

COUNCIL OF NATIONAL DEFENSE - WOMEN IN INDUSTRY DEPT.

NOTICE:

Enclosures Nos. 1, 4, 5, and 6 are not included in the material sent to state and publicity chairmen as our supply was limited.

Council of National Defense

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COUNCIL OF NATIONAL DEFENSE

WASHINGTON

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Woman's Committee
1814 N Street N.W.

July 31, 1918.

Voiceless Speeches

CIRCULAR NO. 198.

DEPARTMENT OF WOMEN IN INDUSTRY CIRCULAR NO. 8.

TRANSMITTING PLANS AND MATERIAL FOR EXHIBITS

TO THE STATE CHAIRMEN OF THE
DEPARTMENT OF WOMEN IN INDUSTRY:

Under date of July 2nd, there was sent to the state chairmen of the Woman's Committee copies of a circular issued to the several State Councils of Defense by the State Councils Section of the Council of National Defense, urging them to prepare exhibits of their work for state and county fairs.

These fairs offer the opportunity of presenting graphically to millions of people, the labor standards adopted by the Government as essential to maximum production and social welfare. Will you not, therefore, communicate with your state chairman, find out the plan for the exhibit as a whole, and prepare an exhibit of the work of your department? The outline suggested to the state chairmen contains the following points concerning women in industry:

- a. Official standards
- b. Actual standards in the states
- c. Normal employment and changes due to the war.

You will receive under separate cover some material which may prove helpful and suggestive in preparing your exhibit. This includes:

1. Photographs of a successful exhibit prepared by the Illinois Department of Women in Industry.
2. Copies of the "Voiceless Speeches" used in Illinois and Maryland.
3. A leaflet prepared by Mrs. James A. Field entitled, "Proper Conditions of Labor for Women War Workers Imperative." (This can be supplied in quantity for distribution.)
4. "The Wage Earning Woman in the Winning of the War" by Marie L. Obenauer.
5. "National War Labor Board."

6. General Order No. 27, United States Railroad Administration.
7. Foreign News bulletin, "Women in Industry" (Additional copies can be furnished on request.)
8. Suggested subjects for posters and charts.

Upon application to the Carnegie Endowment for International Peace there can be obtained a very excellent summary of England's experience entitled, "Economic Effects of the War upon Women and Children in Great Britain" by Irene Osgood Andrews.

A helpful article entitled, "Why Have an Exhibit," appeared in the "Survey" of July 27, 1918. Photographs of women engaged in war industries can be obtained from:

French Pictorial Service, 220 West 42nd Street, New York City.
Stephane Lausanne, French High Commission, Vanderbilt Hotel, New York.
British Pictorial Service, Postal Life Bldg., 511 Fifth Ave. New York.
Committee on Public Information, Picture Division, 10 Jackson Place
Washington, D. C.

There are also a number of well known, private concerns which have very good collections of photographs illustrating this subject.

You will find enclosed also an additional copy of General Orders No. 13, issued by the Ordnance Department, which contains the standards for women's work officially adopted by the Woman's Committee. (A limited quantity for distribution will be supplied upon request.) Certain additions to these standards have recently been announced by the War Labor Policies Board in the "Official Bulletin" of July 17th. As soon as reprints can be obtained they will be sent to the state chairmen of this department.

In arranging your exhibit it would be well to bear in mind the possibility of its being later used as a traveling exhibit throughout the state.

Will you please report to us your plan and the results obtained, and call upon us for any service we can render? The publicity chairmen in the states are being requested to aid in preparing the exhibit and in giving it publicity.

Sincerely yours,

Margaret S. Harding

(Mrs. Samuel B. Harding)
Executive Chairman
Department of Women in Industry.

Miss Agnes Nestor, Chairman
Department of Women in Industry.

WOMEN IN INDUSTRY

What has happened to them in the war?
Suggested subjects for posters or charts.

1. ENGLAND'S EXPERIENCE:

England has discovered that LONG HOURS DO NOT PAY.

"A worker employed for 8 hours per day may produce a greater output than another of equal capacity working 12 hours per day.

"A group of workers showed an absolute increase of over 5 per cent of output as a result of diminution of 16½ per cent in the length of the working day.

"Another group increased their average rate of output from 262 to 276 as a result of shortening the day from 12 hours to 10 and to 316 on a further shortening of 2 hours."

(From the report of Dr. A. F. Stanley Kent on "An Investigation of Industrial Fatigue by Physiological Methods," quoted in Andrew's "Economic Effects of the War Upon Women and Children in Great Britain" p. 119.)

2. FRENCH EXPERIENCE:

France has established the MINIMUM WAGE AND THE SATURDAY HALF HOLIDAY.

3. WHAT AMERICA HAS DONE:

General Orders No. 13.

Resolutions of War Labor Policies Board

4. IMPORTANT POINTS emphasized:

A. Hours of work

1. Eight hour day
2. One day's rest in seven
3. Weekly half holiday

B. Equal pay for equal work

C. No night work.

5. MAINTENANCE OF STANDARDS, - quote President Wilson

Secretary Baker

General Gorgas

General Crozier

Secretary Daniels

Secretary Wilson

Council of National Defense

6. LAWS OF OWN STATE AFFECTING WOMEN IN INDUSTRY

Compare with official standards of the Woman's Committee.

7. WORK OF STATE DEPARTMENT OF WOMEN IN INDUSTRY

8. RESULTS OF LOCAL SURVEYS.

Encl. Cir. #198.

VOICELESS SPEECH
from Illinois Exhibit

THE UNITED STATES - NOW HAS - TWO ARMIES
ONE ARMY IS IN FRANCE - ONE IS IN THE WORKSHOPS - OF OUR COUNTRY
THE WORKSHOP ARMY - IS RECRUITING - MOTHERS - AND YOUNG GIRLS
GIRLS ARE NOW GOING TO - MUNITIONS PLANTS - IN STRANGE CITIES
THEY ARE THROWN - ENTIRELY ON - THEIR OWN RESOURCES
THE HOURS OF WORK - ARE - BEING LENGTHENED
HOW LONG- WILL - THESE GIRLS LAST
WHAT - HAS BEEN ENGLAND'S - EXPERIENCE
WHEN THE WAR BEGAN - MILLIONS OF ENGLISH WOMEN - RUSHED INTO INDUSTRY
ENGLISH FACTORIES - BEGAN WORKING - EIGHTEEN HOURS A DAY.
SICKNESS INCREASED - WITH THE HOURS
OUTPUT FELL OFF - WITH FATIGUE
THE BRITISH -GOVERNMENT - INVESTIGATED
They found - LONG HOURS - were to blame
A Commission was - sent to AMERICA - to give us this warning
To - INCREASE Output - DECREASE Hours.
The BRITISH GOVERNMENT - Now Enforces the - Eight Hour Day for Women
AMERICA MUST BENEFIT - BY THE EXPERIENCE - OF HER ALLIES.

Encl. Cir. #198.

VOICELESS OR SILENT SPEECH

Committee on Women in Industry, Maryland Council of Defense, Women's Section, 200 West Saratoga Street.

Women must do the work of men to win the war.

Baltimore women work in elevators, messenger service, machine shops, munitions factories and elsewhere.

Women should receive men's wages for men's work.

Protection of women workers means greater health for future generations.

Over-fatigue and undue exertion lessen output and efficiency.

Healthy homes and work places are conducive to healthy wage earners.

Restricted hours of labor promote efficiency of work and worker.

At the outbreak of the war England allowed long hours for women, overtime, night and Sunday work.

Young persons worked at night and on Sundays.

England found long hours of labor decreased efficiency and output.

Health of women and children was impaired.

Entrance of mothers into industry increased juvenile delinquency.

England found that wages influenced health and efficiency.

America has profited by England's experience.

The War Department of the United States has established industrial standards.

The Committee on Women in Industry has adopted these standards as its platform.

Our Platform.

No employment of minors under 14 years of age.

An eight-hour day for women wherever possible.

Saturday half-holiday.

One day of rest in seven.

Avoidance of night work and overtime.

No tenement house work.

Avoidance of extreme temperatures in workrooms.

Adequate light, ventilation and sanitation.

Protection against fire, industrial fatigue, disease and accident.

Adequate time for rest and meals.

A place to eat outside the work-room.

Equal pay for equal work.

Wages commensurate with increased cost of living.

Mothers with young children in the home rather than in industry.

Cooperation of employer and employed.

Will you help maintain these standards?

Encl. Cir. #198.

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COUNCIL OF NATIONAL DEFENSE

WASHINGTON

Woman's Committee
1814 N Street N.W.

August 22, 1918.

CIRCULAR NO. 211.

DEPARTMENT OF WOMEN IN INDUSTRY CIRCULAR NO. 10.
Transmitting Plan of Cooperation with the Women in Industry Service
of the United States Department of Labor.

TO THE WOMEN IN INDUSTRY CHAIRMEN
OF THE STATE DIVISIONS:

The hope expressed in Circular No. 186 of July 16th, that the Department of Women in Industry of the Woman's Committee might work in close cooperation with the newly created women's division in the Department of Labor, seems about to be realized.

Miss Van Kleeck, Director of the new "Women in Industry Service" has organized a council to consider questions relating to women in industry. This council is composed of women representatives from each of the divisions of the Department of Labor and from the industrial service sections of other departments. It also includes a representative from the Committee on Women in Industry of the Advisory Commission and from the Department of Women in Industry of the Woman's Committee of the Council of National Defense. The purpose of this council is to maintain close contact among all governmental agencies dealing with any phase of the problem of women in industry and to formulate a comprehensive national program on this very important subject.

Miss Van Kleeck is herself a member of the War Labor Policies Board under the Chairmanship of Mr. Felix Frankfurter. The "Official Bulletin" of June 8, 1918 contains the following explanation of the functions of this board. "The Labor Policies Board will devote itself to administrative work. It will determine and develop policies for a unified labor administration. It will bring together and coordinate into one consistent policy the various and frequently inconsistent methods of important governmental departments in dealing with labor problems that affect production, always excepting disagreements between employers and employees."

The Executive Chairman of the Department of Women in Industry of the Woman's Committee has been appointed a member of Miss Van Kleeck's council and will attend its weekly meetings. She will thus be in touch with plans and policies in the making and consequently better able to interpret them to the state departments. It is the expectation that the creation of these new federal agencies will increase rather than diminish the work of the state Departments of Women in Industry of the Woman's Committee. Information concerning plans and policies will be

transmitted to the state chairmen at frequent intervals and as need arises they will be called upon for aid in specific cases.

Certain fields of activity in which the Departments of Women in Industry have been engaged in some states have now been taken over by the federal Department of Labor. An Inspection and Investigation and Employment Service have been established in the Department of Labor to have charge of the work which their titles indicate. Our state departments hereafter, should undertake investigations or surveys of industrial plants and the recruiting and placement of women wage-earners only upon official request.

We believe that the state Departments of Women in Industry of the Woman's Committee can perform an invaluable service at this time by securing the widest publicity for the labor standards of the federal government and by stimulating and strengthening their state departments of labor. Members of the Department of Women in Industry should make themselves thoroughly conversant with the labor situation in their own states. They should measure up the standards of the state, as enacted into law, established by custom, or by trade union agreements with the federal standards set forth in General Orders No. 13 of the Chief of Ordnance and in the resolution of the War Labor Policies Board. (A copy of the latter is enclosed). They should in every case cooperate with all existing agencies or organizations in up-holding the standards of the state or in bringing the state into line with federal standards. These agencies would include state and local factory and health inspectors, women's clubs, women's trade unions, the Consumers' Leagues, Women's Trade Union Leagues, etc.

In this connection it is encouraging to note that the Department of Labor of the State of New York has followed the lead of the federal Department of Labor in creating a separate Bureau of Women in Industry. Miss Nelle Swartz, Secretary of the Department of Women in Industry of the Woman's Committee of New York has been appointed chief of the new bureau.

You will note that the resolution of the War Labor Policies Board, a copy of which is enclosed, is supplementary to the standards of General Orders No. 13. A copy of the release of the Committee on Public Information concerning the award of the National War Labor Board in the Bethlehem Steel case is enclosed, as a very few newspapers gave it in full.

We have before us a year destined to be marked by a great increase in the employment of women in the industries of the country and the pressing questions which are certain to arise will demand for their wise solution the cooperation of the entire citizenship of the country. Upon the state Departments of Women in Industry of the Woman's Committee rests a great responsibility in creating an enlightened public opinion on this problem.

Sincerely yours,

Margaret S. Harding
(Mrs. Samuel B. Harding)
Executive Chairman
Department of Women in Industry.

Miss Agnes Nestor, Chairman.

SPECIAL HAZARDS

Third:

1. The introduction of women into war industries or into employments involving special hazards such as the use of industrial poisons should be guided by the standards as to health, comfort, and safety set up from time to time by the War Labor Policies Board, in addition to the standards already defined by the Federal Government and by State labor departments.

2. The introduction of women into new occupations such as street railway service, public messenger service, etc., should be guided by regulations concerning hours of labor, night work, etc. Such, for instance, as those adopted by the Industrial Commission of Wisconsin for street railway service and by the legislature of New York State for messenger service.

3. The recruiting of mothers of young children for war industries should be discouraged.

4. The introduction of women into positions hitherto filled by men should not be made a pretext for unnecessarily displacing men.

Services of the Division of Women in Industry should be sought by employers to advise on best methods of introducing women, and the working conditions which should be established.

Fourth: Older men should be more generally employed. They constitute a largely unused labor reserve. In the past they have been considered superannuated at early ages. It is estimated that since the war began the maximum age of engaging men has advanced 10 to 12 years -- that is, from about 38 to 50. It has been found that tasks can be graded for these workers according to their strength, and that work unsuitable for women, especially at night, can be performed by them. In many trades their experience is an asset which offsets less physical strength. Thus the productive power of this large class, now wasted, can be utilized.

The needs of the country require the united efforts of all classes of workers, in accordance with their capacities; and to maintain the standards and conditions of labor set up by the Government is, in the words of President Wilson, "indispensable to the Nation's full productive efficiency."

From the "Official Bulletin", July 17, 1918.

Encl. Cir. No. 211. The following is a copy of the circular letter from the Federal Reserve Bank of St. Louis to the Federal Reserve Banks of the United States, dated July 17, 1918.

GOVERNMENT'S ATTITUDE
ON EMPLOYMENT OF WOMEN IN WAR INDUSTRIES OUTLINED BY
THE WAR LABOR POLICIES BOARD

The War Labor Policies Board authorizes the following:

The War Labor Policies Board has adopted a resolution setting forth the Government's attitude toward the employment of women in war industry. Its principles have been approved by all the production and distribution agencies of the Government. The policy adopted will govern the work of the Division of Women in Industry of the Department of Labor, of which Miss Mary Van Kleeck is chief.

The resolution is as follows:

The existing shortage of labor, aggravated daily by the military and naval demands of the Government, which require a greatly increased production of war materials and at the same time the withdrawal from civilian occupations of about a quarter of a million additional recruits each month, necessitates wide-spread recourse to the labor of women in the United States.

In order that their services may be fully utilized and their working power conserved, a clearly defined policy is needed which shall determine what kinds of work women should perform, how they should best be introduced, under what conditions they should be employed, and what work should be prohibited.

Standards as to hours, night work, wages, and conditions of labor have already been provided by the Government in orders issued by the Chief of Ordnance and the Quartermaster General, and in the recommendations made by the War Labor Board, which should be observed by all employers.

First: The shortage of labor in essential war industries should be met in part by further introducing women into occupations easily filled by them, such as clerical and cashier service and accounting in manufacturing, mercantile, and financial establishments and in the offices of transportation companies and other public utilities, such as sales clerks and floor walkers in mercantile establishments, including among others department stores, specialty stores, shoe stores, men's furnishing stores, florists' shops, jewelry stores, drug stores, soda-water fountains, etc.

Second: Women should not be employed to replace men in occupations or places of employment clearly unfit for women owing to physical or moral conditions, as, for instance, in barrooms and saloons, in pool rooms, in or about mines, smelters, and quarries, on furnace work in glass works, etc. In addition, girls under 21 years of age should not be employed in occupations or places of employment clearly unfit for them owing to their youth, as for instance in the public messenger service, in street car, elevated, and subway transportation service, as elevator operators, as bell boys in hotels and clubs, etc.

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COUNCIL OF NATIONAL DEFENSE
WASHINGTON

Woman's Committee
1814 N Street N.W.

July 16, 1918.

CIRCULAR NO. 186.

DEPARTMENT OF WOMEN IN INDUSTRY CIRCULAR NO. 6.

ESTABLISHMENT OF A WOMAN'S DIVISION IN THE DEPARTMENT OF LABOR.

TO THE WOMEN IN INDUSTRY CHAIRMEN OF
THE STATE DIVISIONS:

In the Official Bulletin of July 11, the Secretary of Labor announced the establishment of a Woman's Division in the Department of Labor as recently authorized by Congress. This act is in accordance with a plan recommended by the Advisory Council to the Secretary of Labor of which the Chairman of the Department of Women in Industry of the Woman's Committee was the woman member. The plan of the Advisory Council was endorsed by the Woman's Committee in resolutions of May 23, transmitted to the Secretary of Labor.

The Secretary of Labor defines the functions of the Woman's Division as follows:

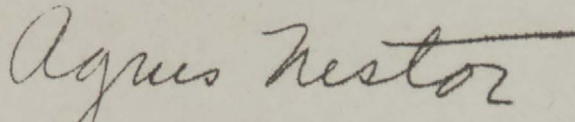
"Its immediate task will be to develop in the industries of the country policies and methods which will insure the most effective use of women's services in production for the war, while at the same time preventing their employment under injurious conditions. Its large and very necessary aim will be to focus attention on the national importance of conditions of women's work as involving national standards and as affecting the welfare of the nation."

Miss Mary Van Kleeck, who has been the head of the Woman's Division of the Industrial Service Section of the Ordnance Department, is appointed Chief of the New Division. Her assistant will be Miss Mary Anderson who has been associated with Miss Van Kleeck in the Ordnance Department. Miss Anderson is widely known as a national leader of trade union women.

The Department of Women in Industry of the Woman's Committee hopes to work in close cooperation with the newly created Woman's Division of the Department of Labor.

Suggestions for a program of work for the state divisions is in preparation and will be sent to you in a short time. Enclosed is a brief chronology of important events concerning women in industry since March 1917, culminating in the creation of the Woman's Division of the Department of Labor.

Sincerely yours,

A handwritten signature in cursive script that reads "Agnes Nestor". The signature is written in dark ink and is positioned above the typed name and title.

Chairman
Department of Women in Industry

LIST OF IMPORTANT EVENTS

IN CONNECTION WITH WOMEN IN INDUSTRY SINCE

MARCH 1917

National League for Women's Service already doing employment work in the Dept. of Labor, under Miss Marie Obenauer.

MARCH: Representatives of national and international unions gather at Washington.

American Association for Labor Legislation takes stand in support of labor laws.

APRIL: Secretary Daniels takes public stand in support of labor laws.

Council of Defense issues letter in support of labor laws.

Secretary Baker takes public stand in support of labor laws.

National American Woman's Suffrage Association urges "equal pay for equal work".

MAY: President Wilson takes stand in support of labor laws, in welcoming at the White House the British Labor Delegates.

Committee on Labor of the Advisory Commission of the Council of National Defense appoints subcommittee on women in industry, Mrs. J. Borden Harriman, Chairman.

Woman's Committee of the Council of National Defense creates Department of Women in Industry, Miss Agnes Nestor, Chairman.

JUNE: Convention of National Women's Trade Union League, representing 300,000 organized working women, meets in Kansas City, Missouri.

Standards of labor for war contracts presented to Secretary Baker by committee of leading working women.

JULY: Eight hour day restored to girls in Bureau of Engraving and Printing.

Appointment of a Board of Control of Labor Standards
Mrs. Florence Kelley a member.

NOVEMBER: General Orders No. 13 issued by Ordnance Department and later adopted by the Quartermaster's Department.

President's Mediation Commission adjusts Pacific Coast Telephone Dispute, involving 9,000 women.

-2- Important Events

- DECEMBER: Council of Defense issued second letter in support of standards.
- JANUARY: Woman's Division created in United States Employment Service, Mrs. H. M. Richards appointed head.
- Woman's Branch created in Industrial Service Section of Ordnance Department, Miss Mary Van Kleeck appointed head.
- Agnes Nestor appointed on Advisory Council to Secretary of Labor, to represent women.
- FEBRUARY: Advisory Council recommends Woman's Division in Department of Labor.
- MARCH: National War Labor Board endorses "equal pay for equal work"
- Federal Judge Alschuler in Packers' case endorses "equal pay for equal work".
- Melinda Scott and Agnes Nestor appointed on Labor Mission to England.
- APRIL: Railway Wage Commission endorses "equal pay for equal work".
- JULY: President Wilson vetoes bill increasing hours of federal employees.
- Secretary Wilson announces establishment of a Woman's Division in the Department of Labor, with Miss Mary Van Kleeck as Chief and Miss Mary Anderson as her assistant.

LABOR IN THE WAR

Information Relating to Labor's Part in the Struggle in Europe.

That the organized workers in Germany are becoming bolder in making demands upon the government, giving expression to sentiments and views that would have been sternly rebuked and perhaps met with drastic punishment a year ago, is seen in an address made to Chancellor Hertling and other officials, a few days ago, by a deputation of laboring men from Frankfort on the Main. A well-known Socialist, by the name of Thomas, made the principal speech. He declared, at the beginning, that the very presence of the delegation was proof that the workers were not inclined to trust government officials to fulfill promises made in the past, and that the workers intended to persist in demanding relief despite the political difficulties that confronted the nation. The workers' representatives, he declared, cannot longer remain indifferent while the masses are step by step being crushed into the earth. The food problem has reached an end as far as theorizing is concerned. The quota of food that is allotted to the workers is steadily deteriorating in quality and quantity and increasing in price, so that the physical condition of the masses is steadily growing worse and is more difficult to endure than at the outbreak of the war. On the other hand, the rich are not suffering from hunger, which fact is creating great bitterness, and the workers are becoming more and more determined to hunger no longer. They see that the rich are merely grabbing for profits and they are the real enemies of the country and are forcing the people into economic ruin. The time has arrived when it is almost impossible to preserve family life intact, and it is absolutely necessary to reduce the hours of labor because of undernourishment to which the workers are subjected or disease and death will stalk broadcast. The Hertling administration has lost all caste with the masses, whose anger toward the Prussian Legislature because of the juggling with ballot reform and needed social improvement has been transformed into bitter hatred, which is nurtured by the rigid press censorship that is being enforced by the militarists. It was demanded that the government repudiate the Pan Germans and annexationists and proceed immediately to grant the relief that had been promised during the early days of the war and is withheld by the powerful cliques that appear to dominate the nation. The officials again promised to grant the concessions that were sought. A few days later Hertling made another speech in which he stated that the Prussian Legislature would be compelled to pass the franchise bill or would be dissolved. But the Junkers in that house of privilege seem determined to defy the Chancellor to the last, and a crisis is now approaching at full speed.

Six thousand workingmen and workingwomen cheered the war aims of President Wilson at a mass meeting held recently at Mannheim, Germany, according to the correspondent of Humanite. A member of the Independent Socialist party, in a speech, outlined the President's program as formulated in January, 1918. "On the basis of the Wilson war aims peace could be established with a little good will," the speaker declared. The Humanite says: "The applause which greeted his words sufficed to show, that the greater part of the persons in the hall were of his opinion but the authorities were unwilling that the assembly should manifest its sentiments in this respect by a formal vote." Since the meeting the German newspapers have assailed President Wilson violently.

Despite the rigid censorship that is being maintained the fact is leaking through to labor officials in Switzerland that serious strikes are once more taking place in various industrial centers in Germany. At Essen thousands of workers quit at the Krupp gun works and many of those who refused to return were sent to the battle front. In Westphalia 20,000 miners struck and 3,000 of them were sent into the army. There is bitter feeling at many points in Saxony and Bavaria and widespread strike movements, partly political and partly economic in their nature, may begin almost any day.

Strikes have again been going on in Spain, miners having joined railway employes and others in making a stand for higher wages to meet the high cost of living. An interesting fact in connection with the trouble is that pro-Allies and pro-Germans are accusing each other of having incited the strikes to serve their political purposes. It is doubtful whether either side had much to do with the outbreak. Empty stomachs brought on the new industrial

The movie actors and actresses, after threatening to organize a union for some time, have finally made the start. For years these highly intelligent men and women have been in a trance, during which they persuaded themselves to believe that, identified with a profession, they had nothing in common with wage-earners. They were encouraged in this belief by the cunning promoters, who have grown fabulously rich from the profits of the motion picture industry. Realizing at last that a very small per cent among them can become stars, about 200 performers at Los Angeles organized and applied to the A. F. of L. for a charter for the Motion Picture Players' Union. The membership of the new union consists of stars, lesser men and women, utility men at the movies, cowboys and cowgirls, besides those used in ensemble scenes. One of the men stood up and made a speech that would compare favorably with the best utterances of the most hardened agitators. "Whenever a number of people are all exposed to similar hardships and injustice they are drawn together as we are by a common interest, which leads them to take means to get for each, from united action by all, benefits beyond the reach or power of one acting alone," he said. "Men and women in every land have stood together for their individual rights. Probably the oldest union is that of the boatmen on the Thames at London, England, who possess a tradition of having been continually organized since 1350. Democracy would be a sham without unionism. Shall those photoplayers now on the battlefields of Europe return to their former employment to find that we have done nothing for their betterment? Remember, ladies and gentlemen, to believe a thing hopeless is to make it so."

At Vancouver, B. C., where the policemen organized some time ago and attempts were made by the superior political persons in control to break their union, which was frustrated because organized labor lined up solidly with the cops, an effort is now being put forth—the State government having announced its inability to interfere—to secure action at the hands of the Dominion government that will smash the policemen's union. The resolution that was passed by the City Council, which announced that that body "views with great alarm the contingent consequences that might arise in connection with labor strikes, sympathetic or otherwise, due to such affiliation" of policemen with common laboring people, was introduced by a fine old plute who won't permit a union man in his places of business. Naturally the bosses are nervous when the thought seizes them that they may not be able to use the police quite so easily for head-cracking purposes in future strikes, and the Vancouver labor officials smile good-naturedly at the employers who don't like unions and who squeal when they think that their material interests are affected.

John M. Glenn, secretary of the Illinois Manufacturers' Association, has sent out a letter to all capitalists advising them to vote for candidates for the Legislature who are standing for re-election who opposed the anti-injunction bill and the women's eight-hour bill. The Illinois State Federation of Labor has issued a statement attacking Glenn without gloves. "This is the same Glenn," says the Federation, "who, a few months ago, advised employers and business men who are connected with his organization to refuse to recognize the Federal Fuel Administration's order for one heatless day a week in all business places, and got an attorney to render an opinion that they would not be sent to jail if they disobeyed the order, and sent that opinion to all their members, advising them to disobey it, and denouncing the United States Fuel Administrator for issuing that ruling, although, in the judgment of the administration, it was a necessary war measure."

General Crowder says that an investigation has uncovered 20,000 slackers in shipyards who tried to evade the call to service by obtaining employment with the United States Emergency Fleet Corporation. At Cramp's shipyards in Philadelphia where some employes suspended work in disgust because of the antics of these slackers who had secured positions as sub-foremen, it is said that pugilists and ball players would order skilled ship builders to "go down in the cellar," when they meant the hold of the vessel, and "go up stairs," when they referred to the deck. One worker declared that skilled men are "doing their damndest" to build ships, but are interfered with by these incompetents.

THE CLEVELAND CITIZEN.

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MAX. S. HAYES Editor



STREET RAILWAY MEN.

Statement Of Fact Relating To Conductoret Issue.

The brazen conspiracy that apparently has been entered into between the Cleveland Railway Co. and three daily newspapers and other interests to force women upon the cars as conductors despite the ruling of the U. S. Department of Labor and despite the promise of the Cleveland Railway Co. and Division No. 268, Street and Electrical Railway Employees of America, to abide by the award of the Labor Department's representatives, is one of the most vagrant and outrageous violations of honor and good faith that has ever occurred in this community.

It is somewhat worse than the earlier violation of the agreement made by representatives of the Cleveland Railway Co. that they would not seek to place women on the cars without consulting with the union, a promise given when the wage question was submitted to the National War Labor Board.

But the company officials proceeded to break that agreement without the slightest qualm of conscience, and when the union protested and finally forced the issue into the Labor Department the company spokesman professed that they would accept the decision without further question. Yet when the award was made President Stanley, instead of keeping his word, let out a howl of indignation, threatened to throw the railway system into the hands of the government and carried on in a manner that was disgusting and a plain violation of the spirit of his agreement.

The three dailies took their cue from the big street railway boss and started to bark in unison and like all possessed.

The three sheets that have been preaching morning, night and noon about loyalty and obedience to orders from Washington resorted to every miserable trick and subterfuge known in journalism to discredit the United States Department of Labor and its officials.

Reporters were kept hustling overtime to dig up interviews, to gather photographs of indignant women, to arouse various organizations of women to pass resolutions of protest, to formulate petitions for names of sympathizers, to elect a "petticoat mayor" as leader of the conductorets, to hold mass meetings of the conductorets and send a yard-long telegram to Washington, and to generally misquote and garble everybody and everything to suit the purpose of the Cleveland Railway Co., which, in dozens of instances, has deliberately refused to employ men as conductors without offering any excuse or a childish one at that.

Thus the expressions of a few individuals and a few organizations (with the usual handful of members at a meeting) were magnified into "the overwhelming public opinion of Northern Ohio" that women should operate cars and men should roam the streets and look for other jobs.

The craze to misrepresent and falsify became so pronounced during the past week that one of the monopoly's organs actually had the audacity to distort a statement issued by Myrta S. Jones, chairman of the Department of Women and Children in Industry, Ohio Branch, Council of National Defense, and which was made to appear as a slap at the Federal Labor Department, when, in fact, it merely referred to rules adopted by the War Labor Policies Board and made several reasonable inquiries of the Labor Department.

Miss Jones sent a correction to the paper that misquoted her, but her letter was printed in an inconspicuous place, while the corporation daily dope was played up as usual to make it appear that the U. S. Department of Labor is persecuting the wives and children of soldiers at the front.

Miss Jones sent the following self-explanatory letter to The Citizen:

"The statement in the Plain Dealer of this morning especially the headlines, is so misleading, we wish to write you more fully as to the position of this committee.

"We said at the meeting of women conductors, held in the City Hall, on the evening of Sept. 25, that we were in accord with women being used on the cars as conductors, provided they were used under the recommendations of the War Labor Policies Board concerning the entrance of women into new occupations, to wit, that women should not be used to replace men unnecessarily; that the labor reserve of older men should be generally drawn upon (so that older conductors would not be thrown out); that in the street railway service girls under 21 should not be employed, and that hours of labor and night work should be guided by the Wisconsin ruling, which provides that women should be employed as conductors only at day work between the hours of 8 a. m. and 5 p. m.

"We understand that the American Federation of Labor is in sympathy with the U. S. Department of Labor of which the War Labor Policies Board is a member, and are, therefore, certain that the above facts will be of interest to you and that you will consider their public dissemination advisable. We believe the public needs enlightenment as to how the Federal government wishes to make use of the female labor reserve. The local question of whether or not women should go on the street cars is only a part of the larger question relative to the labor market.

"Any publicity you could give these enclosed resolutions would, we feel sure, be of service to the community; we very much regret the omission of these resolutions in the report of this morning."

Respectfully submitted by the War Labor Policies Board, and to which

Miss Jones refers, are in part as follows:

"The shortage of labor in essential war industries should be met in part by further introducing women into occupations easily filled by them, such as clerical and cashier service and accounting in manufacturing, mercantile and financial establishments and in the offices of transportation companies and other public utilities, such as sales clerks and floor walkers in mercantile establishments, including, among others, department stores, specialty stores, shoe stores, men's furnishing stores, florists' shops, jewelry stores, drug stores, soda water fountains, etc.

"Women should not be employed to replace men in occupations or places of employment clearly unfit for women owing to physical or moral conditions, as, for instance, in bar rooms and saloons, in pool rooms, in or about mines, smelters and quarries, on furnace work, in glass works, etc. In addition, girls under 21 years of age should not be employed in occupations or places of employment clearly unfit for them owing to their youth, as, for instance, in public messenger service, in street car, elevated and subway transportation service, as elevator operators, as bell boys in hotels and clubs, etc.

"The introduction of women into new occupations, such as street railway service, public messenger service, etc., should be guided by regulations concerning hours of labor, night work, etc., such, for instance, as those adopted by the Industrial Commission for Wisconsin for street railway service and by the Legislature of New York State for messenger service.

"The recruiting of mothers of young children for war industries should be discouraged.

"The introduction of women into positions hitherto filled by men should not be made a pretext for unnecessarily displacing men.

"Older men should be more generally employed. They constitute a largely unused labor reserve. In the past they have been considered superannuated at early ages. It is estimated that since the war began the maximum age of energetic men has advanced 10 to 12 years—that is, from about 38 to 50. It has been found that tasks can be graded for these workers according to their strength, and that work suitable for women, especially at night, can be performed by them. In many trades their experience is an asset which offsets less physical strength. Thus the productive power of this large class, now wasted, can be utilized."

In reply to inquiries of Miss Jones, chairman of the Ohio Branch, Department of Women and Children in Industry, Secretary of Labor Wilson wired as follows:

"There is no question of general policy respecting the work of women in the Dielmann-Russanoski decision; all questions of general policy affecting women in industry will be passed upon by the Women in Industry Bureau of the Department of Labor.

"There was but one issue submitted, viz.: Is the Cleveland Railway Co. justified in employing women as street car conductors in Cleveland because of a shortage of man power? The agents visited the company's employment office one in one day 50 men and 25 women sought employment; 13 men and 23 women were permitted to file application papers. Since January the Cleveland employment office has had 13,500 more applications for jobs than requests for employees; 500 men applied daily the first three days of each week to the Cleveland employment office for jobs. The street car company has not applied for men to the employment service.

"Upon these and similar facts the decision was made; unless it can be shown that there is error in the information secured or the issue is submitted in a different form it does not seem that anything would be accomplished by reopening the case."

The case is absolutely clear that the Labor Department arbitrators issued a fair and just decision, and not in a single edition printed by any of the daily newspapers has an attempt been made to controvert these facts:

That there are more than enough men in Cleveland to fill all positions on street cars. (Secretary of Labor Wilson says that "since January the Cleveland employment office has had 13,500 more applications for jobs than requests for employees.")

That hundreds of men are applying daily at the employment office of the Cleveland Railway Co. for jobs and are turned away.

That while thousands of men cannot secure employment on the car lines, many thousands of women can obtain more congenial employment for the mere asking in other industries. (See the many columns of ads in the want columns of the dailies.)

That the Cleveland Railway Co. has violated the rules of the War Labor Policies Board that girls under 21 years should not be employed on street cars, that women should not be employed on cars before 8 a. m. and after 5 p. m., that women should not be employed to replace men, and that older men should be more generally employed.

The hue and cry raised by Cleveland Railway Co. officials and their newspaper supporters against one of the most important branches of our Federal government, the Department of Labor, for the purpose of discrediting its decision after agreeing to abide by it; the attempt to set at defiance the eminently fair and carefully prepared rules relating to employment of women; the effort to distort the mission and work of the State Branch of the Department of Women and Children in Industry, Council of National Defense, and its honored chairman; the malicious attempt that was made to deceive President Wilson and other officials at Washington with the claim that the vaporings of a few reporters and notoriety seekers constitute "the public opinion of Northern Ohio," and other developments in this contest, not only place the corporationists and their followers in the light of aiming to array sex against sex and arranging plans beforehand to break the union when the opportune time arrives, but in displaying a disloyal and rebellious attitude toward the government and its safe and sane plans that were formulated to preserve industrial peace during the period of the war.

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December 30, 1918.

Miss Myrta L. Jones, Chairman,
Department Women and Children in Industry,
612 St. Clair Avenue, Cleveland, O.

Consent of Myrta

My dear Miss Jones:

In another letter which I am writing you, I have already explained that a very unusual pressure of work has forced me to neglect my correspondence. I am enclosing a copy of a letter which Miss Anderson and I sent to the War Labor Board concerning the employment of women on the street cars in Cleveland.

My own position in this matter is that the Cleveland Street Railway case seems to me to present in an unusual way a very clear cut issue of the relation between women workers and men's trade unions. This strike of the men seems to me to be analogous to strikes against the introduction of machinery. None of the evidence seems to me to indicate that the men's unions object to the employment of women on street cars primarily because of a desire to safeguard women against unfavorable conditions of employment, but rather because the men fear that the competition of women will reduce their wages. I think they have chosen the unwise way of safeguarding their standards. The only possible way seems to me to give women equal participation with men in the organization of the workers.

If we are to protect women against unfavorable conditions of employment, it must be done, it seems to me, by dealing with the conditions rather than by prohibiting the employment of women in any occupation except in such industries as the manufacture of lead products, which are demonstrated to have a more harmful racial effect upon women than upon men. In this instance the employment itself is a condition which cannot be changed by any certain method known to us, but the case of the street car conductors is very different.

The right to determine what safeguards and restrictions may be placed around certain occupations, seems to me to rest here, as always, with three groups: the working women; the employers, and the citizens through labor legislation. I agree with you that it is a very complicated and difficult problem. Of course you know that the War Labor Board insists that it made not a "decision" but a "recommendation" in this case and that it is not to be regarded as establishing any principle. The whole question of women on street cars is to be considered at a hearing in Washington before the War Labor Board, early in January.

I note what you say about Miss Allen's statement at a luncheon in Cleveland. She is right in quoting us as saying that the Woman in Industry Service was not at any time called in to the Cleveland street car case by any one connected with it or by the Secretary of Labor. It is not fair in however, to intimate that the Secretary of Labor's telegram to the Cleveland women was insincere or as your say Miss Allen interpreted it "mere bluff." The Secretary's statement was to the effect that the decision of the two investigators first sent by the Department of Labor, did not establish a general policy, that questions of general policy would be passed upon by the Woman in Industry Service. This did not mean that the Woman in Industry Service was being called into this case by the Secretary. Of course it is clear, however, that neither the Department of Labor nor the War Labor Board can expect to reach decisions on specific cases without establishing a principle and a policy.

As you probably know, we have not made any first hand investigations of conditions in Cleveland and our judgment in this case is therefore based upon what seemed to us to be the general issues rather than specific conditions. I should like to have an opportunity to talk the whole matter over with you.

Cordially yours,

Enc. Mary Van Kleeck, Director
WIVK/L Woman in Industry Service.

Strike Afterthoughts

Plain Dealer

that the cars are again running it may be of some interest to take stock and note the results of this brief but significant controversy.

Personal inconvenience and hardships due to the street railway strike added to the financial loss that goes along with the interruption of business have been serious. The burden has fallen heavily upon the masses of citizens who had to walk in spite of the gracious services of the drivers of machines who have rose so admirably to the occasion.

The annoyance and distress experienced by the victims of the dispute is likely to concentrate their attention upon their own personal grievances and lead them to forget the larger and permanent issues at stake in the controversy. Public opinion tends to crystalize too quickly in a form determined by local and temporary considerations and in an attempt to ease up the strain of immediate injury to persons and business.

The railway company, it is alleged, desired to keep women on the cars because the supply of available help is thus made larger and the position of the company strengthened in dealing with the union respecting wages and hours.

The union officials, it is asserted, wish the women debarred from service as conductors in order to keep the supply of labor lower, thus enabling them to present a firmer front in negotiation with the company, especially in view of the fact that women, even if they are permitted to join the union, are harder to keep in the union and more likely to pursue their individual interests than the organization's policy. The jobs are regarded as men's jobs and especially in the months ahead when readjustments in industry are in progress the males desire to maintain their pre-war monopoly.

So much for the local issues at this time. The men have secured themselves in their positions free from the competition of women, while the public has had restored the convenience of car service.

The wider consequences of the present struggle are forecast in the ultimatum of a trade union official quoted in The Plain Dealer for Dec. 5. He asserted "There is no place on a street car for a woman." This declaration of policy is not a matter of temporary and local interest merely, but significant of a broader range of concern. Who is to decide where women may earn their living? Can an official with the passing authority of an elected representative of a group of men fix the metes and bounds for the labor of the women in this country?

There was a divinely ordained ruler of a foreign land who declared that women should keep to their kitchens, children and church. His name is William Hohenzollern, now a temporary resident of Holland.

The world has been moving in the last four years

The position of the British labor party in respect to anticipated industrial conditions, is to be found in its report on reconstruction issued under the title "Labour and the New Social Order." The pertinent lines run thus:

"We must ensure that what is presently to be built up is a new social order, based not on fighting but on fraternity. * * * on a systematic approach toward a healthy equality of material circumstances for every person born into the world—not on an enforced dominion over subject nations, subject races, subject colonies, subject classes, or a subject sex, but, in industry, as well as in government, on that equal freedom, that general consciousness of consent, and that widest possible participation in power, both economic and political, which is characteristic of democracy."

In this country, President Samuel Gompers of the American Federation of Labor in a speech in New York on Dec. 1 laid down the following general principles that might well be pondered by all parties to labor controversies.

It might as well be understood that in fighting political autocracy we do not want and won't consent to have an industrial autocracy take its place.

Here we propose to make the conditions of life such that every woman

shall be a queen and every man sovereign.

What the devil does Mr. — and his type think we have made all these sacrifices in the war for?

We have helped to make this fight, we have helped to bring about this victory, and while we are fighting for freedom and justice over there, we are going to maintain the freedom and the justice and the rights of the masses of the people over here.

A principle of this character is now too sacred to be bartered away to the reactionaries who may desire to stem the tide of democracy the world over.

Already the reactionaries are at work. There are some people who will never learn anything.

The reactionaries are not all in the employing classes. Trade unions are no more likely to escape the need for readjustment of policies than are any other group in the community. The officers must expect to adapt themselves to the new situation or they will have to face the test of survival. Unless all this talk of the new democracy is sheer cant the women have earned recognition and the wise policy lies in organizing them into agencies for collective bargaining. The union is here to stay as a serviceable economic agency but the men who misguide it temporarily will be succeeded by abler heads or their organization will suffer an eclipse as is notably illustrated by the decline of the once powerful but badly led Amalgamated Association of Iron and Steel Workers. The new task may try the mettle of the new labor leaders but the sooner they gather into their organizations all the employees in their industry and make conditions, physical, moral and economic, the best the industry can afford, the more permanent will be their service and success.

The community's inconvenience and loss as a by-product of this controversy should not lead public opinion to approve immediate settlement at any cost. If there is any phase of democracy more important than another it is that every citizen may be free to earn his or her living in the field of his or her own choice with no barriers except those prescribed by his or her ability and the regulations of a government or a labor organization in whose control these citizens have an equal share. This attempt to cut the women off from what they have earned in war time ought not to succeed. They should be allowed to seek their industrial level, uncontrolled by any except rational policies democratically determined upon. If this is not possible in Cleveland, where in the United States can it be done? If it cannot be done in the United States, what has this war been about?

C. C. ARBUTHNOT.

Western Reserve University.

Nov. 1 to the date of the report had been 289 additional sailings of American troop and supply ships, the average being about one ship every five hours.

Writing with pride of the record of the marine brigade in France, the secretary shows that with only 8,000 men of the corps engaged, the casualties numbered sixty-nine officers and 1,531 men dead, seventy-eight officers and 2,435 men seriously wounded, while but fifty-seven marines are reported officially as captured by the enemy, illustrating the desperate character of the fighting in which the brigade participated and the fact that it was always advancing.

"To the United States marines," Mr. Daniels says, "fighting side by side with equally brave and equally courageous men in the American army, to that faithful sea and land force of the navy fell the honor of taking over the lines where the blow of the Prussian would strike the hardest, the line that was nearest Paris and where, should a breach occur, all would be lost.

"The world knows today that the United States marines held that line; that they blocked the advance that was rolling on toward Paris at a rate of six or seven miles a day; that they met the attack in American fashion and with American heroism; that marines and soldiers of the American army threw back the crack guard divisions of Germany, broke their advance and then, attacking, drove them back in the beginning of a retreat that was not to end until the 'cease firing' signal sounded for the end of the world's greatest war."

A striking picture of the fighting at Belleau wood, now renamed in honor of the marine brigade, is given. The place was a jungle filled with machine gun nests, the secretary says, impossible to reach with artillery or grenades.

"There was only one way," he continues, "to wipe out those nests—by bayonet. And by this method were they wiped out, for United States marines, bare chested, shouting their battle cry of 'E-e-e-e-e y-a-a-h-h-h yip!' charged straight into the murderous fire from those guns and won! Out of the number that charged in more than one instance only one would reach the stronghold. There, with his bayonet as his only weapon, he would either kill or capture the defenders of the nest and then, swinging the gun about in its position, turn it against the remaining German positions in the forest.

"In all the history of the marine corps there is no such battle as that one in Belleau wood. The heroism and doggedness of that battle are unparalleled."

The report describes the laying of the North sea mine barrage, wholly an American enterprise. While there is no way of ascertaining definitely what that 250-mile barrier did to enemy submarines, Mr. Daniels says there is reason to believe that ten U-boats "had ended their career at the barrage before the middle of October."

The building and manning of the fourteen-inch rifle naval batteries working with the armies in France is also described. There have been no equals in the fighting of these highly



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DEPARTMENT OF WOMEN AND CHILDREN IN INDUSTRY
WOMAN'S COMMITTEE
OHIO BRANCH
COUNCIL OF NATIONAL DEFENSE
612 ST. CLAIR AVENUE
CLEVELAND, OHIO

DEC 11 1918

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TEL. MAIN 7355

Dec. 9th, 1918.

Miss Mary Van Kleeck,
Women in Industry Service,
U. S. Dept. of Labor,
Washington, D. C.

My dear Miss Van Kleeck:-

Miss Sherwin and I are both very anxious for some statement from you which will clarify the present situation concerning the employment of women as street car conductors. I am enclosing a letter from Prof. Arbuthnot of the University which appeared in this morning's paper which gives the best statement I have seen of the attitude of those who do not see that any other issues are involved in this struggle of the conductors to keep their jobs, besides the one paramount one of the rights of women to work whenever and wherever they please.

In the earlier exchange of telegrams between Secretary of Labor Wilson and myself, he said that your department would pass upon all questions of general policy affecting women and children. Now at a recent luncheon party given by the suffrage party, Miss Florence Allen in enumerating a lot of instances showing how badly women were treated by men, quoted this statement from the Secretary of Labor and added that recently in Washington she talked with your assistant who told her that you had never had any intimation from the Secretary of Labor that your department was to do this, thus giving the impression to the audience that what he had said about this was mere bluff and meant nothing.

I understand that Miss Allen and Miss Moriarty are to take the question of women as street car conductors to the National Trade Union League, hoping for their help in a nation wide campaign for the rights of women to enter industry on equal terms with men. Who has the right to say what safeguards and restrictions may be placed around certain occupations? If we give

women on street cars only day runs, and the men lose what they have won by seniority and have to take all the night work, what will be the effect of that? Are the men's unions perfectly unreasonable, undemocratic and anti-feminist in their stand that the street cars are not the place for women?

It is a muddle, I admit, but I cannot think that Prof. Arbuthnot sees all the issues involved, thoroughly as I agree with most of his generalizations. No doubt you will be appealed to from many angles on this subject. Now that the war necessity is no longer to be urged in favor of retaining them ^{where} ~~where~~ ^{are} we at? The Secretay of Labor and the War Labor Board have said that they shall go here in Cleveland. Can you clarify the situation by ~~some~~ good publicity which may guide those of us who want to stand by you?

All the plutocrats have suddenly come out strong on the side of the women; many of them, one must suspect, not because they are pro-women but anti-union. I am enclosing also an article from Max Hayes' labor paper on the earlier phases of the question here.

Very sincerely yours,

Myrtle L. Davis

Chairman.

1918
DEC 11 1918

Telegram sent to Secretary of Labor Wilson.

The State Committee on Women and Children in Industry, Ohio Council of National Defense regrets to inform you that influential public opinion in Cleveland is strongly opposed to the decision of your two representatives relative to the employing of women on street cars in this city. If you could issue a statement of the facts upon which this decision is based we believe such information would enlighten the public and tend to allay criticism at this time.

Myrta L. Jones, Chairman,
Com. on Women & Children
in Industry,
Ohio Branch, Council of Defense.

*The reply from Sec. Wilson is embodied in the
newspaper clipping from the "Citizen" It
refers to your department -*

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December 26, 1918.

Miss Myrta L. Jones,
Department of Women and Children in Industry,
Council of National Defense, 612 St. Clair Ave.,
Cleveland, Ohio.

My dear Miss Jones:

I very much regret that continuous attendance at the sessions of an important committee in Washington following absence from town, has delayed so long my reply to your two recent letters. I am enclosing a copy of a resolution passed by the War Labor Policies Board regarding night work. I am also enclosing a copy of the standards which we recommend for the employment of women. These will be printed and we shall be glad to furnish you with copies. They have now been released for publication, so that you are at liberty to use them in whatever way seems best to you. You will note from the standards that we are recommending the prohibition of night work for women.

I am not familiar enough with the conditions of Ohio at this moment, to be able to advise you about a plan of campaign for a bill prohibiting night work except to say that we should be glad to help you in any possible way when we know a little more definitely what you plan to do. I expect to be in Indiana the latter part of January and might arrange to see you in Columbus at that time. I was very much disappointed not to be able to meet you all there in November, but the committee on which I have been appointed unexpectedly in Washington was so important that I did not feel you would wish me to shirk the obvious duty of returning here at once.

Sincerely yours,

Enc.
MVK/L

Mary Van Kleeck, Director
Woman in Industry Service.

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December 5, 1918.

Miss Myrta L. Jones,
Department of Women and Children in Industry,
Council of National Defense,
612 St. Clair Avenue,
Cleveland, Ohio.

My dear Miss Jones:

I wish to acknowledge your letter of December second,
which has come before Miss Van Kleeck's return to Washington again.
She expects to be in the office again next week, and I will bring
it to her attention upon her return.

Sincerely yours,

Secretary to Miss Van Kleeck.

DEPARTMENT OF WOMEN AND CHILDREN IN INDUSTRY

WOMAN'S COMMITTEE

OHIO BRANCH

COUNCIL OF NATIONAL DEFENSE

612 ST. CLAIR AVENUE

CLEVELAND, OHIO

TEL. MAIN 7355

December 2, 1918.

Miss Mary Van Kleeck,
Women in Industry Service,
U. S. Department of Labor,
Washington, D. C.

DEC 5 1918

My dear Miss Van Kleeck:-

I am writing to ask you if it would be possible for you to send us at your early convenience a copy of your recent instructions to the Community Labor Boards regarding the conditions under which women are to be brought into industry.

These instructions were read at a meeting of our State Committee in Columbus last week, and make such a splendid statement of standards regarding the employment of women, that we wish very much to have them in our office, for general reference, and unofficial quotation, if that is agreeable to you.

Our Committee, assembled in Columbus from various parts of Ohio on the 29th, were more than disappointed that you were called to Washington on that date. We had counted on hearing you and hope that you will come west again soon.

The Consumers' League of Ohio is preparing to work during the coming session of the Legislature for a bill prohibiting night work for women in Ohio. Such a bill will receive the endorsement of the Industrial Commission of Ohio, and of the State Federation of Labor with certain exemptions. Will you not let us know as soon as possible what the present Federal attitude toward night work is, what your recommendations would be, and what general plan of work for us you would suggest. Night work for women has not gotten a tremendous hold in Ohio yet, but of course opposition will spring up as soon as the subject is agitated, and we want your advice as to the best ways to meet this.

Very sincerely yours,

Ulysses S. Jones
Chairman.

ADVISORY COMMISSION
OF THE
COUNCIL OF NATIONAL DEFENSE

COMMITTEE ON WOMEN IN INDUSTRY
MRS. BORDEN HARRIMAN, CHAIRMAN

Washington, August 20, 1918.

REPORT OF THE EXECUTIVE SECRETARY TO THE EXECUTIVE
COMMITTEE OF THE COMMITTEE ON WOMEN IN
INDUSTRY.

The Committee on Women in Industry has now completed the four months work undertaken the middle of April under the present executive secretary.

STUDIES AND PUBLICATIONS.

Following the plan laid down for the Committee, the executive secretary undertook:

1. To extend the studies of special war industries in which women are employed and
2. To bring up to date and prepare for publication the previous studies completed by Miss Hewes while executive secretary, in accordance with action taken at the last general meeting of the Committee.

During this time the following reports have been prepared and are in preparation for publication as bulletins of the Committee in the following order:

1. The Manufacture of Army Shirts under the Home Worksystem in Jeffersonville, Indiana;
2. Making the Uniforms for our Navy;
3. The Employment of Women in the Clothing Factories of the Charleston Navy Yard;
4. Women Industrial Workers in the Navy Yards; Making of Life Preservers; Flags; Mattresses and Primers;
5. Substitution of Women in War Industries - Women in Air craft Production;
6. Making the Gas Masks;
7. Women Workers on Army and Navy Balloons.

The Committee will doubtless be interested to know what has been accomplished so far in the earlier studies which have been presented to the departments concerned.

The Report on the Home Work Situation in Jeffersonville was presented to Dr. E. M. Hopkins, Assistant to the Secretary of War in charge of Industrial Relations; Dr. William Z. Ripley, Administrator of Labor Standards for Army Clothing and to Dr. N. I. Stone, in Charge of Cost Studies Section of the Quartermaster's Department. The latter presented a four-page memorandum to Mr. L. B. Tim, in Charge of Light Goods Section, C. & E. Division, Office of the Quartermaster General, emphasizing the recommendations and the points discussed in the report. In this memorandum Dr. Stone makes the statement that two-thirds of the army shirts are now made in factories under supervision and only one-third are now made under the antiquated home work system and he asks why this is done contrary to the recommendations of the Quartermaster General. We have reason to hope that the contracts will be gradually reduced for the Depots to be made under home work and that the chief recommendation of the report will be accomplished.

The Paymaster General of the Navy undertook to abolish the home work in Brooklyn by letting out large contracts under the closed-bid system. The contractors, however, who received the awards have been so slow in fulfilling their contracts and have turned in such bad work that there is a possibility that special exemption from the original plan of the Paymaster will have to be made, at least during the war. There is a possibility that the Navy Yard will establish self-contained Government plants for the manufacture of naval uniforms as soon as it is feasible. It is quite probable that this will not be undertaken until after the present war, however.

The Navy Department has also acted favorably on the recommendations of the Charleston report. First by making all the minor changes; such as sanitary conditions; abolition of the rating system and raising the wage scale. We are very glad to announce that in spite of almost insurmountable difficulties, that the Navy has authorized the Bureau of Supplies and Accounts to acquire ground within the City of Charleston and to build a new factory within the City as recommended by the Committee. This will solve the very difficult transportation situation described in the report. There is also prospect of an improvement

in living conditions as the Department of Labor, through its Housing Commission, expects to increase the housing arrangements. This report will be published just as soon as the Navy has definitely settled these two or three points as they wish to have a statement of these large improvements incorporated in the report.

When the Women's Division was created in the Ordnance Department, the Committee turned over the two reports on the Women Workers at the Picatinny Arsenal and Women Workers at the Frankford Arsenal with the understanding that the Woman's Division would follow up the reports and carry out the recommendations insofar as possible.

Miss VanKleeck reported at the Executive Committee meeting on July 10th that the Picatinny Arsenal was no longer being used as a manufacturing establishment; that it is now a storehouse and that only about 30 women are now employed there.

The reports listed as Nos. 4, 5, 6, and 7 will be presented to the departments concerned within the next few weeks and as soon as they have been approved, they will be sent to press.

PLAN FOR FUTURE WORK.

The Government has recently undertaken a step of far-reaching importance in relation to the employment of women with the creation of the Women in Industry Service in the Department of Labor with Miss Mary Van Kleeck as chief.

This new service has been appointed for the special purpose of co-ordinating the work of all the Government departments dealing with women in industry and developing policies for the control of the employment of women in the manufacture of all government supplies. Our Committee has been in frequent communication with Miss Van Kleeck, laying out plans which will best fit in with the Government scheme of organization, and has representation on the Council of Women in Industry which consists of women representatives from all the divisions of the Department of Labor and other Government departments concerned with women's work. The Executive Secretary represents our Committee on this Council.

Plans are now under consideration with Miss Van Kleeck for an important extension of the work of our Committee in promoting training for women workers. As soon as they have been approved by the Department of Labor, they will be submitted to the Executive Committee for approval.

May Allinson
Executive Secretary.

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OCT 1 A.M.

REPORT OF THE EXECUTIVE COMMITTEE

TO THE

MEMBERS AND SUBSCRIBERS OF THE COMMITTEE ON WOMEN IN INDUSTRY

OCTOBER 1918.

HISTORY.

Purpose- The Committee on Women in Industry of the Council of National Defense, with Mrs. Borden Harriman, Chairman, was appointed by Mr. Samuel Gompers of the Committee on Labor

v(1) to advise on means for safeguarding the health and welfare of women workers during the war;

(2) to serve as a national center for co-ordinating the efforts of existing organizations for the improvement of the conditions of women's employment, and through investigation.

(3) to recommend methods of increasing the efficiency of women's work as an important factor in the successful conduct of the war.

Organization- The first meeting was held on May 4, 1917. At this meeting it was voted that an executive committee of seven members be appointed by the Chair, hereafter to be added to at the discretion of the Committee and that a secretary and treasurer should appear within its number. On this committee of seven, three trades union women should be included. The Executive Committee was finally expanded to include 15 members.

Finances. In October 1917, the Council of National Defense provided quarters and clerical help for the Committee on Women in Industry. All other funds to meet the expenses of an executive staff, of investigations and of publications were raised by private subscriptions from persons interested in the purpose of the organization. The Chairman launched a financial campaign and a total sum of \$8198.75 was raised by September 30, 1918.

Chairman Abroad. For four months, during the winter of 1917-1918 the Chairman was abroad and visited a variety of munitions works employing women in new occupations both in England and France. Every opportunity for visiting the works were accorded her by the officials. Mrs. Harriman's observations on the care of women in the plants were sent to the members of the Executive Committee and are suggestive of the improvements in the physical care of women needed here in similar industries.

Membership. The Committee has now been in existence one year and five months. It has a membership of 105 members of which about one-third are members of labor organizations. The Executive Committee consists of fifteen members-including five officers-chairman, vice-chairmen, treasurer, secretary, and executive secretary-and the chairmen of four standing committees on Industrial Standards, on Foreign Born Women, on Living Conditions and on Colored Women.

Standards. The first work of the Committee was the establishment of a set of standards for the employment of women at work on war supplies which was printed and issued in February, 1918.

Investigations. In November, 1917, Miss Amy Hewes was appointed executive secretary to make investigations of the conditions of women's employment in Government plants. Four investigations were made by Miss Hewes.

PLAN OUTLINED AT GENERAL MEETING HELD IN MARCH 1918.

The sense of this general meeting was that publicity should be secured for the reports made by the Committee and that some effective means should be devised for getting the Committee's recommendations put into effect.

A motion was made that a committee be appointed to formulate a plan whereby publicity might be secured for the reports.

The three months' program adopted by the Committee in April was therefore three fold:

1. To secure authorization from the department for which the study was made, to publish the reports;
2. To secure action on the recommendations of the Committee;
3. To make further studies of the conditions of women's employment in some of the newest war industries.

FIRST REPORTS.

Four reports were made for the Committee by Miss Amy Hewes, Executive Secretary, November 1917- March 1918.

1. The Manufacture of Army Shirts under the Home Work System in Jeffersonville, Indiana.
2. The Employment of Women in the Clothing Factories of the Charleston Navy Yard;
3. Employment of Women at the Picatinny Arsenal;
4. Employment of Women at the Frankford Arsenal;

Two investigations were made by the New York State Committee for the Committee on Women in Industry during this period and submitted under the titles:

1. Women Workers at the Brooklyn Navy Yard.
2. The Manufacture of Naval Garments at the Brooklyn Navy Yard.

In accordance with the action taken at the last general meeting, May Allinson, Executive Secretary, April to September 1918, made subsequent visits to the Jeffersonville Depot, to the Charleston Navy Yard and to the Brooklyn Navy Yard to bring up-to-date the facts contained in the reports.

RESULTS OF INVESTIGATIONS.

The Jeffersonville Reports. The Report on the Manufacture of Army Shirts under the Home Work System, Jeffersonville, Indiana was presented to Dr. E. M. Hopkins, Assistant to the Secretary of War in charge of Industrial Relations; Dr. William Z. Ripley, Administrator of Labor Standards for Army Clothing and to Dr. N. I. Stone, in charge of the Cost Studies Section of the Quartermaster's Department. Dr. Stone presented a four-page memorandum to Mr. L.B. Tim in charge of the Light Goods Section, Clothing and Equipage Division, Office of the Quartermaster General, who awards the contracts for making the shirts, summarizing the main points and emphasizing the recommendations. The Committee has recently received an official statement that two thirds of the army shirts are now made on factories under the supervision of the Board of Administration of Labor Standards and hereafter the chief recommendation of the report- i.e. - the abolition of home work on army shirts- is to be carried out as rapidly as practicable.

The Charleston Report. The report on the Employment of Women in the Clothing Factories of the Charleston Navy Yard has been officially approved for publication by the Navy Department. The Department has acted favorably on the chief recommendations of this report. It has made the changes suggested in the factories such as improved sanitary conditions, abolition of the rating system and raising the wage scale. The Committee also recommended that the Navy Yard factory now located seven miles north of the City, should be moved into Charleston. The Bureau of Supplies and Accounts has been authorized and to acquire ground and to build a new factory within the city of Charleston. This will solve the very difficult housing and transportation problems described in the report. There is also prospect of an improvement in living conditions as the Department of Labor, through its Housing Commission, plans to build some houses for the workers employed by the Navy.

The Picatinny and Frankford Reports- The reports on the Picatinny and Frankford Arsenals were submitted to Miss Van Kleeck when she was appointed Chief of the Women's Division of the Industrial Service Section in the Ordnance Department. On July 10th she reported that the Picatinny Arsenal was no longer being used as a manufacturing establishment; that it is now a storehouse and that only about 30 women are employed there.

The Women's Division of the Industrial Service Section of the Ordnance Department reports that a number of the recommendations of the Committee's report have been carried out in the Frankford Arsenal. Two women are now in charge of the employment and placement of women workers; a nurse is in charge of the first aid and equipment, and a canteen has recently been installed.

NEW INVESTIGATIONS AND REPORTS.

Five investigations of women's work were made for the Committee by May Allinson, Executive Secretary, April to September, 1918, and are now in preparation or ready for the press;

1. Making the Uniforms for our Navy (Brooklyn);
(In press)
2. Women Workers in the Philadelphia Naval Aircraft Factory.
(In press)
3. Substitution of Women in Aircraft Production (Curtiss
Factory, Buffalo.)
(Submitted to the Officer in Charge.)
4. Women Balloon and Gas Mask Makers (Long Island City;
and Akron, Ohio)
(Submitted to the Officer in charge)
5. Women Industrial Workers in the Navy Yards- Making
Life Preservers, Flags, Mattresses and Primers;
(Brooklyn, Philadelphia, Washington and New Port.)
(Final report in preparation.)

The first and fifth reports incorporate the facts contained in the reports of the investigations made by the New York State Committee of Women in Industry and give due recognition to that Committee for its work.

The Officers in Charge and the Departments concerned have shown great interest in the investigations and a surprising willingness to take suggestions and to carry out as many of the recommendations as possible. In the Philadelphia Naval Aircraft Factory, for instance, the Employment and Personnel Department twice asked for a dispensary and nurses in the factory and had been refused. When the report was presented to the Naval Department pointing out the need for this service, the request was granted immediately and the equipment installed within the same month.

The reports of these investigations will be distributed to the members of the Committee as soon as printed. Members will be notified of what ever official action is taken by the Government departments on the recommendations contained in each of the new reports.

FINANCES.

This concludes the program of work planned in April by the Committee and leaves a small sum in the treasury which the Executive Committee has voted to set aside as a publication fund to print the reports made by the Committee.

NEW GOVERNMENT ORGANIZATIONS.

Many new divisions have recently been created within the Government to look after the interests of the workers. Some of these departments have created women's divisions and some have appointed women in executive positions to represent and to look after the interests of women workers. The following list of new divisions or executives indicates to what extent women's work has recently been recognized as an important industrial factor.

WOMEN'S DIVISIONS.

Women's Division, Industrial Service Section- Ordnance Department.
Women in Industry Service- U. S. Department of Labor.
Women's Section- U. S. Employment Service.
Women's Service Section- U. S. Railroad Administration.

WOMEN EXECUTIVES.

War Labor Board.
War Labor Policies Board- U. S. Department of Labor.
Investigation and Inspection Service- U. S. Department of Labor.
Working Condition Service- U. S. Department of Labor;
U. S. Housing Commission- U. S. Department of Labor.
Training and Dilution Service- U. S. Department of Labor.
Division of Information and Education- U. S. Department of Labor.

It is clear that these new agencies will perform in large part the functions which have been performed by the Committee on Women in Industry.

EXECUTIVE STAFF.

Mrs. Harriman, Chairman, sails in September for France in charge of the Red Cross Women's Overseas Ambulance Service.

Miss Agnes Bradford, who has been Office Secretary for the Committee almost from the beginning goes with Mrs. Harriman as her secretary.

May Allinson, Executive Secretary, goes on the staff of the Women in Industry Service of the U. S. Department of Labor.

PRESENT STATUS OF THE COMMITTEE.

The Committee now stands in the present position:

(1) It has rounded up the program formulated by the Executive in April and can see definite results of its work and concrete action being taken upon its recommendations.

(2) It has expended the finances collected for its investigations and publications with the exception of a fund voted to be set aside for publishing the reports.

(3) New services in the Government are now taking over many of the functions of the Committee.

FUTURE STATUS OF THE COMMITTEE.

The Committee will remain intact as a part of Mr. Gompers' General Committee on Labor. Our Executive Committee at its last meeting, Tuesday, September 10th, 1918 voted that since the circumstances were as above described, the Committee, when it has finished the work it now has on hand and has published its reports, should hold itself ready to answer any call for service.

It was also voted that the membership of the Executive Committee should remain the same and that a local vice-chairman should be appointed to keep the Committee in touch with the changing situation, and to call upon it for further activities whenever the occasion requires.

The Committee will retain its present office in charge of an official secretary who shall have charge of the distribution of the publications, correspondence and matters which should come before the Committee.

It was pointed out at the Executive Meeting that occasions may arise needing the help of an outside, semi-official and representative group of women, such as our committee, and we should be available and ready to respond to the call. Such a group, representative of different parts of the country, as well as of many different interests, and unhampered by official restrictions and methods of procedure, can perform certain kinds of service which are not covered by strictly Government agencies. The Executive Committee believes that such an agency should be available and on call whenever needed.

The above arrangement, it is believed, is elastic enough to meet the present situation as well as whatever future occasion may arise.

CONNECTION WITH STATE COMMITTEES.

The Chairmen of our state committees have in the past conferred with and reported on their local problems at the general meetings of the Committee on Women in Industry. They have furthermore carried on inquiries within their own territory at the request of our Committee. An example of this was the investigations made by the New York State Committee into the conditions of women's work for the Brooklyn Navy Yard. Similarly, Illinois and Ohio have co-operated with our Committee and turned in reports on local conditions.

Last winter this Committee framed an outline of work to be carried on by the state committees calling for reports to be submitted jointly to our Committee and to the Industrial Department of the Woman's Committee. These plans covered the gathering of facts on local conditions, reports on the enforcement of state labor laws and the upholding of present standards for women and children. The Woman's Committee had not accepted the plan when the Women in Industry Service of the U. S. Department of Labor was organized.

Since many of the questions relative to women in industry involve national issues and new official agencies have been created within the United States Government to deal with them, the Committee on Women in Industry believes that the local and state committees should now report directly to the particular federal women's service concerned and appeal to it whenever necessary to bring about a readjustment of industrial conditions in their community.

The Executive Committee wishes to extend to all members and subscribers our sincere thanks and appreciation for their generous support and co-operation during the past 17 months in which we have worked together to promote the interests of woman workers.

Florence J. Harriman, Chairman,
Pauline Goldmark, Secretary,
May Allinson, Executive Secretary.

COUNCIL OF NATIONAL DEFENSE
WASHINGTON

Woman's Committee
1814 N Street N.W.

July 23, 1918.

CIRCULAR NO. 193.

DEPARTMENT OF WOMEN IN INDUSTRY CIRCULAR NO. 7.
ANNOUNCING THE APPOINTMENT OF
MRS. SAMUEL BANNISTER HARDING.

TO THE CHAIRMEN OF THE DEPARTMENT
OF WOMEN IN INDUSTRY:

It is with the greatest regret that I have to announce to you the resignation of Mrs. James A. Field as Executive chairman of this department. Mrs. Field found it necessary to leave Washington at the end of June.

I have been particularly fortunate in securing Mrs. Samuel Bannister Harding as her successor. Mrs. Harding, before her marriage, was Miss Margaret Snodgrass, who was a member of the Federation of Women High School Teachers of Chicago and served as Secretary of the American Federation of Teachers affiliated with the American Federation of Labor. She was chairman of the Education Committee of the Women's Trade Union League of Chicago and through this organization came in very close contact with the problems of women workers, so that she brings to this position special qualifications for the work of this department.

Mrs. Harding has now taken over the duties of this office and will communicate with you from time to time on the work of the department.

Sincerely yours,

Agnes Ruston

Chairman
Department of Women in Industry.

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CONFERENCE OF STATE CHAIRMEN

DEPARTMENT OF WOMEN IN INDUSTRY

WOMAN'S COMMITTEE- COUNCIL OF NATIONAL DEFENSE

1814 N Street NW - Washington, D.C.

March 26, 1918.

The Conference was presided over by Miss Agnes Nestor, Chairman of the Department of Women in Industry of the Woman's Committee and was cordially welcomed in the name of the Woman's Committee by Mrs. Joseph R. Lamar. Fourteen states and the District of Columbia were represented in the Conference and reported as follows:

COLORADO: Mrs. E. P. Costigan, representing Mrs. Herbert Munroe, Chairman.
A questionnaire regarding the conditions of Women in Industry has been issued. Conditions in general were found to be good. Bill to weaken law limiting hours of women's labor defeated.

DISTRICT OF COLUMBIA: Mrs. M. H. Pilling, Chairman
Department just organized; nothing so far to report.

ILLINOIS: Mrs. Raymond Robins, Chairman
The Committee is representative of all groups of women including the leading working women of Illinois and is divided into eleven sub-committees. Standards for women in industry, in general similar to those issued by the Ordnance Department and adopted by the Woman's Committee, were adopted by the Illinois Department last July. Since then efforts have been made to put these standards into effect particularly through publicity to create public opinion in their favor. An exhibit was held in a down town store telling of England's and America's war industrial experience. Investigations of plants having government contracts have been made. These reports have been presented at Washington. The Department has cooperated with the Department of Labor, with the Woman's Employment Division of the U. S. Employment Service of the Department of Labor, with Mrs. Harriman's Committee and with the Women's Trade Union League. Among the literature which has been printed and widely distributed are the standards adopted by the Department, Secretary Baker's ruling on tenement house labor and a bulletin to explain and help enforce the new Child Labor Law.

CONNECTICUT: Mrs. Arthur M. Dodge, representing Connecticut Department of which Dr. Mary Welles is Chairman.

One of the greatest problems confronting Connecticut has been that of housing. In many towns manufacturing munitions, women are arriving in companies of four and five hundred with no housing facilities prepared for them. In some cases the situation is being met by building of dormitories. These, however, do not provide for the married women. The Department is opposed to married women going into industry except as a last resort, but when this time comes day nurseries will be ready to take care of their children. Night work has been a great problem.

DELAWARE: Miss Jeannette Eckman, Chairman
The Department of Women in Industry is working in cooperation with the Consumer's League which is helping in its work. So far this has been concerned with law enforcement, seeing that standards are not lowered and that they are backed by public opinion. Canneries and Cartridge factories are among Delaware's problems.

KENTUCKY: Mrs. R.P. Halleck, Chairman.
The Department is working in cooperation with the Department of Child Welfare of the Woman's Committee and with the Consumer's League. The cantonments at Louisville and Jefferson barracks have raised some problems as young girls and women are willing to work and for almost any wages in order to be near the men. There have been two strikes in Kentucky; one in which the girls gained better hours; one in which they secured better wages. One manufacturer who was planning to increase the working day by a half hour in order to secure increased production was persuaded by the Committee to decrease it

by a half hour instead. By this means however, he secured the same increase of production which he had hoped to secure by the added half hour. The labor laws are being enforced and attempts to weaken the child labor laws were defeated.

MARYLAND: Mrs. Jacob M. Moses, Chairman; Mrs. Bauernschmidt, Vice-Chairman, Miss Aimee Guggenheimer, Executive Secretary.

This Department has from the beginning cooperated with all organizations concerned with Women in Industry. Last summer recruited women for work in the canneries until heads of the canneries refused permission to investigate conditions into which workers were being sent. Bad conditions reported in glass factories and tin can factories. A survey on replacement of men by women is in progress.

MASSACHUSETTS: Mrs. W. A. Troy, Chairman - Miss Anna Bowen.

The Department is given office space, paid secretaries and use of state stationery by the Committee on Public Safety. Has a weekly column in one of the newspapers. Has opposed employment of girls in bowling alleys. Ruling obtained from State Board prohibiting employment of girls under eighteen as messengers. Girls reported replacing men as elevator operators in large numbers. This occupation is not governed by the fifty-four hour law.

NEW HAMPSHIRE: Miss Anne W. Hobbs, Chairman.

Department not yet organized; will be faced with many problems in the case of small town factories.

NEW YORK: Miss Mary Dreier, Chairman.

The work of the Department has been confined entirely to investigation; one of these was in the Brooklyn Navy Yard, where, because of Federal ownership, state laws do not apply, and women are working there at night. Much home work is being done on officers' uniforms. This is piece work and is wasteful in as much as it involves great loss of time in carrying uniforms back and forth from the homes of the various workers who do the different jobs. Investigation was made of Watertown where aeroplanes are made. No preparation for housing has so far been made for the five thousand women workers expected in the spring. Conditions in these factories are fairly good. Other investigations were made at Long Island City and on the employment of women as elevator operators. The Consumer's League and Russell Sage Foundation have cordially cooperated with the Department.

PENNSYLVANIA: Mrs. Thomas Robins, Chairman.

Survey of Chester, Pa., has been made in cooperation with the Y. W. C. A. The Department has done employment work in cooperation with the Department of Labor and the Committee on Public Safety. Workers have been furnished for government work. In many places housing of women workers has been a great problem, no preparation having been made for them. Transportation also reported poor. Survey is now in progress on all children in the eighth grade in Philadelphia for the purpose of vocational guidance and of persuading children to continue in school wherever possible. This is of particular interest now because on account of the practical stoppage of immigration during the last four years all the children in the eighth grade have had four years of American schooling. Women in great numbers are replacing men in clerical work.

RHODE ISLAND: Miss Alice Hunt, Chairman.

The Department is cooperating with the Consumer's League, Y. W. C. A., Mrs. Harriman's Committee and other women's organizations. Rhode Island has largest percentage of working women and children of any state. Law enforcement is a problem. Four bills are now in the Legislature: one to abolish the "Kiss of Death" shuttle, which results in the spread of tuberculosis and other infections; one to provide for health standards for children going to work; another to provide for abolition of night work; the fourth for the abolition of the common cup and towel. A questionnaire on replacement is to be issued after the next draft.

Women are going into munitions plants in great numbers. Housing is a problem here too. Question asked as to what provision can be made for insuring girls working in extra dangerous trades.

SOUTH CAROLINA: Miss Jane B. Evans, Chairman

The Department has so far nothing to report.

VIRGINIA: Miss Lucy Mason, Chairman.-Mrs. D. M. Taylor.

Attempts to break down ten hour law for women in tobacco factories made. Women only get from 50% to 75% of what men were getting. Women replacing men as baggage transfer clerks and receiving same wages but hours long and work hard. More factory inspectors needed.

WISCONSIN: Mrs. Wm. Kittle, Chairman - Miss Tracy Copp, Vice-chairman.

Department composed of men and women with three representatives of working women. Have worked to maintain standards. Work done too in analyzing the draft figures with reference to industries affected. Small committees are working with the Exemption Boards in analyzing the figures. The workers are volunteer but must put in six hours a day. From the figures are readily discovered which industries have been directly depleted by the draft and for which women should be trained. A worker has been engaged by the State Board of Vocational Education to take charge of vocational training. She will have an Advisory Committee of five from The Department of Women in Industry. Investigations of replacement are to be handled by state machinery. The Department does not favor women working on street-cars at night.

This closed the reports from the states.

Miss Nestor then spoke briefly of recent developments in the Department of Labor's war program. The Advisory Council to Secretary of Labor Wilson of which the Honorable John Lind is Chairman and of which Miss Nestor is a member was charged with the duty of planning a war labor administration. Their plan has been submitted to the Secretary and approved by him. It is now ready to be put into effect as soon as the appropriation is secured.

The plan calls for the organization of a War Labor Administration utilizing the Department of Labor's machinery and adding to it where it is not sufficient to meet war time demands. A Women in Industry Service is to be one of the additions. There will be women's sections in every department such as the Ordnance Department and the Quartermaster's Department with a woman in charge of each. Miss Mary Van Kleeck is already in charge of such work in the Ordnance Department. The heads of these various sections will clear through the head of the Women in Industry Service, who will sit on the Secretary of Labor's Policies Board.

The meeting was then adjourned for luncheon at the headquarters of the National American Woman's Suffrage Association, 1626 Rhode Island Ave., where all delegates were the guests of the Woman's Committee.

The afternoon session was opened at two o'clock.

Captain George Wentworth Carr, of the Ordnance Department presented the needs of that department for clerks, stenographers, and typists. Inquiries on this subject can be addressed to him at the Ordnance Department, Washington D.C. The question of housing for government workers was then brought up. Mrs. Pilling, Chairman of the Department of Women in Industry of the District told of the bill before Congress to appropriate ten million dollars to house government workers and urged that all possible pressure be brought to bear on Congress for the immediate passage of this bill. She also gave two addresses which meanwhile can be used by those coming to Washington who desire to secure lodgings: The Registration Bureau, 1321 New York Ave. and the Housing and Health Division, Room 209 National Savings and Trust Bldg. Washington, D.C.

It was hoped that Miss Amy Hewes, Executive Secretary of the Committee on Women in Industry of the Advisory Commission would be able to address the delegates but she was compelled to leave early and so this opportunity was denied the conference.

Miss Mary Synon of the Liberty Loan Committee spoke on the problem before that committee which is to enlist interest in buying bonds but to make it understood that this is not compulsory. In many cases money is taken out of pay envelopes as payment of installments on Liberty Loan bonds. Miss Synon requested the cooperation of the Department of Women in Industry to make it clear to the workers that any such procedure was against the wishes of the Liberty Loan Committee.

Dr. Jessica B. Peixotto, Chairman of the Department of Child Welfare of the Woman's Committee spoke on the connection between Child Welfare and Women in Industry. The charts in the Fifth Annual Report of the Children's Bureau show the close connection between working mothers and infant mortality as well as between the infant mortality and father's income. Dr. Peixotto deplored home work and urged further protection of mothers with young children.

Mrs. Hilda Mulhauser Richards, Chief of the Woman's Division of the Employment Service, Department of Labor, spoke briefly on the work of her department in organizing women's employment agencies throughout the country. She stated that in districts where there was no Woman's Division, if sufficient demand for one were aroused, it would probably be supplied.

In the general discussion which followed, the topics under consideration were:

Employment of women on street-cars

Night work for women (elevator operators specially mentioned)

Employment of mothers

Necessity of replacement of men by women was taken up by many of the delegates, the general feeling being that while men were still available, women should not be put on new work, particularly on dangerous work and night work. It was felt that the present emergency did not justify wide replacement.

The financing of the State Departments was discussed. Most of the Department receive a small sum from the State Councils of Defense but only two of the delegates had had their expenses paid to the Conference by the State Councils. It was suggested that the State Divisions of the Woman's Committee ask the State Councils to pay the expenses of delegates to the next conference. The holding of Sectional Conferences of Department Chairmen was discussed and favorably regarded.

The question of having labor representatives on the Departments was brought up and the necessity for paying their transportation to Department committee meetings emphasized. The following recommendations were made by the Conference:

"That the Department of Women in Industry do not declare against any occupation for women but see to it that conditions are standardized and that women are not used to lower the standards.

"That a bulletin be sent out from the National Office suggesting work for the states, and keeping them in touch with the national situation.

"That the Department of Women in Industry be represented at the Woman's Committee Conference to be held in Washington in May and at future conferences of the Woman's Committee.

"That no inmate of a state institution be allowed to enter the labor market in competition with free labor.

"That a night letter be sent to the Governor of Virginia stating the policies of the Council of National Defense on the suspension of labor laws and urging him to oppose the suspension of such laws in Virginia.

"That, in the make up of the State Departments wherever possible, there be representatives of trade unions on the committee."

The following delegates were present at the Conference:

Mrs. E. P. Costigan	Colorado
Mrs. Arthur M. Dodge	Connecticut
Miss Jeanette Eckman	Delaware
Miss Clara Southwick	Delaware
Mrs. M. H. Pilling	District of Columbia
Mrs. Raymond Robins	Illinois
Mrs. R. P. Halleck	Kentucky
Mrs. Jacob M. Moses	Maryland
Mrs. Bauernschmidt	Maryland
Miss Aimee Guggenheimer	Maryland
Mrs. W. A. Troy	Massachusetts
Miss Anna Bowen	Massachusetts
Miss Anne W. Hobbs	New Hampshire
Miss Mary Dreier	New York
Mrs. Thomas Robins	Pennsylvania
Miss Alice W. Hunt	Rhode Island
Miss Jane B. Evans	South Carolina
Miss Lucy R. Mason	Virginia
Mrs. D. M. Taylor	Virginia
Mrs. Wm. Kittle	Wisconsin
Miss Tracy Copp	Wisconsin
Miss Agnes Nestor	Washington, D.C. Chairman
Mrs. James A. Field	Washington, D.C. Executive Chair- man.
Miss Mary Synon	Washington, D.C. Representing Lib- erty Loan Committee.
Captain George Wentworth Carr	Washington, D.C. Representing Ord- nance Dept.

*Publicity material**88 J*COUNCIL OF NATIONAL DEFENSE

WASHINGTON

Woman's Committee
1814 N Street N.W.

July 31, 1918.

CIRCULAR NO. 198.

DEPARTMENT OF WOMEN IN INDUSTRY CIRCULAR NO. 8.

TRANSMITTING PLANS AND MATERIAL FOR EXHIBITS

TO THE STATE CHAIRMEN OF THE
DEPARTMENT OF WOMEN IN INDUSTRY:

Under date of July 2nd, there was sent to the state chairmen of the Woman's Committee copies of a circular issued to the several State Councils of Defense by the State Councils Section of the Council of National Defense, urging them to prepare exhibits of their work for state and county fairs.

These fairs offer the opportunity of presenting graphically to millions of people, the labor standards adopted by the Government as essential to maximum production and social welfare. Will you not, therefore, communicate with your state chairman, find out the plan for the exhibit as a whole, and prepare an exhibit of the work of your department? The outline suggested to the state chairmen contains the following points concerning women in industry:

- a. Official standards
- b. Actual standards in the states
- c. Normal employment and changes due to the war.

You will receive under separate cover some material which may prove helpful and suggestive in preparing your exhibit. This includes:

1. Photographs of a successful exhibit prepared by the Illinois Department of Women in Industry.
2. Copies of the "Voiceless Speeches" used in Illinois and Maryland.
3. A leaflet prepared by Mrs. James A. Field entitled, "Proper Conditions of Labor for Women War Workers Imperative." (This can be supplied in quantity for distribution.)
4. "The Wage Earning Woman in the Winning of the War" by Marie L. Obenauer.
5. "National War Labor Board."

6. General Order No. 27, United States Railroad Administration.
7. Foreign News bulletin, "Women in Industry" (Additional copies can be furnished on request.)
8. Suggested subjects for posters and charts.

Upon application to the Carnegie Endowment for International Peace there can be obtained a very excellent summary of England's experience entitled, "Economic Effects of the War upon Women and Children in Great Britain" by Irene Csgood Andrews.

A helpful article entitled, "Why Have an Exhibit," appeared in the "Survey" of July 27, 1918. Photographs of women engaged in war industries can be obtained from:

French Pictorial Service, 220 West 42nd Street, New York City.
Stephane Lausanne, French High Commission, Vanderbilt Hotel, New York.
British Pictorial Service, Postal Life Bldg., 511 Fifth Ave. New York.
Committee on Public Information, Picture Division, 10 Jackson Place
Washington, D. C.

There are also a number of well known, private concerns which have very good collections of photographs illustrating this subject.

You will find enclosed also an additional copy of General Orders No. 13, issued by the Ordnance Department, which contains the standards for women's work officially adopted by the Woman's Committee. (A limited quantity for distribution will be supplied upon request.) Certain additions to these standards have recently been announced by the War Labor Policies Board in the "Official Bulletin" of July 17th. As soon as reprints can be obtained they will be sent to the state chairmen of this department.

In arranging your exhibit it would be well to bear in mind the possibility of its being later used as a traveling exhibit throughout the state.

Will you please report to us your plan and the results obtained, and call upon us for any service we can render? The publicity chairmen in the states are being requested to aid in preparing the exhibit and in giving it publicity.

Sincerely yours,

Margaret S. Harding

(Mrs. Samuel B. Harding)
Executive Chairman
Department of Women in Industry.

Miss Agnes Nestor, Chairman
Department of Women in Industry.

WOMEN IN INDUSTRY

What has happened to them in the war?
Suggested subjects for posters or charts.

1. ENGLAND'S EXPERIENCE:

England has discovered that LONG HOURS DO NOT PAY.

"A worker employed for 8 hours per day may produce a greater output than another of equal capacity working 12 hours per day.

"A group of workers showed an absolute increase of over 5 per cent of output as a result of diminution of 16½ per cent in the length of the working day.

"Another group increased their average rate of output from 262 to 276 as a result of shortening the day from 12 hours to 10 and to 316 on a further shortening of 2 hours."

(From the report of Dr. A. F. Stanley Kent on "An Investigation of Industrial Fatigue by Physiological Methods," quoted in Andrew's "Economic Effects of the War Upon Women and Children in Great Britain" p. 119.)

2. FRENCH EXPERIENCE:

France has established the MINIMUM WAGE AND THE SATURDAY HALF HOLIDAY.

3. WHAT AMERICA HAS DONE:

General Orders No. 13.

Resolutions of War Labor Policies Board

4. IMPORTANT POINTS emphasized:

A. Hours of work

1. Eight hour day
2. One day's rest in seven
3. Weekly half holiday

B. Equal pay for equal work

C. No night work.

5. MAINTENANCE OF STANDARDS, - quote President Wilson

Secretary Baker
General Gorgas
General Crozier
Secretary Daniels
Secretary Wilson
Council of National Defense

6. LAWS OF OWN STATE AFFECTING WOMEN IN INDUSTRY

Compare with official standards of the Woman's Committee.

model laws.

7. WORK OF STATE DEPARTMENT OF WOMEN IN INDUSTRY

8. RESULTS OF LOCAL SURVEYS.

Encl. Cir. #198.

VOICELESS SPEECH
from Illinois Exhibit

THE UNITED STATES - NOW HAS - TWO ARMIES
ONE ARMY IS IN FRANCE - ONE IS IN THE WORKSHOPS - OF OUR COUNTRY
THE WORKSHOP ARMY - IS RECRUITING - MOTHERS - AND YOUNG GIRLS
GIRLS ARE NOW GOING TO - MUNITIONS PLANTS - IN STRANGE CITIES
THEY ARE THROWN - ENTIRELY ON - THEIR OWN RESOURCES
THE HOURS OF WORK - ARE - BEING LENGTHENED
HOW LONG- WILL - THESE GIRLS LAST
WHAT - HAS BEEN ENGLAND'S - EXPERIENCE
WHEN THE WAR BEGAN - MILLIONS OF ENGLISH WOMEN - RUSHED INTO INDUSTRY
ENGLISH FACTORIES - BEGAN WORKING - EIGHTEEN HOURS A DAY.
SICKNESS INCREASED - WITH THE HOURS
OUTPUT FELL OFF - WITH FATIGUE
THE BRITISH -GOVERNMENT - INVESTIGATED
They found - LONG HOURS - were to blame
A Commission was - sent to AMERICA - to give us this warning
To - INCREASE Output - DECREASE Hours.
~~The BRITISH GOVERNMENT - Now Enforces the - Eight Hour Day for Women~~
AMERICA MUST BENEFIT - BY THE EXPERIENCE - OF HER ALLIES.

Encl. Cir. #198.

VOICELESS OR SILENT SPEECH

Committee on Women in Industry, Maryland Council of Defense, Women's Section, 200 West Saratoga Street.

Women must do the work of men to win the war.

Baltimore women work in elevators, messenger service, machine shops, munitions factories and elsewhere.

Women should receive men's wages for men's work.

Protection of women workers means greater health for future generations.

Over-fatigue and undue exertion lessen output and efficiency.

Healthy homes and work places are conducive to healthy wage earners.

Restricted hours of labor promote efficiency of work and worker.

At the outbreak of the war England allowed long hours for women, overtime, night and Sunday work.

Young persons worked at night and on Sundays.

England found long hours of labor decreased efficiency and output.

Health of women and children was impaired.

Entrance of mothers into industry increased juvenile delinquency.

England found that wages influenced health and efficiency.

America has profited by England's experience.

The War Department of the United States has established industrial standards.

The Committee on Women in Industry has adopted these standards as its platform.

Our Platform.

No employment of minors under 14 years of age.

An eight-hour day for women wherever possible.

Saturday half-holiday.

One day of rest in seven.

Avoidance of night work and overtime.

No tenement house work.

Avoidance of extreme temperatures in workrooms.

Adequate light, ventilation and sanitation.

Protection against fire, industrial fatigue, disease and accident.

Adequate time for rest and meals.

A place to eat outside the work-room.

Equal pay for equal work.

Wages commensurate with increased cost of living.

Mothers with young children in the home rather than in industry.

Cooperation of employer and employed.

Will you help maintain these standards?

Encl. Cir. #198.

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November 4, 1918.

Mrs. Samuel B. Harding, Executive Chairman
Women in Industry Department, Woman's Committee,
1814 N Street, Washington, D.C.

My dear Mrs. Harding:

The enclosed copy of a letter from Mrs. Rippen
and the copy of my reply will explain themselves. If you
have further information regarding Camp Custer, I hope
that you will file it with Mrs. Rippon.

Sincerely yours,

Enc. 2.
MVK/ALL

Mary Van Kleeck, Director
Woman in Industry Service.

158

December 30th,
1 9 1 8.

Mrs. Samuel B. Harding, Executive Chairman,
Department of Women in Industry,
1814 N. Street, NW.,
Washington, D. C.

Dear Mrs. Harding:-

I wonder if you can give me right away some information in regard to the work of the Woman's Committee of the Council of Defense. I have wanted a number of times to do some work with the backing of the Woman's Committee, but whenever I suggested it, our Chairman, (who is very much interested and would like to do things), always tells me that the men say we are merged and whatever we do has to have the backing of the men. Now will you tell me, is the Committee on Women in Industry to be a permanent affair? What does it mean that we are merged? Does it mean that not one thing can the women do unless the men approve it? In that case we might as well disband because the majority of men on our Council of Defense are not going to approve the work of the Committee on Women in Industry.

The man who has been at the head of our Council of Defense has been one of the biggest fighters of all Legislation for women. I fought with him through the hour law, I fought with him through the minimum wage, through everything. We are right now trying to make a factory ruling through our Industrial Commission. I enclose you a copy of the proposed ruling. Some of the members of our Council of Defense would be affected by this ruling and therefore any work on it will not have their support. I have gathered statistics for them since the year 1, but every time we have a meeting they want new statistics, for no reason except just in order to make it hard for me.

Now I want very much, in order to meet this last demand, to have a big industrial survey in the State. I have been planning on it for several months, thinking that I might have the help of the Woman's Committee of the Council of Defense. In that way we could do as they did in Minnesota and minimize the expense. I would like to put this survey over in about a month or six weeks, in order to have new statistics which can not be disputed, to present to these manufacturers at our next meeting. Our Council of Defense has a meeting January 4th. Can you possibly give me some information that will reach me by that time?

Do we have to have the consent of the Council of Defense in order to do anything with the sanction of the Woman's Committee? Suppose we do not, and the men insist that we do, how can I prove it? Can you send me any forms which the Woman's Committee has used in any State for an industrial survey? At the same time you write me I wonder if you could not write to our Chairman, Mrs. D. W. Mulvane, 1035 Van Buren, Topeka, Kansas and tell her if the Woman's Committee acts only under the direction of the men. Perhaps it could help her through this meeting on

- 2.

January 4th.

With best wishes to you and wishing you a Happy New Year, I am

Sincerely yours,

Sec'y. Industrial Commission.

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October 29, 1918.

Mrs. Samuel B. Harding, Executive Chairman
Women in Industry, Council of National Defense,
1814 N Street, Washington, D.C.

My dear Mrs. Harding:

I have not told you on paper that I have read with much interest your suggested course of study for clubs and schools on problems of women and children in industry. Your outline is clear and interesting and it would seem to me that such a pamphlet would have wide usefulness. I realize this especially because of the number of inquiries which we receive which show the need for just such a publication. My one suggestion probably can be taken for granted, namely that a brief selected bibliography would be helpful.

Sincerely yours,

Mary Van Kleeck, Director
Woman in Industry Service.

MVK/ALL

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COUNCIL OF NATIONAL DEFENSE
WASHINGTON

WOMAN'S COMMITTEE
1814 N STREET NW.

September 28, 1918.

Miss Mary Van Kleeck, Director
Woman In Industry Service, Dept. of Labor
209 Southern Bldg. 15 th & H. Streets
Washington, D.C.

My dear Miss Van Kleeck:

I have received this morning a copy of the outline of the course on Industrial Conditions given at the New York School of Philanthropy. I find it very interesting and I am sure it will be very valuable.

Miss Patterson was very favorably inclined to the suggestion that Miss Walter might be secured from the Russell Sage Foundation to assist in the work but said that I must await confirmation of the whole plan by the Council of National Defense before proceeding further; but I would like to have you suggest to whom I should write when it is possible for me to take definite action.

I enclose a copy of the memorandum which I presented to Miss Patterson. This memorandum was prepared with a view to its presentation to the Council of National Defense and the outline does not state definitely certain matters which I would expect to include in the course.

I should be very glad to have criticism and comment from you on any point that may suggest itself to you.

Very sincerely yours,

Margaret S. Harding

(Mrs. Samuel B. Harding)
Executive Chairman
Department of Women in Industry

Miss Agnes Nestor, Chairman
Department of Women in Industry

H/A

September 25, 1918.

Miss Patterson

Mrs. Harding

A suggested course of study for clubs and schools.

With Miss Nestor's approval I wish to recommend the publication by the Woman's Committee of:

TITLE: Women and Children in Industry: War time and Reconstruction Problems, a study course for clubs and schools.

CONTENTS: A. Pre-War Conditions.
I. In Great Britain
II. On the Continent, especially France.
III. In the United States,

covering such topics as:

1. Numbers of wage-earning women and children in 1914.
2. Occupations
3. Wage standards
4. Legal Safeguards
5. Organization
6. Social status

B. War-time Problems in:
I. Great Britain
II. Continental Europe
III. United States,

including:

1. Replacement problems
2. Training
3. Standards
 - a. wages
 - b. hours
 - c. health and safety
4. Housing
5. Transportation
6. Recreation

September 25, 1918.

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C. Reconstruction Problems and Programs

I. In Great Britain

1. Program of Ministry of Reconstruction
2. Platform of British Labor Party
3. Proposals of Leeds Conference
4. Canadian Industrial Reconstruction Association

II. On the Continent

III. In the United States.

1. Land reclamation
2. Industrial democracy
3. Public employment
4. Education

OBJECT: To stimulate intelligent interest in and an enlightened public opinion upon these problems in order that:

1. The fullest cooperation of women may be secured
 - a. in maintaining maximum production for the war.
 - b. in safeguarding national standards of well-being and the welfare of the coming generation
 - c. in bringing about industrial readjustments after the war with the least possible friction and the greatest good will between men and women, capital and labor.

FORM: A pamphlet of 48 pages including cover pages -- 6"x8".

EDITION: 50,000 for free distribution; later editions to be distributed at cost.

CIRCULATION: Through local units of the Woman's Committee; the Extension Divisions of the State Universities; the State Library Associations, etc.

ESTIMATED
COST: \$20 per thousand plus \$150 salary of research assistant for one month.

PREPARED
BY: Mrs. Samuel B. Harding and with the assistance of a research assistant.

ENDORSED
BY: Miss Mary Van Kleeck, Woman in Industry Service, U. S. Department of Labor;

Miss Grace Abbott, War Labor Policies Board;

September 25, 1918. 158

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ENDORSED

BY: Cont'd

Miss Julia Lathrop, Children's Bureau

Middlewest Conference of the Departments of Women in
Industry, Woman's Committee, Council of National Defense.

NOTES:

Circular No. 68-A, "Problems of the War" a Suggestive
Outline for Study, circulated by the Department of Educational
Propaganda of the Woman's Committee, had a circulation of
20,000 copies in mimeograph form and in the few weeks since
the additional edition of 20,000 has been printed has had a
circulation of 5,000.

The cost of 20,000 copies, 24 pages, was \$282.

The "Study of the Great War", a topical outline issued by
the Committee on Public Information has had a circulation of
600,000, a pamphlet of 96 pages. Cost \$20.39 per thousand.

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88

October 25, 1918.

MEMORANDUM

FOR: Mrs. Samuel B. Harding, Woman's Committee, Council of Defense.

SUBJECT: Employment of women in camps and cantonments.

1. Your inquiry of September 21st has been too long delayed. I have been waiting for an opportunity to take this matter up with Mr. Fosdick of the Commission on Training Camp Activities, as the Commission has had a special committee on the subject of women in the cantonments.

2. We have urged upon Mr. Fosdick the desirability of immediate action to appoint a woman in the Quartermasters Department under whose jurisdiction the cantonments come, who will have a staff of women supervisors of the work of women in the cantonments, and Mr. Fosdick is much interested and will take the matter up immediately with the Secretary of War.

3. The ultimate plan which the Commission has in view is an organization similar to the Women's Army Auxiliary Corps of England, but pending action on a plan of that kind the suggestion for the appointment of women supervisors at once seems practicable.

4. We have also reported to Mr. Fosdick the statements made at your conference regarding conditions at camps Custer and Grant.

MVK:IMP

Mary Van Kleeck, Director,
Woman in Industry Service.

OCT 2 - A.M.

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COUNCIL OF NATIONAL DEFENSE
WASHINGTON

WOMAN'S COMMITTEE
1814 N STREET NW

September 30, 1918.

Miss Mary Van Kleeck, Director
Woman in Industry Service, Dept of Labor
209 Southern Bldg. 15 th and H. St.
Washington, D.C.

My dear Miss Van Kleeck:

In response to your request, I am sending you a
copy of a ^{*}telegram from Miss Myrta L. Jones, Ohio Chair-
man Department of Women in Industry.

Sincerely yours,

Margaret S. Harding

(Mrs. Samuel B. Harding)
Executive Chairman
Department of Women in Industry

Miss Agnes Nestor, Chairman
Department of Women in Industry

H/A
Encl.

* For telegram see Jones, Myrta L. 197

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September 25, 1918.

Mrs. Samuel B. Harding, Executive Chairman
Dept. of Women in Industry, Woman's Committee,
Council of National Defense, 1814 N Street,
Washington, D.C.

My dear Mrs. Harding:

Plans are now under way for a central file of Government contracts in the office of Mr. Lamson in the War Labor Policies Board Building, 1607 H Street. Mr. Lamson is acting with Dr. Meeker in the Industrial Relations Section of the Bureau of Labor Statistics. I am not sure that the central file is established yet but I would suggest your asking Mr. Lamson whether it would be possible to obtain lists of firms for the members of the Department of Women in Industry. It would be, as you know, a very large task, to keep such lists up to date since the Quartermasters Department alone lets as many as one hundred contracts a day.

Sincerely yours,

MVK/AL

Mary Van Kleeck, Director
Woman in Industry Service.

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COUNCIL OF NATIONAL DEFENSE
WASHINGTON

WOMAN'S COMMITTEE
1814 N STREET NW

September 17, 1918.

Miss Mary Van Kleeck
Woman in Industry Service
Department of Labor
209 Southern Bldg. 15th and H. Sts.
Washington D.C.

My dear Miss Van Kleeck:

At the Middle-West conference of the State Departments of Women in Industry, Woman's Committee, I was requested to obtain, if possible, lists of firms holding government contracts where women are employed in order that these lists might be furnished to the Women in Industry Departments in the states concerned. Are such lists obtainable and if so, how and where?

As I understand Mrs. Robins, by whom the motion was made, the idea was not that such plants would be investigated by members of the Department of Women in Industry but that if they knew where such contracts were let, they might be on the alert and might be able to keep us informed in Washington of any matters needing attention which might otherwise escape the notice of the Woman in Industry Service.

Very truly yours,

Margaret S. Harding

(Mrs. Samuel B. Harding)
Executive Chairman
Department of Women in Industry

Miss Agnes Nestor, Chairman

H/A

158
88
September 3, 1918.

Mrs. Samuel B. Harding,
Woman's Committee,
Council of National Defense,
Washington, D.C.

My dear Mrs. Harding:

I enclose the statement which you asked me
to prepare. If it is too long or otherwise inappropriate,
I shall be glad to make changes in it.

Sincerely yours,

Enc.

Mary Van Kleeck, Director
Woman in Industry Service,

STATEMENT PREPARED FOR THE NEWS LETTER OF THE WOMAN'S COMMITTEE

COUNCIL OF NATIONAL DEFENSE

The establishment of the Woman in Industry Service in the Department of Labor is a recognition of the national importance of women's work. Plans for it antedated the war by eight years, and it may be said that the importance of women's work antedated the establishment of the Woman in Industry Service some centuries. A women's bureau was asked for in 1909 by the National Women's Trade Union League to safeguard women in industry, and the request then made by wage-earning women themselves was prophetic of the larger view of women's work and of all labor which is now becoming clearer.

The two great needs of the nation now are efficient and vigorous production and efficient and vigorous citizenship. The man-power of the nation is being drafted in overwhelming proportions into military service. Women must soon constitute the reserve force as well as the front line of the industrial man power.

The Woman in Industry Service, called into action during the war, therefore conceives of its task not as representing the interests of women as a separate class but as expressing in all its policies the nation's two-fold need for women's work, - the need for productive man-power and the need for the finest type of citizenship now and in the generation to follow. A new conception of women's service as normal and essential, so long as it be wholesome and efficient, in any occupation necessary to the national life, is the best promise of the new freedom for women, - freedom to serve their country through their industry not as women but as workers judged by the same standards and rewarded by the same recompense as men.

Protective measures necessary to safeguard health should be maintained and enlarged for women and men. They should have been extended long ago to men as well as to women, as the protection of equal citizenship and the rights of voluntary association should have been assured women as well as to men, from the moment when they took their place in industry. Women like men should not be given tasks harmful to them because of undue demands upon muscular and nervous endurance. Women will differ from men in physical capacity, but so also do men differ from one another in the work which it is physically safe for them to undertake. The great task now is not to set apart women from industry, but to apply the medical and engineering knowledge of the country to making all work safe and healthful for the men and women who are producing for the nation's needs.

The challenge of the nation to industry and labor at this time is to make industry safe and healthful, democratic and just, not in the interest of any one group, men or women, capital or labor, not because a nation's crusade for freedom imperatively requires it. The present stage of the crusade is war and production for the war. The next stage will be reconstruction and new growth. Upon the foundation of economic justice to all citizens must the new state be built.

Statement for News Letter - Woman's
Committee DEPARTMENT OF LABOR Council
National Defense - Sept. 3 '18
Sent to Mrs. Harding

The establishment of the Woman in Industry Service in the Department of Labor is a recognition of the national importance of women's work. Plans for it antedated the war by eight years, and it may be said that the importance of women's work antedated the establishment of the Woman in Industry Service by ~~many~~ some centuries. A women's bureau was asked for in 1908 by the National Women's Trade Union League to safeguard women in industry, and the request made by wage-earning women themselves was prophetic of the larger view of women's work and of all labor which is now becoming clearer.

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The present stage of the crusade is war and production for the war. The next stage will be reconstruction and new growth. Upon the foundation of economic justice to all citizens must the new state be built.

1588
88

WOMEN IN INDUSTRY SERVICE

August 6, 1918.

My dear Mrs. Harding:

Mrs. Hunt's letter referred by you to Miss Van Kleeck has been received. Miss Van Kleeck is out of the city and asked me to reply. I suppose that the strikes among the cotton mills are handled by the textile workers' organizations. The strikes among the rubber mills are probably handled by an American Federation of Labor organization. However, it seems to me that the Committee on Women in Industry could render valuable service by getting in touch with the leaders of the strikers and thereby finding out just what could be done. I believe, too, that it would be well to get in touch with the representatives of the Taft-Walsh Board. It is hard to say at this distance just what service they can render, but I am sure that if they will get in touch with these different interests they will soon know what can be done.

Thank you for referring this matter to us, and let us know if you hear anything further.

With best wishes,

Sincerely yours,

Assistant Director, Women in Industry Service.

Mrs. Samuel B. Harding,
1814 N. Street, Washington.

COUNCIL OF NATIONAL DEFENSE

WASHINGTON

WOMAN'S COMMITTEE
1814 N STREET NW.

July 25, 1918.

Miss Mary Van Kleeck
Women's Division, Department of Labor.
Room 604 Ouray Bldg. 8th & G. Sts.
Washington D.C.

My dear Miss Van Kleeck:

Miss Alice W. Hunt, Chairman of the Department of
Women in Industry for Rhode Island writes me as follows:

"I am sorely troubled because there are two
bad strikes on in Rhode Island; one in the
two large rubber mills and one among the loom
fixers in the cotton mills in the different
mill villages. I think the Taft-Walsh Board
has been called in for both strikes but I
think things are going very bad. I appeal to
you for instructions. Is our committee on
Women in Industry supposed to help and just
how?"

If the Rhode Island Committee can be of any assistance
will you please let me know, so that I may give the requested
instructions to Miss Hunt?

Sincerely yours,

Margaret S. Harding

(Mrs. Samuel B. Harding)
Executive Chairman
Department of Women in Industry

Miss Agnes Nestor, Chairman
Department of Women in Industry.

H/B

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~~158~~

COUNCIL OF NATIONAL DEFENSE
WASHINGTON

WOMAN'S COMMITTEE
1814 N STREET NW.

July 22, 1918.

Miss Mary Van Kleeck,
Women's Division,
Department of Labor,
Washington, D. C.

My dear Miss Van Kleeck:-

I enclose a copy of the letter which I brought to your attention at our conference last week. I am sending a copy also to the Woman's Division of the Ordnance Department and am referring the writer to the State Chairman of our Department.

Very truly yours,

Margaret S. Harding

(Mrs. Samuel B. Harding)
Executive Chairman, Dept. of
Women in Industry.

Miss Agnes Nestor,
Chairman, Dept. of
Women in Industry.

SBH.EB.
1 Enc.

COUNCIL OF NATIONAL DEFENSE

WASHINGTON

WOMAN'S COMMITTEE
1814 N STREET NW.

227 Hillside Ave.,
Waterbury, Conn.

Woman's Committee,
of the Council of
National Defense,

Ladies:-

I am living in a city of factories of almost every kind, perhaps there are more here than in any other city of its size in our United States-- and at this time in our "great war"-- the work in these factories--(which are mostly ammunition)-- are or is done to a great extent by girls and women. Now the object of this letter is-- how can I best help these women and girls who are working ten (10) hours a day--some of them on machine work--mens work-- with no rest rooms or decent toilet provided-- to say nothing of lunch rooms of any kind--hence they eat their lunch in the factory on their bench, most of them.

These women are working on war contracts for the company-- who is making so much money they do not know what to do with it-- and making their help think they are doing a lot for them--because they give them a bonus every week of a few cents--which they take off when they see fit from their weeks wages, of \$2.30 per day. If these women are put on piece-work as they are when their foreman thinks they are not working quite hard enough--they only get a few cents more, never what they really earn and they are told after they have tried so hard to make a few cents more that they will not get what they made, for it is too much.

However, my object in writing this letter is more to find out if there is any way that your Committee could suggest to me, that I could help these girls both socially and in their work and working conditions.

As to myself, I have personally gone into the largest ammunition factory in Waterbury, namely "Scoville", where there are at least 5000 women at work, and sat at their bench doing the work they do, for a month at different times during this Spring and Summer, to do "my bit" and am so impressed with the little that is being done for these girls by the women of Waterbury that I feel as if I must try to do something for them if it is within my power and ability.

There is some sort of a "Girls Club" maintained by a few would-be social workers, but you can judge for yourself what they have done, when I tell you that the closets are not even separate and only flushed once in five minutes and not clean. I feel that the right woman could get after these men who own this plant and make them change

conditions and also hours and pay for these poor girls, If one knew just how. I am a stranger here, removing from New York City here only a few months since, where things are so different for working girls that I am shocked to find a city so far behind the times in laws and the women so asleep to these girls needs. I have quite a little executive ability and a lot of push and spunk when it comes to girls, having had (2) daughters of my own but I have no money and must do something for my living so cannot volunteer to help in this crying need without some pay, much to my regret, and so I thought possibly you might suggest to me some channel through which I might be able to get in touch with some ways or means whereby I might start some Government work here in this city of factories which would be of benefit to these girls, and use me as the instrument for the work.

I am sure there are women here in the city who would do their bit if they only had a leader. Can you help me to take up this work, in the way that would be best and earnest.

Very sincerely,

(Signed) Helen Braunlich, (Mrs.)
227 Hillside Ave.,
Waterbury,
Conn.

EB.

DEPARTMENT OF
WOMEN AND CHILDREN IN INDUSTRY

WOMEN'S AUXILIARY COMMITTEE

OHIO BRANCH, COUNCIL OF NATIONAL DEFENSE

1050 NICHOLAS BUILDING

HOME PHONE MAIN 3769

BELL PHONE MAIN 7189



Toledo, Ohio,
Dec. 2, 1918.

Miss Mary Van Kleeck Director
Women in Industry Service
U. S. Department of Labor
Washington.

DEC 5 1918

My dear Miss Van Kleeck:-

I cannot tell you how general the disappointment was, that you did not come to Columbus. I was among the disappointed ones.

Moreover, I had looked forward to the opportunity of explaining. You will see in the enclosed draft of our statement to Ohio Community Labor Boards, (not yet sent out to them) that in spite of your telegram saying, "do not quote in writing to Community Labor Boards" some of your material is used. The Advisory Committee of Ohio, Council of National Defense, met at ten o'clock November 11th, and your telegram was not received until so soon before the hour there was nothing to do but mark parenthetically on the copies for all the members, the parts taken from your tentative draft of October 10th, write a note to Mr. Croxton, Chairman, enclosing your telegram and explaining my marks. He however called me to be present at the meeting while they took up the statement so I explained in person. It was the feeling of the committee, that as I had used your material, but not quoted my source I might be guilty of plagiarizing but not of quoting and that you would not object to the use of what I had taken; and that, some of the conditions ^{in the statement by me} to be avoided, we would have mentioned even had you not mentioned them tentatively.

For various reasons, the statement has not been sent out to the Community Labor Boards, and it would be a great satisfaction to me to have your approval before it is done. But, you will understand, I have not the authority to hold it up in any event.

At Friday's meeting of Women in Industry in Columbus, it was voted to add the occupation of meter reading with the minimum age restriction of 21 years. This requires again the formal endorsement of the Industrial Commission. So I shall hope to hear from you before it goes to the Community Labor Boards.

-2-

M.V. K.

Mrs. Neale wrote asking for this list and Mr. Croxton said she should have it. It was sent to her, a week ago. Otherwise it has not yet been circulated.

Sincerely yours,

Elizabeth L. Mueg
Acting Secretary.

RECOMMENDATIONS TO THE OHIO COMMUNITY LABOR BOARDS
FROM
THE INDUSTRIAL COMMISSION OF OHIO
AND
WOMEN IN INDUSTRY, OHIO BRANCH
COUNCIL OF NATIONAL DEFENSE.

December 1918:

Supplementing the enclosed statement on standards for the employment of women outlined by the War Labor Policies Board, the Industrial Commission of Ohio and Women in Industry, Council of National Defense, make the following recommendations. Further statements will be sent from time to time to guide in the employment of women.

Women's work has been used in the winning of the war. A great section of the world has now to be rebuilt, and the resources of America will be needed to aid in rebuilding devastated country. Women will probably continue for a time, at least, in occupations recently entered, or similar ones. As we have learned during the period of the war, not only the conservation of their health and consequently the well-being of future generations, but also the volume of production is dependent on the establishment of healthful and just conditions.

In continuing women in industry some of the conditions which should be considered and avoided are

- (a) Constant standing or reaching or other posture causing physical strain;
- (b) Standing on cement or other hard floors;
- (c) Control of levers requiring undue strength to move;
- (d) Excessive noise;
- (e) Excessive heat;
- (f) Dampness in atmosphere or floors;

- (g) Lack of protection against bad weather in outdoor work;
- (h) Dust and fumes;
- (i) Moral hazards - as employment in isolation, or unsupervised association with men workers.

An employment of personnel department responsible for hiring, firing and transferring workers and for establishing proper working conditions is recommended.

Many seats or machines can be adjusted so that the worker may with equal convenience sit or stand. The elbow should be the same height from the floor in either position. Because of the physical or moral hazards involved, in the following occupations, these recommendations are given.

1. Physical Hazards.

Dr. Alice Hamilton, having made a study of the pottery industry has shown that women are peculiarly susceptible to lead poisoning; the percentage of cases among women employed therein was found to be almost twice as great as among men. Therefore the employment of women at any work or process in the manufacture of white lead, red lead, litharge, sugar of lead, arsenate of lead, lead chromate, lead sulphate, lead nitrate or fluo-silicate; or at any process in their use or transference should be prohibited.

Because of the danger of overstrain to the pelvic organs, women should not be employed in express driving, delivery service on wagons and automobiles, operating freight elevators, baggage handling, freight handling and trucking of any kind or in employment requiring repeated lifting of weights of more than twenty-five pounds.

2. Moral Hazards

The War Labor Policies Board would prohibit the employment of women in bar rooms, saloons and pool rooms and the employment of women under 21 as substitutes for bell boys. The Industrial Commission of Ohio and Women in Industry, Council of National Defense would prohibit the employment of women of all ages as substitutes for bell boys, and as taxi drivers, jitney drivers, workers in shoe shining parlors and bowling alleys, as well as in bar rooms, saloons and pool rooms. In addition to the restriction of the War Labor Policies Board that the minimum age be 21 for women employed as messengers, conductors on street cars and elevator operators, the Industrial Commission of Ohio and Women in Industry, Council of National Defense, would add that the employment in these occupations and also that of ticket selling be permitted only between the hours of 6 A.M. and 10 P. M. They would also prohibit the employment of women under 21 as inspectors of meters.

Wages

The Ordnance Department, The War Labor Policies Board, the United States Railroad Administration and the National Association of Manufacturers have recommended that when women do the same work as men, they should receive the same pay. The Industrial Commission of Ohio and the Department of Women in Industry, Council of National Defense, would emphasize the justness of this recommendation.

U. S. DEPARTMENT OF LABOR

W. B. WILSON, SECRETARY

Issued through
INFORMATION AND EDUCATION SERVICE
Roger W. Babson, Chief



Washington, D. C.

WOMAN IN INDUSTRY SERVICE

This contains a copy of the statement of principles concerning the employment of women in war work as adopted by the War Labor Policies Board. It defines what kind of work women may perform, how they shall best be introduced, under what conditions they should be employed and what work should be prohibited.

Employers should avail themselves of the assistance of the Woman in Industry Service for advice on the best methods of introducing women and the working conditions which should be established.

STANDARDS FOR THE EMPLOYMENT OF WOMEN OUTLINED BY THE WAR LABOR POLICIES BOARD

The War Labor Policies Board, for the Department of Labor, announces the Government's attitude toward the employment of women in war industry. The principles set forth will underlie the work of the Woman in Industry Service, of which Miss Mary Van Kleeck has been appointed Director and Miss Mary Anderson, Assistant Director.

The existing shortage of labor, aggravated daily by the military and naval demands of the Government which requires a greatly increased production of war materials and at the same time the withdrawal from civil occupations of about a quarter of a million additional recruits each month, necessitates widespread recourse to the labor of women in the United States.

In order that their services may be fully utilized and their working power conserved, a clearly defined policy is needed which shall determine what kinds of work women should perform, how they should best be introduced, under what conditions they should be employed, and what work should be prohibited.

Standards as to hours, night work, wages, and conditions of labor have already been defined by the Government in orders issued by the Chief of Ordnance and the Quartermaster General, and in the recommendations made by the War Labor Board, which should be observed by all employers.

First. The shortage of labor in essential war industries should be met in part by further introducing women into occupations easily filled by them, such as clerical and cashier service and accounting in manufacturing, mercantile and financial establishments and in the offices of transportation companies and other public utilities; such as sales

clerks and floorwalkers in mercantile establishments, including among others department stores, specialty stores, shoe stores, men's furnishing stores, florists' shops, jewelry stores, drug stores, soda water fountains, etc.

Second. Women should not be employed to replace men in occupations or places of employment clearly unfit for women owing to the physical or moral conditions, as for instance, in barrooms and saloons; in pool rooms; in or about mines, smelters, and quarries; on furnace work; in glass works, etc. In addition, girls under years 21 of age should not be employed in occupations or places of employment clearly unfit for them owing to their youth, as for instance, in the public messenger service, in street car, elevated and subway transportation service, as elevator operators, as bell boys in hotels, and clubs, etc.

Third. 1. The introduction of women into war industries or into employments involving special hazards, such as the use of industrial poisons, should be guided by the standards as to health, comfort and safety set up from time to time by the War Labor Policies Board, in addition to the standards already defined by the Federal Government and by State labor departments.

2. The introduction of women into new occupations such as street railway service, public messenger service, etc., should be guided by regulations concerning hours of labor, night work, etc., such, for instance, as those adopted by the Industrial Commission of Wisconsin for street railway service and by the legislature of New York State for messenger service.

3. The recruiting of mothers of young children for war industries should be discouraged.

The advice of the Woman in Industry Service should be sought by employers regarding the best methods of introducing women and the working conditions which should be established.

Fourth. Older men should be more generally employed. They constitute a largely unused labor reserve. In the past they have been considered superannuated at early ages. It is estimated that since the war began, the maximum age of engaging men has advanced ten to twelve years, that is, from about 38 to 50. It has been found that tasks can be graded for these workers according to their strength, and that work unsuitable for women, especially at night, can be performed by them. In many trades their experience is an asset which offsets less physical strength. Thus the productive power of this large class now wasted can be utilized.

The needs of the country require the united efforts of all classes of workers, in accordance with their capacities; and to maintain the standards and conditions of labor set up by the Government is, in the words of President Wilson, "indispensable to the Nation's full productive efficiency."

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November 4, 1918.

Miss Elizabeth L. Meigs,
U. S. Employment Service,
72 East Gay Street,
Columbus, Ohio.

My dear Miss Meigs:

I shall be glad to see that you receive information which you could send to the Ohio Community Labor Boards. The Bulletin of October 10th is probably the tentative draft of standards which should not, however, be issued to the Community Labor Boards at this time, as it is in process of revision. A copy will be sent you as soon as it is out.

I expect to be in Columbus the latter part of November and if you are still doing this work and are in Columbus I shall hope to have a conference with you.

Sincerely yours,

Mary Van Kleeck, Director,
Woman in Industry Service.

MVK:IMP

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WOMAN'S COMMITTEE
OHIO BRANCH
COUNCIL OF NATIONAL DEFENSE

BELL 3690, 3691, 3692

STATE HOUSE, COLUMBUS

CITIZEN 7883, 7031

NOV 2 - A.M.

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EXECUTIVE SECRETARY STATE HOUSE, COLUMBUS
MISS LUCIA B. JOHNSON

ASSISTANT SECRETARY STATE HOUSE, COLUMBUS
MRS. HENRY R. SPENCER

Chas U.S. Employment Service
74 E. Gay Street,
Columbus, Ohio.

October, 31st, 1918.

Miss Mary Van Kleeck,
Director of Womens' Industrial Service,
U. S. Department of Labor,
Washington, D. C.

My dear Miss Van Kleeck;-

Being responsible until Miss Chadsey
regains her health, for informing Ohio Community Labor
Boards of the guidance of women into industry, I want to
ask you to keep us informed as rapidly as possible of
your decisions.

I have from Miss Sherwin the Bulletin
of October 10th.

Sincerely yours,

Elizabeth L. Meigs
acting
Associating Secretary of Womens' ⁱⁿ
Industry Committee.

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November 20, 1918.

Miss Elizabeth L. Meigs,
U. S. Employment Service,
74 East Gay Street,
Columbus, Ohio.

My dear Miss Meigs:

As definite information regarding the inspectors from the Department of Labor who visited the Toledo plant is lacking I should judge it unwise to make a complaint which would involve investigation with the possibility of unjust suspicion. It is quite possible that there may have been no basis for the employer's statement, and unless it was made more directly and more definitely it would not seem to merit investigation. You will probably agree with this point of view.

I am looking forward to seeing you in Columbus on November twenty-ninth.

Very truly yours,

Mary Van Kleeck, Director,
Woman in Industry Service.

MVK:P

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WOMAN'S COMMITTEE
OHIO BRANCH
COUNCIL OF NATIONAL DEFENSE

BELL 3690, 3691, 3692

STATE HOUSE, COLUMBUS

CITIZEN 7883, 7031

NOV 18 A.M.

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STATE HOUSE, COLUMBUS

ASSISTANT SECRETARY - - - STATE HOUSE, COLUMBUS
MRS. HENRY R. SPENCER

U.S. Employment Service
74 East Gay Street
November 12, 1918.

Miss Mary Van Kleeck, Director
Women in Industry Service
U.S. Department of Labor
Washington

My dear Miss Van Kleeck:

Your letter to Miss Ball, asking for the names of inspectors from the Department of Labor, who visited a Toledo plant, ^{apparently} intoxicated, has just reached me for reply. I am sorry not to be able ^{to} give you their names. The president of the firm did not ^{know} them. It might be possible however, to obtain them thru another plant they visited on the same visit, tho I doubt it.

Would you be able to check from itineraries of inspectors, if I ~~sent~~ sent you the approximate date of their visit to Toledo. I am sending this letter by way of Toledo, so that it may be added. *about September 11th 1918-*

The president of the plant-Mr S.J. Chubbuck, the Spencer Engineering Company, did not consider that the order of the President had been rescinded. It is possible that he has overlooked the terms of his contract. I asked him about that, and he said he was not at liberty to show the contracts to anyone. But the unfortunate thing is, that he ~~thinks~~ the executive order applies in his case, whether it had been rescinded or not.

Sincerely yours,

Elizabeth L. Briggs
Acting Secretary, Women in Industry

The Consumers' League of Ohio

Toledo Branch

~~50 ERIE STREET~~

Home Phone Main 1942



1050 Nicholas Building

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MRS. H. O. BARNES
DR. PAUL HOLMES
MRS. GEORGE MILLS

October 19, 1918.

OCT 21 AM.

Miss Mary Van Kleeck Director
Woman in Industry Service
U.S. Department of Labor
Washington

My dear Miss Van Kleeck:

The name of the first
plant that I mentioned as employing women at
night is the Toledo Screw Products. I am told
at the employment office that the Spencer En-
gineering Company is now employing women at
night. It is the factory in which a woman had
lifted ~~xxxxxxxxxxxxxxxx~~ to and from her machine
eleven hundred ~~times~~ eleven pound shells.

I shall be glad to
send you whatever information I have. Not
visiting the factories now, I fear I shall
have little of interest. But call on us for
whatever we can give. I shall follow with
interest your ~~work~~ plan for giving certificates
for night work.

Sincerely yours

Elizabeth A. Meigs

~~Working Conditions~~
~~Risks~~

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October 16, 1918.

Miss Elizabeth L. Meigs,
1050 Nicholas Building,
Toledo, Ohio.

My dear Miss Meigs:

Many thanks for your interesting letter of October 10th, which reached this office yesterday. I am especially interested in what you write about the night shift as we are hoping to develop a plan whereby night shifts will be permitted only in plants holding a certificate from the Secretary of War, even in states like Ohio, which have no night work law. If this is done we shall count upon your co-operation. Meanwhile I am bringing the facts which you give us about the two night shifts to the attention of Miss Peterson of our staff, who will have this matter in charge. Will you send me the name of the first plant to which you refer as employing women at night?

The enforcement of the principle of equal pay for equal work is certainly a difficult task at present and any information which you can give us about this subject in government plants, will be very useful.

We shall be glad to have you write us as often as you can about conditions in Toledo.

Sincerely yours,

Mary Van Kleeck, Director
Woman in Industry Service.

MVK/AL

The Consumers' League of Ohio

Toledo Branch

~~501 ERIE STREET~~

Home Phone Main 1942



1050 Nicholas Building

President
MISS AMY G. MAHER
Vice-President and Secretary
MRS. HERBERT HIRSHBERG
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MRS. H. O. BARNES
DR. PAUL HOLMES
MRS. GEORGE MILLS

October 10, 1918.

Miss Mary Van Kleeck
Women in Industry Service
U. S. Department of Labor
Washington

My dear Miss Van Kleeck:

Miss Maher gave me your letter
and I am very glad to tell you what I can of the three
subjects you ask about.

Hazardous occupations. We have
in Toledo, machinery that is not guarded. Women are
running automatic machines, used in making shells.
To insert the shell, the operator must hold it in the
machine until it is tight. If she delays after this
there is danger to hand or fingers. Two accidents had
occurred at cutting or boring machines, when I visited
the factory the first time. I talked with the night
foreman about the danger, and a means of safeguarding
but no change was decided on. It is possible that
since that time, some device has been adopted-I have
not been thru the factory since the government re-
quest that unofficial investigators not visit plants
doing war work.

Of the hazards of bad ventilation
odors, and chemicals: bad posture, constant standing or
lifting, we have not facilities for continued observation
or the medical help for ^{obtaining} data of value.

I saw a woman in a shell factory
who is lifting shells weighing-at that stage of developp-
ment-eleven pounds. She lifted to and from her machine
eleven hundred a day. Another woman who was doing about
the same amount of work, had given out. The president
of the company thot of putting her ^{the first machine} at another process
to rest her for a short time. She maintained that she
could continue because she did nothing at home but rest.

An interesting factis, that in
this same shell factory, the windows were closed and the
air was close-but not analyzed-because of danger of rust-
to the shells. For the day had been heavy in the early
morning.

Miss Van Kleeck 10-10-18. #2.

Of night work in plants working on contract for the federal government- At my visit to a shell factory at 4AM in May, twenty-six women were at work. Hours 11PM to 7AM, five nights a week. A matron was charged with the duty of waking anyone who slept, at the end of 7 minutes. Sleep for longer than seven minutes was that not to refresh. The matron reported that she had more sleepy workers on Monday nights, than any other.

The superintendent said the night shift was the most popular of their three. He it said here that the night worker women received $2\frac{1}{2}$ and 5 cents an hour more than the day women.

The women themselves gave various reasons for preferring the night work,-

1. She could be home to start the children to school
2. The change from darkness to light makes the night period go more quickly than the day hours.
3. The long rest from Saturday morning to Monday night.
4. Sleeps better in the day than at night.

The Ransom & Randolph Co, making dentists supplies for the government has a night shift beginning at eleven and working till 6:30AM. Some thirty girls were employed on each shift. They tend automatic machines, which make dentists' drills; polish drills, assist temperers, inspect and pack.

As for equal pay for equal work the evidence seems to show that it is more of a theory than a fact in Toledo. I believe there is some equal work in machine rooms, assembling rooms, etc. As for the pay I cannot now say that it is equal,-I would almost say that it is not. In the Spencer Engineering Company plant-making shells, women are said by the president to be receiving the same piece and bonus rates that the men. I have every reason to believe him. Their time rates, while they are learning are not the same as are given men. *The president of another firm from Frankfort*

In the local Waldorf Hotel, women elevator operators are receiving \$44 a month, whereas the men who worked until four months ago received but \$39.

I realize how fragmentary and inconclusive this information is. Please call on me again if there is anything further I can give you.

I enjoyed hearing of you thru Dr Leiserson and Dr Holmes recently.

Sincerely yours,

Elizabeth S. Meyer

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says the women are not receiving what the men did

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November 21, 1918.

Mrs. Helen M. Hefferan,
Acting Chairman,
Women in Industry,
Council of National Defense,
120 W. Adams Street,
Chicago, Ill.

My dear Mrs. Hefferan:

In answer to your communication of November 15th, regret to say that I was out of town for a few days and the communication remained unanswered until my return.

The women's bureaus in the state labor departments are as follows:

Minnesota, as a woman's department since 1907 but was created by legislative action, 1913.

Pennsylvania, since 1913 by legislative action.

Wisconsin has a woman's department but I am not quite clear how it is organized. For further information regarding it you might write Miss Tracy Cobbe, Industrial Welfare Commission, Madison, Wisconsin.

New York, since 1918, appointed by Industrial Commission.

There are, of course, many states that have women factory inspectors but this way of dealing with the subject is not nearly as effective as a woman's department within the labor department.

Hoping that this information will be of service to you in formulating plans for a woman's division in the labor department of your state, I am

Very sincerely yours,

Mary Anderson, Assistant Director,
Women in Industry Service.

MA:EFH

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THE UNIVERSITY OF CHICAGO PRESS

Nov. 15, 1918.

My dear Miss Anderson:

We are hoping to have a Woman's Bureau in the Department of Labor in Illinois, and for that purpose, I want to know the name of every state which has a Woman's Bureau in it's Labor Department, and which ones of these Bureaus were obtained by legislation.

I shall be very grateful for this information.

Very cordially yours,

(Mrs. W. S.)

Acting Chairman
Women in Industry

MRS. BENJAMIN AUERBACH
MRS. HARLAN WARD COOLEY
MRS. FRANK FUNK,
Bloomington, Ill.
MRS. EDWIN T. JOHNSON
MRS. JAMES W. MORRISON
MRS. ARTHUR RYERSON
MRS. HENRY SOLOMON... CHAIRMAN
Chicago Unit
MRS. GRACE WILBUR TROUT

LDH/HF

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THE SECRETARY OF WAR, CHAIRMAN
THE SECRETARY OF THE NAVY
THE SECRETARY OF THE INTERIOR
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF COMMERCE
THE SECRETARY OF LABOR

FIELD DIVISION

COUNCIL OF NATIONAL DEFENSE

WASHINGTON

22 November, 1919.

Mrs. Taylor,
Bureau of Women in Industry,
U. S. Department of Labor,
Washington, D. C.

Dear Madam:

Your inquiry concerning the fate of the resolution passed at the Women in Industry Conference at Hull House, Chicago, last September, has been referred to me for reply, but I fear I can give little help, as I was not associated with the Woman's Committee and no member of it is still with the Council.

The signing of the armistice, and the consequent let-down on factory work, no doubt caused the resolution to be tabled by the Council, which may have felt its work of that type at an end. I have gone through the files of Mrs. Harding, who was in charge of women in industry activities for the former Woman's Committee and have been able to find nothing that would be of help to you. However, I will search again and if I discover anything enlightening will be glad to pass it on to you.

Very truly yours,

M. E. Muldowney

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November 13, 1918.

Miss May Lameerton Becker,
145 West 78th Street,
New York City.

My dear Miss Becker:

We are sending under separate cover a copy of Storage Bulletin #9 to the Quartermasters Depot in Jeffersonville. We shall also be very glad to have you quote the sentence from the news letter of the Woman's Committee for September fifteenth, and shall look forward to seeing the report which you will prepare.

Sincerely yours,

MVK:IMP

Mary Van Kleeck, Director,
Woman in Industry Service.

return to Mr. UK

COUNCIL OF NATIONAL DEFENSE
WASHINGTON

47
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NOV 6 - A.M.

WOMAN'S COMMITTEE
1814 N STREET NW.

Nov. 4,
1918

Miss Mary Van Kleeck,
Women's Division,
United States Department of Labor.

My dear Miss Van Kleeck: At your suggestion I wrote to the office of the Depot Quartermaster at Jeffersonville, asking for information on the replacement of women in positions hitherto held by men, and received not only a most interesting and detailed report- specially prepared and containing information that quite surprised me as to the extent to which this replacement had taken place - but a request that the Storage Bulletin No. 9 be sent to the Quartermaster's office in Jeffersonville, as well as the work I am preparing. As I inherited this bulletin from Miss Tarbell when I took over the work, and do not know to whom to write for another copy, will you be so good as to see that this office is supplied with one?

I trust that you will permit me to place at the head of the section on Women in Industry the lines from your communication in the News Letter of this committee for Sept 15, 1918, from "A new conception of women's service etc" through the sentence "The great task etc"... and that you will permit me also to thank you personally for so direct and so nobly phrased a statement of the aims of the new age.

I have received reports from the airplane construction employment of women, women in railroad work - for which Miss Pauline Goldmark promises me an extended report - and other departments in which the replacement is and has been going on, as well as the cordial co-operation of various officials of the U.S. Employment Service, so that this chapter should be valuable as well as interesting.

Yours sincerely,

May Lambertson Becker
145 West 78th street
New York City.

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November 6, 1918.

Miss May Lamberton Becker,
145 West 78th Street,
New York City.

My dear Miss Becker:

I wish to acknowledge your letter of November fourth to Miss Van Kleeck, which came during her absence from the city for a few days. It will be brought to her attention upon her return.

Very truly yours,

IMP

Secretary to Miss Van Kleeck.

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October 16, 1918.

Miss May Lambertson Becker,
145 West 78th Street,
New York, N.Y.

My dear Miss Becker:

Thank you for your letter of October 10th. I do not know of any published statement of conditions now prevailing in the warehousing depots in the Army. From time to time indications have come to me that the employment of women has been greatly increased in some of the depots. I am afraid that there is no one person from whom you could secure all the facts. It would be necessary to write to the officers in charge of these depots. If I remember rightly those included in our investigation, are listed in the bulletin to which you refer. If the addresses there are not sufficient, I should be glad to supply them. There is certainly no objection to your quoting from the publication of November 24th if you find anything in it which is of permanent value.

Sincerely yours,

Mary Van Kleeck, Director
Woman in Industry Service.

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COUNCIL OF NATIONAL DEFENSE
WASHINGTON

WOMAN'S COMMITTEE
1814 N STREET NW.

October 10, 1918.

OCT 14 A.M.

Miss Mary Van Kleeck,
Chief Woman's Division,
Department of Labor,
Washington, D.C.

My dear Miss Van Kleeck:- At the request of the News Section of this Committee, I am preparing a service bulletin in book-form, as a guide to war work of American women. I have read with great interest the Storage Bulletin No.9, on the employment of women in storage^{and} warehousing depots of the Army; dated November 24, 1917; can you tell me what is the present situation - that is, are women being employed in the actual handling of goods in the depots, and if so, to whom I should apply for information, statistics, etc, ? I am familiar with the operations of the Queen Mary's Auxiliary Army Corps of England, and the use of women in ordnance supply stations there; has anything been published^{here} like the Service Bulletin No.9, but of a later date? Conditions change so swiftly in these matters that I need this, of course, but I hope I may quote from the publication of November 24, because it so lucidly sets forth principles.

Yours sincerely,

May Catherine Becker

New York address, to which reply should be sent:

145 West 78th street.

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FIELD DIVISION
OF THE
COUNCIL OF NATIONAL DEFENSE
WASHINGTON

November 8th, 1918

Mrs. Rontzshu,
Women In Industry,
Dept. of Labor,
15th & H Sts.,
New York City.

My dear Mrs. Rontzshu,

I am sending you a copy of the letter from the
President to the Secretary of the Interior, in regard
to the creation of the Field Division of the Council of
National Defense.

Because of our relations to your department, it
may be of interest to you,

Very truly yours,

NEWS SECTION

Emily Howell Blair
ASSISTANT SECRETARY.

IDA M. TARBELL: CHIEF

NEWS SECTION

ENCLOSURE

THE WHITE HOUSE

Washington

26 October, 1918.

My dear Mr. Secretary:

I am very glad to hear of the creation of the Field Division of the Council of National Defense, which, by amalgamating the executive functions of the State Councils Section and the Woman's Committee of the Council, has become the single connecting link between the Council and the other federal departments and administrations on the one hand and the State Councils of Defense and State Divisions of the Woman's Committee on the other. I have already had occasion more than once to express my warm appreciation of the accomplishments of the State Councils and the national organization of the Woman's Committee. It seems to me that the action which you have now taken, recognizing as it does a policy of joint action and common effort on the part of men and women, is sound in principle and serves the interest of efficiency. It is gratifying to know that this policy has already been followed in a large number of States, and I am sure that you will agree with me that it is worthy of adoption generally throughout the country.

The existence of the Council of Defense system, available at all times to the various departments and administrations of the Federal Government for the execution of their war work in the states, makes, of course, for economy of effort and renders unnecessary the creation of much local federal machinery which otherwise would have to be set up at great expense for the performance of specific tasks. Unquestionably this system should be utilized as far as possible. Will you not, therefore, communicate to the heads of such departments and administrations in Washington my wish that when they are considering extensions of their organizations into a state, or new work to be done in the states, they determine carefully whether they cannot make use of the Council of Defense system; and that they transmit all requests for action by this system through the Field Division of the Council of National Defense?

It is likewise apparent that the county and community units of the Council of Defense system are similarly of great present value and still greater potential value to the state representatives of these federal departments and administrations. Would it not be advisable also to ask the department heads at Washington to recommend to their state representatives that each of them, in consultation with the State Council of Defense, should take the fullest advantage of this unique machinery for getting into contact with the people of the state, both men and women? I should be glad to have you say that such a request has my sincere endorsement and support. The organization of the country for war can attain its maximum effectiveness only if we all of us utilize to the utmost the resources we have in common.

Cordially and sincerely yours,

WOODROW WILSON

Hon. Franklin K. Lane
Secretary of the Interior.

COMMITTEE ON WOMEN IN INDUSTRY
OF THE
Advisory Commission of the Council of National Defense
WASHINGTON, D. C.

STANDARDS FOR THE EMPLOYMENT OF WOMEN
IN WORK ON WAR SUPPLIES

AS SUBMITTED TO THE
Advisory Commission of the Council of National Defense

Your Committee on Women in Industry urges the adoption of the following standards for work done for the Government in order to secure the fullest possible protection for women wage-earners. They bear the chief burden of industrial readjustment caused by the war, and will increasingly replace men. In the present emergency it is essential to secure maximum continuous output compatible with the health and welfare of the workers. We cannot afford to ignore our own industrial experience or that of the other warring countries. In this supreme test of national strength and endurance short-sighted methods of manufacturing and unjust profiteering must not be allowed to prevail. The recommendations submitted herewith are not theoretical. They are based on the best industrial practice now being followed in the United States. In detail these recommendations are:

1.—**Tenement House Work.** No work shall be done in a room which is used for living purposes nor in any room having direct connection therewith in any dwelling or tenement.

2.—**Child Labor.** No child under the age of 16 years shall be employed.

3.—**Protection of Mothers.** No woman shall be employed during a period of two months prior or two months subsequent to childbirth.

4.—**Wages.** Wages shall be determined as follows:

(a) The wages shall be the rate established under the latest collective agreements for the locality, for every industry and occupation in which such agreements exist.

(b) Whenever there are no collective agreements, the minimum wages paid shall be based on the cost of living for the locality and shall be subject to increase as the cost of living increases.

may (c) Whenever women are employed for work customarily done by men they shall be paid the same rates as are paid the men. If the processes are not identical, an adjustment of wages should be made according to the skill and output of the workers. But in no case shall the wage scale for any department or process be reduced for no other reason than that women are replacing men.

(d) A Wage Adjustment Committee shall, when necessary, determine rates of pay as above specified and shall adjust wages from time to time as rendered necessary by any increase in the cost of living and shall act in all disputes concerning wages. When a dispute occurs in any industry in which women are employed in appreciable numbers they shall have representation on the Adjustment Committee.

5.—Hours of Work. Adequate steps shall be taken to safeguard all employees from fatigue and overstrain, and to this end

Hour (a) Each employee shall have one day's rest in seven.

(b) Eight hours shall constitute the working day unless Executive Order suspends the operation of the act limiting the hours of labor. In no case shall the hours exceed 10 per day and all overtime beyond 8 hours shall be paid at the rate of time and a half.

(c) Women shall not be employed on night shifts. They shall in all cases be allowed a period of rest at night of at least eight hours.

6.—Seats. Wherever the nature of the work allows, seats with backs shall be provided and their use permitted. Wherever women must stand at their work, seats shall be provided and be readily accessible and time off allowed for their use at stated intervals.

7.—Extra Heavy and Extra Hazardous Occupations. The employment of women at extra heavy and extra hazardous occupations shall be restricted and safeguarded. Preference shall be given to older men, not subject to military service.

8.—**Dangerous Trades.** No woman shall be employed in any dangerous trades except under the regulations of the Divisional Committee on Industrial Diseases and Poisons of the National Committee on Labor, and she shall not be so employed until medical examination shall have established her fitness for the intended occupation and similar medical examinations shall be made at stated intervals to determine her fitness to continue such employment.

9.—**Heavy Lifting.** No woman shall be required to lift repeatedly any heavier weight than 25 pounds, and no woman shall be employed for lifting heavy weights or pushing heavy trucks without medical examination to ascertain her fitness for such work.

10.—**Exposure to Heat and Cold.** No woman shall be employed where there is excessive heat or cold without medical examination to certify her physical fitness to endure such exposures and such examination shall be made at stated intervals to determine her fitness to continue such employment.

The Committee will further include in its standards such recommendations affecting women as may be submitted by other committees of the Committee on Labor, including Welfare Work, Structural Safety, Fire Prevention, Dust and Fumes, Sanitation, Lighting and Industrial Diseases and Poisons.

Officers and Executive Committee

MRS. BORDEN HARRIMAN, *Chairman*

EDITH CAMPBELL, - *Vice Chairman*

MRS. V. EVERIT MACY, - *Treasurer*

PAULINE GOLDMARK, - - *Secretary*

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MELINDA SCOTT

MRS. FRANCES C. AXTELL

FLORENCE C. THORNE

MRS. GIFFORD PINCHOT

AMY HEWES, *Executive Secretary*,

Office: Room 515, Council of National Defense Building,
Washington, D. C.



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Van R.
U. S. DEPARTMENT OF LABOR
U. S. EMPLOYMENT SERVICE
WASHINGTON

IN ANSWERING REFER TO

No. 1132/18

November 5, 1918.

MEMORANDUM FOR MR. FRANKFURTER:

It seems to me that something ought to be done about the proposition described in the attached from the Council of National Defense. It seems to me that for them to go ahead and deal with the problem of substituting women and of protecting skilled men in industry without the slightest reference to the Labor Department is a relic of the ignorance of what Densmore would call pre-historic ages.

U. A. Smyke
Assistant Director General.

NAS/EP
Enc. 30551

H. D. 13.

Highways' Transport Committee

Council of National Defense
942 Munsey Building
Washington, D. C.

RECEIVED
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U.S. EMPLOYMENT SERVICE
DEPARTMENT OF LABOR

The following is authorized by the Council of National Defense:

*Refer to
T. T. T.*

The task of assisting in recruiting men for the Motor Transport Corps of the Army, which is now being organized along such comprehensive lines as to call for a force approximating 200,000 men and for Motor Transportation of the value of \$130,000,000 in addition to the value of such transport already in the service, has been assigned to the Highways Transport Committee, Council of National Defense, by General C. B. Drake, Chief of the Motor Transport Corps.

The carrying out of this assignment for one of the great branches of the war machinery means that the whole organization of the Highways Transport Committee, including the regional directors, the committees organized on its behalf by the State Councils of Defense throughout the country, and their local committees, will be given an increased share in the vital task of winning the war.

In order to prevent the disruption which would follow if tens of thousands of skilled men were taken away from the great organization engaged in operating and maintaining the industrial transport service of the country, and at the same time to provide an adequate force, it is necessary to work out for the Motor Transport Corps some plan to secure substitutes for those thus taken away.

One way of meeting this situation is by substituting women therefore for men, which involves recruiting these women and placing them in training for service while the men in the industry are being withdrawn for army purposes.

The problems which would inevitably develop in carrying out this plan of substituting women for men in the handling of industrial vehicles over the highways, would include a determination of how many men in a given locality are employed on types of vehicle which might be adapted to handling by women, and, again, the adaptation of the service of such vehicles so as to provide a satisfactory environment for female operatives.

The possible selection and training of women to take the place of men in the handling of various kinds of highways transportation, and simultaneously the selection and training of men whose age makes them unavailable for army service, will be conducted on the basis that these people are volunteers in much the same sense as are those who are entering the Army. In satisfactorily handling domestic transportation problems, which are necessary to the health and comfort of the civilian army in this country as well as an essential link in the transportation system which supplies our war industries and the army overseas these volunteers will be doing their bit in a big way.

To - Mrs. Rantzen

DEPARTMENT OF LABOR
Office of the Chief Clerk
Washington

In your
personal
information

(File) ~~1231~~

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November 4, 1918.

Director, Woman in Industry Service:

1. The attached copy of a communication and inclosures from Mr. Grosvenor B. Clarkson, Secretary of the Council of National Defense, is submitted for your information and guidance so that you may be prepared to discuss the subject matter at the departmental cabinet meeting on Tuesday, the 12th inst.

2. By direction of the Secretary.

J. C. Watts
Acting Chief Clerk.

W W

Incl.

Field Division
Council of National Defense

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FIELD DIVISION
of the
COUNCIL OF NATIONAL DEFENSE
WASHINGTON

November 1, 1918.

The Honorable,

The Secretary of Labor.

My dear Mr. Secretary:

As you doubtless know, the Council of National Defense has created a Field Division, to form which the State Councils Sections and the executive machinery of the Woman's Committee of the Council have been merged. The Field Division, through this amalgamation, has become the single connecting link between the Council of National Defense and the Federal Departments and Administrations on the one hand, and the State Councils of Defense and State Divisions of the Woman's Committee on the other.

The Council of Defense system extends through states and counties into the smallest communities, and offers a means by which the men and women of this country can be effectively reached. This machinery is available at all times to the various departments and administrations of the Federal Government for the execution of their war work in the states. The existence of this great national system makes, as the President says, for economy of effort and renders unnecessary the creation of much local federal machinery which otherwise would have to be set up at great expense for the performance of specific tasks. It is the desire of the President that in the interest of economy and efficiency this machinery be utilized as far as possible.

I bespeak your careful attention for the recommendations in the President's letter to Secretary Lane, the Chairman of the Field Division, a copy of which is enclosed. Will you not call them to the notice of such bureau chiefs or heads of divisions in your department as may be concerned, with the request that they conform as closely as possible to the policy laid down by the President; and will you not also inform your local representatives of the special recommendation concerning the utilization of the county and community units of the Council of Defense system by local federal agents and administrators?

The Field Division of the Council of National Defense stands at your service. We shall be glad at all times to explain to you the Council of Defense organization and to make it available to you in your work.

RESPECTFULLY,

GROSVENOR CLARKSON,

Director of the Field Division
and Secretary of the Council.

ENCLOSURE.

THE WHITE HOUSE

Washington

October 26, 1918.

My dear Mr. Secretary:

I am very glad to hear of the creation of the Field Division of the Council of National Defense, which, by amalgamating the executive functions of the State Councils Section and the Woman's Committee of the Council, has become the single connecting link between the Council and the other federal departments and administrations on the one hand and the State Councils of Defense and State Divisions of the Woman's Committee on the other. I have already had occasion more than once to express my warm appreciation on the accomplishments of the State Councils and the national organization of the Woman's Committee. It seems to me that the action which you have now taken, recognizing as it does a policy of joint action and common effort on the part of men and women, is sound in principle and serves the interest of efficiency. It is gratifying to know that this policy has already been followed in a large number of states, and I am sure that you will agree with me that it is worthy of adoption generally throughout the country.

The existence of the Council of Defense system, available at all times to the various departments and administrations of the Federal Government for the execution of their war work in the states, makes, of course, for economy of effort and renders unnecessary the creation of much local federal machinery which otherwise would have to be set up at great expense for the performance of specific tasks. Unquestionably this system should be utilized as far as possible. Will you not, therefore, communicate to the heads of such departments and administrations in Washington my wish that when they are considering extensions of their organizations into a state, or new work to be done in the states, they determine carefully whether they cannot make use of the Council of Defense system; and that they transmit all requests for action by this system through the Field Division of the Council of National Defense?

It is likewise apparent that the county and community units of the Council of Defense system are similarly of great present value and still greater potential value to the state representatives of these federal departments and administrations. Would it not be advisable also to ask the department heads at Washington to recommend to their state representatives that each of them, in consultation with the State Council of Defense, should take the fullest advantage of this unique machinery for making contact with the people of the state, both men and women? I should be glad to have you say that such request had my very sincere endorsement and support. The organization of the country for war can attain its maximum effectiveness only if we all of us utilize to the utmost the resources we have in common.

Cordially and sincerely yours,

(Signed) WOODROW WILSON.

Hon. Franklin K. Lane,
Secretary of the Interior.

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COUNCIL OF NATIONAL DEFENSE

WASHINGTON, D. C.

Field Division



October 1, 1918.

To the several State Councils of Defense:

The Field Division of the Council of National Defense, in taking over the executive activities of the State Councils Section and the Woman's Committee of the Council of National Defense, will begin a new series of bulletins and circulars. The activities, which the Council of National Defense, through the State Councils Section, has asked the State Councils of Defense to undertake, are, of course, unaffected by this change and should be prosecuted vigorously by the State Councils. The important activities, and the suggestions which the Council of National Defense has made for carrying out these programs, are summarized in the following outlines.

Are you using every activity here recommended which is adapted to your local conditions? Are you undertaking the additional activities demanded by your local needs? If, not, the Federal Departments and War Administrations will be limited in the service which they may receive from you, and will be forced to institute independent machinery in your State.

We ask your careful consideration of this outline of important State Council work. We are always ready to supplement our general service with special information and suggestions relating to particular problems.

Very truly, yours,

G. B. CLARKSON,
Director of Field Division.

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Wash., D. C.

IMPORTANT STATE COUNCIL WORK.

FUNCTIONS.

The President of the United States has written to the Secretary of War, suggesting that he communicate with the heads of all Federal Departments and Administrations the wish of the President, that when they are considering extension of their organization in the States, or new work to be done in the States, they determine carefully whether they can not utilize the State Council system, thus rendering unnecessary the creation of new machinery, and that they transmit all requests for action by the State Councils through the Council of National Defense. (See I. C. A. No. 12.)

The primary functions of the State Council of Defense are, therefore—

1. To perform on behalf of the Federal Government such of its war work in the State as does not require the creation of a separate administrative organization extending into the small communities.
2. To perform on behalf of the representatives of those Federal Departments and Administrations having organizations extending throughout the States such of their war work as they feel can be performed by the State Council organization.
3. To perform such independent activities as will enable the State to contribute most fully to the welfare of the Nation and of its own citizens in the prosecution of the war.
4. To centralize and coordinate the war work of the State.

In order to fulfill these functions it is essential that the State Council of Defense create an adequate organization for reaching the people and directing their efforts, and build up and maintain the public morale. To create and direct Local Councils of Defense is, therefore, essential to the execution of all the functions of the State Council of Defense.

By creating this organization and performing these functions the State Council saves the Nation the tremendous expense of creating elaborate new administrations for the performance of new war activities and also, in the conduct of the work of its established administrations, the expense of creating or maintaining many parallel organizations where a common machine can more efficiently serve them all. The efficiency of the United States war work within this country, therefore, to a large extent depends upon the State Council of Defense.

As the official representative of the Council of National Defense the State Council of Defense bears vital relationship to the Council of National Defense and should maintain close contact with it.

ORGANIZATION.

LEGISLATIVE ESTABLISHMENT AND APPROPRIATION.

The Council of National Defense recommends the enactment of a statute providing for a State Council of Defense and endowing it with broad powers and adequate funds. Twenty-four State Councils are at present statutory. States whose legislatures will meet during 1919 should make plans toward legislative establishment and have ready a statute before the legislature convenes. "Suggestions for a Statute Creating a State Council of Defense" may be had on application.

INTERNAL ORGANIZATION.

Form of Organization.—A Council of small membership, or a large Council managed by a small executive committee, has proved most effective. It is important that meetings be called frequently—weekly, if possible—in order that opportunities and requests for State Council

work and emergency matters may be acted on promptly, that committees may report frequently on work undertaken, and that the work of the Council may be kept constantly under way.

Departments and Committees.—The far-reaching scope of the State Council organization requires that the work be apportioned among committees. Committees should be appointed, however, only when there is definite work for them to do. Each committee should stand for some specific activity or group of activities in charge of one member acting in an executive capacity. This member should be a person with adequate time to give to the work. Women should be included in the membership of all committees.

Executive Secretary.—It is of first importance to coordinate the work of the various committees under a single guiding hand and to make one man responsible for the executive work of the Council by the appointment of a paid director or executive secretary.

Negroes.—The Council of National Defense has recommended that the State Councils in the States with large Negro population take the lead in organizing Negroes for Council of Defense and other war work and that they confer with the representatives of the other Federal agencies concerned, so that all work relating to Negroes may be done through a single Negro organization affiliated with the State Council of Defense. It is important that such Council of Defense programs as apply to Negro activity should be called to the attention of its Negro organization by the State Council. (See General Letters No. 117, Partial Letters Nos. 32 and 34.)

LOCAL ORGANIZATION.

Importance.—Complete local organization extending through the county to the small community where the individual may be reached directly is essential to successful State Council work. President Wilson in commenting upon the State Councils system in his letter of July 30th, said: "I am particularly struck by the value of extending our defense organization into the smallest communities and by the truly democratic character of a national system so organized." (See I. C. A. No. 12.)

METHOD.

County Councils of Defense.—These have been completely organized for some months in nearly every State in the Union. County Councils, in addition to their direct work, are important as distributing agencies of State Councils in reaching Community Councils. In order to maintain County Councils at their fullest efficiency, their development and work must be closely followed up by the State Councils. The State Councils are responsible not only for developing and directing the work of County Councils, but also for supplying them with information, advice, and assistance in their various activities. The County Councils should be made to feel that the State Councils are their most accessible sources of information and aid concerning all programs, Federal as well as State or local. All bulletins and circulars of the Council of National Defense of importance to County Councils should be rebuletinized for them by the State Council. Joint meetings of the State Councils with the County Councils for the State at large or for certain areas, frequent reports to the State Council and the preparation of comprehensive reviews of the organization and duties of the County Councils, all are valuable for this purpose. (See County Council Circular.)

Community Councils of Defense.—To reach and mobilize the individual citizens effectively, Councils subsidiary to County Councils are indispensable. The Council of National Defense has urged the formation of Community Councils of Defense throughout each State. About 20 State Councils report 100 per cent Community Council organization.

The Community Council of Defense is not merely a committee as is the State or County Council; it is the community itself with all its citizens and agencies organized for national service. Without the Community Councils of Defense the channels of communication of

State and County Councils would in a measure empty into the air; with them the Federal Government may reach every individual in every community, and through them every individual may find his place in the work of the war. In his letter to the Chairman of State Councils President Wilson refers to the creation of Community Councils thus: "It will, I believe, result when thoroughly carried out in welding the Nation together as no nation of great size has ever been welded before. It will build up from the bottom an understanding and sympathy and unity of purpose and effort which will, no doubt, have an immediate and decisive effect upon our great undertaking."

The Council of National Defense is always ready to give information on the organization of Community Councils, and to send copies of its programs to all County Councils or to provide copies in large numbers to the State Councils for distribution. (See I. C. A. Nos. 7 and 9; also Bulletins Nos. 83, 88, 105, 106, and General Letters Nos. 73, 80, and 89.)

CENTRALIZATION OF STATE WAR WORK.

State War Board.—The Council of National Defense has recommended that each State Council of Defense call at regular intervals conferences of the State representatives of the different Federal Departments and Administrations carrying on work connected with the prosecution of the war. These meetings are for the purpose of free round-table discussions to make clear to all the general scope of work conducted by each agency represented. The discussions should give information which should prevent new lines of work being started and organizations created that would duplicate unnecessarily those under way. It should also bring out instances of duplication or conflict. These conferences should be informal for purposes of consultation. It is suggested that the active head of the State Council should act as Chairman.

This recommendation has been approved by the following Federal Departments and War Administrations and their representatives should be included in such war board meetings: Treasury Department, Department of Agriculture, Department of Labor, the Woman's Committee of the Council of National Defense, Food Administration, Fuel Administration, American Red Cross, and the Four Minute Men. (See General Letter No. 71.)

County War Boards.—Such conferences should also be held by the County Councils of Defense in connection with the county representatives of the various departments above listed. In several States such County War Board meetings have already been instituted with great success.

Centralization of Offices.—As many as possible of the official war agencies in the State or county should be housed together, so that one building may be known as the official war office for the locality. It is often practicable to have a central office force do the work of the several different war agencies. The fact that the drives of the different agencies are scheduled so as to prevent conflict makes a common office force feasible, especially in the county organization. (See General Letter No. 71.)

COORDINATION OF VOLUNTARY AGENCIES.

Many voluntary organizations and societies have been created or have been enlarged to undertake various types of war work. The Council of National Defense has adopted a resolution requesting the State Council to act as the central coordinating agency for all such voluntary patriotic war work within the State. It is also requested that the State Council endeavor to concentrate the patriotic activity of the citizens of the State in as few organizations as possible so as to prevent the growth of new and duplicating voluntary societies which will hinder rather than help the efficient mobilization of the Nation for war service. (See General Letters Nos. 81 and 91; Bulletin No. 73, supplemented by Bulletin No. 76.) To accomplish this, the following plans, proved successful in some States, are suggested:

Organization of committees composed of representatives of such agencies, acting as a coordinating committee of the State Council. This plan has been adopted by several State Councils and by the State Divisions of the Woman's Committee in every State.

Enrollment of all patriotic societies in the State by the State Council, appointment of representatives of such societies, and conferences with such representatives as to their work.

Assignment by the State Councils of definite war tasks to specific voluntary agencies in the State particularly fitted to assume them.

Campaigns for funds.—Campaigns for funds fall into two main divisions:

1. The three major campaigns (a) the Liberty Loans, (b) the American Red Cross, (c) the United War Work Campaign, comprising the Y. M. C. A., the Y. W. C. A., the National Catholic War Council, the Jewish Welfare Board, the War Camp Community Service, the American Library Association, and the Salvation Army.

2. The numerous unrelated solicitations of minor voluntary war relief and welfare organizations.

In connection with the three major campaigns for funds, the task of the Councils is to give every assistance, placing their entire State and local machinery at the disposal of the committee in charge of the respective campaigns; to enlist public support behind each specific campaign; and, where appropriate arrangements are made with the organization in charge, to take active part in the solicitation as well. (See Bulletin No. 115.)

In connection with the unrelated solicitations of voluntary relief organizations, the Council of National Defense urges the State Councils to undertake some adequate method of supervision. (See Bulletins Nos. 78 and 80 and General Letter No. 43.) State Council supervision should provide for—

1. Concentration and reduction, as far as possible, of campaigns to collect funds for war relief. (See General Letter No. 133.)

2. Elimination, so far as possible, of fraudulent organizations or those duplicating the work of already well-recognized and efficient organizations. (See General Letters Nos. 81, 82, and 91.)

3. Opportunity for each individual citizen to contribute to war relief. No citizen should, however, be forced to give.

The following method is recommended for the control of the collection of funds and has been put into successful operation by several State Councils:

Giving wide publicity to the resolution of the Council of National Defense.

Calling upon all war-relief organizations within the State to report to the State Council as to their organization, expenditures, and work.

Preparing and advertising widely on the basis of these reports a list of societies recommended by the State Council as worthy of financial support.

STATE COUNCIL WORK.

MORALE.

Upon the morale of the individual citizen depends the success of State Council work, and of all Federal war programs in the State. This popular credit upon which the Nation must draw to perform the work of the war, it is the especial task of the State Councils to create. Establishing a satisfactory morale needs more than mere propaganda. It involves stirring into galvanic energy the latent enthusiasm and enterprise of the people of the Nation. Well-organized Council of Defense systems, terminating in a complete series of Community Councils, can reach personally every citizen in the country and bring him into vital contact with the war aims and needs of the Government. They can give every citizen a part in the war work of the Nation and can keep him supplied with practical information on the war, thus defeating apathy,

ignorance, and discouragement. In all phases of State Council activity the question of civilian morale must be of first consideration. It is more definite and apparent in Organization, Publicity and War Information, Americanization, Loyalty, and Sedition.

PUBLICITY AND WAR INFORMATION.

Means of State Council Publicity are summarized in detail in various circulars. (Information Circular No. 21, I. C. A. No. 13.)

In general, they include:

Press Information.—The employment of a salaried press man with newspaper experience is essential. It has been found effective to have a man on every large newspaper in the State designated to act as a special representative of the Publicity Department of the State Council. Conferences of newspaper editors are often useful. (See General Letter No. 31.)

The foreign-language press is a valuable newspaper publicity agency. Work with foreign-language publications should be done in cooperation with the State Council Americanization Committee. In addition to systematic releases to foreign-language papers, the Councils of Defense may profitably issue handbills and posters in foreign languages on various topics of war interest. (See I. C. A. No. 11, and General Letter No. 131.)

SPEAKING.

Speakers Bureau.—The task of a State Council Speakers Bureau is to organize patriotic meetings, place speakers at such meetings, keep the speakers of the State fully and explicitly informed on all matters which the State Council wishes to lay before the people, and conduct speaking campaigns to reach even the remotest communities.

Four Minute Men.—The Four Minute Men should be associated as closely as possible with the Speakers Bureau and given full support in the States. (See I. C. A. No. 13, and General Letter No. 143.)

PUBLIC PATRIOTIC MEETINGS.

War Conferences.—War conferences have been held in nearly all States, under the Speakers Bureau of the State Council acting with the Council of National Defense and the Committee on Public Information.

Liberty Choruses.—The organization of choruses to sing at Community Council meetings, mass meetings, and rallies to get the whole community singing, and to bring the whole community into the Community Council, is urged. The Council of National Defense recommends the appointment of a State musical director by the State Council of Defense. (See Bulletin No. 103 and General Letter No. 129.)

State Fairs.—Exhibits of the State Council and the Woman's Divisions at State and other fairs afford a very effective means of enlisting public interest in their work. (See General Letter No. 103.)

State Council Periodicals.—Periodicals issued at regular intervals and containing news from State and County Councils and news from the various departments at Washington are excellent means of stimulating Council of Defense work. They should be circulated among all Local Councils of Defense and prominent citizens interested in war work.

Miscellaneous.—There are numerous other means of publicity, including posters, pamphlets, official State Council bulletin boards; farm journals and trade papers; the libraries, through the State Library Director of the Food Administration; the schools; and the assistance of special professions, such as the clergy, physicians, and judges, and of special groups such as fraternal, commercial, and trade associations. (See I. C. A. No. 13.)

WORK WITH THE FOREIGN BORN—AMERICANIZATION.

Importance.—There are in the United States approximately 13,000,000 foreign born. Americanization is, therefore, one of the most important of the war activities; upon it depends the solution of many of the most vital and difficult problems of civilian and military morale, of labor, of war manufacture, and of sedition.

The United States Bureaus of Education and Naturalization, acting with the Council of Defense, have designated the State Councils their official agencies for coordinating all war emergency Americanization work in the States. State Councils are responsible for correlating, directing, and supplementing whatever work is being done in the State to mould our native and foreign born into a truly unified nation. The work should be done so far as possible through existing agencies. (See Bulletins Nos. 86 and 91.)

State Committee.—The first step in State Council Americanization work is the appointment jointly with the Woman's Division, of a State Committee on Americanization, and local committees in every town containing over 500 foreign-born residents. (See Bulletin No. 112 and G. L. No. 160.) These committees should always include representatives of the foreign born. The chief functions of a State Americanization Committee should be to—

1. Thoroughly inform itself through a preliminary survey as to the problem in its State and the various agencies already engaged in the work with the foreign born.

2. Correlate the many agencies engaged in Americanization work through State and local periodic conferences of their representatives, and through a central coordinating conference of these representatives and representatives of the foreign-born groups.

(See General Letters No. 52 and 111, and Bulletin No. 108.)

3. Conduct a campaign for instruction in the English language through—

- (a) Public school classes in English for every group of 20 foreign-speaking people who desire it. (See Bulletin No. 108.)

- (b) Supplementary classes in English in factories at the noon hour and in night schools and settlements.

- (c) Extension work in the homes to reach foreign-born women.

- (d) Extension work through cooking and similar classes for women.

4. Provide for adequate citizenship training classes for all who have taken out their first papers, and personal contact with such future citizens to encourage them to become American citizens. (See Bulletin No. 91.)

5. Establish war-information bureaus in all communities where there are many foreign-born residents. These bureaus should be equipped to furnish to the foreign born accurate information about the war and the problems arising from it. (Bulletin No. 92.)

6. Give full press and speakers' publicity, including editorials in foreign languages, translations of important speeches and laws relating to the foreign born, addresses to the foreign born by speakers in their own languages, address by speakers in the various foreign languages in factories during the noon hours, in schools, and in libraries.

MEASURES OF ECONOMY.

Modern warfare is largely a contest in endurance. In the long run, therefore, our continued successful prosecution of the war depends upon our efficient economy now. In all directions rigid economy should be promoted by the State Council.

General Campaign for Personal Thrift and Economy.—The necessity for nation-wide personal thrift and economy must be stressed repeatedly in State Council announcements. Each dollar wasted means one dollar less to loan to the Government and one dollar's worth of labor taken from vital war work. This is work which is to continue throughout the war and is one of

the most valuable civilian contributions to American success. (See Bulletin No. 94 and General Letter No. 97.)

Christmas Buying.—The Council of National Defense has emphasized the necessity of restricting Christmas buying in order to save labor and material in the manufacture and sale of Christmas gifts and to save transportation and delivery facilities involved in a large volume of Christmas purchases. An agreement has been effected with representatives of the retail trade to the end that the merchants will not increase their working force or working hours by reason of holiday business, and that they will encourage the early buying of useful gifts only. State Councils are urged to give this agreement wide publicity during the fall of 1918.

Curtailement of Retail Deliveries.—In order to release labor and to save equipment, State Councils are asked to push the deliveries campaign of the Conservation Division of the War Industries Board (formerly the Commercial Economy Board of the Council of National Defense), which calls for the restriction of deliveries to one per day over each route, the elimination of special deliveries, and the restriction of return privileges, and also the encouragement of the establishment of cooperative delivery systems wherever possible, especially in the small towns. Each State Council should designate some person to act under its authority and to have this campaign especially in charge. (See General Letter No. 86 and Bulletins Nos. 42, 47, and 58.)

State Council Commercial Economy Programs.—There are a number of fields in which commercial adjustments may promote economy, but in which national programs are not practicable. State Councils through their commercial economy representatives should develop State or local programs to meet specific local needs.

Discouragement of New Construction.—State and Local Councils of Defense are asked to pass upon cases of proposed construction as part of the plan of the War Industries Board which requires that a permit issued by the War Industries Board shall be obtained before any construction is undertaken. The manufacturers of building materials are pledged not to furnish materials unless such a permit is shown. An application for a construction permit should be made under oath to the local representatives of the State Council of Defense, presumably the County Council of Defense, who should investigate and refer the matter with a recommendation to the State Council of Defense. The State Council of Defense should appoint a committee on proposed construction, to keep in touch with the Local Councils and also with the War Industries Board, and to act as the communicating agency between the Local Councils and the War Industries Board. Wherever the State Council decides in favor of the proposed construction, the matter should be referred to the War Industries Board, Section on Non-War Construction, which alone has power to issue construction permits. All cases in which the State Council rules against the proposed construction should be reported monthly to the War Industries Board on forms provided by the Board. This function will constitute one of the most important and responsible duties of the State Councils of Defense. (See Bulletin No. 113.)

FIRE PROTECTION.

Prevention of Wasteful Fires—General Publicity.—Citizens should be warned concerning fire hazards and requested to exercise care in the prevention of fire. All industrial plants and food repositories should be inspected by inspectors indorsed by the State Council. The fire apparatus of every town should be surveyed to arrange for interchange of apparatus and to effect standardization of hose and hydrant couplings. (See Bulletin No. 11 and General Letter No. 45.) The State Council should keep in close touch with the district foresters and field men of the United States Forestry Service in order to work with them in fire prevention. (See General Letter No. 152.)

FOOD.

Production.—The methods of stimulating food production depend upon local conditions. Each State Council should, therefore, freely exercise its ingenuity in developing such resources. At the same time all food-production work should be tied up with the national food-production program announced by the United States Department of Agriculture. In order to accomplish this and to insure close working relations with the Agriculture Extension Service throughout the State, constant contact should be maintained with the State Extension Director. (See Bulletin No. 87.)

A campaign should be conducted in connection with the national fall planting program. (See Bulletin No. 110.) As soon as the general production program for 1919 is announced the planting campaign should be broadened. A campaign to increase silo construction is also possible. (See General Letter No. 137.) Each State Council should designate some person to have charge of the United States School Garden Army work in the State. (See General Letter No. 139.) Methods in the several fields of agriculture were suggested in General Letter No. 53 and still serve as points of departure for new State measures.

Conservation.—Active assistance should be rendered by State Councils to the United States Food Administration in all its campaigns and close working relationship should be established between the Home Demonstration Agents of the United States Department of Agriculture and the Community Councils of Defense. (See Bulletin No. 114.)

As suggested in General Letter No. 142, measures for the extermination of rats should be adopted by the State Councils. A particularly good opportunity for community campaigns will be found in crusades conducted by the Community Councils of Defense.

FUEL.

State Councils are asked to give active assistance to the State Fuel Administration in various conservation and distribution plans. These include the early purchase of winter fuel, the conservation of gasoline, the saving of fuel by economy in lighting and heating, and strict observance of the "lightless night" order. (See Bulletin No. 107 and General Letter No. 152.)

The State Councils should cooperate with the agents of the United States Forest Service in encouraging the use of wood as fuel. (See General Letter No. 152.)

TRANSPORTATION.

Highways Transport.—In order to relieve freight congestion and to reduce food prices the more extensive use of motor trucks especially for short hauls is recommended by the Council of National Defense. The State Council should create a Highways Transport Committee to work in cooperation with the Highways Transport Committee of the Council of National Defense and study local conditions and develop as far as possible Return Loads Bureaus, and Rural Motor Express. (See Bulletin No. 90, and General Letters Nos. 62, 102, 108, and 155A.)

The United States Employment Service has authorized the State Council Highways Transport Committees to make preliminary decisions as to essential or nonessential labor in connection with all power or horse drawn vehicles. This constitutes an important function of the Highways Transport Committees and adds greatly to the scope of their work. (See General Letter No. 155A.)

Freight Congestion.—The solution of freight congestion problems is in the hands of the Railroad Administration. However, the State Councils can aid by the encouragement of economical measures of buying, such as the purchase of fertilizer in carload lots. (See General Letter No. 30 and Bulletin No. 34.)

Highways.—Though nonessential road improvement is to be discouraged during the war, State Councils should cooperate with State Highways Commissioners in seeing that essential

highways are maintained in good condition and cleared for use at all times. In order that the increased use of motor cars may be facilitated, it is particularly necessary that interstate roads, such as the Lincoln Highway, be kept in usable condition at all times. (See Bulletin No. 100.)

LABOR.

Opportunities for State Council Work.—The State Council should take advantage of local conditions to inaugurate independent activities for meeting the labor problems of the State. Instances of independent State Council activities are the requisitioning of county road crews for haying and thrashing (see Bulletin No. 46), the appointment of Local Housing Committees, the mobilization of townspeople to work on adjacent farms, etc. Some States have found labor surveys, employment bureaus, and vagrancy measures useful and necessary. (See General Letters Nos. 136 and 147.)

United States Employment Service.—To the United States Employment Service has been entrusted the task of recruiting and allocating unskilled labor. The State Council should cooperate with the Department of Labor in this most important work. (See Bulletin No. 101 and General Letter No. 147.)

Boys' Working Reserve.—The actual supervision and placement of members of the Boys' Working Reserve is in the hands of the State Division of the Boys' Working Reserve. State Councils should arrange with this branch of the Department of Labor, however, to assist them in all their work and particularly to provide preliminary training for the boys and to insure their physical and moral welfare. (See Bulletins Nos. 43 and 93.)

Housing.—States with a large industrial population should, in cooperation with the United States Bureau of Industrial Housing and Transportation of the Department of Labor, supervise the provision of adequate housing facilities, establish room registration bureaus, and undertake the prevention of rent profiteering. (See Bulletin No. 95, and Partial Letter No. 23.)

PUBLIC WELFARE.

Vocational Education.—The Federal Board for Vocational Education has requested State Councils to join with State Boards for Vocational Education to provide emergency vocational training to meet the demand for technically skilled workers. The appointment of a Joint Advisory Committee for the promotion of vocational education under the provisions of the Smith-Hughes Act is strongly urged. (See Bulletin No. 104.)

It has been suggested that State Councils consider the advisability of encouraging shop training of employees, following the plans of the Section on Industrial Training of the Council of National Defense. (See General Letter No. 128.)

Maintenance of Educational Standards.—The United States Bureau of Education urges the maintenance of a high educational standard in the primary and secondary schools of the country in order that the young people of to-day may be prepared to meet efficiently the complex conditions brought about by the war. State Councils should lend State and Local Boards of Education every assistance and should unite with Child Welfare Committee of the Woman's Divisions in their special drive. (See Bulletin No. 85.)

Patriotic education in schools.—Arrangements should be made with Boards of Education to have patriotic exercises and brief studies of war news made a part of regular school work in every school.

Public health.—The maintenance of public health is a measure of national defense, especially at a time when national efficiency demands that people be in better health and when at the same time curative facilities are depleted by the needs of the Military Establishment. The maintenance of public health is a matter for which Community Councils are particularly fitted. A public-health committee should be appointed in each Community Council. It should consist

of representatives of all health and welfare organizations in the community, together with citizen representatives. This committee should constitute itself a clearing house for all and should work out arrangements to insure the maximum use of existing facilities and the establishment of such new facilities (as clinics) as are urgently necessary in war time. At the same time the Community Council health committee should map out a local health program and should call a series of mass meetings to develop this program. Whenever the State Council develops a State public-health program, such local programs should be fitted into the State plan.

Child Welfare.—Each successive drive of the Children's Year program should be heartily supported by the State Councils. (See General Letter No. 109, and Bulletin No. 85.)

MEN IN SERVICE.

Legal Advice to Men Entering and in the Military Service.—State Councils of Defense should create State Legal Committees. The duties of the State Legal Committee are to organize local Legal Committees, to prepare a booklet of State and Federal laws and legal rules for the guidance of local Legal Committees, and to draft proposed war emergency legislation on behalf of the State Council for the State Legislature.

Local Legal Committees should be composed preferably of lawyers chosen from the membership of permanent Legal Advisory Boards. They should see all men in Class 1 of the draft to impress upon them the necessity of preparing their affairs for their absence and to assist them in making the necessary preparations. The Local Legal Committees should also volunteer their assistance to the American Red Cross Home Service Sections. (See Bulletin No. 84, General Letters Nos. 49, 55, 65, 67, and 123.)

War-Risk Insurance.—Through the Boards and through Legal Committees, the State Councils should thoroughly inform men about to enter military service in regard to the provisions and opportunities of the Federal War-Risk Insurance Law. (See Bulletin No. 116.) Claims for allotments and payments, however, should be referred to the appropriate Home Service Section of the American Red Cross. (See General Letters Nos. 67, 121, and 127.)

Predraft Training.—State Councils have been asked to cooperate with the Draft Boards in organizing Boards of Instruction to work under the Draft Board, to see personally each Selective in order to make sure that he proceeds to camp willing, loyal, intelligent, clean, and sober, and to provide such meetings, classes, drills, and farewells as will assist in this general task.

Where Boards of Instruction have not been appointed by Local Draft Boards, State Councils, working through their County Councils, should explain to Draft Boards the necessity for such action and should make every effort to bring Selectives together in meetings, at which they will be given instruction as to military opportunities, life in camp, personal hygiene, and the need of legal preparation. Where Boards of Instruction are appointed, State and County Councils should assist Local Draft Boards in furnishing Boards of Instruction necessary information and assistance in their work. State Councils should put their entire machinery at the service of the Boards of Instruction and should make sure that appropriate action is taken through the Board of Instruction or otherwise, to create in the Selectives a sound morale. (See Bulletin No. 89, and General Letters Nos. 76, 100, and Bulletin No. 102, which contains Gen. Crowder's recommendations concerning Boards of Instruction.)

Commission on Training Camp Activities.—State Councils of Defense should cooperate with the Commission on Training Camp Activities in providing for the health, recreation, and welfare of the men in training camps. Suggestions for such State Council cooperation include the supplying of patriotic speakers for recreation meetings, the tying up of local councils of defense with the War Camp Community Service in their camp localities, and their assistance in raising

funds for the work, assistance in maintaining health and moral conditions about the camps, correlation of voluntary societies working for the men in the camps, the supervision of the solicitation of funds by such voluntary agencies, and the provision of comforts and recreation facilities. (See Bulletin No. 81, and General Letters Nos. 73, 74, 96, 114, and 148.)

Community Recognition of Distinguished Service.—State Councils should recommend to County Councils that they and their Community Councils recognize distinguished service in establishing Honor Rolls, and by sending official letters of appreciation to men in the service who have been cited for heroism or distinguished service. The next of kin of the men whose names appear on the list of those who have given their lives for their country should also receive appropriate letters from the Local Council of Defense. (See Bulletins Nos. 81 and 106.)

Relief.—The relief which is necessary as a result of war conditions is concerned largely with the dependents of soldiers and sailors. While this work is under the jurisdiction of the American Red Cross, the State Councils should cooperate wherever possible.

Loyalty and Sedition.—Secretary Baker in writing to the President said: "The State Councils are now in a special sense the guardians of civilian morale in each State." The State Councils are urged constantly and strenuously to combat sedition and apathy by the one means of arousing loyalty. Among the most effective methods are—

1. Drawing into some form of appropriate war work those members of the Community who through misunderstanding or kinship with our enemies are especially prone to disloyal tendencies or unpatriotic discontent.
2. Personal contact and explanation (this is a delicate task, unskillful personal contact tends to foment sedition).
3. Utilizing the existing publicity machinery of the State Councils to reach persons with disloyal tendencies.

It is of first importance that State Councils should take a positive stand against the lawless treatment of persons suspected of disloyalty by local councils or by other agencies. To the Department of Justice is delegated the actual suppression of sedition by the arrest and prosecution of the offenders. (See General Letters Nos. 113 and 138.) The State Councils can be of assistance by reporting to that Department all seditious acts and utterances that come to its attention. (See Bulletin No. 99.)

Deserters and Delinquents.—The State Councils have been asked by the Adjutant General to supplement the work of the Department of Justice in the detection of deserters and draft delinquents. (See General Letter No. 109.)

Location of alien property.—The Alien Property Custodian has asked Councils of Defense to locate for them enemy owned property within the several States, reporting evidence, even though unverified, to the Council of National Defense for transmittal. (See Bulletin No. 96, and General Letter No. 120.)

WAR FINANCE.

Liberty Loans.—As the preparations for each Liberty Loan are developed, State Councils are expected to proffer their services to those in charge for their State, working out special methods of cooperation and active assistance as decided upon by representatives of the Liberty Loan organizations and the State Councils in conference. Particularly valuable work may be done by County and by Community Councils of Defense in reaching the people directly. (See Bulletins Nos. 50 and 62.)

Sale or Exchange of Liberty Bonds.—State Councils should warn the public against exchanging Liberty Bonds for merchandise, calling attention to the fact that it is disapproved by the Treasury Department. Local Councils should investigate and report all offers to accept Liberty Bonds for merchandise and also for other bonds and corporate stocks. The sale of Liberty Bonds, except in case of special necessity, should be discouraged. (See General Letter No. 107.)

War Savings Stamps.—The continuous sale of War Savings Stamps will be important as long as the war lasts. The War Savings Committee is establishing War Savings Societies in small communities for the purposes of thrift and economy and the investment in War Savings Stamps. The growth of these societies should be promoted by County Councils of Defense and the societies as far as possible should be constituted auxiliaries of the Community Councils of Defense working through and with them. State Councils can also assist such continuous sales of stamps by devising ingenious publicity methods for keeping the matter always before the people of the State. In all this work it must be remembered that the main purpose is not to make immediate sales, but to inculcate the habit of personal thrift. (See General Letters Nos. 92 and 149-A.)

Copies of the bulletins, information circulars, general letters, and other material referred to in this outline, and full details as to any of the work outlined, may be had upon application to the Field Division of the Council of National Defense, Washington, D. C.