employees to participate in the interdepartmental Flag Day exercises which will take place at the Sylvan Theatre on that afternoon.

  
Chief Clerk.

G W

Miss Anderson

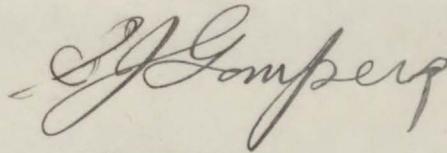
DEPARTMENT OF LABOR  
Office of the Chief Clerk  
WASHINGTON

213-  
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June 11, 1919.

Director, Woman in Industry Service:

1. You are hereby informed that the Secretary has approved your memorandum of the 16th ult., relative to the introduction in Congress of a bill creating the Woman's Bureau in the Department of Labor.



Chief Clerk.

G W

213-  
330

May 16, 1919.

To the Secretary of Labor:

It has been strongly urged upon us that in view of the fact that the appropriation made in the Sundry Civil Bill in the Sixty-Fifth Congress to enable the Secretary of Labor to carry on investigations of women's work was declared by the Committee on Appropriations to be subject to a point of order, a bill should be introduced immediately in the coming session of Congress which would authorize such an appropriation. It was this suggestion which I had hoped to be able to discuss with you today as immediate action is necessary if it is to be taken.

For your convenience I enclose a tentative draft of a bill which I have drawn and submitted to Mr. Abercrombie for his criticism and suggestions. In drafting it we have left open the question of whether this should be a division with its chief appointed by the Secretary of Labor or a bureau with the appointment made by the President. Are we right in assuming that the appointment of bureau chiefs is almost invariably made by the President? My personal inclination is in favor of a division with a Secretarial appointment but there are arguments in favor of a bureau and we should appreciate knowing your conclusion on this point.

May I ask for your authorization to discuss this matter on the basis of the proposed tentative draft with one or two Congressmen or Senators who are most keenly interested in the Department of Labor and who will give us their opinion as to the best procedure to be followed to insure the continuance of the work of the Department for women in industry?

MVK/ALL

Mary Van Kleeck, Director  
Woman in Industry Service.

213-  
72

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

June 18, 1919.

Director of Woman in Industry Service:

1. Your attention is called to the following communication from the Joint Committee on Reclassification of Salaries:

"Hon. William B. Wilson, Secretary,  
Department of Labor.

My dear Mr. Wilson:

In the course of the work of the Commission, particularly in the gathering and analysis of further information in regard to the duties of positions and organization of the service, it will be necessary for members of the classification staff of the Commission to call on the supervisory officials and others in your department.

We are desirous for each department head, assistant department head, bureau chief, division chief, or other responsible supervisory official to have a clear understanding of the plan of work being followed by the Commission and its staff in its effort to make the classification both scientific and practical. We also desire, especially at this time, to get the full benefit of suggestions growing out of the experience of the supervisory officials in the various departments.

To this end, we have arranged a meeting of such supervisory officials at 8:00 P.M., Friday, June 20, at the Auditorium of the New Interior Department Building, on F. St., between 18th and 19th Streets. At this meeting talks explaining the plan of work adopted will be given by members of the Commission and its headquarters staff. Questions from the floor will also be discussed.

We will therefore appreciate having you request the presence of your assistant department heads, your bureau chiefs, division chiefs, and any other supervisory officials who have substantial responsibility and whom you care to have present.

This letter is written at the direction of the Commission, which appreciates, you may be sure, your cooperation and assistance in the accomplishment of its great task.

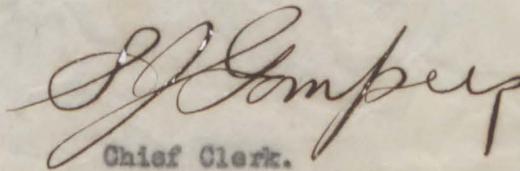
Very truly yours,

EDWARD KEATING,

Commissioner."

HEF-SCC

2. The Secretary requests that as many as possible of the officials enumerated therein attend the meeting.

  
Chief Clerk.

G c

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72

June 26, 1919.

Memorandum:

From: Woman in Industry Service.  
To: Mr. S. J. Gompers, Chief Clerk,  
Subject: All American Exposition.

Before deciding upon the feasibility of the Department taking part in this exposition it would seem to be absolutely necessary to know what funds would be available for the purpose of preparing an exhibit.

The experiences which the various bureaus of the Department are now having in preparing material for the Interdepartmental Exhibit to be shown at county fairs during the summer, will show that the Department has neither the material nor the personnel for arranging exhibits. Any exhibit to be shown at the All American Exposition would need to be gotten up for the purpose, as of course there is nothing already prepared in available exhibit material in the Department which will emphasize the contribution to this country of foreign born citizens.

While we feel that there is undoubtedly valuable information in the possession of the Department of Labor which could well be put into shape and be a real contribution to the Exposition, we urge very strongly that no attempt be made to prepare such material unless funds can be supplied not only for the necessary material but also for engaging an exhibit expert who will plan and supervise the making of such an exhibit. Exhibit making and the proper presentation of facts has become a very much specialized progression, and we feel that it will discredit the Department if material is sent out which will not carry out message properly and which does not compare favorably with the carefully arranged and carried out exhibits which are being shown by the other Departments of the Government.

Mary Anderson,  
Assistant Director.

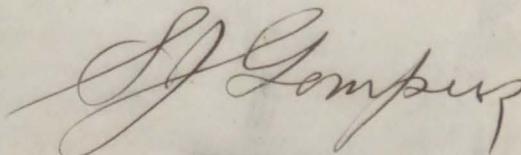
DEPARTMENT OF LABOR  
Office of the Chief Clerk  
Washington

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JUN 3 1919

June 2, 1919.

Director of Woman in Industry Service:

I am directed by the Secretary to secure an expression of opinion from you as to the feasibility of the Department taking part in the exposition as shown by the accompanying papers. Please make a report at the earliest possible date.



Chief Clerk.

G c

TREASURY DEPARTMENT  
WASHINGTON

WAR LOAN ORGANIZATION  
Office of the  
Director of Publicity

May 23, 1919.

To his Excellency,  
President Wilson,  
Washington, D. C.

My dear Mr. President:

The cooperation of the administration is sought for the **ALL-AMERICAN EXPOSITION** which is to be given in Chicago under the auspices of a Citizens' Committee for a period of sixteen days beginning August 30th of the present year.

Details of the project will be found in the accompanying statements. Briefly, the purpose of the Exposition is to give recognition to the contribution of foreign born citizens to the upbuilding of the United States of America; and the object to be attained is the promotion of a better understanding and appreciation between native and foreign born citizens.

The service rendered to the development of the nation through every imaginable channel by these citizens of foreign birth is so great that, once research is begun, the record revealed is staggering. It is to bring out such facts that the administration is asked to cooperate in the **ALL-AMERICAN EXPOSITION** in the following manner:

1. The President is asked for an expression of approval of the **ALL-AMERICAN EXPOSITION** suitable for publication.
2. The President is asked to instruct the various Government Departments to participate in the Exposition and furnish exhibits; and that this may be done efficiently, to instruct the head of each Department to appoint a member of the Department to have charge of matters pertaining to the Exposition, with whom detailed arrangements for the exhibit may be concluded.
3. The President is asked to visit the Exposition in person, either on the opening day, or, preferably, the closing, **ALL-AMERICAN,** day; or at any time during the period of the Exposition that may suit his convenience.
4. The President is asked to open his mind to the suggestion that this Exposition, with its great purpose and its great object, should properly become a permanent Government Exposition which should be taken to every community in the United States where considerable numbers of persons of foreign birth or parentage are to be found, for the accomplishment of its end: the promotion of a better understanding and appreciation between native and foreign born American citizens.

- 2 -

Here in America, Sir, we have a League of Nations. The hearts of our people turn to you as the prophet of the United States of the World, the spokesman of the loftiest ideals that have ever led the American nation. We bespeak your interest and your support for this enterprise, through which we hope to visualize the unity of the peoples of all the world in the land that has given them liberty and opportunity.

Sincerely and respectfully yours,

HARRIET HOWARD

Director of Feature Publicity,  
Foreign Language Division,  
War Loan Organization,  
7th Federal Reserve District.

Authorized representative of the ALL-AMERICAN EXPOSITION.

Director of  
Office  
AVE LOUISIANA

"The United States of America is the fatherland of its citizens."

A NEW WORD IN AMERICANIZATION

P R O J E C T

FOR AN

A L L - A M E R I C A N E X P O S I T I O N

It is proposed to hold in Chicago, for a period of sixteen days beginning August 30th, 1919, an "ALL-AMERICAN" Exposition; that is, an exposition participated in by Americans, citizens of the United States, of as many as possible of the different national or racial strains that go to make up our national stock; this exposition designed to define and give recognition to the contribution to the development of the United States made by our citizens of foreign birth, from our earliest history down to the present day. Whatever form that contribution has taken; whether it was an invention, patriotic service, or great forces of labor such as have built railroads, mined the coal and ore, dug the tunnels and tilled the soil; the contribution to America's wealth, culture and strength made by her citizens of foreign birth is to be brought out and tribute paid to it through honest recognition of the fact that but for this contribution we should be but a small part of what we are today.

The object of this recognition is twofold; that of educating the unthinking native born as to the worth of our foreign born citizens, and that of giving to the foreign born a new object of pride; of substituting for his pride in the heroes of the land of his birth pride in the achievements of his blood-brothers in the land of their adoption.

During the period of the war the attention and interest of the foreign born have been largely centered on the happenings in Europe; and they have been encouraged to take part in various activities designed to relieve or otherwise effect conditions in Europe. Now comes a time when it is vitally important that the first thought of every American should be for our homeland. Much that was wise or necessary during the war must be counteracted without loss of time. There is a well-organized movement to bring about remigration, which is unsettling to our naturalized citizens even though they do not yield to it; there is the prospect of the early restoration of means of communication, both by mail and by travel, and this means, among other things, the sending or taking out of the country of amounts of money aggregating vast sums that should be retained here for the support of great undertakings. Furthermore there is a certain social discontent, a disposition to resent more actively than heretofore the attitude of contemptuous superiority unfortunately too often assumed by the native born, English speaking citizen toward those of foreign birth or descent speaking other than the English language. This feeling of resentment, founded in justice, furnishes a fruitful soil for the purpose of the agitator who would sow discontent among our people.

Confronted by these conditions, we propose to set about remedying them by means of an exposition which will have the purpose of turning the thoughts of the foreign born to the welfare of his adopted land; which will kindle his enthusiasm by giving him recognition and honor to the full extent to which they are due him; and which, by removing his just cause of grievance, will create a greater feeling of brotherhood among all our citizens and stimulate the ambition for patriotic achievement.

The great, outstanding feature of the exposition will be the Hall of Fame in which will be shown the record of service of the different racial groups. White panels, letters of gold; the names of individuals, the numbers of masses; the distribution of the immigrants among the different industries and other activities; and so, the part played by individuals and masses in building up the great institutions of our country.

The exposition will include exhibits of works of art created by Americans of foreign birth, and of the arts and crafts that may be made a part of our own culture by giving protection and encouragement to those who have brought with them from other lands the knowledge and the skill to create these things; and day by day there will be presented by the different racial groups the history of their kinsmen in America.

The setting for it all will be -- THE UNITED STATES OF AMERICA, from the harbor of New York with the statue of Liberty to San Francisco and the Golden Gate; from the Great Lakes to the Gulf, Hills, and plains, lakes and lanes, cornfields, cottonfields, mountains and mines; orange groves, vineyards, forests and factories -- all in a wonderful scenic setting in the Coliseum, with historic landmarks from various sections of the country housing exhibits and demonstrations; and in the center a Court of Honor where various pageants and entertainment features will be presented.

This exposition will mark the beginning of a new era in Americanism, with a new incentive for good citizenship for every one of us, whether of native or of foreign birth.

CHICAGO CITIZENS' COMMITTEE  
JOHN J. ARNOLD, General Chairman.

Prepared for the CHICAGO CITIZENS' COMMITTEE  
of the ALL-AMERICAN EXPOSITION by

HARRIET HOWARD, Director Feature publicity,  
Foreign Language Division, War Loan Organization,  
Seventh Federal Reserve District.

PROJECT

DEMONSTRATION WORK IN AMERICANIZATION  
IN THE STATE OF ILLINOIS  
BY A

CHICAGO CITIZENS' COMMITTEE  
AND THE

CIVIC, INDUSTRIAL, PHILANTHROPIC, EDUCATIONAL,  
FOREIGN LANGUAGE, LABOR, COMMERCIAL AND PATRIOTIC  
INSTITUTIONS AND ORGANIZATIONS OF THE COMMUNITY.

-----

NAME OF PROJECT: ALL-AMERICAN EXPOSITION

PROJECT LEADER: CHICAGO CITIZENS' COMMITTEE

LOCATION: Coliseum, CHICAGO, ILLINOIS.

LEGAL AUTHORITY: Articles of Incorporation issued to the ALL-AMERICAN EXPOSITION COMPANY under the laws of the State of Illinois.

DATE EFFECTIVE: August 30th, 1919, and for fifteen days thereafter,

OBJECT: Ultimate

1. To promote a better understanding and a closer relationship between all elements included in American citizenry, that our nation may be strengthened and our form of government made yet more secure.

Immediate

1. To win for foreign born citizens of the United States from their fellow-citizens of longer standing recognition and appreciation of their service to this nation through their great contribution to the upbuilding of this country and its institutions.
2. To promote enthusiasm for the United States among foreign born citizens by directing their attention to the achievements of their blood-brothers in this country rather than to those of the heroes of their native lands.
3. To emphasize the desirability of naturalization.
4. To secure support for the movement to establish in America, so far as possible, the arts and crafts, the industries and the sciences whose products we have been accustomed to import.
5. To create a fund for the establishment in Chicago of a permanent ALL-AMERICAN INSTITUTE where native and foreign born may meet and work together.

er for the welfare of the United States and the realization of American ideals.

**FUNDAMENTAL PRINCIPLE:**

The stipulation that

- a) The achievements to which recognition is given shall be those of persons of foreign birth or parentage who became citizens of the United States.
- b) No consideration is to be given in this demonstration to service rendered to this country by other nations or governments or by individuals who remained citizens of other countries.

**CLASSIFICATION OF ACHIEVEMENTS:**

- a) Those of individuals.  
Example: An invention.
- b) Those of masses or large groups.  
Example: A great piece of construction work.

**CHARACTER OF EXPOSITION: Educational**

- 1) Charts
- 2) Statistics
- 3) Exhibits
- 4) Demonstrations

**Entertaining**

- 1) Music
- 2) Drama
- 3) Pageantry
- 4) Folk Dancing
- 5) Sports

**POLICY OF EXPOSITION: Educational, non-commercial**

**PROGRAM SUB-DIVISIONS: Racial Groups**

Each of the racial groups participating in the Exposition to present a program setting forth its special contribution to the culture and the welfare of the country and suggesting further possibility of service through special knowledge.

**Activities**

Classified, as: Law, Literature, Music, Drama, Art, Art-Craft, Architecture, Science, Education, Commerce, Agriculture, etc., etc., the programs or demonstrations to be given by members of each activity from all possible racial groups working together.

METHOD OF PROCEDURE: Preliminary Work.

Done by the Council of Women, Foreign Language Division, War Loan Organization.

- a) Project formulated and developed as set forth above.
- b) Project presented to leading men, women and organizations in the community.
- c) Endorsement of project secured from the Association of Commerce, the Governor of Illinois, the Department of the Interior, the Department of Agriculture, the State College of Agriculture and the War Department.
- d) Cooperation secured of
  - 1) Association of Commerce
  - 2) Advertising men's Ass'n.
  - 3) Civic Music Association
  - 4) Art Institute
  - 5) Chicago Historical Society
  - 6) Ill. State Historical Society
  - 7) Board of Education
  - 8) Child Welfare Association
  - 9) Women's Clubs
  - 10) Daughters of the British Empire
  - 11) Joint Americanization Committee D.A.R.
  - 12) Ft. Sheridan Association
  - 13) Patriotic Community Council
  - 14) Woman's Relief Corps
  - 15) Gold Star Mothers
  - 16) Salvation Army
  - 17) War Camp Community Service
  - 18) Department of the Interior
  - 19) Department of Agriculture
  - 20) State College of Agriculture
  - 21) Department of Labor
  - 22) War Departmentetc., etc., etc.
- e) Tentative plan for a scenic setting, a miniature panorama of the United States, prepared by a committee of artists as a working basis for the final plans.
- f) General Citizens' Committee formed to sponsor the undertaking.

Committee Organization Work

Done under the direction of the General Citizens' Committee.

- a) General Chairman secured.
- b) Executive Managing Committee appointed.
- c) Executive Committee composed of all committees:

mittee chairmen.

d) Chairmen appointed for following committees:

1. Finance
2. Auditing
3. General Exhibits
4. Art Exhibits
5. Art-Crafts Exhibits
6. Industrial Exhibits
7. Historical Research
8. Schools
9. Child Welfare
10. Program
11. Reception
12. Co-Ordination of Nationalities
13. Co-Ordination of Americanization Committees
14. Co-Operation of Women's Clubs
15. Co-Operation of Army and Navy Organizations
16. Home Economics
17. Building and Construction
18. Transportation
19. Concessions
20. Photography
21. Publicity

e) Publicity outlined through the following agencies.

1. Local Press
2. Nat'l. Foreign Language Press
3. Posters
4. Features
5. Moving Pictures
6. Libraries
7. Churches and Schools
8. Welfare Department of large manufacturing concerns
9. Signboards on elevated railway platforms
10. Streetcar placards

**SOURCE OF FUNDS:** Advance sale of tickets, program advertising, contributions and proceeds of donations; daily admission receipts and receipts from special attractions with in the exposition building.

**HISTORY:** No work similar to this in principle has been done hitherto; it constitutes a reversal of the customary attitude toward the foreign born.

The preliminary work done by the COUNCIL OF WOMEN, Foreign Language Division, War Loan Organization, approved by the CHICAGO CITIZENS' COMMITTEE JOHN J. ARNOLD, General Chairman

This statement of project prepared for the COUNCIL OF WOMEN and the CHICAGO CITIZENS' COMMITTEE by HARRIET HOWARD, Director Feature Publicity, F.L.Div., W.L.Organiz'n. 7th F.R. Dist.

213-72

JUL 26 1919

June 26, 1919.

Director, Woman in Industry Service:

*file*  
1. Transmitted herewith is copy of a letter of June 24, 1919, from Honorable Frederick R. Lehlbach, Chairman, Committee on Reform in the Civil Service, House of Representatives, requesting certain information in connection with retirement legislation.

2. Kindly prepare this data and submit same to this Office at the earliest possible date.

By direction of the Secretary:

S. J. GOMPERS

Chief Clerk.

SC/LD

Inc. 4916.

*LD*

INCLOSURE 4916

FROM

DEPARTMENT OF LABOR,

OFFICE OF THE SECRETARY.

14-315

June 24, 1919.

Secretary, Dept. of Labor,  
Washington, D. C.

Dear Sir:

The Committee on Reform in the Civil Service of the House would respectfully request you to furnish it with the following information, if the same is available:-

1. Total number of employees in the classified civil service, exclusive of mechanics, in your department. 4
2. Average pay of such employees. \$ 1,500
3. Average age of such employees. 35
4. Number of such employees sixty-five years of age or over. none
5. Number of such employees who by reason of age are not wholly efficient. none
6. Total number of mechanics in classified civil service in your department. none
7. Average pay of such mechanics. none
8. Average age of such mechanics. —
9. Number of such mechanics sixty-two years of age or over. none
10. Number of such employees who by reason of age are not wholly efficient. —

The committee desires this information in connection with consideration of retirement legislation. If the exact figures are not readily obtainable, the committee would be glad to receive your estimates based on such information as may be available.

Yours truly,

Frederick R. Lehlbach,  
Chairman.

Submitted  
Lillian M. Lewis  
Chief Clerk  
COPY LD.

213-  
72  
JUN 28 1919

DEPARTMENT OF LABOR  
OFFICE OF THE CHIEF CLERK  
WASHINGTON

June 26, 1919.

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By direction of the Secretary:

*J. Gompers*  
Chief Clerk.

SC/LD

Inc. 4916.

*Submitted  
6/22/19  
Ray*

# REQUEST FOR RESTORATION TO REEMPLOYMENT REGISTER.

**Civil Service Commission:**

I request that my name be placed on the reemployment register. I have been separated (or expect to be separated on or before) \_\_\_\_\_ from the position of \_\_\_\_\_  
 \_\_\_\_\_ at \$ \_\_\_\_\_ per annum in the \_\_\_\_\_ (Office.)  
 \_\_\_\_\_ I was appointed through the \_\_\_\_\_  
 (Department or establishment.)  
 examination on or about \_\_\_\_\_, my rating being \_\_\_\_\_ My legal residence  
 is \_\_\_\_\_

I am \_\_\_\_\_ willing to accept appointment in any department or office in Washington:

I prefer \_\_\_\_\_  
 at \$ \_\_\_\_\_ per annum.

\_\_\_\_\_  
(Name.)

\_\_\_\_\_  
(Address.)

(Keep the Commission informed of any change of address.)

\_\_\_\_\_  
(Department or establishment.)

\_\_\_\_\_  
(Office.)

**To the Civil Service Commission:**

WASHINGTON, D. C.,

This employee was (or will be) separated from the service as stated because of reduction of force on (or before)

Kind or kinds of work performed in your office:

Degree of efficiency in kinds of work performed:

Recommendation:

Give specific reasons for recommendation as required by Executive Order of November 29, 1918:

(Signature) \_\_\_\_\_

(Official title) \_\_\_\_\_

DEPARTMENT OF LABOR  
Office of the Chief Clerk  
WASHINGTON

213-  
72  
file

December 26, 1918.

MEMORANDUM OUTLINING METHOD OF ACCOUNTING FOR TRAVEL EXPENSES.

"It is better to be safe than sorry" is a good rule in preparing expense vouchers desired to pass the Government Auditors. Only a correct, legal reason will secure reimbursement of money paid out; and in many cases, vouchers must be furnished.

The following hints are given:

ALTERATIONS AND ERASURES.

An account, after it has been properly executed, should be changed in no particular. Accounts and sub-vouchers must have no explanations, additions, alterations or changes of any kind written upon them, except such as are made by the claimant over his signature or initials. In the event an item in a personal expense account is altered and initialed by claimant, the officer administering the oath should certify that the alteration was made before final execution. In case the amount on the face of the voucher is altered, the following statement should be made just above the oath, "Sworn to in the sum of \$ \_\_\_\_\_," and this amount initialed by the officer administering the oath.

TRANSPORTATION REQUESTS.

Government requests should be used when the fare is \$.35 or over, and also for sleeping and parlor car accommodations and staterooms on vessels, but requests and tax-exemption certificates should not be used for personal or private purposes. War tax should not be included for official travel.

The memorandum copies of requests used should be securely fastened to the voucher submitted at end of month. When Pullman accommodations are purchased on request, the passenger's berth or seat check should be attached to the memorandum copy of the request; when these accommodations are purchased for cash, the check should be retained by the agent and filed with the monthly expense account as subvoucher.

Always enter the amount of fare in the upper left-hand corner of the memorandum copy of the request. This is very important as rates are almost impossible to obtain in many instances if they are not given. The ticket agent will give this information if requested.

#### PER DIEM.

Per diem starts from midnight of first day out and ends at midnight of the last day before arrival back at official station. For the part of a day in starting, up to midnight, and the part of a day returning, from the last midnight until return, no per diem is given. Instead, a separate account must be kept and reimbursement claimed of all subsistence expenses (Meal and Lodging), item by item.

#### PORTER SERVICE.

Be sure to state the kind of services rendered. If a baggage porter handles official baggage, state the fact.

#### CHECKING BAGGAGE.

Be sure to state whether such expense was incurred on account of official business, or that a saving of transfer charges was effected by checking. It will not be allowed otherwise.

#### TELEPHONES.

Charges for telephone service on official business will be allowed, provided that if long distance, a statement is furnished of places to and from which service was rendered and the time occupied.

#### ON FIRST PAGE OF VOUCHER.

Be sure and enter the name of the city which is your "official station" and your "home address." "No home" should be entered, if this is the correct condition.

The designation and rate of salary specified in your appointment should be given, e.g., "Special Agent at \$2,000.- per annum," the amount of per diem to be left blank, when none is allowed.

When per diem is charged for only a part of the month, the number of days for which deduction is made, the dates, and whether agent was at official station or on leave should be stated.

#### ON INSIDE OF VOUCHER.

The following statements that obtain should be entered:

Time of departure from and arrival at official station, e.g., "Left Washington, D. C., November 5, 1918, at 6 p. m.," "Arrived in Washington, D. C., November 10, 1918, at 9:30 a. m."

When an agent has an expense account at the beginning of his service, the date of entrance on duty should be entered on his first account, e.g., "Entered on duty, November 3, 1918."

When an agent has an expense account at the termination of his service, the terminal date should be entered on his last account, e.g., "Last day of service, November 25, 1918."

When an expense account is for the full month, statement should be entered that agent was on duty away from official station at close of both preceding and current months, e.g., (for October, 1918, account) "On duty away from official station, Washington, D. C., on midnights of September 30 and October 31, 1918."

The following is a digest of a decision of the Comptroller of the Treasury relating to charges for street-car fares in expense accounts:

"A government employee who is paid a per diem in lieu of subsistence has the option to obtain subsistence where he pleases; and if, for any reason, the place selected is not within walking distance of his regular place of duty, he is not entitled to reimbursement for street car fare incurred in proceeding to and from such place."

Under this decision, street car fares between hotel and boarding or lodging house and agent's regular place of duty can not be allowed. Please observe this in keeping a memorandum of your expenses and it is directed that you enter the following statement at the close of your expense account:

"None of the charges for street car fares in this account were incurred for service between hotel or boarding house and office or regular place of duty."

All entries should be explicit as to date, nature of charge, locality and amount, e.g., "Nov. 5 - Street car fare, official visits, New York, N. Y., \$0.20."

All travel on transportation requests should be entered in the body of the account under its correct date, e.g., - Tr. req.

"Nov. 4	R.R. fare, Washington, D. C. - New York, N. Y.,	P.R.R.		
			\$6.78	1,001 --- "
" "	" Lower berth, "	"	N. Y., P.R.R.,	
			\$2.00	1,002 --- "

The amount of fare should be placed in the explanation of items, but not in the money column, as it is not a cash expenditure.

Before sending in the voucher, count all sub-vouchers (there should be receipted bill for hotel room, first night out, receipted copy of each telegram sent and paid for, expressage, repairs of government property, registry receipt, typewriting reports, etc.) and see that you have every entry accounted for. Pin or fasten them tightly to the voucher. The mere convenience of the officer or agent of the Government in the matter of taking receipts is not to be considered.

This outline is intended to point out some of the common errors, but in no way amends or changes the Department's Regulations. The Auditors will suspend any item not submitted according to law; and this may cause embarrassing delays in returning your money. Too much care can not be taken to get the voucher exactly right. It is better to be safe than sorry.

Read the Travel Regulations with care. Copies of these regulations may be obtained from your administrative officer.

*S. J. Gompers*

Chief Clerk.

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*S. J. Lompers*

Chief Clerk.

Miss Lewis

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COMMITTEE ON THE SIXTH ANNUAL CELEBRATION, DEPARTMENT OF LABOR.

*Chief Clerk*

February 17, 1919.

A meeting of the committee was called by the chairman at 11 o'clock on the above date. All bureaus and services were represented with the exception of the Housing Bureau, Working Conditions Service, and the Training Service.

Tickets for the dance were distributed to members of the committee.

The chairman of the committee on printing presented a sample program and quoted prices from several printers. After some discussion a motion was made by Mr. McGrew and seconded by Mr. Osborn that the committee on printing be given power to act in the matter of procuring programs within the limit of \$15 without further consulting the general committee.

The treasurer requested that so far as possible returns for tickets be made to him on Saturday, March 1.

Adjourned, subject to call by the chairman.

Florence L. Wynkoop,

Secretary to the Committee.

MAR 14 1919

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March 11, 1919.

Director, Woman in Industry Service:

The Department is in receipt of a letter from the Civil Service Commission advising that under date of March 8, 1919 the President revoked the Executive Order of April 2, 1917 which required the assent of the head of a Department or Office to an employee's examination or certification under the civil service rules.

By direction of the Secretary:

*J. J. Gump*

Chief Clerk.

*Jc*

H/T

*Dy*

AN ACT TO ESTABLISH A DEPARTMENT OF LABOR.

\*\*\*\*\*

Sec. 3. That there shall be in the Department of Labor, to be appointed by the Commissioner of Labor: One chief clerk, at a salary of two thousand five hundred dollars per annum; four clerks of class four, all to be statistical experts; five clerks of class three, one of whom may be a stenographer; six clerks of class two, one of whom may be a translator and one of whom may be a stenographer; eight clerks of class one; five clerks, at one thousand dollars per annum; one disbursing clerk, who shall also have charge of accounts, at a salary of one thousand eight hundred dollars per annum; two copyists, at nine hundred dollars each per annum; two copyists, at seven hundred and twenty dollars each per annum; one messenger; one assistant messenger; one watchman; two assistant watchmen; two skilled laborers, at six hundred dollars each per annum; two charwomen, at two hundred and forty dollars each per annum; six special agents, at one thousand six hundred dollars each per annum; ten special agents, at one thousand four hundred dollars each per annum; four special agents, at one thousand two hundred dollars each per annum, and an allowance to special agents for traveling expenses not to exceed three dollars per day while actually employed in the field and outside of the District of Columbia, exclusive of actual transportation including sleeping-car fares; and such temporary experts, assistants, and other employees as Congress may from time to time provide, with compensation corresponding to that of similar officers and employees in other departments of the Government.

\*\*\*\*\*

Sec. 6. That the Commissioner of Labor shall have charge in the building or premises occupied by or appropriated to the Department of Labor, of the library, furniture, fixtures, records, and other property pertaining to it, or hereafter acquired for use in its business, and he shall be allowed to expend for periodicals and the purposes of the library, and for the rental of appropriate quarters for the accommodation of the Department of Labor within the District of Columbia, and for all other incidental expenses, such sums as Congress may provide from time to time.

Sec. 7. \*\*\*\*\* He shall also establish a system of reports by which, at intervals of not less than two years, he can report the general condition, so far as production is concerned, of the leading industries of the country. The Commissioner of Labor is also specially charged to investigate the causes of, and facts relating to, all controversies and disputes between employers and employees as they may occur, and which may tend to interfere with the welfare of the people of the different States, and report thereon

to Congress. The Commissioner of Labor shall also obtain such information upon the various subjects committed to him as he may deem desirable from different foreign nations, and what, if any, convict made goods are imported into this country, and if so from whence.

Sec. 8. That the Commissioner of Labor shall annually make a report in writing to the President and Congress, of the information collected and collated by him, and containing such recommendations as he may deem calculated to promote the efficiency of the Department. He is also authorized to make special reports on particular subjects whenever required to do so by the President or either House of Congress, or when he shall think the subject in his charge requires it. He shall, on or before the fifteenth day of December in each year, make a report in detail to Congress of all moneys expended under his direction during the preceding fiscal year.

Sec. 9. That all laws and parts of laws relating to the Bureau of Labor created under the act of Congress approved June twenty-seventh, eighteen hundred and eighty-four, so far as the same are applicable and not in conflict with this act, and only so far, are continued in full force and effect, and the Commissioner of Labor appointed under said act, approved June twenty-seventh, eighteen hundred and eighty-four, and all clerks and employees in the Bureau of Labor authorized to be appointed by said act or subsequent acts, shall continue in office and employment as if appointed under the provisions of this act, and until a Commissioner of Labor, other officer, clerks, and employees are appointed and qualified as herein required and provided; and the Bureau of Labor, as now organized and existing, shall continue its work as the Department of Labor until the Department of Labor shall be organized in accordance with this act; and the library, records, and all property now in use by the said Bureau of Labor are hereby transferred to the custody of the Department of Labor hereby created, and on the organization of the Department of Labor on the basis of this act the functions of the Bureau of Labor shall cease.

Sec. 10. That on the passage of this act the Commissioner of Labor shall at once submit estimates for the expenses of the Department of Labor for the next fiscal year, giving in detail the number and salaries of officers and employees therein.

Approved, June 13, 1888.

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72

DEPARTMENT OF LABOR

OFFICE OF THE CHIEF CLERK

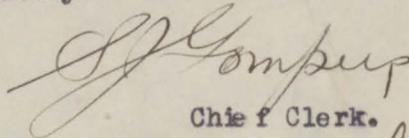
WASHINGTON

July 19, 1919.

Director, Woman's Bureau:

All questions relating to the payment of public moneys which involve reference to the Comptroller of the Treasury shall be referred to the Disbursing Clerk, through the Chief Clerk for his action in the premises.

By direction of the Secretary.



Chief Clerk.

L

1. What are the housing conditions in the mill villages?
2. Are there sanitary provisions, such as there ought to be where many people are living in one area?
3. Is the water supply sufficient and of a character which does not breed disease, such as typhoid fever?
4. Is there any community life, such as whole recreation? Facilities for education for the children? Are there any facilities for adult education?
5. In mill villages where the company depends a great deal upon its labor supply from the women in the nearby districts, what facilities are there for wholesome living? For the young girl who leaves her home and comes to work in these mills?
6. What is there in the mill village that tends to make family life happy and contented, other than a house with a few rooms and four walls, and the work in the mill?
7. Is there any transportation from the mill villages to the cities?
8. Is there anyone in the mill villages who can give adequate medical attention in case of sickness and at the time of childbirth?
9. What are the working conditions inside the factory? Is the humidity excessive? Is the noise from the machinery impossible? Are they poorly ventilated? Is the lighting system adequate, both daylight and artificial? Are there a sufficient number of seats provided? Are there hazards from unguarded belts and unguarded machinery? Is there adequate fire protection? Is there sufficient cool and clean water provided for the workers? Are there any restrooms or first aid equipment in the mills?
10. What are the hours in the leading industries for your women workers? What are the wages paid in these industries?
11. After a long day's work what do the workers look forward to as recreation and stimulus?
12. Is there money enough to procure wholesome food? Can wholesome food be had in the mill villages if there was money to pay for it? How much does lack of wholesome food contribute to pallegra?
13. What are the legal requirements with which industry has to comply? Is there any limitation for the hours women work? Is there prohibition of night work? How much does the lack of standards for the employment of women compete with the northern states? How much do the lack of standards contribute to the ill health of the woman workers?
14. What can the south do to rid itself of the stigma of the lack of protection to its workers, particularly its women?

15. What is the responsibility of the whole south to its rapidly developing industrial life?
16. In this development should not the south think at least equally as much of its human element as it does in the promotion of industry?
17. Because of lack of standardization in the employment of women, how much does this contribute to the excessive labor turnover?

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April 5, 1923.

Honorable James J. Davis,  
Secretary of Labor,  
Washington, D.C.

My dear Mr. Secretary:

I am enclosing herewith a list of questions on the southern situation which we were talking of the other day.

Sincerely yours,

MA:L  
Enc.

Mary Anderson, Director.