

NAVY DEPT. — Louis Howe, ASST. TO ASST. SECRETARY OF THE NAVY

SEP 19 1919 263

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THE ASSISTANT SECRETARY OF THE NAVY,
WASHINGTON.

16 September, 1919.

My dear Miss Anderson:

I am informed by Miss Van Kleek that she has resigned and that you are to take her place.

While I regret very much that we will not have Miss Van Kleek to deal with, yet I am very glad so acceptable a substitute has been found. Please call upon me at any time I can be of service.

Very truly yours,

Louisa Whitcomb

Assistant to the Asst. Secretary.

Miss Mary Anderson,

Woman in Industry Service,

Department of Labor.

177
263

August 7, 1919.

Mr. L. McH. Howe, Assistant to the
Assistant Secretary, Navy Department,
Washington, D. C.

My dear Mr. Howe:

I wish to acknowledge your letter to Miss Van Kleeck which came during her absence from Washington. It will be brought to her attention upon her return.

Sincerely yours,

ALL

Secretary to Miss Van Kleeck.

NAVY DEPARTMENT,
ASSISTANT SECRETARY'S OFFICE,
WASHINGTON.

AUG 7 1919

August 5, 1919.

My dear Miss Van Kleeck:

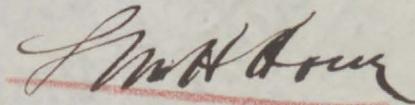
I have been away on my vacation which accounts for my failure to answer your letter of July 15.

Will you let me know immediately if there appears to be any discrimination in the transfer of the Flag and Sail Lofts forces to Brooklyn?

With regards to the Charleston factory, I can assure you that we have no intention of transferring any work to Charleston to private contractors. The truth of the situation is that all were so heavily overstocked that there is nothing to do but shut the factory down until we get caught up, which I am afraid will be a year or more from the present outlook.

In regards to new work, about the rates, I do not remember just what Mr. Roosevelt wrote but you are probably not aware that these rates have been a matter of the most thorough investigation by the garment workers' union and the Department, and that we have finally reached an amiable agreement with the Union workers which it is impossible to consider changing. There is no reflection on Miss Bryan's investigations nor was it so intended. It is simply that that was one subject which it was too dangerous to reopen under any circumstances as we had been through about a year's negotiations to arrive at the standards fixed. As a matter of fact we have very much appreciated Miss Bryan's work, and whenever it is possible I have tried to adopt her suggestions.

Sincerely yours,



Assistant to the Assistant Secretary.

Mary Van Kleeck, Director,
Women's Bureau, U. S. Department of Labor,
Washington, D. C.

177
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Sept 4, 1919.

Mr. L. McH. Howe
Office of the Asst. Secretary of the Navy,
Navy Department,
Washington, D. C.

My dear Mr. Howe:

Your letter of August 25th to Miss Van Kleeck, which takes up the question of the investigation in the sail loft of Brooklyn, was received at this office August 28th.

It seems to me that by calling up the agreed people and letting them have a hearing, even though they all talked at one time, at least ~~they~~ ~~they~~ ~~they~~ a chance for expression and I have no doubt had some good results.

Miss Bryan is out of the city on a leave of absence until October. She was not feeling very well and she is away to regain her strength. In the meantime if there are any questions of importance that you would like to take up with this bureau I would be very glad to take up these matters with you.

Miss Van Kleeck, to our great regret, had to resign her official position with the Government because of the serious illness of her mother which made it necessary for her to spend all of her time in New York City. We are very sorry indeed of the loss of such an able woman as Miss Van Kleeck but we know that we will have her help and guidance in the future policies of the Women's Bureau.

Very sincerely yours,

Mary Anderson, Director
Women's Bureau, U. S. Department of Labor

MA:EFH

AUG 28 1919

THE ASSISTANT SECRETARY OF THE NAVY,
WASHINGTON.

August 25, 1919.

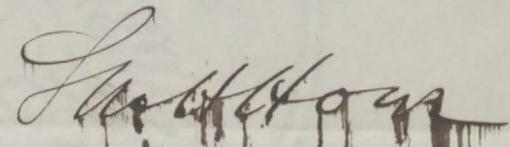
My dear Miss Van Kleeck:

I took up the matter of the investigation of the Sail Loft, Brooklyn, with Admiral Burd, and am sending you, in the strictest confidence, his reply, because it is both amusing and enlightening.

I do not, for the moment, see anything more we can do in the matter, but I thought the Admiral's letter was worth your reading for the psychology, and in order that you may get some idea of the mental attitude of the Naval officers. Admiral Burd is Industrial Manager of the New York Yard and is, I think, far more fair with the Navy's employees than any of the old line officers who stepped ashore from the strict discipline of the battleship and tried to run a Yard on the same plan.

I hope some day to drop over to see you about a number of matters, but it is rather hectic just now.

Very sincerely yours,



Assistant to the Assistant Secretary

Miss Mary Van Kleeck,
Director, Woman in Industry Service,
Department of Labor,
Washington, D. C.

NO.

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177

UNITED STATES NAVY YARD
NEW YORK, N. Y.

August 21, 1919.

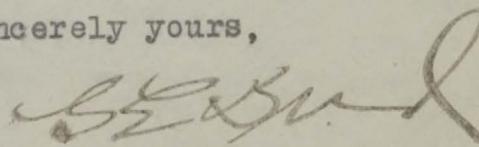
My dear Mr. Howe:

When the women of the sail loft and those of the organization came to see me in regard to this matter they all came and talked at the same time and I do not think that any greater elucidation of the question was obtained than by the Board's method of having witnesses up one at a time.

Frankly, I think they have no case and if you will read the testimony over carefully I believe you will agree with me.

I have just returned from three weeks' leave up in Maine and enjoy getting back to work more than I did the leave. Drop in and see me when you come this way.

Sincerely yours,



Mr. L. McH. Howe,
Office of the Asst. Secretary of the Navy,
Navy Department,
Washington, D.C.

COPY

477
263

NAVY DEPARTMENT
Assistant Secretary's Office
Washington

August 5, 1919.

My dear Miss Van Kleeck:

I have been away on my vacation which accounts for my failure to answer your letter of July 15.

Will you let me know immediately if there appears to be any discrimination in the transfer of the Flag and Sail Lofts forces to Brooklyn?

With regards to the Charleston factory, I can assure you that we have no intention of transferring any work to Charleston to private contractors. The truth of the situation is that all were so heavily overstocked that there is nothing to do but shut the factory down until we get caught up, which I am afraid will be a year or more from the present outlook.

In regards to new work, about the rates, I do not remember just what Mr. Roosevelt wrote you but you are probably not aware that these rates have been a matter of the most thorough investigation by the garment workers' union and the Department, and that we have finally reached an amiable agreement with the Union workers which it is impossible to consider changing. There is no reflection on Miss Bryan's investigations nor was it so intended. It is simply that that was one subject which it was too dangerous to reopen under any circumstances as we had been through about a year's negotiations to arrive at the standards fixed. As a matter of fact we have very much appreciated Miss Bryan's work, and whenever it is possible I have tried to adopt her suggestions.

Sincerely yours,

(Signed) L.M.H. Howe,

Assistant to the Assistant Secretary

Mary Van Kleeck, Director
Women's Bureau, U.S. Department of Labor,
Washington, D.C.

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263

July 16, 1919.

Mr. L. M. Howe, Assistant to the
Assistant Secretary, Navy Department
Washington, D.C.

My dear Mr. Howe:

I am returning to you the papers covering the investigation of irregularities complained of by women employed in the Sail Loft at New York. You have asked for our comments as to the investigation and the findings. It seems to us in reading the manuscript that the investigation was not planned in a way to insure a free expression from the workers and as a result little information of value was brought to light. Would it not have been wiser if instead of calling in the workers one at a time, they had been permitted to appear before the Board in a group? If every one concerned had been requested to appear at the same time it would, in our opinion, have tended to bring out the facts more clearly and would have allayed the timidity which the workers must have felt toward court procedure. If the supervisor of whom they complain is unfair, as some of the workers felt, and tends to show unjust discrimination and favoritism it is natural that the workers would consider the testimony of such a supervisor biased and it would naturally be possible also to find workers who would support her case. For all these reasons we doubt the effectiveness of the procedure adopted in that it did not insure a full and free statement on the part of those who thought that they had grievances.

Sincerely yours,

Mary Van Kleeck, Director
Women's Bureau, U.S. Department of Labor
(Formerly Woman in Industry Service).

MVK/ALL

NAVY DEPARTMENT,
ASSISTANT SECRETARY'S OFFICE,
WASHINGTON.

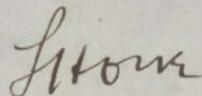
JUN 30 1919

June 27, 1919.

My dear Miss Van Kleeck:

I am forwarding you the original papers, which you will please return, covering the investigation of the irregularities complained of by the female employees in the sail loft at New York. This matter was taken up by your investigator and I would appreciate any comments from you as to the investigation and the findings.

Very sincerely yours,



Assistant to the Assistant Secretary.

Miss Mary Van Kleeck,
Director, Woman in Industry Service,
Department of Labor,
Washington, D. C.

177
263

July 15, 1919.

Mr. L. H. Howe, Assistant to the
Assistant Secretary of the Navy,
Navy Department, Washington, D. C.

My dear Mr. Howe:

We have had called to our attention by the National Federation of Federal Employees a report that the work of the Flag and Sail Lofts of the New York Yard is being transferred to the Fleet Supply Base at Brooklyn and that it has been indicated that employees in the old Lofts will not be transferred to the Fleet Supply Base as new employees are now being hired there. We are of course in hearty accord with a plan which promises to better the physical conditions under which the work is to be done, but we hope that immediate consideration can be given to the employment problem in order that there may not be a danger of unfairness in discharging old employees and replacing them by new ones.

A request has come to us from the Y. W. C. A. in Charleston, S. C. that we make inquiry concerning the proposal which they understand has been made to close down the clothing factory by the 1st of August, transferring to private contractors through the Brooklyn Provisions and Clothing Depot the work that would normally come to the Charleston Yard. Is it desirable that Miss Bryan should visit Charleston for a few days to look into this situation?

In connection with the Charleston Yard I would add that in looking over the correspondence which you sent us regarding Miss Bryan's report we noted that Assistant Secretary Roosevelt in his letter of April 26 to Admiral Bryan indicated that serious attention need not be given to those sections of Miss Bryan's report relating to proposed changes in rates. We very much regretted this suggestion as it seemed likely to insure less careful consideration of the remaining portions of Miss Bryan's report and brings up, therefore, important questions regarding the scope of the recommendations which you desire from the Women's Bureau.

Sincerely yours,

Mary Van Kleeck, Director,
Women's Bureau, U. S. Department of Labor
(Formerly Woman in Industry Service)

MVK/LGB

177
263

July 1, 1919.

Mr. L. M. Howe, Assistant to the
Assistant Secretary of the Navy,
Navy Department, Washington, D.C.

My dear Mr. Howe:

I wish to acknowledge your letter of June 27th, with
enclosures, to Miss Van Kleeck, which came during her absence
from Washington. This will be brought to her attention upon her
return. Miss Bryan has just returned from her trip to the Pacific
Coast and I have brought this matter to her notice.

Sincerely yours,

ALL

Secretary to Miss Van Kleeck.

177
263

June 21, 1919.

Mr. L. Howe, Assistant to the
Assistant Secretary, Navy Department,
Washington, D.C.

My dear Mr. Howe:

I wish to acknowledge receipt of the replies of your
representatives in regard to the recommendations made by this
Service. These came during Miss Van Kleeck's absence from Washington
but they will be brought to her attention upon her return.

Sincerely yours,

ALL

Secretary to Miss Van Kleeck.

NAVY DEPARTMENT,
ASSISTANT SECRETARY'S OFFICE,
WASHINGTON.

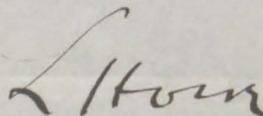
JUN 21 1919

June 20, 1919.

My dear Miss Van Kleek:

I am sending you the replies of the Yard
in regard to the recommendations of your representatives.
I will be pleased to have your comments on their com-
ments.

Very sincerely yours,



Assistant to the Assistant Secretary.

Miss Mary Van Kleek,
Director, Woman in Industry Service,
Department of Labor,
Washington, D. C.

31 ✓
32 ✓
61-2

UNITED STATES NAVY YARD

CHARLESTON, S. C.

BCB/b

May 28, 1919.

From: Commandant.
To: Assistant Secretary of the Navy.

Subject: Recommendation of the representative of Woman Service of the U.S. Department of Labor regarding conditions in the Charleston Navy Yard; comment on.

- Enclosures: (A) Report of representative with endorsement of Director in Industry Service forwarding same to Secretary of the Navy, and letter of Assistant Secretary forwarding same for comment on recommendations made therein.
(B) Second endorsement of Accounting Officer, dated May 10, 1919.
(C) Letter of Superintendent of Clothing Factory, dated May 6, 1919.
(D) Letter of Acting Public Works Officer, dated May 10, 1919.
(E) Letter of Surgeon of the Yard, dated May 5, 1919.
(F) Letter of Chief Clerk, dated May 23, 1919.

EMPLOYMENT METHODS:

1. The recommendation made under this heading is not concurred in.
2. The present method is considered preferable and more efficient.
3. There are so many trades embraced in an industrial plant of the character of a Navy Yard that it would be difficult, if not impossible, to secure one individual sufficiently familiar with all trades to handle transfers, promotions, demotions, and discharges.
4. At present employees both classified and unclassified on the wage schedule of the Yard, that is, the skilled, partially skilled and common labor, are taken on through the Labor Board, which is under the Civil Service Commission.
5. Employees so taken on are sent to the shops in which the workmen of the trade they belong to are employed. They are put under the supervising force of such shops and rated by the ability they show in their work.

6. The Supervising force are men selected by competitive examination from journeymen workmen of the trade and are undoubtedly the best qualified to judge of their proficiency. The women employees of this character are treated in exactly similar manner, and there would seem to be no additional reason for a woman manager as suggested.

HOURS:

7. The lunch hour for the majority of employees is now 45 minutes, from 12:00 noon until 12:45 P.M. The Clothing Factory have a 30-minute lunch hour and the clerical force, 25 minutes.

8. These shorter hours are selected, as stated in the report, by the employees themselves and it is agreed that a longer hour would probably be better, but there are unusual conditions existing at this Yard that have a decided bearing on the length of this hour.

9. The city of Charleston, where the majority of the employees live, is seven miles from the Yard and the transportation facilities are slow and irregular. It is safe to say that the average employee requires a full hour between shop and home.

10. This addition of two hours to the day's task makes a long day at best and a short lunch hour gets the employees home that much earlier, which is more satisfactory to them.

11. There is no such practice as noted in the report of "excusing employees from punching the time clock so that they may reach the cars first at closing time".

12. The offices having many clerks prefer to use the time clocks in order to keep the records, the smaller offices keep their records by signing in or out.

13. The location of the office, difference in time of clocks, and speed of employees has more bearing on the time of reaching the cars than the time required to check in at the clock. Recently it has been arranged to have a bell rung from a central point, which sounds in all offices at the same time.

14. The Industrial Agent is in error in regard to the hours kept by telephone operators, as is fully explained in paragraph 2 of the letter of the Acting Public Works Officer of the Yard (enclosure (D)).

WAGES:

a. Unclassified.

15. The statement that workers in the Clothing Factory doing skilled labor are "rated lower at a maximum than a minimum for

common labor in the same Yard" is incorrect.

16. The average rate of wage paid here is believed to be fully as high as paid elsewhere for the same kind and quality of work. This is fully discussed in paragraphs 3 - 12 of the letter of the Superintendent of the Clothing Factory (enclosure (C)).

17. There is no such rating as "Forelady" in this Yard, the rating is forewoman. The employee referred to has been several times recommended for a rating as Assistant Superintendent.

b. Classified.

18. A raise has been made in the pay of telephone operators who now receive \$3.20.

19. There are two classes of employees for messengers:

- (a) Messenger boy (or girl) less than 18 years -
\$1.76 to \$2.24;
- (b) Messenger (over 18 years) \$2.48 to \$3.04.

20. The Industrial Agent again makes the mistake of stating that the pay for clerical labor is less than that for common labor.

21. A list of employees with their pay is given by the Chief Clerk in his letter of May 23, 1919 (enclosure (F)), in which the Commandant concurs.

22. A careful investigation has been made of the statements made in the report concerning favoritism shown by the Chief Clerk.

23. A graphic diagram is attached showing the date of employment and rate of pay, from which it will be seen that only two employees are out of line for regular promotion, due to length of service, these having been advanced more rapidly due to merit and the work they were doing; J.B. Morris was doing the court stenographic work and C.D. Reeves, being file clerk, both positions requiring special ability. J.B. Morris has recently resigned as outside influences offered greater inducement.

PHYSICAL CONDITION OF WORK:

- (a) Office Buildings.
- (b) Factory Buildings.

24. For comment on these recommendations see letter of Acting Public Works Officer (enclosure (D)), and letter of Surgeon of the Yard (enclosure (E)).

25. Frequent endeavors have been made to get funds for a new administration building and a space has been reserved for same.

26. The conditions of toilets in Building No. 7, Supply Officer's Office, are very bad. Plans have been submitted to improve these conditions but no funds are available.

HOUSING:

27. The condition as stated by the Industrial Agent is correct and has been represented to the Department. The matter was taken up and an allotment made for building houses for workmen from Emergency funds. This allotment was withdrawn when the armistice was signed.

28. The Yard will never have a satisfactory or efficient personnel until some improvement is made in living conditions in the vicinity.

29. The Department is fully advised as to transportation facilities.

DEMOBILIZATION:

30. It is regretted that longer notice could not be given the employees discharged from the Clothing Factory and every endeavor is always made to give notice as far in advance as possible.

31. The recommendation to make discharges according to the hardship caused by discharge is impracticable.

JR

OP	DIVISION OF RECORDS	ECT.
OP/MAT	SECRETARY'S OFFICE	FIG
J. A. C.	RECEIVED	ADV
SOL.	JUN 10 1919	
C. O.		
APPT.	NAVY DEPARTMENT	
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Be Bryan

M. Howe

LIEN FOND

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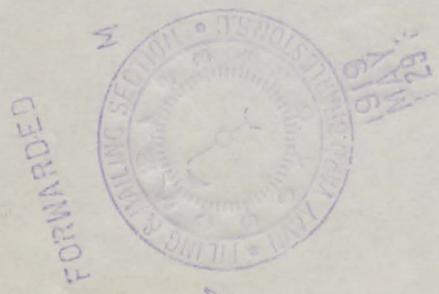
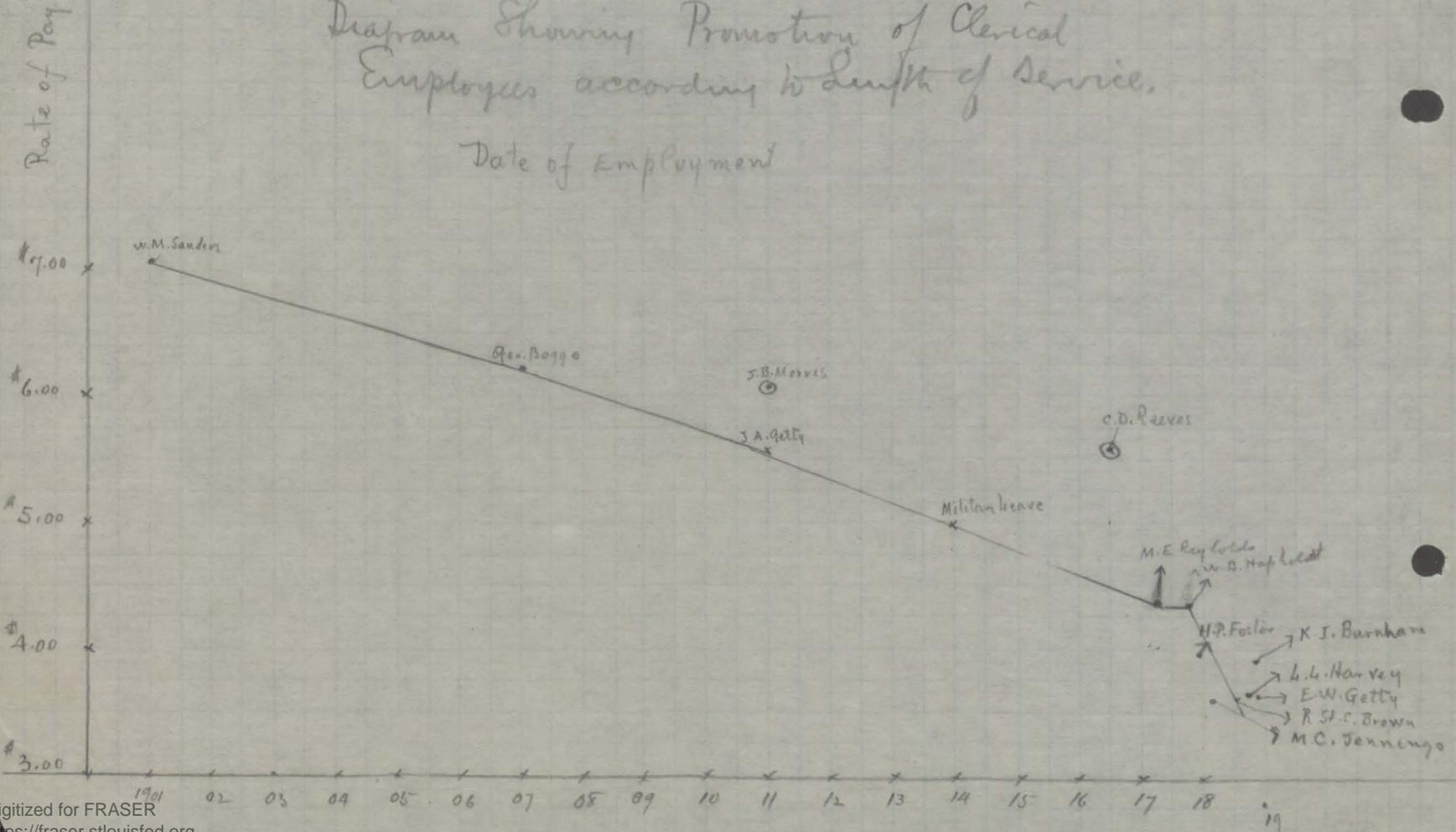


Diagram Showing Promotion of Clerical Employees according to Length of Service.



UNITED STATES NAVY YARD

CHARLESTON, S. C.

s/b

May 23, 1919.

From: Chief Clerk.
To: Commandant.

Subject: Report of Industrial Agent, Women in Industry,
Department of Labor.

1. Following is list of employees in the Commandant's office as of date of May 1st:

	<u>First appointed</u>	<u>Pay</u>	
Sanders, W.M.	9-3-1901	7.04	On military roll,
Boggs, Geo.	10-11-07	6.24	C.C. 6th Nav. Dist.
Morris, J.B.	3-16-11	6.08	Court Sten. & Spl. work Comdt.
Wagner, J.W.	8-6-14	5.20	On military leave,
Reeves, C.D.	1-2-17	5.84	Head file clerk,
Getty, J.A.	12-5-11	5.60	Asst to CC, rout'g papers, supy.sten.
Reynolds, M.E.	4-10-17	4.40	Charge copying section,
Happoldt, W.B.	8-23-17	4.40	Asst.file section & relief G.C.M. sten.
Foster, H.P.	10-16-17	4.16	Survey reports,
Burnham, K.I.	11-2-18	4.16	St. & T. & copying
Harvey, L.L.	7-3-18	3.68	Copying,
Getty, E.W.	9-26-18	3.68	Records officer per- sonnel,
Browne, R. St.C.,	6-16-17	3.68	Civ.personnel records- apptmts.
Kahrs, A.J.	11-20-17	3.20	On military leave,
Jennings, M.C.	3-1-19	3.68	Enlisted personnel records,
Ballentine, W.E.	5-23-18	2.00	Messenger boy.

Temporary Employees:

Hennessey, H.B. (vice Kahrs)	4-5-16	3.68	Files
Feldman, E.B. (vice Wagner)	5-1-19	3.68	Recording
Happoldt, H.R.	5-1-19	3.68	Files
Johnson, D.	10-29-18	1.76	Messenger girl
Dillard, A.L.	3-20-19	1.76	Messenger boy

Also:

Madray, Pauline, yeo. 3d Cl. USNRF, Recording

(F)

2. Mr. C. D. Reeves has been promoted faster than others on account of duties assigned, that is, Head of filing section.

3. Mr. R. St. C. Browne has not been promoted, except for readjustments, partly due to the fact that he has been drawing the bonus of \$120.00 per year, which would have stopped had he been promoted, and partly due to the fact that his attendance record did not justify more consideration.

4. Temporary employees cannot, under the Department's instructions, be promoted.

5. I consider all of these rates of pay too low, in view of the present cost of living and the rates allowed other classes of Navy Yard employees, and would like to see further promotions made. Were the Commandant given the same authority to re-rate office employees, within specified maximum and minimum limits, as is now given heads of Yard departments for the shop force, better work and more satisfactory results generally would be had.

6. As to assignment of work I can only say that this is done in the most equitable manner practicable, and changes are made as circumstances require. I am always open to and frequently ask for suggestions, looking to this end, from those under my supervision. The complaint, as made, of injustice and favoritism is too much of an anonymous generality to be either understood or cleared up. Every Civil employee (except temporary) in the office has passed the required Civil Service examination and there remains but one Naval Reservist, a yeoman, third class, under my immediate supervision. Were definite information given as to the instances complained of, or as to the person or persons making the complaint, I could make a more intelligent report.

7. The improvised space for lunch is about as stated by Miss Bryan, except that the cupboard is for dishes, instead of groceries; the few supplies used being brought in daily, as needed.

8. The need for better and more sanitary toilet facilities for women is very great, and there should be a comfortable place provided for those taken suddenly ill, or fainting, as has happened a number of times.

W. M. Dando

31
61-2

U. S. NAVAL DISPENSARY

NAVY YARD

CHARLESTON, S. C.

May 5, 1919.

From: Surgeon of Yard.
To: Commandant.

Subject: Report of Miss Helen Bryan, Woman in Industry Service, U. S. Dept., of Labor, on sanitary conditions at Charleston Navy Yard.

1. All of the features regarding sanitation mentioned by the Industrial Agent have already been the subject of reports and recommendations by the Medical Officer of the Yard.

2. The ventilation in the Supply Officer's office and in Building 7, is as the Industrial Agent states, very poor, and should be corrected. The condition she mentions in regard to the womens' toilet in the building is also an urgent matter.

3. In addition to the nurse in charge of the First Aid Room at the Clothing Factory, the medical officer of the Navy is called in case of severe illness among any of these employees. Any women taken ill in Building 7 or 8 are also cared for by the medical officer at the Dispensary, which is located very near these buildings. It is considered impracticable to have small first aid rooms in all of the buildings of this Yard.

4. The Yard Cafeteria is not well managed, and the food and sanitary conditions are poor, and will continue so until a higher standard of management is substituted for that at present.

5. The double roofing in the Clothing Factory Annex was recommended, but was not carried out, as it was then the intention to move the Clothing Factory into the City of Charleston. If it remains here, this double roofing should be done.

L.H. Roddis
L.H. Roddis.

(E)

U. S. NAVAL DISPENSARY

NAVY YARD

CHARLESTON S. C.

May 6, 1910.

31

Department of the Navy
Navy Yard

To :
From :

Subject: Report of Miss Helen Brown, former in industry
Service, U. S. Dept. of Labor, on sanitary
conditions at Charleston Navy Yard.

1. All of the reports regarding sanitation men-
tioned by the industrial agent have already been the subject
of reports and recommendations by the Medical Officer of the
Yard.

2. The ventilation in the Supply Officer's office
and in Building Y, as in the industrial agent's report, is
poor, and should be corrected. The condition of the main
ward to the women's toilet at the building is also an urgent
matter.

3. In addition to the report of the Medical Officer of
the Yard as to the dining room, it is recommended that
the Navy is called in case of severe illness among any of
the employees. Any woman taken ill in Building Y or B are
also cared for by the Medical Officer at the Dispensary, which
is located very near these buildings. It is suggested that
attempts be made to have small first aid rooms
built in this yard.

4. The Yard Caterer is not well trained, and
the food and sanitary conditions are poor, and a certain
amount of management is suggested for
that at present.

5. The double cooling in the dining room
has been recommended, but was not carried out, as it was then
the intention to move the Dining Room into the City of
Charleston. If it remains here, this double cooling should
be done.

E. F. ...



In reply address
The Public Works Officer
and refer to Number

B/WB

U. S. NAVY YARD, CHARLESTON, S. C.
PUBLIC WORKS DEPARTMENT

May 10th, 1919.

From: Acting Public Works Officer,
To: Commandant.

SUBJECT: Charleston Navy Yard; Report of Department of Labor
Representative on Women in Industry Service.

Reference: Commandant's 1st endorsement May 2nd, 1919.

1. As directed by reference (a) the following comment and recommendations are submitted as to matters effecting this Department.

2. In Section Five, Paragraph One, it is stated that four telephone operators are employed and that each operator works sixteen out of any twenty four hours. As a matter of fact five operators were actually employed at the time the inspection was made, and in this same report it will be noted that in Section Five, Paragraph Two-B, mention is made of five operators. No operator is required to work more than eight hours per day and this could not legally be done. It is understood, however, that occasionally the operators have arranged among themselves to exchange shifts or take two shifts in twenty four hours so that they may be free at certain other times to suit their own desires. In case of sickness or absence of regular operators for other causes, relief operators are obtained from the Electrical Force in the Yard Power Plant or from the enlisted personnel in the Communication Office. At all times there are two operators on the day shift.

3. There is no question that the present Administration Building, Building #8, which is a two story building instead of three story as stated in the report--, is not a suitable building for an Administration Building in a yard of this size. For many years past an item has been included in the Annual Estimates which are submitted to Congress for the erection of a suitable Administration Building, and a site has been reserved for such a building along Third Street between Avenues C and D. All possible improvements have been made in Building #8 for the health and comfort of the personnel but the limitation as to space prevents the attainment of ideal conditions such as are recommended in this report. Recommendations that lunch rooms in the various offices within a reasonable distance of the Yard Cafeteria be abolished is approved.

4. Recommendation has been submitted to the Bureau of Yards and Docks for enlargement of office space on the second floor

SUBJECT: Charleston Navy Yard; Report of Department of
Labor Representative on Women in Industry Service.

.....
of Building #7, and transferring the stores which now occupy the west end of this floor to other store houses. It is probable that this scheme will be developed in connection with the occupancy of the new Storehouse, Building #4. The new offices on the fourth floor of Building #4 are now occupied by the Sixth Naval District Headquarters. In connection with the extension of the offices in Building #7 it will be possible to provide additional toilet facilities.

5. Section Five, Paragraph Three-B mentions certain conditions that exist in the Clothing Building. New construction in connection with the City Water Supply which is being financed by the Government and installed under the supervision of the War Department is likely to remedy the conditions of low water pressure which have caused difficulty at the Clothing Factory. This work is now overdue for completion, but it is expected that conditions will be improved within the next month or two. A new boiler has been installed in the Clothing Factory Boiler House to provide additional heat for the new Pattern Shop. In connection with the ventilation in the Sewing Room, plans are being prepared for installation of registers in the floor of this room which will provide a direct draft through the middle of the building. There is sufficient overhead ventilation, and it is believed that the question involved is more one of circulation of air rather than removal of air from the building by ventilation. This building is equipped with steel sash with pivoted ventilators, and it would be extremely expensive to attempt to alter these sash. It is believed that the method mentioned above will give satisfactory results. The toilet room in the Annex is already provided with 2 - 12" ventilators in the roof, but the same plan of floor gratings will be following as in the case of the Sewing Room, in an effort to provide circulation of air. If it is impossible to provide additional space in the present building for lunch rooms, rest room and locker rooms, as recommended in the report, it is recommended that authority be obtained for the preparation of plans and specifications for a new building to accommodate these conveniences.

6. In discussing the condition of the Yard Cafeteria it is stated that the Navy did not pay for the equipment of lunch room and kitchen. In order to avoid misunderstanding, it may be explained that the Navy purchased all the permanent equipment for this building, such as ranges, steam kettles, steam tables, benches and refrigerators at a cost of nearly \$10,000.00, but that the operating committee supplied the dishes, cutlery, pots and pans, etc., which were considered by the department to be in the

SUBJECT: Charleston Navy Yard; Report of Department of Labor
Representative on Women in Industry Service.

.....
nature of consumable supplies.

7. With regard to hours of labor, it is believed that the recommendation that three quarters of an hour should be allowed for lunch for office employees is a good one. The matter of employment of telephone operators is covered in paragraph one.

W. B. Bond

THE FEDERAL RESERVE BANK OF ST. LOUIS
DEPARTMENT OF THE TREASURY

nature of commercial supplies.



RECEIVED

M

P

UNITED STATES NAVY YARD

CHARLESTON, S. C.

6 May, 1919.

84-32 ✓
31 ✓
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From: Superintendent, Naval Clothing Factory,
To: Commandant.

SUBJECT: Report on Charleston Navy Yard by Industrial Agent, Woman in Industry Service, U. S. Department of Labor.

Reference: Commandant's first endorsement No. S/h of May 2, 1919.

1. The report submitted by the Industrial Agent of the Woman in Industry Service appears to be in error in several instances; first of which is the misconception as to what constitutes the classified and unclassified employees in the Navy Yard. Article 221, Naval Instructions, indicates that the unclassified service consists of Group I, laborers and others engaged upon manual work which requires no mechanical or trade knowledge, and that Group 2 to 4-c consists of employees engaged upon work which requires some mechanical skill or trade knowledge, and includes special employees who are required to have educational and technical qualifications necessary for the performance of the duties of their ratings. In this connection, under paragraph IV, sub-paragraph I, the title of leadingwoman is used under "unclassified". It is to be noted that there is no such rating in the Clothing Factory schedule, but the rating of assistant forewoman appears under Group 4-c.

2. The hours of work at the Clothing Factory are not as stated under VI 8 a.m. to 4:30 p.m., but are from 7:45 to 4:15, which difference in working hours is due to transportation arrangements to the city.

3. In connection with the wages paid by the Clothing Factory, the report states that the maximum for women sewers at the factory is less than the minimum rate for common laborers, but a comparison of the Clothing Factory schedule of wages with the Yard schedule of wages does not bear out this statement, as the maximum rate for an operator at the Clothing Factory is \$3.52 and the minimum rate for laborers in the Yard is \$1.84 with maximum of \$2.88 per diem.

4. The price paid at the factory for hemming trousers, white, is \$1.36 per hundred and from the latest figures of the union scale of prices available, the union scale is \$0.85 per hundred. The Superintendent has yet to hear of a report of a pair of sailor's trousers being issued to the service with one leg longer than the other, as defects of this and similar nature are discovered by the inspectresses before the garments are shipped. The remarks as to trimming are somewhat in error as to being paid for on a piecework basis. All work is done at the Clothing Factory on a straight daily wage system, the piecework prices assigned being for efficiency record purposes, and for computing the amount of work done by employees in making promotions. For this purpose, there is a different rate assigned for trimming on each garment. This rating of trimmers is paid \$2.48, \$2.80 and \$3.04 per diem, which is believed to be greatly in excess of the union scale, as it is absolutely unskilled work and requires no experience. It is also to be noted that all garments come from the sewing rooms with threads to be trimmed, and while there might be isolated cases where some garments have shorter thread ends to be trimmed than others, nevertheless, the short ends must be trimmed as well as the long ends. The only garment in the factory requiring folding which is not performed by the pressers is the dungaree trousers, and one employee is able to perform this operation in about half of her time. The advantage of a separate rate of pay for this operation is not apparent. The price of hemming bottom and sewing on tickets on dungaree jumpers as assigned at present bears practically the same relation to the total cost of the garment as heretofore, and the question of inadequate scale on this operation has never been brought up before, but the argument advanced in the report appears to bring out some new points and the matter will be further investigated. The price fixed for felling on all garments

bears the same relation to the total cost as in the past, and it is to be observed that practically all of the operators on felling have made the highest rating. The equipment of sewing machines heretofore used in the Division B sewing room for work on nainsook drawers has been a heavier type of machine than those installed in Division A for similar work, but steps are being taken to move the light machines from Division A to replace those in Division B, which should adjust this complaint.

5. It is not known from what source the investigator obtained the information that the majority of female clerks, stenographers and typists are rated at the same pay as common laborers, \$3.68 per diem, as this is wholly incorrect, the maximum pay of a laborer being \$2.88. In paragraph 7 of the report under the sub-title "Factory Buildings" criticism is made of the water supply which criticism is well founded, as this has been a constant source of trouble and inconvenience in the factory, at present, however, owing to reduced force, all operators are now working in the Annex, Division B, which being a one-story structure has ample water pressure. It is manifestly impossible to maintain a temperature which will be satisfactory to every individual in a room containing 400 workers, which is the case with Division B. From many sources, words of commendation have been heard regarding the good features of the sewing room in Division B. The ventilation is considered good now, but the Public Works Officer has in hand the matter of cutting a ventilating aperture in both the East and West end eaves, and in addition to cut ventilating holes in the floor to be covered by gratings for the purpose of allowing an intake of fresh air to flow from under the building. It is estimated that it will take approximately eight weeks to make these installations. The investigator evidently thought that each sewing machine table had but two fans, one installed at each end of rows of machines, but overlooked the fact that there are two fans trained at opposite directions installed at the center of the tables, so that four fans are available for each row of machines. These fans are connected with the shaft drives under the tables.

6. The Superintendent does not agree with the remarks as to the lunch room being an undesirable place, though it is believed that a specially constructed lunch room would be more desirable. In this connection, the Superintendent desires to state that the Commandant of the Sixth Naval District, his aid and several assistants, as well as a number of other officers attached to the Yard, lunch in this room daily, and the Superintendent has heard nothing but favorable comment.

7. It was not known to the Superintendent that the employees had refused to use the lockers provided for them, but understands that it was with the permission of the Superintendent approved by the Commandant that they were allowed to keep their hats and coats in the sewing rooms, in order to facilitate exit from the factory to catch the street cars for the city. It is to be noted that they are on the direct way from the sewing rooms in Division A to the exit from the building, but the employees in Division B must mount a flight of steps and descend if the lockers were in use. The distance is negligible.

8. The matter of ventilation of the toilet room in the Annex will be taken up with the Public Works Officer. In connection with the remarks in the report concerning demobilization, it was necessary to immediately separate from the Clothing Factory a certain number of employees upon receipt of orders to curtail production. The first to be discharged were those whose efficiency records were the poorest, as under the circumstances with the efficiency of the factory in view, they could no longer be retained on the pay rolls, as their services were not needed. Upon receipt from the Navy Department of instructions to give fifteen days' notice where practicable, all employees having leave with pay due them were required to take this leave in order that the employees to be dismissed could be kept at work and given notice of their discharge in the near future. There can be no possibility of discrimination against the colored employees at Division C, inasmuch as work hitherto done at the Navy Yard factory was transferred to Division C in order that the number of employees discharged through lack of work might be held to the same relative proportions. In round

numbers about 52% of white women are effected by the reduction in force and about 53% of the colored women. The state of completion of work at Division C was in such shape owing to the very great reduction in work assigned that plant that the reduction in force was made much more rapidly than at the Navy Yard. This was entirely an administrative measure.

9. It is not believed that any advantage would be derived from a change in the employment methods as recommended by the report, as the present methods of promotion, demotions, employment and discharges seem to be adequate. As far as the Clothing Factory is concerned, it is not believed that any additional time for lunch would be desirable for the employees as this would mean staying the same length of time after the usual closing hours, and this is undesirable owing to the length of time taken to reach their homes after working hours now. Under the head of recommendations as to wages unclassified, the same confusion seems to exist in the investigator's mind as to the rates of pay for operators and common laborers, which has already been touch upon. The Yard schedule of wages approved November 1, 1918, awards \$3.68 per diem to sewers which rating is similar to sewing machine operators or operators (female) as designated on the factory wage schedule against \$3.52 which is paid by the Clothing Factory. Also the reference to machine operators is apparently an error as the Charleston Clothing Factory machine operators are men, employed in the cutting room. The prices per operation as fixed for the Clothing Factory are understood to be considerably higher than the scale existing in similar factories in and around New York City where work is done by both men and women, and an opportunity was given the Clothing Factory employees by the Navy Department to vote as to whether they desired piecework, which would have placed them on a more advantageous basis than men sewers in the North through increased scale of piecework prices, but this proposition to put them on a piecework system was overwhelmingly rejected by the Clothing Factory employees, both white and colored.

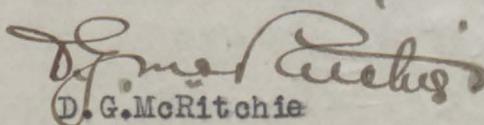
10. In the recommendations for re-rating the scale for certain of the operations, the investigator is under a misapprehension apparently as to the method of paying for trimming. All trimmers always have been paid on a straight day rate basis, the piecework prices fixed being merely for efficiency record purposes. It is to be stated in this connection that it is very rare for a trimmer to make and maintain the proper average, and as for the amount of skill required the price should be reduced rather than increased, as the usual case is that only those are employed on trimming who have not been able to make good as operators where some degree of skill is required. With regard to changes in scale of prices for the other operations no change is considered advisable with the possible exception of hemming dungaree jumpers, which matter will be given consideration.

11. Relative to the rates on dungarees for Division C, which the report states are apparently not properly adjusted, this scale is based on the scale always in use at the factory though the prices have been increased from time to time in proportion to the several increases in pay per diem allowed by the Navy Department. The failure of a larger percentage of the employees in Division C to make the highest rating is ascribed to the natural tendency of the southern colored workers to be content with a living wage and not work any harder for it than they are compelled to. This is a well established fact throughout all the industrial sections of the South as all the mills and plants in the South are handicapped by the absence of a large percentage of their colored working forces immediately following pay days. The colored employees have not been discriminated against in anyway whatever, but on the other hand there is no visible reason why they should receive special consideration. Colored operators acting as inspectresses were employed at Division C plant for a about a year, but they did not prove to be a success, and white women were sent to replace them upon the request of the forewoman who was detailed in charge of Division C shortly before this time. Since this change, with the aid of special instructions where necessary, the output of this branch of the Clothing Factory has been increased, and a much greater proportion of the operators have been promoted for efficiency than during the period prior to this change.

12. It is to be stated that all of the comparative piecework prices in force at the Naval Clothing Factory were established by a board on December 6, 1918, and approved by the Navy Department. In arriving at these prices, the board considered prices recommended by Mr. Victor Altman, Rate Adjuster, United Garment Workers Union of America, and a special report on prices for similar work in private factories submitted by Miss May Allison, Agent of the U.S. Department of Labor, the prices adopted being in all cases at least 15% higher than the prices prevailing at Charleston prior to December 6, 1918, and in a number of cases greater increase than this, based on the recommendations of Mr. Altman and on the report of Miss Allison.

13. The recommendation as to appointment of forelady at Division C as assistant superintendent is understood to mean forewoman as assistant superintendent, there being no such rating as forelady. This matter has already been approved several times by the Superintendent and Commandant and forwarded to the Department, but no action has been taken to date.

14. The suggestion in the report concerning demobilization of factory employees that the persons laid off should be those to whom the lack of work would work the least hardship is not concurred in by the Superintendent, as it would be practically impossible to determine who should be laid off, and on the other hand the high standard of efficiency could not be maintained in the factory.


D. G. McRitchie

12. It is to be noted that all of the above-mentioned prices in force at the Navy Clothing Store were established by a board on December 3, 1918, and approved by the Navy Department. In arriving at these prices, the board considered prices recommended by Mr. Victor A. Hahn, United States Laborer Union of America, and a special report on prices for military work in private factories submitted by Miss May Hill, Agent of the U.S. Department of Labor. The prices adopted by the board at least in part were based on prices prevailing at Charleston prior to December 3, 1918, and in a number of cases greater increases than those based on the recommendations of Mr. A. Hahn and on the report of Miss Allison.

13. The recommendations for adjustment of prices by the Division of Naval Stores are in accordance with the above to mean to mean as assistant superintendent, there being no such rating as to date. This matter has already been approved several times by the Department and has been forwarded to the Department, but no action has been taken to date.

14. The suggestion in the report concerning limitation of factory employees that the persons to whom the lack of work with this work is not concerned in the operation of the plant and on the other hand the high standard of efficiency not be maintained in the factory.



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3/

1st endorsement.
Navy Yard, Charleston, S.C.
May 2 1919.

S/h

From: Commandant.
To: Supply Officer,
Public Works Officer,
Medical Officer of Yard,
Accounting Officer.
Superintendent of Clothing Factory.

Subject: Charleston Navy Yard, Charleston, S.C.

1. For specific comment and recommendation as regards matters under your cognizance .

B.C.B.

2nd Endorsement,
Navy Yard, Charleston, S.C.,
10 May 1919.

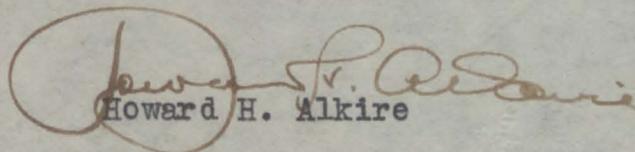
R-B

From: Accounting Officer,
To: Commandant.

Reference: (a) Article 3471 (2) NAVAL INSTRUCTIONS.

1. Attention is invited to the recommendation under the heading of "Hours" wherein it is recommended that, "The practice in some offices of excusing employees from punching the time clock so that they may reach the cars first at closing time should be done away with."

2. In some of the offices the employees are not required to register in any way their arrival or departure. These employees naturally have an advantage over those who are required to punch the time clock, and are not permitted to leave the office earlier than 4:25. As this causes dissatisfaction among the employees who are not allowed to enjoy that freedom, the Accounting Officer is of the opinion that all employees should be required to register their attendance as required by reference (a), and that a system should be adopted that will affect all employees alike.


Howard H. Alkire

B

NAVY DEPARTMENT,
ASSISTANT SECRETARY'S OFFICE,
WASHINGTON.

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April 26, 1919.

My dear Admiral Bryan:

I enclose you the report from the representative of the Woman in Industry Service of the U.S. Department of Labor regarding general conditions in the Charleston Navy Yard. You will please note the recommendations made and make specific comment and suggestions on the same. From conversation with this representative, I gathered that her recommendation regarding the necessity of a woman as Employment Manager does not mean a woman on the Wage Board but rather that we should appoint some woman to have general charge of the placing of the successful applicants where they can be of best service in the different shops.

I would not worry much about the proposed changes in rates unless they are suggestions of value, as I carefully and patiently explained to the young lady who made the investigation that we had said the last word on that unless some really vital defect developed.

Very sincerely yours;

Franklin D. Roosevelt

Rear Admiral B. C. Bryan, U.S.N.,
Commandant, Navy Yard,
Charleston, S. C.

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NAVY DEPARTMENT
ASSISTANT SECRETARY'S OFFICE
WASHINGTON

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FORWARDED



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U. S. DEPARTMENT OF LABOR

WOMAN IN INDUSTRY SERVICE

WASHINGTON

26395-207:38

April 25, 1919

FROM: Woman in Industry Service
U.S. Department of Labor

TO: The Secretary of the Navy

SUBJECT: Charleston Navy Yard

The enclosed report to this Service, made by Miss Helen Bryan, is respectfully submitted.

Attention is called to the recommendations made regarding the conditions of employment of women.

Mary Van Kleeck

Mary Van Kleeck, Director
Woman in Industry Service

MVK/af1
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REPORT ON CHARLESTON NAVY YARD

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- I. Officers in Charge
- II. Dates of Investigation
- III. Methods of Employment
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U. S. DEPARTMENT OF LABOR

WOMAN IN INDUSTRY SERVICE

WASHINGTON

April 14, 1919

TO: Mary Van Kleeck, Director
Woman in Industry Service
U.S. Department of Labor

FROM: Helen Bryan, Industrial Agent
Woman in Industry Service
U.S. Department of Labor

SUBJECT: Charleston Navy Yard, Charleston, S.C.

- I. Commanding Officer - Rear Admiral B.C. Bryan
Officer in charge of Naval Clothing Factory - Lt. Commander D.G. Ritchie
- II. This investigation was made from March 10th to March 22nd inclusive
and from April 10th to April 12th inclusive.
- III. Methods of Employment

Unclassified employees are employed through the Labor Board or central employment office at the Yard on requisition from the various departments. The Labor Board is made up of officers representing the various departments in the Yard and ^{the} office is in charge of a civil service clerk.

Classified civil service employees are appointed according to rating received on examination. The examinations are given at the Charleston post office.

Naval reserves receive appointment by examination through offices of the 3rd Naval District.

IV. Extent of Employment of Women -- Processes

The facts as to the number of women employed at Charleston Navy Yard are taken from the payroll for the month of February, 1919. Since that time a large number of women have been "laid off" in the clothing factory.

1. Unclassified

Nine hundred and seventy-four women are employed through Civil Service in the Naval Clothing Factory at Charleston Navy Yard. Of this number 726 are white women, employed in Divisions A and B of the factory situated inside the Navy Yard proper. Two hundred and forty-eight of this number are colored women employed in Division C in the factory at the old immigration station in Charleston. These 974 women are employed as forewomen, leading women, inspectresses, presses, trimmers and markers, machine operators and laborers.

A woman with the rating of "forelady" is in charge of Division C of the clothing factory in the Yard. Division A worked on white jumpers, bathing trunks, dungaree trousers and knee drawers. Division B works on white trousers and knee drawers. Division C works on dungaree trousers and jumpers.

2. Classified

Seventy-five women are employed through Civil Service as clerks, stenographers, typists, telephone operators and messengers.

3. Naval Reserve Force

Sixty-nine women employees are enlisted in the Naval Reserve Force. Of the 144 women employed in the offices at Charleston Navy Yard, about 58% of them are employed in the Administration offices, about 38% in the Supply division, about 3% in the Yard Clothing Factory and about 1% at the clothing factory in town.

V. General Conditions of Work

1. Hours

(a) The unclassified employees have an eight-hour day, from 8:00 A.M. till 4:30 P.M. with a half hour for lunch.

(b) The office employees have a seven-hour day, from 9:00 A.M. to 4:30 P.M. with a half hour for lunch.

Four telephone operators are employed to operate the main switch board the three eight-hour shifts. Two girls are supposed to work on each shift, which means each operator works 16 out of any 24 hours. Often an operator will work 16 hours straight in order to have more time off at a stretch. This means that one operator may be operating the switch board alone day or night.

2. Wages

(a) Unclassified

The Naval Clothing Factory at Charleston Navy Yard has a wage schedule separate and distinct from the wage schedules in factories in other Yards. It is the only naval clothing factory, although the Brooklyn Clothing and Provisions Depot lets contracts on naval clothing to small contractors and home workers. Under the date of December 14th, 1918, the Navy Department approved the following day wage rates for the Naval Clothing Factory at Charleston Navy Yard, effective December 16th, 1918:

	Rates of Pay				
	1st	2nd	3rd	4th	5th
Group 2					
Cutter helpers	4.32	3.84	3.28		
Group 3					
Checkers	3.52	3.04	2.48		
Cutters	5.84	5.36	4.80		
Inspectresses	4.08	3.60	3.04		
Operators-female	3.52	3.28	3.04	2.80	2.48
Pressers	3.52	3.28	3.04	2.80	2.48

Group 3 continued

	1st	2nd	3rd	4th	5th
Spongers	4.32	3.84	3.28		
Trimmers & markers	3.04	2.80	2.48		
Operators-machine	5.36	4.88	4.32		
Pressmen	4.32	3.84	3.28		
Sewing machine adjuster	5.84	5.36	4.80		

Group 4-a

Quartermaster cutter	8.72
Leading man cutter	7.28

Group 4-c

Asst. Superintendent	9.28
Forewoman	5.20
Asst. Forewoman	4.64

The following is a table giving for one week in March the per cent of 790 machine operators in each of the five wage groups. The discrepancy between these figures and those quoted under "Extent of Employment of Women", as to number of employees, can be accounted for by the fact that the figures were obtained for machine operators only, and only those who were working the day the figures were obtained. The table is made to show the wage rates for Divisions A and B in the Navy Yard proper separate from those for Division C at the Immigration Station in Charleston, as well as the total for the two.

Wage rates for operators- female- in Charleston Naval Clothing Factory

	1st	2nd	3rd	4th	5th	Total
Divisions	3.52	3.28	3.04	2.80	2.48	
No. and per cent of employees	274	48	70	48	166	606
Divisions A and B	45.2%	7.9%	11.5%	7.9%	27.3%	
No. and per cent of employees	9	10	29	29	167	184
Division C	4.9%	5.4%	15.7%	15.7%	58.1%	
Total number	283	58	99	77	273	790
Total per cent	35.8%	7.3%	12.5%	9.7%	34.5%	

The above table shows a larger per cent of operators in the maximum wage group than is found in the minimum wage group, in Divisions A and B; whereas in Division C the contrary is the case. It is also to be remembered that the maximum for women sewers at the Charleston Clothing factory is less than the minimum rate for common laborers, although sewing is a skilled trade. *Labors 2.88 - 2.40 - 1.84*

Specific operations seem to be somewhat underpaid. Hemming trousers is an awkward job which requires accuracy. When paid so little the operator is apt to be careless in turning up the hem in order to turn out her work and make her average. The result is some sailors' trousers have one leg longer than the other. Trimming is paid for on a piece work basis, regardless of the fact that no two garments have the same amount of trimming to be done. Some operators leave practically no threads on their work, while for others there is a great deal of trimming to be done. Folding is being done by trimmers. The advantage in having a separate rate of pay for folding would lie in the fact that a person physically unable to do folding because it requires standing might very satisfactorily do work as a trimmer. Hemming bottoms and sewing on tickets on dungaree jumpers requires accuracy in order both sides of the front may measure the same. Here too the operator when paid so little is apt to be careless in turning out the work in order to make her average. The operation on dungaree jumpers requires much more skill than is required in hemming the bottoms of white jumpers, inasmuch as the white jumper is turned up on the selvage and has no front opening, whereas the dungaree jumper is on the raw edge at the bottom, requiring a double turn and must be turned up even in order to make the front lengths measure the same. Yet there is only a difference in pay of 3 cents per hundred between the two operations. None of the hemmers on dungaree jumpers average more than enough to get the second rate of pay, whereas practically all those on the white jumpers get the highest rate of pay. Fellers deserve special consideration because the felling machine is the hardest machine in the whole factory to master and the heaviest to operate. Special consideration should be given the wages of operators working on knee drawers because many of them are working on machines built for heavier material, and they find it almost impossible to get the tension properly adjusted. Difference in types of machines used on this work would necessarily make a difference in the output.

(b) Classified

Classified Civil Service clerks, stenographers and typists are paid a minimum of \$3.68 a day. Practically all these employees are receiving the minimum rate. Of the 75 employees in this group one is receiving \$6.08, one \$5.60, three \$4.40, six \$4.16 and seven \$3.92. The remaining number except for the five telephone operators and three messenger girls receive \$3.68. Four telephone operators at the main switch board receive \$2.48 and one operator receives \$2.34. The rate of pay for messenger girls is \$1.76.

The majority of female clerks, stenographers and typists are rated at the same pay as common laborers, namely \$3.68, although their work requires special training and education.

Dissatisfaction was found among employees in the Commandant's office founded on what seemed to these employees as poor distribution of the work to be done and injustice in pay. Complaint was made that the higher paid employees had very little education and were not efficient, that raises and ratings had been given employees who had either not taken or had failed certain examinations, while no raises or lesser raises had been given employees who had successfully passed these examinations and were doing work of a responsible nature. Resentment was felt against the Chief Clerk of this office for this condition, which these employees seemed to feel was due to favoritism. A glance at the rates of pay of typists, stenographers and clerks in the Commandant's office with consideration of entrance rate, dates and amounts of promotions would indicate that there might be some justification for the complaints. Such data, however, would not indicate to the investigator personal merit and ability.

It is interesting to note that rerating for unclassified employees can be done so much more easily than for classified employees. Unclassified employees may be taken on at the maximum rate of pay, while the classified employees are taken on at the minimum rate of pay. The result has been in the case of male clerical employees who find it hard to be reinstated at a high rate of pay or promoted to a higher rate of pay, that they resign one day and are taken on for unclassified work the next day at a higher rate of pay.

(c) Naval Reserve Force

Rates of pay for enlisted employees are the same as elsewhere.

According to a letter from the Acting Secretary of the Navy, addressed to the president of the National Federation of Federal Employees, "Effective April 1, 'those members of the clerical, messenger and police force, who have served six months, and who do not automatically receive the benefit of the \$120.00 bonus' for the current fiscal year are to be allowed this increase from April 1 to June 30, 1919. Further, the same classes of employees will receive the benefit of the \$240.00 salary increase from 'July 1, 1919, until such time during the fiscal year ending June 30, 1920, as the rates of pay of such employees may be readjusted. These provisions will also apply to chief and supervisory clerks, but will not apply to employees who are carried on ratings on the schedule of wages, supervisory mechanical employees, or draftsmen whose compensation has been recently increased, nor members of the various technical forces, as inquiry is now in progress as to a fair and just rate of pay for employees in technical ratings.'"

3. Physical Conditions of Work

(a) Office Buildings

- (1) The Administration Building, Building No. 8, a three-story brick structure, was originally built for stores and is not a suitable office building. It contains the Commandant's office, the Captain of the Yard's office, the inspection department, the accounting department, the public works department and the offices of the manufacturing and Hull divisions. About 58% of the women clerical workers in the Yard are employed in this building. The offices are very much overcrowded, - the desks too close together to permit the workers to do efficient work. Space for files has been provided by building a mezzanine floor or gallery between the first and second floors, along the accounting department room. It is a fit place for files but not a fit place for the file clerks to work, as the ceilings are low and the light and ventilation poor. The little room which contains the main switch board is only a half story high, opening off the landing of the first flight of stairs. It is disgraceful to ask anyone to work in such a crowded ~~little~~ space. It has been managed to squeeze a little cot in between the board and the wall where an operator may take her turn at resting during the night shift if the work is not too heavy, or where she may rest if she finishes her shift at an hour when it is difficult to get transportation to town.

There is no lunch room, no rest room nor locker room in this building. A lunch room has been improvised at the end of the main office. A space about 15 x 20 feet is

blocked off from the main room. This space contains the central files, three lockers, a duplicating machine, a cupboard for grocery supplies, a table and an electric stove with three burners. The burners heat so slowly it is only possible, so the girls say, to have soup and occasionally canned corn, etc.

There are a few lockers provided but not space for every girl. Most of the girls keep their outer wraps hanging in the various offices.

No place is provided where a girl may really rest during the lunch hour or lie down when sick. The cement floors in the toilet rooms and the table in the improvised lunch room have been used as cots for sick girls. In the two weeks before the visit of the investigator three girls had been stretched out on the table.

There are two inadequate toilet rooms in the building, one on the first floor and one on the second floor. Each of these rooms contains two toilets, one contains two basins and the other none. The rooms are not kept very clean and the girls sometimes eat in these crowded, unsanitary rooms and scatter refuse about.

- (2) The Supply Department and Pay Office occupy Building No. 7, a three-story brick building. A new store building has just been completed and the intention was to have the Supply Department offices on the fourth floor of this building. But now the building does not seem to be built in a satisfactory way to accommodate offices, and would not be as desirable for office purposes as the building which the Supply Department now occupies, provided the latter building be somewhat remodeled. Plans are now drawn to extend the office space in Building No. 7, and to provide more adequate rest room, locker room and toilet facilities. Such changes would much improve the working conditions.

At the present time the ventilation is poor. There are plenty of windows, but with the crowded floor space, the partitions have been so arranged that opening the windows means creating a draft. The lighting, owing to the arrangement of partitions and lack of space, is poor.

No locker room is provided, but wooden lockers stand in the hall. They are inconvenient to the toilet room. At least a dozen hats and coats hang in the toilet room.

There is no rest room and no sick room. Girls sick enough to lie down must lie on the cement floor in the toilet room.

The toilet room is a disgrace. It opens directly off the main office room just by an entrance door to the office. There is no privacy. The upper half of the door to the toilet room is glass, which is covered by a canvas curtain through which shadows can be plainly seen. The toilet seat is not screened off and is in direct line with the entrance door in front of which people are constantly passing. The toilet room measures only about 7 x 8 feet. It contains but one toilet and one basin, a chair, a mirror and a cabinet. The room contains one very small window. The floor is not scrubbed frequently enough. At the present time girls are permitted to hang wraps in this small unsanitary place.

(b) Factory Buildings

Divisions A and B of the Naval Clothing Factory occupy Building No. 13, a three-story brick building and a one-story wooden annex attached to this building.

Generally speaking, these buildings are very well suited to the use for which they are put, but there are serious difficulties in both the brick building and the wooden annex. The water power has been inadequate at times to supply the second and third floors of the brick building. At such times the girls working in this building have been compelled to use the toilet in the annex. This necessitated going up and down stairs and a great waste of time. The results in heating and ventilating the annex have been very poor. The employees complain that they melt in the summer and freeze in the winter. Electric fans are installed at the ends of each row of machines, but these fans are of practically no use to the girls sitting toward the middle of the rows. The single roof over the one-story building is little protection from heat and cold. The overhead ventilation is inadequate. Large windows around the stitching room provide plenty of light but they are made so that they cannot be opened at the top without being opened at the bottom. This arrangement makes it impossible to use them to any degree for ventilating purposes.

The lunch room is situated in a very undesirable place, the only place that was "left over". The space allotted to this purpose is really not a room, but just one section of the first floor of the brick building which is not partitioned off from the main passage way. The "room" is equipped with long white-enameled tables and wooden benches. It is managed by a few women employed in the shop who serve as a sort of welfare committee. The management, service and prices seem very satisfactory. The food seemed clean and appetizing.

A first-aid room with a Red Cross nurse in charge is provided. A regular rest room is very much needed for the use of girls

during the noon hour. The opportunity to lie down a few minutes would mean much to the girls who are operating power machines all day.

A mezzanine floor has been built to accommodate lockers but the girls have refused to use these lockers, and continue to hang their wraps around the work rooms. It is small wonder that the girls do not want to use the lockers, as they are so far from the work rooms; it greatly delays getting to the cars at closing time, and it is really dangerous for the girls to crowd up and down the stairs into this inadequate and poorly lighted space.

The number of toilets and the washing facilities provided are adequate when the water power is sufficient to make them usable. They are well cared for. The toilet room in the wooden annex is very poorly ventilated even with one single and two double windows. The room needs to be provided with overhead ventilation.

Division C where the colored women work occupies the old immigration station in Charleston. To this building has been added a one-story wooden annex which accommodates the office, the cutting and baling rooms, and the lunch and locker rooms. Both the brick building and the annex are well ventilated and lighted.

A sick room with a colored trained nurse in charge is provided, as is also a rest room.

The lunch room is fairly well equipped and has floor space enough to provide room for recreation during the noon hour. A woman with rating of "trimmer and marker" is in charge of the cooking. She is allowed a certain amount of money with which to market every day. She prepares this food to be sold to the employees and heats whatever they may bring from home which they want heated.

4. General Service and Welfare Activities

- (a) No very definite policy for health service seems to have been worked out for the Yard. First-aid rooms have been equipped for both the factories inside the Yard and the one in Charleston, and a nurse is in charge of each of these rooms. No arrangements for nurses' visits or first-aid care have been made for the office buildings. The Yard physician does not serve on the lunch room committee and does not regularly supervise the food or investigate the lunch room.
- (b) A cafeteria building has been built by the Navy Yard, and the management of the cafeteria is now in the hands of a committee of men employees of the Yard. This committee employs a

man to manage the cafeteria. So far the results have not been very satisfactory. The Navy Yard did not pay for the equipment of the lunch room and kitchen and the present management has been handicapped by that debt, which it is gradually paying off. The present scheme of management allows opportunity for graft on the part of the committee, and for this reason there is little incentive on their part to make it a first-class lunch room. This would depend entirely upon the individual loyalty and social mindedness of the members. The present manager seems to mean well but his standards are low. The condition of the kitchen at the time of the visits would indicate that it had fallen as low as the standards of the colored help would permit. Scraps of food were allowed to collect on the table, garbage was not removed often enough. The tables were not clean, nor were the trays and cutlery. A number of changes have recently been made to better conditions in the lunch room, but the service is still quite slow, the quality of food poor for the price and the food lacked variety, was unappetizing and unbalanced.

VI. Housing

It seems no effort has been made on the part of the citizens of Charleston to meet or handle the housing problem. The one exception to this is in the support given by the members of the local Y.W.C.A. to the model house built by the National War Work Council of the Y.W.C.A. just outside of the Navy Yard. This house was not finished in time to meet the war emergency, and unless North Charleston becomes the industrial center it is now predicted, the house will never be of particular use to the working girl either at the Navy Yard or elsewhere. In the city of Charleston itself there is no doubt but that much profiteering went on during the war. At the present time rents are enormously out of proportion to the accommodations received. Officers and employees coming from away from Charleston have found it extremely difficult to find houses and rooms within their means which were reasonably habitable and comfortable and located in unobjectionable parts of the city. As stated before, no concerted action has been taken by the citizens themselves or through the city council to meet this situation or to cope with the inexcusable sanitary conditions of the city.

VII. Transportation

During the period of the war the provision for transportation of the employees to and from the Navy Yard was totally inadequate and absolutely unsatisfactory. The Consolidated Railway and Lighting Company controls the one electric street railway system operating in and from Charleston to the Navy Yard. The government is operating on the Sea Board Line a train of about 12 cars to and from North Charleston and the Navy Yard every morning and evening. This it is understood is to be discontinued, as the

money for doing this was secured from the Navy Department war emergency fund, and is no longer available. The transportation situation during the war and directly after the signing of the armistice with regard to the lack of service given by the Consolidated Ry. & Lighting Co. was such that the Navy Yard employees took the matter in hand. They had a demonstration parade of protest, and a bill was presented to the Senate at its regular session beginning January 14, 1919. The bill provided for an increase in the number of cars to be used, a limit on the number of passengers to be carried beyond the seating capacity, the renovating and remodeling of all defective cars, provision for separation of races, better routing and an effective schedule. The bill passed the Senate but for some reason, I believe because the Clerk put it in his desk and forgot it, it was not ratified. The Consolidated Company, however, has promised to carry out all the provisions of the bill, and has taken some steps in this direction, but the consensus of opinion seems to be that the company is good at making promises which it never carries out. Many of the Navy employees still feel that there is still much improvement to be made. The cars are still overcrowded and still do not run regularly on schedule time. Sometimes the second section of the town-bound cars in the evening go all the way through to the Battery, and sometimes they do not. Employees have even now to wait sometimes as long as forty-five minutes when compelled to transfer at Columbus Street. The single car which some of the office employees are compelled to take out to the Yard in the morning is usually very dirty. It is used to take laborers out for an earlier shift and many of these men eat their breakfasts on the car and scatter the paper and left-overs on the seats and on the floor. If running the train on the Sea Board Line is discontinued in the near future, as is predicted, the Consolidated Company will have a still greater problem to handle, and if Charleston is the coming industrial center, this will necessitate increased transportation facilities.

VIII. Demobilization

The first part of March an order was issued by the Navy Department with regard to contracts on cotton uniforms which compelled the making of plans to drop about 50% of the employees in the clothing factory. Immediately numbers of employees were laid off on the basis of inefficiency and length of service. Some of these employees were given only over-night notice and many of them were given only a few days notice. A protest against this method of handling demobilization was made through the Woman in Industry Service to the Navy Department in Washington. In response to this protest an order was issued by the Acting Secretary of the Navy to the effect that where practicable as much as fifteen days notice should be given employees who are discharged. It is believed that an effort will

be made to give this much notice in the future. The reduction in the force of colored workers has been much more rapid and in greater proportion than that of the white girls. This might easily be interpreted as a discrimination against the colored workers, as it is quite possible to divide the work to be done in fair proportion to the two factories. ?

Helen Bryan

Helen Bryan
Industrial Agent



RECOMMENDATIONS

Employment Methods

It is recommended that a person specially trained and qualified for the work of employment management, who is mutually satisfactory to both the Navy Department and the employees of the Yard, be placed in charge of the employment of workers in the Yard, with some authority to handle all matters relative to the employment of workers, such as transfers, promotions, demotions and discharges. It is further recommended that a woman employment manager be secured to handle the employment of women and other matters pertaining to their employment.

Hours

At least three-quarters of an hour should be allowed for lunch for both office and shop employees. It is true that many of the employees themselves might object to this arrangement. But there is much evidence to show that continuous work without sufficient rest and the necessity of eating a quick lunch have serious results for the worker. The fact that a sufficient lunch hour has a marked effect on output is also a matter to be taken into consideration. The employees in the clothing factory have no distance to go for their lunch, and so far as the actual eating of the lunch is concerned, have time enough for that. They do, however, require more time for rest and relaxation than a half hour lunch period permits, for their work, especially that of the machine operators, requires a constant nerve strain. Many of the office employees use the Yard cafeteria, and many more would use it if there were sufficient time to get to the cafeteria and back. As it is, those who patronize it must run there and back, stand in line to be served, and literally bolt the food. The practice in some offices of excusing employees from punching the time clock so that they may reach the cars first at closing time should be done away with unless a definite plan of "staggering" is carried out which includes all employees with equal fairness.

Sufficient telephone operators should be provided and hours arranged so that it would not be possible for an operator to work more than a period of eight hours at a time or more than eight out of any twenty-four hours. Exception to this could be made at the time of rotation of shifts. Rotation of shifts is recommended so that no girl will be required to work continuously on the night shift.

Wages

a. Unclassified

Despite the fact that the present wage scale at Charleston Naval Clothing Factory is based somewhat upon prevailing

wages in the trade, it is obviously unfair that the workers in this shop who are doing skilled work should be rated lower at a maximum than the minimum for common labor in the same Yard. It is likewise unfair that the machine operators or sewers in the Charleston Factory should receive less for a maximum than is paid as a minimum to sewers and machine operators in other Yards. Although the rates may have been fixed with regard to the principle of paying prevailing rates, it is at the same time absolutely disregarding the principle of equal pay for equal work.

Therefore it is recommended that "operators-female" in the Charleston Navy Yard be given a rating comparable with the rating given men in trades requiring a like amount of skill, and that all other groups of workers on naval clothing be re-rated accordingly.

It is recommended that the following processes be considered for re-rating: Hemming trousers requires accuracy and skill. This process is not paid enough to insure the operators making her rating without speeding and careless work. Trimming should be paid for on a straight day rate basis, as there is a great difference in the amount of trimming to be done on each garment. Folding should be considered as a separate process. It has no particular relationship to trimming, and if rated separately would provide work for women who might do trimming satisfactorily but do not make good on both, as folding requires standing. Hemming jumpers both white and dungaree, requires accuracy and skill, and both should receive a higher rating. Hemming dungaree jumpers requires more skill than hemming white jumpers, inasmuch as the white jumper is turned up on the selvedge and has no front opening, whereas the bottom of the dungaree jumper is on the raw edge, requiring a double turn, and must be turned up evenly in order to make the front lengths measure the same. Felling is a skilled and heavy operation which requires training for accuracy. Operators on this work should be given more consideration both with regard to rates of pay and rest periods.

It is very noticeable that the per cent of employees working on white trousers, jumpers, knee drawers, etc. in Divisions A and B receiving the maximum rate of pay, is much higher (45 per cent) than that of employees in Division C (4.9 per cent) working on dungarees. It is not possible to make a comparative study of output between the two groups as they are not working on the same garments. But inasmuch as reports indicate that the workmanship and the production of the operators on dungarees during the period of the war when the factory was trying hard to make a production record, was entirely satisfactory, and

inasmuch as the market for colored labor is large enough to permit the retention of only efficient workers, it would be fair to conclude that the rates on dungarees or for Division C were not properly adjusted. Particular attention should be given this matter.

A woman with the rating of "forelady" at \$5.20 a day is in charge of Division C of the clothing factory. She is doing the work of an assistant superintendent and should at the end of the required probationary period be given the rating and pay of an assistant superintendent. No discrimination should be made because she is a woman.

b. Classified

Recommendation is made that the minimum rate of pay for telephone operators, which is now based on the prevailing rate in the community, be raised to an amount to at least cover the bare cost of living. The cost of living in Charleston is extremely high, and no self-respecting young woman could maintain herself on \$2.48 or \$2.34 a day.

Likewise the pay for messenger girls should be raised. They are giving a full day's work, and it is not fair to assume that they should receive partial support from any source other than their own earnings.

It is recommended that the rate of pay for clerks, stenographers and typists, whose work requires special training and education, be raised above that paid to common labor.

A very small per cent of the clerical force is receiving a rate of pay above the minimum. Special attention should be given to see that all those eligible for promotion are given this promotion when due and that no promotions are held back. It is further suggested that the Commandant at Charleston Navy Yard investigate the matter of the suggested injustice in pay among the clerical workers in the offices attached to the Commandant's office.

Physical Conditions of Work

a. Office Buildings

The Administration offices should be given a new building suited to its needs. The plan to extend the office space for the Supply Department would give better results than to move the offices to the new supply building, which is not constructed in a manner to suitably accommodate offices. The present Administration Building

could very well be used for the purpose of storing supplies, for which it was built. At the present time supplies which should be stored in the Yard are being stored three and four miles away.

A rest room should be provided in each building where girls are employed. Separate locker rooms should be provided with a locker for each employee.

Toilet rooms should have adequate floor space and should be situated where there is sufficient outside ventilation and light. One toilet for every twenty persons should be provided, and thereafter at the rate of one for every thirty persons. These toilets should be partitioned off separately from the rest of the room. At least one basin should be provided for every twenty employees. Entrance to toilets should not be made from the main office or work room.

Lunch rooms improvised in the various offices should be done away with where the office building is within reasonable distance of the Yard cafeteria.

b. Factory Buildings

If the wooden annex is to be used as the main work room, effort should be made to make it^a more comfortable place in which to work. A double roof should be put on the building, more overhead ventilation provided, large overhead electric fans installed so that every worker in the room might benefit. The windows should be fixed so that it would be possible to open the bottom and top sashes separately. Allotment should be made for providing a lunch room in a more desirable part of the building or for an addition to be built to be used as a lunch room. A rest room apart from the first-aid room should be equipped. Space easily accessible should be used for a locker room and a locker provided for each employee. The toilet room connected with the annex needs overhead ventilation. A definite policy for health service should be adopted which would include service for office employees and supervision of the lunch room by the Yard physician.

The management of the Yard cafeteria should be put on a more effective basis. The noon hour should be long enough to permit its use by any employee in any building within reasonable distance. It should be suitably equipped and kept attractive and clean. The food should be varied, fresh and good. The service should be prompt.

Housing

It seems reasonable, inasmuch as employees of the Navy Yard are affected, that the Department should make a protest against the prices charged for room and board in Charleston, and that an effort should be made by the Department to stop this profiteering.

Transportation

Measures should be taken by the government to compel provision of more adequate transportation service by the Consolidated Railway & Lighting Company at Charleston.

Demobilization

Notice of at least fifteen days should be given employees who are to be laid off. All other things being equal those laid off should be persons to whom the lack of work would work the least hardship. Colored workers should not be laid off in greater proportion than white workers. The workmanship of the colored employees and their production records have been good. There is a large labor supply of colored workers, and most of those employed at present live in and around Charleston.

Attention is called especially to the desirability of adopting a policy of having all clothing for the Navy made in naval clothing factories, and not given out to commercial firms or home workers, except when the capacity of the factory is inadequate. Charleston Navy Yard is demobilizing in large numbers, thus causing a situation of unemployment and leaving machines unoperated. This situation should not exist in a naval clothing factory while there is still work to be done, whether this work be on wool or cotton uniforms.

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May 17, 1919.

From: The Woman in Industry Service, U. S. Department of Labor.

To: Mr. L. M. Howe, Assistant to the Assistant Secretary, Navy Department.

Subject: Report received from the National Federation of Federal Employees regarding conditions in the Navy Yard at Brooklyn.

1. Attention is called to a complaint received in this office from the National Federation of Federal Employees under date of May 15, 1919, signed by Gertrude McNally, which may be summarized as follows:

It is said that the demobilization of the workers is taking place without regard to length of service. The Federation does not ask that seniority be considered without regard to efficiency but on the basis of several concrete cases they believe that many of the discharges from the Yard have not been in the best interest of the Service. They cite as an illustration Mrs. Ellen Reardon who they say had been employed in the Yard as a sewer for 18 months. Her rating was \$3.28 per diem. She had performed every process and during the entire period of her employment she had been absent only three days. She was dismissed while other women with a record of service of only 4 to 6 months were retained.

In the sail loft it is said that employees of the Federal Employees' Union have been discriminated against by those responsible for giving out the work; that it is difficult for them to make their rating and that it has been currently stated that those who are active in the Union organization would be the first to be discharged.

A committee representing the women of the Yard, the Women's Trade Union League and the National Federation of Federal Employees submitted a letter to Admiral Burd calling attention to these facts and also claiming that payments on Liberty Bonds have not been properly credited on the records of the women workers. No reply has been received to this letter and the Federation asks the assistance of the Woman in Industry Service in securing attention to these problems.

2. This complaint is transmitted to the Navy Department with the recommendation that a report of these points be secured from the Admiral in charge at the Navy Yard and that a policy of dismissal with due regard to the interests of the employees and the interest of the Service be definitely and explicitly formulated; that the conviction of employees that Union members are discriminated against be dealt with by a statement from the Admiral which will remove any doubt on this point; and that the very serious charge of improper record of payments on Libery Bonds be investigated by the Navy Department.

3. Miss Helen Bryan of our staff has gone to California to inspect the Navy Yards there and therefore it is impossible to refer this matter to her for inquiry should you so desire. If it would be useful to you, however, we could ask another member of our staff who is now near New York to take the matter up with Admiral Burd. Should this be desired it would be necessary for us to be notified by Monday morning so that we could wire this member of our staff as otherwise she will return to Washington early in the week.

Enc.
MVK/ALL

Mary Van Kleeck, Director

HTT
263

March 25, 1919.

Mr. Louis McH Howe,
Assistant to the Assistant Secretary of
the Navy,
Navy Department,
Washington, D. C.

My dear Mr. Howe:

I am enclosing a copy of the report of the visit to the Brooklyn Navy Supply Base by Miss Ernestine Friedmann and Ruth Chivvis of the National Board of the Y. W. C. A. I reported to you after my visit to the Brooklyn Fleet Supply Base the great need of a lunch room and the willingness of Admiral Williams to have the Y. W. C. A. help establish this lunch room, the understanding being that the Y. W. C. A. do this volunteer work only so long as their services were required, that the lunch room be under the control of the Supply Base Depot.

I appreciated, at the time of my visit to the Supply Depot, that no large amount of space was available but I felt then and I feel now that it is more important to provide space for a small lunch room which will contribute to the welfare of the employes than to provide space for the housing of supplies. Will you do what you can to push this matter of a lunch room for me.

Very sincerely yours,

HB:EH

Helen Bryan, Industrial Agent,
Woman in Industry Service.

IN REPLY ADDRESS
THE SECRETARY OF THE NAVY
AND REFER TO No.

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NAVY DEPARTMENT
WASHINGTON

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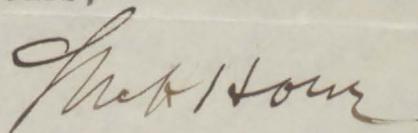
March 20, 1919.

Miss Bryan:

Referring to your letter of Feb. 24, enclosing list of Civil Service employees who are receiving less compensation than is paid for the same class of work at the New York Navy Yard, you are advised that the Department has today promoted Isabel Hughes and Anna M. Schmidt from stenographers and typewriters at \$3.20 per diem, to stenographers and typewriters at \$3.68 per diem each, they having been retained at \$3.20 per diem through an inadvertence, as \$3.68 per diem is the present entrance rate of pay. The entrance rate of pay for telephone switch board operators is \$2.72 per diem. Promotions above the entrance grade are based on three elements, viz: length of service, efficiency, and character of work, and recommendations for promotion must originate from the head of the office in which such persons are employed.

The position of stenographer and typewriter at \$3.44 per diem in the Office of the Superintending Constructor of Aircraft, Buffalo, N.Y., was increased to \$3.68 per diem on January 27.

Sincerely yours,



Miss Helen Bryan, Industrial Agent,
Woman in Industry Service,
U.S. Department of Labor,
Washington, D. C.

Louis McH. Howe

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NAVY DEPARTMENT,
ASSISTANT SECRETARY'S OFFICE,
WASHINGTON.

March 10, 1919.

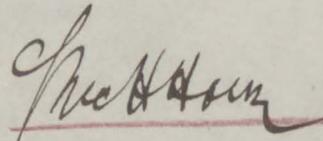
My dear Miss Bryan:

I am sorry we are having so much trouble locating the Charleston report, as it seems to have got mislaid in transferring our papers from the old office to the new.

I am rather glad that you have reconsidered your suggestion of the transfer of the women into the Civil Service without examination, as it has seemed most inadvisable to us. There is another most excellent reason, which is that during the stress of war we were obliged to take in many incompetent women for clerical work simply because no others were available. These should be weeded out by Civil Service examination as soon as normal conditions are restored.

We will leave the matter of the Supply Division regulations until matters are somewhat more normal. We will ask you to keep it in mind and at some later date make us a report when, in your judgment, you think the time has come for us to change the regulations.

Very sincerely yours,



Louis Mc H. Howe

Miss Helen Bryan,
Woman in Industry Service,
Department of Labor,
Washington, D. C.

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February 24, 1919.

Mr. Louis McH. Howe, Asst. to the
Asst. Secretary of the Navy,
Navy Dept., Washington, D. C.

My dear Mr. Howe:

Your letter of February 13th, enclosing report on Philadelphia Navy Yard made by Miss Allinson and reply thereto by the Yard, has been received. I have turned this material over to Miss Bryan, who will use it as a basis for an investigation which she hopes to make of Philadelphia Navy Yard within a few days. Miss Bryan will probably return to Brooklyn Navy Yard very shortly, at which time she will look into the matter of the complaint which you sent us, made by a girl in the Supply Division of that Yard.

Sincerely yours,

Mary Van Kleeck, Director,
Woman in Industry Service.

MVK:MBD

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

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Dup

February 24, 1919.

Mr. Louis McH. Howe, Assistant to the
Asst. Secretary of the Navy,
Navy Dept., Washington, D. C.

My dear Mr. Howe:

Enclosed find the requested list of Civil Service employees who are carried on the Brooklyn Navy Yard payroll but employed elsewhere. I have checked those whom it would seem are receiving lesser compensation than is paid for the same class of work inside the yard.

Sincerely,

Helen Bryan, Industrial Agent,
Woman in Industry Service.

Enc.
HB:MBD

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January 22, 1919.

Mr. Louis McH. Hows, Assistant to the
Assistant Secretary of the Navy,
Washington, D. C.

My dear Mr. Hows:

Your letter of January 16th is received by us just as I was about to notify you of the appointment of Miss Helen Bryan on our staff to give special attention to the employment of women under the jurisdiction of the Navy, in accordance with the recent correspondence between the Secretary of the Navy and the Secretary of Labor.

Miss Bryan has had considerable experience in dealing with the employment of women in manufacturing establishments. For a year she was connected with Colgate's factory in Jersey City, where two thousand women are employed, taking charge of conditions of their work. During the past year she has been Employment Manager for the women at Rock Island Arsenal, including supervision of all of the conditions affecting women in the Arsenal. As the women were for the first time being introduced into the manufacturing department of the Arsenal during that period, Miss Bryan had a good deal of responsibility for their employment in developing policies.

I hope that Miss Bryan may soon have an opportunity to talk with you. She will be available at once to take up any questions which seem to you most important. If no other plan seems more desirable, we would suggest that she visit as soon as possible, all of the navy yards in which women are employed, so that the commanding officer may know her and understand that she is ready to assist in their employment problems. May I ask you to issue the necessary letters of authority?

Sincerely yours,

Mary Van Kleeck, Director
Woman in Industry Service.

MVK/L

Dictated by Miss Van Kleeck
but signed in her absence.

TTT
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JAN 18 1919

NAVY DEPARTMENT,
ASSISTANT SECRETARY'S OFFICE,
WASHINGTON.

January 16, 1919.

My dear Miss Van Kleeck:

I send you the correspondence in regard to those unfortunate women at New York.

I do not really know anything about it except, judging from my experience with the honest Yeomen here, there is no possible chance of their having been over-worked, no matter what their technical hours may have been. However, I wish you would look it over and see what you want me to do next.

May I sincerely condole with you over the loss of Miss Allison? I was quite shocked to hear of her sudden death. From what little I had seen of Miss Allison I felt that she was going to be of great help to the Department. Incidentally, who will look after such matters now?

Very sincerely yours,

Louis M. Horn

Assistant to the
Assistant Secretary of the Navy.

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

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IN REPLY, PLEASE REFER

To No. 110-5
112-50

NAVY DEPARTMENT
(BUREAU OF SUPPLIES AND ACCOUNTS)

WASHINGTON, D. C.
14 January 1919

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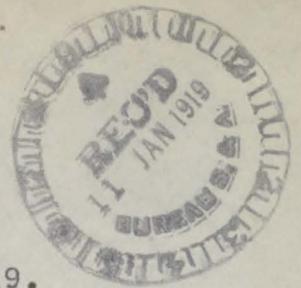
MEMORANDUM FOR MR. HOWE

There is forwarded herewith entire correspondence with reference to the employment of women as checkers in the Fleet Supply Base at New York. Particular attention is invited to the 2nd endorsement which sets forth the manner in which these women are employed and upon the basis of which an appropriate reply can be made to the attached letter from the Department of Labor in the State of New York.

W. G. Brown

FRASER MILL
BEOND
HA

FLEET SUPPLY BASE
SO. BROOKLYN, N. Y.



110-5
112-50
10 January 1919.

2nd Endorsement.

From: Officer-in-Charge.
To: Bureau of Supplies and Accounts.

SUBJECT: Female Reservists; limitation of hours of employment.

1. At the present time twelve (12) women are employed as checkers on the floors of Storehouses 1 and 2 in the Supply Department of the Fleet Supply Base.

2. These women are regularly enlisted in the United States Naval Reserve Force and hold ratings of Landsman for Yeoman (f) and Yeoman Third Class (f), and therefore the State Labor Laws do not apply.

3. At no time have these women been required to work unreasonable hours.

C. S. Williams
C. S. WILLIAMS.

Jr

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

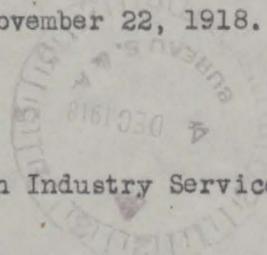
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110-5
110-20

November 22, 1918.

To: Mr. L. M. Howe, Navy Department.

From: Mary Van Kleeck, Director, Woman in Industry Service.



Enclosed is a letter from Miss Nelle Swartz, Chief of the Bureau of Women in Industry of the New York State Department of Labor. It raises the question of whether or not it would be desirable for the Secretary of the Navy to issue an order to all plants under its control requiring now compliance with state labor laws, including prohibition of night work.

Mary Van Kleeck
Mary Van Kleeck, Director
Woman in Industry Service.

Enc.
MVK/L

1st endorsement

4 January 1919

110-5 ~~X~~-4
112-20

From: Bureau of Supplies and Accounts,
To: Officer-in-Charge Fleet Supply Base, South Brooklyn, New York.

SUBJECT: Female Reservists; limitation of hours of employment.

1. Referred for information on the basis of which an appropriate reply to this correspondence may be made to the Department of Labor.

2. Information is particularly requested as to whether or not any women are employed as checkers and if so whether they are regularly enlisted in the Reserve Force and what their rating is.

McGOWAN



NOV 21 A.M.

STATE OF NEW YORK
DEPARTMENT OF LABOR
OFFICE OF THE STATE INDUSTRIAL COMMISSION
CAPITOL, ALBANY
NEW YORK OFFICE, 230 FIFTH AVENUE

BUREAU OF
WOMEN-IN-INDUSTRY
NELLE SWARTZ
CHIEF OF BUREAU

STATE INDUSTRIAL COMMISSION
JOHN MITCHELL, CHAIRMAN
EDWARD P. LYON
LOUIS WIARD
JAMES M. LYNCH
HENRY D. SAYER
WILLIAM S. COFFEY, SECRETARY

NEW YORK, November 19, 1918.

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

Dear Miss Van Kleeck,

Our attention has been called to the fact that the U. S. Fleet Supply, 29th St. and 3d Ave., Brooklyn, are employing women as checkers and they are on a 24-hour call basis. They are regularly enlisted in the Navy, receiving the pay of a common sailor (\$32.64 a month, with \$2 a day, additional for subsistence). There are about 12 women employed there now, who are enlisted for a period of four years.

I refer this matter to you to have it taken up by Miss Allinson of the Navy Dept. if it seems to you desirable. They are, of course, working in direct violation of our State Labor Laws.

Very sincerely yours,

Nelle Swartz

Chief.

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NAVY DEPARTMENT,
ASSISTANT SECRETARY'S OFFICE,
WASHINGTON.

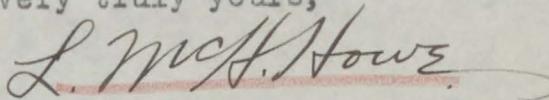
OCT 29 A.M.

26th October 1918.

Dear Miss Van Kleeck:

I expect to be away for about
ten days. Will you have Miss Allinson
take up this matter with Mr. Roosevelt?

Very truly yours,



Assistant to the
Assistant Secretary of the Navy.

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

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

(V)

October 25, 1918.

FOR: Mr. L. M. Howe, Navy Department

SUBJECT: Andrew Mills & Sons, and Midvale Steel Company.

As Miss Allinson is now in New York making an investigation in connection with the rates at the Charleston Navy Yard, we are holding until her return the matter of overtime in the shop of Andrew Mills & Sons and the application of the Midvale Steel Company to employ women at night.

It seems to me desirable that the matter of overtime in the flag-making shop should be taken up with the Naval Overseas Transport Service. Miss Allinson will ask your advice on this point on her return and will follow this procedure if you think it best.

The application of the Midvale Steel Company to employ women at night cannot be acted upon until some action is taken regarding the whole policy in reference to night work.

Mary Van Kleeck
Mary Van Kleeck, Director,
Woman in Industry Service.

MVK:IMP

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MVK:IMP

Mary Van Kleeck, Director,
Woman in Industry Service.

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