

NAVY

1919

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March 6, 1919.

Rear-Admiral G. E. Burd,
Industrial Manager Brooklyn Navy Yard,
Brooklyn, N. Y.

My dear Admiral Burd:

I visited the Supply Division and investigated the complaint made to the Secretary of the Navy by a woman clerk. I find that the general attitude of the girls towards the orders referred to, is somewhat exaggerated in this letter of complaint, and that the order does not seem to work any particular hardship. The idea of being required to secure a yellow ticket, or tag, giving permission to an employe to leave her department for a specified length of time might easily be resented by the employe as a reflection on her honesty and as treating her more like a machine than like an individual. As long as so large a number of women are employed in the Supply Division, it would probably be wise to make no change in this order, but as soon as the working force is reduced to a peace-time basis, the practice of giving out these permission slips should be done away with. Surely under normal conditions, the head of a small division, or department, should know his staff and its work well enough and demand the respect of his fellow-workers to the extent of being able to maintain discipline and order without any paper system of permissions.

According to your suggestion, I went to the new lunch-room for women during the noon hour and was disappointed in what I found. Comparing it with good lunchrooms in private establishments, it is very poor. Decidedly more pains has been taken to make the room for the officers a suitable and attractive place to eat than has been in the case of the woman's lunch-room. Not more than thirty girls used the room during the hour I was there. I asked the girl opposite me at the table if many girls took advantage of the new lunch-room and she said, "No. But it is no wonder that they don't come to this place!" The several kinds of tables with which the room is equipped give it an untidy appearance. The homemade tables are built with the bench nailed to the table legs, so that a girl must step over the bench before sitting down. On the whole, the food is unappetizing and not wholesome. It seems impossible that a girl could work during the afternoon after having eaten anything so heavy and indigestible as the kind of pie and pastry they serve. I examined the trays, the cutlery, and the dishes. Everything I touched was either dirty or greasy. The appearance of the man who served the food was most disgusting. His apron was covered with grease

Rear-Admiral G. E. Burd,-2

and food. The number of girls who used the lunch-room will decrease, instead of increase, if something is not done to make it a desirable place to eat. I have no high-flown notions that the room should be equipped with hard wood floors or a pipe organ, but I have eaten my lunches for the past five years in factories and industrial establishments, and I know that it is possible to provide a lunch-room under satisfactory conditions. Monday I took with me to visit the lunch-room at the plant of Colgate and Company, four girls from the Navy Yard who are level-headed and genuinely interested in doing what they can to improve conditions for the girls working at the Navy Yard. I have asked them to visit the lunch-room in the Navy Yard and to ask for a conference with you. I am sure you will appreciate their interest in the lunch-room and any suggestions which they may be able to make.

Very sincerely yours,

Helen Bryan, Industrial Agent,
Woman in Industry Service.

HB:MBD

Navy Department

March 5, 1919.

MEMORANDUM.

To: The Secretary of the Navy.

From: Helen Bryan, Industrial Agent,
Women in Industry Service, U. S. Dept. of Labor.

The matter of having the U. S. Employment Service assume the responsibility of trying to place in other positions the women employes of the Navy Yards who will be laid off within the next few months, has been taken up. I have seen Mrs. Neale, Assistant to the Federal Director of the U. S. Employment Service, and she is writing to the Federal Agent of the Service in each of the localities where navy yards employing women are situated. I believe it is the plan of the Service to have a representative located at each yard for as long a time as it seems advisable to handle the employment problem. A letter from the office of the Secretary of the Navy to the Commandants of yards and district offices explaining the relationship of the U. S. Employment Service to the demobilization of the women in navy yards would perhaps facilitate cooperation. In the report submitted to the Secretary of the Navy February 21st, recommendation was made that enlisted women be transferred, by Executive Order, to Civil Service status without examination. After discussing this matter further here at Washington and at Brooklyn Navy Yard, it would seem wise to reconsider this recommendation. There has been much friction and antagonism between enlisted employes and the Civil Service employes, due largely to the difference in the methods used in employing the two groups. Heads of departments feel that giving the enlisted women Civil Service status without examination would only increase this dissatisfaction, which would be a constant source of annoyance. The Chief Clerk of the Supply Division in the Brooklyn Navy Yard has already arranged for the enlisted women employes under his supervision to take the Civil Service examinations at the headquarters of the Second Civil Service District. When the time comes for demobilization, many of the employes will be certified and on the eligible list and can be retained, if desired, under Civil Service. Such an arrangement could be made by the Chief Clerk of each

Secretary of Navy,-2

Division of every navy yard if the plan meets with the approval of the Navy Department and the Yards. The Chief Clerks should be informed at once if they are to act in time to make the plan effective.

I have made an investigation of the complaint made to the Secretary of the Navy by a woman clerk in the Supply Division. I find that the general attitude of the girls towards the orders referred to is somewhat exaggerated in this letter of complaint. An order was issued January 13th by Supply Officer Morris, stating the following:-

"5. All Officers, Heads of Divisions and Sections will require strict attention to duty on the part of every individual of the clerical force, both civil and enlisted and will prohibit unnecessary visiting from desk to desk and Section to Section on the part of clerical employees and will arrange the routing of their offices in such a way as to render absence from desks as infrequent as possible; will require members of the clerical force to secure permission when it is necessary for them to leave the Section, and will exercise such supervision as may be necessary to reduce absence from desks to a minimum.

"6. Policemen, Masters-at-Arms and the Matron in Charge of the Women's Room have been instructed to prohibit unduly lengthy visits to Rest Rooms and toilets and will report for disciplinary action employees who violate these instructions, or are frequently found visiting these places.

"7. Employees whose duty takes them out of their respective Divisions or Sections and into the Navy Yard or to other places within the Department will be provided by the Head of the Division or Section with an "Office Permit" authorizing them to be out of the Department for a specified length of time, and Policemen and Masters-at-Arms have been instructed to report all persons found outside of their Division or Section or in the Navy Yard without such authority."

The idea of being required to secure a yellow ticket, or tag, giving permission to an employee to leave her department for a specified length of time might easily be resented by the employe as a reflection on her honesty and as treating her more like a machine than like an individual. In this particular case, about 95% of the girls are suffering for the behavior of 5%. I should recommend that as long as a large number of women are employed in the Supply Division, no change be made in this order, but that as soon as the working force is reduced to a peace-time basis, the practice of giving out these permission slips be done away with. Surely under normal conditions, the head of a small division or department should know his staff and its work well enough, and demand the respect of his fellow-workers to the extent of being able to maintain discipline and order without any paper system of permissions.

Since my last report, a central lunch-room for women employes has been opened at Brooklyn Navy Yard. It is being run by the same management that manages the men's cooperative lunch. Comparing the new lunch-room with good lunch-rooms in private establishments, it is very poor. An officer's lunch-room has been opened on the same floor as the women's lunch-room, and decidedly more pains has been taken to make the room for the officers a suitable and attractive place to eat than has been taken in the case of the women's lunch-room. The women's lunch-room is poorly equipped with several kinds of tables, giving it an untidy appearance. On the whole, the food is unappetizing and not wholesome. I examined the trays and the cutlery and dishes. Everything I touched was either dirty or greasy. The appearance of the man who served the food was most disgusting. His apron was covered with grease and food. Few girls have begun to use the lunch-room, and this number will decrease instead of increase if something is not done to make the lunch-room a more desirable place to eat. At their own request, the girls were given only thirty minutes for lunch, but unless this lunch period is lengthened, it will never be possible for the girls employed in the shops farthest away from the lunch-room to make use of it.

Helen Bryan, Industrial Agent,
Woman in Industry Service.

HB:MBD

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Cyber

NAVY DEPARTMENT
ASSISTANT SECRETARY'S OFFICE,
WASHINGTON.

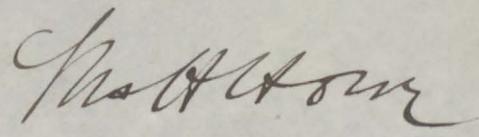
February 17, 1919.

FEB 19 1919

My dear Miss Van Kleeck:

Here is a matter that I think your new assistant might well look into on her next trip to the New York Yard. There are probably two sides to this case, as the writer is evidently violently prejudiced against a particular official. My sad experience has taught me that in such instances, the complaint itself is apt to be exaggerated, but nevertheless I will feel somewhat easier after you have looked into it from a thoroughly impartial standpoint and made recommendations.

Sincerely yours,



Assistant to the Assistant Secretary.

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

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No 3

To: Mr. Josephus Daniels, Secretary of the Navy.
From: Woman in Industry Service, U. S. Department of Labor.
Subject: Reports on Investigations of:

Brooklyn Navy Yard;
Brooklyn Clothing and Provisions Depot;
Brooklyn Fleet Supply Depot.

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RECOMMENDATIONS

Using the facts shown in the accompanying reports as a basis, the Woman in Industry Service of the Department of Labor recommends that:

1. A woman be appointed to receive women applicants for work, and that a space be set aside in which to receive them.
2. Physical examination be given women employed to shop work before they are permanently employed.
3. Enlisted women be given by Executive Order Civil Service Status without examination.
4. The matter of demobilizing any great number of workers before July 1st be reconsidered.
5. Where it is necessary to lay off employees, the cooperation of the U. S. Employment Service be invited and the Yard or depot assume responsibility for getting these employees satisfactorily placed elsewhere.
6. The Sail Loft be moved into quarters where better working conditions can prevail and a two shift basis be maintained.
7. Conditions of work be improved for the Flag Loft by enlarging or remodeling present facilities or by moving to the same building in which new quarters will be provided for the Sail Loft.
8. The 12 midnight to 8 A. M. shift be abolished.
9. The classification for flagmakers of "sewers" be abolished and the classification of "flagmaker" be given these workers with rating in accordance.
10. Women working as cutters be given the classification of "cutter" with a higher rate of pay in proportion to the kind of work they are doing.
11. The 120,000 bonus be not taken away from an employee when she is given an increase in pay after the bonus has been granted.
12. Clerical workers carried on the Navy Yard payroll but working elsewhere, be given the same rate of pay as is given in the yard for the same class of work.
13. Adequate arrangements be made to provide hot lunches for all employees and suitable places be equipped to serve these lunches.
14. Where advisable, toilet rooms and restrooms be remodeled and enlarged and where necessary, new ones be built, separate locker rooms be provided, and steel lockers installed.

15. Regular physical examinations be given at stated intervals and First Aid Equipment be installed with persons properly fitted to administer it.
16. The practice of giving out work on clothing to be done by piece workers in their homes be discontinued and that work be done under the roof of the Colthing and Provisions Depot building.

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II. Brooklyn Naval Provisions and Clothing Depot, 43d St. and
2d Ave., Brooklyn.

1. Commanding Officer, Rear-Admiral Williams.
Supply Officer, Captain Brown.
2. The investigation was made on February 25th and 26th,
1919.
3. Employment of Women.

a. Unclassified.

Contracts are let by the Clothing and Provisions Bureau of the Navy Department in Washington through the Brooklyn Clothing and Provisions Depot to clothing manufacturers in Brooklyn and New York. Some of these manufacturers own large ships; others, small. All of them employ women. There are 166 piece workers on clothing employed directly by the Depot. Most of these workers are women who have been employed several years.

b. Classified.

There are 12 Civil Service Employees--clerks, stenographers, and typists. These employees are secured through the headquarters of the 2d Civil Service District.

c. Enlisted Personnel.

103 Employees are enlisted in the Naval Reserve Force.

Total number of women workers in the Brooklyn Naval Provisions and Clothing Depot, 281.

4. General Conditions of Work.

a. For Unclassified Workers.

Investigation was not made of the shops doing work for the Navy under contracts from Washington. The making of blue clothing outside the depot by 166 piece workers is done under various conditions. Of this number, two hat makers are men and own their own shops. Three overcoat makers are men. Of the 166 piece workers, fifteen own large shops of their own and eleven own small shops. The rest of the work is done at the homes of the various workers. Fifty-four of the workers are known to be widows. Five daughters are supporting widowed mothers. The family standing of 72 workers is unknown at the depot. The depot has no hold on the women with regard to hours. The rates of pay vary with the amount of work a worker or the members of her family can turn out. The lack of inspection of work under these conditions makes it possible for much goods to be ruined and for the work to be taken into homes where there may be contagious disease.

b. Classified Civil Service and Enlisted Personnel.

1. Hours.

The hours of work for the office employees are from 9 to 4:30 with a half hour for lunch.

2. Wages.

The wages for classified Civil Service Employees

are the same as at Brooklyn Navy Yard, Minimum \$3.68 and Maximum, \$6.56. The wages for enlisted employees, including base rate, war bonus, and \$60.00 a month for subsistence, are as follows:-

Landsmen - - - - -	\$ 92.50
Yeomen 1st class - - - - -	-101.00
Yeomen 2d class - - - - -	-106.00
Yeomen 3d class - - - - -	-112.00
Chief Yeomen - - - - -	-132.00

I believe there are no employees at the depot enlisted as Chief Yeomen.

3. The Provisions and Clothing Depot now occupies a building owned by the American Can Co. The lease on this building expires in three months, and the depot will move elsewhere. The physical conditions of work in this building, such as heating, ventilation, and lighting are splendid. The building is new and modern. There are adequate and well equipped rest and locker rooms and toilets, but no provision has been made for a lunch room. The lunch period is too short to permit employees going outside for lunch, and the depot is situated in a part of Brooklyn where there are no stores or lunch rooms. The girls bring cold lunches and some of them make tea on the electric plate installed in the rest room.

No hospital or sickroom is provided, no doctor or nurse is in regular attendance, and First Aid Equipment has not been installed.

RECOMMENDATIONS.

1. Many complaints have been made against the practice of giving out work to individual contractors to be made in small shops and in the homes of the workers. The disadvantages of such a method are obvious. No regulation of hours can be made, no established wage rate can be made except on a piece rate basis, lack of proper inspection means wastage of time and goods and allows for work being done under unsanitary and unsafe conditions. There has been thought from time to time of changing this practice and of bringing all this work into the building occupied by the depot so that it could be properly supervised and controlled. Efforts along this line have failed for various reasons, one being that many of the workers objected and brought pressure to bear through their Congressmen. The move should be made, however, and there could not be a better time than right now when work is slack and a suitable workroom could be provided when the depot moves into new quarters. The women who are now doing work for the depot should be given the first opportunity to apply for work under the new plan.
2. In talking with the employees, they said that the only thing they would ask for is a lunch room. There is apparently little room in the present building for a lunch room and it does not seem worth while to plan one now if the depot is to be moved in less than three months. Provision should be made for a lunch room in the new building.

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III. Brooklyn Fleet Supply Depot.

29th St. and 3d Avenue.

1. Commanding Officer, Rear-Admiral Williams.

Supply Officer, Captain Leutze.

2. This investigation was made on February 25th and 26th, 1919.

3. Employment of Women.

a. Unclassified.

Twelve women are employed as laborers to do janitor's work and stores issue work.

b. Classified.

188 women are employed through Civil Service as clerks, stenographers, and typists.

c. Enlisted personnel.

325 employees are enlisted in the Naval Reserve Force.

Total number of women employed at the Brooklyn Fleet Supply Depot, 525.

Admiral Williams and Capt. Leutze are very much disturbed at the thought of having to reduce the clerical force any between now and July 1st. They state that they have never yet had 100% of the number of workers they need, and that there will be more work for the clerical workers in the next six months or year than before.

4. General Conditions of Work.

a. Hours.

(1) The unclassified employees have an eight

hour day, from 8 until 4:30, with a half hour for lunch.

(2) The office employees have a seven hour day, from 9 until 4:30 and a half hour for lunch.

b. Wages.

1. All the women classed as laborers are paid \$3.68 a day.
2. Classified Civil Service Employees are paid a minimum of \$3.68. The highest rate paid is \$3.92, and only a small per cent receive this.
3. Rates of pay for enlisted employees are the same as elsewhere.

c. ^{physical} ~~General~~ Conditions of Work

The physical conditions of work surrounding the women workers at the Supply Depot are most satisfactory except that they too have no lunch room. At present there seems to be no room in the building for a lunch room. There is a shortage of storage space and the offices of the 3d Naval District are about to be moved here from 280 Broadway, which will congest things that much more. It is likely that the Supply Depot will be moved into larger quarters very shortly. The possibility of securing the Army Supply Depot in Brooklyn is being considered at the present time. Admiral Williams is very willing to have the matter of providing a lunch room with the Y. W. C. A., but it would

seem scarcely worth while to try to plan for anything for the girls if they are to be moved in a short time. Whatever might be provided here would have to be built on the outside of the building and would probably have to be built at Y. W. C. A. expense.

The regular attendance of a doctor or nurse have not been provided, nor has First Aid equipment been installed.

RECOMMENDATIONS.

1. I would recommend that further attention be given by the Navy Department to the matter of laying off clerical workers in large number in a short period of time. Such action will certainly cause a serious unemployment problem and may seriously handicap the work.
Arrangements should be made to have the enlisted personnel transferred to Civil Service status as "temporary employees" until Civil Service examination can be given them and rating accordingly.
2. When making arrangements for new quarters for the Supply Depot, a lunch room for the female employees should be kept in mind and a place provided for one. This place should be equipped by the Navy and the arrangement and management should be put in the hands of a competent person. Admiral Williams suggestion that a meeting of the girls be called to discuss the advisability of a lunch room is good. Planning for, and

managing the lunch room might be put in the hands of a Y. M. C. A. worker trained in this work, with a committee of employees to cooperate in its handling.

3. Some definite plan for health service should be arranged when it is definitely decided where the Depot is to be moved. Probably a satisfactory arrangement would be to have a nurse on duty in the rest room with First Aid Appliance, and a doctor on call.

NAVY YARD, NEW YORK,
SUPPLY DEPARTMENT

February 12, 1919.

To: The Secretary of the Navy.
Washington, D.C.

Dear Sir:

I write to inform you on behalf of the entire female force on the 11th floor of building No. 3, that an order is in effect, the counterpart of which it would be impossible to find in the lowest sweat shop of this or any other city, which necessitated well-bred and respectable girls appealing to "men" for permission to go to the retiring room, for a limited period stated on the yellow ticket which is handed one!!! At certain times of the day no permission at all will be granted. This is not likely to improve the health of the government employee. If anything should occur (and it may at any time) this department would suffer a bad exposure. It is in the interest, therefore, of the government, as well as of the girls, in whose interest I write, to have this order discontinued. Things are not going right here. It is very respectfully suggested that an investigation into these things should be made, and above all things that this scandalous order should be withdrawn, if not, we shall be compelled to ventilate our grievance through the press which we do not wish to do in the interest of the government, nor do we wish to carry our complaint to the National Federation of Federal Employees, of which we are members. What I tell you is true. There is a woman for the girls rest room, whose duty it is to see that the girls do not loiter there, but instead of attending to her duties in this respect, she is to be found engaged in the insulting occupation of selecting girls to have their heads examined for vermin!!! What an outrage to perpetrate on refined girls!!! The parents of these girls are second to none in the United States. We wrote to the Commandant, and he had the order modified regarding the rest room complaint. We now however have to demean ourselves by asking for the pass from a woman, instead of from a man. All these things are absolutely unnecessary humiliating, and cause discontent, and mental and bodily suffering. Who is to blame for all this? I will tell you. We have a chief clerk who is responsible for all this and who in his case mind, recommends all these things, and unfortunately they are carried out without investigation or discretion in the slightest degree. This creature (I cannot call him a man it would be a liber on the sex to do so) does not know what truth is, is prejudiced, and wholly without principle, and is the most hated and despised creature I have ever met with. 99 per cent of the employees will bear out these statements. In these days of socialism and unrest, it is harmony not discord that should be cultivated, and I respectfully assure you that the order referred to, and others almost as bad, is ruining the good name of the government. This same chief clerk

NAVY YARD, NEW YORK,
SUPPLY DEPARTMENT

will see girls promenading about, with their arms round each others waists during business hours, and won't say a word, while others like myself, who work hard and conscientiously, are held up for the slightest thing. This fellow's actions go unchallenged, that is, what I mean by things going wrong here. No one seems to have the courage to expose this man's actions, but I am determined to do so, so that justice if possible may be done, and have this fellow punished. First-class employees are daily resigning. This does not benefit the service. This man Noble is directly responsible for these resignations. It is the bluffer, not the worker who succeeds here. The truth of these statements cannot be denied. I only plead for myself and my sisters for what I conscientiously believe is right. What could be done in regard to oppression a couple of years ago, cannot be done now without serious consequences to all concerned. We only want to be treated as human beings, not as a unit of oppressed humanity, and that through the underhand work of a contemptible cur, who, unfortunately, is listened to, without proper and impartial enquiry being made as to his lying statements. Let me quote a case (one of many) of oppression and tyranny. Some girls here who rang out and in at the same time at lunch hour, but who did not leave the building, and who were only going down for a few minutes to the lower floor, were compelled to work 4 hours extra for a whole week by a boy paymaster!!! Why was such action endorsed?

Very respectfully,

A Woman Clerk

RECOMMENDATIONS

Employment Methods

The Board of Labor Employment Office now occupies the most desirable building in the yard from point of view of location. It would be unwise therefore to recommend that these offices be moved in order that enough space be secured to provide for a separate employment office for women. There is however at the end of the hall outside the employment office, where an unused desk now stands, a space that might be fenced in and used for this purpose. It has been necessary in the past for women applicants to make application at the same small window where men apply. Mr. O'Grady has given instructions that women are not to be kept waiting and he sometimes sees women applicants himself. It is not possible for him to see more than a small proportion and it cannot be other than unpleasant for a woman to stand with a group of men when she is asking for and giving information with regard to employment. I should recommend that the space at the end of this hall be fenced off and that the desk be put at the disposal of an intelligent young woman able to handle people, who would have charge of receiving the women applicants. There is likely someone already on the Navy Yard payroll who could be transferred to this work.

Demobilization of Clerical Workers.

The order from the office of the Secretary of the Navy requesting that between now and the 1st of July the clerical force be reduced 75% and that enlisted employees be replaced by Civil Service personnel, has caused great consternation. The business manager and the division commanders, especially the supply officer, insist that this cannot be done without absolutely demoralizing the work which is heavier now than ever before. Of course ~~if~~ it is the policy of the Navy Yard to give back to returning soldiers and sailors their old jobs. Some of the former male employees will not even apply for their old places, some will enter other vocations, some will want out of door work, and much of the work is work that women have always done and is more suited to them. It would certainly make a more serious unemployment problem among the women workers if they are laid off in large numbers in so short a time. We would not want to recommend anything which would break down the Civil Service, but it is a question whether it would be right to drop an enlisted girl who had been giving satisfactory service for a long time and replace her by a Civil Service employee who had been on the payroll but a short time. I would recommend one of two alternatives, ~~that the enlisted women be given Civil Service status~~

without examination according to the status which they now hold) or that they be transferred to the Civil Service as "temporary" appointees until they can be given Civil Service examination and rating accordingly. Further, I would recommend that women employees be laid off gradually, that they be given notice several weeks in advance, that the U. S. Employment Service be asked to co-operate in handling the unemployment situation, and that the Navy Yard assume some responsibility for seeing that the workers get placed elsewhere satisfactorily.

The Sail Shop.

The conditions of work in the sail shop are as bad as they are because the work room cannot be made a fit place in which to work. The room is situated in the loft of a very old building. It not only is not a fire proof building, but is a fire trap. The loft never can be properly lighted by natural light in the day time as the roof of the building slants so much there is room for only small windows, lower than the work tables and machines, under the eaves of the roof. It is only through these windows and the door that the shop is ventilated. Very little ventilation creeps in in this manner as any disturbance of air would scatter the materials which the workers are using. The materials themselves, and particularly the way they are stacked, would tend to make the room stuffy. The finished and unfinished work,

coal bags, chair covers, mattress covers, pillow cases, boat covers, life preservers, sheets, sails, etc., piles of canvas, bags of kapock, horses for cutting tables, rope, and bags of sweepings lie in high piles all over the work room simply because there is no other place to put them. One little room, the only room available, is used for a combination rest-room and locker room and a place to make coffee. It is crowded, cheerless and unsanitary. The toilet room is small, unheated, poorly ventilated, unsanitary, and lacking in anything that could be called modern equipment, and is built directly opening off the work room. Very little could be done to improve it. A new toilet is needed and there is no place in the loft to build it. Altogether, conditions are such that the only fair recommendation one could make would be that the Nail Shop be moved at once into new quarters; that it be given a work room in a building better protected from fire that can be well heated, ventilated and lighted; that the room be large enough to allow proper placing of enough machine and work tables to take care of the workers on two shifts; that convenient and sufficient storage space be provided so that it will not be necessary to keep the work room in such a condition as the present one finds itself; that a suitable restroom be installed, a separate locker room and steel lockers be provided and a toilet with sufficient and modern equipment be built.

~~be put in touch with the matter and no doubt could place all the women who did not secure work themselves.~~

Night Shift.

I would very strongly recommend that the night shift from 12 midnight to 8 A.M. be discontinued. The New York state law provides for factories within its jurisdiction that "in order to protect the health and morals of females employed in factories by providing an adequate period of rest at night no woman shall be employed or permitted to work before six o'clock in the morning or after ten o'clock at night." I believe the night shift could be done away with without working a hardship on anyone and without lessening production. There were at least twelve machines idle on each of the three shifts at the time of my visits to the flag room. I understand that it is usual to have about 15% of the workers absent on vacations, or because of sickness. There is room for twelve or fifteen more machines in the flag room, and surely more room on the third floor of the Administration Building could be used if necessary. It is not impossible to get new power machines and if the work for women in the sail loft is discontinued, machines could be transferred from there. Several more hand sewers are needed and could no doubt be selected from among the women now employed on power machines. I discussed the matter of discontinuing the third shift with the

head flag maker and the leading ladies. They were very earnest in their appeal that the shift be done away with and very positive in their statement that it would in no way curtail production. I did not bring up the matter with the sewers, but when they learned that I was interested in their welfare a number of them called me aside and wanted to know whether there was anything I could do to have the 12 to 8 shift done away with. In moving the sail left, sufficient floor space should be acquired to permit placing enough machines to take care of all the workers on two shifts.

WAGES.

In an order issued by the Navy Department on November 8th, 1918, the classification carried by the women making flags, namely, "sewing machine operator" was done away with and these women were given the rating of sewing. This has caused a great deal of dissatisfaction among the workers. The classification of sewer carries with it a lower rate of pay than is given the "sewing machine operator" under the new wage scale made effective November 8th, and has the same rate of pay as is given common laborers. There is no doubt but that it requires more experience on flag making to make a flagmaker than is required to make the average sewer or machine operator, and it requires more skill and an expenditure of more nervous energy than is required by the average day

laborer. I feel that the women making flags are justified in asking for the classification of flag-maker for their special class of work just as the women in the government trades are classified as "coat makers", "pants makers", etc. I recommend that they be given this classification and a rate of pay in accordance with it. According to this wage scale issued by the Navy Department November 8th, the classification of inspectress was to be abolished and such workers were to be classified as general helpers and receive \$4.32 a day. As yet, this has not been put into effect at Brooklyn Navy Yard and these workers are dissatisfied with their rate of pay. This matter should be looked into. The cutters in the flagshop are classified as sewers and receive the highest day rate of pay in that classification, \$5.68. The work they do requires experience, a knowledge of the designs and colors of hundreds of flags, skill, accuracy, and originality. They are not doing any sewing whatever and are receiving less pay than many of the sewers who have been there a short time but have the advantage of piece rates. I would recommend that they be given the classification of cutter and a rate in proportion to the kind of work they are doing.

I would suggest that receiving an increase in pay after the \$120.00 bonus has been granted is no reason for taking the bonus away, and recommend that this

practice be discontinued.

I would recommend that clerical employees now carried on the Navy Yard payroll but working elsewhere and receiving a lower rate of pay than is given for the same class of work at the Navy Yard, be advanced to the same rate of pay as is paid in the Navy Yard for similar work.

Service and Welfare Activities

At present there is no regular lunch room at the Brooklyn Navy Yard. There are in the rest rooms of a few buildings electric plates and in a few instances a woman has been employed to make tea or coffee. With the exception of the girls in the Hull Division offices, the office girls must eat cold lunches or go outside the yard for lunch. The lunchrooms in the vicinity are disagreeable places. They are invariably crowded with men, the food is of poor quality and poorly cooked. It is impossible for a girl to go to an outside lunch room, get waited on, swallow her food and get back to her work in thirty minutes.

The girls in the offices of the Hull Division have made a brave attempt to turn their rest room into a lunch room during the noon hour and to serve hot lunches. The arrangement is most unsatisfactory. The conditions are crowded and unsanitary. Commander Wright of Hull Division is very much interested in the welfare of his girls and hopes that additional space will be given for the use of the girls. An extension has been built to relieve the congestion in the general office. This has left the end of the general office next to the girls' rest room free. It would be possible to utilize this space to enlarge the rest and lunch room if it seemed wise, but it is

doubtful. The business manager, Admiral Burd, does not approve of having separate lunch rooms in the various buildings. It does not promote a feeling of fellowship among all the girls in the yard. It is not safe from the point of view of fire. Few of the buildings are connected with gas, and it takes such a long time to cook by electricity. Moreover there is scarcely room in any of the buildings to accommodate even a small lunch room. Admiral Burd suggested one of the rooms on the second floor of the building occupied by the co-operative lunch room be turned into a general lunch room for all the girls. This would be an excellent plan provided it was handled right. Unless it was handled right it would not attract the girls, and they would not patronize it. I learned from the manager of the co-operative lunch room that it had been planned for a long time to use one of the rooms on the second floor for an officers' lunch room and the other for a lunch room for the clerical workers. My suggestion would be to let the men on the clerical force eat downstairs with the other men, and keep this room on the second floor for girls only. The room will have to be gone all over, floors scrubbed and stained, ceilings and walls cleaned. The arrangement of the tables, etc. should be put in the hands of a person who has some idea how to arrange a lunch room attractively. No doubt the food would have to be prepared by the same

people who prepare the food for the co-operative lunch room. The kind of meal that would appeal to the average workman in the yard, however, would not appeal to the girls. Even then there might be one or possibly two groups of workers who could not or would not use the lunch room. The women in the shops because they are on shifts eat at irregular times. When in the workroom they wear old clothes and aprons, and might object to going about the yard dressed that way. They are the women who because of the strenuous work they are doing, need nourishing food more than any other group. If it is not possible to arrange for them to use the general lunch room, arrangements should be made to furnish them with more than over-strong hot tea. The girls in the Supply Division are so far away from the building where the lunch room would be that unless they were allowed an additional five or ten minutes to their lunch period they could not get to the lunch room, eat and get back without cramming down their food and running all the way. If an extra few minutes cannot be allowed them, it would be better to give them a lunch room in their own building. Admiral Burd suggests that a lunch room committee be elected by the girls with equal representation from each department. A splendid committee could be formed for there are a number of girls who have already shown ability for leadership. This committee might later be developed into a general

welfare committee for the whole yard. It is evident however that while the lunch room is being planned and during the first few weeks it is operating someone should be on the ground who knows something about lunch rooms for the industrial girl and how to make them popular. The Y.W.C.A. has had unlimited experience with this sort of thing and would be glad to send someone who knows how to put the plan in working order. After it had been going for a short time, it would be possible, I am sure, to turn it right over to the girls' committee. When the general lunch room is ready for use an order should be issued prohibiting employees from eating at their desks and machines. Tables should be reserved in the lunch room for girls who bring their own lunches and may want to supplement them with something hot or anything they can get in the lunch room.

In almost every building, new toilet rooms should be built or old ones remodeled. All the toilet rooms for women in the older building are crowded into such small floor space it seems impossible that they could be well ventilated or sanitary. The toilet room in the Sail Loft is impossible. It is hoped that the women will not have to occupy this loft much longer, for very little can be done to improve it. Until it is possible to make the move into other quarters, I suggest that a partition be built outside the entrance door so that the toilet room will be screened from the view of the work room.

Hot water, soap and towels should be provided and better supervision of the room to see that it is kept clean. The toilet room in the Hull Division office room is much too small and not well equipped. It measures about 15 x 15 feet square. At present, there is but one basin for the eighty girls who use the room. There should be at least one basin for every twenty employees. Such things as clothing racks, umbrella racks, and refrigerators should not be kept in a toilet room. The toilet room in the Supply Division is a large, well equipped room but does not contain as many closets as is usually provided by state law. The New York State Labor Law provides one closet for every 27 persons where over 150 persons are employed. About 500 persons use this room and there are 10 closets and 15 basins. At the time of my visit to the Supply Division, this room did not seem crowded and the matron stated that it had never seemed very much over crowded.

The rest room for the women in the flag room is well equipped and cheerful, but much too small. It should not be necessary to have the electric plate and sink for dishwashing in the rest room. A regular locker room should be provided. The rest room for the girls employed in Hull Division is too small, not well equipped and used for too many purposes.

A locker room should be built and steel lockers provided. The rest room in the Machinery Division is large enough for the number of girls who use it, but is cheerless. Steel lockers should be provided instead of clothes racks. The rest room in the Supply Division is an attractive room and would be sufficiently large if used for that purpose only. It should not be used as a lunch or locker room. A separate locker room should be built equipped with steel lockers. The girls should use the general lunch room or a lunch room should be built for them in the Supply Building. I am not prepared to recommend with regard to the Health Service, as I have not made sufficient investigation.

No.

United States Navy Yard,
NEW YORK, N. Y.

February 26, 1919.

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

My dear Miss Bryan:

I have received and read with interest the copy of your report on this yard which you sent me.

With the ending of the war there is certain to be a slackening of the requirements along some lines as, for instance, the number of life garments and flags needed, so that after a while we will get back to pre-war conditions. As this yard is greatly crowded, it is my policy to save all possible space for operations which must necessarily be done on the waterfront and to have done outside the yard such operations as making life garments, flags, uniforms, etc., which can just as well be done miles away from the waterfront.

As the limited room in the yard buildings requires that every foot of floor space should be occupied to best advantage, it is not good policy to employ any more women, as their requirements in the way of rest rooms, toilets, lunch rooms, etc., occupy space that we cannot afford.

It is very unlikely that the yard will be able to get the money for any expensive additions or alterations except those absolutely necessary in the building of hulls and machinery.

With regard to the Supply Building, it is expected that a large proportion of its force will be transferred to the supply base at South Brooklyn in the near future, as that base becomes able to handle the work belonging to it. A much smaller force can handle the legitimate work of the yard storehouse which is the supplier for the yard's manufacturing purposes.

The second floor restaurant in Building 14 has been in use for about a week and I am told is patronized by a considerable number of the women.

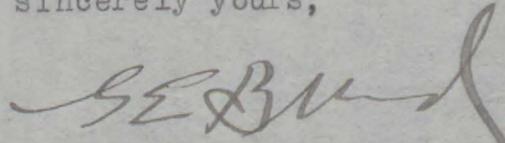
As to their limited time for lunch, they have objected heretofore to taking more time at noon, preferring to get away at

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4:30 instead of taking an hour at noon and leaving at five as the mechanics do.

The only requirement for the office force is that they shall work seven hours. If they start at 9:00 A. M., then take an hour at noon and work from 1:00 to 5:00 P. M., that would make their seven hours and give them ample time for lunch but they have always objected to this, preferring to take the short lunch period and get off half an hour sooner. I should prefer to have them stay till five when all the other yard business closes but have allowed them to have their desires in the matter. This being so, I did not expect to receive complaints indirectly of the shortness of their lunch period.

Very sincerely yours,



Rear Admiral, U. S. Navy,
Industrial Manager.

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Navy Dept

February 24, 1919.

The Commandant,
Brooklyn Navy Yard,
Through Rear-Admiral G. E. Burd.

My dear Admiral Burd:

I am taking up with Mr. Howg in the office of the Secretary of the Navy, my report on Brooklyn Navy Yard, and I am enclosing a copy of the report for you to go over. I have made no attempt at an elaborate report, but have tried to emphasize the things which seemed to me to merit immediate attention. I am particularly desirous of seeing the Sail Shop moved into quarters where suitable working conditions may be maintained, the 12 to 8 A. M. shift abolished, and adequate arrangements made to provide hot lunches for all employees and suitable places equipped to serve these lunches. Perhaps I might be of help on this lunch proposition. I do not believe the Child's man can handle it alone in a way that would make it sufficiently attractive to the girls. Doubtless we have the same attitude toward the Y. W. C. A. doing inside plant work, but I believe, in this instance, it might be called on to very good advantage. The Y. W. C. A. has had so much experience in establishing cafeterias inside and outside of plants for working girls, that it seems their experience would be of value here. I am sure they would be glad to donate the services of a cafeteria expert for a few weeks until the lunch room was started.

I am sorry I did not have a conference with you at the end of my investigations at the Yard, but I will be returning to New York very shortly and shall hope for a conference then. In the meantime, I shall be grateful if you will go over the recommendations I have made and send me any comments you may care to make.

Sincerely,

Helen Bryan, Industrial Agent,
Woman in Industry Service.

Enc.
HB;MBD

Brooklyn Navy Yard

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April 18, 1919.

Mr. J. J. O'Brien,
Assistant Shop Superintendent,
Hull Division, Navy Yard, New York.

Dear Sir:

We are forwarding you copies of Standards Governing the Employment of Women in Industry, Labor Laws for Women in Industry in Indiana and the reprint of an article on Protective Standards for Women Workers. We are very glad to place your name on our mailing list to receive all our publications.

At the request of the Secretary of the Navy this Service has assumed an advisory relation to the Navy Department on all questions affecting the employment of women in the Navy Yards. Miss Helen Bryan represents us in this work. She was formerly employment manager for the women at Rock Island Arsenal during the war. Miss Bryan will be glad to advise with you on any questions affecting the women workers.

Very truly yours,

Enc.
MVK/ALL

Mary Van Kleeck, Director
Woman in Industry Service.

Dictated by Miss Van Kleeck
but signed in her absence.

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APR 18 1919IN REPLY, ADDRESS THE
CONSTRUCTION OFFICER
AND REFER TO NO.

NAVY YARD, NEW YORK

HULL DIVISION

EMC 4/15

APR 17 1919

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

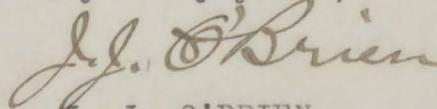
Dear Madam:

It is requested that any literature you can consistently forward, be sent to this Yard, concerning women in industry. My duties at this Yard are in connection with the employment and management of labor, and literature of this kind would be interesting and instructive.

It would be appreciated if you would place me on your mailing list for any future issues.

Thanking you in advance for same,

Very truly yours,



J. J. O'BRIEN,
Assistant Shop Superintendent.

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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: Brooklyn Naval Provisions and Clothing Depot,
 43d St. and 2d Ave.,
 Brooklyn, N. Y.

- I. Commanding Officer, Rear-Admiral Williams.
 Supply Officer, Captain Brown.
- II. The investigation was made on February 25th and 26th, 1919.
- III. Employment of Women.

- 1. Unclassified.

Contracts are let by the Clothing and Provisions Bureau of the Navy Department in Washington through the Brooklyn Clothing and Provisions Depot to clothing manufacturers in Brooklyn and New York. Some of these manufacturers own large ships; others, small. All of them employ women. There are 166 piece workers on clothing employed directly by the Depot. Most of these workers are women who have been employed several years.

- 2. Classified.

There are 12 Civil Service Employees--clerks, stenographers, and typists. These employees are secured through the headquarters of the 2d Civil Service District.

- 3. Enlisted Personnel.

103 employees are enlisted in the Naval Reserve Force.

Total number of women workers in the Brooklyn Naval Provisions and Clothing Depot, 281.

- IV. General Conditions of Work.

- 1. For Unclassified Workers.

Investigation was not made of the shops doing work for the Navy under contracts from Washington. The making of blue clothing outside the depot by 166 piece workers is done under various conditions. Of this number, two hat makers are

men and own their own shops. Three overcoat makers are men. Of the 166 piece workers, fifteen own large shops of their own and eleven own small shops. The rest of the work is done at the homes of the various workers. Fifty-four of the workers are known to be widows. Five daughters are supporting widowed mothers. The family standing of 72 workers is unknown at the depot. The depot has no hold on the women with regard to hours. The rates of pay vary with the amount of work a worker or the members of her family can turn out. The lack of inspection of work under these conditions makes it possible for much goods to be ruined and for the work to be taken into homes where there may be contagious disease.

2. Classified Civil Service and Enlisted Personnel.

a. Hours.

The hours of work for the office employees are from 9 to 4:30, with a half-hour for lunch.

b. Wages.

The wages for classified Civil Service Employees are the same as at Brooklyn Navy Yard, Minimum \$3.68 and Maximum \$6.56. The wages for enlisted employees, including base rate, war bonus, and \$60.00 a month for subsistence, are as follows:-

Landsmen,	\$92.50
Yeomen 1st class,	101.00
Yeomen 2d class,	106.00
Yeomen 3d class,	112.00
Chief Yeomen,	132.00

I believe there are no employees at the depot enlisted as Chief Yeomen.

- c. The Provisions and Clothing Depot now occupies a building owned by the American Can Co. The lease on this building expires in three months, and the depot will move elsewhere. The physical conditions of work in this building, such as heating, ventilation, and lighting are splendid. The building is new and modern. There are adequate and well equipped rest and locker rooms and toilets, but no provision has been made for a lunch room. The lunch period is too short to permit employees going outside for lunch, and the depot is situated in a part of Brooklyn where there are no stores or lunch rooms. The girls bring cold lunches and some of them make tea on the electric plate installed in the rest room.

No hospital or sickroom is provided, no doctor or nurse is in regular attendance, and First Aid Equipment has not been installed.

RECOMMENDATIONS.

1. Many complaints have been made against the practice of giving out work to individual contractors to be made in small shops and in the homes of the workers. The disadvantages of such a method are obvious. No regulation of hours can be made, no established wage rate can be made except on a piece rate basis, lack of proper inspection means wastage of time and goods and allows for work being done under unsanitary and unsafe conditions. There has been thought from time to time of changing this practice and of bringing all this work into the building occupied by the depot so that it could be properly supervised and controlled. Efforts along this line have failed for various reasons, one being that many of the workers objected and brought pressure to bear through their Congressmen. The move should be made, however, and there could not be a better time than right now when work is slack and a suitable workroom could be provided when the depot moves into new quarters. The women who are now doing work for the depot should be given the first opportunity to apply for work under the new plan.
2. In talking with the employees, they said that the only thing they would ask for is a lunch room. There is apparently little room in the present building for a lunch room and it does not seem worth while to plan one now if the depot is to be moved in less than three months. Provision should be made for a lunch room in the new building.
3. A dispensary or sick-room should be provided in the building, with a person in charge who is fully trained to take care of cases which would require more treatment than would be provided by first aid.

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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: Brooklyn Fleet Supply Depot,
29th St. and 3d Ave.,
Brooklyn, N. Y.

- I. Commanding Officer, Rear-Admiral Williams.
Supply Officer, Captain Leutze.
- II. This investigation was made on February 25th and 26th, 1919.
- III. Employment of Women.

1. Unclassified.

Twelve women are employed as laborers to do janitor's work and stores issue work.

2. Classified.

188 women are employed through Civil Service as clerks, stenographers, and typists.

3. Enlisted personnel.

525 employees are enlisted in the Naval Reserve Force. Total number of women employed at the Brooklyn Fleet Supply Depot, 525.

Admiral Williams and Capt. Leutze are very much disturbed at the thought of having to reduce the clerical force any between now and July 1st. They state that they have never yet had 100% of the number of workers they need, and that there will be more work for the clerical workers in the next six months or year than before.

- IV. General Conditions of Work.

1. Hours.

- a. The unclassified employees have an eight hour day, from 8 until 4:30, with a half hour for lunch.
- b. The office employees have a seven hour day, from 9 until 4:30 and a half hour for lunch.

2. Wages.

- a. All the women classed as laborers are paid \$3.68 a day.
- b. Classified Civil Service Employees are paid a minimum of \$3.68. The highest rate paid is \$3.92, and only a small per cent receive this.
- c. Rates of pay for enlisted employees are the same as elsewhere.

3. Physical Conditions of Work.

The physical conditions of work surrounding the women workers at the Supply Depot are most satisfactory except that here too there is no lunch room. At present there seems to be no room in the building for a lunch room. There is a shortage of storage space and the offices of the 3d Naval District are about to be moved here from 280 Broadway, which will congest things that much more. It is likely that the Supply Depot will be moved into larger quarters very shortly. The possibility of securing the Army Supply Depot in Brooklyn is being considered at the present time. Admiral Williams is very willing to have the matter of providing a lunch room with the Y. W. C. A., but it would seem scarcely worth while to try to plan for anything for the girls if they are to be moved in a short time. Whatever might be provided here would have to be built on the outside of the building and would probably have to be built at Y. W. C. A. expense. It seems that the Navy Department should assume some of the expense for such an undertaking.

The regular attendance of a doctor or nurse have not been provided, nor has First Aid Equipment been installed.

RECOMMENDATIONS.

- I. I would recommend that further attention be given by the Navy Department to the matter of laying off clerical workers in large numbers in a short period of time. Such action will certainly cause a serious unemployment problem and may seriously handicap the work.

Arrangements should be made to have the enlisted personnel transferred by Executive Order to Civil Service status.

- II. When making arrangements for new quarters for the Supply Depot, a lunch room for the female employees should be kept in mind and a place provided for one. This place should be equipped by the Navy and the arrangement and management should be put in the hands of a competent person. Admiral Williams' suggestion that a meeting of the girls be called to discuss the advisability of a lunch room is good. Planning for, and managing the lunch room might be put in the hands of a Y. W. C. A. worker trained in this work, with a committee of employees to cooperate in its handling.

III. A dispensary or sick-room should be provided in the building, with a person in charge who is fully trained to take care of cases which would require more treatment than would be provided by first aid.

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Number of female employees in Accounting Department.

3	Clerks at	\$ 92	per diem
2	"	\$ 68	" "

Naval Reserve Force

2	Yeoman Female	1 st class
4	" "	2 nd "
14	" "	3 rd "
1	Landsman for Yeoman Female	

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763

Miss Bryan

NAVY YARD, NEWYORK.
Hull Division.

Jan. 30, 1919.

FEMALE CLASSIFIED EMPLOYEES.

Civil

<u>No.</u>	<u>Title</u>	<u>Rate per diem</u>	<u>Total per diem</u>	<u>Class total per diem</u>
1	Messenger Girl	\$2.24	2.24	
10	"	2.00	20.00	
5 16	"	1.76	8.80	31.04
15	Clerks	3.92	58.80	
30	"	3.68	110.40	
1	Sten. & Typewriter	4.88	4.88	
4	" "	3.68	14.72	
16	Typewriters	3.68	58.88	247.68
2	Asst. Eng. of Tests	3.76	7.52	7.52
<u>84</u>				<u>286.24</u>

Percentage of total per diem pay represented by messenger girls' pay - - - - - 10.8%

Percentage of total per diem pay represented by clerks', stenographers' & typeriters' pay - 86.5

Percentage of total per diem pay represented by assistant engineers of tests' pay 2.7
100.

Percentage of employees at various rates

<u>Title</u>	<u>Rate</u>	<u>Percentage</u>	<u>Total Perc.</u>
Messenger Girls	\$2.24	6.25	
"	2.00	62.5	
"	1.76	31.25	100.
Clerks, Sten. & Typewriters	4.88	1.6	
" " "	3.92	22.7	
" " "	3.68	75.7	100.
Assistant Eng. of Tests	3.76	100.	100.

Wright

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YEOMEN FEMALE ON DUTY IN
THE PUBLIC WORKS DEPARTMENT.

Wilson, Eugenia Miller- Lds-Y	Farrelly, Veronica Josephine Y3
Davies, Grace- Lds-Y	White, Margaret Mary- Y3
Jones, Gladys Louise- Lds-Y	Branner, Ethel Cecelia- Y3
Egan, Helen Marie- Lds-Y	Kerby, Sadie Murray- Y3
Bryant, Marie- Lds-Y	Modula, Anna- Y3
Handman, Anna Helen- Lds-Y	Connelly, Helen Elizabeth Y3
Mack, Ethel- Lds-Y	Chabaud, Alice Eleanor- Y3
Diamond, Mary Agnes- Lds-Y	McCaveny, Eileen- Y3
Gilloon, Evelyn Marie- Lds-Y	Chase, Wanda- Y3
Gillespie, Claire Margaret- Lds-Y	Kohnlein, Gertrude- Y3
Eiermann, Bertha Viola- Lds-Y	Schwartz, Bertha -Y3
Nickerson, Margaret Allison, Lds-Y	Righter, Lillian Mae, -Lds-Y
Zins, Helen Hazel- Y3f	Healy, Margaret Mary-Lds-Y
Kearney, Lillian- Y3	Simmons, Ruth Marie-Y3
Shuttleworth, Mae Elizabeht- Lds-Y	Yeoman, Frances Louise-Lds-Y
Dockweiler, Catherine Lds-Y	Klock, Barbra Eunice-Lds-Y
Jacobs, Ruth- Lds-Y	Klock, Cathrine Frederick-Lds-Y
Casey, Ella Theresa- Lds-Y	Fernback, Florence Gertrude-Lds-y
Jackson, Anne Helen- Lds-Y	Malone, Elizabeth Irene-Lds-y
Butler, Theresa Eusebia- Lds-Y	Conner, Sadie E -Y3
Bohen, Margaret Mary- Lds-Y	Ogden, Manye Lee -Lds-Y
Pigott, Marie Sara- Lds-Y	
Battey, Florence- Lds-Y	
Scharfman, Rashie- Lds-Y	
Higgins, Eleanor Preston, Lds-Y	
Buckley, Florence Cecelia- Lds-Y	
Geraghty, Mary Rose- Lds-Y	
Schnebbe, Julia- Y1	
Clark, Mary Lignori- Y3	
Ott, Mary Wilhelmia- Y2	
Schleisner, Frances Y3	
Van Derherchen, Edna- Y3	
Kuehnle, Gertrude Winifred- Y2	
Sklenar, Julia Catherine- Y2	
Winkler, Anna- Y3	
Bratton, Elizabeth West-, Y3	
Higgins, Rosalie, Y3	
Kiefer, Emma A.- Y3	
Colledge, Ruth Virginia- Y1	
Feinberg, Ida- Y3	
Ruhlman, Edna- Y2	
La Pidus, I. Sara- Y2	
Comfort, Victoria- Y3	
Niehaus, Irene Anna- Y3	
Johnson, Katherine Louise- Y3	
Brusselars, Elsie May- Y3	
O'Brien, Mary Charlotte- Y3	
XXXXXXXXXXXXXXXXXXXX	
Yeoman, Grace Annette- Y3	
Greer, Emily Victoria- Y3	

CIVIL SERVICE EMPLOYEES

J. H. Spiegelglass	(Miss) 368
J. Hoffman	" "
H. Hartman	" "
V. Rainey	" "
J. Callan	" "
M. V. Findlay	" 320
M. H. R. Murphy	" 368
N. K. Murphy (Temp)	" "

7 @ 368
1 @ 320

33 Lye
3 yea 1
5 " 2
30 " 3

NAVY YARD, NEW YORK,
DISBURSING OFFICE

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LIST OF FEMALES EMPLOYED DISBURSING OFFICE.

- 4 Typewriter clerks at \$3.92 per diem
- 6 Typewriter clerks at \$3.68 per diem
- 10 Yeomen (F), 3rd class
- 3 Landsman for Yeoman (F)

Female employees of the Supply Department

1 Clerk @ 4¹⁶
60 " @ 3⁹²
99 " @ 3⁶⁸

1 Typewriter @ 4¹⁶
26 " @ 3⁹²
73 " @ 3⁶⁸

2 Stockman Female @ 3⁸⁴

5 Messenger Girls @ 1⁷⁶

26²⁷

Number of female employees in the Industrial
Manager's office

Naval Reserve Force

1	Yeoman	Female	1 st	class
1	"	"	2 nd	"
1	"	"	3 rd	"

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JAN 31 1919

FEMALE EMPLOYEES OF THE MACHINERY DIVISION

NAVY YARD NEW YORK

<u>NAME</u>	<u>RATING</u>	<u>PAY PER DIEM</u>	<u>DATE OF ORIGINAL EMPLOYMENT</u>
1 Mrs. Lucy S. Morrison	Clerk	\$5.36	4/19/1890
2 Miss Ethel A. Kimpton	Steno.& Typr.	3.92	8/30/17
3 " Marie C. Ernes	Typewriter	3.92	2/11/18
4 " Mary A. Sullivan	Steno.& Typr.	3.92	11/28/17
5 Mrs. Annie M. Waddington	"	3.92	5/8/18
6 Miss Mary R. Kiernan	Typewriter	3.92	6/17/18
7 " Alice L. Bailey	"	3.92	6/21/18
8 " Florence A. McKeon	"	3.92	10/1/17
9 " Pheobe Cohen	"	3.92	10/16/17
10 " Mabel Huey	"	3.92	12/31/17
11 " Beatrice Berggren	"	3.92	1/28/18
12 " Edith A. Nordblom	"	3.68	6/3/18
13 " Mary A. Foley	Steno.& Typr.	3.68	6/19/18
14 " Julia M. Liegey	Clerk	3.68	8/19/18
15 " Ethel M. Marquand	Typewriter	3.68	8/21/18
16 " Gertrude G. Gauthier	Steno.& Typr.	3.68	8/26/18
17 " Matilda Schaefer	Typewriter	3.68	5/31/17
18 " Adelaide M. Oelkers	"	3.68	6/17/18
19 " Frances M. Cohen	Steno.& Typr.	3.68	5/9/18
20 " Lucy C. Orlando	Typewriter	3.68	6/24/18
21 " Lorretta C. Quinn	"	3.68	7/11/18
22 " Emily H. Weintraub	"	3.68	7/11/18
23 " Rhoda Bierman	Steno.& Typr.	3.68	7/5/18
24 " Estelle Lapin	Typewriter	3.68	7/15/18
25 " Cecilia M. Kiernan	"	3.68	8/22/18
26 " Marion F. Shannon	"	3.68	9/30/18
27 " Ellen M. Riordan	"	3.68	9/24/18
28 " Pearl Puttick	"	3.68	9/30/18
29 " Esther Kurchenoff	"	3.68	10/25/18
30 " Minerva H. Bernstein	"	3.68	7/26/18
31 Mrs. Ella C. Nicholson	"	3.68	8/13/18

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Civil Service Employees Carried on Brooklyn Navy Yard Payroll,

but Working Elsewhere.

Inspector of Naval Aircraft, U. S. Navy,
Curtiss Engineering Corporation,
Garden City, Long Island, N. Y.

1 Clerk @ \$4.08
1 Stenographer and Typist @ \$3.68

Inspector of Engineering Material, U. S. Navy,
Schenectady, N. Y.

4 Stenographers and Typists @ \$3.68

Inspector of Engineering Material, U. S. Navy,
Brooklyn Aeronautic District,
411 Fifth Ave., New York, N. Y.

2 Stenographers and Typists @ \$3.20 ✓
4 " " " @ 3.68
1 " " " @ 3.76

Inspector of Machinery, U. S. Navy,
Babcock & Wilcox Co.,
Bayonne, N. J.

1 Stenographer and Typist @ \$3.92
1 " " " @ 3.68

Naval Inspector of Ordnance,
c/o American & British Mfg. Co.,
Bridgeport, Conn.

1 Stenographer and Typist @ \$3.92
2 " " " @ 3.68

Supt. Construction of Aircraft, U. S. Navy,
411 Fifth Ave., New York, N. Y.

2 Stenographers and Typists @ \$3.68

Office of Superintending Constructor, U. S. Navy,
Lake Torpedo Boat Co.,
Bridgeport, Conn.

2 Stenographers and Typists @ \$3.68

Inspector of Engineering Material,
44 Court Street,
Brooklyn, N. Y.

1 Clerk @ \$3.68

Naval Inspector of Ordnance,
Bausch & Lomb Optical Co.,
Rochester, N. Y.

1 Clerk @ \$3.92

3 Clerks @ 3.68

Navy Cost Inspector, U. S. Navy,
Defiance Machine Works,
Defiance, Ohio.

1 Stenographer and Typist @ \$3.68

Cost Inspector, U. S. Navy,
Alloy Steel Forging Plant,
Carnegie, Pa.

Alice M. Spohn, Stenographer and Typist @ \$3.68

Supt. Construction of Aircraft, U. S. Navy,
Buffalo, N. Y.

2	Stenographers and Typists	@	\$3.92	
3	"	"	"	3.68
1	"	"	"	3.44 ✓
2	Telephone Operators	"	2.72	✓

To:

From:

Subject: Brooklyn Naval Provisions and Clothing Depot, 43d St. and 2d Ave., Brooklyn.

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I.

1. Commanding Officer, Rear-Admiral Williams.
Supply Officer, Captain Brown.

II.

2. The investigation was made on February 25th and 26th, 1919.

III.

3. Employment of Women.

1.

- a. Unclassified.

Contracts are let by the Clothing and Provisions Bureau of the Navy Department in Washington through the Brooklyn Clothing and Provisions Depot to _____ clothing manufacturers in Brooklyn and New York. Some of these manufacturers own large ships; others, small. All of them employ women. There are 166 piece workers on clothing employed directly by the Depot. Most of these workers are women who have been employed several years.

2.

- b. Classified.

There are 12 Civil Service Employees--clerks, stenographers, and typists. These employees are secured through the headquarters of the 2d Civil Service District.

3.

- c. Enlisted Personnel.

103 Employees are enlisted in the Naval Reserve Force.

Total number of women workers in the Brooklyn

Naval Provisions and Clothing Depot, 281.

IV 4. General Conditions of Work.

1 a. For Unclassified Workers.

Investigation was not made of the shops doing work for the Navy under contracts from Washington. The making of blue clothing outside the depot by 166 piece workers is done under various conditions. Of this number, two hat makers are men and own their own shops. Three overcoat makers are men. Of the 166 piece workers, fifteen own large shops of their own and eleven own small shops. The rest of the work is done at the homes of the various workers. Fifty-four of the workers are known to be widows. Five daughters are supporting widowed mothers. The family standing of 72 workers is unknown at the depot. The depot has no hold on the women with regard to hours. The rates of pay vary with the amount of work a worker or the members of her family can turn out. The lack of inspection of work under these conditions makes it possible for much goods to be ruined and for the work to be taken into homes where there may be contagious disease.

2. b. Classified Civil Service and Enlisted Personnel.

a. 1. Hours.

The hours of work for the office employees are from 9 to 4:30 with a half hour for lunch.

b. 2. Wages.

The wages for classified Civil Service Employees

are the same as at Brooklyn Navy Yard, Minimum \$3.68 and Maximum, \$6.56. The wages for enlisted employees, including base rate, war bonus, and \$60.00 a month for subsistence, are as follows:-

Landsmen - - - - -	\$ 92.50
Yeomen 1st class - - - - -	-101.00
Yeomen 2d class - - - - -	-106.00
Yeomen 3d class - - - - -	-112.00
Chief Yeomen - - - - -	-132.00

I believe there are no employees at the depot enlisted as Chief Yeomen.

C, ——— 3. The Provisions and Clothing Depot now occupies a building owned by the American Can Co. The lease on this building expires in three months, and the depot will move elsewhere. The physical conditions of work in this building, such as heating, ventilation, and lighting are splendid. The building is new and modern. There are adequate and well equipped rest and locker rooms and toilets, but no provision has been made for a lunch room. The lunch period is too short to permit employees going outside for lunch, and the depot is situated in a part of Brooklyn where there are no stores or lunch rooms. The girls bring cold lunches and some of them make tea on the electric plate installed in the rest room.

No hospital or sickroom is provided, no doctor or nurse is in regular attendance, and First Aid Equipment has not been installed.

Brooklyn

13. January 1919.

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SUPPLY OFFICER'S ORDER NO. 68.

SUBJECT: - Reduction in Force.

1. The policy of the Navy Department is to reduce as rapidly and as much as possible the civil and enlisted force employed at all shore stations, so far as can be done without decreasing the efficiency of the various organizations, and it is necessary that the Supply Officer be in a position to justify the employment of every person in the Supply Department, whether classified or unclassified, both male and female.
2. With the above end in view, all Officers, Heads of Divisions and Sections, and all other persons in supervisory capacity are directed to make an immediate and careful survey of the work under their supervision with a view to eliminating all personnel that can be spared. An immediate report will be submitted, to be followed by subsequent reports, of any reduction in force which can be made by eliminating work which has heretofore been carried on, on account of war conditions and which may not now be necessary by consolidating work.
3. All Officers, Heads of Departments and Sections and Supervisors of Labor are directed to enforce, with the utmost strictness the regulations regarding working hours, and will make immediate report for disciplinary action of all delinquents and all Supervisors will be held strictly responsible in this matter. This particularly applies to promptness in turning to at commencement of work and at the end of the lunch period, and to employees knocking off work prior to the prescribed quitting time.
4. Policemen and Masters-at-Arms and the Matron in Charge of the Women's Room have been instructed to report for disciplinary action all persons congregating at the time clock or in the Women's Room, or toilets before quitting time, and all Leading men and Quartermen are admonished to require the men under their charge to remain at work until the whistle blows. Disciplinary action in the form of reduction in rating, suspension, or dismissal will be imposed on Leadingmen and Quartermen who fail to secure the utmost results from labor under their charge.
5. All Officers, Heads of Divisions and Sections will require strict attention to duty on the part of every individual of the clerical force, both civil and enlisted and will prohibit unnecessary visiting from desk to desk and Section to Section on the part of clerical employees and will arrange the routine of their offices in such a way as to render absence from desks as infrequent as possible; will require members of the clerical force to secure permission when it is necessary for them to leave the Section, and will exercise such supervision as may be necessary to reduce absence from desks to a minimum.

6. Policemen, Masters-at-Arms and the Matron in Charge of the Women's Room have been instructed to prohibit unduly lengthy visits to Rest Rooms and toilets and will report for disciplinary action employees who violate these instructions, or are frequently found visiting these places.

7. Employees whose duty takes them out of their respective Divisions or Sections and into the Navy Yard or to other places within the Department will be provided by the Head of the Division or Section with an "Office Permit" authorizing them to be out of the Department for a specified length of time, and Policemen and Masters-at-Arms have been instructed to report all persons found outside of their Division or Section or in the Navy Yard without such authority.

8. In the case of members of the enlisted personnel, male and female, visits to the Commissary Store will be restricted as much as possible and will only be permitted for the purpose of securing necessary articles to be taken out of the Navy Yard, and these visits will only be permitted at the times specified in Supply Officer's Order No. 66.

9. Heads of Divisions and Sections will be most careful in signing muster sheets covering lateness and absence and will fully investigate each case. Repeated cases of tardiness and absence particularly among the enlisted personnel will be made a matter of special report to the Senior Assistant and it is the intention of the Supply Officer to recommend severe disciplinary action or disenrollment in cases of enlisted personnel who are repeatedly tardy or absent with the excuse of illness or other reasons which cannot be covered by a certificate from the Medical Officer.

10. The Supply Officer desires and directs that all Officers, Heads of Divisions and Sections and all in supervisory authority cooperate in carrying out this order and in complying to the utmost with the instructions of the Navy Department and the Commandant to the end that the working forces of this Department be reduced to the lowest limit necessary for efficient operation, and in carrying out this order that no partiality or leniency be shown to anyone in the Department who does not give full return to the Government in punctuality, conduct, and attention to duty, and that every effort be made to attain this end by the immediate elimination of all persons in the Department who by failure to meet the requirements tend to reduce its efficiency. This can only be done by all hands working together efficiently and thoroughly and through the absolute elimination of all not giving 100% attention to duty to the Government.

CHARLES MORRIS.

List of piece workers employed in
Prov. & Clo. Depot.

Star Hands. (.05 each)

(x)	E. Anschutz,	411 Yarmouth Street,	Woodhaven, L.I.
(x)	L. Canner,	176 Amity Street,	Flushing, LI
	K. Dean,	405 West 48 Street,	N. Y. C.
	M. E. Dooley,	812 Spruce Street,	Rich. Hill, LI
	G. Fleming,	179 Garfield Place,	Brooklyn.
	F. McIlravy,	664 Delamere Place,	"
	L. McIlravy,	664 Delamere Place,	"
	B. Payne,	180 Sterling Place,	"
	I. G. Shaw,	51 Railroad Avenue,	Corona, LI.
	L. Tappan,	317a Monroe Street,	Brooklyn, N.Y.

Tape Hands (.10 each)

E. Brennack,	213 Halsey Street,	Brooklyn, NY
M. C. Brennan,	213 Halsey Street,	"
M. Caulfield,	212 Albany Avenue,	"
T. Earwicker,	651a Hancock Street,	"
K. Neville,	212 Albany Avenue,	"
Z. M. Probert,	543 Gravesend Avenue,	"
A. Rogers,	86 Covert Street,	"
M. Smith,	45 Moffat Street,	"
A. H. Tidgewell,	1831 East 14th Street,	"

(x) These employees make both star and tape collars.

1367
18

75
70
18

*May Allinson
Committee Women in Industry*

*FTS3
763*

AFFIDAVIT. (In duplicate)

I do solemnly swear (or affirm) that the proposal hereto annexed for manufacture of clothing for the United States Navy (Bids to be opened May 9th, 1918), was made by me personally; that I made the same fairly; and that all statements made by me therein are correct, to the best of my knowledge and belief.

On this _____ day of _____, A. D. 1918,
before me, _____, a _____
_____, personally appeared _____
_____, and took and subscribed the
foregoing affidavit.

Notary Public.

(Failure to attach this affidavit executed, in duplicate, to bid, when submitted, will be sufficient grounds to throw bid out, as informal.)

Please return this proposal in duplicate, duly signed, by 11:00 O'clock A.M. MAY 9-1918 when all bids will be publicly opened, with prices entered opposite each item named below, on which you are prepared to bid, for delivery, free of charge, as specified below, within _____ days from receipt of order subject to the conditions printed on the back of this form.

IF NOT PREPARED TO SUBMIT A BID, PLEASE SO STATE over the firm signature and return this paper so that it may be known that it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.

Bids to be considered must show net unit prices, extensions, and total amount of bid.

C. S. Williams,
Pay Director, U.S.N.

SPECIFICATIONS AND DETAILS.
REQUISITION NO. 796. BUREAU OF SUPPLIES AND ACCOUNTS.

Title 13-X-3.

Necessary labor to make and finish, complete, the following garments, all garments to be cut and all material used in them to be furnished by the Government. To conform strictly in every detail to standard garments to be seen at the Provisions and Clothing Depot, Brooklyn, N. Y. (These sample garments are not to be taken from the Provisions and Clothing Depot, under any circumstances, prior to award of contract, but must be examined by prospective bidders, at the above Depot, under the supervision of a representative of the Officer-in-Charge.) Cut garments and material to be received by contractors at the Provisions and Clothing Depot, 43rd St. at 2nd Ave., Brooklyn, and delivered there, when completed, - at the expense and risk of the contractor. No cutting to be done by contractor.

Any rejected garments are to be taken away promptly by the contractor, and defects remedied, if practicable.

All lost or damaged materials to be paid for by the contractor at prices fixed by the Officer-in-Charge.

All finished garments shall be subjected to inspection and acceptance by the Government Inspectors, at the above Depot. The contractor will also be held accountable for any garments containing minor defects that escape this inspection, and are subsequently discovered. No chain stitch or so-called double lock stitch will be allowed in any part of the garments; also, the substitution of any item of thread, trimmings, etc. other than that furnished by the Officer-in-Charge, Provisions and Clothing Depot, will not be permitted except upon written authority from the Officer-in-Charge, and any such substitution will be sufficient grounds for forfeiture of bond and cancellation of contract.

Number of garments covered by this proposal, to be given out to new contractors will depend upon material available that is in excess of that required to keep regular established facilities of this Depot for manufacture of clothing running to capacity.

(Continued on next Sheet)

Bidders must submit with their bids an affidavit, executed in legal form, covering answers to questions in the proposal, stating specifically the location of the shop or shops in which all work is to be done; their interest in these shops; and the firm name under which they are now doing business - with any contemplated change in such firm name. Also, articles now being manufactured in these shops. Failure to do this will be sufficient grounds to throw out the bid. Before an award is finally made, it will be necessary for the bidder to demonstrate to the Officer in Charge his ability to satisfactorily fulfill his contract, in every detail.

Bidders must state the date upon which they can commence work; the number of garments they will be able to satisfactorily deliver weekly; and the number of garments they will have to keep out in operation to deliver this weekly production.

In case of awards to manufacturers who have not previously made clothing for this Depot, the successful bidders will not be permitted to take out cut garments in excess of 500 in number until they have returned at least 250 satisfactory garments, with an affidavit to the effect that these garments have been made in the shops designated in their bids and contract; by the organization that will manufacture the garments covered by the contract; and under the supervision of the contractor. No work on the contract will be done at other shops except upon written authority from the Officer-in-Charge, Provisions and Clothing Depot, Brooklyn, N.Y. Contractors will be required not only to furnish evidence setting forth the exact location of shops where all work covered by the contracts will be done and the interest of the contractor therein; but also a bond sufficiently large to insure the proper performance of the contract, and amply cover the value of all material and garments held outside of this Depot or awaiting inspection in the Depot. In addition to this, it will be necessary for contractors to keep on file in this Depot insurance policies covering all such garments against theft, fire, or other loss or damage.

Awards will be made to lowest responsible bidders by items, or parts of items, depending upon the facilities of the bidders for turning out the work, as may be for the best interests of the Government.

Low bidders will be required to make up sample garments if necessary to satisfy the Officer in Charge, Provisions and Clothing Depot, of their ability to do the work properly. These garments must be made under the above conditions and submitted with evidence from the bidder establishing the fact that they have been made in the shops designated in his bid, and by the organization that will manufacture the garments under the contract. If no award is made, or if garments are unsatisfactory, this work will not be paid for by the Government. Material spoiled will be paid for by the prospective contractor.

(Continued on next sheet)

Bidders must understand that in case they get a contract now, it will not mean that they will get additional work, in the future. All new business must be covered by new contracts, as the result of opening new bids, after public competition.

In addition to the ordinary precautions heretofore adopted by the contractor for the guarding and protection of its plant and work, the contractor shall provide such additional watchmen and devices for protection of its plant and property and the work in process for the Navy Department against espionage, acts of war and enemy aliens as may be required by the Secretary of the Navy. The contractor shall, when required, report to the Secretary of the Navy the citizenship, country of birth or alien status of any and all of his employees. When required by the Secretary of the Navy, he shall refuse to employ or if already employed forthwith discharge from employment and exclude from his works any person or persons designated by the Secretary of the Navy for cause as undesirable for employment on work for the Navy Department.

(3)

CONDITIONS OF PROPOSAL AND CONTRACT.

Award by class.

1. That bids will not be considered for any other quantity or description of supplies than specified, nor for separate items of a class, except as provided for in paragraph 2.

Rejection of all bids.

2. That the right is reserved to reject any and all bids if deemed for the interests of the Government: to strike out any item or items in the specifications, and to waive any defect or irregularity not a violation of law, or to make any modifications in the several conditions herein stipulated that are deemed to be to the interest of the Government, including the separation of the items of a class in making awards. In general, award will be made to the lowest satisfactory bidder on the entire class, except when the saving to the Government from award by items will be material or when the result of the bidding shows that the material has not been properly classified.

Award by items.

Tie bids.

3. That tie bids, all other things being equal, will be decided by lot.

Withdrawal or modifications.

4. That proposals can be modified or withdrawn only on requests received prior to the time fixed for opening the same; such requests may be made by wire when necessary.

Regular dealer or manufacturer.

5. That no bid will be considered unless from a manufacturer of, or dealer in, the article offered. "No person shall be received as a contractor who is not a manufacturer of, or a regular dealer in, the articles which he offers to supply." (Sec. 3722, R. S.) The Navy Regulations interpret this to mean that, to be a dealer within the meaning of the law, the bidder must be regularly engaged in the business of buying and selling to the general public, and not merely selling to the Navy or the Government.

Bidder interested in only one bid.

6. That "if more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected." (Sec. 3722, R. S.) This will not prevent a bidder from submitting modified or alternate bids quoting different prices on different qualities of material or different conditions of delivery.

Errors. Unit price governs.

7. That neither the laws nor the regulations make any allowance for errors, either of omission or commission, on the part of bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals; and they can not expect to be excused or relieved from the responsibility assumed by their proposal on the plea of error. In case of error in the extension of prices, the unit price will govern.

Acceptance of proposal. Contract required.

8. That in case the proposal is accepted for one or more items and the amount of the items exceeds \$500, contract to furnish and deliver the articles must be executed within five days after the receipt of notice of such acceptance. In case the amount of the items exceeds \$500 and the time allowed for delivery under the contract is in excess of 30 days, the contract must be accompanied by a bond, with satisfactory security, in a sum of not less than 25 nor more than 50 per cent (at the option of the Government) of the total amount thereof, for the faithful performance of such contract, or in lieu thereof a certified check, payable to the order of the Secretary of the Navy, for 25 per cent of the full amount of the contract, the check to be held until the requirements of the contract shall be complied with as a guaranty for compliance with the same. In case the amount is \$500 or less, and in any case when the material is for immediate delivery, a formal contract is not necessary, an order from this office to make delivery being given to cover the transaction.

Liquidated damages for delayed delivery.

9. That in case a formal contract is required it shall be agreed that time will be considered an essential element thereof, and that if the contractor shall fail to make delivery of any or all the articles or materials, or to perform any or all the services contracted for in accordance with the conditions and requirements of the contract, and within the time or times prescribed, the Government will be damaged thereby, and the amount of said damages is hereby fixed and agreed to in advance, as liquidated damages and not as a penalty, and the Government shall make deductions from the contract price accordingly, as follows: viz:

For each day's delay, Sundays and holidays excepted, until satisfactory delivery or performance has been made, or until such time as the party of the second part may procure the same as hereinafter provided, at the rate of one-twentieth of 1 per cent of the contract price, the deductions, however, not to exceed in any case 10 per cent of the stipulated value of the articles or materials not so delivered, or of the services not so performed; rejection of deliveries or performance not to be considered as waiving deductions. *Provided*, That no liquidated damages shall be deducted for such period, after the expiration of the time or times prescribed for delivery or performance, as in the judgment of the party of the second part shall equal that which, either in the beginning or in the prosecution of the deliveries or services contracted for, shall have been lost on account of any cause for which the United States is responsible, or on account of strikes, riots, fire, or other disaster, delays in transit or delivery of the vessel or transportation companies, or any other circumstances beyond the control of the contractor, but such circumstances shall not be deemed to include delays on the part of subcontractors in fulfillment of their contracts, when such delays arise from causes other than those herein specified: *And provided further*, That the question whether delays are due to causes herein specified shall be determined by the Government.

Patent liability.

10. That the contractor shall indemnify the United States, and all persons acting under it, for all liability on account of any patent rights granted by the United States that may affect the adoption or use of the article contracted for.

Purchase on account.

11. That if said contractor shall fail in any respect to perform the contract or order the same may, at the option of the United States, be declared null and void, without prejudice to the right of the United States to recover for defaults therein or violations thereof, or the United States may purchase or procure in such manner and from such person or persons as it deems proper, paying such price therefor as may be necessary in order to procure the same, such of said articles or materials of the kind specified as near as practicable, or procure the performance of such services, as the contractor shall fail to deliver or perform as required, and may demand and recover from the contractor the difference between the price so paid therefor and the price stipulated in the contract or order; and the amount of such difference shall be paid by the contractor to the Purchasing Officer on demand.

Convict labor—Parties forbidden to have interest.

12. That in carrying out the provisions of the contract or order no person undergoing sentence of imprisonment at hard labor shall be employed; that the contract or order shall be upon the express condition that no Member of or Delegate to Congress, nor any person belonging to or employed in the naval service is, or shall be admitted to any share or part therein or to any benefit to arise therefrom; and that any transfer of the contract, or of any interest therein, to any person or party by the said contractor shall annul the same, so far as the United States is concerned.

Payment.

13. That payments will be made ordinarily upon receipt, inspection, and acceptance of each delivery if in sufficient amount to warrant preparation of voucher, or if requested by the contractor—the Government reserving the right to make payments only upon completion of the contract when such action is considered to be for its best interests: *Provided*, That in case of contracts for construction work 10 per cent will be withheld from the amount of each payment as security for the full completion and performance of his covenants and agreements by the contractor, who shall, when the work to be performed under the contract shall have been accepted, be entitled to receive the aggregate amount of such reservations; but such reservations shall not be withheld from payment on classes for supplies and services, except at the option of the Paymaster General of the Navy.

Free entry.

14. That unless expressly provided to the contrary, this proposal is submitted with the understanding that the customs duties on imported articles are included in the price bid, and therefore that the contractor will not be entitled to free entry or remission of any customs duties on imported articles.

Proposal forms part of contract.

15. That the accompanying specifications, together with these conditions and the terms of "Deliveries" of this proposal, will form part of the contract, the same as if incorporated therein.

DELIVERIES.

1. Supplies and materials must be marked as directed in paragraph 4 and addressed to the supply officer at the navy yard or station designated.

2. When the proposal provides for delivery as may be required during a certain period upon the receipt of orders from the supply officer of the yard concerned, contractors must make no deliveries except as stated in such orders.

3. When the proposal provides for delivery within a certain number of days and makes no mention of deliveries upon the receipt of orders from the supply officer, deliveries may be made upon receipt of the contract or order, subject to inspection stated therein.

4. Unless otherwise directed in the specifications, each case, crate, barrel, plate, package, etc., that may be shipped or delivered must be plainly stenciled, marked, or securely tagged, stating the dealer's name, contract or requisition number, and item numbers, and addressed to the supply officer at the navy yard designated. In

Orders for delivery.

Definite order for FRASER

Bidders please read conditions carefully and conform to instructions printed on the back of this form.

PROPOSAL FOR SUPPLIES OR SERVICES

REQUISITION NO. _____

BUREAU _____

Navy Yard,

(Date) _____

Please return this proposal in duplicate, duly signed, by 10 o'clock a. m. _____, when all bids will be publicly opened, with prices entered opposite each item named below, on which you are prepared to bid, for delivery, free of charge, as specified below, within _____ days from receipt of order subject to the conditions printed on the back of this form.

If NOT PREPARED TO SUBMIT A BID, PLEASE SO STATE over the firm signature and return this paper so that it may be known that it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.

Bids to be considered must show net unit prices, extensions, and total amount of bid.

CLASS AND ITEM No.	QUANTITY REQUIRED, AND UNIT.	ARTICLES.	UNIT PRICE.		EXTENSION.	
			Dolls.	Cts.	Dolls.	Cts.
(1)	500,000	(more or less) blue serge or cloth trousers, with machine crow tacks at sides and back; and buttons sewed on and shanked by machine.....	per pair			
		(a) Additional price if buttons are sewed on and shanked, by hand.....				
		(b) Additional price if crow tacks at sides and back are made by hand.....				
		(Bidders will submit prices under (a) and (b) above, as special consideration will be given to bids on hand work).				
		(Details and specifications on attached sheets)				
		(Answers to the following nine questions must be stated, in detail. Failure to do so will be sufficient grounds for throwing out the bid, as informal. If, in addition to answering the following questions in proper spaces, the bidder desires to go into further details with reference to his facilities, etc., this can be done in the form of a letter, attached to the proposal).				
		(over)				

CONDITIONS OF PROPOSAL AND CONTRACT.

- Award by class.** 1. That bids will not be considered for any other quantity or description of supplies than specified, nor for separate items of a class, except as provided for in paragraph 2.
- Rejection of all bids.** 2. That the right is reserved to reject any and all bids if deemed for the interests of the Government; to strike out any item or items in the specifications, and to waive any defect or irregularity not a violation of law, or to make any modifications in the several conditions herein stipulated that are deemed to be to the interest of the Government, including the separation of the items of a class in making awards. In general, award will be made to the lowest satisfactory bidder on the entire class, except when the saving to the Government from award by items will be material or when the result of the bidding shows that the material has not been properly classified.
- Award by items.** 3. That tie bids, all other things being equal, will be decided by lot.
- The bids.** 4. That proposals can be modified or withdrawn only on requests received prior to the time fixed for opening the same; such requests may be made by wire when necessary.
- Withdrawal or modifications.** 5. That no bid will be considered unless from a manufacturer of, or dealer in, the article offered. "No person shall be received as a contractor who is not a manufacturer of, or a regular dealer in, the articles which he offers to supply." (Sec. 3722, R. S.) The Navy Regulations interpret this to mean that, to be a dealer within the meaning of the law, the bidder must be regularly engaged in the business of buying and selling to the general public, and not merely selling to the Navy or the Government.
- Regular dealer or manufacturer.** 6. That "if more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected." (Sec. 3722, R. S.) This will not prevent a bidder from submitting modified or alternate bids quoting different prices on different qualities of material or different conditions of delivery.
- Bidder interested in only one bid.** 7. That neither the laws nor the regulations make any allowance for errors, either of omission or commission, on the part of bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals; and they can not expect to be excused or relieved from the responsibility assumed by their proposal on the plea of error. In case of error in the extension of prices, the unit price will govern.
- Errors. Unit price governs.** 8. That in case the proposal is accepted for one or more items and the amount of the items exceeds \$500, contract to furnish and deliver the articles must be executed within five days after the receipt of notice of such acceptance. In case the amount of the items exceeds \$500 and the time allowed for delivery under the contract is in excess of 90 days, the contract must be accompanied by a bond, with satisfactory security, in a sum of not less than 25 nor more than 50 per cent (at the option of the Government) of the total amount thereof, for the faithful performance of such contract, or in lieu thereof a certified check, payable to the order of the Secretary of the Navy, for 25 per cent of the full amount of the contract, the check to be held until the requirements of the contract shall be complied with as a guaranty for compliance with the same. In case the amount is \$500 or less, and in any case when the material is for immediate delivery, a formal contract is not necessary, an order from this office to make delivery being given to cover the transaction.
- Acceptance of proposal. Contract required.** 9. That in case a formal contract is required it shall be agreed that time will be considered an essential element thereof, and that if the contractor shall fail to make delivery of any or all the articles or materials, or to perform any or all the services contracted for in accordance with the conditions and requirements of the contract, and within the time or times prescribed, the Government will be deemed the party aggrieved, and the amount of said damages is hereby fixed and agreed to in advance, as liquidated damages and not as a penalty, and the Government shall have the option to order the contractor to make good the same, or to pay the amount of said damages, as follows, viz: For each day's delay in making good the same, the contractor shall pay to the Government the amount of the contract price, the deductions, however, not to exceed in any case part may promote the same as hereinafter provided, or the rate of one per cent of the contract price, the deductions, however, not to exceed in any case 10 per cent of the stipulated value of the articles or materials not so delivered, or of the services not so performed; rejection of deliveries or performance not to be considered as waiving deductions. *Provided*, That no liquidated damages shall be deducted for such period after the expiration of the time or times prescribed for delivery or performance, as in the judgment of the Secretary of the Navy shall equal the time lost either at the beginning or in the prosecution of the deliveries or services contracted for, shall have been lost on account of any cause for which the United States is responsible, or on account of strikes, riots, fire, or other disaster, delays in transit or delivery by the carrier or transportation companies, or any other circumstances beyond the control of the contractor, but such circumstances shall not be deemed to include delays on the part of contractors in furnishing materials when such delays arise from causes other than those herein specified: *And provided further*, That the question whether delays are due to causes herein specified shall be determined by the Government.
- Liquidated damages for delayed delivery.** 10. That the contractor shall indemnify the United States, and all persons acting under it, for all liability on account of any patent rights granted by the United States that may affect the adoption or use of the article contracted for.
- Patent liability.** 11. That if said contractor shall fail in any respect to perform the contract or order the same may, at the option of the United States, be declared null and void, without prejudice to the right of the United States to recover for defaults therein or violations thereof, or the United States may purchase or procure in such manner and from such person or persons as it deems proper, paying such price therefor as may be necessary in order to procure the same, such of said articles or materials of the kind specified as near as practicable, or procure the performance of such services, as the contractor shall fail to deliver or perform as required, and may demand and recover from the contractor the difference between the price so paid therefor and the price stipulated in the contract or order; and the amount of such difference shall be paid by the contractor to the Purchasing Officer on demand.
- Purchase on account.** 12. That in carrying out the provisions of the contract or order no person undergoing sentence of imprisonment at hard labor shall be employed; that the contract or order shall be upon the express condition that no Member of or Delegate to Congress, nor any person belonging to or employed in the naval service is, or shall be admitted to any share or part therein or to any benefit to arise therefrom; and that any transfer of the contract, or of any interest therein, to any person or party by the said contractor shall annul the same, so far as the United States is concerned.
- Convict labor—Parties forbidden to have interest.** 13. That payments will be made ordinarily upon receipt, inspection, and acceptance of each delivery if in sufficient amount to warrant preparation of voucher, or if requested by the contractor—the Government reserving the right to make payments only upon completion of the contract when such action is considered to be for its best interests: *Provided*, That in case of contracts for construction work 10 per cent will be withheld from the amount of each payment as security for the full completion and performance of his covenants and agreements by the contractor, who shall, when the work to be performed under the contract shall have been accepted, be entitled to receive the aggregate amount of such reservations; but such reservations shall not be withheld from payment on classes for supplies and services, except at the option of the Paymaster General of the Navy.
- Payment.** 14. That unless expressly provided to the contrary, this proposal is submitted with the understanding that the customs duties on imported articles are included in the price bid, and therefore that the contractor will not be entitled to free entry or remission of any customs duties on imported articles.
- Free entry.** 15. That the accompanying specifications, together with these conditions and the terms of "Deliveries" of this proposal, will form part of the contract, the same as if incorporated therein.
- Proposal forms part of contract.**

DELIVERIES.

1. Supplies and materials must be marked as directed in paragraph 4 and addressed to the supply officer at the navy yard or station designated.
- Orders for delivery.** 2. When the proposal provides for delivery as may be required during a certain period upon the receipt of orders from the supply officer of the yard concerned, contractors must make no deliveries except as stated in such orders.
- Definite time.** 3. When the proposal provides for delivery within a certain number of days and makes no mention of deliveries upon the receipt of orders from the supply officer, deliveries may be made upon receipt of the contract or order, subject to inspection stated therein.
- Consignment, marking of.** 4. Unless otherwise directed in the specifications, each case, crate, barrel, plate, package, etc., that may be shipped or delivered must be plainly stenciled, marked, or securely tagged, stating the dealer's name, contract or requisition number, and item numbers, and addressed to the supply officer at the navy yard designated. In cases of carload shipments the dealer shall tag the car showing his name, number of contract or requisition, and item numbers as covered by the contract or order.
- Shipping memoranda.** 5. Each delivery must be accompanied by truckman's receipts, bills of lading or shipping invoices, in duplicate, giving name of dealer, number of contract or requisition and item numbers, and name of bureau, and a full statement of quantities, weights, packages, etc. Duplicate dealer's bills, giving the same identifying information, including prices, etc., and rendered separately for each requisition and for each order under a requisition when it embraces more than one order, must also be rendered to the supply officer of the yard concerned prior to or at the time of each delivery. The original must contain the following signed statement: "Certified correct and just, payments not received." This will expedite payments.
- Rail delivery.** 6. Unless otherwise expressly stated in the specifications on the requisition or proposal, supplies and materials shall be delivered in accordance with the following:
- (a) In cases of deliveries by rail, where rail connections exist by which cars can be switched into the railroad system of the yard, delivery shall be accomplished when the cars have been delivered within the navy yard limits; all charges for switching into the yard to be at the expense of the contractor. The yard engine will then run the cars to the point desired, and the material shall, except as otherwise provided hereinafter, be unloaded by the Government and at its expense. The time allowance to the Government for unloading the cars after their receipt in the yard shall be the same as that allowed to local commercial concerns in the port nearest the navy yard where delivery is made. The Government will be responsible for demurrage charges only after that time.
- Water delivery.** (b) In cases of deliveries by water on the water front, after assignment of berth, the vessel, barge, or lighter shall be brought alongside and discharged; and delivery shall be accomplished when the material is delivered f. o. b. wharf—over the rail. The expense of delivery, unless expressly stated to the contrary in the specifications under the class, shall be borne by the contractor. If, through fault of its own, the yard fails to assign berth within twenty-four hours after vessel arrives and reports readiness to discharge, or to take discharge as required by bill of lading or custom of the port, the Government will become liable for the payment of demurrage in accordance with customary usage.
- (c) If, according to the contract, the Government is to unload, a reasonable time—to be the same as that allowed to local commercial concerns in the port nearest the yard where delivery is made—must be allowed the Government for unloading after vessel is berthed at the yard, without any charge for demurrage. All lighterage charges must be borne by the contractor.
- Dray delivery.** (c) In cases of deliveries made from drays, carts, trucks, wagons, by hand, or in like manner, the articles shall be conveyed to the ground-floor entrance of the receiving store or building, or to such other place in the yard as may be indicated, and there unloaded. All articles or materials that can be handled by one man are to be unloaded by the truckman making the delivery. In case of articles that are beyond the capacity of one man to unload, such assistance and navy yard appliances as may be necessary will be furnished by the Government free of charge.
- Yard appliances.** (d) Whenever practicable, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available at the time, will be placed at the disposal of the contractor to assist in the unloading of cars, vessels, and other conveyances or vehicles, and no charge will be made for the use of such appliances or for the fuel or other material, or the labor necessary for handling them. In consideration of the use of Government appliances as above, the contractor shall assume all responsibility for any loss or damage resulting from their operation.
- In those cases, however, in which the contractor is required to do erecting, or installing, or other work for the Government after delivery, he shall, at his own expense—unless the specifications distinctly provide to the contrary—unload the articles or materials from the car, vessel, or other conveyance, or vehicle, and transport same to designated place where such work is to be done. He shall, however, whenever practicable, have placed at his disposal, in unloading and transporting the materials and in prosecuting the work, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may at the time be available; but the cost of the fuel or other material and of the labor necessary for the operation thereof shall be paid by the contractor.
- (e) The Government shall in all cases be relieved from responsibility for articles or materials delivered by a contractor until after their acceptance, except in case of loss or damage through fault of its own. Upon delivery the contractor's obligations as to moving and handling articles and materials will cease, except in case of rejection or as otherwise specified elsewhere herein. The contractor will be permitted to have a representative present to witness the discharge, but such representative must arrive at the yard in time to prevent delay in unloading. All expenses of handling after unloading, inspection, and

Bidders please read conditions carefully and conform to instructions printed on the back of this form.

PROPOSAL FOR SUPPLIES OR SERVICES

REQUISITION NO. _____

BUREAU _____

Navy Yard,

(Date) _____

Please return this proposal in duplicate, duly signed, by 10 o'clock a. m. _____, when all bids will be publicly opened, with prices entered opposite each item named below, on which you are prepared to bid, for delivery, free of charge, as specified below, within _____ days from receipt of order subject to the conditions printed on the back of this form.

If NOT PREPARED TO SUBMIT A BID, PLEASE SO STATE over the firm signature and return this paper so that it may be known that it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.

Bids to be considered must show net unit prices, extensions, and total amount of bid.

CLASS AND ITEM NO.	QUANTITY REQUIRED, AND UNIT.	ARTICLES.	UNIT PRICE.		EXTENSION.	
			Dolls.	Cts.	Dolls.	Cts.
(2)	500,000	(more or less) blue flannel or serge over shirts, collar made, complete, furnished by the Government. Machine crow tacks at pocket.....				
		(a) Additional price of above, if crow tacks at pocket are made by hand.....				
		(b) Price of above, if contractor makes, tapes, and stars the collars (stars to be made by hand).....				
		(c) Price of above, if contractor makes, tapes, and stars the collars (stars to be made by machine).....				
		(d) Price of making, taping and starring the collars, only (hand made stars).....				
		(e) Price of making, taping and starring the collars, only (machine made stars).....				
		(f) Price of making and taping collars, only.....				
		(g) Price of starring collars, only (hand made stars).....				
		(h) Price of starring collars, only,..... (machine made stars)				
<p>(Bidders will submit prices on all of the above work they are in position to do. Special consideration will be given to bids on hand work).</p> <p>(Details and specifications on attached sheets)</p> <p>(Answers to the following nine questions must be stated, in detail. Failure to do so will be sufficient grounds for throwing out the bid, as informal. If, in addition to answering the following questions in proper spaces, the bidder desires to go into further details with reference to his facilities, etc., this can be done in the form of a letter, attached to the proposal).</p>						

CONDITIONS OF PROPOSAL AND CONTRACT.

- Award by class.** 1. That bids will not be considered for any other quantity or description of supplies than specified, nor for separate items of a class, except as provided for in paragraph 2.
- Rejection of all bids.** 2. That the right is reserved to reject any and all bids if deemed for the interests of the Government; to strike out any item or items in the specifications, and to waive any defect or irregularity not a violation of law, or to make any modifications in the several conditions herein stipulated that are deemed to be to the interest of the Government, including the separation of the items of a class in making awards. In general, award will be made to the lowest satisfactory bidder on the entire class, except when the saving to the Government from award by items will be material or when the result of the bidding shows that the material has not been properly classified.
- Award by items.**
- Tie bids.** 3. That tie bids, all other things being equal, will be decided by lot.
- Withdrawal or modifications.** 4. That proposals can be modified or withdrawn only on requests received *prior* to the time fixed for opening the same; such requests may be made by wire when necessary.
- Regular dealer or manufacturer.** 5. That no bid will be considered unless from a manufacturer of, or dealer in, the article offered. "No person shall be received as a contractor who is not a manufacturer of, or a regular dealer in, the articles which he offers to supply" (Sec. 3722, R. S.) The Navy Regulations interpret this to mean that, to be a dealer within the meaning of the law, the bidder must be regularly engaged in the business of buying and selling to the general public, and not merely *selling* to the Navy or the Government.
- Bidder interested in only one bid.** 6. That "if more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected." (Sec. 3722, R. S.) This will not prevent a bidder from submitting modified or alternate bids quoting different prices on different qualities of material or different conditions of delivery.
- Errors. Unit price governs.** 7. That neither the laws nor the regulations make any allowance for errors, either of omission or commission, on the part of bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals; and they can not expect to be excused or relieved from the responsibility assumed by their proposal on the plea of error. In case of error in the extension of prices, the unit price will govern.
- Acceptance of proposal. Contract required.** 8. That in case the proposal is accepted for one or more items and the amount of the items exceeds \$500, contract to furnish and deliver the articles must be executed within five days after the receipt of notice of such acceptance. In case the amount of the items exceeds \$500 and the time allowed for delivery under the contract is in excess of 30 days, the contract must be accompanied by a bond, with satisfactory security, in a sum of not less than 25 nor more than 50 per cent (at the option of the Government) of the total amount thereof, for the faithful performance of such contract, or in lieu thereof a certified check, payable to the order of the Secretary of the Navy, for 25 per cent of the full amount of the contract, the check to be held until the requirements of the contract shall be complied with as a guaranty for compliance with the same. In case the amount is \$500 or less, and in any case when the material is for immediate delivery, a formal contract is not necessary, an order from this office to make delivery being given to cover the transaction.
- Liquidated damages for delayed delivery.** 9. That in case a formal contract is required it shall be agreed that time will be considered an essential element thereof, and that if the contractor shall fail to make delivery of any or all the articles or materials, or to perform any or all the services contracted for in accordance with the conditions and requirements of the contract, the Government will be damaged thereby, and the amount of said damages is hereby fixed and agreed to in advance, as liquidated damages and not as a penalty, and the Government shall be released from any liability for the contract price, as follows, viz: For each day's delay, the contractor shall be liable to the Government for the sum of one per cent of the contract price, the deductions, however, not to exceed in any case the amount of the contract price. The contractor shall be liable for the sum of one per cent of the contract price for each day's delay in the performance of the contract, not to exceed in any case the amount of the contract price. The contractor shall be liable for the sum of one per cent of the contract price for each day's delay in the performance of the contract, not to exceed in any case the amount of the contract price. *Provided*, that no liquidated damages shall be deducted for such period, after the expiration of the time or times prescribed for delivery or performance, as in the judgment of the party of the second part shall equal the time that, either in the beginning or in the prosecution of the deliveries or services contracted for, shall have been lost on the part of the contractor, or on the part of the Government, by reason of the contractor's strikes, riots, fire, or other disaster, delays in transit or delivery on the part of transportation companies, or any other circumstances beyond the control of the contractor, but such circumstances shall not be deemed to include delays on the part of subcontractors in furnishing materials, which such delays may arise from causes other than those herein specified: *And provided further*, that the question whether delays and other causes herein specified shall be determined by the Government.
- Patent liability.** 10. That the contractor shall indemnify the United States, and all persons acting under it, for all liability on account of any patent rights granted by the United States that may affect the adoption or use of the article contracted for.
- Purchase on account.** 11. That if said contractor shall fail in any respect to perform the contract or order the same may, at the option of the United States, be declared null and void, without prejudice to the right of the United States to recover for defaults therein or violations thereof, or the United States may purchase or procure in such manner and from such person or persons as it deems proper, paying such price therefor as may be necessary in order to procure the same, such of said articles or materials of the kind specified as near as practicable, or procure the performance of such services, as the contractor shall fail to deliver or perform as required, and may demand and recover from the contractor the difference between the price so paid therefor and the price stipulated in the contract or order; and the amount of such difference shall be paid by the contractor to the Purchasing Officer on demand.
- Convict labor—Parties forbidden to have interest.** 12. That in carrying out the provisions of the contract or order no person undergoing sentence of imprisonment at hard labor shall be employed; that the contract or order shall be upon the express condition that no Member of or Delegate to Congress, nor any person belonging to or employed in the naval service is, or shall be admitted to any share or part therein or to any benefit to arise therefrom; and that any transfer of the contract, or of any interest therein, to any person or party by the said contractor shall annul the same, so far as the United States is concerned.
- Payment.** 13. That payments will be made ordinarily upon receipt, inspection, and acceptance of each delivery if in sufficient amount to warrant preparation of voucher, or if requested by the contractor—the Government reserving the right to make payments only upon completion of the contract when such action is considered to be for its best interests: *Provided*, that in case of contracts for construction work 10 per cent will be withheld from the amount of each payment as security for the full completion and performance of his covenants and agreements by the contractor, who shall, when the work to be performed under the contract shall have been accepted, be entitled to receive the aggregate amount of such reservations; but such reservations shall not be withheld from payment on classes for supplies and services, except at the option of the Paymaster General of the Navy.
- Free entry.** 14. That unless expressly provided to the contrary, this proposal is submitted with the understanding that the customs duties on imported articles are included in the price bid, and therefore that the contractor will not be entitled to free entry or remission of any customs duties on imported articles.
- Proposal forms part of contract.** 15. That the accompanying specifications, together with these conditions and the terms of "Deliveries" of this proposal, will form part of the contract, the same as if incorporated therein.

DELIVERIES.

1. Supplies and materials must be marked as directed in paragraph 4 and addressed to the supply officer at the navy yard or station designated.
2. When the proposal provides for delivery as may be required during a certain period upon the receipt of orders from the supply officer of the yard concerned, contractors must make no deliveries except as stated in such orders.
3. When the proposal provides for delivery within a certain number of days and makes no mention of deliveries upon the receipt of orders from the supply officer, deliveries may be made upon receipt of the contract or order, subject to inspection stated therein.
4. Unless otherwise directed in the specifications, each case, crate, barrel, plate, package, etc., that may be shipped or delivered must be plainly stenciled, marked, or securely tagged, stating the dealer's name, contract or requisition number, and item numbers, and addressed to the supply officer at the navy yard designated. In cases of carload shipments the dealer shall tag the car showing his name, number of contract or requisition, and item numbers as covered by the contract or order.
5. Each delivery must be accompanied by truckman's receipts, bills of lading, or shipping invoices, in duplicate, giving name of dealer, number of contract or requisition and item numbers, and name of bureau, and a full statement of quantities, weights, packages, etc. Duplicate dealer's bills, giving the same identifying information, including prices, etc., and rendered separately for each requisition and for each order under a requisition when it embraces more than one order, must also be rendered to the supply officer of the yard concerned prior to or at the time of each delivery. The original must contain the following signed statement: "Certified correct and just, payments not received." This will expedite payments.
6. Unless otherwise expressly stated in the specifications on the requisition or proposal, supplies and materials shall be delivered in accordance with the following:
 - (a) In cases of deliveries by rail, where rail connections exist by which cars can be switched into the railroad system of the yard, delivery shall be accomplished when the cars have been delivered within the navy yard limits; all charges for switching into the yard to be at the expense of the contractor. The yard engine will then run the cars to the point desired, and the material shall, except as otherwise provided hereinafter, be unloaded by the Government and at its expense. The time allowance to the Government for unloading the cars after their receipt in the yard shall be the same as that allowed to local commercial concerns in the port nearest the navy yard where delivery is made. The Government will be responsible for demurrage charges only after that time.
 - (b) In cases of deliveries by water on the water front, after assignment of berth, the vessel, barge, or lighter shall be brought alongside and discharged; and delivery shall be accomplished when the material is delivered f. o. b. wharf—over the rail. The expense of delivery, unless expressly stated to the contrary in the specifications under the class, shall be borne by the contractor. If, through fault of its own, the yard fails to assign berth within twenty-four hours after vessel arrives and reports readiness to discharge, or to take discharge as required by bill of lading or custom of the port, the Government will become liable for the payment of demurrage in accordance with customary usage. If, according to the contract, the Government is to unload, a reasonable time—to be the same as that allowed to local commercial concerns in the port nearest the yard where delivery is made—must be allowed the Government for unloading after vessel is berthed at the yard, without any charge for demurrage. All lighterage charges must be borne by the contractor.
 - (c) In cases of deliveries made from drays, carts, trucks, wagons, by hand, or in like manner, the articles shall be conveyed to the ground-floor entrance of the receiving store or building, or to such other place in the yard as may be indicated, and there unloaded. All articles or materials that can be handled by one man are to be unloaded by the truckman making the delivery. In case of articles that are beyond the capacity of one man to unload, such assistance and navy yard appliances as may be necessary will be furnished by the Government free of charge.
 - (d) Whenever practicable, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available at the time, will be placed at the disposal of the contractor to assist in the unloading of cars, vessels, and other conveyances or vehicles, and no charge will be made for the use of such appliances or for the fuel or other material, or the labor necessary for handling them. In consideration of the use of Government appliances as above, the contractor shall assume all responsibility for any loss or damage resulting from their operation. In those cases, however, in which the contractor is required to do erecting, or installing, or other work for the Government after delivery, he shall, at his own expense—unless the specifications distinctly provide to the contrary—unload the articles or materials from the car, vessel, or other conveyance, or vehicle, and transport same to designated place where such work is to be done. He shall, however, whenever practicable, have placed at his disposal, in unloading and transporting the materials and in prosecuting the work, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available; but the cost of the fuel or other material and of the labor necessary for the operation thereof shall be paid by the contractor.

The following questions must be answered:

- (1) Number of days after receipt of cut garments by the contractor, that must elapse before first delivery of completed garments will be made,
- (2) Number of finished garments contractor will deliver weekly thereafter,
- (3) Total number of garments contractor will require to have "in operation" to insure this weekly delivery of finished garments,
- (4) Location of shop or shops where this work is to be done,
- (5) Firm name under which above shop, or shops, are now doing business,
- (6) Change in firm's name, if contemplated,
- (7) Articles now being manufactured in the above shop, or shops,
- (8) Interest of bidder in the above shop, or shops,
- (9) Present facilities of above shop, or shops, for manufacture of garments covered by this bid. Number of these garments that can be made there now, per week,

Bidders please read conditions carefully and conform to instructions printed on the back of this form.

PROPOSAL FOR SUPPLIES OR SERVICES

REQUISITION NO. _____

BUREAU _____

Navy Yard, _____

(Date) _____

Please return this proposal in duplicate, duly signed, by 10 o'clock a. m. _____, when all bids will be publicly opened, with prices entered opposite each item named below, on which you are prepared to bid, for delivery, free of charge, as specified below, within _____ days from receipt of order subject to the conditions printed on the back of this form.

If NOT PREPARED TO SUBMIT A BID, PLEASE SO STATE over the firm signature and return this paper so that it may be known that it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.
Bids to be considered must show net unit prices, extensions, and total amount of bid.

CLASS AND ITEM NO.	QUANTITY REQUIRED, AND UNIT.	ARTICLES.	UNIT PRICE.		EXTENSION.	
			Dolls.	Cts.	Dolls.	Cts.
(3)	250,000	(more or less) blue serge or flannel undress jumpers, with machine made crow tacks at pocket.....				
		(a) Additional price on the above if crow tacks at pockets are hand made.....				
		(Details and specifications on attached sheets).				

(Answers to the following nine questions must be stated, in detail. Failure to do so will be sufficient grounds for throwing out the bid, as informal. If, in addition to answering the following questions in proper spaces, the bidder desires to go into further details with reference to his facilities, etc., this can be done in the form of a letter, attached to the Proposal).

(over)

CONDITIONS OF PROPOSAL AND CONTRACT.

- Award by class.** 1. That bids will not be considered for any other quantity or description of supplies than specified, nor for separate items of a class, except as provided for in paragraph 2.
- Rejection of all bids.** 2. That the right is reserved to reject any and all bids if deemed for the interests of the Government; to strike out any item or items in the specifications, and to waive any defect or irregularity not a violation of law, or to make any modifications in the several conditions herein stipulated that are deemed to be to the interest of the Government, including the separation of the items of a class in making awards. In general, award will be made to the lowest satisfactory bidder on the entire class, except when the saving to the Government from award by items will be material or when the result of the bidding shows that the material has not been properly classified.
- Award by items.** 3. That tie bids, all other things being equal, will be decided by lot.
- Tie bids.** 4. That proposals can be modified or withdrawn only on requests received prior to the time fixed for opening the same; such requests may be made by wire when necessary.
- Withdrawal or modifications.** 5. That no bid will be considered unless from a manufacturer of, or dealer in, the article offered. "No person shall be received as a contractor who is not a manufacturer of, or a regular dealer in, the articles which he offers to supply." (Sec. 3722, R. S.) The Navy Regulations interpret this to mean that, to be a dealer within the meaning of the law, the bidder must be regularly engaged in the business of buying and selling to the general public, and not merely selling to the Navy or the Government.
- Regular dealer or manufacturer.** 6. That "if more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected." (Sec. 3722, R. S.) This will not prevent a bidder from submitting modified or alternate bids quoting different prices on different qualities of material or different conditions of delivery.
- Bidder interested in only one bid.** 7. That neither the laws nor the regulations make any allowance for errors, either of omission or commission, on the part of bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals; and they can not expect to be excused or relieved from the responsibility assumed by their proposal on the plea of error. In case of error in the extension of prices, the unit price will govern.
- Errors. Unit price governs.** 8. That in case the proposal is accepted for one or more items and the amount of the items exceeds \$500, contract to furnish and deliver the articles must be executed within five days after the receipt of notice of such acceptance. In case the amount of the items exceeds \$500 and the time allowed for delivery under the contract is in excess of 30 days, the contract must be accompanied by a bond, with satisfactory security, in a sum of not less than 25 nor more than 50 per cent (at the option of the Government) of the total amount thereof, for the faithful performance of such contract, or in lieu thereof a certified check, payable to the order of the Secretary of the Navy, for 25 per cent of the full amount of the contract, the check to be held until the requirements of the contract shall be complied with as a guaranty for compliance with the same. In case the amount is \$500 or less, and in any case when the material is for immediate delivery, a formal contract is necessary, an order from this office to make delivery being given to cover the transaction.
- Acceptance of proposal. Contract required.** 9. That in case a formal contract is required it shall be agreed that time will be of the essence, and that the contractor shall fail to make delivery of any or all the articles or materials, or to perform any or all the services contracted for, in accordance with the specifications and requirements of the contract, and within the time or times prescribed, the Government shall be damaged, and the contractor shall be liable for such damages, as follows, to-wit: (a) In case of failure to deliver, the contractor shall be liable for the full amount of the contract, and the Government shall be entitled to make liquidated damages, as follows, viz: For each day's delay, the contractor shall be liable for the sum of one-twentieth of 1 per cent of the contract price, the liquidated damages, however, not to exceed in any case 10 per cent of the stipulated price of the articles or materials not so delivered, or of the services not so performed; and the expiration of the time or times prescribed for delivery shall be deemed to be the expiration of the contractor's liability for such damages. (b) That no liquidated damages shall be allowed for such delays, after the expiration of the time or times prescribed for delivery or performance, as, in the judgment of the Secretary of the Navy, shall be equitable, and that, from the beginning of the prosecution of the deliveries or services contracted for, shall be deemed to be the contractor's responsibility, for or account of strikes, riots, fire, or other disaster, delays in transit or delivery on the part of the contractor, or of any other circumstances beyond the control of the contractor, but such circumstances shall not be deemed to include delays on the part of the contractor in shipping, or in the handling of the same, when such delays arise from causes other than those herein specified. And provided further, That the question whether such delays are within the control of the contractor shall be determined by the Government.
- Liquidated damages for delayed delivery.** 10. That the contractor shall indemnify the United States, and all persons acting under it, for all liability on account of any patent rights granted by the United States that may affect the adoption or use of the article contracted for.
- Patent liability.** 11. That if said contractor shall fail in any respect to perform the contract or order the same may, at the option of the United States, be declared null and void, without prejudice to the right of the United States to recover for defaults therein or violations thereof, or the United States may purchase or procure in such manner and from such person or persons as it deems proper, paying such price therefor as may be necessary in order to procure the same, such of said articles or materials of the kind specified as near as practicable, or procure the performance of such services, as the contractor shall fail to deliver or perform as required, and may demand and recover from the contractor the difference between the price so paid therefor and the price stipulated in the contract or order; and the amount of such difference shall be paid by the contractor to the Purchasing Officer on demand.
- Purchase on account.** 12. That in carrying out the provisions of the contract or order no person undergoing sentence of imprisonment at hard labor shall be employed; that the contract or order shall be upon the express condition that no Member of or Delegate to Congress, nor any person belonging to or employed in the naval service is, or shall be admitted to any share or part therein or to any benefit to arise therefrom; and that any transfer of the contract, or of any interest therein, to any person or party by the said contractor shall annul the same, so far as the United States is concerned.
- Convict labor—Parties forbidden to have interest.** 13. That payments will be made ordinarily upon receipt, inspection, and acceptance of each delivery if in sufficient amount to warrant preparation of voucher, or if requested by the contractor—the Government reserving the right to make payments only upon completion of the contract when such action is considered to be for its best interests; *Provided*, That in case of contracts for construction work 10 per cent will be withheld from the amount of each payment as security for the full completion and performance of his covenants and agreements by the contractor, who shall, when the work to be performed under the contract shall have been accepted, be entitled to receive the aggregate amount of such reservations; but such reservations shall not be withheld from payment on classes for supplies and services, except at the option of the Paymaster General of the Navy.
- Payment.** 14. That unless expressly provided to the contrary, this proposal is submitted with the understanding that the customs duties on imported articles are included in the price bid, and therefore that the contractor will not be entitled to free entry or remission of any customs duties on imported articles.
- Free entry.** 15. That the accompanying specifications, together with these conditions and the terms of "Deliveries" of this proposal, will form part of the contract, the same as if incorporated therein.
- Proposal forms part of contract.**
- ## DELIVERIES.
1. Supplies and materials must be marked as directed in paragraph 4 and addressed to the supply officer at the navy yard or station designated.
- Orders for delivery.** 2. When the proposal provides for delivery as may be required during a certain period upon the receipt of orders from the supply officer of the yard concerned, contractors must make no deliveries except as stated in such orders.
- Definite time.** 3. When the proposal provides for delivery within a certain number of days and makes no mention of deliveries upon the receipt of orders from the supply officer, deliveries may be made upon receipt of the contract or order, subject to inspection stated therein.
- Consignment, marking of.** 4. Unless otherwise directed in the specifications, each case, crate, barrel, plate, package, etc., that may be shipped or delivered must be plainly stenciled, marked, or securely tagged, stating the dealer's name, contract or requisition number, and item numbers, and addressed to the supply officer at the navy yard designated. In cases of carload shipments the dealer shall tag the car showing his name, number of contract or requisition, and item numbers as covered by the contract or order.
- Shipping memoranda.** 5. Each delivery must be accompanied by truckman's receipts, bills of lading, or shipping invoices, in duplicate, giving name of dealer, number of contract or requisition and item numbers, and name of bureau, and a full statement of quantities, weights, packages, etc. Duplicate dealer's bills, giving the same identifying information, including prices, etc., and rendered separately for each requisition and for each order under a requisition when it embraces more than one order, must also be rendered to the supply officer of the yard concerned prior to or at the time of each delivery. The original must contain the following signed statement: "Certified correct and just, payments not received." This will expedite payments.
- Rail delivery.** 6. Unless otherwise expressly stated in the specifications on the requisition or proposal, supplies and materials shall be delivered in accordance with the following:
- (a) In cases of deliveries by rail, where rail connections exist by which cars can be switched into the railroad system of the yard, delivery shall be accomplished when the cars have been delivered within the navy yard limits; all charges for switching into the yard to be at the expense of the contractor. The yard engine will then run the cars to the point desired, and the material shall, except as otherwise provided hereinafter, be unloaded by the Government and at its expense. The time allowance to the Government for unloading the cars after their receipt in the yard shall be the same as that allowed to local commercial concerns in the port nearest the navy yard where delivery is made. The Government will be responsible for demurrage charges only after that time.
- Water delivery.** (b) In cases of deliveries by water on the water front, after assignment of berth, the vessel, barge, or lighter shall be brought alongside and discharged; and delivery shall be accomplished when the material is delivered f. o. b. wharf—over the rail. The expense of delivery, unless expressly stated to the contrary in the specifications under the class, shall be borne by the contractor. If, through fault of its own, the yard fails to assign berth within twenty-four hours after vessel arrives and reports readiness to discharge, or to take discharge as required by bill of lading or custom of the port, the Government will become liable for the payment of demurrage in accordance with customary usage.
- If, according to the contract, the Government is to unload, a reasonable time—to be the same as that allowed to local commercial concerns in the port nearest the yard where delivery is made—must be allowed the Government for unloading after vessel is berthed at the yard, without any charge for demurrage. All lighterage charges must be borne by the contractor.
- Dray delivery.** (c) In cases of deliveries made from drays, carts, trucks, wagons, by hand, or in like manner, the articles shall be conveyed to the ground-floor entrance of the receiving store or building, or to such other place in the yard as may be indicated, and there unloaded. All articles or materials that can be handled by one man are to be unloaded by the truckman making the delivery. In case of articles that are beyond the capacity of one man to unload, such assistance and navy yard appliances as may be necessary will be furnished by the Government free of charge.
- Yard appliances.** (d) Whenever practicable, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available at the time, will be placed at the disposal of the contractor to assist in the unloading of cars, vessels, and other conveyances or vehicles, and no charge will be made for the use of such appliances or for the fuel or other material, or the labor necessary for handling them. In consideration of the use of Government appliances as above, the contractor shall assume all responsibility for any loss or damage resulting from their operation.
- In those cases, however, in which the contractor is required to do erecting, or installing, or other work for the Government after delivery, he shall, at his own expense—unless the specifications distinctly provide to the contrary—unload the articles or materials from the car, vessel, or other conveyance, or vehicle, and transport same to designated place where such work is to be done. He shall, however, whenever practicable, have placed at his disposal, in unloading and transporting the materials and in prosecuting the work, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may at the time be available; but the cost of the fuel or other material and of the labor necessary for the operation thereof shall be paid by the contractor.
- (e) The Government shall in all cases be relieved from responsibility for articles or materials delivered by a contractor until after their acceptance, except in case of loss or damage through fault of its own. Upon delivery the contractor's obligations as to moving and handling articles and materials will cease, except in case of rejection or as otherwise specified elsewhere herein. The contractor will be permitted to have a representative present to witness the discharge, but such representative shall not be allowed to interfere with the contractor's operations.

The following questions must be answered:

- (1) Number of days after receipt of cut garments by the contractor, that must elapse before first delivery of completed garments will be made,
- (2) Number of finished garments contractor will deliver weekly thereafter,
- (3) Total number of garments contractor will require to have "in operation" to insure this weekly delivery of finished garments,
- (4) Location of shop or shops where this work is to be done,
- (5) Firm name under which above shop, or shops, are now doing business,
- (6) Change in firm's name, if contemplated,
- (7) Articles now being manufactured in the above shop, or shops,
- (8) Interest of bidder in the above shop, or shops,
- (9) Present facilities of above shop, or shops, for manufacture of garments covered by this bid. Number of these garments that can be made there now, per week,

Bidders please read conditions carefully and conform to instructions printed on the back of this form.

PROPOSAL FOR SUPPLIES OR SERVICES

REQUISITION NO. _____

BUREAU _____

Navy Yard, _____

(Date.) _____

Please return this proposal in duplicate, duly signed, by 10 o'clock a. m. _____, when all bids will be publicly opened, with prices entered opposite each item named below, on which you are prepared to bid, for delivery, free of charge, as specified below, within _____ days from receipt of order subject to the conditions printed on the back of this form.

If NOT PREPARED TO SUBMIT A BID, PLEASE SO STATE over the firm signature and return this paper so that it may be known that it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.

Bids to be considered must show net unit prices, extensions, and total amount of bid.

CLASS AND ITEM No.	QUANTITY REQUIRED, AND UNIT.	ARTICLES.	UNIT PRICE.		EXTENSION.	
			Dolls.	Cts.	Dolls.	Cts.
(4)	1,000,000	(more or less) white working jumpers..... (Details and specifications on attached sheets) (Answers to the following nine questions must be stated, in detail. Failure to do so will be sufficient grounds for throwing out the bid, as informal. If, in addition to answering the following questions in proper spaces, the bidder desires to go into further details with reference to his facilities, etc., this can be done in the form of a letter, attached to the proposal.) (over)				

CONDITIONS OF PROPOSAL AND CONTRACT.

- Award by class.** 1. That bids will not be considered for any other quantity or description of supplies than specified, nor for separate items of a class, except as provided for in paragraph 2.
- Rejection of all bids.** 2. That the right is reserved to reject any and all bids if deemed for the interests of the Government; to strike out any item or items in the specifications, and to waive any defect or irregularity not a violation of law, or to make any modifications in the several conditions herein stipulated that are deemed to be to the interest of the Government, including the separation of the items of a class in making awards. In general, award will be made to the lowest satisfactory bidder on the entire class, except when the saving to the Government from award by items will be material or when the result of the bidding shows that the material has not been properly classified.
- Award by items.** 3. That tie bids, all other things being equal, will be decided by lot.
- Tie bids.** 4. That proposals can be modified or withdrawn only on requests received *prior* to the time fixed for opening the same; such requests may be made by wire when necessary.
- Withdrawal or modifications.** 5. That no bid will be considered unless from a manufacturer of, or dealer in, the article offered. "No person shall be received as a contractor who is not a manufacturer of, or a regular dealer in, the articles which he offers to supply." (Sec. 3722, R. S.) The Navy Regulations interpret this to mean that, to be a dealer within the meaning of the law, the bidder must be regularly engaged in the business of buying and selling to the general public, and not merely *selling* to the Navy or the Government.
- Regular dealer or manufacturer.** 6. That "if more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected." (Sec. 3722, R. S.) This will not prevent a bidder from submitting modified or alternate bids quoting different prices on different qualities of material or different conditions of delivery.
- Bidder interested in only one bid.** 7. That neither the laws nor the regulations make any allowance for errors, either of omission or commission, on the part of bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals; and they can not expect to be excused or relieved from the responsibility assumed by their proposal on the plea of error. In case of error in the extension of prices, the unit price will govern.
- Errors. Unit price governs.** 8. That in case the proposal is accepted for one or more items and the amount of the items exceeds \$500, contract to furnish and deliver the articles must be executed within five days after the receipt of notice of such acceptance. In case the amount of the items exceeds \$500 and the time allowed for delivery under the contract is in excess of 30 days, the contract must be accompanied by a bond, with satisfactory security, in a sum of not less than 25 nor more than 50 per cent (at the option of the Government) of the total amount thereof, for the faithful performance of such contract, or in lieu thereof a certified check, payable to the order of the Secretary of the Navy, for 25 per cent of the full amount of the contract, the check to be held until the requirements of the contract shall be complied with as a guaranty for compliance with the same. In case the amount is \$500 or less, and in any case when the material is for immediate delivery, a formal contract is not necessary, an order from this office to make delivery being given to cover the transaction.
- Acceptance of proposal. Contract required.** 9. That in case a formal contract is required it shall be agreed that time will be considered an essential element thereof, and that if the contractor shall fail to make delivery of any or all the articles or materials, or to perform any or all the services contracted for in accordance with the conditions and requirements of the contract, and within the time or times prescribed the Government will be damaged thereby, and the amount of said damages is hereby fixed and agreed to in advance, as liquidated damages and not as a penalty, and the Government shall make deductions from the contract price accordingly, as follows, *viz*:
For each day's delay, Sundays and holidays excepted, until satisfactory delivery or performance shall have been made, or until such time as the party of the second part may procure the same as hereinafter provided, at the rate of one-twentieth of 1 per cent of the contract price; the deductions, however, not to exceed in any case 10 per cent of the stipulated value of the articles or materials not so delivered, or of the services not so performed; rejection of deliveries or performance not to be considered as waiving deductions; *Provided*, That no liquidated damages shall be deducted for such period, after the expiration of the time or times prescribed for delivery or performance, as, in the judgment of the party of the second part, shall equal the time that, either in the beginning or in the prosecution of the deliveries or services contracted for, shall have been lost on account of any cause for which the United States is responsible, or on account of strikes, riots, fire, or other disaster, delays in transit or delivery on the part of transportation companies, or any other circumstances beyond the control of the contractor, but such circumstances shall not be deemed to include delays on the part of subcontractors in furnishing materials when such delays arise from causes other than those herein specified: *And provided further*, That the question whether delays are due to causes herein specified shall be determined by the Government.
- Liquidated damages for delayed delivery.** 10. That the contractor shall indemnify the United States, and all persons acting under it, for all liability on account of any patent rights granted by the United States that may affect the adoption or use of the article contracted for.
- Patent liability.** 11. That if said contractor shall fail in any respect to perform the contract or order the same may, at the option of the United States, be declared null and void, without prejudice to the right of the United States to recover for defaults therein; or violations thereof, or the United States may purchase or procure in such manner and from such person or persons as it deems proper, paying such price therefor as may be necessary in order to procure the same, such of said articles or materials of the kind specified as near as practicable, or procure the performance of such services, as the contractor shall fail to deliver or perform as required, and may demand and recover from the contractor the difference between the price so paid therefor and the price stipulated in the contract or order; and the amount of such difference shall be paid by the contractor to the Purchasing Officer on demand.
- Purchase on account.** 12. That in carrying out the provisions of the contract or order no person undergoing sentence of imprisonment at hard labor shall be employed; that the contract or order shall be upon the express condition that no Member of or Delegate to Congress, nor any person belonging to or employed in the naval service is, or shall be admitted to any share or part therein or to any benefit to arise therefrom; and that any transfer of the contract, or of any interest therein, to any person or party by the said contractor shall annul the same, so far as the United States is concerned.
- Convict labor - Parties forbidden to have interest.** 13. That payments will be made ordinarily upon receipt, inspection, and acceptance of each delivery if in sufficient amount to warrant preparation of voucher, or if requested by the contractor—the Government reserving the right to make payments only upon completion of the contract when such action is considered to be for its best interests: *Provided*, That in case of contracts for construction work 10 per cent will be withheld from the amount of each payment as security for the full completion and performance of his covenants and agreements by the contractor, who shall, when the work to be performed under the contract shall have been accepted, be entitled to receive the aggregate amount of such reservations; but such reservations shall not be withheld from payment on classes for supplies and services, except at the option of the Paymaster General of the Navy.
- Payment.** 14. That unless expressly provided to the contrary, this proposal is submitted with the understanding that the customs duties on imported articles are included in the price bid, and therefore that the contractor will not be entitled to free entry or remission of any customs duties on imported articles.
- Free entry.** 15. That the accompanying specifications, together with these conditions and the terms of "Deliveries" of this proposal, will form part of the contract, the same as if incorporated therein.
- Proposal forms part of contract.**
- ## DELIVERIES.
1. Supplies and materials must be marked as directed in paragraph 3 and addressed to the supply officer at the navy yard or station designated.
- Orders for delivery.** 2. When the proposal provides for delivery as may be required during a certain period upon the receipt of orders from the supply officer of the yard concerned, contractors must make no deliveries except as stated in such orders.
- Definite time.** 3. When the proposal provides for delivery within a certain number of days and makes no mention of deliveries upon the receipt of orders from the supply officer, deliveries may be made upon receipt of the contract or order, subject to inspection stated therein.
- Consign-ment, marking of.** 4. Unless otherwise directed in the specifications, each case, crate, barrel, plate, package, etc., that may be shipped or delivered must be plainly stenciled, marked, or securely tagged, stating the dealer's name, contract or requisition number, and item numbers, and addressed to the supply officer at the navy yard designated. In cases of carload shipments the dealer shall tag the car showing his name, number of contract or requisition, and item numbers as covered by the contract or order.
- Shipping memoranda.** 5. Each delivery must be accompanied by truckman's receipts, bills of lading, or shipping invoices, in duplicate, giving name of dealer, number of contract or requisition and item numbers, and name of bureau, and a full statement of quantities, weights, packages, etc. Duplicate dealer's bills, giving the same identifying information, including prices, etc., and rendered separately for each requisition and for each order under a requisition when it embraces more than one order, must also be rendered to the supply officer of the yard concerned prior to or at the time of each delivery. The original must contain the following signed statement: "Certified correct and just, payments not received." This will expedite payments.
- Rail delivery.** 6. Unless otherwise expressly stated in the specifications on the requisition or proposal, supplies and materials shall be delivered in accordance with the following:
(a) In cases of deliveries by rail, where rail connections exist by which cars can be switched into the railroad system of the yard, delivery shall be accomplished when the cars have been delivered within the navy yard limits; all charges for switching into the yard to be at the expense of the contractor. The yard engine will then run the cars to the point desired, and the material shall, except as otherwise provided hereinafter, be unloaded by the Government and at its expense. The time allowance to the Government for unloading the cars after their receipt in the yard shall be the same as that allowed to local commercial concerns in the port nearest the navy yard where delivery is made. The Government will be responsible for demurrage charges only after that time.
- Water delivery.** (b) In cases of deliveries by water on the water front, after assignment of berth, the vessel, barge, or lighter shall be brought alongside and discharged; and delivery shall be accomplished when the material is delivered f. o. b. wharf—over the rail. The expense of delivery, unless expressly stated to the contrary in the specifications under the class, shall be borne by the contractor. If, through fault of its own, the yard fails to assign berth within twenty-four hours after vessel arrives and reports readiness to discharge, or to take discharge as required by bill of lading or custom of the port, the Government will become liable for the payment of demurrage in accordance with customary usage.
If, according to the contract, the Government is to unload, a reasonable time—to be the same as that allowed to local commercial concerns in the port nearest the yard where delivery is made—must be allowed the Government for unloading after vessel is berthed at the yard, without any charge for demurrage. All lighterage charges must be borne by the contractor.
- Dray delivery.** (c) In cases of deliveries made from drays, carts, trucks, wagons, by hand, or in like manner, the articles shall be conveyed to the ground-floor entrance of the receiving store or building, or to such other place in the yard as may be indicated, and there unloaded. All articles or materials that can be handled by one man are to be unloaded by the truckman making the delivery. In case of articles that are beyond the capacity of one man to unload, such assistance and navy yard appliances as may be necessary will be furnished by the Government free of charge.
- Yard appliances.** (d) Whenever practicable, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available at the time, will be placed at the disposal of the contractor to assist in the unloading of cars, vessels, and other conveyances or vehicles, and no charge will be made for the use of such appliances or for the fuel or other material, or the labor necessary for handling them. In consideration of the use of Government appliances as above, the contractor shall assume all responsibility for any loss or damage resulting from their operation.
In those cases, however, in which the contractor is required to do erecting, or installing, or other work for the Government after delivery, he shall, at his own expense—unless the specifications distinctly provide to the contrary—unload the articles or materials from the car, vessel, or other conveyance, or vehicle, and transport same to designated place where such work is to be done. He shall, however, whenever practicable, have placed at his disposal, in unloading and transporting the materials and in prosecuting the work, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may at the time be available; but the cost of the fuel or other material and of the labor necessary for the operation thereof shall be paid by the contractor.
- (e) The Government shall in all cases be relieved from responsibility for articles or materials delivered by a contractor until after their acceptance, except in case of loss or damage through fault of its own. Upon delivery the contractor's obligations as to moving and handling articles and materials will cease, except in case of rejection or as otherwise specified elsewhere herein. The contractor will be permitted to have a representative present to witness the discharge but such representative must arrive at the yard in time to prevent delay in unloading. All expenses of handling after unloading, inspection, piling, and storing will be borne by the contractor.

The following questions must be answered:

- (1) Number of days after receipt of cut garments by the contractor, that must elapse before first delivery of completed garments will be made,
- (2) Number of finished garments contractor will deliver weekly thereafter,
- (3) Total number of garments contractor will require to have "in operation" to insure this weekly delivery of finished garments,
- (4) Location of shop or shops where this work is to be done,
- (5) Firm name under which above shop, or shops, are now doing business,
- (6) Change in firm's name, if contemplated,
- (7) Articles now being manufactured in the above shop, or shops,
- (8) Interest of bidder in the above shop, or shops,
- (9) Present facilities of above shop, or shops, for manufacture of garments covered by this bid. Number of these garments that can be made there now, per week,

Bidders please read conditions carefully and conform to instructions printed on the back of this form.

PROPOSAL FOR SUPPLIES OR SERVICES

REQUISITION NO. _____

BUREAU _____

Navy Yard,

(Date) _____

Please return this proposal in duplicate, duly signed, by 10 o'clock a. m. _____, when all bids will be publicly opened, with prices entered opposite each item named below, on which you are prepared to bid, for delivery, free of charge, as specified below, within _____ days from receipt of order subject to the conditions printed on the back of this form.

If NOT PREPARED TO SUBMIT A BID, PLEASE SO STATE over the firm signature and return this paper so that it may be known that it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.

Bids to be considered must show net unit prices, extensions, and total amount of bid.

CLASS AND ITEM NO.	QUANTITY REQUIRED, AND UNIT.	DESCRIPTION	UNIT PRICE.		EXTENSION.	
			Dolls.	Cts.	Dolls.	Cts.
	1,000,000	(more or less) white working trousers with machine made crow tack at back.				
		(a) Additional price on above, if crow tack at back is hand made.....				
		(Details and specifications on attached sheets)				
		(Answers to the following nine questions must be stated, in detail. Failure to do so will be sufficient grounds for throwing out the bid, as informal. If, in addition to answering the following questions in proper spaces, the bidder desires to go into further details with reference to his facilities, etc., this can be done in the form of a letter, attached to the proposal).				
		(over)				

CONDITIONS OF PROPOSAL AND CONTRACT.

- | | |
|--|--|
| Award by class. | 1. That bids will not be considered for any other quantity or description of supplies than specified, nor for separate items of a class, except as provided for in paragraph 2. |
| Rejection of all bids. | 2. That the right is reserved to reject any and all bids if deemed for the interests of the Government; to strike out any item or items in the specifications, and to waive any defect or irregularity not a violation of law, or to make any modifications in the several conditions herein stipulated that are deemed to be to the interest of the Government, including the separation of the items of a class in making awards. In general, award will be made to the lowest satisfactory bidder on the entire class, except when the saving to the Government from award by items will be material or when the result of the bidding shows that the material has not been properly classified. |
| Award by items. | 3. That tie bids, all other things being equal, will be decided by lot. |
| Tie bids. | 4. That proposals can be modified or withdrawn only on requests received <i>prior</i> to the time fixed for opening the same; such requests may be made by wire when necessary. |
| Withdrawal or modifications. | 5. That no bid will be considered unless from a manufacturer of, or dealer in, the article offered. "No person shall be received as a contractor who is not a manufacturer of, or a regular dealer in, the articles which he offers to supply." (Sec. 3722, R. S.) The Navy Regulations interpret this to mean that, to be a dealer within the meaning of the law, the bidder must be regularly engaged in the business of buying and selling to the general public, and not merely <i>selling</i> to the Navy or the Government. |
| Regular dealer or manufacturer. | 6. That "if more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected." (Sec. 3722, R. S.) This will not prevent a bidder from submitting modified or alternate bids quoting different prices on different qualities of material or different conditions of delivery. |
| Bidder interested in only one bid. | 7. That neither the laws nor the regulations make any allowance for <i>errors</i> , either of omission or commission, on the part of bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals; and they can not expect to be excused or relieved from the responsibility assumed by their proposal on the plea of error. In case of error in the extension of prices, the unit price will govern. |
| Errors. Unit price governs. | 8. That in case the proposal is accepted for one or more items and the amount of the items exceeds \$500, contract to furnish and deliver the articles must be executed within five days after the receipt of notice of such acceptance. In case the amount of the items exceeds \$500 and the time allowed for delivery under the contract is in excess of 30 days, the contract must be accompanied by a bond, with satisfactory security, in a sum of not less than 25 nor more than 50 per cent (at the option of the Government) of the total amount thereof, for the faithful performance of such contract, or in lieu thereof a certified check, payable to the order of the Secretary of the Navy, for 25 per cent of the full amount of the contract, the check to be held until the requirements of the contract shall be complied with as a guaranty for compliance with the same. In case the amount is \$500 or less, and in any case when the material is for immediate delivery, a formal contract is not necessary, an order from this office to make delivery being given to cover the transaction. |
| Acceptance of proposal. Contract required. | 9. That in case a formal contract is required it shall be agreed that time will be considered an essential element thereof, and that if the contractor shall fail to make delivery of any or all the articles or materials, or to perform any or all the services contracted for, in accordance with the conditions and requirements of the contract, and within the time or times prescribed, the Government will be damaged thereby, and the amount of said damages is hereby fixed and agreed to in advance, as liquidated damages and not as a penalty, and the Government shall make deductions from the contract price accordingly, as follows: viz:
For each day's delay, Sundays and holidays excepted, until satisfactory delivery or performance shall have been made, or until such time as the party of the second part may provide the same as hereinafter provided, the rate of one per cent of the contract price, the deductions, however, not to exceed in any case 10 per cent of the stipulated value of the articles or materials not so delivered, or of the services not so performed; rejection of deliveries or performance not to be considered as waiving deductions: <i>Provided</i> , That no liquidated damages shall be deducted for such period, after the expiration of the time or times prescribed for delivery or performance, as, in the judgment of the party of the second part, the United States is responsible, or on account of strikes, riots, fire, or other disaster, delays in transit or delivery on the part of subcontractors in furnishing materials, or any other circumstances beyond the control of the contractor, but such circumstances shall not be deemed to include delays on the part of subcontractors in furnishing materials when such delays arise from causes other than those herein specified: <i>And provided further</i> , That the question whether or not delays are due to causes herein specified shall be determined by the Government. |
| Liquidated damages for delayed delivery. | 10. That the contractor shall indemnify the United States, and all persons acting under it, for all liability on account of any patent rights granted by the United States that may affect the adoption or use of the article contracted for. |
| Patent liability. | 11. That if said contractor shall fail in any respect to perform the contract or order the same may, at the option of the United States, be declared null and void, without prejudice to the right of the United States to recover for defaults therein or violations thereof, or the United States may purchase or procure in such manner and from such person or persons as it deems proper, paying such price therefor as may be necessary in order to procure the same, such of said articles or materials of the kind specified as near as practicable, or procure the performance of such services, as the contractor shall fail to deliver or perform as required, and may demand and recover from the contractor the difference between the price so paid therefor and the price stipulated in the contract or order; and the amount of such difference shall be paid by the contractor to the Purchasing Officer on demand. |
| Purchase on account. | 12. That in carrying out the provisions of the contract or order no person undergoing sentence of imprisonment at hard labor shall be employed; that the contract or order shall be upon the express condition that no Member of or Delegate to Congress, nor any person belonging to or employed in the naval service is, or shall be admitted to any share or part therein or to any benefit to arise therefrom; and that any transfer of the contract, or of any interest therein, to any person or party by the said contractor shall annul the same, so far as the United States is concerned. |
| Convict labor—Parties forbidden to have interest. | 13. That payments will be made ordinarily upon receipt, inspection, and acceptance of each delivery if in sufficient amount to warrant preparation of voucher, or if requested by the contractor—the Government reserving the right to make payments only upon completion of the contract when such action is considered to be for its best interests: <i>Provided</i> , That in case of contracts for construction work 10 per cent will be withheld from the amount of each payment as security for the full completion and performance of his covenants and agreements by the contractor, who shall, when the work to be performed under the contract shall have been accepted, be entitled to receive the aggregate amount of such reservations; but such reservations shall not be withheld from payment on classes for supplies and services, except at the option of the Paymaster General of the Navy. |
| Payment. | 14. That unless expressly provided to the contrary, this proposal is submitted with the understanding that the customs duties on imported articles are included in the price bid, and therefore that the contractor will not be entitled to free entry or remission of any customs duties on imported articles. |
| Free entry. | 15. That the accompanying specifications, together with these conditions and the terms of "Deliveries" of this proposal, will form part of the contract, the same as if incorporated therein. |
| Proposal forms part of contract. | |

DELIVERIES.

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| Orders for delivery. | 1. Supplies and materials must be marked as directed in paragraph 4 and addressed to the supply officer at the navy yard or station designated. |
| Definite time. | 2. When the proposal provides for delivery as may be required during a certain period upon the receipt of orders from the supply officer of the yard concerned, contractors must make no deliveries except as stated in such orders. |
| Consignment, marking of. | 3. When the proposal provides for delivery within a certain number of days and makes no mention of deliveries upon the receipt of orders from the supply officer, deliveries may be made upon receipt of the contract or order, subject to inspection stated therein. |
| Shipping memoranda. | 4. Unless otherwise directed in the specifications, each case, crate, barrel, plate, package, etc., that may be shipped or delivered must be plainly stenciled, marked, or securely tagged, stating the dealer's name, contract or requisition number, and item numbers, and addressed to the supply officer at the navy yard designated. In cases of carload shipments the dealer shall tag the car showing his name, number of contract or requisition, and item numbers as covered by the contract or order. |
| Rail delivery. | 5. Each delivery must be accompanied by truckman's receipts, bills of lading, or shipping invoices, in duplicate, giving name of dealer, number of contract or requisition and item numbers, and name of bureau, and a full statement of quantities, weights, packages, etc. Duplicate dealer's bills, giving the same identifying information, including prices, etc., and rendered separately for each requisition and for each order under a requisition when it embraces more than one order, must also be rendered to the supply officer of the yard concerned prior to or at the time of each delivery. The original must contain the following signed statement: "Certified correct and just, payments not received." This will expedite payments. |
| Water delivery. | 6. Unless otherwise expressly stated in the specifications on the requisition or proposal, supplies and materials shall be delivered in accordance with the following:
(a) In cases of deliveries by rail, where rail connections exist by which cars can be switched into the railroad system of the yard, delivery shall be accomplished when the cars have been delivered within the navy yard limits; all charges for switching into the yard to be at the expense of the contractor. The yard engine will then run the cars to the point desired, and the material shall, except as otherwise provided hereinafter, be unloaded by the Government and at its expense. The time allowance to the Government for unloading the cars after their receipt in the yard shall be the same as that allowed to local commercial concerns in the port nearest the navy yard where delivery is made. The Government will be responsible for demurrage charges only after that time.
(b) In cases of deliveries by water on the water front, after assignment of berth, the vessel, barge, or lighter shall be brought alongside and discharged; and delivery shall be accomplished when the material is delivered f. o. b. wharf—over the rail. The expense of delivery, unless expressly stated to the contrary in the specifications under the class, shall be borne by the contractor. If, through fault of its own, the yard fails to assign berth within twenty-four hours after vessel arrives and reports readiness to discharge, or to take discharge as required by bill of lading or custom of the port, the Government will become liable for the payment of demurrage in accordance with customary usage.
If, according to the contract, the Government is to unload, a reasonable time—to be the same as that allowed to local commercial concerns in the port nearest the yard where delivery is made—must be allowed the Government for unloading after vessel is berthed at the yard, without any charge for demurrage. All lighterage charges must be borne by the contractor. |
| Dray delivery. | (c) In cases of deliveries made from drays, carts, trucks, wagons, by hand, or in like manner, the articles shall be conveyed to the ground-floor entrance of the receiving store or building, or to such other place in the yard as may be indicated, and there unloaded. All articles or materials that can be handled by one man are to be unloaded by the truckman making the delivery. In case of articles that are beyond the capacity of one man to unload, such assistance and navy yard appliances as may be necessary will be furnished by the Government free of charge. |
| Yard appliances. | (d) Whenever practicable, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available at the time, will be placed at the disposal of the contractor to assist in the unloading of cars, vessels, and other conveyances or vehicles, and no charge will be made for the use of such appliances or for the fuel or other material, or the labor necessary for handling them. In consideration of the use of Government appliances as above, the contractor shall assume all responsibility for any loss or damage resulting from their operation.
In those cases, however, in which the contractor is required to do erecting, or installing, or other work for the Government after delivery, he shall, at his own expense—unless the specifications distinctly provide to the contrary—unload the articles or materials from the car, vessel, or other conveyance, or vehicle, and transport same to designated place where such work is to be done. He shall, however, whenever practicable, have placed at his disposal, in unloading and transporting the materials and in prosecuting the work, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available at the time be available; but the cost of the fuel or other material and of the labor necessary for the operation thereof shall be paid by the contractor. |
| Responsibility prior to rejection or as otherwise specified elsewhere herein. | (e) The Government shall in all cases be relieved from responsibility for articles or materials delivered by a contractor until after their acceptance, except in case of loss or damage through fault of its own. Upon delivery the contractor's obligations as to moving and handling articles and materials will cease, except in case of rejection or as otherwise specified elsewhere herein. The contractor will be permitted to have a representative present to witness the discharge; but such representative must arrive at the yard in time to prevent delay in unloading. All expenses of handling after unloading, inspection, piling, and storing will be borne by the contractor. |

The following questions must be answered:

- (1) Number of days after receipt of cut garments by the contractor, that must elapse before first delivery of completed garments will be made,
- (2) Number of finished garments contractor will deliver weekly thereafter,
- (3) Total number of garments contractor will require to have "in operation" to insure this weekly delivery of finished garments,
- (4) Location of shop or shops where this work is to be done,
- (5) Firm name under which above shop, or shops, are now doing business,
- (6) Change in firm's name, if contemplated,
- (7) Articles now being manufactured in the above shop, or shops,
- (8) Interest of bidder in the above shop, or shops,
- (9) Present facilities of above shop, or shops, for manufacture of garments covered by this bid. Number of these garments that can be made there now, per week,

Bidders please read conditions carefully and conform to instructions printed on the back of this form.

PROPOSAL FOR SUPPLIES OR SERVICES

REQUISITION NO. _____

BUREAU _____

Navy Yard, _____

(Date.) _____

Please return this proposal in duplicate, duly signed, by 10 o'clock a. m. _____, when all bids will be publicly opened, with prices entered opposite each item named below, on which you are prepared to bid, for delivery, free of charge, as specified below, within _____ days from receipt of order subject to the conditions printed on the back of this form.

IF NOT PREPARED TO SUBMIT A BID, PLEASE SO STATE over the firm signature and return this paper so that it may be known that it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.

Bids to be considered must show net unit prices, extensions, and total amount of bid.

CLASS AND ITEM No.	QUANTITY REQUIRED, AND UNIT.	ARTICLES.	UNIT PRICE.		EXTENSION.	
			Dolls.	Cts.	Dolls.	Cts.
(6)	100,000	(more or less) petty officers' shirts, blue, flannel.....				
		(Details and specifications on attached sheets).				
		(answers to the following nine questions must be stated, in detail. Failure to do so will be sufficient grounds for throwing out the bid, as informal. If, in addition to answering the following questions in proper spaces, the bidder desires to go into further details with reference to his facilities, etc., this can be done in the form of a letter, attached to the proposal).				
		(over)				

The following questions must be answered:

- (1) Number of days after receipt of cut garments by the contractor, that must elapse before first delivery of completed garments will be made,
- (2) Number of finished garments contractor will deliver weekly thereafter,
- (3) Total number of garments contractor will require to have "in operation" to insure this weekly delivery of finished garments,
- (4) Location of shop or shops where this work is to be done,
- (5) Firm name under which above shop, or shops, are now doing business,
- (6) Change in firm's name, if contemplated,
- (7) Articles now being manufactured in the above shop, or shops,
- (8) Interest of bidder in the above shop, or shops,
- (9) Present facilities of above shop, or shops, for manufacture of garments covered by this bid. Number of these garments that can be made there now, per week,

Bidders please read conditions carefully and conform to instructions printed on the back of this form.

PROPOSAL FOR SUPPLIES OR SERVICES

REQUISITION NO. _____

BUREAU _____

Navy Yard,

(Date) _____

Please return this proposal in duplicate, duly signed, by 10 o'clock a. m. _____, when all bids will be publicly opened, with prices entered opposite each item named below, on which you are prepared to bid, for delivery, free of charge, as specified below, within _____ days from receipt of order subject to the conditions printed on the back of this form.

If NOT PREPARED TO SUBMIT A BID, PLEASE SO STATE over the firm signature and return this paper so that it may be known that it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.

Bids to be considered must show net unit prices, extensions, and total amount of bid.

CLASS AND ITEM NO.	QUANTITY REQUIRED, AND UNIT.	ARTICLES.	UNIT PRICE.		EXTENSION.	
			Dolls.	Cts.	Dolls.	Cts.
	(7) 200,000	(more or less) sailors' overcoats, 30 ounce cloth.				
(Details and specifications on attached sheets).						
(Answers to the following nine questions must be stated, in detail. Failure to do so will be sufficient grounds for throwing out the bid, as informal. If, in addition to answering the following questions in proper spaces, the bidder desires to go into further details with reference to his facilities, etc., this can be done in the form of a letter, attached to the proposal).						
(over)						

CONDITIONS OF PROPOSAL AND CONTRACT.

- Award by class.** 1. That bids will not be considered for any other quantity or description of supplies than specified, nor for separate items of a class, except as provided for in paragraph 2.
- Rejection of all bids.** 2. That the right is reserved to reject any and all bids if deemed for the interests of the Government; to strike out any item or items in the specifications, and to waive any defect or irregularity not a violation of law, or to make any modifications in the several conditions herein stipulated that are deemed to be to the interest of the Government, including the separation of the items of a class in making awards. In general, award will be made to the lowest satisfactory bidder on the entire class, except when the saving to the Government from award by items will be material or when the result of the bidding shows that the material has not been properly classified.
- Award by items.** 3. That tie bids, all other things being equal, will be decided by lot.
- Tie bids.** 4. That proposals can be modified or withdrawn only on requests received prior to the time fixed for opening the same; such requests may be made by wire when necessary.
- Withdrawal or modifications.** 5. That no bid will be considered unless from a manufacturer of, or dealer in, the article offered. "No person shall be received as a contractor who is not a manufacturer of, or a regular dealer in, the articles which he offers to supply." (Sec. 3722, R. S.) The Navy Regulations interpret this to mean that, to be a dealer within the meaning of the law, the bidder must be regularly engaged in the business of buying and selling to the general public, and not merely selling to the Navy or the Government.
- Regular dealer or manufacturer.** 6. That "if more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected." (Sec. 3722, R. S.) This will not prevent a bidder from submitting modified or alternate bids quoting different prices on different qualities of material or different conditions of delivery.
- Bidder interested in only one bid.** 7. That neither the laws nor the regulations make any allowance for errors, either of omission or commission, on the part of bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals; and they can not expect to be excused or relieved from the responsibility assumed by their proposal on the plea of error. In case of error in the extension of prices, the unit price will govern.
- Errors. Unit price governs.** 8. That in case the proposal is accepted for one or more items and the amount of the items exceeds \$500, contract to furnish and deliver the articles must be executed within five days after the receipt of notice of such acceptance. In case the amount of the items exceeds \$500 and the time allowed for delivery under the contract is in excess of 30 days, the contract must be accompanied by a bond, with satisfactory security, in a sum of not less than 25 nor more than 50 per cent (at the option of the Government) of the total amount thereof, for the faithful performance of such contract, or in lieu thereof a certified check, payable to the order of the Secretary of the Navy, for 25 per cent of the full amount of the contract, the check to be held until the requirements of the contract shall be complied with as a guaranty for compliance with the same. In case the amount is \$500 or less, and in any case when the material is for immediate delivery, a formal contract is not necessary, an order from this office to make delivery being given to cover the transaction.
- Acceptance of proposal. Contract required.** 9. That in case a formal contract is required it shall be agreed that time will be considered an essential element thereof, and that if the contractor shall fail to make delivery of any or all the articles or materials, or to perform any or all the services contracted for in accordance with the conditions and requirements of the contract, and when the time or times prescribed, the Government will be damaged thereby, and the amount of said damages is hereby fixed and agreed to in advance, as liquidated damages and not as a penalty, and the Government shall make deductions from the contract price accordingly, as follows, viz: For each day's delay, Sundays and holidays excepted, until satisfactory delivery or performance shall have been made, or until such time as the party of the second part may prepare the same as hereinafter provided, at the rate of one-twentieth of 1 per cent of the contract price, the deductions, however, not to exceed in any case 10 per cent of the stipulated value of the articles or materials not so delivered, or of the services not so performed; rejection of the time or times prescribed for delivery or performance, as, in the judgment of the party of the second part, shall equal the time that, either in the beginning or in the prosecution of the deliveries or services contracted for, shall have been lost on account of any cause for which the United States is responsible, or on account of strikes, riots, fire, or other disaster, delays in transit or delivery on the part of transportation companies, or any other circumstances beyond the control of the contractor, but such circumstances shall not be deemed to include delays on the part of subcontractors in furnishing materials when such delays arise from causes other than those herein specified: And provided further, That the question whether delays are due to causes herein specified shall be determined by the Government.
- Liquidated damages for delayed delivery.** 10. That the contractor shall indemnify the United States, and all persons acting under it, for all liability on account of any patent rights granted by the United States that may affect the adoption or use of the article contracted for.
- Patent liability.** 11. That if said contractor shall fail in any respect to perform the contract or order the same may, at the option of the United States, be declared null and void, without prejudice to the right of the United States to recover for defaults therein or violations thereof, or the United States may purchase or procure in such manner and from such person or persons as it deems proper, paying such price therefor as may be necessary in order to procure the same, such of said articles or materials of the kind specified as near as practicable, or procure the performance of such services, as the contractor shall fail to deliver or perform as required, and may demand and recover from the contractor the difference between the price so paid therefor and the price stipulated in the contract or order; and the amount of such difference shall be paid by the contractor to the Purchasing Officer on demand.
- Purchase on account.** 12. That in carrying out the provisions of the contract or order no person undergoing sentence of imprisonment at hard labor shall be employed; that the contract or order shall be upon the express condition that no Member of or Delegate to Congress, nor any person belonging to or employed in the naval service, is, or shall be admitted to any share or part therein or to any benefit to arise therefrom; and that any transfer of the contract, or of any interest therein, to any person or party by the said contractor shall annul the same, so far as the United States is concerned.
- Convict labor—Parties forbidden to have interest.** 13. That payments will be made ordinarily upon receipt, inspection, and acceptance of each delivery if in sufficient amount to warrant preparation of voucher, or if requested by the contractor—the Government reserving the right to make payments only upon completion of the contract when such action is considered to be for its best interests: Provided, That in case of contracts for construction work 10 per cent will be withheld from the amount of each payment as security for the full completion and performance of his covenants and agreements by the contractor, who shall, when the work to be performed under the contract shall have been accepted, be entitled to receive the aggregate amount of such reservations; but such reservations shall not be withheld from payment on classes for supplies and services, except at the option of the Paymaster General of the Navy.
- Payment.** 14. That unless expressly provided to the contrary, this proposal is submitted with the understanding that the customs duties on imported articles are included in the price bid, and therefore that the contractor will not be entitled to free entry or remission of any customs duties on imported articles.
- Free entry.** 15. That the accompanying specifications, together with these conditions and the terms of "Deliveries" of this proposal, will form part of the contract, the same as if incorporated therein.
- Proposal forms part of contract.**

DELIVERIES.

1. Supplies and materials must be marked as directed in paragraph 4 and addressed to the supply officer at the navy yard or station designated.
- Orders for delivery.** 2. When the proposal provides for delivery as may be required, during a certain period upon the receipt of orders from the supply officer of the yard concerned, contractors must make no deliveries except as stated in such orders.
- Definite time.** 3. When the proposal provides for delivery within a certain number of days and makes no mention of deliveries upon the receipt of orders from the supply officer, deliveries may be made upon receipt of the contract or order, subject to inspection stated therein.
- Consignment, marking of.** 4. Unless otherwise directed in the specifications, each case, crate, barrel, plate, package, etc., that may be shipped or delivered must be plainly stenciled, marked, or securely tagged, stating the dealer's name, contract or requisition number, and item numbers, and addressed to the supply officer at the navy yard designated. In cases of carload shipments the dealer shall tag the car showing his name, number of contract or requisition, and item numbers as covered by the contract or order.
- Shipping memoranda.** 5. Each delivery must be accompanied by truckman's receipts, bills of lading, or shipping invoices, in duplicate, giving name of dealer, number of contract or requisition and item numbers, and name of bureau, and a full statement of quantities, weights, packages, etc. Duplicate dealer's bills, giving the same identifying information, including prices, etc., and rendered separately for each requisition and for each order under a requisition when it embraces more than one order, must also be rendered to the supply officer of the yard concerned prior to or at the time of each delivery. The original must contain the following signed statement: "Certified correct and just, payments not received." This will expedite payments.
- Rail delivery.** 6. Unless otherwise expressly stated in the specifications on the requisition or proposal, supplies and materials shall be delivered in accordance with the following:
- (a) In cases of deliveries by rail, where rail connections exist by which cars can be switched into the railroad system of the yard, delivery shall be accomplished when the cars have been delivered within the navy yard limits; all charges for switching into the yard to be at the expense of the contractor. The yard engine will then run the cars to the point desired, and the material shall, except as otherwise provided hereinafter, be unloaded by the Government and at its expense. The time allowance to the Government for unloading the cars after their receipt in the yard shall be the same as that allowed to local commercial concerns in the port nearest the navy yard where delivery is made. The Government will be responsible for demurrage charges only after that time.
- Water delivery.** (b) In cases of deliveries by water on the water front, after assignment of berth, the vessel, barge, or lighter shall be brought alongside and discharged; and delivery shall be accomplished when the material is delivered f. o. b. wharf—over the rail. The expense of delivery, unless expressly stated to the contrary in the specifications under the class, shall be borne by the contractor. If, through fault of its own, the yard fails to assign berth within twenty-four hours after vessel arrives and reports readiness to discharge, or to take discharge as required by bill of lading or custom of the port, the Government will become liable for the payment of demurrage in accordance with customary usage.
- If, according to the contract, the Government is to unload, a reasonable time—to be the same as that allowed to local commercial concerns in the port nearest the yard where delivery is made—must be allowed the Government for unloading after vessel is berthed at the yard, without any charge for demurrage. All lighterage charges must be borne by the contractor.
- Dray delivery.** (c) In cases of deliveries made from drays, carts, trucks, wagons, by hand, or in like manner, the articles shall be conveyed to the ground-floor entrance of the receiving store or building, or to such other place in the yard as may be indicated, and there unloaded. All articles or materials that can be handled by one man are to be unloaded by the truckman making the delivery. In case of articles that are beyond the capacity of one man to unload, such assistance and navy yard appliances as may be necessary will be furnished by the Government free of charge.
- Yard appliances.** (d) Whenever practicable, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available at the time, will be placed at the disposal of the contractor to assist in the unloading of cars, vessels, and other conveyances or vehicles, and no charge will be made for the use of such appliances or for the fuel or other material, or the labor necessary for handling them. In consideration of the use of Government appliances as above, the contractor shall assume all responsibility for any loss or damage resulting from their operation.
- In those cases, however, in which the contractor is required to do erecting, or installing, or other work for the Government after delivery, he shall, at his own expense—unless the specifications distinctly provide to the contrary—unload the articles or materials from the car, vessel, or other conveyance, or vehicle, and transport same to designated place where such work is to be done. He shall, however, whenever practicable, have placed at his disposal, in unloading and transporting the materials and in prosecuting the work, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may at the time be available; but the cost of the fuel or other material and of the labor necessary for the operation thereof shall be paid by the contractor.
- Responsibility for acceptance.** (e) The Government shall in all cases be relieved from responsibility for articles or materials delivered by a contractor until after their acceptance, except in case of loss or damage through fault of its own. Upon delivery the contractor's obligations as to moving and handling articles and materials will cease, except in case of rejection or as otherwise specified elsewhere herein. The contractor will be permitted to have a representative present to witness the discharge; but such representative must arrive at the yard in time to prevent delay in unloading. All expenses of handling after unloading, inspection, piling, and storing will be borne by the Government. Inspection may be made, if convenient, at the discretion of the inspecting officer, with the Commandant's approval.

The following questions must be answered:

(1) Number of days after receipt of cut garments by the contractor, that must elapse before first delivery of completed garments will be made,

(2) Number of finished garments contractor will deliver weekly thereafter,

(3) Total number of garments contractor will require to have "in operation" to insure this weekly delivery of finished garments,

(4) Location of shop or shops where this work is to be done,

(5) Firm name under which above shop, or shops, are now doing business,

(6) Change in firm's name, if contemplated,

(7) Articles now being manufactured in the above shop, or shops,

(8) Interest of bidder in the above shop, or shops,

(9) Present facilities of above shop, or shops, for manufacture of garments covered by this bid. Number of these garments that can be made there now, per week,

Bidders please read conditions carefully and conform to instructions printed on the back of this form.

PROPOSAL FOR SUPPLIES OR SERVICES

REQUISITION NO. _____

BUREAU _____

Navy Yard, _____

(Date) _____

Please return this proposal in duplicate, duly signed, by 10 o'clock a. m. _____, when all bids will be publicly opened, with prices entered opposite each item named below, on which you are prepared to bid, for delivery, free of charge, as specified below, within _____ days from receipt of order subject to the conditions printed on the back of this form.

If NOT PREPARED TO SUBMIT A BID, PLEASE SO STATE over the firm signature and return this paper so that it may be known that it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.
Bids to be considered must show net unit prices, extensions, and total amount of bid.

CLASS AND ITEM NO.	QUANTITY REQUIRED, AND UNIT.	ARTICLES.	UNIT PRICE.		EXTENSION.	
			Dolls.	Cts.	Dolls.	Cts.
(8)	25,000	(more or less) Chief Petty Officers' Uniforms, blue cloth or serge (double breasted coat, vest and trousers).....				
<p>The above suits to be made singly, on special orders, from time to time, as required. Complete suits must be delivered within seven working days after receipt of cut garments; and opportunities given for try-one during process of manufacture, if directed by the Officer-in-Charge.</p> <p>(Details and specifications on attached sheets).</p>						
<p>Answers to the following nine questions must be stated, in detail. Failure to do so will be sufficient grounds for throwing out the bid, as informal. If, in addition to answering the following questions in proper spaces, the bidder desires to go into further details with reference to his facilities, etc., this can be done in the form of a letter, attached to the Proposal).</p>						
<p>(over)</p>						

CONDITIONS OF PROPOSAL AND CONTRACT.

- Award by class.** 1. That bids will not be considered for any other quantity or description of supplies than specified, nor for separate items of a class, except as provided for in paragraph 2.
- Rejection of all bids.** 2. That the right is reserved to reject any and all bids if deemed for the interests of the Government; to strike out any item or items in the specifications, and to waive any defect or irregularity not a violation of law, or to make any modifications in the several conditions herein stipulated that are deemed to be to the interest of the Government, including the separation of the items of a class in making awards. In general, award will be made to the lowest satisfactory bidder on the entire class, except when the saving to the Government from award by items will be material or when the result of the bidding shows that the material has not been properly classified.
- Award by items.**
- Tie bids.** 3. That tie bids, all other things being equal, will be decided by lot.
- Withdrawal or modifications.** 4. That proposals can be modified or withdrawn only on requests received *prior* to the time fixed for opening the same; such requests may be made by wire when necessary.
- Regular dealer or manufacturer.** 5. That no bid will be considered unless from a manufacturer of, or dealer in, the article offered. "No person shall be received as a contractor who is not a manufacturer of, or a regular dealer in, the articles which he offers to supply." (Sec. 3722, R. S.) The Navy Regulations interpret this to mean that, to be a dealer within the meaning of the law, the bidder must be regularly engaged in the business of buying and selling to the general public, and not merely *selling* to the Navy or the Government.
- Bidder interested in only one bid.** 6. That "if more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected." (Sec. 3722, R. S.) This will not prevent a bidder from submitting modified or alternate bids quoting different prices on different qualities of material or different conditions of delivery.
- Errors. Unit price governs.** 7. That neither the laws nor the regulations make any allowance for *errors*, either of omission or commission, on the part of bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals; and they can not expect to be excused or relieved from the responsibility assumed by their proposal on the plea of error. In case of error in the extension of prices, the unit price will govern.
- Acceptance of proposal. Contract required.** 8. That in case the proposal is accepted for one or more items and the amount of the items exceeds \$500, contract to furnish and deliver the articles must be executed within five days after the receipt of notice of such acceptance. In case the amount of the items exceeds \$500 and the time allowed for delivery under the contract is in excess of 30 days, the contract must be accompanied by a bond, with satisfactory security, in a sum of not less than 25 nor more than 50 per cent (at the option of the Government) of the total amount thereof, for the faithful performance of such contract, or in lieu thereof a certified check, payable to the order of the Secretary of the Navy, for 25 per cent of the full amount of the contract, the check to be held until the requirements of the contract shall be complied with as a guaranty for compliance with the same. In case the amount is \$500 or less, and in any case when the material is for immediate delivery, a formal contract is not necessary, an order from this office to make delivery being given to cover the transaction.
- Liquidated damages for delayed delivery.** 9. That in case a formal contract is required it shall be agreed that time will be considered an essential element thereof, and that if the contractor shall fail to make delivery of any or all the articles or materials, or to perform any or all the services contracted for in accordance with the conditions and requirements of the contract, and within the time or times prescribed, the Government will be damaged thereby, and the amount of said damages is hereby fixed and agreed to in advance, as liquidated damages and not as a penalty; and the Government shall make deductions from the contract price accordingly, as follows, viz:
For each day's delay, Sundays and holidays excepted, until satisfactory delivery or performance shall have been made, or until such time as the party of the second part may procure the same as hereinafter provided, at the rate of one-twentieth of 1 per cent of the contract price, the deductions, however, not to exceed in any case 10 per cent of the stipulated value of the articles or materials not so delivered, or of the services not so performed; rejection of deliveries or performance not to be considered as waiving deductions: *Provided*, That no liquidated damages shall be deducted for such period, after the expiration of the time or times prescribed for delivery or performance, as, in the judgment of the party of the second part, shall equal the time that, either in the beginning or in the prosecution of the deliveries or services contracted for, shall have been lost on account of any cause for which the United States is responsible, or on account of strikes, riots, fire, or other disaster, delays in transit or delivery on the part of transportation companies, or any other circumstances beyond the control of the contractor, but such circumstances shall not be deemed to include delays on the part of subcontractors in furnishing materials when such delays arise from causes other than those herein specified. *And provided further*, That the question whether delays are due to causes herein specified shall be determined, by the Government.
- Patent liability.** 10. That the contractor shall indemnify the United States, and all persons acting under it, for all liability on account of any patent rights granted by the United States that may affect the adoption or use of the article contracted for.
- Purchase on account.** 11. That if said contractor shall fail in any respect to perform the contract or order the same may, at the option of the United States, be declared null and void, without prejudice to the right of the United States to recover for defaults therein or violations thereof, or the United States may purchase or procure in such manner and from such person or persons as it deems proper, paying such price therefor as may be necessary in order to procure the same, such of said articles or materials of the kind specified as near as practicable, or procure the performance of such services, as the contractor shall fail to deliver or perform as required, and may demand and recover from the contractor the difference between the price so paid therefor and the price stipulated in the contract or order; and the amount of such difference shall be paid by the contractor to the Purchasing Officer on demand.
- Convict labor—Parties forbidden to have interest.** 12. That in carrying out the provisions of the contract or order no person undergoing sentence of imprisonment at hard labor shall be employed; that the contract or order shall be upon the express condition that no Member of or Delegate to Congress, nor any person belonging to or employed in the naval service is, or shall be admitted to any share or part therein or to any benefit to arise therefrom; and that any transfer of the contract, or of any interest therein, to any person or party by the said contractor shall annul the same, so far as the United States is concerned.
- Payment.** 13. That payments will be made ordinarily upon receipt, inspection, and acceptance of each delivery if in sufficient amount to warrant preparation of voucher, or if requested by the contractor—the Government reserving the right to make payments only upon completion of the contract when such action is considered to be for its best interests: *Provided*, That in case of contracts for construction work 10 per cent will be withheld from the amount of each payment as security for the full completion and performance of his covenants and agreements by the contractor, who shall, when the work to be performed under the contract shall have been accepted, be entitled to receive the aggregate amount of such reservations; but such reservations shall not be withheld from payment on classes for supplies and services, except at the option of the Paymaster General of the Navy.
- Free entry.** 14. That unless expressly provided to the contrary, this proposal is submitted with the understanding that the customs duties on imported articles are included in the price bid, and therefore that the contractor will not be entitled to free entry or remission of any customs duties on imported articles.
- Proposal forms part of contract.** 15. That the accompanying specifications, together with these conditions and the terms of "Deliveries" of this proposal, will form part of the contract, the same as if incorporated therein.

DELIVERIES.

1. Supplies and materials must be marked as directed in paragraph 4 and addressed to the supply officer at the navy yard or station designated.
- Orders for delivery.** 2. When the proposal provides for delivery as may be required during a certain period upon the receipt of orders from the supply officer of the yard concerned, contractors must make no deliveries except as stated in such orders.
- Definite time.** 3. When the proposal provides for delivery within a certain number of days and makes no mention of deliveries upon the receipt of orders from the supply officer, deliveries may be made upon receipt of the contract or order, subject to inspection stated therein.
- Consignment, marking of.** 4. Unless otherwise directed in the specifications, each case, crate, barrel, plate, package, etc., that may be shipped or delivered must be plainly stenciled, marked, or securely tagged, stating the dealer's name, contract or requisition number, and item numbers, and addressed to the supply officer at the navy yard designated. In cases of carload shipments the dealer shall tag the car showing his name, number of contract or requisition, and item numbers as covered by the contract or order.
- Shipping memoranda.** 5. Each delivery must be accompanied by truckman's receipts; bills of lading, or shipping invoices, in duplicate, giving name of dealer, number of contract or requisition and item numbers, and name of bureau, and a full statement of quantities, weights, packages, etc. Duplicate dealer's bills, giving the same identifying information, including prices, etc., and rendered separately for each requisition and for each order under a requisition when it embraces more than one order, must also be rendered to the supply officer of the yard concerned prior to or at the time of each delivery. The original must contain the following signed statement: "Certified correct and just, payments not received." This will expedite payments.
6. Unless otherwise expressly stated in the specifications on the requisition or proposal, supplies and materials shall be delivered in accordance with the following:
- Rail delivery.** (a) In cases of deliveries by rail, where rail connections exist by which cars can be switched into the railroad system of the yard, delivery shall be accomplished when the cars have been delivered within the navy yard limits; all charges for switching into the yard to be at the expense of the contractor. The yard engine will then run the cars to the point desired, and the material shall, except as otherwise provided hereinafter, be unloaded by the Government and at its expense. The time allowance to the Government for unloading the cars after their receipt in the yard shall be the same as that allowed to local commercial concerns in the port nearest the navy yard where delivery is made. The Government will be responsible for demurrage charges only after that time.
- Water delivery.** (b) In cases of deliveries by water on the water front, after assignment of berth, the vessel, barge, or lighter shall be brought alongside and discharged; and delivery shall be accomplished when the material is delivered f. o. b. wharf—over the rail. The expense of delivery, unless expressly stated to the contrary in the specifications under the class, shall be borne by the contractor. If, through fault of its own, the yard fails to assign berth within twenty-four hours after vessel arrives and reports readiness to discharge, or to take discharge as required by bill of lading or custom of the port, the Government will become liable for the payment of demurrage in accordance with customary usage.
If, according to the contract, the Government is to unload, a reasonable time—to be the same as that allowed to local commercial concerns in the port nearest the yard where delivery is made—must be allowed the Government for unloading after vessel is berthed at the yard, without any charge for demurrage. All lighterage charges must be borne by the contractor.
- Dray delivery.** (c) In cases of deliveries made from drays, carts, trucks, wagons, by hand, or in like manner, the articles shall be conveyed to the ground-floor entrance of the receiving store or building, or to such other place in the yard as may be indicated, and there unloaded. All articles or materials that can be handled by one man are to be unloaded by the truckman making the delivery. In case of articles that are beyond the capacity of one man to unload, such assistance and navy yard appliances as may be necessary will be furnished by the Government free of charge.
- Yard appliances.** (d) Whenever practicable, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available at the time, will be placed at the disposal of the contractor to assist in the unloading of cars, vessels, and other conveyances or vehicles, and no charge will be made for the use of such appliances or for the fuel or other material, or the labor necessary for handling them. In consideration of the use of Government appliances as above, the contractor shall assume all responsibility for any loss or damage resulting from their operation.
In those cases, however, in which the contractor is required to do erecting, or installing, or other work for the Government after delivery, he shall, at his own expense—unless the specifications distinctly provide to the contrary—unload the articles or materials from the car, vessel, or other conveyance, or vehicle, and transport same to designated place where such work is to be done. He shall, however, whenever practicable, have placed at his disposal, in unloading and transporting the materials and in prosecuting the work, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available at the time; but the cost of the fuel or other material and of the labor necessary for the operation thereof shall be paid by the contractor.
- Responsibility.** (e) The Government shall in all cases be relieved from responsibility for articles or materials delivered by a contractor until after their acceptance, except in case of loss or damage through fault of its own. Upon delivery the contractor's obligations as to moving and handling articles and materials will cease, except in case of rejection or as otherwise specified elsewhere herein. The contractor will be permitted to have a representative present to witness the discharge; but such representative must arrive at the yard in time to prevent delay in unloading. All goods shall be delivered to the yard in accordance with the specifications.

The following questions must be answered:

- (1) Number of days after receipt of cut garments by the contractor, that must elapse before first delivery of completed garments will be made,
- (2) Number of finished garments contractor will deliver weekly thereafter,
- (3) Total number of garments contractor will require to have "in operation" to insure this weekly delivery of finished garments,
- (4) Location of shop or shops where this work is to be done,
- (5) Firm name under which above shop, or shops, are now doing business,
- (6) Change in firm's name, if contemplated,
- (7) Articles now being manufactured in the above shop, or shops,
- (8) Interest of bidder in the above shop, or shops,
- (9) Present facilities of above shop, or shops, for manufacture of garments covered by this bid. Number of these garments that can be made there now, per week,

Bidders please read conditions carefully and conform to instructions printed on the back of this form.

PROPOSAL FOR SUPPLIES OR SERVICES

REQUISITION NO. _____

BUREAU _____

Navy Yard,

(Date) _____

Please return this proposal in duplicate, duly signed, by 10 o'clock a. m. _____, when all bids will be publicly opened, with prices entered opposite each item named below, on which you are prepared to bid, for delivery, free of charge, as specified below, within _____ days from receipt of order subject to the conditions printed on the back of this form.
 IF NOT PREPARED TO SUBMIT A BID, PLEASE SO STATE over the firm signature and return this paper so that it may be known that it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.
 Bids to be considered must show net unit prices, extensions, and total amount of bid.

CLASS AND ITEM NO.	QUANTITY REQUIRED, AND UNIT.	ARTICLES.	UNIT PRICE.		EXTENSION.	
			Dolls.	Cts.	Dolls.	Cts.
(9)	100,000	(more or less) Chief Petty Officers' Uniforms, white drill. (Double breasted coat, and trousers).....				
<p>The above suits to be made singly, on special orders from time to time, as required. Complete suits must be delivered within seven working days after receipt of cut garments; and opportunities given for try-ons during process of manufacture, if directed by the Officer-in-Charge.</p> <p>(Details and specifications on attached sheets).</p> <p>(Answers to the following nine questions must be stated, in detail. Failure to do so will be sufficient grounds for throwing out the bid, as informal. If, in addition to answering the following questions in proper spaces, the bidder desires to go into further details with reference to his facilities, etc., this can be done in the form of a letter, attached to the proposal).</p> <p>(over)</p>						

CONDITIONS OF PROPOSAL AND CONTRACT.

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| Award by class. | 1. That bids will not be considered for any other quantity or description of supplies than specified, nor for separate items of a class, except as provided for in paragraph 2. |
| Rejection of all bids. | 2. That the right is reserved to reject any and all bids if deemed for the interests of the Government; to strike out any item or items in the specifications, and to waive any defect or irregularity not a violation of law, or to make any modifications in the several conditions herein stipulated that are deemed to be to the interest of the Government, including the separation of the items of a class in making awards. In general, award will be made to the lowest satisfactory bidder on the entire class, except when the saving to the Government from award by items will be material or when the result of the bidding shows that the material has not been properly classified. |
| Award by items. | 3. That the bids, all other things being equal, will be decided by lot. |
| The bids. | 4. That proposals can be modified or withdrawn only on requests received prior to the time fixed for opening the same; such requests may be made by wire when necessary. |
| Withdrawal or modifications. | 5. That no bid will be considered unless from a manufacturer of, or dealer in, the article offered. "No person shall be received as a contractor who is not a manufacturer of, or a regular dealer in, the articles which he offers to supply." (Sec. 3722, R. S.) The Navy Regulations interpret this to mean that, to be a dealer within the meaning of the law, the bidder must be regularly engaged in the business of buying and selling to the general public, and not merely selling to the Navy or the Government. |
| Regular dealer or manufacturer. | 6. That "if more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected." (Sec. 3722, R. S.) This will not prevent a bidder from submitting modified or alternate bids quoting different prices on different qualities of material or different conditions of delivery. |
| Bidder interested in only one bid. | 7. That neither the laws nor the regulations make any allowance for errors, either of omission or commission, on the part of bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals; and they can not expect to be excused or relieved from the responsibility assumed by their proposal on the plea of error. In case of error in the extension of prices, the unit price will govern. |
| Errors. Unit price governs. | 8. That in case the proposal is accepted for one or more items and the amount of the items exceeds \$500, contract to furnish and deliver the articles must be executed within five days after the receipt of notice of such acceptance. In case the amount of the items exceeds \$500 and the time allowed for delivery under the contract is in excess of 30 days, the contract must be accompanied by a bond, with satisfactory security, in a sum of not less than 25 nor more than 50 per cent (at the option of the Government) of the total amount thereof, for the faithful performance of such contract, or in lieu thereof a certified check, payable to the order of the Secretary of the Navy, for 25 per cent of the full amount of the contract, the check to be held until the requirements of the contract shall be complied with as a guaranty for compliance with the same. In case the amount is \$500 or less, and in any case when the material is for immediate delivery, a formal contract is not necessary, an order from this office to make delivery being given to cover the transaction. |
| Acceptance of proposal. Contract required. | 9. That in case a formal contract is required it shall be agreed that time will be considered an essential element thereof, and that if the contractor shall fail to make delivery of any or all the articles or materials, or to perform any or all the services contracted for in accordance with the conditions and requirements of the contract, and within the time or times prescribed, the Government will be damaged thereby, and the amount of said damages is hereby fixed and agreed to in advance, as liquidated damages and not as a penalty, and the Government shall make deductions from the contract price accordingly, as follows, viz:
For each day's delay, Sundays and holidays excepted, until satisfactory delivery or performance shall have been made, or until such time as the party of the second part may procure the same as hereinafter provided, at the rate of one-twentieth of 1 per cent of the contract price, the deductions, however, not to exceed in any case 10 per cent of the stipulated value of the articles or materials not so delivered, or of the services not so performed; rejection of deliveries or performance not to be considered as waiving deductions. <i>Provided</i> , That no liquidated damages shall be assessed for such period after the expiration of the time or times prescribed for delivery or performance, as, in the judgment of the party of the second part, shall equal the value of either article beginning or in the prosecution of the deliveries or services contracted for, shall have been lost on account of any cause for which the contractor is responsible, or on account of strikes, riots, fire, or other disaster, delays in transit or delivery on the part of subcontractors in furnishing materials, when such delays are from causes other than those herein specified; <i>And provided further</i> , That the question whether delays are due to causes herein specified shall be determined by the Government. |
| Liquidated damages for delayed delivery. | 10. That the contractor shall indemnify the United States, and all persons depending thereon, for all liability on account of any patent rights granted by the United States that may affect the adoption or use of the articles or materials. |
| Patent liability. | 11. That if said contractor shall, in any respect, violate the contract or order in any manner, at the option of the United States, be declared null and void, without prejudice to the right of the United States to recover for defaults therein or violations thereof, or the United States may purchase or procure in such manner and from such person or persons as it deems proper, paying such price therefor as may be necessary in order to procure the same, such of said articles or materials of the kind specified as near as practicable, or procure the performance of such services, as the contractor shall fail to deliver or perform as required, and may demand and recover from the contractor the difference between the price so paid therefor and the price stipulated in the contract or order; and the amount of such difference shall be paid by the contractor to the Purchasing Officer on demand. |
| Purchase on account. | 12. That in carrying out the provisions of the contract or order no person undergoing sentence of imprisonment at hard labor shall be employed; that the contract or order shall be upon the express condition that no Member of or Delegate to Congress, nor any person belonging to or employed in the naval service is, or shall be admitted to any share or part therein or to any benefit to arise therefrom; and that any transfer of the contract, or of any interest therein, to any person or party by the said contractor shall annul the same, so far as the United States is concerned. |
| Convict labor—Parties forbidden to have interest. | 13. That payments will be made ordinarily upon receipt, inspection, and acceptance of each delivery if in sufficient amount to warrant preparation of voucher, or if requested by the contractor—the Government reserving the right to make payments only upon completion of the contract when such action is considered to be for its best interests. <i>Provided</i> , That in case of contracts for construction work 10 per cent will be withheld from the amount of each payment as security for the full completion and performance of the covenants and agreements by the contractor, who shall, when the work to be performed under the contract shall have been accepted, be entitled to receive the aggregate amount of such reservations; but such reservations shall not be withheld from payment on classes for supplies and services, except at the option of the Paymaster General of the Navy. |
| Payment. | 14. That unless expressly provided to the contrary, this proposal is submitted with the understanding that the customs duties on imported articles are included in the price bid, and therefore that the contractor will not be entitled to free entry or remission of any customs duties on imported articles. |
| Free entry. | 15. That the accompanying specifications, together with these conditions and the terms of "Deliveries" of this proposal, will form part of the contract, the same as if incorporated therein. |
| Proposal forms part of contract. | |

DELIVERIES.

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| Orders for delivery. | 1. Supplies and materials must be marked as directed in paragraph 4 and addressed to the supply officer at the navy yard or station designated. |
| Definite time. | 2. When the proposal provides for delivery as may be required during a certain period upon the receipt of orders from the supply officer of the yard concerned, contractors must make no deliveries except as stated in such orders. |
| Consignment, marking of. | 3. When the proposal provides for delivery within a certain number of days and makes no mention of deliveries upon the receipt of orders from the supply officer, deliveries may be made upon receipt of the contract or order, subject to inspection stated therein. |
| Shipping memoranda. | 4. Unless otherwise directed in the specifications, each case, crate, barrel, plate, package, etc., that may be shipped or delivered must be plainly stenciled, marked, or securely tagged, stating the dealer's name, contract or requisition number, and item numbers, and addressed to the supply officer at the navy yard designated. In cases of carload shipments the dealer shall tag the car showing his name, number of contract or requisition, and item numbers as covered by the contract or order. |
| Rail delivery. | 5. Each delivery must be accompanied by truckman's receipts, bills of lading, or shipping invoices, in duplicate, giving name of dealer, number of contract or requisition and item numbers, and name of bureau, and a full statement of quantities, weights, packages, etc. Duplicate dealer's bills, giving the same identifying information, including prices, etc., and rendered separately for each requisition and for each order under a requisition when it embraces more than one order, must also be rendered to the supply officer of the yard concerned prior to or at the time of each delivery. The original must contain the following signed statement: "Certified correct and just, payments not received." This will expedite payments. |
| Water delivery. | 6. Unless otherwise expressly stated in the specifications on the requisition or proposal, supplies and materials shall be delivered in accordance with the following:
(a) In cases of deliveries by rail, where rail connections exist by which cars can be switched into the railroad system of the yard, delivery shall be accomplished when the cars have been delivered within the navy yard limits; all charges for switching into the yard to be at the expense of the contractor. The yard engine will then run the cars to the point desired, and the material shall, except as otherwise provided hereinafter, be unloaded by the Government and at its expense. The time allowance to the Government for unloading the cars after their receipt in the yard shall be the same as that allowed to local commercial concerns in the port nearest the navy yard where delivery is made. The Government will be responsible for demurrage charges only after that time.
(b) In cases of deliveries by water on the water front, after assignment of berth, the vessel, barge, or lighter shall be brought alongside and discharged; and delivery shall be accomplished when the material is delivered f. o. b. wharf—over the rail. The expense of delivery, unless expressly stated to the contrary in the specifications under the class, shall be borne by the contractor. If, through fault of its own, the yard fails to assign berth within twenty-four hours after vessel arrives and reports readiness to discharge, or to take discharge as required by bill of lading or custom of the port, the Government will become liable for the payment of demurrage in accordance with customary usage.
If, according to the contract, the Government is to unload, a reasonable time—to be the same as that allowed to local commercial concerns in the port nearest the yard where delivery is made—must be allowed the Government for unloading after vessel is berthed at the yard, without any charge for demurrage. All lighterage charges must be borne by the contractor. |
| Dray delivery. | (c) In cases of deliveries made from drays, carts, trucks, wagons, by hand, or in like manner, the articles shall be conveyed to the ground-floor entrance of the receiving store or building, or to such other place in the yard as may be indicated, and there unloaded. All articles or materials that can be handled by one man are to be unloaded by the truckman making the delivery. In case of articles that are beyond the capacity of one man to unload, such assistance and navy yard appliances as may be necessary will be furnished by the Government free of charge. |
| Yard appliances. | (d) Whenever practicable, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available at the time, will be placed at the disposal of the contractor to assist in the unloading of cars, vessels, and other conveyances or vehicles, and no charge will be made for the use of such appliances or for the fuel or other material, or the labor necessary for handling them. In consideration of the use of Government appliances as above, the contractor shall assume all responsibility for any loss or damage resulting from their operation.
In those cases, however, in which the contractor is required to do erecting, or installing, or other work for the Government after delivery, he shall, at his own expense—unless the specifications distinctly provide to the contrary—unload the articles or materials from the car, vessel, or other conveyance, or vehicle, and transport same to designated place where such work is to be done. He shall, however, whenever practicable, have placed at his disposal, in unloading and transporting the materials and in prosecuting the work, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may at the time be available; but the cost of the fuel or other material and of the labor necessary for the operation thereof shall be paid by the contractor. |

The following questions must be answered:

(1) Number of days after receipt of cut garments by the contractor, that must elapse before first delivery of completed garments will be made,

(2) Number of finished garments contractor will deliver weekly thereafter,

(3) Total number of garments contractor will require to have "in operation" to insure this weekly delivery of finished garments,

(4) Location of shop or shops where this work is to be done,

(5) Firm name under which above shop, or shops, are now doing business,

(6) Change in firm's name, if contemplated,

(7) Articles now being manufactured in the above shop, or shops,

(8) Interest of bidder in the above shop, or shops,

(9) Present facilities of above shop, or shops, for manufacture of garments covered by this bid. Number of these garments that can be made there now, per week,

Bidders please read conditions carefully and conform to instructions printed on the back of this form.

PROPOSAL FOR SUPPLIES OR SERVICES

Letters on this subject should refer to the following Requisition No. and Bureau:

REQUISITION NO. _____

BUREAU _____

Navy Yard, _____

(Date) _____

Please return this proposal in duplicate, duly signed, by 10 o'clock a. m. _____, when all bids will be publicly opened, with prices entered opposite each item named below, on which you are prepared to bid, for delivery, free of charge, as specified below, within _____ days from receipt of order subject to the conditions printed on the back of this form.

If NOT PREPARED TO SUBMIT A BID, PLEASE SO STATE over the firm signature and return this paper so that it may be known that it was brought to your attention; otherwise your name may be dropped from the list of prospective bidders.

Bids to be considered must show net unit prices, extensions, and total amount of bid.

CLASS AND ITEM NO.	QUANTITY REQUIRED, AND UNIT.	ARTICLES.	UNIT PRICE.		EXTENSION.	
			Dolls.	Cts.	Dolls.	Cts.
(10)	10,000	(more or less) Chief Petty Officers' Overcoats, 30 ounce cloth.....				
<p>The above coats to be made singly, on special orders, from time to time, as required. Finished coats must be delivered within seven working days after receipt of cut garments; and opportunities given for try-ons during process of manufacture, if directed by the Officer-in-Charge.</p> <p>(Details and specifications on attached sheets).</p> <p>(Answers to the following nine questions must be stated, in detail Failure to do so will be sufficient grounds for throwing out the bid, as informal. If, in addition to answering the following questions in proper spaces, the bidder desires to go into further details with reference to his facilities, etc., this can be done in the form of a letter, attached to the proposal).</p> <p>(over)</p>						

Bidders should state shortest time in which delivery can be made.

Total aggregate amount of proposal _____

Bid is submitted with the understanding that the prices stated are net, and unless expressly stated otherwise are not subject to cash discount for prompt payment (the average time required for payment is less than ten (10) days).

I or we _____ do hereby agree to furnish within _____ days, and in conformity with this proposal the above articles at the prices affixed thereto. In event of _____ failure to make delivery within the time specified, or to execute the contract as agreed, the order to be placed elsewhere, and any difference in price charged to _____ account.

This MUST BE filled and signed by bidder without alterations.

{ Signature. If a corporation, its name } and signature of an officer is required. }

(Address) _____

CONDITIONS OF PROPOSAL AND CONTRACT.

- Award by class.** 1. That bids will not be considered for any other quantity or description of supplies than specified, nor for separate items of a class, except as provided for in paragraph 2.
- Rejection of all bids.** 2. That the right is reserved to reject any and all bids if deemed for the interests of the Government; to strike out any item or items in the specifications, and to waive any defect or irregularity not a violation of law, or to make any modifications in the several conditions herein stipulated that are deemed to be to the interest of the Government, including the separation of the items of a class in making awards. In general, award will be made to the lowest satisfactory bidder on the entire class, except when the saving to the Government from award by items will be material or when the result of the bidding shows that the material has not been properly classified.
- Award by items.** 3. That tie bids, all other things being equal, will be decided by lot.
- Tie bids.** 4. That proposals can be modified or withdrawn only on requests received prior to the time fixed for opening the same; such requests may be made by wire when necessary.
- Withdrawal or modifications.** 5. That no bid will be considered unless from a manufacturer of, or dealer in, the article offered. "No person shall be received as a contractor who is not a manufacturer of, or a regular dealer in, the articles which he offers to supply." (Sec. 3722, R. S.) The Navy Regulations interpret this to mean that, to be a dealer within the meaning of the law, the bidder must be regularly engaged in the business of buying and selling to the general public, and not merely selling to the Navy or the Government.
- Regular dealer or manufacturer.** 6. That "If more than one bid be offered by any one party, by or in the name of his or their clerk, partner, or other person, all such bids may be rejected." (Sec. 3722, R. S.) This will not prevent a bidder from submitting modified or alternate bids quoting different prices on different qualities of material or different conditions of delivery.
- Bidder interested in only one bid.** 7. That neither the laws nor the regulations make any allowance for errors, either of omission or commission, on the part of bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals; and they can not expect to be excused or relieved from the responsibility assumed by their proposal on the plea of error. In case of error in the extension of prices, the unit price will govern.
- Errors. Unit price governs.** 8. That in case the proposal is accepted for one or more items and the amount of the items exceeds \$500, contract to furnish and deliver the articles must be executed within five days after the receipt of notice of such acceptance. In case the amount of the items exceeds \$500 and the time allowed for delivery under the contract is in excess of 30 days, the contract must be accompanied by a bond, with satisfactory security, in a sum of not less than 25 nor more than 50 per cent (at the option of the Government) of the total amount thereof, for the faithful performance of such contract, or in lieu thereof a certified check, payable to the order of the Secretary of the Navy, for 25 per cent of the full amount of the contract, the check to be held until the requirements of the contract shall be complied with as a guaranty for compliance with the same. In case the amount is \$500 or less, and in any case when the material is for immediate delivery, a formal contract is not necessary, an order from this office to make delivery being given to cover the transaction.
- Acceptance of proposal. Contract required.** 9. That in case a formal contract is required it shall be agreed that time will be considered an essential element thereof, and that if the contractor shall fail to make delivery of any or all the articles or materials, or to perform any or all the services contracted for in accordance with the conditions and requirements of the contract, and within the time or times prescribed, the Government will be damaged thereby, and the amount of said damages is hereby fixed and agreed to in advance, as liquidated damages and not as a penalty, and the Government shall make deductions from the contract price accordingly, as follows, viz: For each day's delay, Sundays and holidays excepted, until satisfactory delivery or performance shall have been made, or until such time as the party of the second part may procure the same as hereinafter provided, at the rate of one-twentieth of 1 per cent of the contract price, the deductions, however, not to exceed in any case 10 per cent of the stipulated value of the articles or materials not so delivered, or of the services not so performed; rejection of deliveries or performance not to be considered as waiving deductions. *Provided*, That no liquidated damages shall be deducted for such period, after the expiration of the time or times prescribed for delivery or performance, as in the judgment of the party of the second part shall equal the time that, either in the beginning or in the prosecution of the deliveries or services contracted for, shall have been lost in account of any cause for which the party of the second part is responsible, or on account of strikes, riots, fire, or other disaster, delays in transit or delivery on the part of transportation companies, or any other circumstances beyond the control of the contractor, but such circumstances shall not be deemed to include delays on the part of subcontractors in furnishing material. When such delays arise from causes other than those herein specified: *And provided further*, That the question whether delays are due to causes herein specified shall be determined by the Government.
- Liquidated damages for delayed delivery.** 10. That the contractor shall identify the United States, and all persons acting under it, and be held liable in account of any patent rights granted by the United States that may affect the adoption or use of the article contracted for.
- Patent liability.** 11. That if said contractor shall fail in any respect to perform the contract or order under the same made at the option of the United States, be declared null and void, without prejudice to the right of the United States to recover for defaults therein or violations thereof, or the United States may purchase or procure in such manner and from such person or persons as it deems proper, paying such price therefor as may be necessary in order to procure the same, such of said articles or materials of the kind specified as near as practicable, or procure the performance of such services, as the contractor shall fail to deliver or perform as required, and may demand and recover from the contractor the difference between the price so paid therefor and the price stipulated in the contract or order, and the amount of such difference shall be paid by the contractor to the Purchasing Officer on demand.
- Purchase on account.** 12. That in carrying out the provisions of the contract or order no person undergoing sentence of imprisonment at hard labor shall be employed; that the contract or order shall be upon the express condition, that no Member of or Delegate to Congress, nor any person belonging to or employed in the naval service is, or shall be admitted to any share or part therein or to any benefit to arise therefrom; and that any transfer of the contract, or of any interest therein, to any person or party by the said contractor shall annul the same, so far as the United States is concerned.
- Convict labor—Parties forbidden to have interest.** 13. That payments will be made ordinarily upon receipt, inspection, and acceptance of each delivery if in sufficient amount to warrant preparation of voucher, or if requested by the contractor—the Government reserving the right to make payments only upon completion of the contract when such action is considered to be for its best interests. *Provided*, That in case of contracts for construction work 10 per cent will be withheld from the amount of each payment as security for the full completion and performance of his covenants and agreements by the contractor, who shall, when the work to be performed under the contract shall have been accepted, be entitled to receive the aggregate amount of such reservations; but such reservations shall not be withheld from payment on classes for supplies and services, except at the option of the Paymaster General of the Navy.
- Payment.** 14. That unless expressly provided to the contrary, this proposal is submitted with the understanding that the customs duties on imported articles are included in the price bid, and therefore that the contractor will not be entitled to free entry or remission of any customs duties on imported articles.
- Free entry.** 15. That the accompanying specifications, together with these conditions and the terms of "Deliveries" of this proposal, will form part of the contract, the same as if incorporated therein.
- Proposal forms part of contract.**

DELIVERIES.

1. Supplies and materials must be marked as directed in paragraph 4 and addressed to the supply officer at the navy yard or station designated.
- Orders for delivery.** 2. When the proposal provides for delivery as may be required during a certain period upon the receipt of orders from the supply officer of the yard concerned, contractors must make no deliveries except as stated in such orders.
- Definite time.** 3. When the proposal provides for delivery within a certain number of days and makes no mention of deliveries upon the receipt of orders from the supply officer, deliveries may be made upon receipt of the contract or order, subject to inspection stated therein.
- Consignment, marking of.** 4. Unless otherwise directed in the specifications, each case, crate, barrel, plate, package, etc., that may be shipped or delivered must be plainly stenciled, marked, or securely tagged, stating the dealer's name, contract or requisition number, and item numbers, and addressed to the supply officer at the navy yard designated. In cases of carload shipments the dealer shall tag the car showing his name, number of contract or requisition, and item numbers as covered by the contract or order.
- Shipping memoranda.** 5. Each delivery must be accompanied by truckman's receipts, bills of lading, or shipping invoices, in duplicate, giving name of dealer, number of contract or requisition and item numbers, and name of bureau, and a full statement of quantities, weights, packages, etc. Duplicate dealer's bills, giving the same identifying information, including prices, etc., and rendered separately for each requisition and for each order under a requisition when it embraces more than one order, must also be rendered to the supply officer of the yard concerned prior to or at the time of each delivery. The original must contain the following signed statement: "Certified correct and just, payments not received." This will expedite payments.
- Rail delivery.** 6. Unless otherwise expressly stated in the specifications on the requisition or proposal, supplies and materials shall be delivered in accordance with the following:
- (a) In cases of deliveries by rail, where rail connections exist by which cars can be switched into the railroad system of the yard, delivery shall be accomplished when the cars have been delivered within the navy yard limits; all charges for switching into the yard to be at the expense of the contractor. The yard engine will then run the cars to the point desired, and the material shall, except as otherwise provided hereinafter, be unloaded by the Government and at its expense. The time allowance to the Government for unloading the cars after their receipt in the yard shall be the same as that allowed to local commercial concerns in the port nearest the navy yard where delivery is made. The Government will be responsible for demurrage charges only after that time.
- Water delivery.** (b) In cases of deliveries by water on the water front, after assignment of berth, the vessel, barge, or lighter shall be brought alongside and discharged, and delivery shall be accomplished when the material is delivered f. o. b. wharf—over the rail. The expense of delivery, unless expressly stated to the contrary in the specifications under the class, shall be borne by the contractor. If, through fault of its own, the yard fails to assign berth within twenty-four hours after vessel arrives and reports readiness to discharge, or to take discharge as required by bill of lading or custom of the port, the Government will become liable for the payment of demurrage in accordance with customary usage. If, according to the contract, the Government is to unload, a reasonable time—to be the same as that allowed to local commercial concerns in the port nearest the yard where delivery is made—must be allowed the Government for unloading after vessel is berthed at the yard, without any charge for demurrage. All lighterage charges must be borne by the contractor.
- Dray delivery.** (c) In cases of deliveries made from drays, carts, trucks, wagons, by hand, or in like manner, the articles shall be conveyed to the ground-floor entrance of the receiving store or building, or to such other place in the yard as may be indicated, and there unloaded. All articles or materials that can be handled by one man are to be unloaded by the truckman making the delivery. In case of articles that are beyond the capacity of one man to unload, such assistance and navy yard appliances as may be necessary will be furnished by the Government free of charge.
- Yard appliances.** (d) Whenever practicable, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may be available at the time, will be placed at the disposal of the contractor to assist in the unloading of cars, vessels, and other conveyances or vehicles, and no charge will be made for the use of such appliances or for the fuel or other material, or the labor necessary for handling them. In consideration of the use of Government appliances as above, the contractor shall assume all responsibility for any loss or damage resulting from their operation. In those cases, however, in which the contractor is required to do erecting, or installing, or other work for the Government after delivery, he shall, at his own expense—unless the specifications distinctly provide to the contrary—unload the articles or materials from the car, vessel, or other conveyance, or vehicle, and transport same to designated place where such work is to be done. He shall, however, whenever practicable, have placed at his disposal, in unloading and transporting the materials and in prosecuting the work, the use, free of charge, of such cranes, derricks, and other yard appliances and facilities as may at the time be available; but the cost of the fuel or other material and of the labor necessary for the operation thereof shall be paid by the contractor.
- Responsibility prior to acceptance.** (e) The Government shall in all cases be relieved from responsibility for articles or materials delivered by a contractor until after their acceptance, except in case of loss or damage through fault of its own. Upon delivery the contractor's obligations as to moving and handling articles and materials will cease, except in case of rejection or as otherwise specified elsewhere herein. The contractor will be permitted to have a representative present to witness the discharge; but such representative must arrive at the yard in time to prevent delay in unloading. All expenses of handling after unloading, inspection, piling, and storing will be borne by the Government. Inspection may be made, if convenient, at the discretion of the inspecting officer, with the Commandant's approval, prior to discharge or during process of unloading.
- Delivery in yard hours.** (f) Deliveries, either by rail, water, truck, or otherwise, must be made within working hours and in ample time to allow for the unloading—and, if necessary, the storing—of the articles or materials before the closing of the yard. Deliveries at any other time will not be accepted unless special arrangements have been previously made with the Commandant; and in all such cases the contractor will be required to pay all expenses incurred by the Government for fuel or other material and labor in receiving his delivery.
- Rejected articles.** (g) Rejected articles must be removed from the yard by the contractor at his own expense. In case of failure by the contractor to so remove rejected articles within a reasonable time the Supply Officer will return the same to him at the contractor's own risk, and all expenses incurred by the Government for the use of labor, material, yard appliances, and facilities in handling, reloading, teaming, or otherwise in connection with the return to the contractor of such rejected articles will be charged to his account.

INSTRUCTIONS

No alteration, erasure, or addition to be made in the typewritten, printed, or written matter. No change in specifications allowed. Bidders can make any explanations they wish on blank space below specifications, or by memorandum attached to proposal, or by letter sent with it. SAMPLES should be submitted only when called for.

Time of proposed delivery must be stated IN DAYS. Such indefinite terms as "promptly," "without delay," "immediately," etc., will not be accepted.

A bid is requested even if time of delivery desired by this office must be exceeded by bidders. Dealers should always allow themselves sufficient margin to make their deliveries CERTAIN within the time they fix, but as near the time desired as possible.

In order that the necessary official record may be had, additional information, if required, must be obtained from or through this office.

The following questions must be answered:

- (1) Number of days after receipt of cut garments by the contractor, that must elapse before first delivery of completed garments will be made,
- (2) Number of finished garments contractor will deliver weekly thereafter,
- (3) Total number of garments contractor will require to have "in operation" to insure this weekly delivery of finished garments,
- (4) Location of shop or shops where this work is to be done,
- (5) Firm name under which above shop, or shops, are now doing business,
- (6) Change in firm's name, if contemplated,
- (7) Articles now being manufactured in the above shop, or shops,
- (8) Interest of bidder in the above shop, or shops,
- (9) Present facilities of above shop, or shops, for manufacture of garments covered by this bid. Number of these garments that can be made there now, per week,

14 14 14 263

CONTRACT FOR ARMY SUPPLIES

Between Quartermaster Corps, U. S. A., located at

and

of

for

Place of delivery..... Number of Contract.....

Date of Contract Delivery to begin..... and end.....

Surities \$....., \$.....

Appropriations and amount

BOND

These articles of agreement entered into as of the day of 19.....

between, Quartermaster Corps, United States Army, located

at (herein called "contracting officer"), acting by authority of

the Acting Quartermaster General of the Army (herein called "Quartermaster General"), and under direction of

the Secretary of War, for and in behalf of the United States of America (herein called "Government") party of the

first part, and.....

(a corporation organized and existing under the laws of the State of.....)

(a partnership consisting of.....)

of No., City of

County of, State of

(herein called "contractor"), party of the second part.

Witness: That it is agreed by and between said parties as follows:

1. **Subject of Contract:** The contractor shall, subject to the provisions of this contract, furnish and deliver articles (herein called "articles"), like and equal in all respects to the.....

on file in the office of.....

of the description and in accordance with the specifications and in the quantity, at the price (herein called "contract price"), at the place or places, and at the time or times as set forth in Schedule "A" attached hereto, signed by the contracting officer, and made a part hereof.

2. **Marking Articles:** Each article, package or shipment of articles shall be marked for shipment by the contractor when and as directed by the contracting officer.

3. **Inspection of Plant and Licenses:** All premises where any work is performed in carrying out this contract shall be kept by the contractor in a suitable, safe and sanitary condition, and all such premises shall be under the direct control and supervision of, and employees and workmen shall be paid by, the contractor. The Quartermaster General shall be permitted to inspect all such premises, and to make regulations with regard thereto not in violation of statutes of the United States or of the State in which the work is performed, and the contractor shall comply with all such regulations upon notice thereof. The contractor shall submit to the Quartermaster General a statement in writing showing the location of all premises where any part of the work to be performed under this contract is proposed to be carried on, and shall likewise submit as aforesaid statements in writing showing all proposed changes in the location of premises, and none of the articles shall be made in any premises until the contractor shall have obtained from the Quartermaster General a certificate to the effect that such premises are suitable, safe and sanitary. In addition to the precautions heretofore exercised by the contractor for the guarding and protection of the contractor's plant and work, the contractor shall provide such additional watchmen and devices for protection of the plant and the work under this contract against espionage, acts of war and of enemies, as may be directed by the Quartermaster General. The contractor shall, when directed by the Quartermaster General, report to him the citizenship, country of birth or alien status of any or all employees, and shall not employ, or if already employed shall immediately discharge from employment and exclude from the plant and work any person or persons designated by the Quartermaster General for cause as undesirable. Compliance by the contractor with the provisions of this section shall be of the essence of this contract.

4. **Work First Class and Preliminary Inspection:** Materials furnished by the contractor and workmanship, unless otherwise expressly stated herein, shall be first class. The contracting officer shall have access to the shop or factory of the contractor and shall have the right, at any time, to inspect such materials, and articles in process of manufacture and finished, and to reject any of such materials and articles in process of manufacture or finished not conforming to specifications. No such inspection shall lessen the privileges and rights of the contracting officer hereunder, including final inspection and acceptance or rejection.

5. **Final Inspection, Acceptance or Rejection:** Immediate notice of completion of articles ready for inspection shall be given by the contractor to the contracting officer, who shall (and may without notice) inspect all such articles. Articles complying with this contract shall be accepted; provided, however, that no inspection, acceptance or payment made to the contractor under this contract shall constitute a waiver of or prevent the Government from obtaining a judgment in any action against the contractor for fraud, deception, or latently defective materials or workmanship furnished by the contractor. Articles rejected upon such inspection shall be taken into actual possession by the contractor within ten (10) days after notice of rejection shall have been given to the contractor or contractor's agent, and articles not so taken shall be at the risk and expense of the contractor. The contractor may perfect rejected articles and offer them for inspection, but articles rejected shall, unless otherwise directed by the contracting officer, be promptly replaced by proper articles, and the contractor's time for performance shall not be deemed extended hereby. The contractor shall not sell or otherwise dispose of rejected articles without giving the contracting officer thirty (30) days' notice of the intention so to do, and the contracting officer may at any time before the expiration of said thirty (30) days elect to purchase such rejected articles (without waiver of his rights hereunder), at a price to be agreed upon between the contracting officer and the contractor, or if they are unable to agree, then at a price, not greater than the contract price, fixed by the War Department Board of Appraisers. In case such inspection shall not be made within sixty (60) days after such notice of completion, the articles mentioned in such notice shall be deemed accepted upon delivery to the contracting officer of a statement in writing, signed and duly acknowledged by the contractor, to the effect that the articles

mentioned in such notice, a copy of which shall be attached to the statement, were inspected and passed by the contractor as being in full compliance with this contract. The contracting officer shall, however, after acceptance of any articles without Government inspection as above provided, be privileged to reject any of such articles not complying with this contract, with the same force and effect, so long as same shall not be actually put into use or damaged while in the Government's possession, and the Government shall in the event of such rejection be reimbursed by the contractor out of future acceptances or otherwise for all payments made for articles so rejected.

6. Storage and Insurance: The contractor will, when requested by the contracting officer, store for a reasonable time, a reasonable quantity of completed articles and exercise reasonable care to prevent loss or damage thereto or theft thereof, and will insure same against fire and water damage, in a company and under a policy satisfactory to the contracting officer, which policy in its terms, or by assignment, shall be payable to the Government, all at the risk and expense of the contractor.

7. Protection Against Liens or Incumbrances: The contractor shall deliver the articles free from any lien or incumbrance. In the event of the filing or attaching of any lien or incumbrance upon the articles, the Government may satisfy the same out of any amount not then paid or subsequently coming due to the contractor hereunder.

8. Laws and Restrictions Relative to Labor: All work required in carrying out this contract shall be performed in full compliance with the laws of the State, Territory or District of Columbia where such labor is performed. The contractor shall not directly or indirectly employ in the performance of this contract ~~any minor under the age of sixteen years,~~ or any person undergoing sentence of imprisonment at hard labor which may have been imposed by a court of any State, Territory, or municipality, having criminal jurisdiction, or permit such employment by any person furnishing labor or materials to the contractor for use in fulfillment of this contract.

9. Labor Disputes: In the event that labor disputes shall arise directly affecting the performance of this contract, and causing or likely to cause any delay in making the deliveries upon the date or dates specified, the contractor shall, but only when requested to do so by the Quartermaster General, address a written statement thereof to the Quartermaster General for transmission to the Secretary of War, accompanied by such information and access to information within the control of the contractor as the Quartermaster General shall require, and the Secretary of War may thereupon settle or cause to be settled such disputes, and the contractor agrees to accede to and comply with all the terms of such settlement. If the contractor is thereby required to pay labor costs higher than those prevailing in the performance of this contract immediately prior to such settlement, the Secretary of War may in his discretion direct that a fair and just addition to the contract price be made therefor, but if such settlement reduces such labor costs to the contractor, a fair and just deduction shall be made from the contract price. No claim for addition or deduction shall be made unless the same has been ordered in writing by the Secretary of War. Compliance by the contractor with the provisions of this section shall be of the essence of this contract.

10. Time of Essence, Progress and Reports: Time is of the essence of this contract. The contractor shall commence and carry through with despatch the work under this contract, and shall give to the contracting officer preference in the performance of this contract over all work or contracts for parties other than the Government. The contractor shall, from time to time, when and as requested by the contracting officer, but not more frequently than weekly, render progress reports, and the contracting officer may, if he shall deem t necessary, examine the books and records of the contractor.

11. Manner of Payment: The contractor shall be paid at the office of the contracting officer or by the disbursing officer designated by him to make payments, 90 per cent. of the contract price of articles accepted, and as soon after such acceptance as may be practicable. The Quartermaster General may in his discretion, at such time, direct the payment of the entire 100 per cent. of the contract price. In the event the contractor shall be in default under this contract or any dispute between the parties hereto or any labor dispute shall have arisen as to the compliance by the contractor with the provisions of this contract, the contractor shall not be entitled to demand or receive the final payment of 10 per cent. of the contract price until a certificate shall have been issued, signed by the Secretary of War or his nominee, or by the Quartermaster General, certifying that the provisions of this contract have been complied with. If none of such events shall occur the contractor shall be paid the balance remaining due under this contract upon entire completion hereof.

12. Alterations: The contracting officer may, by written notice, make reasonable alterations, omissions, additions or substitutions not materially affecting the general design and substance of the articles, and in such case the contractor shall be governed thereby as if same were originally provided for in this contract. If by reason thereof the cost of performance to the contractor shall be increased or decreased, then the contract price shall be increased or decreased accordingly to a sum which shall be agreed upon, or if the parties shall be unable to agree, then to a sum fixed by the War Department Board of Appraisers.

13. Extension of Time of Performance: The contractor shall not be responsible for any delays which shall be determined by the Quartermaster General to have been caused by direct act or failure of the Government without fault of the contractor, or by any other cause beyond the control and without the fault of the contractor; but the contractor shall make all reasonable efforts to remove any cause for delay which may occur, and whenever such cause shall, in the opinion of the Quartermaster General, be removed, the latter shall fix the additional time within which the contractor shall perform.

14. Appropriations: This contract shall be non-effective until an appropriation adequate to its fulfillment is granted by Congress and is available, except in so far as is necessary to provide for the necessities of the service as authorized by Section 3732 of the Revised Statutes of the United States. However, in order to provide for the necessities of the service as authorized by said Section 3732, the articles, so far as authorized by said Section, shall be furnished and delivered at the times and in the manner required under this contract, and payments therefor shall be made as soon as practicable after funds are appropriated and are available.

15. Remedies for Breach, Liquidated Damages: Whereas the interests of the Government demand that supplies be secured not only from the contractor, but also from other manufacturers who are producing supplies under other contracts; and since the problem of labor is one that runs through all such contracts, and a labor difficulty in one contract will very seriously affect the conditions under other contracts; and since upon the output and efficiency of the workers in the factories furnishing supplies to the Government depends in the last analysis the efficiency of the national defense; and whereas experience during the existing war has been that with long hours, poor sanitary conditions and low wages, ill health would increase among the workers and the output would decline; and whereas these facts create an emergency which it is to the highest interest of the Government to remedy; and whereas part of the price for the articles under this contract is paid in consideration of the maintenance by the contractor of the proper wage and sanitary and safe standards and conditions; and whereas damages in view of the serious consequences resulting from a failure to perform would be uncertain; it is agreed by and between the parties that the breach of any of the conditions herein provided fixing the hours, wages and setting standards for the employment of labor under this contract, including the provisions against the assignment, the sub-letting, sub-contracting, sub-manufacturing, or the provisions against purchasing in the open market, are of the essence of this contract, and the contracting officer may, from time to time, on a breach of any of these conditions, in addition to every other remedy which he may have by law or hereunder, withhold ten per cent. of the contract price as liquidated damages, and in addition to those rights and not in substitution thereof he may (a) terminate this contract, and (b) upon a certificate of the Quartermaster General as to public necessity, designate a person who shall on behalf of the Government take full charge of the shop or shops of the contractor, and continue to manufacture the articles on such basis as the Quartermaster General shall deem fair and just.

16. Waiver: No provision of this contract shall be deemed waived without express consent in writing signed by the party charged with the waiver.

17. Remedies on Default: In the event the contractor shall, from time to time, fail or refuse to carry out and perform each and every provision of this contract agreed to be carried out and performed by the contractor, the contractor shall be deemed in default, and the contracting officer, in addition and without limitation to any remedy provided by law, shall thereupon be entitled to either or both of the following remedies:

(a) The contracting officer may, for account and at the expense of the contractor, supply the whole or a part of the articles remaining undelivered and unaccepted at the time of such default by procurement of like or similar articles in the open market or otherwise, at such place or places, at such time or times, and for such price or prices, as he shall deem fair and just.

(b) The contracting officer may, on such basis as the Quartermaster General shall deem fair and just, enter into and take possession of the articles and all materials and appliances in connection with the same, and complete the performance of this contract, in whole or in part, at the shop or factory and with the facilities of the contractor (which the contractor shall render available), or otherwise. Failure of the contracting officer to exercise the rights above provided shall not be a waiver of any default.

18. Determination of Secretary of War or Quartermaster General Final: Every decision or determination made under this contract by the Secretary of War or by the Quartermaster General (exclusive of decisions or determinations by the contracting officer) shall be final and binding upon the parties hereto unless otherwise stated herein.

19. Notices: Notices required hereunder shall be in writing and deemed sufficiently delivered when mailed to the respective party at the address of the party first above stated.

20. Indemnity as to Patents: The contractor shall hold and save the Government, and all officers and agents thereof, harmless from and against all demands of any nature or kind for or on account of the use and continued use of any patented article, combination, or process which may apply to or affect the articles delivered or work done under this contract.

21. **Assignment, Sub-Contracting, Sub-Manufacturing and Definitions:** This contract shall not be assigned, either in whole or in part, nor shall the contractor's title hereto, or any right, interest or property herein of the contractor pass to or vest in any other person or corporation whatsoever by the act of the contractor or by operation of law, nor shall there be any sub-contracting, sub-manufacturing or indirect employment of any kind by the contractor. Every contract for furnishing to the contractor services, materials, supplies, machinery and equipment, and the like, or the use thereof, relating, whether or not expressed therein, to the performance of this contract, shall by its terms, unless otherwise directed by the contracting officer, be assignable to the contracting officer at his option, without additional compensation. The contractor shall not directly or indirectly purchase from any other person any of the articles required to be delivered hereunder. The words "Acting Quartermaster General of the Army" or "Quartermaster General" shall include his successors or his authorized representatives or appointees. The contracting officer shall, unless the Quartermaster General shall otherwise from time to time specifically direct, act for and in the place and stead of the Quartermaster General wherever the latter is mentioned in this contract. The words "contracting officer" shall include his successors or any Depot Quartermaster or other person designated by the contracting officer or by the Quartermaster General to have charge of and to perform this contract in behalf of the Government. The War Department Board of Appraisers may whenever acting under this contract make governing rules and regulations.

22. **Certain Officials and Employees of the Government not to be Interested in Contract:** That no Member of or Delegate to Congress, or Resident Commissioner, is, or shall be, admitted to any share or part of this contract, or to any benefit which may arise herefrom, but, under the provision of Section 116 of the Act of Congress, approved March 4, 1909 (35 Stat. L., Sec. 1109), this stipulation shall not extend, or be construed to extend, to any contract made with an incorporated company for its general benefit.

23. **Bond:** The contractor agrees to furnish to the Government, within five (5) days after signing this contract, a bond with the contractor as principal and such surety as shall be approved by the contracting officer as surety thereon, in the penal sum of _____ Dollars (\$.....), conditioned upon the faithful and complete performance of this contract by the contractor and satisfactory in form to the contracting officer.

24. **Changes Made Before Signature:** The following changes designated by sections and lines were made in this contract before it was signed by the parties hereto, to wit:

BOND

IN WITNESS WHEREOF, the parties aforesaid have executed and delivered this contract in triplicate as of the date first hereinbefore written, and the contracting officer hereby certifies that if the contractor is a corporation, that said officer has satisfied himself of the authority of the person signing the contractor's name to bind the contractor and has waived the requirements of Army Regulations as to the filing of written evidence of said authority.

Witness:

..... as to

Quartermaster Corps, U. S. Army.

By

..... as to

Clause # 3, 7 # 9.

The following affidavit is required only on the copy of the contract for the Returns Office:

I do solemnly ^{swear} affirm that the foregoing is an exact copy of a contract made by me personally with the contractor named above; that I made the same fairly, without any benefit or advantage to myself, or allowing any such benefit or advantage corruptly to the contractor, or any other person; and that the papers accompanying include all those relating to the contract, as required by the statute in such case made and provided.

Quartermaster Corps, U. S. Army.

Subscribed and ^{sworn to} affirmed before me this.....

day of....., 19

The following certificate is required only on the number for the Auditor for the War Department:

I certify that the award of the foregoing contract was made to the lowest responsible bidder for the best and most suitable articles or services, on proposals received in response to the advertisement hereto attached, which was published in newspapers and posted in public places for days prior to the opening, and was sent to the principal dealers and contractors at and vicinity.

Quartermaster Corps, U. S. Army.

(Strike out any portion of this form of certificate that would not be in accordance with the facts. If award was not made to the lowest bidder a full explanation will be submitted.)

NOTES.

1. The name of the principal intended to be bound as party of the second part, whether an individual, a partnership, or a corporation, should be inserted in and signed to the contract in exactly the same form. An officer of a corporation, a partner, or an agent, signing for the principal should add his name and title after the word "By" under the name of the principal. If the contractor is not a corporation or partnership respectively, strike out the printed part "(a corporation organized and existing under the laws of the State of)" or "(a partnership consisting of.....)" on page 1.

2. F. O. B. point of delivery should be definitely stated, i. e., mill delivery exit; cars alongside of mill; cars, freight yard or station at; Quartermaster warehouse at; cars or dock at; etc.

3. The contract is to be executed in triplicate, and at least two copies made. Preferably the contract should be drawn on the typewriter. By the use of carbon paper all numbers and copies can be drafted at one writing.

4. When interlineations, erasures, or other changes are made, notation thereof should be specifically made in Section 24 before the contract is signed.

PIECE RATE SCALE FOR
NEW WOOLEN ARMY TROUSERS

1.	Fitting		
2.	a. Fly making (chopping machine without folder)	.85	
	b. Ditto with folder	.60	
	c. " without knife attachment	1.00	2.50
3.	Fly sewing complete		.50
4.	Crotch pieces, double thickness		5.80
5.	Front pockets		5.70
6.	Hip pockets		
7.	Outside seams (USM) }		3.10
8.	Welt seam }		
9.	a. Joining inside and back seams, if outside seams joined first	2.50	
	b. Ditto if outside seams are open	2.75	
10.	a. Taping complete, before outside seams are closed	1.50	
	b. Ditto after outside seams are closed	1.75	1.70
11.	Waist bands (D. N.)		.75
12.	Finishing corners		2.25
13.	Bar tacks		.25
14.	Loops making		.18
15.	Fly serging		1.00
16.	Pressing inside seam (Hand iron)		
17.	Pressing (Hoffman machine)		
	a. Pressing tops 1 or 2 lays	1.00	
	b. Pressing tops 4 lays	1.50	
	c. " legs 1 or 2 lays	2.00	
	d. " " 3 lays	2.50	
	e. " " 4 lays	3.00	
18.	Buttonholes		.60
19.	Bottoms		
	a. Single Needle	1.00	
	b. Cylinder	.80	
	c. Davis Blind Stitch	.75	
20.	Buttons		.60
21.	Cleaning		2.50
	a. Cleaning only	1.25	
	b. Turning trousers	.50	
	c. Buttoning top	.25	
	d. Trimming fly, lining, loops and bottom	.50	

Total in column

Minimum \$35.78

Maximum 38.43

Pipe & Copper Shop 5-8

Helpers General

Operating Overhead Crane,
fitting and
threading pipe,

Sawing and receiving stores
and passing tools,

Instrument Room

Helpers General

Winding & regulating yard
clocks - general repair
work usually assigned
apprentices in instrument
rooms.

Pattern Shop

Helper General

Sketching Patterns in Soft,

Electric Shop

Helpers General -

Assembling Portables,
Winding Armatures,
Operating drill presses,
Filing parts,
Receiving and issuing stores
(All ^{other} duties assigned to
helpers general or electrician
in Electrical Shops.)

Foundry

Helpers General

Keeping time, making core
boxes, checking, ^{weighing} and
shipping ^{smaller} castings.

Boiler Shop

Helpers General

Operating overhead cranes,
Driving electric truck,
Receiving and issuing
shop stores,
Passing tools

Machine Shops

Helpers General } Ratings
Machine Operators }

Engineer - (1)

Janitor (F)

Operating 704 Lathes, turret

Lathes, Drill and Punch

Presses Milling Machines,

Bolt threading machines,

Overhead Electric Cranes,

~~capacities~~ from 40 tons to 8 tons;

driving Electric Trucks

carrying up to 4000 lbs.,

passing tools, receiving

and issuing material,

keeping time, checking,

filing parts for telescopes,

torpedo tubes, etc.

Industrial Department
Machinery Division:-

Machine Shops (No. 1-2-3) ✓

Electric Shop ✓

Pipe & Copper Shop

Boiler Shop

Foundry

Instrument Room

Pattern Shop

Hull Division:-

Sail Loft

Sheet Metal Shop

Joiner Shop

Inside Shipfitters

Outside Shipfitters

Paint Shop

Boat Shop

Rigging Loft (no women)

Mold Loft (no women)

Inside Shipfitters

Helpers General

Operating overhead cranes,
checking material, passing
tools, keeping time, sorting
bolts, operating drill, ^{and} pinch
presses, and bolt threading
machines, heating and
passing rivets.

Outside Shipfitters

Helpers General — Girl —
Rivet Heaters

Driving electric truck,
Passing and heating rivets,
Keeping time, etc.

Paint Shop

Helpers General

Scaling paint on ships,
painting small parts,
and operating paint
spraying machines.

Boat Shop

H. G.

Receiving and issuing shop
stores and passing tools.

Sail Loft

Sewers -

Machine Operators -

Making Bags, Hammocks,
Awnings, Sails, Mattresses,
etc.

Sheet Metal Shop

Helpers General -

Janitor -

Issuing stores and tools,
soldering, and general
duties assigned helpers
to sheet metal workers.

Joiner Shop

Helpers General -

Carpenter work and
sweeping.

Public Works Dept. ^{& Transportation}
have tool passers in
round house, (and have
used women as rippers,
also as helpers on
gas trucks); two drivers
of officers' "jitneys".

Supply Department only
has five women rated
laborers & h.g at
present.

M. Hoopes 58
762

(Copy)

#1

Navy Yard, Puget Sound Wash
30 April 1919

Paymaster General
Navy Department
Washington

Shortage of labor acute Urgent and important work in Supply
Department suffering Absolutely necessary that authority be
granted to temporarily employ general helpers in existing
emergency Telegraphic reply requested 11530.

Navsta Puget Sound

#2

Washington DC May 6 1919

Navsta Puget Sound

11530 disapproved take up with district civil service secretary
matter of securing common labor 14305.

Roosevelt Acting

#3

May 6 1919

Sec Nav Washington

14305 Have complied with instructions relative securing common
labor through district civil service secretary period Meanwhile
request authority to work present force in Supply Department
overtime and on Sundays to prevent work falling further behind-
-16406.

Navsta Puget Sound

Page 2 - (Copy)

#4

Radio Washington DC May 8 1919

Navy Yard, Puget Sound.

16405 Explain the emergency 15308.

Roosevelt Acting.

#5

Navy Yard Puget Sound Wn
May 9 1919

Assistant Secretary Navy
Washington D C.

15308 Approximately two million feet lumber on hand which will deteriorate account approaching dry season if not properly piled immediately period approximately million feet lumber due next two months first shipments now arriving period average number carload lots miscellaneous stores received daily ten to twelve period storerooms and outside storage spaces badly congested period insufficient force on various floors to handle and stow materials no labor to handle inventory directed in general order four five five period above condition result recent depletion labor force and enlisted personnel supply department period two months ago supply department had hundred eighty five laborers now has only eighty period only apparent solution present emergency overtime and Sunday work by present force as unable secure adequate supply labor from outside sources at prevailing wages.

Navsta Puget Sound.

#6

Radio Washington DC May 14.

Navy Yard Puget Sound.

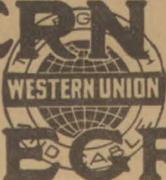
16406 Disapproved 14314.

Roosevelt, Acting.

CLASS OF SERVICE	SYMBOL
Telegram	
Day Letter	Blue
Night Message	Nite
Night Letter	N L

If none of these three symbols appears after the check (number of words) this is a telegram. Otherwise its character is indicated by the symbol appearing after the check.

WESTERN UNION TELEGRAM



NEWCOMB CARLTON, PRESIDENT

GEORGE W. E. ATKINS, FIRST VICE-PRESIDENT

CLASS OF SERVICE	SYMBOL
Telegram	
Day Letter	Blue
Night Message	Nite
Night Letter	N L

If none of these three symbols appears after the check (number of words) this is a telegram. Otherwise its character is indicated by the symbol appearing after the check.

RECEIVED AT

A141SF YJ 103 GOVT 5EXTRA

WASHINGTON DC 19 VIA BREMERTON WASH MAY 20 1919

HELEN BYRAN

(PAC FIELD OFFICE Y W C A 800 CALIF BLDG) 642 JONES ST Y W C A

HOTEL SANFRANCISCO CALIF

141

HAVE CONSULTED NAVY LETTER FROM ASSISTANT SECRETARY DATE MAY 13TH
 AUTHORIZES COMMANDANT AT BREMERTON TO DETAIL COMPETENT WOMAN TO INCLUDE
 SUPERVISORY WORK IN HER DUTIES PERIOD IF THIS INVOLVES DIFFICULTIES AS
 TO RATE OF COMPENSATION NAVY DEPARTMENT ASK FURTHER DETAILS AS TO
 QUALIFICATIONS OF WOMAN NOW DOING THIS WORK AND SUGGESTION AS TO
 POSITION AS TO WHICH SHE SHOULD APPOINTED ALSO ASKS OCCUPATIONS OF WOMEN
 IN THIS YARD SALARIES RECEIVED AND NUMBER EMPLOYED PERIOD WIRE YOUR NEXT

MAILING ADDRESS

VANKLEECK

210P

CLASS OF SERVICE	SYMBOL
Telegram	
Day Letter	Blue
Night Message	Nite
Night Letter	N L

If none of these three symbols appears after the check (number of words) this is a telegram. Otherwise its character is indicated by the symbol appearing after the check.

WESTERN UNION TELEGRAM



NEWCOMB CARLTON, PRESIDENT

GEORGE W. E. ATKINS, FIRST VICE-PRESIDENT

CLASS OF SERVICE	SYMBOL
Telegram	
Day Letter	Blue
Night Message	Nite
Night Letter	N L

If none of these three symbols appears after the check (number of words) this is a telegram. Otherwise its character is indicated by the symbol appearing after the check.

RECEIVED AT

13 SF P 50 COLLECT. BLUE. 5 EX. 45 CTS.

BREMERTON WN. 26 VIA SANFRANCISCO CALIF MAY 27TH-19

MISS HELEN BRYAN,

¹⁵CARE MADELINE SOULE Y W C A VALLEJO CAL.

COMMANDANT SAYS CANT EMPLOY ME AND COMPLY WITH DEPARTMENTS LETTER
YOU REFER TO UNLESS I DEVEOTE PART OF EACH DAY
TO SHOP? DUTIES FOR WHICH AM NOT SUITED GIVING BALANCE
OF TIME TO PERSONAL WORK FOR OBVIOUS REASONS CANT ACCEPT DISCHARGED
WEDNESDAY AM WRITING.

HARRIET BAXTER

1009AM.

3-8

58263

San Francisco, Cal.

May 22, 1919

Capt. H. A. Field, Commandant
Navy Yard, Puget Sound,
Bremerton, Washington.

My dear Capt. Field:

A telegram in reply to the letter I sent to Washington about Mrs. Baxter and the position of Personnel Supervisor came to Bremerton just after I left, and was forwarded to me here. It came from the Director of the Woman in Industry Service, to whom I sent my communication so that it could be taken up in person with the Navy Department and receive immediate attention. The telegram states that, "A letter from the Assistant Secretary of the Navy, dated May 13th, authorizes the Commandant at Bremerton to detail a competent woman to include supervisory work in her duties". It further states that if this involves difficulties as to the rate of compensation, the Navy Department would like further details as to the qualifications of Mrs. Baxter, and suggestions as to position to which she should be appointed; also, occupations, numbers and rates of pay of women now employed by the Yard. This information will be included in my report on Bremerton Yard to the Secretary of the Navy. The telegram does not make clear on what basis Mrs. Baxter is returning to the Yard, but no doubt the letter sent to you by the Assistant Secretary did make that clear. I shall be very interested to hear more definitely about it, and if there are any difficulties that I can be of assistance in straightening out, I shall be very happy to be of service.

I had intended to ask you while at Bremerton for some pictures which I understand have been taken of women at work in the Shops. I have been getting such pictures at the various Yards, to keep as a matter of record, and I am particularly interested in having such pictures of the women in your Yard who are doing rather unusual work. I would be grateful if you would have sent me pictures of women operating cranes, electric trucks, rivet heaters, and operating any of the more difficult machines.

Until May 31st I can be reached at 800 California-Pacific Bldg., San Francisco; from June 1st to 15th care of Rock Island Arsenal, Rock Island, Illinois; and after that in care of United States Department of Labor, Washington.

Very sincerely yours,

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

(Assigned to the Office of Secretary of the
Navy)

RB:FH

~~45~~
263

PIECE WORK RATES

Hammocks	Grommeting-----	.088
Hammocks	Sew on patch and table ends-----	.044
Bags	Grommeting-----	.0385
Bags	Sew on patch, sew in bottom and close bag--	.044
Bags	Tabling-----	.007-1/3
Clews	Sets-----	.066
Jackstays	Sets-----	.033

1.35

58
263

S U M M A R Y

Female Employees on the Classified Rolls, Etc.

	Number	Employed Prior March 7, 1918 Less Than \$3.68 Since 3/7/18, \$3.68	Present Pay
Clerks, Typewriters, Stenographer-Type- writers, & Book- keepers.	50		\$3.68
	106		3.92
	20		4.16
	17		4.40
	3		4.64
	1		4.88
Miscellaneous Ratings:		Entrance Salary	
Messenger Girls	47	Prior to 5/27/18 Was \$1.52; 5/27/18 to 4/30/19 was \$1.76; Since 4/30/19 - 2.00	2.00
Minor Clerks	5	Employed at \$3.60	3.20
	1	2.96	2.96
Elevator Operators	2		3.20
Tel. Operators	1		2.48
Comptometer Operators	1		2.96
A. A. Operators	1	3.92	3.84
Machine Operators	1	3.20	3.68

Yeoman (female)

Total number employed 135.

Miss Bryson 263

APR 16 1919

Bg-Sx
28700-10F

NAVY DEPARTMENT
WASHINGTON

April 12, 1919.

Miss Van Kleeck:

In further reference to the discharge of girls in the Naval Clothing Factory, Charleston, S. C., upon which subject the Department advised you in its letter Bg-Sx 28700-10F, of April 5, 1919, the Commandant of the Charleston Navy Yard states that half of the cutting room forces at the Navy Yard and Division C, Immigration Station, have been discharged, as have half of the pressmen. About half of the operators at the Immigration Station branch have been discharged to date, the work at that branch being in such state that this prompt reduction was advisable. About one-third of the number of operators at Divisions A and B, Navy Yard, that are to be discharged have been discharged to date, the balance being held over to complete the March work coming through the sewing rooms.

All of the discharges mentioned in the preceding paragraph were based on the efficiency records, except in a few cases where discharges were given at the employee's own request. As much notice as is possible is given to the employees who are discharged, but in all cases it has not been practicable to give as much as fifteen days' notice. Every effort will be made to give this much notice in the future.

The Commandant of the Yard states that it is not thought that the alternate furlough of all members of the Clothing Factory personnel would be a success in this instance, partly on account of the large number of employees already discharged, who would not participate in the benefits of this plan, but more, on account of the loss of skill and efficiency on the part of the operators who are furloughed for a long period and then return to work.

Future reductions in the personnel will be prorated as far as possible among the white and colored members of the personnel affected.

Very respectfully,

Franklin D. Roosevelt

Acting Secretary of the Navy.

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

263

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

APR 7 1919

Bg-Sx
28700-10F

NAVY DEPARTMENT
WASHINGTON

h.a.

April 5, 1919.

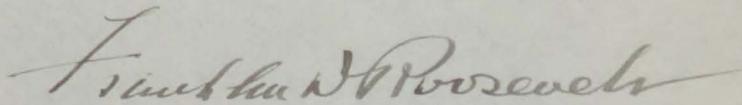
Miss Van Kleeck:

I am returning herewith the letter of Miss Clara E. Searle, Industrial Secretary of the Charleston, S. C., Y. W. C. A., relative to the discharge of girls from the Naval Clothing Factory, Charleston Navy Yard.

The Commandant of the Charleston Yard has this day been directed that employees selected for separation be given at least fifteen days' notice, if practicable.

In connection with the problem of reduction in the force at the Naval Clothing Factory, Charleston, S. C., the Commandant of the Yard has been requested to submit a report as to whether the fifty percent reduction in force could not be curtailed to some degree by the alternate furlough of all members of the personnel, reduction or furlough so made to be pro-rated as far as possible among the white and colored members of the personnel affected.

Very respectfully,



Acting Secretary of the Navy.

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

(Enclosure)

FEDERAL EMPLOYEES NEWS LETTER

263

J. G. Gurley,
Editor.

(1919 No. 6)

April 8, 1919.

Navy Department

\$120 and \$240 Increases granted Classified Navy Yard Employees

Effective April 1, "those members of the clerical, messenger and police force, including storemen, storelaborers, stockmen and checkers, in the navy yard service, who have served six months, and who do not automatically receive the benefit of the \$120 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 salary increase "from July 1, 1919 until such time during the fiscal year ending June 30, 1920, as the rates of pay for such employees may be readjusted. These provisions will also apply to chief and supervising clerks, but will not apply to employees who are carried in ratings on the schedule of wages, supervisory mechanical employees, or draftsmen, whose compensation has been recently increased, nor to 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."

The announcement above set forth was made by Acting Secretary of the Navy Roosevelt under date of April 3, in a letter addressed to President Steward of our National Federation. "The Department's action," it is explained, "is taken in view of the lack of funds under its appropriations, which prevents it from increasing the rates of pay for such employees, but the bonuses authorized by the Acts approved July 3, 1918, and March 1, 1919, respectively, are paid from moneys in the Treasury not otherwise appropriated."

The Acting Secretary's communication from which the foregoing excerpts are made, was in response to a letter addressed him on March 27 by President Steward stating that, with regard to "the wage scale of the classified employees in the various navy yards," no action had been taken by the Navy Department for their relief since the matter was placed before the Department November 22 last, and pointing out that some temporary relief could be granted by allowing them the \$120 increase this fiscal year and the \$240 increase for the fiscal year 1920.

No. of Operations	Present Prices Paid by Naval Clo. Factory <i>previous to July 1918</i>	Description	Prices Submitted by V. Altman	Prices Offered by Navy Yard <i>Now</i>
----------------------	---	-------------	--	---

NEW DUNGAREE JUMPERS

1.	1.64	Laying up, marking & cutting, .	Day work,	1.65
2.	.45	Joining shoulder seams35 -	.45 +
3	.80			
	& 20	Hemming sleeves .20 ex. for piecing,	1.00 +	.80 -
4	1.90	Sewing on collar	1.37½ -	2.00 +
5	1.80	" down "	2.50 +	1.70 -
6	1.10	Felling in sleeves	1.00	1.00
7	1.25	" up sides	1.00 -	1.10 +
8	.75	Hemming bottom and sewing on ticket,	1.05 +	1.00 -
9	1.60	Sewing on pockets,	1.37½ -	1.50 +
10	.40	Working buttonholes40 +	.35 -
11	.25	Working eyelets in bottom28 +	.25 -
12	.25	" " " front26 -	.35 +
13	.20	Putting on buttons	Day work,	.40
14	1.00	Trimming	" "	1.00
15	.60	Pressing	" "	.75
16	--	Baling	" "	.50
				<u>14.80</u>

Bunching

JUMPERS -WHITE UNDRRESS

1		Marking, laying up and cutting, .	Day Work,	1.50
2	1.27	Hemming collars & stitching on pocket,	1.37½	1.26
3	.93	" sleeves	1.00	.93
4	3.75	Joining backs & fronts-stitching shoulder pieces, facing front & sewing on collar,	4.12½	4.00
5	.95	Felling in sleeves	1.00	1.00
6	.95	" sides	1.00	1.00
7	.97	Hemming bottom & stitching on ticket,	1.00	.97
8	.23	Tacking (one tack)25	.23
9	.34	Working side buttonholes (eyelets)	.50	.34
10	1.00	Trimming	Day work,	1.00
11	.77	Pressing and folding,	" "	.77
				<u>13.00</u>

Bunching

making pocket?

by one person?

No. of Operation	Present Prices Paid by Navy Clo. Factory <i>previous to July 1915</i>	Prices Submitted By V. Altman	Prices Fixed by Navy Yard <i>now</i>
<u>WHITE TROUSERS.</u>			
1	—	Laying up, marking and cutting, Day work	2.20
<i>Pocket?</i> 2	.88	Making flies, turned under80
<i>Fronts?</i> 3	.34	Working buttonholes in flies30 -
4	3.41	Making fronts	5.50 +
<i>Sleeve making</i> 5	3.41	Stitching on bands, curtains & tickets,	4.40 +
<i>Boxing?</i> 6	.93	Felling seams75 -
<i>Examining</i> 7	2.34	Joining back and taping	2.50 +
<i>Rebuckling</i> 8	1.14	Hemming trousers	1.37 1/2 +
<i>Trimming?</i> 9	.31	Working buttonholes in trousers.30 -
10	.47	Tacking65 +
11	5.58	Marking and sewing on buttons60 -
12	2.03	Working eyelets	2.08 +
13	.38	Making crowfoot in back38
14	.59	Stitching down gusset in back50
15	.70	Sewing 2 buttons by hand, linen thread50 -
16	1.41	Trimming thread from trousers	Day work
17	.64	Lacing trousers	" "
18	.93	Pressing and folding	" "
			24.11

TROUSERS DUNGAREE

1	—	Laying up, marking and cutting, . Day work	2.00 ?
2	.91	Felling side seam	1.05
3	.26	Making flies27 1/2
4	.28	Working buttonholes in flies22
5	.73	Making buckle straps64
6	2.05	Making and stitching on 3 pockets	2.34
<i>Fronts?</i> 7	.98	Making fronts92
<i>Cleaning?</i> 8	3.75	Stitching on waistband, buckle straps, belt loops, tickets & joining fronts	4.05
<i>Examining</i> 9	1.20	Felling inseam and back,	1.10
10	1.14	Hemming trousers	1.37 1/2
11	.17	Working buttonholes in trousers.15
12	.36	Working buttonholes (eyelets)28
13	.48	Tacking55
14	.45	Marking and sewing on buttons45
15	1.36	Trimming	Day Work
16	.20	Folding	" "

* Submitted to Paymaster Gaffney July 5, 1918, as a counter proposal to the prices set by V. Altman. Approved by Capt. Bryan. July 9 and in force July 17, 18

No. of
Operation

~~Present Price~~
Paid by Navy
Clo. Factory
previous to July 1918

Description

Prices
Submitted by
V. Altman

Prices
offered *paid*
by Clo.
Factory.

BATHING TRUNKS.

1.		Laying up and cutting	Day work	.75
2.	.75	Joining seams	1.25	.80
3	.25	Covering seams65	.65
4	1.00	Hemming	1.00	.80
5	.35	Trimming	Day Work	.40
6	.35	Lacing and putting on tags . " "		.40
7	—	Baling	" "	.50
				<hr/> 4.30



Kohn Manufacturing Company
Manufacturing for the Jobbing Trade
Coveralls, Overalls, Shop Coats, Men's Aprons, Etc.
"Service" Brand.

Bradford, Pa., U. S. A.
Nov. 5, 1918.

Miss May Allison,
a/c United States Dept. of Labor,
Woman in Industry Service.
Washington, D.C.

My dear Miss Allison,

Your favor of November 2'd reached me here this morning, in reference to my report of June 21st, 1918 to the United States Navy Dept. I herewith return the same copy to you. In paragraph #2 where I state the rate should be \$2.48 minimum per day was intended for those who come into the yard to work without any experience in making garments, those should be paid a day rate.

In paragraph #3 I further mentioned that a piece rate price should be established, and the people shall be paid full quota of their earnings.

Hoping this will explain to you my contention at that time.

There is no doubt in my mind that conditions have changed since, that all those who are working at the present are experienced and the piece rate shall apply to them.

I further wish to inform you, that I have severed my connections with the United Garment Workers of America, and I am connected with the above concern. All future matters with reference to rates of wages, you will please refer to the International Organization. No doubt they will detail some one to assist you.

Thanking you for your many kind favors, with best wishes,
I remain,

Respectfully yours,

Victor Altman.

(COPY)

MANUFACTURE OF CLOTHING.

Opening May 9, 1918. Awards recommended to

CLOTH OR SERGE TROUSERS

150,000	to Browning-King Co.	at	.85	pair
100,000	" Henry W. Holly	"	.89	"
125,000	" B. Stern & Son	"	.90	"
25,000	" F. A. Petito	"	.90	"
100,000	" Jonas Cohen & Sons	"	.95	"
<u>500,000</u>				

BLUE FLANNEL OR SERGE OVERSHIRTS.

25,000	to Shebar & Klein	at	.46	each
250,000	" A. Bauman	"	.64	"
175,000	" Altro Mfg. Co.	"	.67	"
50,000	" Mark Cowen & Co.	"	.50	"
<u>500,000</u>				

BLUE SERGE OR FLANNEL UNDRRESS JUMPERS.

25,000	to Altro Mfg. Co.	at	.42	each
100,000	" A. Bauman	"	.42	"
25,000	" Shebar & Klein	"	.43	"
100,000	" I. Sprinzen	"	.44	"
<u>250,000</u>				

WHITE WORKING JUMPERS.

200,000	to Millen Aikenhead & Co.	at	.175	each
400,000	" D. H. Shirt Company	"	.196	"
200,000	" Max Cohen	"	.1975	"
200,000	" A. Bauman	"	.22	"
<u>1,000,000</u>				

*3/11/17 2475' 50,000
3/19/17 .225' - 100,000*

*7/19/17 100,000.
3/11/17 50,000*

WHITE WORKING TROUSERS.

150,000	to A. Mendelson & Bro.	at	.3875	pair
350,000	" Bijou Waist Company	"	.39	"
100,000	" Max Cohen	"	.425	"
150,000	" Leibowitz Bros.	"	.435	"
150,000	" I. Sprinzen	"	.44	"
100,000	" Kohn, Goldstein & Co.	"	.45	"
<u>1,000,000</u>				

*.475' -
.53*

C. P. O. PETTY SHIRTS, BLUE.

75,000	to Millen Aikenhead & Co.	at	.275	each
25,000	" I. Sprinzen	"	.28	"
<u>100,000</u>				

100,000
 50,000
 25,000
 50,000

5/7/16
 7/1/17

~~Albro Mfg Co. 27 50,000~~
~~Hally & Bowly 25 25,000~~

5/7/16
 5/7/17
 7/31/17

~~National Cochine Co 20 50,000~~
~~Globe Children Dress Co 20 50,000~~
~~Roggen Bros Co 19.25 21.95 200,000~~
~~Tromsen~~

5/7/16

Raimondo Monaco 45 50,000

5/7/16

Singer Blumberg & Co 46 50,000 Complete

7/1/17

Hally & Bowly 45 25,000

7/31/17

Jones Cohen Sons 45 25,000

200,000
 100,000
 50,000
 25,000

200,000
 100,000
 50,000
 25,000

GROUP OF BANKS

of the

of the

SAILORS OVERCOATS.

20,000	to Michael Shott	at	\$1.65	each
10,000	" Plymouth Equip. Co.	"	1.68	"
110,000	" B. Stern & Son	"	1.95	"
60,000	" Browning-King & Co.	"	1.98	"

C. P. O. UNIFORMS - BLUE.

25,000	to Browning-King & Co.	at	6.00	each
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C. P. O. UNIFORMS - WHITE DRILL.

100,000	to A. Bauman	at	2.75	suit
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C. P. O. OVERCOATS.

10,000	to A. Bauman	at	3.00	each
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Hungarian Suits.

	7/7/16	Liberty Skirt	.575	100,000
	7/7/18	Nathan A Ruben Mechanics Union	.46	200,000
	7/7/17	Nothing delivered Mary Cohen	.4775	100,000
12/6/19	7/17/17	John Trappe	.44	100,000

INTEREST BOARD

List of piece workers employed in
Prov. & Clo. Depot.

Blue cloth trousers (\$1.10 each.)

L. Dougherty,	41 Clermont Avenue,	Brooklyn.
C. Mason,	41 Clermont Avenue,	"
V. Borrelli,	32 Russell Place,	"
M. Hardenburg,	Maspeth & High Streets,	Maspeth, LI
M. Hawkins,	22 Putnam Avenue,	Brooklyn.
M. Kneip,	122 Maspeth Avenue,	Maspeth, LI
E. Leslie,	22 Putnam Avenue,	Brooklyn.
A. Monaco,	71 Navy Street,	"
R. Monaco,	118 Navy Street,	"
A Stines,	93 Maspeth Avenue,	Maspeth, L.I.

C. Weiss, 258 Front Street, Brooklyn, (Main shop)

White trousers -	50 cts.
P. O. shirts, -	20 "
Cloth trousers -	1.10
Overcoats, sailor,	2.80
Mess jackets -	.75
Cooks aprons, -	.12
Hats, white, blocked, -	.1675
Hats, white, not blocked,	.1575
Blue cloth caps,	.1775
Cap covers,	.14

Overcoats (\$2.80)

B. B. Engel,	821 East 160th Street,	N. Y. C.
B. London,	819 East 5th Street,	N. Y. C.
H. Davis,	37-1/2 Broome Street,	N. Y. C.

Hat Makers. (Blocked .1675 - Unblocked .1575.)

L. Shapiro,	1567 Wilkins Avenue,	N. Y. C.
M. Eisenberg,	198 Roebling Street,	Brooklyn.

Rating badge maker. (Various prices).

W. G. Miller,	1115 Broadway,	N. Y. C.
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Service stripe maker (.02-7/8 each)

S. A. French,	108 West 28th Street,	N. Y. C.
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List of piece workers employed in
Prov. & Clo. Depot.

Overshirts (55 cts. each)

H. Britton,	417 Grove Street,	Brooklyn.
A. Browley,	411a Decatur Street,	"
S. Caverly,	503 Greene Avenue,	"
A. Foery,	166 Hart Street,	"
J. Griffin,	619 Napier Place,	Richmond Hill, LI.
R. C. Hemphill,	351 Van Buren Street,	Brooklyn.
E. Hillman,	2818 Clarendon Road,	"
M. Kolesky,	Beach 109th Street,	Rockaway Park, LI.
J. McDonald,	34 Prospect Ave.	Maspeth, LI.
C. A. Baines,	308 Madison Street,	Brooklyn.
A. Richards,	2079 63rd Street,	"
M. Schmitt,	619 Napier Place,	Richmond Hill, LI
M. Stines,	3 Prospect Avenue,	Maspeth, LI
M. Tibball,	329 Flatbush Avenue,	Brooklyn, N.Y.
M. Volk,	279 Central Avenue,	"
A. Warmbrun,	940 Myrtle Avenue,	"
M. Wood,	158 Concord Street,	"
V. Murphy,	155 No. Oxford Street,	"
A. Schaad,	101 Barbey Street,	"

White working jumpers (25 cts. each.)

L. Armstrong,	169 Ten Eyck Street,	Brooklyn.
M. Barnes,	2204a Fulton Street,	"
S. Davis,	275 East 5th Street,	"
G. Denman,	12 Hill Place,	Maspeth, LI.
S. E. Earll,	409 Sumner Avenue,	Brooklyn.
M. E. Gerbe,	81 Fisk Avenue,	Maspeth, LI
E. Hasenstab,	36 Thames Street,	Brooklyn, N.Y.
J. Hearn,	6 Hill Place,	Maspeth, LI
E. Hogan,	766 Flatbush Avenue,	Brooklyn.
M. E. Kelly,	78 Adelphi Street,	"
S. E. Kelly,	175 7th Avenue,	"
A. Loeb,	128 McComb Place,	Glendale, LI.
E. O'Brien,	57 Ashland Place,	Brooklyn.
F. L. O'Brien,	72 Adelphi Street,	"
C. Orr,	350 Gates Avenue,	"
E. Paynton,	493 7th Avenue,	"
D. Pendergast,	203 Park Avenue,	"
P. Peterson,	669 East 31st Street,	"
S. Riley,	968 Jefferson Avenue,	"
A. Savage,	814 Marcy Avenue,	"
M. Schlegel,	836 Herkimer Street,	"
L. Smith,	76 Barbey Street,	"
J. Stevenson,	937 Emerald Street,	Woodhaven, L.I.
M. Shevlin,	1162 39th Street,	Brooklyn, N.Y.
S. Turkington,	489 Myrtle Avenue,	"
M. Vanderberg,	438 Clermont Avenue,	"

*Completed
mechanics
large P.W.*

List of Contractors.

Blue serge or cloth trousers.

150,000

Browning King & Co.,	Cooper Square,	N. Y. C.
Henry W. Holly,	265 Wyckoff St.	Brooklyn.
B. Stern & Son,	819 E. 5th Street,	N.Y.C.
F. A. Petito,	260 Stone Avenue,	Brooklyn.
Jonas Cohen & Sons,	87 Green Street,	N. Y. C.

Blue flannel or serge overshirts.

Shebar & Klein,	No. Main Street,	Freeport, LI.
A. Bauman,	110 5th Avenue,	N. Y. C.
Altro Mfg. Co.	1157 So. Boulevard,	N. Y. C.
Mark Cowen & Co.	787 Broadway,	N. Y. C.

Blue serge or flannel undress jumpers.

Altro Mfg. Co.	1157 So. Boulevard,	N. Y. C.
A. Bauman,	110 5th Avenue,	N. Y. C.
Shebar & Klein,	No. Main St.	Freeport, LI.
I. Sprinzin,	47 Seigel St.	Brooklyn.

White working jumpers.

*18 W. North St.
378 Sutter Ave
5 Bogen Ave*

Millen-Aikenhead & Co.	225 5th Avenue,	N. Y. C.
D. H. Shirt Company,	715 Broadway,	N. Y. C.
Max Cohn,	230 Sands Street,	Brooklyn.
A. Bauman,	110 5th Avenue,	N. Y. C.

White working trousers.

*95 Hope St
275 20th St*

A. Mendelson & Bro.	121 West 19th Street,	N. Y. C.
Bijou Waist Co.	121 West 19th Street,	N. Y. C.
Max Cohn,	230 Sands Street,	Brooklyn.
Leibowitz Bros.	249 Penn. Ave.	"
I. Sprinzin,	47 Seigel Street,	"
Kohn, Goldstein & Co.,	56 Bleecker Street,	N. Y. C.

705 Hart St Brooklyn

P. O. Shirts, Blue.

Millen-Aikenhead & Co.	225 5th Avenue,	N. Y. C.
I. Sprinzin,	47 Seigel Street,	Bklyn.

*275 E. 20th St (white trousers)
(Brooklyn)*

Sailors Overcoats.

Michael Shott,	118 Walker Street,	N. Y. C.
Plymouth Equipment Co.	128 University Pl.	N. Y. C.
B. Stern & Son,	109 So. 5th Avenue,	N. Y. C.
Browning-King & Company,	Cooper Square,	N. Y. C.

(2)

C. P. O. Uniforms, blue cloth or serge.

Browning-King & Co. Cooper Square, N. Y. C.

C. P. O. Uniforms, white drill.

A. Bauman, 110 5th Avenue, N. Y. C.

C. P. O. Overcoats.

A. Bauman, 110 5th Avenue, N. Y. C.

Dungaree suits.

✓ John Taaffe, Inc.	10 West 23rd Street,	N. Y. C.
- Mechanics Union Overall Co.	48 West 25th Street,	N. Y. C.
✓ Max Cohn,	238 Sands Street, ^{260 Stone}	Brooklyn.
✓ Liberty Shirt Co.	83 Meserole Street,	"

309 Canal ← 5th St

Mr. Wiener

263

~~DEPT~~

NAVY YARD, NEW YORK,
SUPPLY DEPARTMENT

Changes on this date. . January 4th, 1919.

Memorandum for Mr. Hommel,
Accounting Department;

Promote the following, Clerks from \$3.68 to \$3.92 per diem.

- | | | | |
|------|--------------------|------|---------------------|
| 1053 | Clifford H. Arthur | 1265 | Jennie Lippman ✓ |
| 1080 | Emilio D'Andrea | 1659 | Ruth Barnes ✓ |
| 1100 | Abraham Baumann | 1688 | Elizabeth Aldrich ✓ |
| 1111 | Robert Wixon | 1732 | Dewey Kanto |
| 1137 | William Rosenfeld | 1735 | Louis Boss |

3

Promote the Following.

- 1027 William H. Gibson, Clerk from \$4.40 to \$4.64 per diem.
- 1440 George Kline, Stockman, from \$4.32 to \$4.56 per diem.
- 1434 Edward Cronin, Stockman from \$3.84 to \$4.08 per diem.
- 1441 Joseph Allen, Stockman from \$3.84 to \$4.08 per diem.
- 1448 Joseph Sagona, Checker from \$3.52 to \$3.76 per diem.
- 1456 Edward Sparks, Store Laborer from \$3.44 to \$3.68 per diem.
- 1618 Murray Leiberfarl, Messenger Boy from \$1.76 to \$2.00 per diem.
- 1721 Maceo Hamilton, Messenger, from \$2.48 to \$2.72 per diem.
- 1730 Frank Keheo, Messenger (temp) form \$2.48 to \$2.72 per diem.
- 1631 Pauline Einhorn, Typewriter from \$3.68 to \$3.92 per diem.
- 1714 Jennie Schneck, Typewriter form \$3.68 to \$3.92 per diem.

2

N. C. Heimbach.
Time Clerk.

5

NAVY YARD, NEW YORK,
SUPPLY DEPARTMENT

Changes on this date.

January 13th, 1919.

Memorandum for Mr. Hommel,
Accounting Department;

Promote the following.

- 1427 Jacob Musicant, Storeman from \$3.84 to \$4.08 per diem.
- 1548 Samuel Cohen, Checker from \$3.52 to \$3.76 per diem.
- 1508 William McCusker, Checker from \$3.52 to \$3.76 per diem,
effective Jan. 7th, 1919.

H. O. Heimbach.
Time Clerk.

NAVY YARD, NEW YORK,

SUPPLY DEPARTMENT

Changes on this date.

January 1st, 1919.

Memorandum for Mr. Hommel,
Accounting Department;

Promote the following Clerks from \$3.68 to \$3.92 per diem.

	1059	Roy Scafe		1471	Irving Graff
	1064	Hayman Wallack	16	1480	Eva Cohen
	1065	Herman Summ		1527	Ray Smith
	1068	Nelson Miller	17	1529	Beatrice Shaughnessy
	1075	Max Smooke	18	1534	Kathyrn Keenan
	1083	Morris Blitzler	19	1537	Evelyn Harrold
	1092	Barnet Israel	20	1538	Ida Lowe
	1096	Antonio Tolvo	21	1539	Florence Morss
1	✓1098	Birdie Rosenhaus	22	1555	Jane Nelson
	1118	Joseph Schaines	23	1570	Mary Cregin
	1127	Nathan Reimer	24	1607	Emily Kinsil-Smith
	1128	Louis Scharf	25	1612	Nanette Askew
	1129	Charles Garramone	26	1620	Mrs. H. L. Meekins
2	✓1130	Jaenette Pasachoff	27	1641	Jennie Bernstein
	1131	Leonard James	28	1660	Herman Koffler
	1133	Paul Herskowitz	29	1670	Elizabeth Costella
	1138	Louis Samuels		1702	Minnie Leventhal
	1143	Lawrence Jacobs		1703	Mathews Bernstein
3	✓1170	Bernice Meyers	30	1717	Rose Allen
4	✓1178	Sarah Mitchell	31	1743	Martha Vincent
	1179	Martin Tauber		1757	Sidney Horowitz
5	✓1180	Lillian Lapidés		1773	Solomon Nevens
	1196	William Koehl	32	1806	Helen Rheiner
	1197	Isidore Zweifach			
	1235	Leonard Perry			
6	1236	Frieda Goldberg			
7	1266	Ida Fliederbaum			
	1273	Harry Burros			
	1278	Hyman Crystall			
8	1292	Elizabeth Effrat			
9	1356	Katherine Pender			
10	1359	Margaret Hardy			
11	1361	Katherine O'Connor			
12	1367	Grace Fleming			
13	1377	Elizabeth Whelan			
	1381	Benjamin Hacker			
	1382	William Donovan			
	1390	William Bernstein			
14	1396	Anna Moretti			
15	1465	Nana Francis			
	1466	Samuel Strauss			

H. C. Heimbach.
TIME CLERK.

NAVY YARD, NEW YORK.
SUPPLY DEPARTMENT

Changes on this date. January 1st, 1919.

Memorandum for Mr. Hommel,
Accounting Department;

Promote the following Typist from \$3.68 to \$ 3.92 Per diem.

1044	Edith Witt	1505	Ethel Cahill
1167	Cecilia Levine	1585	Winfred Grady
1168	Francis Watkins	1591	Florence Scheff
1174	Ruth Kaufman	1594	Minnie Schupper
1183	Joseph Flynn	1621	Mrs Anne O'Brien
1227	Marie Tucker	1622	Ester Cohen
1244	Katherihe Harkins	1623--	Rose Kaufman
1245	Melanie Krauss	1656	Jeanette Ryder
1336	Constance Quakenbes	1683	Marjorie Robbins
1343	Balbina Cioslak	1684	Anna Markey
1379	William Ives	1692	Anna Viemeister
		1710	Ida Toder

Promote the following Messenger Boys from \$1.76 to \$2.00 Per Diem.

1175	David Litsky	1614	Barnett Greenstein
1337	Wilbur Roy Kaiser	1634	Leon Schlofstein
1473	Irving Davis	1637	Abraham Rockmael
1598	Emanuel Sado	1699	Morris Kirchman

Promote the following Checkers from \$ 3. 52 to \$3.76 Per Diem.

1404	Joel Drehmer	1546	Vincenzo Bartone
1419	Otto Henkel	1602	Max Epstein
1445	James Husted	1603	Frank Kalab
1469	Edward Riley	1609	Louis Becker
1509	John Gannon	1733	Samuel Gross
1543	Anthony Sarubbi		

Promote the following Stockman from \$3.84 to \$4.08 Per Diem.

1144	Charles Mason	1412	John Jongberg
1163	William Bowers	1421	Adolph Aquilano
1401	Henry Saundry	1424	Charles Schroeder
1405	Irving Weissman	1436	Gustav Spamer
1410	William Barr	1437	Moses Morris

1452 Joseph Miller.

C. O. N. T. I. U. E. D.

NAVY YARD, NEW YORK,
SUPPLY DEPARTMENT

Changes on this date continued.

Jan. 1st, 1919.

Promote the following.

- 1451 John Walsh, Store Laborer from \$3.44 to \$3.68 per diem.
1431 James Davidson, Store Laborer from \$3.44 to \$3.68 per diem.
1722 Abraham Levine, Store Laborer from \$3.44 to \$3.68 per diem.
1017 Henry Weinland, Clerk, \$5.36 to \$5.60 per diem.
1018 William Anderson, Clerk, from \$5.12 to \$5.36 per diem.
1021 William Baker, Clerk from \$5.36 to \$5.60 per diem.
1022 William Hearn, Clerk from \$5.36 to \$5.60 per diem.
1032 John Hayes, Clerk, from \$4.64 to \$4.88 per diem.
1034 Martin Gates, Clerk, from \$5.12 to \$5.36 per diem.
1035 Christian Kuchenbecker, Clerk from \$4.40 to \$4.64 per diem.
1037 Samuel Weissman, Clerk from \$4.64 to \$4.88 per diem.
1045 Charles Grimes, Storeman form \$3.68 to \$4.16 per diem.
1047 William Johnson, Clerk from \$3.92 to \$4.16 per diem.
1060 Isidore Goldman, Clerk, from \$3.92 to \$4.16 per diem.
1411 Daniel Brady, Storeman from \$4.32 to \$4.56 per diem.
1413 David Rabey, Storeman from \$4.32 to \$4.56 per diem.
1423 Andrew ~~Balsgraf~~ Balsgraf, Storeman from \$4.32 to \$4.56 per diem.
1428 Edward Miller, Storeman form \$4.08 to \$4.32 per diem.
1426 Otto Glaser, Storeman from \$4.32 to \$4.56 per diem.
1430 Henry Mc Cuen, Storeman from \$3.84 to \$4.08 per diem.

continued.

NAVY YARD, NEW YORK.
SUPPLY DEPARTMENT

Changes on this date continued. Jan. 1st, 1919.

Promote the following.

1058 George J. Wilson, Clerk from \$3.92 to \$4.16 per diem.

1487 Gustave A. Dauphin, Checker from \$3.52 to \$3.76 per diem.

H. C. Heimbach.
Time Clerk.

NAVY YARD, NEW YORK,
SUPPLY DEPARTMENT

Changes on this date.

January 1st, 1919.

Memorandum for Mr. Hommel,
Accounting Department;

Promote the following:

- 1025 H.W. Molyneaux, Clerk from \$5.36 to \$5.60 per diem.
- 1031 E. Ellis, Clerk from \$4.64 to \$4.80 per diem.
- 1101 H. Birnbaum, Clerk, from \$4.40 to \$4.64 per diem.
- 1097 R. Irsh, Clerk, from \$3.68 to \$3.92 per diem.
- 1115 H. Wasserberger, Clerk from \$3.68 to \$3.92 per diem.
- 1156 C. Adams, Typist from \$3.68 to \$3.92 per diem.
- 1211 E. Horn, Clerk form \$3.68 per diem to \$3.92 per diem.
- 1217 H. Gottfried, Clerk from \$3.68 to \$3.92 per diem.
- 1230 I. Macklowitz, Typist from \$3.68 to \$3.92 per diem.
- 1262 S. Cohen, Clerk from \$3.68 to \$3.92 per diem.
- 1289 B. Tarasky, Clerk from \$3.68 to \$3.92 per diem.
- 1293 J. Schwartz, Clerk from \$3.68 to \$3.92 per diem.
- 1296 C. Meyer, Clerk from \$3.68 to \$3.92 per diem.
- 1358 S. Goldstein, Clerk from \$3.68 to \$3.92 per diem.
- 1360 H. Oliver, Typist from \$3.68 to \$3.92 per diem.
- 1363 B. Goodman, Clerk from \$3.68 to \$3.92 per diem.
- 1365 P. Kaplan, Clerk from \$3.68 to \$3.92 per diem.
- 1368 A. Gallagher, Clerk from \$3.68 to \$3.92 per diem.
- 1474 F. Miranda, Clerk from \$3.68 to \$3.92 per diem.
- 1498 S. Elsberg, Clerk from \$3.68 to \$3.92 per diem.
- 1558 C. Berry, Clerk from \$3.68 to \$3.92 per diem.
- 1563 M. Daly, Clerk from \$3.68 per diem to \$3.92 per diem.
- 1565 F. Maas, Clerk from \$3.68 to \$3.92 per diem.
- 1567 M. Ravan, Clerk \$3.68 to \$3.92 per diem.
- 1579 I. Conway, Clerk from \$3.68 to \$3.92 per diem.
- 1584 W. Fendrick, Typist from \$3.68 to \$3.92 per diem.
- 1638 R. Sherman, Typist from \$3.68 to \$3.92 per diem.
- 1653 Y. Fisham, Typist from \$3.68 to \$3.92 per diem.
- 1715 E. Erler, Typist from \$3.68 to \$3.92 per diem.
- 1734 F. Smith, Clerk from \$3.68 to \$3.92 per diem.
- 1740 M. M. Pheney, Clerk from \$3.68 to \$3.92 per diem.
- 1747 G. Reimuller, Clerk from \$3.68 to \$3.92 per diem.
- 1789 C. Lilie, Clerk from \$3.68 to \$3.92 per diem.
- 1145 H. Biele, Messenger Boy from \$2.24 to \$2.48 per diem.
- 1149 W. Wilson, Messenger Boy from \$1.76 to \$2.00 per diem.
- 1651 L. Slotkin, Messenger Boy from \$1.76 to \$2.00 per diem.
- 1652 L. Friendler from \$1.76 (messenger Boy) to \$2.00 per diem.
- 1752 P. Friedman, Messenger Boy from \$1.76 to \$2.00 per diem.
- 1756 P. McCusker, Messenger Boy from \$1.76 to \$2.00 per diem.
- 1776 J. Polito, Messenger Boy from \$1.76 to \$2.00 per diem.
- 1366 J. Nagle, Messenger Boy from \$1.76 to \$2.00 per diem.

H. C. HEINZACH
June 1919

NAVY YARD, NEW YORK,
SUPPLY DEPARTMENT

Changes on this date.

January 11th, 1919.

Memorandum for Mr. Hommel,
Accounting Department;

Promote the following.

- 1028 Harry Laitin, Clerk from \$3.68 to \$3.92 per diem.
- 1067 Robert Campbell, Clerk form \$3.68 to \$3.92 per diem.
- 1099 Theodore Husch, Typewriter from \$3.68 to \$3.92 per diem.
- 1135 John Thompson, Messenger from \$2.96 to \$3.20 per diem.
- 1185 Anna Siegel, Clerk, from \$3.68 to \$3.92 per diem.
- 1243 Hyman Rindzunner, Clerk form \$3.68 to \$3.92 per diem.
- 1354 Juluis Becker, Clerk from \$3.68 to \$3.92 per diem.
- 1481 Lawrence Karp, Typewriter from \$3.88 to \$3.92 per diem.
- 1503 Edward Burnett, Stockman from \$3.84 to \$4.08 per diem.
- 2 1556 Lillian Leral, Typewriter from \$3.68 to \$3.92 per diem.
- 3 1571 Florence Clarke, Clerk from \$3.68 to \$3.92 per diem.
- 4 1581 Mamie Colb, Typewriter from \$3.68 to \$3.92 per diem.
- 5 1597 Tillie Reiser, Typewriter from \$3.68 to \$3.92 per diem.
- 6 1629 Dorothy Clement, Clerk from \$3.68 to \$3.92 per diem.
- 7 1647 Carrie Lee, Clerk from \$3.68 to \$3.92 per diem.
- 8 1648 Rose Jacobs, Clerk from \$3.68 to \$3.92 per diem.

H. C. Heimbach.
Time Clerk.

NAVY YARD, NEW YORK,
SUPPLY DEPARTMENT

Changes on this date.

January 20th, 1919.

Memorandum for Mr. Hommel,
Accounting Department;

Promote the following.

1450 Nathan Starkman, Store Laborer from \$3.44 to \$3.68 per
diem.

H. O. Heimbach.
Time Clerk.

Supply Department
Special Office Permit.

Good Until Revoked

Issued to No. _____ date _____ 1919

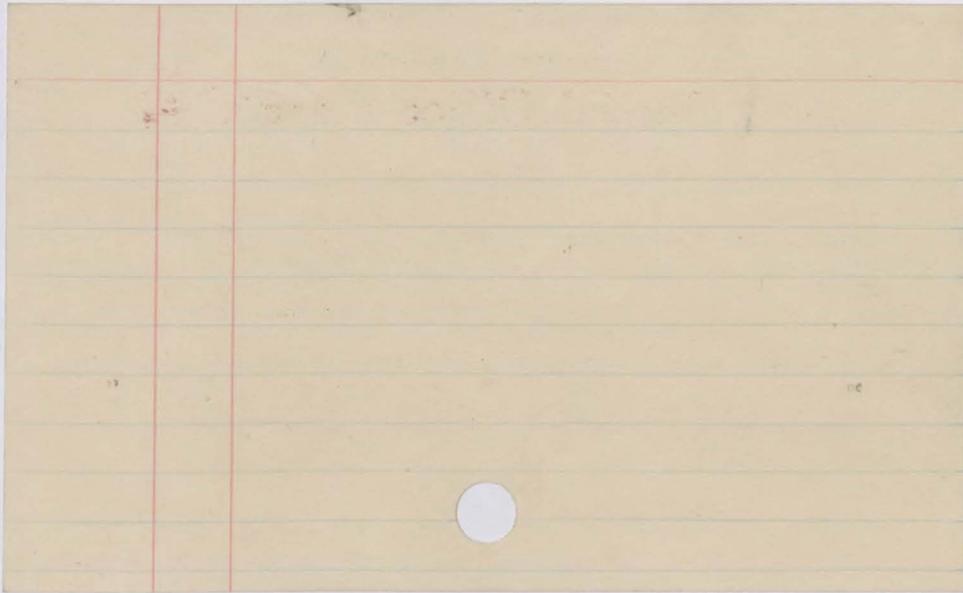
Head of Division.

This permit, when signed by a Head of Division, is authority for the holder to be absent from Section at any time during office hours on legitimate Official Business only. Permit must be filled out in ink. Alterations or erasures are forbidden. Heads of Divisions will be held strictly accountable for any abuse of privileges by the holder.

Not Transferable.

SELF-COMMON CURRENCY

Handwritten signature



FORM 232 S.D.

Supply Department
OFFICE PERMIT

Div. or Sect.

No. has permission to be out of Section from

to o'clock to-day.

Signed by date 1919.

Clerks must not, for any reason whatever, be away from their sections at any time during office hours without this permit, unless going directly to or from the dressing-rooms, morning, noon and night.

Each head of division is authorized to give Office Permits to the employees of his own division or section only, and will be held strictly responsible for any employees under his supervision who may be found needlessly going about the building.

This permit **must be surrendered** to the head of division or section by whom issued when employee returns to desk. Time and date must be entered in ink, and alterations or erasures are forbidden.

Captain Brown

X indicates known widows.

L

Piece-workers Prov. & Clo. Depot.
(female)

Brooklyn

x	L. Armstrong,	169 Ten Eyck Street,	Brooklyn.
x	M. Barnes,	2204a Fulton Street,	"
x	S. Davis,	275 East 5th Street,	"
x	G. Denman,	12 Hill Place,	Maspeth, LI
	S. E. Earll,	409 Sumner Avenue,	Brooklyn.
x	M. E. Gerbe,	81 Fisk Avenue,	Maspeth, LI
x	E. Hasenstab,	36 Thames Street,	Brooklyn.
x	J. Hearn,	6 Hill Place,	Maspeth, LI
	E. Hogan,	766 Flatbush Avenue,	Brooklyn, NY
x	M. E. Kelly,	78 Adelphi Street,	"
x	S. E. Kelly,	175 7th Avenue,	"
x	A. Loeb,	128 McComb Place,	Glendale, LI
	E. O'Brien,	57 Ashland Place,	Brooklyn.
	F. L. O'Brien,	72 Adelphi Street,	"
	C. Orr,	350 Gates Avenue,	"
x	E. Paynton,	493 7th Avenue,	"
	D. Pendergast,	203 Park Avenue,	"
x	P. Peterson,	669 East 31st Street,	"
x	S. Riley,	968 Jefferson Avenue,	"
x	A. Savage,	814 Marcy Avenue,	"
x	M. Schlegel,	836 Herkimer Street,	"
	L. Smith,	76 Barbey Street,	"
x	J. Stevenson,	937 Emerald Street,	Woodhaven LI
	M. Johansson,	1162 39th Street,	Brooklyn.
	S. Turkington,	489 Mrytle Avenue,	"
x	M. Vanderberg,	438 Clemont Avenue,	"
	E. Anschutz,	411 Yarmouth Street,	Woodhaven LI
	L. Canner,	176 Amity Street,	Flushing, LI
	K. Dean,	405 West 48th Street,	N.Y.C.
x	M. E. Dooley,	812 Spruce Street,	Rich. Hill, LI
x	G. Fleming,	179 Garfield Place,	Brooklyn, NY
	F. McIlravy,	664 Delamere Place,	Brooklyn, NY
	L. McIlravy,	664 Delamere Place,	"
x	B. Payne,	180 Sterling Place,	"
x	I. G. Shaw,	51 Railroad Avenue,	Corona, Lā.
	L. Tappen,	317a Monroe Street,	Brooklyn.
	E. Brenack,	213 Halsey Street,	"
	M. C. Brennan,	213 Halsey Street,	"
x	M. Caulfield,	212 Albany Avenue,	"
x	T. Earwicker,	651a Hancock Street,	"
	K. Neville,	212 Albany Avenue,	"
	Z. M. Probert,	543 Gravesend Avenue,	"
	A. Rogers,	86 Covert Street,	"
	M. Smith,	45 Moffat Street,	"
	A. H. Tidgewell,	1831 East 14th Street,	"
x	H. Britton,	417 Grove Street,	"
	A. Browley,	411a Decatur Street,	"
	S. Caverly,	503 Greene Avenue,	"
x	A. Foery,	166 Hart Street,	"
	J. Griffin,	619 Napier Place,	Rich. Hill.
x	R. C. Hemphill,	351 Van Buren Street,	Brooklyn.
x	E. Hillman,	2818 Clarendon Road,	Brooklyn.

x	M. Kolesky,	Beach 109th Street,	Rockaway Park, LI
	J. McDonald,	34 Prospect Avenue,	Maspeth, LI
x	C. A. Baines,	308 Madison Street,	Brooklyn.
x	A. Richards,	2079 63rd Street,	"
x	M. Schmitt,	619 Napier Place,	Rich. Hill, LI
	M. Stines,	3 Prospect Avenue,	Maspeth, LI
x	M. Tibball,	329 Flatbush Avenue,	Brooklyn, N.Y.
	M. Volk,	279 Central Avenue,	"
x	A. Warmbrun,	940 Myrtle Avenue,	"
	M. Wood,	158 Concord Street,	"
	V. Murphy,	155 No. Oxford Street,	"
	A. Schaad,	101 Barbey Street,	"
	E. J. McGowan,	184 Concord Street,	"
x	L. Dougherty,	41 Clermont Avenue,	"
	C. Mason,	41 Clermont Avenue,	"
x	V. Borrelli,	32 Russell Place,	"
	M. Hardenburg,	Maspeth Ave. & High St.	Maspeth, LI
	M. Hawkins,	22 Putnam Avenue,	Brooklyn.
	M. Kneip,	122 Maspeth Avenue,	Maspeth, LI
	E. Leslie,	22 Putnam Avenue,	Brooklyn, N.Y.
	A. Monaco,	71 Navy Street,	"
x	R. Monaco,	93 Maspeth Avenue,	Maspeth, LI
x	N. Cottrell,	708 Manhattan Avenue,	Brooklyn.
	J. Lysaght,	498 Gates Avenue,	"
x	A. Mullins,	108 Somers Street,	"
	N. J. Feeley,	114 No. Oxford Street,	"
	S. Halahan,	335 W. 14th Street,	Maspeth, LI
	C. Denman,	12 Hill Place,	"
x	E. Hanson,	19 Warren Place,	Brooklyn.
x	M. C. Black,	965 Gates Avenue,	"
	J. Miller,	1461 Gates Avenue,	"
	O. E. Haas,	58 Juniper Avenue,	Middle Village.
x	K. Koerner,	283 Troutman Street,	Brooklyn.
x	S. Hartgrove,	106 Lexington Avenue,	"
x	J. Nelling,	1296 Willoughby Avenue,	"
	M. M. Daly,	396 Rector Street,	Union Course, LI
	H. Weber,	556 Seneca Street,	Brooklyn.
	G. Kennark,	72 Adelphi Street,	"
	K. Kneip,	130 Maspeth Avenue,	Maspeth, LI
	B. C. Halter,	Lake Ronkonkomo,	
	M. L. Vernon,	1866 Linden Street,	Brooklyn.
	J. West,	589-1/2 Lafayette Ave.	"
x	S. Cooney,	330 60th Street,	"
	C. Albanese,	425 Kings Highway,	"
	A. Sabatino,	425 Kings Highway,	"
	E. N. Davis,	1864 Bergen Street,	"
	E. F. Ernst,	1697 East 49th Street,	"
	E. Shannon,	1897 Broadway,	"
x	J. Shay,	336 10th Street,	"
x	C. Reed,	79 No. 1st Street,	Jamaica, LI

	J. L. Dillman,	855 Putnam Avenue,	Brooklyn.
x	E. Taylor,	335 41st Street,	"
	O. Mitchell,	170 Warwick Street,	"
x	M. F. Kelly,	477 Macon Street,	"
	A. Le Gara,	149 Vanderbilt Street,	"
x	M. Callahan,	147 Vanderbilt Avenue,	"
	M. Davis,	186 Buffalo Avenue,	"
	K. McClean,	10 Sherman Street,	"
	H. Desmond,	809 Classon Avenue,	"
	L. J. Hutchins,	444 Ashford Street,	"
x	M. McGunigle,	100 Vanderbilt Avenue,	"
	M. Jackson,	526 Ralph Avenue,	"
	M. Delaney,	1674 10th Avenue,	"
	A. M. Haug,	194 Wyckoff Avenue,	"
	E. Zarmnitzer,	381 Seneca Avenue,	"
	A. V. Delaney,	1625 10th Avenue,	"
x	T. Behlen,	769 Monroe Street,	"
	A. Miller,	140 Cambridge Street,	"
	M. Larsen,	Queens Ave. & Jamaica	Jamaica.
	O. F. Koerck,	1120 Jefferson Avenue,	Brooklyn.
	K. McCormick,	341 Clifton Place,	"
	G. Duval,	70 Clinton Avenue,	"
	C. E. Willis,	33 No. Oxford Street,	"
	H. Wallace,	61 Bay 35th Street,	"
x	M. Jensen,	331 Myrtle Avenue,	"
x	N. Donohue,	2151 East 18th Street,	"
	M. Norton,	2058 West 11th Street,	"
	P. Jackson,	1754 West 10th Street,	"
	I. Wheelwright,	22 So. Hammel Ave.	Rockaway Park.
	D. Galbraith,	349 Weirfield Street,	Brooklyn.
	L. Townsend,	2230 East 17th Street,	"
x	C. Hagen,	2226 East 17th Street,	"
x	M. E. Toal,	866 Prospect Place,	"
x	M. Byrne,	278 Vanderbilt Avenue,	"
	E. M. Toohill,	135 Prospect Avenue,	"
	M. W. Shaw,	51 Railroad Avenue,	Corona, LI
	A? Bangs,	968 Jefferson Avenue,	Brooklyn.
	C. L. Payne,	519 Lincoln Place,	"
	K. Lees,	619 Qunicy Street,	"
	M. Canner,	176 Amity Street,	Flushing, LI
x	S. Ellenberg,	672 Fulton Street,	Brooklyn.
	I. Lyon,	151 Lefferts Avenue,	"
x	R. Maffeo,	224 Sands Street,	"
	M. Deeney,	1020 East 2nd Street,	"

NEW YORK, NEW YORK
BOARD OF LABOR EMPLOYMENT

Commissioners:

JOHN A. MCILHENNY,
President.
CHARLES M. GALLOWAY.
HERMON W. CRAVEN.

Form 2012—Mar., 1917.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C.

INSTRUCTIONS TO APPLICANTS FOR EMPLOYMENT AT
NAVY YARDS AND NAVAL STATIONS.

The following instructions are based upon the regulations governing appointments to the Navy-Yard Service, approved December 7, 1912, and revised October 15, 1915.

The information contained in Sections II to VI, inclusive, of this circular pertains to the positions embraced in Groups 1, 2, and 3, Section I. Information relative to positions in Group 4 (a, b, and c), Section I, is given in Section VII.

SEC. I. CLASSIFICATION OF POSITIONS.

The force in the Navy-Yard Service is divided under four groups, as follows:

UNCLASSIFIED.

GROUP 1.—Laborers and others engaged upon manual work which requires no mechanical skill or trade knowledge, such as—

Attendants, battery.	Janitors.
Attendants, dispensary.	Laborers, common.
Attendants, powder factory.	Stable keepers.
Coal handlers.	Teams, double.
Deck hands.	Teams, single.
Hod carriers.	Teamsters.
Hostlers.	Teamsters with teams.

CLASSIFIED.

GROUP 2.—Apprentices, helpers, and others engaged upon work which requires some mechanical skill or trade knowledge, such as—

Apprentices.	Helpers, ordnance.
Boys.	Helpers, painters'.
Clothing factory employees:	Helpers, pattern makers'.
Apprentice tailors.	Helpers, pipe fitters'.
Helpers, cutters'.	Helpers, plumbers'.
Cupola men.	Helpers, riggers'.
Dredgers.	Helpers, ropemakers'.
Hammer runners.	Helpers, sheet-metal workers'.
Helpers, blacksmiths'.	Helpers, ship fitters'.
Helpers, boat builders'.	Helpers, shipsmiths'.
Helpers, boiler makers'.	Helpers, shipwrights'.
Helpers, coppersmiths'.	Helpers, steelworkers'.
Helpers, divers'.	Helpers, woodworkers'.
Helpers, electricians'.	Holder-on.
Helpers, general.	Markers, rifle range.
Helpers, laboratory.	Oakum spinners.
Helpers, machinists'.	Rivet heaters.
Helpers, masons'.	Tool-room keepers.
Helpers, metal workers'.	Weighers.
Helpers, molders'.	

GROUP 3.—Artisans, such as—

Acetylene operators.	Engine tenders, pile driver.
Anglesmiths.	Firemen.
Armature winders.	Flag makers.
Assistant bakers.	Flange turners.
Assistant cooks.	Forgers, drop.
Bakers.	Forgers, heavy.
Blacksmiths.	Foundry chippers.
Block makers.	Frame benders.
Boat builders.	Furnace men, forge.
Boiler makers.	Furnace men, foundry.
Box makers.	Galvanizers.
Buffers and polishers.	Gardeners.
Butchers.	Heaters, furnace.
Cable splicers.	Instrument makers.
Calkers, wood.	Joiners.
Calkers and chippers, iron.	Joiners, ship.
Carpenters, house.	Leather workers.
Casting cleaners.	Letterers and grainers.
Chauffeurs.	Levelers.
Clothing factory employees:	Linemen.
Box makers.	Loftsmen.
Canvas workers.	Lumber scalers.
Checkers.	Machine operators.
Clothing examiners.	Machinists.
Cutters.	Machinists, all-round.
Inspectresses.	Machinists, electrical.
Machine operators.	Machinists, floor or vise hand.
Operatives (female).	Machinists, tool hand.
Pressers.	Machinists, torpedo.
Pressers and operators.	Masons, brick.
Second assistant chief cutter.	Masons, stone.
Spongers.	Mechanics, electrical.
Tailors.	Melters.
Trimmers and markers.	Metallic cartridge case makers.
Woodworkers.	Millmen.
Concrete workers.	Millwrights.
Cooks.	Model-machine operators.
Coopers.	Model makers, wood.
Coppersmiths.	Molders.
Cranemen.	Molders, steel casting.
Diesinkers.	Motormen.
Divers.	Oilers.
Drillers.	Ordnance men.
Electricians.	Packers.
Electric-dredge operators.	Painters.
Electric welders.	Pattern makers.
Electroplaters.	Pavers.
Engine tenders.	Pile drivers.
Engine tenders, crane.	Pilots, ferryboat.
Engine tenders, electrical.	Pipe coverers.
Engine tenders, fire.	Pipe fitters.
Engine tenders, hoisting.	Plasterers.
Engine tenders, locomotive.	Plumbers, house.

Plumbers, ship.
 Pressmen.
 Punchers and shearers.
 Railroad yardmasters.
 Riggers.
 Riveters.
 Riveters, hand.
 Riveters, machine.
 Riveters, pneumatic hammer.
 Rodmen.
 Rollers, brass and copper.
 Roofers.
 Ropemakers.
 Sailmakers.
 Sand blasters.
 Saw filers.
 Seamstresses.
 Sheet-metal workers.
 Ship fitters.
 Shipsmiths.

Shipwrights.
 Spar makers.
 Steelworkers.
 Stevedores.
 Stonecutters.
 Switchmen.
 Tanners.
 Tool dressers.
 Toolmakers.
 Tool sharpeners.
 Tower men.
 Trackmen.
 Turbine bladers.
 Upholsterers.
 Water tenders.
 Wharf builders.
 Wheelwrights.
 Wiremen.
 Wireworkers.
 Woodworkers.

GROUP 4a.—Supervising artisans, such as—

Foremen.
 Head cooks and bakers.
 Master mechanics.
 Tugmasters.

Leadingmen-in-charge.
 Quartermen-in-charge.
 Leadingmen and quartermen serving
 under other supervising artisans.

GROUP 4b.—Special employees whose primary qualification is a trade knowledge, but who are not required to possess more than a limited educational qualification, such as—

Progress men.
 Shop store supervisors.

Special mechanics.

GROUP 4c.—Special employees who are required to have educational and technical qualifications, such as—

Assistant inspectors of engineering material.
 Assistant inspectors of hull material.
 Assistant stewards.
 Blue printers.
 Bookkeepers.
 Cataloguers.
 Chemists.
 Clerks.
 Copyist draftsmen.
 Custodians.
 Draftsmen.
 Expert aids.
 Laboratorians.
 Librarians.
 Magazine attendants.
 Mechanical engineers.
 Messenger boys.
 Messengers.
 Metallographists.

Photographers.
 Powder experts.
 Shelf assistants.
 Ship keepers.
 Shoe inspectors.
 Stenographers.
 Stenographers and typewriters.
 Stewards.
 Store laborers.
 Storemen.
 Subinspectors of work or material.
 Telegraph operators.
 Telephone switchboard operators.
 Timber inspectors.
 Timekeepers.
 Torpedo engineers.
 Typewriters.
 Watchmen.
 Weight clerks.

SEC. II. LABOR BOARDS.

A labor board has been organized at each navy yard or naval station, and at each separate establishment outside of the navy yards where the number of employees is sufficient to require it.

Applicants for employment at the navy yards at Portsmouth, N. H.; Boston, Mass.; Brooklyn, N. Y.; Philadelphia, Pa.; Washington, D. C.; Portsmouth, Va.; Charleston, S. C.; Mare Island, Vallejo, Cal.; and Bremerton, Wash.; the naval stations at Newport, R. I.; Key West, Fla.; New Orleans, La.; and Honolulu, Hawaii; the Naval Proving Ground at Indianhead, Md.; the Naval Training Station at North Chicago, Ill.; the Naval Academy at Annapolis, Md.; the naval magazines at Iona Island, N. Y., and Lake Denmark, N. J.; the depot of supplies, United States Marine Corps, Philadelphia, Pa.; and the aeronautic station at Pensacola, Fla., should make application to the labor board at the yard or other establishment where employment is desired. Applicants for employment at the Naval Training Station at San Francisco, Cal., should apply to the labor board at the Mare Island Navy Yard, Vallejo, Cal. The employment of labor at naval stations in the Philippine Islands, Cuba, Guam, and Samoa is not governed by the regulations upon which the information in this circular is based, and persons desiring appointment at any of those stations should apply for information to the commanding officer of the station where employment is sought.

SEC. III. QUALIFICATIONS OF APPLICANTS.

An applicant is required to show to the satisfaction of the labor board that he has the following qualifications in order to have his name placed on the eligible list for appointment:

That he is a citizen of, or owes allegiance to, the United States.

That he has the necessary knowledge of, and experience in, the occupation or trade in which he seeks employment.

That he is industrious and of good character.

That he is physically able to perform the work of his occupation or trade, and that he has no physical defect which would, as a contributory cause, tend to prolong a disability resulting from an accident or injury received in the performance of his work, or which would render him more liable to such accident or injury.

The age limits for employment are as follows:

Group 1 (see Sec. I).—17 years or over.

Group 2 (see Sec. I).—Ordnance, shipsmiths', blacksmiths', and anglesmiths' helpers, 21 years or over. Apprentices between 15 and 18 years and boys between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated; otherwise to conform with the said laws. All others, 17 years or over.

Group 3 (see Sec. I).—Riveters and rodmen, 18 years or over. Ordnance men, 23 years or over. Operatives, female, 18 years or over, except that applications will not be accepted from persons more than 40 years of age unless they have had at least one year's experience in operating power-driven sewing machines. All others, 20 years or over.

Any of the following is deemed good cause for the rejection of an applicant or eligible:

Dismissal from the service for delinquency or misconduct within one year next preceding the date of application.

Physical or mental unfitness for the position.

Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.

Making a false statement in any material fact, or practicing any deception or fraud in securing examination, registration, certification, or appointment.

Refusal to furnish testimony as required by Section XIV of the regulations governing appointments to the Navy-Yard Service.

The habitual or excessive use of intoxicants or deleterious drugs.

Any of the last five foregoing disqualifications will be cause for the dismissal of an employee.

SEC. IV. APPLICATION AND EXAMINATION.

Application for employment under Group 1, 2, or 3 (see Sec. I) may be made at the office of the labor board at a navy yard or other naval establishment on any working day of the year, except that applications for employment under Group 1 at the Washington Navy Yard should be filed with the Civil Service Commission, Washington, D. C.; for employment under Group 1 at the Brooklyn Navy Yard should be filed with the secretary of the Second Civil-Service District, Customhouse, New York, N. Y.; and for employment under Group 1 at the Philadelphia Navy Yard should be filed with the Secretary of the Third Civil-Service District, Post Office, Philadelphia, Pa. Dates of examinations under Group 1 in these three cities may be learned upon inquiry of the commission at Washington or the district secretary at New York or Philadelphia.

Applicants for positions in which men are needed or are soon to be needed will be furnished with blank application forms to be executed by them, which forms must be returned, properly executed, at once. All others who apply will have their names placed on file for future possible need.

For the positions embraced in Group 1 (see Sec. I) application and examination form No. 1642 will be used. For the positions embraced in Groups 2 and 3 (see Sec. I) application and examination form No. 1800 will be used.

Applicants for employment in the occupations embraced in Group 1 (see Sec. I) will be placed on the eligible list in order of the averages given to them on their physical ability, upon a physical examination which includes a strength test. The examination is made by a medical officer of the yard or other establishment where employment is sought; therefore applications must be presented by the applicants in person.

The relative standing of applicants for positions embraced in Groups 2 and 3 (see Sec. I) will be determined by an examination comprising the elements of physical ability and training and experience. Applicants will not be assembled for a written examination. The ratings given will be based upon the applicant's statements in his application and upon corroborative evidence. No applicant will be declared eligible for appointment who fails to attain a rating of at least 70 per cent for the element of training and experience, and a rating of at least 70 per cent for the element of physical ability, except that persons allowed preference under section 1754, Revised Statutes, are required to attain ratings of at least 65 per cent for the element of training and experience. (Sec. 1754, R. S., refers to persons discharged from the United States military or naval service for disability incurred in the line of duty.)

Under the provisions of the civil-service act and rules, an application for examination must be made under oath, in such form and manner and accompanied by such certificates as the commission may prescribe. For a position under Group 2 or 3, the applicant must personally appear before an officer authorized to administer oaths and make oath to all the statements made by him in his application. Unless such officer is an employee of the Government and has been authorized by the commission to administer oaths, his signature must be authenticated by his official impression seal, or, if he has no such seal, his official character must be certified by the clerk of court, secretary of state, or other proper officer under official seal. An oath to an application for employment in the Navy-Yard Service may be executed by a member of the labor board (see

Sec. II) ; by the recorder of the board, or an assistant to the recorder; or by an officer of the Navy having authority under the naval regulations to administer oaths in matters of naval administration; and in any such case no impression seal will be required.

SEC. V. RATING—ELIGIBILITY—APPOINTMENT.

Applicants for original appointment to positions in Groups 1, 2, and 3 (see Sec. I) will be rated frequently as the needs of the service require, not less than quarterly.

Examination papers are rated on a scale of 100, and applicants will be notified of their ratings shortly after the completion of the examination.

All applicants for positions in Group 1 (see Sec. I), rated at 85 or more, will be eligible for appointment, and their names will be placed on the proper register according to their percentage ratings, irrespective of the date of examination; but the names of persons preferred under section 1754, Revised Statutes, will be placed above those of all other applicants for original appointment. (Sec. 1754, R. S., refers to persons discharged from the United States military or naval service for disability incurred in the line of duty.) For positions in this group honorably discharged veterans of the Civil War are given secondary preference.

All applicants for positions in Groups 2 and 3 (see Sec. I) rated at 70 or more will be eligible for appointment, and their names will be placed on the proper register according to their percentage ratings, irrespective of the date of examination; but the names of persons preferred under section 1754, Revised Statutes, rated at 65 or more, will be placed above those of all other applicants for original appointment. (Sec. 1754, R. S., refers to persons discharged from the United States military or naval service for disability incurred in the line of duty.)

The labor board will in all cases make inquiries as to an applicant's character, habits, ability, and efficiency for consideration in determining the final percentage rating.

The term of eligibility is one year, beginning with the date on which the name of the eligible is entered on the eligible list. An eligible who wishes to have his name reentered on the eligible list at the end of the eligible period of one year must be reexamined.

A register of eligibles will be prepared and maintained under each of Groups 1, 2, and 3 (see Sec. I). The register under each group will be divided into three lists, as follows:

Furlough list for reinstatement.—This list will include the names of all who have been laid off for lack of work or lack of funds, with ratings of not less than "Very good" in workmanship and "Very good" in conduct, and of those voluntarily separated from the service with marks of "Very good" for both workmanship and conduct if request for entry on the list is made in writing within 30 days from the date of separation.

Preferred list.—This list will include the names of all eligibles for original appointment who are entitled to preference under the provisions of section 1754, Revised Statutes.

General list.—This list will include the names of all other eligibles for appointment. On this list honorably discharged sailors, soldiers, or marines will be preferred for appointment in case of equality of ratings with others.

Each of the lists referred to above will be subdivided by trades or occupations, and notation will be made of any particular class of work or branch of a trade in which the eligible is most proficient.

The head of the department in which an eligible is appointed will cause such tests to be made as he deems necessary to determine the appointee's status in his trade or occupation, and will rate him provisionally as to pay. The final rating as to pay will be made within two weeks from the date of appointment.

In order fully to determine an applicant's qualifications, he will be first employed on trial for a period of six months. If at any time during the trial period of six months his conduct or capacity is found to be not satisfactory, he will be notified in writing, and this notice will terminate his service. He will be ineligible for reexamination for a period of one year in the same trade or occupation. He may, on his application, be examined in another trade or occupation, except where the mark for conduct is "Poor," in which event he will be ineligible for examination within one year. Retention in the service after the expiration of the probationary period will be equivalent to absolute appointment.

When an eligible is to be appointed he will be notified when and where to report for work. Any person who fails to report at the office of labor employment or to the head of the department to which he has been assigned, at the time designated, or who declines appointment, will have his name dropped from the eligible list. The labor board may reinstate the name on the list upon the presentation of reasons which the board deems adequate and satisfactory.

Notices of selection for appointment will be sent by mail in due time, and it is not necessary for a person whose name is on the register of eligibles to call upon or write to the labor board except in response to such notice, unless the eligible has changed his post-office address.

The civil-service act provides that whenever there are two or more members of a family in the public service in the grades covered by that act no other member of such family shall be eligible to appointment to any of the said grades. The Attorney General on May 25, 1907, rendered an opinion that where two or more members of a family are in the public service in the grades covered by the civil-service act the commission is authorized and required to withhold from certification the name of any other member of such family. Applications will be accepted from such persons, but their names will not be certified so long as two or more members of their family are in the classified service.

A person shown by his application to have not more than one member of his family employed in the classified service, and who is therefore apparently eligible for certification and appointment, may become ineligible through the appointment of other members of his family subsequent to the filing of his application. Every eligible must therefore promptly inform the labor board when any additional members of his family are appointed to the classified service, and he is warned that if he fails to thus notify the labor board and there results a tender of appointment which he accepts, his appointment will be illegal if two members of his family are then employed in the classified service, and any expense incurred in reporting for duty or otherwise will be at his own risk.

An eligible must keep the labor board informed of any change he may make in his post-office address. An eligible who does not comply with this instruction will not be excused for failure, in consequence of such noncompliance, to report for work at the time designated in the notification sent to him by the board.

SEC. VI. MISCELLANEOUS INFORMATION.

Eight hours constitute a day's work. Half holidays are allowed on Saturdays from June 15 to September 15.

Each employee in the Navy-Yard Service may be granted 30 working days' leave of absence each year without forfeiture of pay during such leave, but it

is lawful to allow pro rata leave only to those who have served 12 consecutive months or more. During the second service year 60 days' leave with pay is allowed, 30 days at any time during the year, and 30 days at the rate of $2\frac{1}{2}$ days per month, as earned, from the beginning of the service year. During the third or any subsequent service year, 30 days leave at the rate of $2\frac{1}{2}$ days per month is allowed. In any case the right to leave with pay lapses at the end of the service year in which it is due.

An employee in the Navy-Yard Service who is injured in the usual course of employment is entitled to receive compensation under certain conditions, in accordance with the provisions of the act approved September 7, 1916.

Transfers of employees under Group 1, unclassified, to Groups 2 and 3, classified (see Sec. I), will not be permitted, but unclassified employees may enter open competitive examinations for classified positions on the same basis as persons not in the service.

Any classified employee serving in a position under Group 2 who has rendered six months' satisfactory service may, upon request of the head of department or division and approval of the commanding officer, be promoted to a position in Group 3 (see Sec. I) upon passing the tests of fitness required by the commission.

SEC. VII. POSITIONS EMBRACED IN GROUP 4 (a, b, and c).

Positions in Group 4 (a, b, and c) (see Sec. I), when not filled by promotion, will be filled through open competitive examinations, which will be specially announced when necessary to fill existing or expected vacancies. Persons desiring further information concerning these positions at yards and other establishments in the United States should address the United States civil-service district secretary at Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Washington, D. C.; Atlanta, Ga.; Chicago, Ill.; New Orleans, La.; Seattle, Wash.; or San Francisco, Cal.; or the United States Civil Service Commission, Washington, D. C. Information relative to the positions referred to at stations outside the continental limits of the United States may be obtained as follows: Positions at Guantnamo, Cuba, from the United States Civil Service Commission, Washington, D. C.; at Honolulu, Hawaii, from the secretary of the board of civil-service examiners, customhouse, Honolulu, or the commission at Washington; at Cavite and Olongapo, P. I., from the director of civil service, Manila, P. I.; at Guam or Samoa, from the commanding officer at either station. All positions under the Department of the Navy at Guam and Samoa are excepted from examination.

By direction of the commission:

JOHN A. McILHENNY,
President.

RATINGS.	Number completed applications received.	Number examined and eligible.	Number examined and failed.	Number rejected under the rules.	Called for by heads of Departments.	Certified from eligible register.	Declined employment.	Failed to report for employment.	Number of temporary appointments.	REMARKS.
GROUP III—Contd.										
Gardeners.....										
Heaters, furnace.....										
Instrument makers.....										
Joiners.....										
Joiners, ship.....										
Leather workers.....										
Letterers and grainers.....										
Linemen.....										
Loftsmen.....										
Lumber scalers.....										
Machine operators.....										
Machinists.....										
Machinists, all-round.....										
Machinists, electrical.....										
Machinists, floor or vise hand.....										
Machinists, specially skilled.....										
Machinists, tool hand.....										
Machinists, torpedo.....										
Masons, brick.....										
Masons, stone.....										
Mechanics, electrical.....										
Melters.....										
Metallic cartridge case makers.....										
Mill men.....										
Millwrights.....										
Model-machine operators.....										
Model makers, wood.....										
Molders.....										
Molders, steel casting.....										
Motormen.....										
Oakum spinners.....										
Ordnance men.....										
Packers.....										
Painters.....										
Pattern makers.....										
Pavers.....										
Pile drivers.....										
Pilot, ferryboat.....										
Pipe coverers.....										
Pipe fitters.....										
Plasterers.....										
Plumbers, house.....										
Plumbers, ship.....										
Pressmen.....										
Punchers and shearers.....										
Railroad yardmasters.....										
Riggers.....										
Riveters.....										
Riveters, hand.....										
Riveters, machine.....										
Riveters, pneumatic hammer.....										
Rollers, brass and copper.....										
Roofers.....										
Ropemakers.....										
Sailmakers.....										
Sand blasters.....										
Saw filers.....										
Seamstresses.....										
Sheet-metal workers.....										
Ship fitters.....										
Shipsmiths.....										
Shipwrights.....										
Spar makers.....										
Steel workers.....										
Stevedores.....										
Stonecutters.....										

ANSWERS TO QUESTIONS need not be in handwriting of applicant. If able to write, applicant must SIGN this application; if not able to write, the applicant's mark must be witnessed. Fill all blanks in ink.

United States Civil Service Commission.

APPLICATION PAPER—UNSKILLED LABORER.

EACH QUESTION MUST BE ANSWERED OR THE APPLICATION WILL BE REJECTED.

I hereby make application for appointment as an UNSKILLED LABORER in the service of the United States in the city of _____, and as a part of my application I declare the answers to the following questions to be true:

1. What is your full name? _____
Sex? _____ Legal residence? _____ Married or single? _____
2. What is your age next birthday? _____ Date of birth? _____
(Month, day of month, and year of birth.)
3. Where were you born? (Foreign-born citizens must prove naturalization.) _____
4. What is your present occupation? _____ At what wages? _____
5. By whom are you employed? _____ Since when? _____
What is the post-office address of your employer? _____
6. What have been your occupations since beginning to earn your own living? (Fill the following blanks.)

Date of employment.	Occupation.	Name and post-office address of employer.
From _____ to _____	_____	_____
From _____ to _____	_____	_____
From _____ to _____	_____	_____

7. Give the names and complete addresses of FIVE persons now living in the United States who are COMPETENT to judge of your fitness for the position of unskilled laborer. The names should be of persons not related to you and should be of persons with whom or under whom you have worked. Persons who have employed you are preferred. If no replies are received from such COMPETENT vouchers the application will be canceled.

NAME. (Give full name.)	PRESENT ADDRESS. (Give complete address, including street and number.)	BUSINESS OR OCCUPATION.

8. Do you use intoxicating liquor? _____ If so, to what extent? _____
9. State in a few words any kind of labor in which you are especially apt and experienced. _____

10. Are you a United States pensioner? _____ If so, for what disability? _____
11. Have you now, or have you had, any of the following disabilities? (Answer "Yes" or "No" to each inquiry.) Sore eyes or any defect of vision? _____ Any defect of hearing? _____ Any defect of limb? _____ Heart or lung disease? _____
Ulcers or varicose veins? _____ Paralysis? _____ Rheumatism? _____ Rupture? _____ Any disease or disability not referred to herein? _____
12. Were you ever in the civil branch of the Federal, State, or municipal service? _____ In what Department or service were you employed? _____ For what period were you so employed?
From _____ to _____ (Show month and year.) Did you voluntarily resign? _____
Were you discharged? (Cause not required.) _____ Are you now employed in any of the above? _____
If so, where? _____

13. Were you ever in the United States military or naval service?..... In what company and regiment, or on what vessel?
 (Do not give service in State militia.)..... Give the exact name under which you
 enlisted and were discharged..... Dates: Enlisted.....
 discharged..... Was the discharge on account of disability incurred in line of duty?
 ("Yes" or "No.")

14. (a) Have you ever, by indictment or in any other manner prescribed by law, been charged with any crime, misdemeanor, or
 offense whatsoever; or fined or arrested for any offense?.....
 (Answer "Yes" or "No.")
 (If your answer is "Yes," name the offense and inclose herewith an abstract of the court proceedings in each and every case sufficient to show the
 essential action taken, and also, in case of fine or conviction furnish a statement from the trial judge or other court officer showing the surrounding
 circumstances and your reputation.)

(b) Does your answer to Question 14 (a) cover all cases therein referred to?
 (Answer "Yes" or "No.")
 (It is necessary that the Commission have full and truthful answers to these questions to enable it to determine whether the facts justify approval of
 your application.)

15. Have you ever been examined for laborer by this or any other board? If so, with what rating?.....

16. What is the lowest salary you will accept?.....

(Signature of applicant.).....
 (Sign first name in full, middle initial, if any, and surname in full.)

Name and address must also be written on the back of this form.

Date, 19

(Applicant will NOT fill the following blanks.)

Final certificate of naturalization of.....
 (Name of person naturalized.)
 issued by the..... Court of.....,
 (City.) (State.)
 on....., 1....., was filed with this application by the applicant, and was found by me to be in due form in all
 respects. The certificate was returned to the applicant on....., 19.....
 (Initials.).....

Quiles - female
Adams - do
 Form 1649.
 April, 1915.

Application No. Rating.....
 UNITED STATES CIVIL SERVICE COMMISSION.
 BOARD OF LABOR EMPLOYMENT.
 APPLICATION BLANK.

NOTE.—Applicant will fill all blanks below to the heavy line.
 Name.....
 Number and street.....
 City.....
 State.....
 Applicant will NOT fill the following blanks.
 Filed.....
 Examined.....
 Age..... Height..... ft. in. Wt. lbs.
 Notified of standing.....
 Entered on register.....
 6-343

Madam:-

You must present this application in person at the Office of the Labor Board, Navy Yard, New York, between the hours of 2.00 to 4.00 p.m. to be Examined by the Yard Surgeon.

You must furnish a photograph of yourself taken within the last two years. If a naturalized citizen you must furnish proof of your citizenship.

UNITED STATES CIVIL SERVICE COMMISSION.

APPLICATION FOR THE TRADES AND SKILLED OCCUPATIONS.

NOTICE TO APPLICANTS.—Any false statement in an application, or alteration of a certificate, or presentation to the Commission of a paper containing such false statement or alteration, is a violation of the law and punishable as such.

Applicants who receive appointment will be given a practical trial when they report for duty, and will be liable to immediate discharge if it is found that they do not possess the requisite qualifications.

Applicants are cautioned to answer as fully and completely as possible all the questions asked, as failure to give complete information may result in reduced ratings. Applicants are not assembled for mental examination.

Avoid all reference to religion, politics, change of administration, or membership in fraternal orders. All applications must be in ink. All applications for positions in the Indian Service or in the Custodian Service must be in applicants' handwriting; for other branches of the service the applicant may have his application filled out by another person and may sign by mark, which must be properly witnessed.

NOTE.—The following defects will debar persons from any examination: Insanity; tuberculosis; paralysis; epilepsy; seriously defective sight of both eyes which can not be corrected by glasses; loss of both arms or both legs; loss of arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes. Applicants who have heart disease must submit certificates from two physicians. If the defect is not fully compensated the application will be disapproved.

Other physical defects may debar persons from certain examinations when in the judgment of the Commission such defects would render them unfit to perform the duties of the position for which the examination is held.

Failure to attach sufficient postage to the envelope when forwarding your application may prevent its delivery.

To the United States Civil Service Commission:

I, the undersigned, hereby apply for examination for the position named below, intending to accept the position if selected for appointment.

1. NAME OF POSITION. (Give exact title.)	BRANCH OF SERVICE. (As "Departmental," "Indian," "Field," "Navy Yard," "Engineer," etc.)
---	---

2. Answer the inquiries in the following table as to citizenship, place and date of birth, and age. [If a naturalized citizen, your certificate of naturalization, or the certificate of naturalization of one of your parents (if such parent was naturalized while you were a minor), with sworn statements of two disinterested citizens as to the reputed relationship, must be forwarded with the application. The certificate will be returned to you.]

Are you a citizen of the United States?	Place of birth. (Give city or county and State. If foreign born give country.)	Date of birth (give month, day, and year).	Age on LAST birthday.
(Your answers as to date of birth and age must be consistent.)			

3. Of what State or Territory are you an actual bona fide resident?	Length of residence therein. (Residence must be shown up to date of jurat.)	Of what county are you an actual bona fide resident?	Length of residence in county. (Residence must be shown up to date of jurat.)
	From _____, 1____, to _____, 19____ (Month.) (Year.) (Month.) (Year.)		From _____, 1____, to _____, 19____ (Month.) (Year.) (Month.) (Year.)

4. Were you ever in the U. S. military or naval service?	In what company and regiment, or on what vessel? (Do not give service in militia.)	Give the exact name under which you enlisted and were discharged.

5. Dates of enlistment and discharge from U. S. military or naval service.	Was the discharge on account of disability incurred in line of duty?	Do you draw a pension? If so, for what disability?	Were you honorably discharged?
Enlisted _____ Discharged _____			

6. Were you ever in the civil branch of the U. S. Government service?	In what department or service were you employed?	In what city or town were you employed?	Give the name of the foreman or superintendent under whom you were employed.

6a. For what period were you so employed?	Did you voluntarily resign?	Were you discharged?	Are you now in the civil branch of the U. S. Government service? If so, where?
From _____, 1____, to _____, 1____			

7. Have you ever filed an application with this Commission or its representative for any branch of the U. S. Government service?	Name each position for which examined or for which application was filed.	In what cities were you examined?	Give the date of each examination. (Month and year.)	What average percentage did you receive?

8. Have you ever been barred from examination by this Commission?	If so, when and for what reason? (Give the date, place, and kind of examination for which you applied and in connection with which you were barred.)

9. (a) Does the trade or occupation in which you seek to be employed require an apprenticeship? (b) If so, how long did you serve as an apprentice? Give dates.	(a) _____ (b) From _____, 1____, to _____, 1____
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10. (a) Does the trade or occupation in which you seek to be employed require a license? (b) If so, have you such a license? (c) If you have such a license, state when, where, and by whom it was issued. (d) If your license has been raised, lowered, or revoked, so state.	(a) _____ (b) _____ (c) _____ (d) _____
---	--

(An applicant for a position requiring a license from the U. S. Steamboat Inspection Service must submit with his application either his license or a certificate of the proper steamboat inspectors showing the grade and character of the license held by him. Licenses submitted will be immediately returned.)

11. What is the lowest entrance salary you would be willing to accept? _____ Are you willing to accept a position in Washington, D. C.? _____ In your own State? _____ In a neighboring State? _____ Anywhere in the United States? _____ Would you be willing to accept appointment to a position of a temporary character for a limited period, under the conditions mentioned below? _____

If so, at what salary? _____

NOTE.—A temporary appointment may terminate at any time, and, under the rules, can rarely be extended beyond six months. The acceptance of a temporary appointment will not affect certification for regular appointment, nor will it lead to permanency.

MEDICAL CERTIFICATE.

This medical certificate is required of all applicants. N. B.—The examining physician is requested to read this certificate carefully before beginning the examination and to note applicant's answers to questions 2, 5, and 19 of the application. All entries upon this certificate must be made in ink. If erasures or corrections be made in answer to questions contained in "Medical Certificate," or in date of same, certification must be made on the margin by the physician showing such corrections. All physical defects must be fully described opposite the question or under the last heading (24.) "R," right; "L," left. Under heading 4 use terms poor, fair, average, good, or excellent.

1. Exact weight, in ordinary clothing, without overcoat or hat... pounds. 2. Exact height without boots or shoes... feet... inches. 3. Girth: Thorax at level of fourth rib— At rest... inches. At full inspiration... inches. At full expiration... inches. Waist at level of umbilicus... inches. 4. Degree of robustness... 5. Vision: (Test both eyes for both near and distant vision, using, if possible, Snellen's test types.) What is the condition of the applicant's sight? If defective, to what extent? If sight is defective, is defect fully corrected by the use of glasses? Is the applicant color blind? 6. Hearing: R. ear. L. ear. Whispered speech... feet... feet. Ordinary conversation... feet... feet. What is the condition of the applicant's hearing? If defective, to what extent? 7. Has the applicant any defect of speech? If so, describe it. 8. Thorax (shape, depth, etc.) 9. Nasal fossæ 10. Mouth and pharynx (teeth, tonsils, etc.) 11. Has the applicant any curvature of spine? If so, give extent and cause. 12. Limbs (defects, deformity, varicose veins, ulcers, etc.) 13. Is there evidence of disease, or of abnormal functions, of the cerebro-spinal or sympathetic nervous system? 14. Pulmonary sounds produced: (a) By auscultation (b) By percussion Rales, if any 15. Are there any indications of disease or of derangement of function of the organs of respiration or their appendages? Describe fully. 16. Pulse: When sitting: beats per min...; character After testing agility " " (Hop on one foot a distance of 12 feet.) Cardiac condition shown (murmurs, rhythm, etc.): (a) On palpation (b) " percussion (c) " auscultation 17. Has he been successfully vaccinated within the past five years? 18. Are there any indications of disease of the heart or of blood vessels? Describe fully. If valvular disease of the heart, is it fully compensated? 19. Are there evidences of disease of the digestive system or of any of the abdominal organs? Describe fully. 20. Has the applicant rheumatism, gout, chronic catarrh of any organ, disease or defect of any of the organs of special sense, hernia, varicocele, sarcocele, hydrocele, hemorrhoids, fistula in ano, enlarged lymphatic glands or other tumor, any genito-urinary disease, or any cutaneous disease, or any evidence of having had venereal disease? 21. Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, or any tendency to disease or disability which is likely to unfit him for the performance of the work of the position which he seeks? 22. Are there indications that the applicant uses intoxicating beverages, tobacco, or narcotics in any form, and if so, to what extent? 23. Has the applicant flatfoot? If so, state in what degree. (The applicant should be required to raise his weight several times on his toes and to jump as far as possible alighting on his toes.) 24. Physician should give here a supplemental and complete description of every abnormality, disease, or physical defect, past or present:

This space to be filled in by the applicant in his own handwriting (or by mark, properly witnessed, if unable to write), in the presence of the physician. (Signature of applicant) I CERTIFY that I have made a thorough examination of and personally weighed and measured the above-named applicant, that each and all of the above answers are in my own handwriting and are true, and that the applicant wrote his signature just above, in my presence. (Signature of physician)

Date, 191 (P. O. address of physician) (City, State, street, and number.)

(Applicant will NOT fill the following blanks.)

Final certificate of naturalization of (Name of person naturalized.) issued by the Court of (City.) (State) on 191, was filed with this application by the applicant, and was found by me to be in due form in all respects. The certificate was returned to the applicant on 191 (Initials.)

Form 1800, Mar., 1917.

AVERAGE PERCENTAGE APPLICATION NUMBER

APPLICATION FOR EXAMINATION.

NOTE.—Fill all blanks below to heavy line.

Application for position of (Give exact title of position, as "Engineer," "Carpenter," etc.)

in the (As "Departmental," "Indian," "Field," "Navy Yard," "Engineer," etc.) Service.

Place of employment, (Name of city.) (State.)

Date of examination, 191

N. B.—Applicant will write plainly his name IN FULL, first name, middle name (if any), and surname; if a woman, whether Miss or Mrs.; and post-office address, in the blanks below. The address here given will be treated as the applicant's post-office address until notification of change is made in writing.

Name, Number and street, City, Town, Post Office, State or Territory, Residence: State of, County of, Date of birth, Age on last birthday, years.

Applicant will not fill the following blanks:

Application approved, 191

By whom approved

Notified of standing, 191

Entered register, 191

Products of WEIGHTS, marks multiplied by weights.

MARKS. 4 6 10

SUBJECTS. Physical ability Experience

TOTAL

UNITED STATES CIVIL SERVICE COMMISSION.

APPLICATION FOR THE TRADES AND SKILLED OCCUPATIONS.

NOTICE TO APPLICANTS.—Any false statement in an application, or alteration of a certificate, or presentation to the Commission of a paper containing such false statement or alteration, is a violation of the law and punishable as such.

Applicants who receive appointment will be given a practical trial when they report for duty, and will be liable to immediate discharge if it is found that they do not possess the requisite qualifications.

Applicants are cautioned to answer as fully and completely as possible all the questions asked, as failure to give complete information may result in reduced ratings. Applicants are not assembled for mental examination.

Avoid all reference to religion, politics, change of administration, or membership in fraternal orders. All applications must be in ink. All applications for positions in the Indian Service or in the Custodian Service must be in applicants' handwriting; for other branches of the service the applicant may have his application filled out by another person and may sign by mark, which must be properly witnessed.

NOTE.—The following defects will debar persons from any examination: Insanity; tuberculosis; paralysis; epilepsy; seriously defective sight of both eyes which can not be corrected by glasses; loss of both arms or both legs; loss of arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes. Applicants who have heart disease must submit certificates from two physicians. If the defect is not fully compensated the application will be disapproved.

Other physical defects may debar persons from certain examinations when in the judgment of the Commission such defects would render them unfit to perform the duties of the position for which the examination is held.

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To the United States Civil Service Commission:

I, the undersigned, hereby apply for examination for the position named below, intending to accept the position if selected for appointment.

1. NAME OF POSITION. (Give exact title.)	BRANCH OF SERVICE. (As "Departmental," "Indian," "Field," "Navy Yard," "Engineer," etc.)
---	---

2. Answer the inquiries in the following table as to citizenship, place and date of birth, and age. [If a naturalized citizen, your certificate of naturalization, or the certificate of naturalization of one of your parents (if such parent was naturalized while you were a minor), with sworn statements of two disinterested citizens as to the reputed relationship, must be forwarded with the application. The certificate will be returned to you.]

Are you a citizen of the United States?	Place of birth. (Give city or county and State. If foreign born give country.)	Date of birth (give month, day, and year).	Age on LAST birthday.
			18 _____ years.
(Your answers as to date of birth and age must be consistent.)			

3. Of what State or Territory are you an actual bona fide resident?	Length of residence therein. (Residence must be shown up to date of jurat.)	Of what county are you an actual bona fide resident?	Length of residence in county. (Residence must be shown up to date of jurat.)
	From _____ 19____ (Month.) (Year.)		From _____ 19____ (Month.) (Year.)

4. Were you ever in the U. S. military or naval service?	In what company and regiment, or on what vessel? (Do not give service in militia.)	Give the exact name under which you enlisted and were discharged.
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5. Dates of enlistment and discharge from U. S. military or naval service.	Was the discharge on account of disability incurred in line of duty?	Do you draw a pension? If so, for what disability?	Were you honorably discharged?
Enlisted _____			
Discharged _____			

6. Were you ever in the civil branch of the U. S. Government service?	In what department or service were you employed?	In what city or town were you employed?	Give the name of the foreman or superintendent under whom you were employed.
---	--	---	--

6a. For what period were you so employed?	Did you voluntarily resign?	Were you discharged?	Are you now in the civil branch of the U. S. Government service? If so, where?
From _____ 1____ to _____ 1____			

7. Have you ever filed an application with this Commission or its representative for any branch of the U. S. Government service?	Name each position for which examined or for which application was filed.	In what cities were you examined?	Give the date of each examination. (Month and year.)	What average percentage did you receive?
--	---	-----------------------------------	---	--

8. Have you ever been barred from examination by this Commission?	If so, when and for what reason? (Give the date, place, and kind of examination for which you applied and in connection with which you were barred.)
---	--

9. (a) Does the trade or occupation in which you seek to be employed require an apprenticeship? (b) If so, how long did you serve as an apprentice? Give dates.	(a) _____ (b) From _____ 1____ to _____ 1____
--	---

10. (a) Does the trade or occupation in which you seek to be employed require a license? (b) If so, have you such a license? (c) If you have such a license, state when, where, and by whom it was issued. (d) If your license has been raised, lowered, or revoked, so state. (An applicant for a position requiring a license from the U. S. Steamboat Inspection Service must submit with his application either his license or a certificate of the proper steamboat inspectors showing the grade and character of the license held by him. Licenses submitted will be immediately returned.)	(a) _____ (b) _____ (c) _____ (d) _____
---	--

11. What is the lowest entrance salary you would be willing to accept? _____ Are you willing to accept a position in Washington, D. C.? _____ In your own State? _____ In a neighboring State? _____ Anywhere in the United States? _____ Would you be willing to accept appointment to a position of a temporary character for a limited period, under the conditions mentioned below? _____ If so, at what salary? _____

NOTE.—A temporary appointment may terminate at any time, and, under the rules, can rarely be extended beyond six months. The acceptance of a temporary appointment will not affect certification for regular appointment, nor will it lead to permanency.

15. If you are specially qualified in any particular branch of your trade or occupation, state fully what it is and how much experience you have had therein.

16. Give the names and complete addresses of FIVE persons now living in the United States who are COMPETENT to judge of your experience and fitness for the trade or occupation in which you seek employment.

Table with 3 columns: NAME (Give full name.), PRESENT ADDRESS (Give complete address, including street and number.), BUSINESS OR OCCUPATION.

17. What schools have you attended, and for what periods? (Show grade of school completed.)

18. (a) Are you married? (b) Have you ever been married? (c) If a married woman, where is your husband's actual bona fide residence? (d) An applicant for employment in the Indian Service must indicate the number of persons in his family for whom quarters are desired at the Indian school or agency in case he is appointed.

19. (a) State in each case whether or not you use any of the following, and, if so, to what extent: Whisky, Beer, Wine, Other intoxicating liquor, Tobacco, Opium, morphine, or other narcotic drug. (b) If you have in the past used any of the foregoing, state which, to what extent, and when you discontinued the use in each case.

20. Are any members of your family or relatives (either blood or by marriage) in the U. S. Government service? Answer "Yes" or "No" If so, give the names and addresses and other information asked for in the blanks below with respect to ALL such relatives:

Table with 5 columns: NAME, Post-office address (city, street, number), Position and department or office in which employed, Relationship, Married or single.

Indicate here which, if any, of the persons named above are less than 21 years of age.

I solemnly swear that the answers I have made to each and all of the foregoing questions are in my own handwriting and are full and true to the best of my knowledge and belief. So HELP ME GOD. (If application is not in handwriting of applicant, strike out "are in my own handwriting and." See instructions at top of first page.)

(Signature of applicant) (Sign your name IN FULL, first name, middle name if you have any, and surname.)

NOTE.—Your name and post-office address must be given in the space therefor on the back of this blank. Failure to do so may prevent your examination.

THIS APPLICATION WILL NOT BE ACCEPTED IF THE JURAT OR OATH IS OMITTED. JURAT OR OATH.

[Under the provisions of the civil-service act and rules, an application for examination must be made under oath, in such form and manner and accompanied by such certificates as the Commission may prescribe. The applicant must personally appear before an officer authorized to administer oaths and make oath to all the statements made by him in his application. Unless such officer is an employee of the Government and has been authorized by the Commission to administer oaths, his signature must be authenticated by his official impression seal, or if he has no such seal, his official character must be certified by the clerk of court, secretary of state, or other proper officer under official seal. In the case of applications for employment in the Navy-Yard Service the jurat may be executed by a member of the Labor Board, or by the recorder of the board, or an assistant to the recorder, or by an officer of the Navy having authority under the naval regulations to administer oaths in matters of naval administration, and in any such case no impression seal will be required.]

Subscribed and duly sworn to before me according to law, by the above-named applicant this day of 191, at county of and State [or Territory or District] of (Signature of officer) [OFFICIAL IMPRESSION SEAL.] (Official title)

MEDICAL CERTIFICATE.

This medical certificate is required of all applicants. N. B.—The examining physician is requested to read this certificate carefully before beginning the examination and to note applicant's answers to questions 2, 5, and 19 of the application. All entries upon this certificate must be made in ink. If erasures or corrections be made in answer to questions contained in "Medical Certificate," or in date of same, certification must be made on the margin by the physician showing such corrections. All physical defects must be fully described opposite the question or under the last heading (24.) "R," right; "L," left. Under heading 4 use terms poor, fair, average, good, or excellent.

1. Exact weight, in ordinary clothing, without overcoat or hat... pounds. 2. Exact height without boots or shoes... feet... inches. 3. Girth: Thorax at level of fourth rib... inches. 4. Degree of robustness... 5. Vision: (Test both eyes for both near and distant vision, using, if possible, Snellen's test types.) 6. Hearing: R. ear. L. ear. 7. Has the applicant any defect of speech? 8. Thorax (shape, depth, etc.) 9. Nasal fossae 10. Mouth and pharynx (teeth, tonsils, etc.) 11. Has the applicant any curvature of spine? 12. Limbs (defects, deformity, varicose veins, ulcers, etc.) 13. Is there evidence of disease, or of abnormal functions, of the cerebro-spinal or sympathetic nervous system? 14. Pulmonary sounds produced: (a) By auscultation (b) By percussion 15. Are there any indications of disease or derangement of function of the organs of respiration or their appendages? 16. Pulse: When sitting: beats per min; character 17. Has he been successfully vaccinated within the past five years? 18. Are there any indications of disease of the heart or of blood vessels? 19. Are there evidences of disease of the digestive system or of any of the abdominal organs? 20. Has the applicant rheumatism, gout, chronic catarrh of any organ, disease or defect of any of the organs of special sense, hernia, varicocele, sarcocele, hydrocele, hemorrhoids, fistula in ano, enlarged lymphatic glands or other tumor, any genito-urinary disease, or any cutaneous disease, or any evidence of having had venereal disease? 21. Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, or any tendency to disease or disability which is likely to unfit him for the performance of the work of the position which he seeks? 22. Are there indications that the applicant uses intoxicating beverages, tobacco, or narcotics in any form, and if so, to what extent? 23. Has the applicant flatfoot? 24. Physician should give here a supplemental and complete description of every abnormality, disease, or physical defect, past or present:

This space to be filled in by the applicant in his own handwriting (or by mark, properly witnessed, if unable to write), in the presence of the physician. I CERTIFY that I have made a thorough examination of and personally weighed and measured the above-named applicant, that each and all of the above answers are in my own handwriting and are true, and that the applicant wrote his signature just above, in my presence.

Date, 191 (Signature of applicant) (Signature of physician) (P. O. address of physician) (City, State, street, and number.)

(Applicant will NOT fill the following blanks.)

Final certificate of naturalization of (Name of person naturalized.) issued by the Court of (City.) (State) on 1, was filed with this application by the applicant, and was found by me to be in due form in all respects. The certificate was returned to the applicant on 191 (Initials.)

Form 1800. Mar., 1917. APPLICATION FOR EXAMINATION. NOTE.—Fill all blanks below to heavy line. Application for position of (Give exact title of position, as "Engineer," "Carpenter," etc.) in the (As "Departmental," "Indian," "Field," "Navy Yard," "Engineer," etc.) Service. Place of employment, (Name of city.) (State.) Date of examination, 191 N. B.—Applicant will write plainly his name IN FULL, first name, middle name (if any), and surname; if a woman, whether Miss or Mrs.; and post-office address, in the blanks below. The address here given will be treated as the applicant's post-office address until notification of change is made in writing. Name, Number and street, City, Town, Post Office, State or Territory, Residence: State of County of Date of birth, Age on last birthday, years. Application approved, 191 By whom approved, Notified of standing, 191 Entered register, 191 SUBJECTS. MARKS. WEIGHTS. PRODUCTS OF MARKS multiplied by weights. Physical ability 4 6 Experience 10 TOTAL

UNITED STATES CIVIL SERVICE COMMISSION.

MARK	
Education and experience	

APPLICATION FOR EXAMINATION FOR PROFESSIONAL, SCIENTIFIC, OR TECHNICAL POSITIONS.

NOTICE TO APPLICANTS.—Any false statement in an application, or alteration of a voucher or certificate, or the presentation to the Commission of a paper containing such false statement or alteration, is a violation of the law and punishable as such.

IMPORTANT INSTRUCTIONS.

1. Read carefully the entire application form before writing your answers.
2. Write your answers in your own handwriting, with ink.
3. Answer all questions CAREFULLY and CORRECTLY.
4. Remember that ALL your answers are under oath.
5. There must be absolutely no discrepancies in the statements made, or in the manner of writing your name and address throughout the application or in the "County Officer's Certificate." (The applicant will be held responsible for this.)
6. Avoid all reference to religion, politics, change of administration, or membership in fraternal orders. (Failure to comply will cause your application to be returned or disapproved.)
7. Applicants should carefully examine the "Jurat or Oath," "County Officer's Certificate," and "Vouchers," after they have been completed, to determine whether all blank spaces have been properly filled.
8. As the rating on the subject of "Education and experience" in certain examinations is determined chiefly, if not entirely, from the information furnished in this form, each question should be fully and specifically yet concisely answered.

NOTE.—The following defects will debar persons from any examination: Insanity; tuberculosis; paralysis; epilepsy; seriously defective sight of both eyes which can not be corrected by glasses; loss of both arms or both legs; loss of arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes. Applicants who have heart disease must submit certificates from two physicians. If the defect is not fully compensated the application will be disapproved.
Other physical defects may debar persons from certain examinations when in the judgment of the Commission such defects would render them unfit to perform the duties of the position for which the examination is held.

Failure to attach sufficient postage to the envelope when forwarding your application may prevent its delivery.

To the United States Civil Service Commission:

I, the undersigned, hereby apply for examination for the position named below, intending to accept the position if selected for appointment.

Fill in the following blanks with the utmost care; an error may delay or prevent your examination.

1. NAME OF EXAMINATION OR POSITION. <small>Give exact title.</small>		BRANCH OF SERVICE. <small>As "Departmental," "Indian," etc.</small>	
2. PLACE OF EXAMINATION. <small>(Places of examination are given in the Manual, or in special announcements.)</small>		DATE OF EXAMINATION. <small>(Dates of examinations are given in the Manual, or in special announcements.)</small>	
<small>(City.)</small>	<small>(State.)</small>	<small>(Month.)</small>	<small>(Day of Month.)</small> 191 <small>(Year.)</small>
3. Are you a citizen of the United States?	Date of birth (give month, day, and year)? <small>Applicants can not be examined unless U. S. limits. The answers to these two questions must be consistent.</small>	Age on LAST birthday? <small>citizens and within proper age limits must be consistent.</small>	Place of birth? (Foreign-born citizens must prove citizenship. If native born, show State or Territory; if foreign born, show country.)
	18	years.	
4. In what State or Territory have you actual bona fide residence and actual domicile?	Length of such residence and domicile therein? <small>(Residence and domicile must be shown up to date of jurat.)</small>	In what county have you actual bona fide residence and actual domicile?	Length of such residence and domicile in county? <small>(Residence and domicile must be shown up to date of jurat.)</small>
	From _____, 1____ to _____, 191____ <small>(Month.) (Year.) (Month.) (Year.)</small>		From _____, 1____ to _____, 191____ <small>(Month.) (Year.) (Month.) (Year.)</small>
5. If you have not resided continuously in the State or Territory in which you claim actual bona fide residence and actual domicile, or are not actually now living in such State or Territory, answer the following questions fully. (If more space is required attach statement to application.)			
(a) For what periods have you been absent therefrom, giving dates?			

(b) Where were you and what was your occupation during such time?			

(c) What are your intentions as to returning to the State or Territory in which you claim actual bona fide residence and actual domicile?			

(d) What are the facts on which you base your claim to actual bona fide residence and actual domicile in the State or Territory claimed?			

(e) What is the name, address, and relationship of the person, if any, with whom you make your home at the present time in the State or Territory in which you claim bona fide residence and actual domicile?			

(f) Are you now a voter in such State? _____ <small>(Answer "yes" or "no.")</small>			
(g) If you are under 21 years of age, give the actual bona fide residence and the post-office address of your parent or parents:			
Bona fide residence of parents.		Post-office address.	
City or town _____		City or town _____	
County _____, State _____		County _____, State _____	
(h) Are you now married? <small>(Answer "yes" or "no.")</small>	Were you ever married? <small>(Answer "yes" or "no.")</small>	If a married woman, where is your husband's actual bona fide residence? <small>(Name county and State.)</small>	

6. Have you ever been discharged from a position under a State, county, city, or other local government, or from private employment? Answer "yes" or "no" _____ If so, state where and when you were employed and give the name and address of your employer and the reasons for your discharge in each case _____

7. Were you ever in the U. S. military or naval service? In what company and regiment, or on what vessel? (Do not give service in militia.) Give the exact name under which you enlisted and were discharged.

7a. Dates of enlistment and discharge from U. S. military or naval service. Was the discharge on account of disability incurred in line of duty? Do you draw a pension? If so, for what disability? Were you honorably discharged?

8. Were you ever in the civil branch of the U. S. service? In what department or service were you employed? For what period were you so employed? (Show month and year.) State if service was temporary. Did you voluntarily resign? Were you discharged? Cause not required. Are you now in the civil branch of the U. S. service? If so, name department or service.

9. Have you ever been examined by this Commission for any branch of the U. S. Government service? In what cities were you examined? Name each position for which examined. Give the date of each examination. (Month and year.) Did you pass? (Answer "yes" or "no.")

10. Have you ever been barred from examination by this Commission? If so, when and for what reason? (Give the date, place, and kind of examination for which you applied and in connection with which you were barred.)

11. Have you any other application on file for examination for the classified civil service which has not been taken? (Answer "yes" or "no.") If so, for what examination? (Name each position.) Is your name on any register of eligibles? (Answer "yes" or "no.") If so, on what register? (Name each position.)

12. (a) State in each case whether or not you use any of the following, and, if so, to what extent: Whisky _____ Beer _____ Wine _____ Other intoxicating liquor _____ Tobacco _____ Opium, morphine, or other narcotic drug _____ (b) If you have in the past used any of the foregoing, state which, to what extent, and when you discontinued the use in each case _____ (Both male and female applicants must answer each part of this question.)

13. Have you any chronic disease? If so, what? Have you any defect of sight in either eye? If so, describe it fully. Do you wear glasses? Have you any defect of speech? If so, describe it fully.

14. (a) Have you ever, by indictment or in any other manner prescribed by law, been charged with any crime, misdemeanor, or offense whatsoever; or fined or arrested for any offense? (Answer "Yes" or "No.") (If your answer is "Yes," name the offense and inclose herewith an abstract of the court proceedings in each and every case sufficient to show the essential action taken, and also, in the case of fine or conviction, furnish a statement from the trial judge or other court officer showing the surrounding circumstances and your reputation.) (b) Does your answer to Question 14 (a) cover all cases therein referred to? (Answer "Yes" or "No.") (It is necessary that the Commission have full and truthful answers to these questions to enable it to determine whether the facts justify approval of your application.)

15. Have you any defect of limb, hand, or foot? If so, describe it fully. Have you any defect of hearing? If so, describe it fully. Are you physically capable of a full discharge of the duties of the position sought? What is your exact weight in ordinary clothing, without hat or overcoat? What is your exact height measured without your boots or shoes?

16. (a) What is the present state of your health? (b) Have you tuberculosis in any form? (c) Have you ever been affected with this disease? (d) Have you any physical deformity? If so, describe it fully.

17. Have you had any disease or have you suffered from any injury within the past five years? If so, furnish a full statement in regard thereto, including the dates between which you were incapacitated from performing your usual duties.

18. Are you engaged in the prosecution of claims against the U. S. Government? (See section 5498 E. S.)

19. Are any members of your family or relatives (either blood or by marriage) in the U. S. Government service? Answer "yes" or "no." If so, furnish the information required below in regard to all such relatives.

Name.	Post-office address.	Position and department or office in which employed.	Relationship.	Married or single.
	Street and number _____ City or town _____	Position _____ Department or office _____		
	Street and number _____ City or town _____	Position _____ Department or office _____		
	Street and number _____ City or town _____	Position _____ Department or office _____		
	Street and number _____ City or town _____	Position _____ Department or office _____		

State which, if any, of the persons named above are under 21 years of age _____

20. What has been your place of abode and principal business or occupation for each of the past four years?

Year 191	Year 191	Year 191	Year 191
Place of abode _____			
Occupation _____	Occupation _____	Occupation _____	Occupation _____

THIS APPLICATION WILL NOT BE ACCEPTED IF THE JURAT OR OATH, THE COUNTY OFFICER'S CERTIFICATE, OR THE VOUCHERS ARE OMITTED.

JURAT, OR OATH.

[Under the provisions of the civil-service act and rules, an application for examination must be made under oath, in such form and manner and accompanied by such certificates as the Commission may prescribe. The following oath may be taken at any place in the United States most convenient to applicant, before any NOTARY PUBLIC, or other officer authorized to administer oaths for general purposes, and before whom the applicant must appear in person and make oath to all the statements made by him in his application. THE OFFICER'S SIGNATURE MUST BE AUTHENTICATED BY OFFICIAL (IMPRESSION) SEAL. If the oath be taken before a justice of the peace or other officer who has not such seal, his official character must be certified by the clerk of court, secretary of state, or other proper officer, under official seal.]

Subscribed and duly sworn to before me according to law by the above-named applicant, this _____ day of _____, 191____, at _____, county of _____, and State [or Territory or District] of _____

(Signature of officer.) _____

[OFFICIAL IMPRESSION SEAL.]

(Official title.) _____

The official seal must not be omitted on "jurat" unless the officer who executes the jurat is an officer of the county claimed by applicant as residence and executes the county officer's certificate, in which event, if the seal be impressed on the "certificate" it need not be impressed on the "jurat." (See county officer's certificate below.)

COUNTY OFFICER'S CERTIFICATE.

This certificate is required of applicants for positions in the apportioned Departmental Service at Washington, D. C. The certificate must be executed by an officer in the county in which applicant claims residence, who must attach his official (impression) seal. A notary public, county, municipal, or police-court clerk, mayor, justice of the peace, or other officer may execute the certificate, provided he has an official (impression) seal, or, in lieu thereof, that his official character is certified to by proper officer, under official seal, and provided he is an actual resident and officer in the same county claimed by the applicant. No certificate will be accepted without such seal unless the official character of the officer is certified to by the clerk of court or other proper officer under official (impression) seal. Applicants who occupy positions in the apportioned Departmental Service at Washington are not required to have this certificate executed, but should make the following notation opposite it: "Am in apportioned Departmental Service."

The applicant is not required to appear in person before the officer who executes the following certificate, but the officer should satisfy himself as to facts to which he certifies from credible and competent evidence.

I, a _____, of the county of _____ and State [or Territory] of _____, do hereby certify that the applicant, who signs the above application for civil-service examination, is now an actual bona fide resident of the county of _____, and State [or Territory] of _____ and has been such resident for _____ years _____ months next preceding the date hereof.

Dated at _____, county of _____, and State [or Territory] of _____, this _____ day of _____, 191____

[OFFICIAL IMPRESSION SEAL.]

(Signature of officer.) _____

The official seal must not be omitted. Any addition or alteration in the printed wording will nullify the certificate. If erasures or corrections be made in "County Officer's Certificate," certification must be made on margin by the officer showing such correction.

VOUCHERS.

THE APPLICANT MUST NOT FILL IN OR SIGN EITHER OF THESE VOUCHERS.

Instructions.—Every person filing application on this form must furnish vouchers from two citizens of the United States. The signers of the vouchers must be at least 21 years of age, and acquainted with applicant not less than 6 months. Vouchers will not be accepted from the father, mother, sister, brother, husband, wife, or child of applicant, and at least one voucher must be from a person not related to the applicant. The officer who executes the above "County Officer's Certificate" must not fill in either of the following vouchers, numbered one and two. No recommendation other than those provided for hereon will be accepted by the Commission. If erasures or corrections be made in answer to questions contained in vouchers, or in date of same, certification must be made on margin by the signers of the vouchers showing such corrections. (All questions must be answered and all answers must be in ink. The voucher must be in the handwriting of and be signed by the person vouching for the applicant. "DO NOT KNOW" will not be accepted as answer to any question. Avoid all allusion to religion or politics.)

VOUCHER NO. 1.

(Follow carefully the above instructions.)

1. What is YOUR age? (If you so prefer, the statement that you are over 21 years of age is sufficient.)	_____ years.	6. Are you related to the applicant? If so, what is the relationship?	_____
2. Of what State or Territory are you an actual bodily resident?	_____	7. To your knowledge does the applicant use or has ever, in previous years, used intoxicating beverages, tobacco, morphine, or opium? If so, which, and to what extent?	_____
3. What is your occupation?	_____	8. Are you aware of any circumstances tending to disqualify the applicant for the public service?	_____
4. Are you a citizen of the United States?	_____	9. Is the applicant a person of good moral character, of good repute, and would you yourself trust him or her with employment requiring undoubted honesty?	_____
5. How long have you been acquainted with the applicant whose name is signed to the foregoing application for examination?	_____ years.		
10. What has been the business or occupation of the applicant since you became acquainted with him or her?	_____		
11. What is the extent of the applicant's general education? (State the highest grade of school which he or she has attended.)	_____		
12. What is the extent of his or her scientific, technical, or professional education? (If he or she has attended any professional, scientific, or technical school, state what school.)	_____		
13. Has the applicant, to your knowledge, received any academic, or professional degree? (If so, state what degree.)	_____		
14. What experience has the applicant had, which, in your opinion, especially fits him or her for the position for which he or she has applied? (State the character and length of experience in the profession or occupation named.)	_____		
15. Is the applicant, in your opinion, industrious and thorough?	_____		
16. Do you recommend the applicant as fully qualified for the position which he or she seeks?	_____		

THE APPLICANT MUST NOT FILL IN OR SIGN THIS VOUCHER.

17. In the blank space below give any additional facts which will tend to show the fitness or unfitness of the applicant for the position which he or she seeks.

18. Are the answers to each and all of the foregoing questions in your own handwriting? -----

19. Are the answers to each and all of the foregoing questions true to the best of your knowledge and belief? -----

20. What is your post-office address? No. ----- street, ----- (City.) ----- (State.)

Date -----, 191 (Signature.) -----

VOUCHER NO. 2. (Follow carefully instructions over Voucher No. 1.)

THE APPLICANT MUST NOT FILL IN OR SIGN THIS VOUCHER.

1. What is YOUR age? (If you so prefer, the statement that you are over 21 years of age is sufficient.)	----- years.	6. Are you related to the applicant? If so, what is the relationship?	-----
2. Of what State or Territory are you an actual bodily resident?	-----	7. To your knowledge does the applicant use or has ever, in previous years, used intoxicating beverages, tobacco, morphine, or opium? If so, which, and to what extent?	-----
3. What is your occupation?	-----	8. Are you aware of any circumstances tending to disqualify the applicant for the public service?	-----
4. Are you a citizen of the United States?	-----	9. Is the applicant a person of good moral character, of good repute, and would you yourself trust him or her with employment requiring undoubted honesty?	-----
5. How long have you been acquainted with the applicant whose name is signed to the foregoing application for examination?	----- years.		
10. What has been the business or occupation of the applicant since you became acquainted with him or her?	-----		
11. What is the extent of the applicant's general education? (State the highest grade of school which he or she has attended.)	-----		
12. What is the extent of his or her scientific, technical, or professional education? (If he or she has attended any professional, scientific, or technical school, state what school.)	-----		
13. Has the applicant, to your knowledge, received any academic, or professional degree? (If so, state what degree.)	-----		
14. What experience has the applicant had, which, in your opinion, especially fits him or her for the position for which he or she has applied? (State the character and length of experience in the profession or occupation named.)	-----		
15. Is the applicant, in your opinion, industrious and thorough?	-----		
16. Do you recommend the applicant as fully qualified for the position which he or she seeks?	-----		

17. In the blank space below give any additional facts which will tend to show the fitness or unfitness of the applicant for the position which he or she seeks.

18. Are the answers to each and all of the foregoing questions in your own handwriting? -----

19. Are the answers to each and all of the foregoing questions true to the best of your knowledge and belief? -----

20. What is your post-office address? No. ----- street, ----- (City.) ----- (State.)

Date -----, 191 (Signature.) -----

MEDICAL CERTIFICATE.

The medical certificate is required only when the Manual or published notice so indicates.
 N. B.—The examining physician is requested to read this certificate carefully before beginning the examination and to note the applicant's answers to questions 3, 7a, 12, 13, 15, 16, and 17 of this application. Applicants for positions in the Public Health Service must be examined by physicians in that service. All entries upon this certificate must be made in ink.
 If erasures or corrections be made in answer to questions contained in "Medical Certificate," or in date of same, certification must be made on the margin by the physician showing such corrections. All physical defects must be fully described opposite the question or under the last heading (23). "R," right; "L," left. Under heading 4 use terms poor, fair, average, good, or excellent.

<p>1. Exact weight, in ordinary clothing, without overcoat or hat _____ pounds.</p> <p>2. Exact height without boots or shoes _____ feet _____ inches. (The physician must himself weigh and measure the applicant.)</p> <p>3. Girth: Thorax at level of fourth rib— At rest _____ inches. At full inspiration _____ inches. At full expiration _____ inches. Waist at level of umbilicus _____ inches.</p> <p>4. Degree of robustness _____</p> <p>5. Vision: (Test both eyes for both near and distant vision, using, if possible, Snellen's test types. What is the condition of the applicant's sight? If defective, to what extent? _____ _____ If sight is defective, is defect fully corrected by the use of glasses? _____ _____ Is the applicant color blind? _____ Should the applicant wear glasses? _____</p> <p>6. Hearing: What is the condition of the applicant's hearing; if defective, to what extent? _____ _____ R. ear. L. ear. Whispered voice _____ feet _____ feet. Ordinary conversation _____ feet _____ feet.</p> <p>7. Has the applicant any defect of speech? If so, describe it. _____ _____</p> <p>8. Thorax (shape, depth, etc.) _____</p> <p>9. Nasal fossæ { _____ _____</p> <p>10. Mouth and pharynx (teeth, tonsils, etc.) _____</p> <p>11. Has the applicant any curvature of spine? _____ If so, give extent and cause. _____</p> <p>19. Has the applicant rheumatism, gout, chronic catarrh of any organ, disease or defect of any of the organs of special sense, hernia, varicocele, sarcocele, hydrocele, hemorrhoids, fistula in ano, enlarged lymphatic glands or other tumor, any genito-urinary disease, or any cutaneous disease, or any evidence of having had venereal disease? _____</p> <p>20. Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, or any tendency to disease or disability which is likely to unfit him for the performance of the work of the position which he seeks? _____</p> <p>21. Are there indications that the applicant uses intoxicating beverages, tobacco, or narcotics in any form, and if so, to what extent? _____</p> <p>22. Has the applicant flatfoot? If so, state in what degree. (The applicant should be required to raise his weight several times on his toes and to jump as far as possible, alighting on his toes.) _____</p> <p>23. Give here a supplemental and complete description of every abnormality, disease, or physical defect, past or present: _____ _____ _____</p>	<p>12. Limbs (deformity, varicose veins, ulcers, etc.) _____</p> <p>13. Is there evidence of disease, or of abnormal functions, of the nervous system, cerebro-spinal or sympathetic? _____ _____</p> <p>14. Pulmonary sounds produced: (a) By auscultation _____ (b) By percussion _____ Rales, if any _____</p> <p>15. Are there any indications of disease or of derangement of function of the organs of respiration or their appendages? Describe fully. _____ _____</p> <p>16. Pulse: When sitting: beats per min. _____; character _____ After testing agility: " _____; " _____ (Hop on one foot a distance of 12 feet.)</p> <p>Cardiac condition shown (murmurs, rhythm, etc.): (a) On palpation _____ (b) " percussion _____ (c) " auscultation _____</p> <p>17. Are there any indications of disease of the heart or of blood vessels? Describe fully. If valvular disease of heart, is it fully compensated? _____ _____</p> <p>18. Are there evidences of disease of the digestive system or of any of the abdominal organs? Describe fully. _____ _____</p>
---	--

N. B.—A complete description of every abnormality, disease, or physical defect, past or present, must be given.

This space to be filled out by the applicant in his own handwriting, in the presence of the physician. (Signature of applicant.) _____
 I CERTIFY that I have made a thorough examination of and have personally weighed and measured the above-named applicant, that each and all of the above answers are in my own handwriting and are true, and that the applicant wrote his signature, just above, in my presence.
 (Signature of physician.) _____

Date, _____, 191____ (P. O. address of physician.) _____
 (Applicant will NOT fill the following blanks.)

Final certificate of naturalization of _____ (Name of person naturalized.)
 issued by the _____ Court of _____ (City.) _____ (State.)
 on _____, 1____, was filed with this application by the applicant, and was found by me to be in due form in all respects. The certificate was returned to the applicant on _____, 191____
 (Initials.) _____

Form 1312.
Jan., 1917.

AVERAGE PERCENTAGE }
 APPLICATION NUMBER }

NOTE.—The Applicant must carefully fill ALL blanks below to the heavy line. Failure to do so may prevent examination.

**APPLICATION FOR EXAMINATION.
 PROFESSIONAL, SCIENTIFIC, AND TECHNICAL POSITIONS.**

Name of position, _____ (Give exact title of position or examination.)
 Branch of Service, _____ (As "Departmental," "Indian," etc.)

Place of examination, _____ (Name of city.) _____ (State.)
 Date of examination, _____, 191____ (Dates and places of examinations are given in the Manual and special announcements.)

N. B.—Applicant will write plainly his first name in full, middle initial or initials (if any), and surname in full (and if a woman, whether Miss or Mrs.), and post-office address in the blanks below. The address here given will be treated as the applicant's post-office address until notification of change is made to the Commission, in writing.

Name _____
 Number and street, _____
 City, Town, _____
 Post Office, _____
 State or Territory, _____

Bona fide residence: State of _____
 County of _____
 Date of birth _____ years.
 Age on last birthday, _____ years.

Applicant will not fill the following blanks.
 Application _____ approved _____, 191____
 By whom _____ approved _____
 Admitted to examination _____, 191____
 Notified of standing _____, 191____
 Entered register _____, 191____

**Approved and forwarded to the Labor Board,
Sec. XII, Par. 66, complied with.*

-----, U. S. N., Commandant.

Labor Board,

-----, 191

Entered on employee's record.

Recorder.

**NOTE.—The Commandant is not required to sign this form
except when a discharge is for cause. Sec. XII, Par. 66.*

4-2106

Application No.

Navy Yard,

Labor Board,

....., 191

.....
(Name.)

.....
(Rating.)

who was discharged, 191 ,

for being absent six successive musters, has presented to
the Board satisfactory evidence that his absence was

due { to continuous illness during period absent.
to

Under paragraph 64 of Regulations Governing Appoint-
ments to the Navy-Yard Service he is reassigned to duty
without requisition.

....., Recorder.

To the head of the department of

Department of

....., 191

Reemployed

....., U. S. N.,
In Charge.

TRADE AND RECORD CARD.

Percentage rating

Trade

Spl. qual.

Order of certification { Preferred, Sec. 1754 R. S.
 { General list { Military or naval service yrs. mos.
 { All others.

Name

Date of birth

Place of birth

Date of naturalization

Application completed, 19

Entered on register

Application No.

Will accept appointment to the following stations:
.....
.....

Certified to, 19

Requisition No.

Employed, 19

Provisional pay rating Final pay rating

Failed to report and dropped from register, 19

Declined employment and dropped from register, 19

Discharged, 19

Cause of discharge,

Character of work, Conduct,

Dropped from register, 19

Blank ledger page with horizontal ruling lines.

4-2120

UNITED STATES CIVIL SERVICE COMMISSION.

CONFIDENTIAL INQUIRY—LABORERS, APPRENTICES, AND MECHANICS, NAVY-YARD SERVICE.

To be sent to persons named in application as having knowledge of applicant's character, qualifications, and fitness. The person to whom this form is sent is requested to answer as fully and specifically as possible all the questions hereon. Any additional information respecting the character, qualifications, or fitness of the applicant should also be given. Avoid any allusion to politics, religion, or fraternal orders. The completed form should be returned as promptly as possible to the Labor Board in the inclosed "penalty" envelope. Unless your statement is received by the Board on or before the date named on the back of this form the applicant's examination may be disapproved and he may thereby be deprived of employment.

STATEMENT OF PERSON NAMED AS REFERENCE.

I HEREBY CERTIFY that I am over 21 years of age; that my occupation is _____; that for _____ years I have known _____, the applicant named hereon; and that the answers to the following questions with respect to him are true, to the best of my knowledge and belief.

1. What is the applicant's trade or occupation? _____
2. How long has he served at his trade or occupation? _____
3. Is he at present employed? _____ If so, (a) by whom? _____
(b) At what trade or occupation? _____ (c) At what salary? _____
4. Have you ever employed or worked with the applicant? _____ If so, (a) where? _____
(b) How long (give dates)? _____ (c) In what capacity was he employed? _____
5. If the applicant has left your employ, or that of any of the persons or firms by which you are or have been employed, state fully in each case when and why he left.

6. As to the trade or occupation in which he seeks to be employed, give your views, either in your own words or by circling or checking the qualifying term which most nearly expresses your opinion, with respect to the applicant's—
(a) Skill _____ (Excellent, good, fair, poor.) (c) Industry _____ (Excellent, good, fair, poor.)
(b) Carefulness _____ (Excellent, good, fair, poor.) (d) Efficiency _____ (Excellent, good, fair, poor.)
(If the application is for employment as apprentice or laboratory helper, and the applicant is without experience in a trade or skilled occupation, so state instead of giving the information asked for in the question.)
7. State in full the experience the applicant has had which, in your opinion, would tend to fit him for the position he seeks.

8. (To be answered only in connection with applications for apprentice, laboratory helper, and general helper.) What schooling has the applicant had? (a) If less than high school, state grade completed _____; (b) If high school or technical school, state how many years finished _____ If graduated from a 3 or 4 year course in technical school, so state and name the school _____
9. (To be answered only in connection with applications for apprentice.) Has the applicant in your opinion an aptitude for learning a trade? _____
10. Does the applicant use (a) Intoxicating liquors? _____; (b) Narcotic drugs? _____ If answer is "Yes" in either case, show extent of use. (a) _____ (b) _____
(Answer yes or no.) (Answer yes or no.)
11. To what extent would you yourself give the applicant employment in a position similar to that which he seeks?

12. Are you related to the applicant? If so, state the relationship. _____
13. What is his general reputation and standing in the community in which he resides? _____
14. Has the applicant to your knowledge ever been discharged for inefficiency, neglect of duty, or moral unfitness? If so, give particulars. _____
15. How have you obtained your knowledge of the applicant with respect to the information which you have given in this certificate?

(Add any other facts relative to the applicant's fitness or unfitness for employment in the Government service.)

The above statement and answers are in my own handwriting (have been dictated and carefully read by me).

NOTE.—If the statement and answers are dictated, strike out the statement above that they are in the handwriting of the signer.

(Signature of reference) _____

(Post-office address) _____

Date, _____, 191____ (Place of employment) _____

Form 2015.—Nov., 1916.

UNITED STATES CIVIL SERVICE COMMISSION.

CONFIDENTIAL INQUIRY—LABORERS, APPRENTICES, AND MECHANICS, NAVY-YARD SERVICE.

Sir: _____, an applicant for the position of _____, has referred to you in his application as one having knowledge of his character, qualifications, and fitness for the position he seeks. The Commission therefore requests that you furnish the information called for on the reverse of this form, answering all the questions as fully and specifically as possible, and promptly return the form to the Labor Board. A "penalty" envelope, requiring no postage, is inclosed for this purpose. If you have knowledge of any additional facts respecting the applicant that would be of value in determining his fitness or unfitness for the public service, you are requested to state them fully. Avoid any allusion to politics, religion, or fraternal orders. The information you furnish will be treated as confidential and is for the inspection and scrutiny of the Commission and the Navy Department. You are urged to give this matter immediate attention for the reason that unless your statement is received by the hour of closing business on the date named below the applicant's papers may be disapproved.

By direction of the Labor Board:

Very respectfully,

J. O'GRADY.
RECORDER, LABOR BOARD.

This form mailed _____, 191

Return to _____
in time to be received by

Mr. _____

Application No. _____

UNITED STATES CIVIL SERVICE EXAMINATION.

ASSISTANT SHIP DRAFTSMAN

NAVY YARD SERVICE, BROOKLYN, N. Y.

The United States Civil Service Commission announces an open competitive examination for assistant ship draftsman, for both men and women. Vacancies in the U. S. Navy Yard Service at Brooklyn, N. Y. at entrance salaries ranging from \$2.40 to \$4.48 per diem, depending upon the qualifications of the appointee, will be filled from this examination, unless it is found in the interest of the service to fill any vacancy by reinstatement, transfer, or promotion. Appointments at the higher rates of pay will be made only of eligibles who have considerably more than the minimum requirements for eligibility.

Competitors will not be required to report for examination at any place, but will be rated on the following subjects, which will have the relative weights indicated, on a scale of 100: (1) Physical ability, 10; (2) General and technical education and training, and practical experience, 90.

Applicants must have completed their junior year (including drafting instruction) without conditions in an engineering course of a college or university of recognized standing; or have had at least two years' experience in a drafting room, engaged on work of developing plans for ships, buildings, or structures involving steel work, architectural work, or mechanical drafting work.

Statements as to education, training, and experience are accepted subject to verification.

Applicants must have reached their eighteenth birthday on the date of making oath to the application.

UNTIL FURTHER NOTICE AND ON ACCOUNT OF THE URGENT NEEDS OF THE SERVICE, APPLICATIONS WILL BE RECEIVED AT ANY TIME. PAPERS WILL BE RATED PROMPTLY AND CERTIFICATION MADE AS THE NEEDS OF THE SERVICE REQUIRE.

Applicants must submit with their applications their photographs taken within two years. Tintypes or proofs will not be accepted.

Applications will not be accepted from employees of the Government or of firms or corporations engaged in carrying out contracts for the Government or its allies, unless accompanied by the written assent of the head of the office, firm or corporation under which the applicant is employed to his or her appointment in case he or she should pass the examination.

This examination is opened to all citizens of the United States who meet the requirements.

Applicants should at once apply for Form 1312, stating the title of the examination desired, to the Secretary of the Second Civil Service District, Custom House, New York, N. Y., or to the Labor Board, Navy Yard, Brooklyn, N. Y. Applications should be properly executed, excluding the medical and county officer's certificates, and filed with the Labor Board at the Navy Yard, Brooklyn, N. Y., without delay.

Issued October 11, 1917.

ANSWERS TO QUESTIONS need not be in handwriting of applicant. If able to write, applicant must SIGN this application; if not able to write, the applicant's mark must be witnessed. Fill all blanks in ink.

United States Civil Service Commission.

APPLICATION PAPER—UNSKILLED LABORER.

EACH QUESTION MUST BE ANSWERED OR THE APPLICATION WILL BE REJECTED.

I hereby make application for appointment as an UNSKILLED LABORER in the service of the United States in the city of _____, and as a part of my application I declare the answers to the following questions to be true:

1. What is your full name? _____
Sex? _____ Legal residence? _____ Married or single? _____
2. What is your age next birthday? _____ Date of birth? _____
(Month, day of month, and year of birth.)
3. Where were you born? (Foreign-born citizens must prove naturalization.) _____
4. What is your present occupation? _____ At what wages? _____
5. By whom are you employed? _____ Since when? _____

What is the post-office address of your employer? _____

6. What have been your occupations since beginning to earn your own living? (Fill the following blanks.)

Date of employment.	Occupation.	Name and post-office address of employer.
From _____ to _____		
From _____ to _____		
From _____ to _____		

7. Give the names and complete addresses of FIVE persons now living in the United States who are COMPETENT to judge of your fitness for the position of unskilled laborer. The names should be of persons not related to you and should be of persons with whom or under whom you have worked. Persons who have employed you are preferred. If no replies are received from such COMPETENT vouchers the application will be canceled.

NAME. (Give full name.)	PRESENT ADDRESS. (Give complete address, including street and number.)	BUSINESS OR OCCUPATION.

8. Do you use intoxicating liquor? _____ If so, to what extent? _____

9. State in a few words any kind of labor in which you are especially apt and experienced. _____

10. Are you a United States pensioner? _____ If so, for what disability? _____

11. Have you now, or have you had, any of the following disabilities? (Answer "Yes" or "No" to each inquiry.) Sore eyes or any defect of vision? _____ Any defect of hearing? _____ Any defect of limb? _____ Heart or lung disease? _____
Ulcers or varicose veins? _____ Paralysis? _____ Rheumatism? _____ Rupture? _____ Any disease or disability not referred to herein? _____

12. Were you ever in the civil branch of the Federal, State, or municipal service? _____ In what Department or service were you employed? _____ For what period were you so employed?

From _____ to _____ (Show month and year.) Did you voluntarily resign? _____

Were you discharged? (Cause not required.) _____ Are you now employed in any of the above? _____

If so, where? _____

[OVER]

13. Were you ever in the United States military or naval service?..... In wha. company and regiment, or on what vessel?
 (Do not give service in State militia.)..... Give the exact name under which you
 enlisted and were discharged..... Dates: Enlisted.....
 discharged..... Was the discharge on account of disability incurred in line of duty?
 ("Yes" or "No.")

14. (a) Have you ever, by indictment or in any other manner prescribed by law, been charged with any crime, misdemeanor, or
 offense whatsoever; or fined or arrested for any offense?.....
 (Answer "Yes" or "No.")

(If your answer is "Yes," name the offense and inclose herewith an abstract of the court proceedings in each and every case sufficient to show the
 essential action taken, and also, in case of fine or conviction furnish a statement from the trial judge or other court officer showing the surrounding
 circumstances and your reputation.)

(b) Does your answer to Question 14 (a) cover all cases therein referred to?
 (Answer "Yes" or "No.")
 (It is necessary that the Commission have full and truthful answers to these questions to enable it to determine whether the facts justify approval of
 your application.)

15. Have you ever been examined for laborer by this or any other board? If so, with what rating?.....

16. What is the lowest salary you will accept?.....

(Signature of applicant.).....
 (Sign first name in full, middle initial, if any, and surname in full.)

Name and address must also be written on the back of this form.

Date, 19

(Applicant will NOT fill the following blanks.)

Final certificate of naturalization of.....
 (Name of person naturalized.)

issued by the..... Court of.....
 (City.) (State.)

on....., 1, was filed with this application by the applicant, and was found by me to be in due form in all
 respects. The certificate was returned to the applicant on....., 19

(Initials.).....

Form 1642.
 April, 1915.

Application No. Rating.....
 UNITED STATES CIVIL SERVICE COMMISSION.
BOARD OF LABOR EMPLOYMENT.
 APPLICATION BLANK.

NOTE.—Applicant will fill all blanks below to the heavy line.

Name.....
 Number and street,.....
 City,.....
 State,.....
 Applicant will NOT fill the following blanks.
 Filed.....
 Examined.....
 Age..... Height..... ft. in. Wt. lbs.
 Notified of standing.....
 Entered on register.....

**Approved and forwarded to the Labor Board,
Sec. XII, Par. 66, complied with.*

....., U. S. N., Commandant.

Labor Board

....., 191

Entered on employee's record.

.....
Recorder.

**NOTE.—The Commandant is only required to sign this form
when reduction is for cause. Sec. XII, Par. 66, or promotion
made in accordance with Sec. XI, Pars. 50, 52, or 53.*

4-2105

Form 2022.
Mar., 1916.

INDEX CARD.

Name.

Trade.

Application number.

Application filed.

Date of birth.

Place of birth.

Percentage rating.

List { *Preferred, 1754 R. S.*
 { *General.*

-----, 191

Recorder, Labor Board.

-----, 191

6-4975

Commissioners:

JOHN A. MCLHENNY,
President.
CHARLES M. GALLOWAY.
HERMON W. CRAVEN.

Form 2012—Mar., 1917.

**UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C.**

**INSTRUCTIONS TO APPLICANTS FOR EMPLOYMENT AT
NAVY YARDS AND NAVAL STATIONS.**

The following instructions are based upon the regulations governing appointments to the Navy-Yard Service, approved December 7, 1912, and revised October 15, 1915.

The information contained in Sections II to VI, inclusive, of this circular pertains to the positions embraced in Groups 1, 2, and 3, Section I. Information relative to positions in Group 4 (a, b, and c), Section I, is given in Section VII.

SEC. I. CLASSIFICATION OF POSITIONS.

The force in the Navy-Yard Service is divided under four groups, as follows:

UNCLASSIFIED.

GROUP 1.—Laborers and others engaged upon manual work which requires no mechanical skill or trade knowledge, such as—

Attendants, battery.	Janitors.
Attendants, dispensary.	Laborers, common.
Attendants, powder factory.	Stable keepers.
Coal handlers.	Teams, double.
Deck hands.	Teams, single.
Hod carriers.	Teamsters.
Hostlers.	Teamsters with teams.

CLASSIFIED.

GROUP 2.—Apprentices, helpers, and others engaged upon work which requires some mechanical skill or trade knowledge, such as—

Apprentices.	Helpers, ordnance.
Boys.	Helpers, painters'.
Clothing factory employees:	Helpers, pattern makers'.
Apprentice tailors.	Helpers, pipe fitters'.
Helpers, cutters'.	Helpers, plumbers'.
Cupola men.	Helpers, riggers'.
Dredgers.	Helpers, ropemakers'.
Hammer runners.	Helpers, sheet-metal workers'.
Helpers, blacksmiths'.	Helpers, ship fitters'.
Helpers, boat builders'.	Helpers, shipsmiths'.
Helpers, boiler makers'.	Helpers, shipwrights'.
Helpers, coppersmiths'.	Helpers, steelworkers'.
Helpers, divers'.	Helpers, woodworkers'.
Helpers, electricians'.	Holder-on.
Helpers, general.	Markers, rifle range.
Helpers, laboratory.	Oakum spinners.
Helpers, machinists'.	Rivet heaters.
Helpers, masons'.	Tool-room keepers.
Helpers, metal workers'.	Weighers.
Helpers, molders'.	

GROUP 3.—Artisans, such as—

Acetylene operators.
 Anglesmiths.
 Armature winders.
 Assistant bakers.
 Assistant cooks.
 Bakers.
 Blacksmiths.
 Block makers.
 Boat builders.
 Boiler makers.
 Box makers.
 Buffers and polishers.
 Butchers.
 Cable splicers.
 Calkers, wood.
 Calkers and chippers, iron.
 Carpenters, house.
 Casting cleaners.
 Chauffeurs.
 Clothing factory employees:
 Box makers.
 Canvas workers.
 Checkers.
 Clothing examiners.
 Cutters.
 Inspectresses.
 Machine operators.
 Operatives (female).
 Pressers.
 Pressers and operators.
 Second assistant chief cutter.
 Spongers.
 Tailors.
 Trimmers and markers.
 Woodworkers.
 Concrete workers.
 Cooks.
 Coopers.
 Coppersmiths.
 Cranemen.
 Diesinkers.
 Divers.
 Drillers.
 Electricians.
 Electric-dredge operators.
 Electric welders.
 Electroplaters.
 Engine tenders.
 Engine tenders, crane.
 Engine tenders, electrical.
 Engine tenders, fire.
 Engine tenders, hoisting.
 Engine tenders, locomotive.
 Engine tenders, pile driver.
 Firemen.
 Flag makers.
 Flange turners.
 Forgers, drop.
 Forgers, heavy.
 Foundry chippers.
 Frame benders.
 Furnace men, forge.
 Furnace men, foundry.
 Galvanizers.
 Gardeners.
 Heaters, furnace.
 Instrument makers.
 Joiners.
 Joiners, ship.
 Leather workers.
 Letterers and grainers.
 Levelers.
 Linemen.
 Loftsmen.
 Lumber scalers.
 Machine operators.
 Machinists.
 Machinists, all-round.
 Machinists, electrical.
 Machinists, floor or vise hand.
 Machinists, tool hand.
 Machinists, torpedo.
 Masons, brick.
 Masons, stone.
 Mechanics, electrical.
 Melters.
 Metallic cartridge case makers.
 Millmen.
 Millwrights.
 Model-machine operators.
 Model makers, wood.
 Molders.
 Molders, steel casting.
 Motormen.
 Oilers.
 Ordnance men.
 Packers.
 Painters.
 Pattern makers.
 Pavers.
 Pile drivers.
 Pilots, ferryboat.
 Pipe coverers.
 Pipe fitters.
 Plasterers.
 Plumbers, house.

Plumbers, ship.
 Pressmen.
 Punchers and shearers.
 Railroad yardmasters.
 Riggers.
 Riveters.
 Riveters, hand.
 Riveters, machine.
 Riveters, pneumatic hammer.
 Rodmen.
 Rollers, brass and copper.
 Roofers.
 Ropemakers.
 Sailmakers.
 Sand blasters.
 Saw filers.
 Seamstresses.
 Sheet-metal workers.
 Ship fitters.
 Shipsmiths.

GROUP 4a.—Supervising artisans, such as—

Foremen.
 Head cooks and bakers.
 Master mechanics.
 Tugmasters.

Shipwrights.
 Spar makers.
 Steelworkers.
 Stevedores.
 Stonecutters.
 Switchmen.
 Tanners.
 Tool dressers.
 Toolmakers.
 Tool sharpeners.
 Tower men.
 Trackmen.
 Turbine bladers.
 Upholsterers.
 Water tenders.
 Wharf builders.
 Wheelwrights.
 Wiremen.
 Wireworkers.
 Woodworkers.

Leadingmen-in-charge.
 Quartermen-in-charge.
 Leadingmen and quartermen serving
 under other supervising artisans.

GROUP 4b.—Special employees whose primary qualification is a trade knowledge, but who are not required to possess more than a limited educational qualification, such as—

Progress men.
 Shop store supervisors.

Special mechanics.

GROUP 4c.—Special employees who are required to have educational and technical qualifications, such as—

Assistant inspectors of engineering material.
 Assistant inspectors of hull material.
 Assistant stewards.
 Blue printers.
 Bookkeepers.
 Cataloguers.
 Chemists.
 Clerks.
 Copyist draftsmen.
 Custodians.
 Draftsmen.
 Expert aids.
 Laboratorians.
 Librarians.
 Magazine attendants.
 Mechanical engineers.
 Messenger boys.
 Messengers.
 Metallographists.

Photographers.
 Powder experts.
 Shelf assistants.
 Ship keepers.
 Shoe inspectors.
 Stenographers.
 Stenographers and typewriters.
 Stewards.
 Store laborers.
 Storemen.
 Subinspectors of work or material.
 Telegraph operators.
 Telephone switchboard operators.
 Timber inspectors.
 Timekeepers.
 Torpedo engineers.
 Typewriters.
 Watchmen.
 Weight clerks.

SEC. II. LABOR BOARDS.

A labor board has been organized at each navy yard or naval station, and at each separate establishment outside of the navy yards where the number of employees is sufficient to require it.

Applicants for employment at the navy yards at Portsmouth, N. H.; Boston, Mass.; Brooklyn, N. Y.; Philadelphia, Pa.; Washington, D. C.; Portsmouth, Va.; Charleston, S. C.; Mare Island, Vallejo, Cal.; and Bremerton, Wash.; the naval stations at Newport, R. I.; Key West, Fla.; New Orleans, La.; and Honolulu, Hawaii; the Naval Proving Ground at Indianhead, Md.; the Naval Training Station at North Chicago, Ill.; the Naval Academy at Annapolis, Md.; the naval magazines at Iona Island, N. Y., and Lake Denmark, N. J.; the depot of supplies, United States Marine Corps, Philadelphia, Pa.; and the aeronautic station at Pensacola, Fla., should make application to the labor board at the yard or other establishment where employment is desired. Applicants for employment at the Naval Training Station at San Francisco, Cal., should apply to the labor board at the Mare Island Navy Yard, Vallejo, Cal. The employment of labor at naval stations in the Philippine Islands, Cuba, Guam, and Samoa is not governed by the regulations upon which the information in this circular is based, and persons desiring appointment at any of those stations should apply for information to the commanding officer of the station where employment is sought.

SEC. III. QUALIFICATIONS OF APPLICANTS.

An applicant is required to show to the satisfaction of the labor board that he has the following qualifications in order to have his name placed on the eligible list for appointment:

That he is a citizen of, or owes allegiance to, the United States.

That he has the necessary knowledge of, and experience in, the occupation or trade in which he seeks employment.

That he is industrious and of good character.

That he is physically able to perform the work of his occupation or trade, and that he has no physical defect which would, as a contributory cause, tend to prolong a disability resulting from an accident or injury received in the performance of his work, or which would render him more liable to such accident or injury.

The age limits for employment are as follows:

Group 1 (see Sec. I).—17 years or over.

Group 2 (see Sec. I).—Ordnance, shipsmiths', blacksmiths', and anglesmiths' helpers, 21 years or over. Apprentices between 15 and 18 years and boys between 14 and 18 years, if not in conflict with the laws of the State in which the yard is situated; otherwise to conform with the said laws. All others, 17 years or over.

Group 3 (see Sec. I).—Riveters and rodmen, 18 years or over. Ordnance men, 23 years or over. Operatives, female, 18 years or over, except that applications will not be accepted from persons more than 40 years of age unless they have had at least one year's experience in operating power-driven sewing machines. All others, 20 years or over.

Any of the following is deemed good cause for the rejection of an applicant or eligible:

Dismissal from the service for delinquency or misconduct within one year next preceding the date of application.

Physical or mental unfitness for the position.

Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.

Making a false statement in any material fact, or practicing any deception or fraud in securing examination, registration, certification, or appointment.

Refusal to furnish testimony as required by Section XIV of the regulations governing appointments to the Navy-Yard Service.

The habitual or excessive use of intoxicants or deleterious drugs.

Any of the last five foregoing disqualifications will be cause for the dismissal of an employee.

SEC. IV. APPLICATION AND EXAMINATION.

Application for employment under Group 1, 2, or 3 (see Sec. I) may be made at the office of the labor board at a navy yard or other naval establishment on any working day of the year, except that applications for employment under Group 1 at the Washington Navy Yard should be filed with the Civil Service Commission, Washington, D. C.; for employment under Group 1 at the Brooklyn Navy Yard should be filed with the secretary of the Second Civil-Service District, Customhouse, New York, N. Y.; and for employment under Group 1 at the Philadelphia Navy Yard should be filed with the Secretary of the Third Civil-Service District, Post Office, Philadelphia, Pa. Dates of examinations under Group 1 in these three cities may be learned upon inquiry of the commission at Washington or the district secretary at New York or Philadelphia.

Applicants for positions in which men are needed or are soon to be needed will be furnished with blank application forms to be executed by them, which forms must be returned, properly executed, at once. All others who apply will have their names placed on file for future possible need.

For the positions embraced in Group 1 (see Sec. I) application and examination form No. 1642 will be used. For the positions embraced in Groups 2 and 3 (see Sec. I) application and examination form No. 1800 will be used.

Applicants for employment in the occupations embraced in Group 1 (see Sec. I) will be placed on the eligible list in order of the averages given to them on their physical ability, upon a physical examination which includes a strength test. The examination is made by a medical officer of the yard or other establishment where employment is sought; therefore applications must be presented by the applicants in person.

The relative standing of applicants for positions embraced in Groups 2 and 3 (see Sec. I) will be determined by an examination comprising the elements of physical ability and training and experience. Applicants will not be assembled for a written examination. The ratings given will be based upon the applicant's statements in his application and upon corroborative evidence. No applicant will be declared eligible for appointment who fails to attain a rating of at least 70 per cent for the element of training and experience, and a rating of at least 70 per cent for the element of physical ability, except that persons allowed preference under section 1754, Revised Statutes, are required to attain ratings of at least 65 per cent for the element of training and experience. (Sec. 1754, R. S., refers to persons discharged from the United States military or naval service for disability incurred in the line of duty.)

Under the provisions of the civil-service act and rules, an application for examination must be made under oath, in such form and manner and accompanied by such certificates as the commission may prescribe. For a position under Group 2 or 3, the applicant must personally appear before an officer authorized to administer oaths and make oath to all the statements made by him in his application. Unless such officer is an employee of the Government and has been authorized by the commission to administer oaths, his signature must be authenticated by his official impression seal, or, if he has no such seal, his official character must be certified by the clerk of court, secretary of state, or other proper officer under official seal. An oath to an application for employment in the Navy-Yard Service may be executed by a member of the labor board (see

Sec. II) ; by the recorder of the board, or an assistant to the recorder; or by an officer of the Navy having authority under the naval regulations to administer oaths in matters of naval administration; and in any such case no impression seal will be required.

SEC. V. RATING—ELIGIBILITY—APPOINTMENT.

Applicants for original appointment to positions in Groups 1, 2, and 3 (see Sec. I) will be rated frequently as the needs of the service require, not less than quarterly.

Examination papers are rated on a scale of 100, and applicants will be notified of their ratings shortly after the completion of the examination.

All applicants for positions in Group 1 (see Sec. I), rated at 85 or more, will be eligible for appointment, and their names will be placed on the proper register according to their percentage ratings, irrespective of the date of examination; but the names of persons preferred under section 1754, Revised Statutes, will be placed above those of all other applicants for original appointment. (Sec. 1754, R. S., refers to persons discharged from the United States military or naval service for disability incurred in the line of duty.) For positions in this group honorably discharged veterans of the Civil War are given secondary preference.

All applicants for positions in Groups 2 and 3 (see Sec. I) rated at 70 or more will be eligible for appointment, and their names will be placed on the proper register according to their percentage ratings, irrespective of the date of examination; but the names of persons preferred under section 1754, Revised Statutes, rated at 65 or more, will be placed above those of all other applicants for original appointment. (Sec. 1754, R. S., refers to persons discharged from the United States military or naval service for disability incurred in the line of duty.)

The labor board will in all cases make inquiries as to an applicant's character, habits, ability, and efficiency for consideration in determining the final percentage rating.

The term of eligibility is one year, beginning with the date on which the name of the eligible is entered on the eligible list. An eligible who wishes to have his name reentered on the eligible list at the end of the eligible period of one year must be reexamined.

A register of eligibles will be prepared and maintained under each of Groups 1, 2, and 3 (see Sec. I). The register under each group will be divided into three lists, as follows:

Furlough list for reinstatement.—This list will include the names of all who have been laid off for lack of work or lack of funds, with ratings of not less than "Very good" in workmanship and "Very good" in conduct, and of those voluntarily separated from the service with marks of "Very good" for both workmanship and conduct if request for entry on the list is made in writing within 30 days from the date of separation.

Preferred list.—This list will include the names of all eligibles for original appointment who are entitled to preference under the provisions of section 1754, Revised Statutes.

General list.—This list will include the names of all other eligibles for appointment. On this list honorably discharged sailors, soldiers, or marines will be preferred for appointment in case of equality of ratings with others.

Each of the lists referred to above will be subdivided by trades or occupations, and notation will be made of any particular class of work or branch of a trade in which the eligible is most proficient.

The head of the department in which an eligible is appointed will cause such tests to be made as he deems necessary to determine the appointee's status in his trade or occupation, and will rate him provisionally as to pay. The final rating as to pay will be made within two weeks from the date of appointment.

In order fully to determine an applicant's qualifications, he will be first employed on trial for a period of six months. If at any time during the trial period of six months his conduct or capacity is found to be not satisfactory, he will be notified in writing, and this notice will terminate his service. He will be ineligible for reexamination for a period of one year in the same trade or occupation. He may, on his application, be examined in another trade or occupation, except where the mark for conduct is "Poor," in which event he will be ineligible for examination within one year. Retention in the service after the expiration of the probationary period will be equivalent to absolute appointment.

When an eligible is to be appointed he will be notified when and where to report for work. Any person who fails to report at the office of labor employment or to the head of the department to which he has been assigned, at the time designated, or who declines appointment, will have his name dropped from the eligible list. The labor board may reinstate the name on the list upon the presentation of reasons which the board deems adequate and satisfactory.

Notices of selection for appointment will be sent by mail in due time, and it is not necessary for a person whose name is on the register of eligibles to call upon or write to the labor board except in response to such notice, unless the eligible has changed his post-office address.

The civil-service act provides that whenever there are two or more members of a family in the public service in the grades covered by that act no other member of such family shall be eligible to appointment to any of the said grades. The Attorney General on May 25, 1907, rendered an opinion that where two or more members of a family are in the public service in the grades covered by the civil-service act the commission is authorized and required to withhold from certification the name of any other member of such family. Applications will be accepted from such persons, but their names will not be certified so long as two or more members of their family are in the classified service.

A person shown by his application to have not more than one member of his family employed in the classified service, and who is therefore apparently eligible for certification and appointment, may become ineligible through the appointment of other members of his family subsequent to the filing of his application. Every eligible must therefore promptly inform the labor board when any additional members of his family are appointed to the classified service, and he is warned that if he fails to thus notify the labor board and there results a tender of appointment which he accepts, his appointment will be illegal if two members of his family are then employed in the classified service, and any expense incurred in reporting for duty or otherwise will be at his own risk.

An eligible must keep the labor board informed of any change he may make in his post-office address. An eligible who does not comply with this instruction will not be excused for failure, in consequence of such noncompliance, to report for work at the time designated in the notification sent to him by the board.

SEC. VI. MISCELLANEOUS INFORMATION.

Eight hours constitute a day's work. Half holidays are allowed on Saturdays from June 15 to September 15.

Each employee in the Navy-Yard Service may be granted 30 working days' leave of absence each year without forfeiture of pay during such leave, but it

is lawful to allow pro rata leave only to those who have served 12 consecutive months or more. During the second service year 60 days' leave with pay is allowed, 30 days at any time during the year, and 30 days at the rate of $2\frac{1}{2}$ days per month, as earned, from the beginning of the service year. During the third or any subsequent service year, 30 days leave at the rate of $2\frac{1}{2}$ days per month is allowed. In any case the right to leave with pay lapses at the end of the service year in which it is due.

An employee in the Navy-Yard Service who is injured in the usual course of employment is entitled to receive compensation under certain conditions, in accordance with the provisions of the act approved September 7, 1916.

Transfers of employees under Group 1, unclassified, to Groups 2 and 3, classified (see Sec. I), will not be permitted, but unclassified employees may enter open competitive examinations for classified positions on the same basis as persons not in the service.

Any classified employee serving in a position under Group 2 who has rendered six months' satisfactory service may, upon request of the head of department or division and approval of the commanding officer, be promoted to a position in Group 3 (see Sec. I) upon passing the tests of fitness required by the commission.

SEC. VII. POSITIONS EMBRACED IN GROUP 4 (a, b, and c).

Positions in Group 4 (a, b, and c) (see Sec. I), when not filled by promotion, will be filled through open competitive examinations, which will be specially announced when necessary to fill existing or expected vacancies. Persons desiring further information concerning these positions at yards and other establishments in the United States should address the United States civil-service district secretary at Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Washington, D. C.; Atlanta, Ga.; Chicago, Ill.; New Orleans, La.; Seattle, Wash.; or San Francisco, Cal.; or the United States Civil Service Commission, Washington, D. C. Information relative to the positions referred to at stations outside the continental limits of the United States may be obtained as follows: Positions at Guantanamo, Cuba, from the United States Civil Service Commission, Washington, D. C.; at Honolulu, Hawaii, from the secretary of the board of civil-service examiners, customhouse, Honolulu, or the commission at Washington; at Cavite and Olongapo, P. I., from the director of civil service, Manila, P. I.; at Guam or Samoa, from the commanding officer at either station. All positions under the Department of the Navy at Guam and Samoa are excepted from examination.

By direction of the commission:

JOHN A. McILHENNY,
President.

[TO BE PREPARED IN QUADRUPPLICATE, 3 COPIES TO BE SENT TO DISTRICT SECRETARY.]

CLAIM OF PREFERENCE FOR APPOINTMENT UNDER SECTION 1754, R. S.

Section 1754, R. S., reads: Persons honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices.

To entitle the veteran to preference he must have been disabled by wounds or sickness incurred in the line of duty; he must have been honorably discharged; he must have been so discharged by reason of such disability so incurred.

Whether these requirements are met is decided upon evidence furnished by the War and Navy Departments.

The fact that a veteran was suffering from disability at the time of his discharge does not entitle him to preference. He may have been mustered out; his enlistment may have expired; or the disability may not have been incurred in the line of duty, in any of which cases the statute would not apply. Rejection for reenlistment or receipt of a pension on account of disability incurred in the line of duty is not sufficient. Retirement for disability, in accordance with law, or transfer to the Veteran Reserve Corps for disability, is not discharge for disability within the statute.

If the records state that the claimant was not discharged for disability in the line of duty, appeals to allow the claim on account of attendant circumstances will be useless, as the Commission is bound to follow the records. If the records are believed to be at fault, appeal should be made to the proper Department. If the claimant believes the official report made to the Commission is at variance with the facts, he should forward his discharge papers, which will be promptly returned.

Persons given preference (1) are released from all age limitations; (2) are required to attain a rating of only 65 per cent, while all other persons are required to attain 70 per cent to be eligible; (3) are certified ahead of all persons whose names are on the same register and who are not given preference, and (4) are certified without regard to residence to positions which are required to be apportioned among the States.

LABOR BOARD, NAVY-YARD SERVICE,

Name of applicant, _____

Title of examination, _____

Held or to be held at _____ on _____

Company and regiment or vessel, _____

Date enlisted, _____ Date discharged, _____

Respectfully referred to the Secretary, _____ Civil-Service District, by direction of the Labor Board.

Recorder, Labor Board.

The above claim is _____ allowed, it appearing from the records that: _____

President.

Respectfully returned to the Labor Board.

District Secretary.

To _____

File No.

United States Civil Service Commission,
WASHINGTON, D. C.

SIR: The Commission requests a statement of the military or naval service and hospital record of the within-mentioned claimant for preference under Section 1754, R. S., to determine whether he was honorably discharged from the military or naval service by reason of disability *resulting from wounds or sickness incurred in the line of duty.*

By direction of the Commission:

Very respectfully,

President.

REQUEST FOR NAVY YARD ORDER FORMS.

Navy Yard,

....., 191

From:

To: Secretary of the Navy.

I request that the following blank forms be supplied for use in this office, viz:

Title or Number of Form.	Number used annually.	Number on hand.	Number requested.	Number issued on this request.

.....

APPLICATION FOR REEMPLOYMENT.

NOTICE TO APPLICANTS.—Any false statement in an application, or alteration of a certificate, or presentation to the Labor Board of any such false or altered paper, is a violation of the law and punishable as such.

Date, _____, 191

TO THE LABOR BOARD,

Navy Yard, _____

I hereby request certification for reemployment by the Labor Board under the provisions of Par. 64 of the Regulations Governing Appointments to the Navy Yard Service, my entire absence from _____, 191 , to _____, 191 , both inclusive, having been due to _____

(State here cause of absence.)

which incapacitated me for the performance of duty; and was not the result of immoral or vicious habits or to indulgence in alcoholic stimulants.

(Signature) _____

(Address) _____

_____ }
_____ } ss:
_____ }

Sworn to and subscribed before me this _____ day
of _____, 191

(Signature) _____

(Official title) _____

ATTENDING PHYSICIAN'S CERTIFICATE.

(To be filled out in case of personal illness or injury of the applicant.)

I hereby certify that _____ has
been under my professional care from _____, 191 , to _____, 191 ,
both inclusive; that to my personal knowledge he was incapacitated for labor by illness or
injury during said period; and that his disability was not in any way due to immoral or
vicious habits or to indulgence in alcoholic stimulants or drugs. I further certify that I
attended him _____ times during the above-mentioned period, viz., on the following dates:

(Signature of physician) _____

(To be filled in ink.)

(Address) _____

NOTICE OF RATING.

United States Civil Service Commission,

LABOR BOARD, NAVY-YARD SERVICE.

NAVY YARD, NEW YORK

....., 191

Sir:

The average percentage attained by you in the
..... examination is.....

The names of competitors who obtain an average percentage of 70 or more (or, if preferred soldiers or sailors, an average percentage of 65 or more) are entered upon the register of eligibles in the order of ratings obtained; but those whose average percentages are below 70 (or 65, if preferred soldiers or sailors) are not eligible for appointment. Only those persons have right to a claim of preference who have been honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty.

The period of eligibility is one year from the date of entering the name on the register. Entry on the registry is made on or about the date of the notice of rating.

By direction of the Labor Board:

Very respectfully,

J. F. O'GRADY

RECORDER, LABOR BOARD.

Sir:

You must present this application in person at the office of the Labor Board, Navy Yard, Brooklyn, N.Y., between the hours of 9:30 and 11:30 a.m., and 1:30 and 3:30 p.m.

You must furnish a small photograph of yourself, taken within the last two years. If a naturalized citizen, you must show your citizenship papers when filing your application. If you have served in the Army, Navy, or Marine Corps you must show your discharge papers.

Sir:

You must present this application in person at the office of the Labor Board, Navy Yard, Brooklyn, N.Y., between the hours of 9:30 and 11:30 a.m., and 1:30 and 3:30 p.m.

You must furnish a small photograph of yourself, taken within the last two years. If a naturalized citizen, you must show your citizenship papers when filing your application. If you have served in the Army, Navy, or Marine Corps you must show your discharge papers.

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You must furnish a small photograph of yourself, taken within the last two years. If a naturalized citizen, you must show your citizenship papers when filing your application. If you have served in the Army, Navy, or Marine Corps, you must show your discharge papers.

Sir:

You must present this application in person at the office of the Labor Board, Navy Yard, Brooklyn, N.Y., between the hours of 9:30 and 11:30 a.m., and 1:30 and 3:30 p.m.

You must furnish a small photograph of yourself, taken within the last two years. If a naturalized citizen, you must show your citizenship papers when filing your application. If you have served in the Army, Navy, or Marine Corps, you must show your discharge papers.

NAVY YARD? NEW YORK.
LABOR BOARD.

INSTRUCTION TO APPLICANTS FOR EMPLOYMENT AS APPRENTICES.

1. Applicants for apprentice must be fifteen years of age or over. If under sixteen they must show their working papers when filing application. They must write the word "Apprentice" in the application under Question 1, followed by the name or names of one or more trades applicant is willing to learn. A list of trades in which the apprentices are employed follows:

Boatbuilder	Electrician	Painter	Sailmaker
Boilermaker	Joiner	Pottermaker	Shipfitter
Coppersmith	Mechanist	Plumber	Shipsmith
Die Sinker	Molder	Sheet Metal Worker	
	Shipwright		

Applicants must state the number of years they have attended school, whether or not they graduated, and give the name and address of their last school teacher or school principal, or both among their references. All schooling of the applicant should be shown, whether in public school, high school, manual training school college, etc. Applicants will be required to submit satisfactory evidence as to the educational training claimed in his application.

2. Applicants for apprentice should present their application in person in order that they may be physically examined by the Yard Medical Officer when the application is filed. Applicants who live at a considerable distance from the Yard and cannot file their applications in person may have the medical certificate filled in by their own physician but if their names are reached for appointment will have to pass the physical examination given by the Yard Medical Officer before employed. Applicants may report for examination any week day between the hours of 9.00 a.m. and 3.00p.m. This examination is given without expense to the applicant.

3. The pay of the Apprentices is as follows:

4th Class--\$2.24 per diem.
3rd Class--\$2.72 per diem.
2nd Class--\$3.20 per diem.
1st Class--\$5.68 per diem.

Recorder, Labor Board.

United States Civil Service Commission,
LABOR BOARD, NAVY-YARD SERVICE,

Your application for examination is herewith returned for correction. Please read it carefully and see that each part is executed in accordance with the printed directions in the application.

The paragraphs checked below (thus: X) indicate the corrections necessary to your application. You should review your application, and any questions left unanswered or any additional errors or defects discovered should be corrected. When a correction is made in any part of the application it must be certified to, on the margin, by the signer of that part of the application.

Your application should be corrected and returned immediately.

Question _____ must be fully answered.

Your United States citizenship (Question 2) must be fully proved in one of the following ways:

- (a) If naturalized directly, your own final certificate of naturalization must be submitted. If your certificate is issued in a name which differs in any particular from your name as it appears in the application, it will be necessary to prove your identity with the person to whom the naturalization certificate was issued by submitting the affidavits of two disinterested citizens to the effect that you are the identical person to whom the certificate was issued.
- (b) If naturalized by the naturalization of one of your parents during your minority, final naturalization certificate of such parent must be submitted, together with affidavits of two disinterested citizens that you are the reputed child of the person so naturalized.
- (c) If naturalized by the naturalization of your husband, or by marriage to a naturalized citizen, your marriage certificate or other satisfactory evidence of your marriage, accompanied by the final naturalization certificate of your husband, must be submitted.
- (d) If naturalized by marriage to a native American citizen, you must submit your marriage certificate, accompanied by the affidavits of two disinterested citizens that your husband (the name to correspond to that shown in marriage certificate) is a native citizen. Such affidavits should, if possible, show place and date of your husband's birth.
- (e) If you are the child of American citizens temporarily resident abroad at the time of your birth, you must furnish affidavits of two disinterested citizens to the facts as claimed. If your parents are naturalized citizens, their citizenship must be proved as in (b) above.
- (f) If you have been honorably discharged from the Regular or Volunteer Army of the United States, and have resided at least one year in the United States, you may be admitted to citizenship upon filing petition with proper court, as provided by Section 2166, Revised Statutes.
- (g) If you have served one enlistment of not less than four years in the United States Navy or Marine Corps, and have received therefrom an honorable discharge or an ordinary discharge with recommendation for reenlistment; or have completed four years in the Revenue-Cutter Service (now Coast Guard), and have received therefrom an honorable discharge or an ordinary discharge with recommendation for reenlistment; or have completed four years of honorable service in the naval auxiliary service, you may be admitted to citizenship upon filing petition with the proper court, as provided by Thirty-eighth Statutes at Large, page 395.

In connection with answer to Question 14, submit an abstract of the court proceedings sufficient to show the essential action taken, and also, in the case of fine or conviction, furnish a statement from the trial judge or other court officer showing the surrounding circumstances and your reputation.

Jurat must be properly executed and official (impression) seal must be affixed, as instructed.

Form _____, herewith inclosed, should be properly executed and returned with your application.

Question _____ of the medical certificate must be fully answered by the physician.

Do not fail to return this letter with your corrected application.

By direction of the Labor Board:
6-4974

Very respectfully,

RECORDER, LABOR BOARD.

Application No. _____

U. S. NAVY YARD, _____

_____, 191

FROM:

To: Labor Board, via Commandant.

Subject: Request for noncompetitive examination.

The interest of the Government requires that _____
(Name, rating, and pay.)

_____ be transferred in rating to _____
(Rating and pay.)

because { a vacancy exists in this rating.
an additional employee in this rating is necessary. } It is therefore requested that he be given a noncompetitive examination in accordance with paragraphs 50, 52, and 59, Regulations Governing Appointments to the Navy Yard Service.

All papers relative to the above-proposed rerating attached hereto.

Approved and forwarded.

(Date.)

_____, U. S. N.,
Commandant.

Application No. _____

_____, 191

FROM: Labor Board.

To:

_____ has been
(Name, rating, and pay.)
examined noncompetitively, assigned an average percentage rating of _____, and is _____ eligible
for rerating from _____ group _____,
(Rating and pay.)
classified, to _____ group _____,
(Rating and pay.)
classified.

By direction of the Board:

Recorder.

FROM:

To: Labor Board.

Transfer made this date in accordance with the above certificate of eligibility.

PROOF OF RELATIONSHIP TO NATURALIZED PARENT.

United States Civil Service Commission,
WASHINGTON, D. C.

INSTRUCTIONS.—Whenever any applicant for examination claims United States citizenship on the ground that his parent was naturalized during the applicant's minority, the parent's FINAL certificate of naturalization and the affidavits, on the blanks below, of two reputable and disinterested persons must be submitted to show that the relationship claimed is believed or reputed to exist. These affidavits must be attached to the application; the certificate of naturalization will be returned to the applicant.

An applicant who has himself received FINAL certificate of naturalization should not submit these affidavits, but should submit his own naturalization papers, which will be returned to him after proper note of the facts has been made on his application. The declaration of intention to become a citizen, or "first papers," will not be accepted in any case.

The oath must be made before a notary public, or other officer with an official (impression) seal. In case this officer has no seal of his own, his official character must be certified to by the proper officer under his official seal.

I, _____, a resident of No. _____ street,
(Name of affiant.)
city of _____, State of _____, by occupation
a _____, do solemnly swear (or affirm) that I am personally well acquainted
with _____, who is an applicant for a civil service examination, and I
(Name of applicant.)
believe that the said applicant is the _____ of _____, who was admitted
("Son" or "daughter.") (Name of parent.)
to United States citizenship by the _____ Court of _____
(Name of city.)
_____, on _____, 18____, the certificate of naturalization
(Name of State.)
being signed by _____, as clerk of said court.
(Name of court clerk.)

Signature of affiant: _____

Sworn to and subscribed before me, this _____ day of _____

1_____, in the city of _____

State of _____

[SEAL.]

Signature of officer: _____

Official title: _____

I, _____, a resident of No. _____ street,
(Name of affiant.)
city of _____, State of _____, by occupation
a _____, do solemnly swear (or affirm) that I am personally well acquainted
with _____, who is an applicant for a civil service examination, and I
(Name of applicant.)
believe that the said applicant is the _____ of _____, who was admitted
("Son" or "daughter.") (Name of parent.)
to United States citizenship by the _____ Court of _____
(Name of city.)
_____, on _____, 18____, the certificate of naturalization
(Name of State.)
being signed by _____, as clerk of said court.
(Name of court clerk.)

Signature of affiant: _____

Sworn to and subscribed before me, this _____ day of _____

1_____, in the city of _____

State of _____

[SEAL.]

Signature of officer: _____

Official title: _____

PROOF OF IDENTITY.

United States Civil Service Commission,

WASHINGTON, D. C.

NOTE.—When the name appearing on a naturalization certificate, submitted with the application of a foreign-born person, is not identical with the name of the applicant as it appears on the application, it will be necessary for the applicant to submit on this form proof of identity with the person to whom the naturalization certificate was issued. The certificates below should be executed by two reputable and disinterested citizens, and this paper, together with the naturalization certificate, should be filed with the application. The certificate of naturalization will be returned to the applicant after proper notation has been made on the application. This paper will be retained with the application.

The oath must be made before a notary public, or other officer with an official (impression) seal. In case this officer has no seal of his own, his official character must be certified to by the proper officer under his official seal.

I, _____, a resident of No. _____
(Name of affiant.) (Number and name of street.)
 street, city of _____, State of _____, by occupation a
(Name of city.) (Name of State.)
 _____, do solemnly swear (or affirm) that I am personally well acquainted with
(Occupation.)
 _____, who is an applicant for a civil service examination, and
(Exact name as given in application.)
 that the said applicant is the identical person to whom a naturalization certificate was issued in the name of
 _____, signed by _____
(Exact name as given in certificate of naturalization.) (Signature to certificate of naturalization.)
 as clerk of _____ court, and dated _____
(Name of court.) (Date of certificate of naturalization.)

Signature of affiant: _____

Sworn to and subscribed before me, this _____ day of _____

190____, in the city of _____, State of _____

[SEAL.]

Signature of officer: _____

Official title: _____

I, _____, a resident of No. _____
(Name of affiant.) (Number and name of street.)
 street, city of _____, State of _____, by occupation a
(Name of city.) (Name of State.)
 _____, do solemnly swear (or affirm) that I am personally well acquainted with
(Occupation.)
 _____, who is an applicant for a civil service examination, and
(Exact name as given in application.)
 that the said applicant is the identical person to whom a naturalization certificate was issued in the name of
 _____, signed by _____
(Exact name as given in certificate of naturalization.) (Signature to certificate of naturalization.)
 as clerk of _____ court, and dated _____
(Name of court.) (Date of certificate of naturalization.)

Signature of affiant: _____

Sworn to and subscribed before me, this _____ day of _____

190____, in the city of _____, State of _____

[SEAL.]

Signature of officer: _____

Official title: _____

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April 10, 1919.

Mr. J. C. Heisler, Chief Clerk to the Commandant,
Navy Yard, Philadelphia, Pa.

My dear Mr. Heisler:

I wish to acknowledge receipt of your letter of April 9th to Miss Bryan which came during her absence from the city for a few days. It will be brought to her attention upon her return.

Sincerely yours,

ALL

Secretary to the Director.

APR 10 1919

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NAVY YARD, PHILADELPHIA, PA.

H-HGH.

COMMANDANT'S OFFICE

April 9th, 1919.

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

My dear Miss Bryan:

Replying to your communication of Apr. 7th,
1919, information is furnished below concerning female employees:

- (a) The eleven of those named on the list as Female Helper General are employed in the Hull and the Machinery divisions planning section.
- (b) Mary Carberry appears on the list under the name of M. Carkny, check No. 11954.
- (c) It has been ascertained that there were thirty-one (31) female employees either out or on leave with pay, on the day the personal information cards were filled out. In addition nineteen (19) of those named on the list are employed outside of the sail loft.

Very sincerely yours,

J. C. Heister
Chief Clerk to the Commandant.

(17)

Check No.	Name	Rating	Date of Employment	Entrance Rate of Pay	Present Rate of Pay
11717	M.A.McCloskey	Fem.Sewer	6/24/18	3 28	3 68
11725	M.E.Martin	" "	7/15/18	3 28	3 68 ?
11728	M. K. Shea	" Labr. ✓	2/11/18	2 64	3 68
11730	E.M.Lynch	" Sewer	2/18/18	2 72	3 68
11735	K. McManus	" "	6/24/18	3 28	3 68
11736	C. Kammeraad	" Labr. ✓	2/11/18	2 64	3 68
11743	F. A.Geithner	" Sewer	2/4/18	2 72	3 68
11745	R. Fisher	" "	2/4/18	2 72	3 68
11750	L. Kellner	" "	1/11/18	2 72	3 68
11757	A.I.Wagner	" "	2/1/18	2 72	3 68
11760	R.M.Boyle	" "	1/31/18	2 72	3 68
11761	F.M.Gaffney	" Labr. ✓	1/29/18	2 64	3 68
11768	B. McClair	" Sewer	1/28/18	2 72	3 68
11783	A.C.Greenholtz	" "	1/8/18	2 72	3 68
11784	M. J. Byrne	" Labr.	2/18/18	2 64	3 68
11786	C.E.Lieke	" Sewer	1/28/18	2 72	3 68
11787	R. Reynolds	" "	1/7/18	2 72	3 68
11788	K. Kennedy	" "	1/28/18	2 72	3 68
11789	K. Britz	" "	2/11/18	2 72	3 68
11793	M.E.Wright	" "	2/11/18	2 72	3 68
11795	M.A.Kinnenrand	" "	1/19/18	2 72	3 68
11796	S. Irvine	" "	2/11/18	2 72	3 68
11804	E.M.Oechslein	" Labr. ✓	10/8/18	3 20	3 68
11807	M.L.Denney	Ldgwom.Sew.	1/25/18	2 72	5 12 ✓
11810	M.K.Cassidy	" "	6/4/17	2 72	5 12 ✓
11812	V. Underwood	Fem.Labr. ✓	10/8/18	3 20	3 68
11815	M. Klem	" Sewer	6/22/17	2 72	3 68
11818	E.Sinner	" "	6/21/17	2 72	3 68
11819	R. Flippins	" Labr. ✓	2/11/18	2 64	3 68
11820	R.A.Shoby	Ldgwom.Sew.	5/5/17	2 72	5 12 ✓
11837	M.M.Fowler	Fem.Labr. ✓	1/28/18	2 64	3 68
11838	S.A.Alexander	" "	1/28/18	2 64	3 68
11841	V.M.McManus	" Sewer	1/28/18	2 72	3 68
11846	M. Volk	" "	1/3/18	2 72	3 68
11847	B.J.O'Donnell	" "	2/18/18	2 72	3 68
11851	N.J.Green	" Labr. ✓	2/11/18	2 64	3 68
11858	E.L.Hughes	" Sewer	1/8/18	2 72	3 68
11873	T. Perr	" "	2/18/18	2 72	3 68
11878	A.E.Shafer	" Labr. ✓	1/24/18	2 64	3 68
11885	M.R.Sweeney	" Sewer	1/4/18	2 72	3 68
11894	N.F.Fitzgerald	" "	6/24/18	3 28	3 68
11895	A. Herleby	" Labr. ✓	10/29/18	3 20	3 68
11897	L.M.Wilson	" Sewer	9/16/18	3 28	3 68
11898	M.E.Ferry	" "	2/18/18	2 72	3 68
11899	J.Rasmus	" "	6/24/18	3 28	3 68
11901	G.D.Greecy	" "	2/18/18	2 72	3 68
11902	C.E.Whitlock	" "	6/28/18	3 28	3 68
11903	E.Dougherty	" "	2/18/18	2 72	3 68
11904	I.M.Locke	" "	2/18/18	2 72	3 68
11905	A.L.Lyons	" "	7/1/18	3 28	3 68
11906	A.M.Reilly	" "	2/18/18	2 72	3 68
11907	E.L.Glenn	" "	2/18/18	2 72	3 68

Check No.	Name	Rating	Date of Employment	Entrance Rate of Pay	Present Rate of Pay
11908	J.E. McNamee	Fem. Sewer	6/4/17	2 72	3 68
11909	R. Gottlieb	" "	4/3/18	2 72	3 68
11910	M.G. Mack	" "	4/3/18	2 72	3 68
11911	E.P. Ford	" "	2/23/18	2 72	3 68
11912	R.F. Chambers	" "	2/23/18	2 72	3 68
11913	H.A. Maason	" "	7/1/18	3 28	3 68
11919	E. Starrs	" "	3/6/18	2 72	3 68
11920	E. Evensen	" "	3/8/18	2 72	3 68
11921	B.O. Amreime	" "	3/8/18	2 72	3 68
11925	L. Gillespie	" "	4/3/18	2 72	3 68
11927	S. Bendon	" "	5/6/18	3 28	3 68
11928	J. Wiley	" "	6/3/18	3 28	3 68
11929	I. Weisbrod	" "	6/3/18	3 28	3 68
11932	A. Wenger	" "	10/22/18	3 28	3 68
11933	P. McBride	" "	4/3/18	2 72	3 68
11936	G.A. Jordon	" "	4/3/18	2 72	3 68
11937	C.A. Quigley	" "	6/3/18	3 28	3 68
5771	M. Pike	Fem. H. Gen.	10/17/18	3 44	-4 08 ✓
5773	A.M. Furlong	" "	2/1/18	1 84	-4 08 ✓
5780	I.M. Bergey	" "	11/12/17	2 88	4 32 ✓
5785	M. McCarthy	" "	8/27/18	2 64	-4 08 ✓
5786	F.A. Wurster	" "	8/6/18	2 64	-4 08 ✓
5792	S. McDowell	" "	1/21/18	2 72	-4 08 ✓
57073	E. Hunsberger	" "	8/20/18	2 64	-4 08 ✓
84023	T. Feeser	" "	2/18/18	2 64	4 32 ✓
84071	A. Grover	Fem. Sewer	1/28/18	2 72	3 68
13076	J. Lonergan	Fem. Labr.	4/16/18	1 84	3 68
13880	M. Hall	" "	9/11/18	3 20	3 68
13919	C.A. Sterling	" "	1/24/18	2 88	3 68
14024	M. Currie	" "	11/4/18	3 20	3 68
14025	M.E. Stenger	" "	11/4/18	3 20	3 68
14195	C. Devore	" "	10/28/18	3 20	3 68
8400	E.H. Carroll	Fem. H. Genl.	6/11/18	3 44	-4 08 ✓
8401	E. Duane	" "	2/11/18	2 64	-4 08 ✓
8403	M. Bell	" "	2/25/18	2 64	3 28 ✓
8500	A. McBride	Fem. Labr.	6/12/18	3 28	3 68

CHECK NO.	NAME	RATING	DATE OF EMPLOYMENT	ENTRANCE RATE OF PAY	PRESENT RATE OF PAY
11939	E.A. Etter	Fem. Sewer	3/29/18	2.72	3.68
11940	E.F. Rich	" "	6/3/18	3.28	3.68
11943	I.M. Stahl	" "	6/1/18	3.28	3.68
11946	M. Horan	" Labr ✓	10/17/18	3.44	3.68
11947	S.M. Donnelly	" Sewer	9/5/18	3.28	3.68
11948	E. Prendeville	" "	4/2/18	2.72	3.68
11950	C.L. Lukens	" "	5/27/18	3.28	3.68
11951	H. Ross	" "	4/3/18	2.72	3.68
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11953	K.T. Cavenaugh	" "	4/25/18	2.72	3.68
11954	M. Carkny	" "	4/25/18	2.72	3.68
11955	A.E. Ryan	" "	5/25/18	3.28	3.68
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11960	L. Chandler	" "	5/13/18	3.28	3.68
11961	K. Corcoran	" Labr ✓	2/18/18	2.64	3.68
11963	C. Fraynor	" " ✓	10/18/18	3.44	3.68
11964	N. Murray	" " ✓	2/18/18	2.64	3.68
11965	K.F. Murphy	" " ✓	2/19/18	2.64	3.68
11967	E.E. Smith	" Sewer	5/17/18	3.28	3.68
11975	C. Crompton	" "	9/9/18	3.28	3.68
11977	H. Hunsicker	" Labr ✓	3/1/18	2.64	3.68
11980	E. Beatty	" "	3/16/18	2.64	3.68
11981	C.L. Schaefer	" "	3/18/18	2.64	3.68
11984	F.M. Coleman	" "	11/4/18	3.20	3.68
11985	J. Shiplee	" Sewer	5/17/18	3.28	3.68
11986	K.C. Farrell	" "	5/17/18	3.28	3.68
11987	M.M. McCole	" "	5/17/18	3.28	3.68
11993	A.A. Schaufilberger	" Labr ✓	11/9/18	3.68	3.68
11702	M. Loughlin	Fem. Sewer	2/16/18	2.72	3.68
11704	A. Dickel	" "	7/15/18	3.28	3.68
11709	K. Scorr	" "	2/16/18	2.72	3.68
11782	L. Patterson	" "	2/18/18	2.64	3.68
11800	M. Heusman	" "	6/4/17	2.72	3.68
11801	M. Denney	" "	6/4/17	2.72	3.68
11821	E. Keane	Idg Wom. "	6/4/17	2.72	5.12
11822	A. Montigel	Fem. Sewer	6/4/17	2.72	3.68
11827	H. Sagee	" "	10/24/17	2.72	3.68
11829	E.O'Hara	" "	10/30/17	3.28	3.68
11830	J. MacIntyre	" "	6/4/17	2.72	3.68
11831	M. Lafferty	" "	6/4/17	2.72	3.68
11833	A. Ivory	" "	6/4/17	2.72	3.68
11834	S. Sagee	" "	6/22/17	2.72	3.68

43

131

~~268~~
263

April 25, 1919

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

TO: ~~The Honorable~~
The Secretary of the Navy

SUBJECT: Philadelphia 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, Director
Woman in Industry Service

MVK/af1
incl

REPORT ON PHILADELPHIA NAVY YARD

CONTENTS

- I. Officers in Charge
- II. Dates of Investigation
- III. Extent of Employment
- IV. General Conditions of Work
 - 1. Hours
 - 2. Wages
 - 3. Physical Conditions of Work
 - a. Officers
 - b. The Sail Loft
- V. General Service and Welfare Activities
- VI. Transportation
- VII. Demobilization
- VIII. Recommendations

April 15, 1919

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

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

SUBJECT: Philadelphia Navy Yard, League Island, Philadelphia, Pa.

- I. Commanding Officer, Rear Admiral C.F. Hughes.
- II. This investigation was made from March 26th to April 2nd inclusive. The report is made to supplement the report made in October, 1918, by Miss May Allinson, with such correction, additional comment and recommendation as seems justified.
- III. Extent of Employment of Women.

The facts as to the number of women employed at Philadelphia Navy Yard are taken from the payroll for the month of March, 1919.

1. Unclassified.

There are 131 women employed through civil service within the "unclassified" group by the Yard. Most of these women are employed in the sail loft and are rated as "laborers," "sewers," and "leading women." Eleven of these women in the unclassified group are rated as "helper - general" and are employed in the Hull and Machinery Divisions planning section. Nineteen of these women are employed as laborers, charwomen, etc. throughout the Yard.

2. Classified.

One hundred and fifty-two women are employed through civil service, as clerks, stenographers, typists, blue printers, copyist draftsmen and messengers.

3. Naval Reserve Force.

Four hundred and forty-nine women enlisted in the Naval Reserve Force are on duty in Philadelphia Navy Yard.

IV. General Conditions of Work

1. Hours.

Since the signing of the armistice there has been no night or overtime work for the women in the sail loft. These workers now have an eight-hour shift from 7:40 till 4:10 with a half hour for lunch.

The clerical employees have a seven hour day from 8:45 A.M. till 4.15 P.M. with a half hour for lunch.

2. Wages.

a. Unclassified.

Three "leading women" receive a rating of \$5.12 a day. All the "sewers" receive the minimum rating for sewers, namely \$3.68 a day. All the female laborers receive the minimum rating for that class, \$3.68 a day. Eleven employees with rating of "helper general" are employed in the Hull and Machinery Divisions planning section. Two of these receive \$4.32 a day, eight receive \$4.08, and one \$3.28.

b. Classified.

The following are the entrance rates of pay for the groups of clerical workers employed at Philadelphia Navy Yard:

Clerks	\$3.68
Stenographers & typists	3.68
Messenger girls	1.76
Copyist draftsmen	2.56
Draftsmen	4.00

The following table shows the wage rates paid clerical workers in Philadelphia Navy Yard.

Wage rates for Clerical Workers in Philadelphia Navy Yard -- March, 1919

Wage rates' per day	Occupations								Total
	Clerk	Stenog. & typist	Typist	Messen-ger	Book-keeper	S.Drafts-man	C.Drafts-man	Blue printer	
\$1.76	-	-	-	2	-	-	-	-	2
\$2.96	-	-	-	1	-	-	-	-	1
\$3.20	-	-	-	-	-	-	1	-	1
\$3.68	52	19	44	-	2	-	-	2	119
\$3.92	3	12	-	-	-	-	-	-	15
\$4.00	-	-	-	-	-	-	2	-	2
\$4.16	-	1	-	-	-	-	-	-	1
\$4.40	-	-	-	-	-	-	5	-	5
\$4.64	-	1	-	-	-	-	-	-	1
\$4.80	-	-	-	-	-	-	4	-	4
\$5.20	-	-	-	-	-	1	-	-	1
Total	55	33	44	3	2	1	12	2	152

87.1% of the clerks, stenographers and typists receive the minimum rate of pay.

78.2% of the women receive present minimum wages of \$3.68.

19% of the women receive varying amounts above the minimum.

2.6% (messengers) receive less than \$3.68 per day.

NOTE: If "S. Draftsman" stands for Supervising Draftsman, the minimum pay for that class should be \$6.04. If Assistant Ship Draftsman is intended, \$2.80 is the minimum rating. The payroll does not indicate whether the employee under that heading is a supervising draftsman or an assistant ship draftsman; therefore it is not possible to tell whether he is receiving the proper rate of pay or not.

3. Physical Conditions of Work

a. Office Buildings.

- (1) The Administration Building is a three-story stone building suitable for office purposes. There are only about 17 girls employed in this building. The ventilation and lighting of this building are good.

There is no regular lunch room in this building. A small room about 8 x 10 feet, opening off one of the offices, is used by the girls as a kitchenette-lunchroom arrangement. Two women rated as laborers are employed to make tea or coffee, heat food which the girls may bring in and wash the dishes. The room is a crowded, poorly ventilated little place. There is scarcely room for the two workers. The electric burner has only one plate and sits on the floor in a corner.

No rest room and locker room are provided. The toilet facilities are adequate for the number of girls employed in the building.

- (2) The Supply Division occupies buildings Nos. 4 and 5, which are joined together by a glass covered way. Most of the offices where girls are employed are on the second floor of Building No. 5, a modern seven-story steel and concrete building suited to stores purposes, but not well adapted to office use. Including the enlisted force, there are about 100 women employed in these offices. Much of the space used is partitioned off so that it gets no outside ventilation, and artificial light is used throughout the building.

No arrangement is made in this building whereby the employees can secure a hot lunch, although it is practically impossible for them to use the Yard cafeteria in the short lunch hour allowed. There is an electric burner in the rest room on which the girls may heat food or make tea or coffee.

In Building No. 5 a well-furnished rest room is provided, but it is located in the center of the second floor, where it gets no outside ventilation or light. This rest room would be adequate from the point of view of space and equipment if it were used solely as a rest room. The girls, however, eat their lunches here. It is not large enough to accommodate them all, and a rest room should not be used for this purpose.

An insufficient number of lockers are furnished which are not satisfactory as they are only half length. They are so

short that it is impossible to hang long coats in them without getting the coats wrinkled. Some of the employees hang their wraps on pegs in a semi cloak room or passage which is an unsanitary place for them as they are exposed to dust and too near the toilet room.

The toilet room is large enough and contains three toilets and three basins.

About 85 girls are employed in Building No. 4.

This building is provided with a most unsatisfactory rest room. It is large enough and kept in good condition, but it is located under a slanting tin roof and has but one window. It is very poorly ventilated and is very hot in the summer. There are two or three settees in the room, but only one cot or lounge on which a girl could comfortably lie down if sick.

There is no provision for a hot lunch in this building. The girls eat their cold lunches at their desks or in the rest room.

A locker room has not been provided, although there are a few lockers outside the rest room.

The toilet room is disgraceful. It is in a corner of the top floor or loft of the building, partitioned off from the main room by an 8-foot partition which only reaches half way to the ceiling. This partition is not covered, and when the toilet is used it can be heard by the men who work and pass outside. The room contains two toilets which are partitioned off from each other, but have no doors in front and therefore allow no privacy. There is but one basin for all the 85 girls. Some of the employees hang their wraps in this place. An enlisted woman who was formerly a school teacher is supposed to supervise the welfare of the women employees. She seems to understand her work very well, but has little authority to make the changes she sees need to be made.

- (3) The offices of the Machinery Division occupy the second floor of Building No. 7, a three-story brick building.

A small room about 20 x 25 feet is used for a lunch room. It contains one long table and two small tables. There is an electric stove on which a woman rated as cooks the lunch. A refrigerator stands close up to and between the radiator and the stove because there is no other place to put it. The lunch periods are divided into three shifts. There are four built-in closets and three wooden wardrobes in the room, in which the girls hang their wraps.

These closets are unventilated. The girls are not supposed to put their lunches in the closets, but they must either keep them there or in their desks. It is simply a question of where rats would be the least objectionable.

The toilet room is too small and poorly ventilated. It is an inside room and only ventilated by a very small hole in the roof. There are only two toilets for about 60 or 65 girls, and one is an old fashioned type which is usually out of order. There are two basins in the toilet room and basins in several of the offices.

Water coolers have been installed, but individual cups are not provided.

- (4) There are about 100 girls employed in the main offices of the Hull Division in Building No. 8. The building is of brick construction and has two floors and a mezzanine floor. The physical conditions of work are fairly good in this building.

A rest room has been equipped on the mezzanine floor and at one end off this a locker room has been provided. The lockers are full size, and each locker is used by two girls.

The lunch room is somewhat small, but seems to serve the purpose. It is equipped with the necessary chairs and tables and an electric stove with four burners and an oven. The girls themselves bought the curtains and cooking utensils. A woman with the rating of operator at \$3.68 a day has been brought over from the sail loft to take care of the rest room, locker room and lunch room. She makes coffee and toast, fries eggs, etc. for the girls' lunch. The Yard cafeteria is near enough this building to be used by these employees, but they say the prices at the cafeteria are too high.

The wash and toilet room is equipped with five toilets and five basins. The basins are separated from the toilets by a partition.

b. The Sail Loft.

The sail loft still occupies the top floor of the boat shop, although this place can never be remodeled and fitted up satisfactorily for the purpose for which it is used. The loft is still being reached by three flights of outside wooden stairs. Two flights of steel stairs are being built, which when finished will enable the employees to reach the loft from the inside. The outside entrance to the shop will be torn down as soon as these inside

stairs are finished. There is now one outside fire escape ready for use and another one is about to be completed. When it is finished these two with the two inside fireproof staircases will furnish four fire escapes.

Despite the fact that since the signing of the armistice many employees have been laid off, and there is not the need for rushing production, the sail loft still has a crowded appearance. At the time of the visit a new room was being built to be used as a kapok filling room. When it is finished it is hoped it will not be necessary for any kapok filling to be done in the main work room. It is impossible to understand how the workers can go on from day to day working with any efficiency and without great injury to their health when the kapok lint is flying through the air catching in such amounts that every surface and edge is coated and so that it must be impossible to breathe without inhaling it in the nose and throat.

The space formerly occupied by the court martial rooms has been turned over to the sail loft. This makes available at the end of the main work room, space which is being used to improve the service facilities.

Within this space a new rest room has been practically finished. One toilet opening off of this room is the only toilet which the girls can now use.

The locker room which is being equipped will contain a steel locker for each girl. Benches upholstered with leather have been built around the wall.

Two toilet rooms each containing one toilet will be built to open off of this room.

Room is not available even with this additional space, to provide a lunch room within the sail loft for the employees. The girls still sit at their machines and eat their cold lunches seasoned with kapok. Two electric burners have been bought to be installed in the rest room, on which the girls may heat food and make tea, coffee and soup. The plan is most undesirable, as the room will not accommodate more than a few girls at a time, and if it is turned into a make shift lunch room it loses all point of a rest room for the girls at noon when they need a place to relax. It is apt to become untidy and the arrangement would certainly be unsanitary for either lunch or rest room. The cafeteria which has recently been opened for women is just around the corner and across the street, but there are several objections to its use by the girls in the sail loft. To begin with, a half hour lunch period does not allow time for the workers to go down two long flights of stairs and up another,

stand in line to be served, take a sufficient length of time to eat and get back to work. Many of the operators in the loft wear aprons or old clothes in which to work. They would object, dressed in this manner, at having to eat with and meet with the officers and office girls. Then too the prices in the cafeteria are more than most workers could afford to pay.

4. General Service and Welfare Activities

- a. No first-aid equipment has been installed in either the offices or the sail loft. A physician or nurse could be called from the Yard dispensary in an emergency, but no regular schedule of visits is made. In the sail loft where there are many health hazards from kapok lint, heat, poor ventilation, etc., special precautions should be taken. Conditions in the present sail loft at best are sufficient to discourage moves in this direction.
- b. A co-operative lunch room was opened about nine months ago on the first floor of the Machinery Division building. It was then open to both men and women, and to office as well as shop employees. The management of the lunch room was put in the hands of two outside men who made a great deal of money on it but quarreled between themselves and finally left, leaving the lunch room with a reputation of poor service, poor food and uncleanliness. It was then put in the hands of a committee of workmen with at least one officer serving with them, and this committee seems to have maintained the standards set for them by their predecessors. This lunch room has come to serve only the unclassified male labor, whose treatment of the place does not help matters. No women use this lunch room now, although no ruling has been passed that they shall not.

A cafeteria has recently been opened in the Yard for the use of women employees and officers. A separate room is equipped for women on the second floor, which is reached by a covered stairway on the outside of the building. The officers' room is on the first floor. Some money for the equipment of this building was taken from the amount made the first few months by the old lunch room in the Machinery Division. It is managed by a lunch room board, made up entirely of officers. The new cafeteria was 95 per cent equipped by the Yard. The lunch room for women is small but attractive; the food served is of the best quality, but the prices are much too high for the average civil service employee. The result is that practically all the patronage comes from the officers and yeomanettes. In fact, it would appear that the cafeteria was opened for the benefit of the officers and that the woman's lunch room was a stab at having provided for the women employees, and after all only an additional source of revenue to help support the officers' lunch room.

V. Transportation

Transportation to the Navy Yard will be very much improved by the extension of the street-car tracks which is being made into the center of the Yard.

VI. Demobilization

At the time of this visit to the Philadelphia Yard, the 2nd of April, there had been practically no "laying off" of the office force. Eighty-seven women had been "laid off" in the sail loft. This included all those employees of the sail loft who had been rated as "helper general." The women rated as "helper general" had profited by the wage increases prescribed by the Wage Boards for the shipbuilding industry and were paid rates higher than those paid to "sewers", although the work done by the sewing machine operators required experience and skill, and was harder work than that required of the helper general in the sail loft. Instead of trying to meet this situation by attempting to get a raise of pay for the sewers which would compare favorably for the class of work with the wage paid helpers general, and other work which requires a like amount of skill, the situation was met by "laying off" all those rated as "helper general" as soon as the opportunity presented itself. This method was used in getting rid of the colored employees in the sail loft. They were all given a rating of "helper general" and then fired with the rest of that group. No specified length of notice was given these employees before they are "laid off."

Helen Bryan
Industrial Agent

RECOMMENDATIONS

Employment Methods

A person specially trained and qualified for the work of employment manager who is mutually satisfactory to both the Navy Department and the employees of the yard should be placed in charge of the employment of workers. In the case of the employment of women this place should be held by a woman. Such matters as transfers, promotions, demotions and discharges should pass for approval through the hands of this person and a committee representing both the management and the employees.

Hours

Three quarters of an hour should be allowed for lunch to enable the worker to secure a hot lunch with sufficient time to eat it and time for rest and relaxation.

Wages

The rates of pay for "sewers" all of whom are now receiving the minimum rate of pay, namely 3.68 should be raised above that paid common labor and equal to that paid men working in trades requiring a similar amount of skill. By so doing places where the nature of the work justifies employing women with the rating of "helper general" should be filled by employees with this rating.

The rates of pay for clerks, stenographers and typists, 37.1 per cent of whom are receiving the minimum rate of pay should be raised to a minimum higher than that paid to common labor, namely \$3.68.

Physical Conditions of Work

A new building expressly for the use of the Sail shop which would not only provide ample space for the work room but also space for really modern lunch room, rest room, locker room and toilet room.

A rest room with outside light and ventilation should be provided in each building where girls are employed. Locker rooms should be provided with a separate steel locker for each girl. Adequate toilet rooms with sufficient outside ventilation and light should be provided. Particular attention should be given to providing better toilet rooms in building #4 of the Supply Department and in the Machinery Division.

Service and Welfare Activities

First Aid equipment should be installed in each building and a person competent to administer it should be put in charge.

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11822	A. Montigel	Fem. Sewer	6/4/17	2.72	3.68
11827	H. Sagee	" "	10/24/17	2.72	3.68
11829	E. O'Hara	" "	10/30/17	3.28	3.68
11830	J. MacIntyre	" "	6/4/17	2.72	3.68
11831	M. Lafferty	" "	6/4/17	2.72	3.68
11833	A. Ivory	" "	6/4/17	2.72	3.68
11834	S. Sagee	" "	6/22/17	2.72	3.68

CHECK NO.	NAME	RATING	DATE OF EMPLOYMENT	REFRANCE RATE OF PAY	PRESENT RATE OF PAY
11939	E. A. Etter	Fea. Sewer	3/29/18	2.72	3.68
11940	E. F. Rich	" "	6/3/18	3.28	3.68
11942	I. M. Stahl	" "	5/1/18	3.28	3.68
11946	M. Moran	" Labr.	10/17/18	3.44	3.68
11947	S. M. Donnelly	" Sewer	9/5/18	3.28	3.68
11948	E. Frendeville	" "	4/2/18	2.72	3.68
11950	C. J. Lukens	" "	5/27/18	3.28	3.68
11951	H. Ross	" "	4/3/18	2.72	3.68
11952	M. T. Costello	" "	7/29/18	3.28	3.68
11953	K. T. Cavanaugh	" "	4/25/18	2.72	3.68
11954	M. Carkey	" "	4/25/18	2.72	3.68
11955	A. E. Ryan	" "	5/25/18	3.28	3.68
11956	H. LeVoir	" "	4/25/18	2.72	3.68
11958	B. Hart	" "	5/6/18	3.28	3.68
11960	L. Chandler	" "	5/13/18	3.28	3.68
11961	K. Corcoran	" Labr.	2/18/18	2.64	3.68
11963	C. Fraynor	" "	10/13/18	3.44	3.68
11964	H. Murray	" "	2/18/18	2.64	3.68
11965	K. F. Murphy	" "	2/19/18	2.64	3.68
11967	E. E. Smith	" Sewer	5/17/18	3.28	3.68
11975	G. Crompton	" "	9/9/18	3.28	3.68
11977	H. Hunsicker	" Labr	3/1/18	2.64	3.68
11980	E. Beatty	" "	3/16/18	2.64	3.68
11981	C. L. Schaefer	" "	3/18/18	2.64	3.68
11984	F. M. Coleman	" "	11/4/18	3.20	3.68
11985	J. Shiplee	" Sewer	5/17/18	3.28	3.68
11986	K. C. Farrell	" "	5/17/18	3.28	3.68
11987	H. M. McCole	" "	5/17/18	3.28	3.68
11993	A. A. Schaufilberger	" Labr	11/9/18	3.68	3.68
11702	M. Loughlin	" Sewer	2/16/18	2.72	3.68
11704	A. Dickel	" "	7/15/18	3.28	3.68
11709	H. Scorr	" "	2/16/18	2.72	3.68
11782	L. Patterson	" "	2/18/18	2.64	3.68
11800	H. Hensman	" "	6/4/17	2.72	3.68
11801	M. Demey	" "	6/4/17	2.72	3.68
11821	E. Keane	Ldg. Wom. "	6/4/17	2.72	5.12
11822	A. Montigel	Fea. Sewer	6/4/17	2.72	3.68
11827	H. Sagee	" "	10/24/17	2.72	3.68
11829	E. O'Hara	" "	10/30/17	3.28	3.68
11830	J. MacIntyre	" "	6/4/17	2.72	3.68
11831	M. Lafferty	" "	6/4/17	2.72	3.68
11833	A. Ivory	" "	6/4/17	2.72	3.68
11834	S. Sagee	" "	6/22/17	2.72	3.68

Copy

Navy Yard
Naval Aircraft Factory
Philadelphia, Pa.

Navy Dept

~~288~~
263

6 August 1919

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

My dear Miss Van Kleeck:

Please accept my thanks for your very kind letter of July 31, in reply to my inquiry concerning probability of securing a trained nurse for the Naval Aircraft Factory Dispensary.

Prior to writing you in regard to this matter, application had been made to the Bureau of Medicines and Surgery for the assignment of a Navy nurse to this Dispensary. It appeared at the time of my letter that no nurse was available, and it was desired, if possible, to secure authorization for the appointment of a trained nurse under Civil Service regulations.

On July 25, however, two nurses were appointed to the plant Dispensary, by the Bureau of Medicines and Surgery, and are now in regular attendance here. These arrangements, of course, do away with the necessity of going further into the matter of securing a nurse. The Dispensary is proving of great value to the Plant.

Your interest in this matter is very much appreciated, and we will not hesitate to avail ourselves of the services of your Department at any time the need arises.

Very sincerely yours,

(Signed) H.S. Townsend,
Service Section,
Employment Department.

Copy

Navy Yard
Naval Aircraft Factory
Philadelphia, Pa.

6 August 1919

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Employment Department.

REPORT ON PHILADELPHIA NAVY YARD

CONTENTS

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- II. Dates of Investigation
- III. Extent of Employment
- IV. General Conditions of Work
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 2. Wages
 3. Physical Conditions of Work
 - a. Officers
 - b. The Sail Loft
- V. General Service and Welfare Activities
- VI. Transportation
- VII. Demobilization
- VIII. Recommendations

RECOMMENDATIONS

Employment Methods

A person specially trained and qualified for the work of employment manager who is mutually satisfactory to both the Navy Department and the employees of the yard should be placed in charge of the employment of workers. In the case of the employment of women this place should be held by a woman. Such matters as transfers, promotions, demotions and discharges should pass for approval through the hands of this person and a committee representing both the management and the employees.

Hours

Three quarters of an hour should be allowed for lunch to enable the worker to secure a hot lunch with sufficient time to eat it and time for rest and relaxation.

Wages

The rates of pay for "sewers" all of whom are now receiving the minimum rate of pay, namely 3.68 should be raised above that paid common labor and equal to that paid men working in trades requiring a similar amount of skill. By so doing places where the nature of the work justifies employing women with the rating of "helper general" should be filled by employees with this rating.

The rates of pay for clerks, stenographers and typists, 87.1 per cent of whom are receiving the minimum rate of pay should be raised to a minimum higher than that paid to common labor, namely \$3.68.

Physical Conditions of Work

A new building expressly for the use of the Sail shop which would not only provide ample space for the work room but also space for really modern lunch room, rest room, locker room and toilet room.

A rest room with outside light and ventilation should be provided in each building where girls are employed. Locker rooms should be provided with a separate steel locker for each girl. Adequate toilet rooms with sufficient outside ventilation and light should be provided. Particular attention should be given to providing better toilet rooms in building #4 of the Supply Department and in the Machinery Division.

Service and Welfare Activities

First Aid equipment should be installed in each building and a person competent to administer it should be put in charge.

The Navy

The Yard Cafeteria should be made large enough or lunch hours should be arranged in shifts, so that all the women employees of the Administration offices and Supply Department and the office employees of the Hull and Machinery Divisions could be accommodated.

Demobilization

At least fifteen days' notice should be given an employee before she is "laid off". Employees receiving higher rating should not be laid off first and colored workers should not be discriminated against.

April 15, 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: Philadelphia Navy Yard, League Island, Philadelphia, Pa.

- I. Commanding Officer, Rear Admiral C.F. Hughes.
- II. This investigation was made from March 26th to April 2nd inclusive. The report is made to supplement the report made in October, 1918, by Miss May Allinson, with such correction, additional comment and recommendation as seems justified.
- III. Extent of Employment of Women.

The facts as to the number of women employed at Philadelphia Navy Yard are taken from the payroll for the month of March, 1919.

1. Unclassified.

There are 131 women employed through civil service within the "unclassified" group by the Yard. Most of these women are employed in the sail loft and are rated as "laborers," "sewers," and "leading women." Eleven of these women in the unclassified group are rated as "helper - general" and are employed in the Hull and Machinery Divisions planning section. Nineteen of these women are employed as laborers, charwomen, etc. throughout the Yard.

2. Classified.

One hundred and fifty-two women are employed through civil service, as clerks, stenographers, typists, blue printers, copyist draftsmen and messengers.

3. Naval Reserve Force.

Four hundred and forty-nine women enlisted in the Naval Reserve Force are on duty in Philadelphia Navy Yard.

IV. General Conditions of Work

1. Hours.

Since the signing of the armistice there has been no night or overtime work for the women in the sail loft. These workers now have an eight-hour shift from 7:40 till 4:10 with a half hour for lunch.

The clerical employees have a seven hour day from 8:45 A.M. till 4.15 P.M. with a half hour for lunch.

2. Wages.

a. Unclassified.

Three "leading women" receive a rating of \$5.12 a day. All the "sewers" receive the minimum rating for sewers, namely \$3.68 a day. All the female laborers receive the minimum rating for that class, \$3.68 a day. Eleven employees with rating of "helper general" are employed in the Hull and Machinery Divisions planning section. Two of these receive \$4.32 a day, eight receive \$4.08, and one \$3.28.

b. Classified.

The following are the entrance rates of pay for the groups of clerical workers employed at Philadelphia Navy Yard:

Clerks	\$3.68
Stenographers & typists	3.68
Messenger girls	1.76
Copyist draftsmen	2.56
Draftsmen	4.00

The following table shows the wage rates paid clerical workers in Philadelphia Navy Yard.

Wage rates for Clerical Workers in Philadelphia Navy Yard -- March, 1919

Wage rates per day	Occupations								Total
	Clerk	Stenog. & typist	Typist	Messen- ger	Book- keeper	S.Drafts- man	C.Drafts- man	Blue printer	
\$1.76	-	-	-	2	-	-	-	-	2
\$2.96	-	-	-	1	-	-	-	-	1
\$3.20	-	-	-	-	-	-	1	-	1
\$3.68	52	19	44	-	2	-	-	2	119
\$3.92	3	12	-	-	-	-	-	-	15
\$4.00	-	-	-	-	-	-	2	-	2
\$4.16	-	1	-	-	-	-	-	-	1
\$4.40	-	-	-	-	-	-	5	-	5
\$4.64	-	1	-	-	-	-	-	-	1
\$4.80	-	-	-	-	-	-	4	-	4
\$5.20	-	-	-	-	-	1	-	-	1
Total	55	33	44	3	2	1	12	2	152

87.1% of the clerks, stenographers and typists receive the minimum rate of pay.

78.2% of the women receive present minimum wages of \$3.68.

19% of the women receive varying amounts above the minimum.

2.6% (messengers) receive less than \$3.68 per day.

NOTE: If "S. Draftsman" stands for Supervising Draftsman, the minimum pay for that class should be \$6.04. If Assistant Ship Draftsman is intended, \$2.80 is the minimum rating. The payroll does not indicate whether the employee under that heading is a supervising draftsman or an assistant ship draftsman; therefore it is not possible to tell whether he is receiving the proper rate of pay or not.

3. Physical Conditions of Work

a. Office Buildings.

- (1) The Administration Building is a three-story stone building suitable for office purposes. There are only about 17 girls employed in this building. The ventilation and lighting of this building are good.

There is no regular lunch room in this building. A small room about 8 x 10 feet, opening off one of the offices, is used by the girls as a kitchenette-lunchroom arrangement. Two women rated as laborers are employed to make tea or coffee, heat food which the girls may bring in and wash the dishes. The room is a crowded, poorly ventilated little place. There is scarcely room for the two workers. The electric burner has only one plate and sits on the floor in a corner.

No rest room and locker room are provided. The toilet facilities are adequate for the number of girls employed in the building.

- (2) The Supply Division occupies buildings Nos. 4 and 5, which are joined together by a glass covered way. Most of the offices where girls are employed are on the second floor of Building No. 5, a modern seven-story steel and concrete building suited to stores purposes, but not well adapted to office use. Including the enlisted force, there are about 100 women employed in these offices. Much of the space used is partitioned off so that it gets no outside ventilation, and artificial light is used throughout the building.

No arrangement is made in this building whereby the employees can secure a hot lunch, although it is practically impossible for them to use the Yard cafeteria in the short lunch hour allowed. There is an electric burner in the rest room on which the girls may heat food or make tea or coffee.

In Building No. 5 a well-furnished rest room is provided, but it is located in the center of the second floor, where it gets no outside ventilation or light. This rest room would be adequate from the point of view of space and equipment if it were used solely as a rest room. The girls, however, eat their lunches here. It is not large enough to accommodate them all, and a rest room should not be used for this purpose.

An insufficient number of lockers are furnished which are not satisfactory as they are only half length. They are so

short that it is impossible to hang long coats in them without getting the coats wrinkled. Some of the employees hang their wraps on pegs in a semi cloak room or passage which is an unsanitary place for them as they are exposed to dust and too near the toilet room.

The toilet room is large enough and contains three toilets and three basins.

About 85 girls are employed in Building No. 4.

This building is provided with a most unsatisfactory rest room. It is large enough and kept in good condition, but it is located under a slanting tin roof and has but one window. It is very poorly ventilated and is very hot in the summer. There are two or three settees in the room, but only one cot or lounge on which a girl could comfortably lie down if sick.

There is no provision for a hot lunch in this building. The girls eat their cold lunches at their desks or in the rest room.

A locker room has not been provided, although there are a few lockers outside the rest room.

The toilet room is disgraceful. It is in a corner of the top floor or loft of the building, partitioned off from the main room by an 8-foot partition which only reaches half way to the ceiling. This partition is not covered, and when the toilet is used it can be heard by the men who work and pass outside. The room contains two toilets which are partitioned off from each other, but have no doors in front and therefore allow no privacy. There is but one basin for all the 85 girls. Some of the employees hang their wraps in this place. An enlisted woman who was formerly a school teacher is supposed to supervise the welfare of the women employees. She seems to understand her work very well, but has little authority to make the changes she sees need to be made.

- (3) The offices of the Machinery Division occupy the second floor of Building No. 7, a three-story brick building.

A small room about 30 x 35 feet is used for a lunch room. It contains one long table and two small tables. There is an electric stove on which a woman rated as cooks the lunch. A refrigerator stands close up to and between the radiator and the stove because there is no other place to put it. The lunch periods are divided into three shifts. There are four built-in closets and three wooden wardrobes in the room, in which the girls hang their wraps.

These closets are unventilated. The girls are not supposed to put their lunches in the closets, but they must either keep them there or in their desks. It is simply a question of where rats would be the least objectionable.

The toilet room is too small and poorly ventilated. It is an inside room and only ventilated by a very small hole in the roof. There are only two toilets for about 60 or 65 girls, and one is an old fashioned type which is usually out of order. There are two basins in the toilet room and basins in several of the offices.

Water coolers have been installed, but individual cups are not provided.

- (4) There are about 100 girls employed in the main offices of the Hull Division in Building No. 8. The building is of brick construction and has two floors and a mezzanine floor. The physical conditions of work are fairly good in this building.

A rest room has been equipped on the mezzanine floor and at one end off this a locker room has been provided. The lockers are full size, and each locker is used by two girls.

The lunch room is somewhat small, but seems to serve the purpose. It is equipped with the necessary chairs and tables and an electric stove with four burners and an oven. The girls themselves bought the curtains and cooking utensils. A woman with the rating of operator at \$3.68 a day has been brought over from the sail loft to take care of the rest room, locker room and lunch room. She makes coffee and toast, fries eggs, etc. for the girls' lunch. The Yard cafeteria is near enough this building to be used by these employees, but they say the prices at the cafeteria are too high.

The wash and toilet room is equipped with five toilets and five basins. The basins are separated from the toilets by a partition.

b. The Sail Loft.

The sail loft still occupies the top floor of the boat shop, although this place can never be remodeled and fitted up satisfactorily for the purpose for which it is used. The loft is still being reached by three flights of outside wooden stairs. Two flights of steel stairs are being built, which when finished will enable the employees to reach the loft from the inside. The outside entrance to the shop will be torn down as soon as these inside

stairs are finished. There is now one outside fire escape ready for use and another one is about to be completed. When it is finished these two with the two inside fireproof staircases will furnish four fire escapes.

Despite the fact that since the signing of the armistice many employees have been laid off, and there is not the need for rushing production, the sail loft still has a crowded appearance. At the time of the visit a new room was being built to be used as a kapok filling room. When it is finished it is hoped it will not be necessary for any kapok filling to be done in the main work room. It is impossible to understand how the workers can go on from day to day working with any efficiency and without great injury to their health when the kapok lint is flying through the air catching in such amounts that every surface and edge is coated and so that it must be impossible to breathe without inhaling it in the nose and throat.

The space formerly occupied by the court martial rooms has been turned over to the sail loft. This makes available at the end of the main work room, space which is being used to improve the service facilities.

Within this space a new rest room has been practically finished. One toilet opening off of this room is the only toilet which the girls can now use.

The locker room which is being equipped will contain a steel locker for each girl. Benches upholstered with leather have been built around the wall.

Two toilet rooms each containing one toilet will be built to open off of this room.

Room is not available even with this additional space, to provide a lunch room within the sail loft for the employees. The girls still sit at their machines and eat their cold lunches seasoned with kapok. Two electric burners have been bought to be installed in the rest room, on which the girls may heat food and make tea, coffee and soup. The plan is most undesirable, as the room will not accommodate more than a few girls at a time, and if it is turned into a make shift lunch room it loses all point of a rest room for the girls at noon when they need a place to relax. It is apt to become untidy and the arrangement would certainly be unsanitary for either lunch or rest room. The cafeteria which has recently been opened for women is just around the corner and across the street, but there are several objections to its use by the girls in the sail loft. To begin with, a half hour lunch period does not allow time for the workers to go down two long flights of stairs and up another,

stand in line to be served, take a sufficient length of time to eat and get back to work. Many of the operators in the loft wear aprons or old clothes in which to work. They would object, dressed in this manner, at having to eat with and meet with the officers and office girls. Then too the prices in the cafeteria are more than most workers could afford to pay.

4. General Service and Welfare Activities

- a. No first-aid equipment has been installed in either the offices or the sail loft. A physician or nurse could be called from the Yard dispensary in an emergency, but no regular schedule of visits is made. In the sail loft where there are many health hazards from kapok lint, heat, poor ventilation, etc., special precautions should be taken. Conditions in the present sail loft at best are sufficient to discourage moves in this direction.
- b. A co-operative lunch room was opened about nine months ago on the first floor of the Machinery Division building. It was then open to both men and women, and to office as well as shop employees. The management of the lunch room was put in the hands of two outside men who made a great deal of money on it but quarreled between themselves and finally left, leaving the lunch room with a reputation of poor service, poor food and uncleanness. It was then put in the hands of a committee of workmen with at least one officer serving with them, and this committee seems to have maintained the standards set for them by their predecessors. This lunch room has come to serve only the unclassified male labor, whose treatment of the place does not help matters. No women use this lunch room now, although no ruling has been passed that they shall not.

A cafeteria has recently been opened in the Yard for the use of women employees and officers. A separate room is equipped for women on the second floor, which is reached by a covered stairway on the outside of the building. The officers' room is on the first floor. Some money for the equipment of this building was taken from the amount made the first few months by the old lunch room in the Machinery Division. It is managed by a lunch room board, made up entirely of officers. The new cafeteria was 95 per cent equipped by the Yard. The lunch room for women is small but attractive; the food served is of the best quality, but the prices are much too high for the average civil service employee. The result is that practically all the patronage comes from the officers and yeomanettes. In fact, it would appear that the cafeteria was opened for the benefit of the officers and that the woman's lunch room was a stab at having provided for the women employees, and after all only an additional source of revenue to help support the officers' lunch room.

V. Transportation

Transportation to the Navy Yard will be very much improved by the extension of the street-car tracks which is being made into the center of the Yard.

VI. Demobilization

At the time of this visit to the Philadelphia Yard, the last of April, there had been practically no "laying off" of the office force. Eighty-seven women had been "laid off" in the sail loft. This included all those employees of the sail loft who had been rated as "helper general." The women rated as "helper general" had profited by the wage increases prescribed by the Wage Boards for the shipbuilding industry and were paid rates higher than those paid to "sewers", although the work done by the sewing machine operators required experience and skill, and was harder work than that required of the helper general in the sail loft. Instead of trying to meet this situation by attempting to get a raise of pay for the sewers which would compare favorably for the class of work with the wage paid helpers general, and other work which requires a like amount of skill, the situation was met by "laying off" all those rated as "helper general" as soon as the opportunity presented itself. This method was used in getting rid of the colored employees in the sail loft. They were all given a rating of "helper general" and then fired with the rest of that group. No specified length of notice was given these employees before they are "laid off."

Helen Bryan
Industrial Agent

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April 11, 1919.

Lieutenant Allen L. Malone,
Commandant's Office,
Navy Yard, Philadelphia, Pa.

My dear Lieutenant Malone:

I wish to acknowledge receipt of your letter to Miss Bryan which came during her absence from the office. It will be brought to her attention upon her return.

Sincerely yours,

ALL

Secretary to the Director.

IN REPLY ADDRESS
THE COMMANDANT
NAVY YARD, PHILA., PA.
AND REFER TO No.

288
APR 9- 1919

NAVY YARD, PHILADELPHIA, PA.

COMMANDANT'S OFFICE

H-HGH.

April 8th, 1919.

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

My dear Miss Bryan,

Replying to your communication of April 5, 1919, addressed to Rear Admiral C. F. Hughes, U. S. Navy, for all clerical employees at this navy yard seven (7) working hours constitutes a day's work. The majority work from 8.45 a.m., to 4.15 p.m., with a half hour from 12:00 noon to 12:30 p.m. for lunch period. The exceptions are the Accounting Office and the Naval Aircraft Factory. Accounting Office hours are from 8:30 a.m. to 4:00 p.m., and Naval Aircraft Factory hours are from 8:15 a.m. to 3:45 p.m., with half hour lunch period in both cases.

Slight rearrangement of hours is made in specific cases to handle special work at certain times.

Yours very truly,
By direction of the Commandant.

Allen L. Malone

Lieutenant, U.S.N.R.F.,
and Aide.

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NAVAL AIRCRAFT FACTORY

3/28/19.

FEMALE EMPLOYEES ON MECHANICAL ROLL

Check No.	Name	Rating	Date of Entrance into Service	Entrance Rate of Pay	Present Rate of Pay
01025	Flanagan C.	Help. Gen.	9/19/18	\$2.64	\$3.28 ✓ -
01042	Cunningham J. Mrs.	" "	9/26/18	2.64	3.28 ✓ -
01050	Hanratty R.	" "	10/30/18	2.64	3.28 ✓ -
01070	Ryan A.	" "	6/5/18	2.40	4.32 ✓ x
01072	Cherasny L.	" "	3/9/18	1.84	4.08 ✓ +
01104	Whaley Mrs.	" "	8/6/18	2.64	3.28 ✓ -
01106	Reynolds M.	" "	7/29/18	2.64	4.08 ✓ +
01123	Mc Glade M.	" "	1/8/18	3.20	4.32 ✓ x
01124	Brown E.	" "	5/25/18	2.64	4.08 ✓ +
01139	Guise M.	" "	9/20/18	2.64	4.08 ✓ +
01150	Mc Donald B.	" "	9/18/18	2.64	3.28 ✓ -
01207	Voss E.	" "	6/21/18	2.64	3.28 ✓ -
01217	Dever F. Mrs.	" "	1/19/18	2.72	4.32 ✓ x
01219	Gardner B. Mrs.	" "	9/26/18	2.64	4.08 ✓ +
01222	Dietrich M.	" "	9/17/18	2.64	4.08 ✓ +
01227	Augustus M.	" "	9/11/18	2.64	3.28 ✓ -
01237	Giles N.	" "	10/1/18	2.64	3.28 ✓ -
01238	Hargett S.	" "	8/30/18	2.64	3.28 ✓ -
01256	Grassmuck I.	" Woodwkr.	6/4/18	2.64	4.32 ✓
01267	Markle M.	" Gen.	9/17/18	2.64	4.08 ✓ +
01283	Whelan M.	" "	5/1/18	2.64	4.08 ✓ +
01285	Eranagan M.	" "	12/19/17	2.48	4.32 ✓ x
01286	Smith M.	" "	10/24/18	2.64	3.28 ✓ -
01303	Finnigan C.	" "	9/23/18	2.64	4.08 ✓ +
01304	Cannon M.	" "	11/8/18	2.64	3.28 ✓ -
01324	Blakeslee H.	" "	9/20/18	2.64	4.32 ✓ x
01325	Golden H. Mrs.	" "	9/20/18	3.44	4.32 ✓ x
01329	Armitage H.	" "	9/23/18	3.68	4.32 ✓ x
01331	Greenstein C.	" "	9/4/18	2.64	4.08 ✓ +
01332	Devlin A.	" "	10/14/18	2.64	4.08 ✓ +
01338	Wilhelm G.	" "	10/3/18	3.44	4.32 ✓ x
01339	Jaggard L.	" "	10/3/18	2.64	3.28 ✓ -

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FEMALE EMPLOYEES ON MECHANICAL ROLL

3/28/19.

Check No.	Name	Rating	Date of Entrance into Service	Entrance Rate of Pay	Present Rate of Pay
01343	Mohair L. Mrs.	Help. Gen.	9/23/18	\$2.64	\$4.08 ✓ +
01349	Titus A.	" "	9/19/18	2.64	3.28 ✓ -
01364	Mc Call J.	" "	8/26/18	3.44	4.08 ✓ +
01396	Davis A. Mrs.	" "	10/29/18	2.64	4.08 ✓ +
04101	Connell C.	" "	3/18/18	2.64	4.08 ✓ +
04102	Haley M.	" "	3/18/18	1.84	4.08 ✓ +
04109	Belcher L.	" "	7/10/18	3.44	4.08 ✓ +
04118	Smith R.	" "	8/14/18	3.44	4.08 ✓ +
06608	Davis F.	" "	9/10/18	2.64	3.28 ✓ -
06011	Hudson E. Mrs.	Help. Mach.	9/18/18	2.64	3.28 X
06026	Gaffney K. Mrs.	Help. Gen.	1/9/18	2.72	4.32 ✓ X
06029	West B.	" "	6/21/18	2.64	4.08 ✓ +
06081	White G.	" "	9/5/18	2.64	3.28 ✓ -
06111	Miley G.	" "	2/5/18	2.64	4.08 ✓ +
06113	Ruttle M.	" "	10/2/18	3.44	4.08 ✓ +
06114	Golder E.	" "	9/25/18	2.64	3.28 ✓ -
06367	Tines A.	" "	12/31/17	2.72	4.08 ✓ +
06455	Smith A.	" "	8/29/18	2.64	4.08 ✓ +
06458	Tinker G.	" "	9/5/18	2.64	4.08 ✓ +
04201	Mann G.	Help. Woodwkr.	6/24/18	2.64	4.08 ✓
04203	Heller C.	" "	6/25/18	2.64	4.32 ✓
04204	Taunt M. Mrs.	Help. Gen.	2/5/18	2.64	4.32 ✓ X
04206	Holm. B.	" "	10/10/18	3.44	4.08 ✓ +
04209	Kinslow M.	" "	2/2/18	2.64	4.08 ✓ +
04219	Lotz D.	" "	6/17/18	2.64	4.08 ✓ +
04229	Mac Callum G.	" "	7/12/18	2.64	4.08 ✓ +
04231	Proctor L.	" "	4/15/18	1.84	4.08 ✓ +
04232	Marley S.	" "	4/15/18	1.84	4.08 ✓ +
04233	Andrews E.	" "	6/17/18	2.64	4.08 ✓ +
04234	Kraemer A.	" "	4/15/18	1.84	4.32 ✓ X
04235	Frazer M.	" "	1/16/18	2.72	4.08 ✓ +
04236	Herrmann R.	" "	1/16/18	2.72	4.08 ✓ +

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FEMALE EMPLOYEES ON MECHANICAL ROLL

3/28/19.

Check No.	Name	Rating	Date of Entrance into Service	Entrance Rate of Pay	Present Rate of Pay
04330	Smith C.	Help. Gen.	10/8/18	\$2.64	\$3.28 ✓ -
04331	Clay P.	" "	7/24/18	3.44	4.08 ✓ +
04333	Frisbie M.	Help. Mach.	6/24/18	2.64	4.08 ✓ X
04350	Carrow M. Mrs.	Help. Gen.	2/14/18	2.64	4.32 ✓ x
04394	O Donnell B.	" "	1/2/18	2.72	4.32 ✓ +
043216	Greene M.	" "	6/31/18	2.64	4.08 ✓ +
043220	Dolphin M.	" "	6/4/18	2.64	4.08 ✓ +
043248	Rice S.	" "	7/2/18	2.64	4.08 ✓ +
043314	Klenk H.	" "	9/3/18	2.64	4.08 ✓ +
043320	Nones M. Mrs.	" "	10/15/18	2.64	4.08 ✓ +
01308	Hudak A.	" "	8/30/18	2.64	4.08 ✓ +
01316	Nelms P. Mrs.	" "	9/18/18	2.64	3.28 ✓ -
01320	Earp E.	" "	9/20/18	2.64	4.08 ✓ +
01366	Murphy M.	" "	10/11/18	2.64	4.08 ✓ +
04430	Kompas E.	" "	10/1/18	2.64	3.28 ✓ -
04434	Foy H.	" "	10/28/18	3.44	4.08 ✓ +
04435	Nemetz C.	" "	7/15/18	2.64	3.28 ✓ -
04436	Taylor K.	" "	10/15/18	2.64	3.28 ✓ -
04437	Thompson A.	" "	9/20/18	3.44	4.32 ✓ x
04439	Galbreath E.	" "	8/19/18	3.44	4.08 ✓ +
04440	Jacobus M.	" "	4/19/18	1.84	4.32 ✓ x
04443	Bodenhorn G.	" "	8/15/18	3.44	4.08 ✓ +
04446	Covington E.	" "	10/22/18	3.44	4.08 ✓ +
04451	Moss Lea	" "	10/15/18	2.64	3.28 ✓ -
04455	Max Gasker Mx	" "			
04729	Finkle M.	" "	10/10/18	2.64	3.28 ✓ -
04732	Mulligan A.	" "	1/25/18	2.64	4.32 ✓ x
04733	Gilbert M.	" "	8/16/18	2.64	3.28 ✓ -
04734	Butler E.	" "	6/24/18	2.64	4.08 ✓ +
04748	Kochersperger G.	" "	4/18/18	1.84	4.32 ✓ x
04754	Carrow S.	" "	9/13/18	2.64	4.32 ✓ x
04721	Conlan A.	" "	9/19/18	3.44	4.08 ✓ +
047237	Parsons M.	" "	10/15/18	2.64	4.08 ✓ +

FEMALE EMPLOYEES ON MECHANICAL ROLL

3/28/19.

Check No.	Name	Rating	Date of Entrance into Service	Entrance Rate of Pay	Present Rate of Pay
047239	Godshall L.	Help. Gen.	9/10/18	\$2.64	\$3.28 ✓ -
047243	Schaefer G.	" "	8/7/18	3.44	4.08 ✓ +
11011	Stanton R.	" Mach.	6/21/18	2.64	4.08 ✓ X
11012	Murphy K.	" Gen.	2/18/18	2.64	4.08 ✓ +
11013	Mc Quaide A.	" Woodwkr.	7/22/18	2.64	4.08 ✓ ✓
11014	Lucree L.	" "	4/22/18	1.84	4.08 ✓ ✓
11015	Garrity A.	Help. Gen.	5/22/18	2.64	4.08 ✓ +
11017	Fletcher S.	" "	5/14/18	2.64	4.08 ✓ +
11019	Moran S.	" "	5/14/18	2.64	4.08 ✓ +
11020	Esola M.	" "	6/5/18	2.40	4.08 ✓ +
11024	Greer E.	Seamstress	5/1/18	2.88	3.68 ✓ +
11026	Campbell E.	Help. Gen.	4/17/18	1.84	4.08 ✓ +
11028	O Donnell K.	" "	1/29/18	1.84	4.08 ✓ +
11031	Mc Mullen A.	" "	5/14/18	2.64	4.08 ✓ +
11033	O Neill C.	" Woodwkr.	5/24/18	2.64	4.08 ✓ ✓
11037	Southall E.	" Mach.	5/20/18	2.64	4.08 ✓ X
11040	Welk R.	" Gen.	5/22/18	2.64	4.08 ✓ +
11049	Crosson J. Mrs.	" "	1/29/18	1.84	4.08 ✓ +
11053	Staark A.	" "	4/18/18	1.84	4.08 ✓ +
11061	Harris R.	" "	6/7/18	2.64	4.08 ✓ +
11075	Barr L.	" "	3/19/18	1.84	4.08 ✓ +
11081	Bush E.	" "	4/8/18	1.84	4.08 ✓ +
11084	Oehler C.	" "	4/8/18	1.84	4.08 ✓ +
11097	Roesener C. Mrs.	" "	3/6/18	1.84	4.32 ✓ X
11100	Holmquist A.	" "	7/19/18	2.64	4.08 ✓ +
11101	De Niece E.	" "	5/1/18	2.64	4.08 ✓ +
11102	Fletcher E.	" "	4/8/18	1.84	4.08 ✓ +
11105	Dornan E.	" "	4/8/18	1.84	4.08 ✓ +
11112	Tracy M.	" "	1/3/18	2.72	4.08 ✓ +
11113	Donahue R.	" "	2/4/18	2.64	4.08 ✓ +
11120	Connery Alice	Seamstress	5/4/18	2.88	3.68 ✓ +
11123	Cooney M.	Help. Gen.	4/19/18	1.84	4.08 ✓ +
11127	Kelly M. J.	" "	5/2/18	2.64	4.08 ✓ +
11131	Mc Menamin R. Mrs.	" "	9/24/18	2.64	3.28 ✓ -

FEMALE EMPLOYEES ON MECHANICAL ROLL

3/28/19.

Check No.	Name	Rating	Date of Entrance into Service	Entrance Rate of Pay	Present Rate of Pay
11132	Jennings M.	Help. Gen.	6/5/18	\$2.64	\$4.08 ✓ +
11158	Haney L.	" Woodwkr.	5/14/18	2.64	4.08 ✓
11201	Spahn H.	" Gen.	6/7/18	2.64	4.08 ✓ +
11202	Smith H.	" "	6/7/18	2.64	4.08 ✓ +
11216	Lehman C.	" "	6/17/18	2.64	4.08 ✓ +
12012	Jackson A. Mrs.	Seamstress	4/2/18	2.72	3.68 ✓ +
12020	Ryder N.	Help. Gen.	5/3/18	2.64	4.08 ✓ +
12021	Coleman A.	" "	5/3/18	2.64	4.08 ✓ +
12025	Harris N.	" "	6/4/18	2.64	4.08 ✓ +
12031	Anderson E.	" Mach.	5/27/18	2.64	4.08 ✓
12032	Mc Cook F.	" Woodwkr.	6/4/18	2.64	4.08 ✓
13002	Veltman C.	" Painter	9/17/18	2.40	4.08 ✓
13006	Mc Gowan M.	" Woodwkr.	7/30/18	2.64	4.08 ✓
13007	Mac Donald M.	" General	8/27/18	2.64	4.08 ✓ +
13050	Page E.	" "	5/14/18	2.64	4.08 ✓ +
15098	Rendell E.	" "	8/27/18	2.64	4.08 ✓ +
24007	Lewis M.	" "	8/30/18	2.64	4.32 ✓ x
31001	Bernhardt F. Mrs.	" "	8/23/18	2.64	3.28 ✓ -
31012	Grubb M.	" Mach.	5/18/18	2.64	4.32 ✓ x
31013	O Shea M.	" General	1/25/18	2.88	4.32 ✓ x
31019	Ecker C.	" "	7/26/18	2.64	4.08 ✓ +
31029	Dolan M.	" "	7/8/18	2.64	4.08 ✓ +
31038	Burk M.	" Woodwkr.	6/24/18	2.64	4.08 ✓
31044	Basford M. Mrs.	" General	10/21/18	2.64	3.28 ✓ -
31059	Hagner J. C.	" "	7/19/18	2.64	4.08 ✓ +
31097	Mc Garvey R.	" Mach.	9/20/18	2.64	3.28 ✓ x
31141	Heath I. M.	" General	9/4/18	2.64	3.28 ✓ -
31194	Johnson A. C.	" Mach.	5/18/18	2.64	4.32 ✓ x
31229	Collins Sue	" General	7/17/18	2.64	3.28 ✓ -

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FEMALE EMPLOYEES ON MECHANICAL ROLL

Check No.	Name	Rating	Date of Entrance into Service	Entrance Rate of Pay	Present Rate of Pay
04239	Mc Auliffe A.	Help. Gen.	1/5/18	\$2.72	\$4.32 ✓x
04253	Gunnis R.	" "	10/15/18	2.64	3.28 ✓-
04258	Elder M.	" "	7/2/18	2.64	3.28 ✓-
04261	Mc Donnell C.	" "	7/1/18	2.64	4.08 ✓+
04266	Jackson I.	" "	5/29/18	2.64	4.32 ✓x
04286	Simpson N.	" "	7/5/18	2.64	4.08 ✓+
04291	Forrestall M.	" "	1/3/18	2.72	4.32 ✓x
04297	Hassen E.	" "	1/4/18	2.72	4.32 ✓x
04299	Shea M.	" "	1/4/18	2.72	4.32 ✓x
042100	Ford K.	" "	6/19/18	2.64	4.08 ✓+
042102	Mealey M.	" "	1/28/18	1.84	4.32 ✓x
042105	Kenney E.	Seamstress	12/22/18	2.72	3.68 +
042111	Shinn M.	Help. Gen.	10/4/18	2.64	3.28 ✓-
042113	Fleming E.	" "	8/27/18	2.64	4.08 ✓+
042123	Freed M.	" "	9/17/18	2.64	3.28 ✓-
042133	Sawyer B.	" "	2/1/18	2.64	4.32 ✓x
042135	Hosmer M.	" "	8/12/18	3.44	4.08 ✓+
042150	Coyle M.	" "	1/26/18	2.64	4.32 ✓x
042162	Rabold E.	" "	6/5/18	2.64	4.08 ✓+
042167	Burke L.	" "	7/8/18	3.44	4.08 ✓+
042171	Troy M.	" "	1/4/18	2.72	4.32 ✓x
042173	French M.	" "	10/15/18	2.64	3.28 ✓-
042176	Glazier T.	" "	5/9/18	3.20	4.08 ✓+
042330	XXXXXXXXXX				
042417	Kinslow L. Mrs.	" "	2/2/18	1.84	4.08 ✓+
042424	Evenson A.	" "	9/6/18	2.64	3.28 ✓-
042425	Van Baun H.	" "	10/29/18	3.44	4.08 ✓+
042428	Shea B.	" "	9/9/18	2.64	4.08 ✓+
04253	Mc Carty C.	" "	9/12/18	2.64	3.28 ✓-
04303	Walko E.	" "	5/14/18	2.64	4.08 ✓+
04304	Wierman L.	" "	10/18/18	2.64	3.28 ✓-
04323	Weisberg F.	" "	7/11/18	2.64	4.08 ✓+
04324	Chance L.	" "	8/20/18	2.64	4.08 ✓+

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FEMALE EMPLOYEES ON MECHANICAL ROLL

Check No.	Name	Rating	Date of Entrance into Service	Entrance Rate of Pay	Present Rate of Pay
31241	Freethey L.	Help. Mach.	5/3/18	\$2.64	\$4.08 X
31246	Krause R. Mrs.	" "	10/8/18	2.64	3.28 X
31257	Carey T.	Help. Gen.+	7/1/18	2.64	4.08 ✓ +
31374	Branagan M.	" "	4/19/18	1.84	4.08 ✓ +
67014	Haigh C.	" "	8/27/18	2.64	4.32 ✓ x
68192	De Lany R. G.	" "	9/24/18	2.64	3.28 ✓ -
68020	Seedorff C.	" "	7/2/18	2.64	4.32 ✓ x
68037	Grumm M.	" "	9/20/18	2.64	3.28 ✓ -
68038	Wainwright B.	" "	7/16/18	2.64	4.32 ✓ x
68039	Mc Comb E.	" "	7/16/18	2.64	4.32 ✓ x
68154	Cohen P.	" "	4/18/18	1.84	4.32 ✓ x
68157	Hotchken M.	" "	7/15/18	2.64	3.28 ✓ -
68183	Fitzpatrick M.	" "	5/22/18	2.64	4.08 ✓ +

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NAVAL AIRCRAFT FACTORY

3/28/19.

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FEMALE EMPLOYEES ON CLASSIFIED ROLL

Check No.	Name	Rating	Date of Entrance into Service	Entrance Rate of Pay	Present Rate of Pay
01151	Kuhn Ada	Clerk	4/2/18	\$3.20	\$3.92
01153	Fine R.	Steno. & Typ.	2/1/18	3.20	3.68
01154	Spaide L.	Clerk	7/30/18	3.68	3.68
01155	Lentz C.	Clerk-Typ.	5/14/18	3.20	3.68
01156	Hunter N.	Clerk	12/10/17	3.20	3.92
01157	Levy V.	Clerk-Typ.	5/8/18	3.20	3.92
01159	Wind B.	Clerk	11/17/17	2.80	3.92
01160	Aikens E.	Clerk-Typ.	4/16/18	3.20	3.92
01161	Nolan K.	Clerk	1/14/18	3.20	3.92
01162	Bentz R.	Clerk	1/14/18	3.20	3.68
01165	Murphy H.	Steno. & Typ.	1/7/18	3.20	3.92
01167	Knapp I.	Steno. & Typ.	11/19/18	3.04	3.92
01168	Roberts F.	Steno. & Typ.	7/30/18	3.68	3.68
01169	Sweeney A.	Clerk	9/9/18	3.68	3.68
01171	Hoover M.	Clerk	10/7/18	3.68	3.68
01172	Haldeman R.	Clerk	10/14/18	3.68	3.68
01173	Knapp C.	Clerk-Typ.	5/13/18	3.20	3.68
01179	McConnell M.	Steno. & Typ.	7/16/18	3.68	3.92
04152	Evans H.	Clerk	8/16/18	3.68	3.92
04154	Brown M.	Messenger	9/18/18	1.76	1.76
04155	Kilgallen M.	Steno. & Typ.	4/18/18	3.20	3.68
04156	Weinhardt F.	Steno. & Typ.	8/5/18	3.68	3.68
04157	Fairweather A. Mrs.	Clerk	8/2/18	3.68	3.92
04158	Harding K.	File Clerk	3/25/19	3.68	3.68
04159	Epp E.	Clerk	1/28/18	3.68	3.92
04161	Heritage M.	Clerk (S.&T.)	6/19/18	3.68	3.92
06215	Carroll M.	Clerk (S.&T.)	7/2/18	3.68	3.68
06225	McMonagle E.	Clerk-Typ.	12/24/17	3.04	3.68
06241	Donato A.	Clerk-Typ.	5/10/18	3.20	3.92
06249	Leonards E.	Asst. Ship.D.	9/3/18	3.52	5.20
042213	Daniels T. Mrs.	Asst. Aero.I.	12/31/17	3.44	4.96

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FEMALE EMPLOYEES ON CLASSIFIED ROLL

3/28/19.

Check No.	Name	Rating	Date of Entrance into Service	Entrance Rate of Pay	Present Rate of Pay
042216	Caldwell M.	Clerk-Typ.	3/28/18	\$3.20	3.68
042217	Dunn M.	Steno. & Typ.	11/26/17	3.52	3.92
042218	Ford A.	Clerk	4/1/18	3.20	3.68
042219	Morse R.	Clerk-Blue Print	12/22/17	3.04	3.92 <i>o.k.</i>
042220	Paine E.	Clerk-Blue Print	12/26/17	3.04	3.92 <i>o.k.</i>
042221	Miracle M.	Clerk	12/26/17	3.92	4.16 <i>o.k.</i>
042222	Wagner H.	Copyist Draft.	9/3/18	2.56	2.56 <i>o.k.</i>
042227	Deemer L. Mrs.	Clerk	11/15/17	3.04	3.92
042230	Morlock E.	Aero. Drafts.	5/20/18	4.48	6.40
042232	Ashworth O. Mrs.	Asst. Ship. Drafts.	9/23/18	3.52	4.80 <i>o.k.</i>
042235	Gibson L.	Clerk	4/18/18	2.56	3.92
042237	Taylor M.	Asst. Ship. Drafts.	3/1/18	3.52	5.20
042238	Tomlinson A. Mrs.	Clerk	11/1/17	3.04	3.92
042250	De Frehn S.	Copyist Drafts.	9/10/18	2.56	4.00
042253	Friedman S.	Steno. & Typ.	4/3/18	3.20	3.68
04255	Miller F.	Copyist Drafts.	8/19/18	2.56	4.40
042261	Howard C.	Copyist Drafts.	4/1/18	2.56	4.40
042262	Stewart E.	Copyist Drafts.	4/1/18	2.56	4.00
042263	Francis E. Mrs.	Clerk	11/5/17	3.20	3.92
042272	Cotter D.	Copyist Drafts.	8/5/18	2.56	4.00
042292	Merrick M.	Clerk S. & T.	6/19/18	3.68	3.92
042305	McCullough L.	Asst. Ship Drafts.	9/30/18	3.52	4.40
042320	Long H.	Copyist Drafts.	8/19/18	2.56	4.40
042321	Long G.	Copyist Drafts.	8/19/18	2.56	4.40
042323	Duncan A.	Clerk	7/15/18	2.56	3.92
042326	Erhardt E.	Copyist Drafts.	8/29/18	2.56	4.40
042327	Helms B.	Clerk S. & T.	5/21/18	3.68	3.92
042333	Doyle S.	Copyist Drafts.	9/3/18	2.56	4.00
042341	Murray E.	Copyist Drafts.	10/22/18	2.56	4.00
043132	Evans F. Mrs.	Clerk	1/10/18	3.20	3.68
043134	Conran A.	Clerk	1/14/18	3.20	3.68 <i>- 16</i>
043136	Moritz C.	Steno. & Typist.	10/15/17	3.52	3.92
043143	Wallin C. Mrs.	Steno. & Typist	12/17/17	3.28	3.92

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FEMALE EMPLOYEES ON CLASSIFIED ROLL

3/28/19.

Check No.	Name	Rating	Date of Entrance into Service	Entrance Rate of Pay	Present Rate of Pay
043145	Norton C.	Steno. & Typist	12/24/17	\$3.04	\$3.68
043146	Fink H.	Clerk-Typist	12/3/17	3.20	3.68
043157	Stom V.	Clerk S. & T.	4/5/18	3.20	3.68
043164	Dougherty R.	Clerk	6/17/18	3.68	3.92
04401	Henderson M.	Clerk	4/15/18	3.20	3.68
04402	Ruby S.	Clerk	10/15/17	3.04	3.92
04403	Fogel E.	Clerk	8/19/18	3.68	3.68
04404	Eisenstein M.	Clerk	3/30/18	3.20	3.92
04406	Miller E.	Clerk	11/26/17	3.28	3.68
04408	Devine H.	Clerk-Typist	10/17/17	3.04	3.92
04409	Volkert M.	Clerk S. & T.	1/21/18	3.20	3.92
04410	Michel G.	Clerk	10/22/17	3.04	3.92
04411	Partington G.	Clerk-Bookkeeper	9/3/18	3.68	3.68
04415	Partington H.	Clerk-S.&T.	5/7/18	3.20	3.92
04416	Burns F.	Clerk-Typist	1/2/18	3.20	3.68
04417	Mylin M.	Clerk	5/13/18	3.20	3.68
04421	McGrath M.	Clerk	6/17/18	3.68	3.68
04423	Goldstein S.	Clerk	7/22/18	3.68	3.68
04424	Foelker M.	Clerk	10/31/18	3.68	3.68
04512	Walls M.	Clerk	12/31/17	3.20	3.68
04519	De Bus F.	Clerk	1/7/18	3.44	3.68
04704	Lewis E.	Clerk	4/1/18	3.68	4.16
04707	Rastatter J.	Steno. & Typist	4/17/18	3.20	3.92
04710	Royston M.	Clerk	12/36/17	3.20	3.68
04711	Meurer D.	Clerk S. & T.	5/10/18	3.20	3.68
04714	Mehl T.	Clerk S. & T.	1/7/18	3.20	3.92
04715	Morrison M.	Clerk S. & T.	5/7/18	3.20	3.68
04719	Farley G.	Clerk	4/15/18	3.20	3.92
67100	Wolfe K.	Typist	3/25/18	3.20	3.92
043158	Martin L.	Clerk-Typist	5/3/18	3.20	3.68
04475	Mc Cosker M.	Clerk	7/8/18	3.44	3.68
043128	Peterson C.	Clerk	7/29/18	3.44	3.68
042330	Zentner L.	Clerk	7/9/18	3.44	3.68

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NAVY DEPARTMENT,
ASSISTANT SECRETARY'S OFFICE,
WASHINGTON.

FEB 15 1919

13 February 1919.

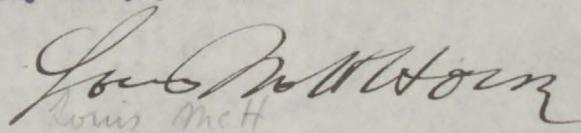
My dear Miss Van Kleek:

I am somewhat horrified to have drift to my desk today the reply of the Philadelphia Yard to the comments made by the late Miss Allison in her report. Where it has been I have no idea.

I am asking you to read the comments of the Yard and, in addition, I might add that the manufacture of Kapok life garments has been stopped since the armistice, and there are no night shifts or day shifts either on this work now.

Would it not be better to have your new investigator take this report as a foundation and again visit the Philadelphia Yard, and make such corrections as seem justified?

Very truly yours,



Assistant to the
Assistant Secretary of the Navy.

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

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NAVY YARD, PHILADELPHIA, PA.

March 27, 1919.

Report of number of Yeomen (F) on duty in Philadelphia Navy Yard.

Headquarters, 4th Naval District	105
Yard Departments and Divisions	316
Communication Office	60
Disbursing Office, 4th N.D. (Rec'g Ship.)	<u>18</u>
Total	499

Naval Aircraft Factory reports they have none.

CIVIL EMPLOYES (FEMALE)

Navy Yard:	
Clerical, etc.	152
Mechanical, etc.	139
Aircraft Factory:	
Clerical, etc.	98
Mechanical, etc.	<u>206</u>
	<u>595</u>

Office

LIST OF FEMALE EMPLOYEES IN ACCOUNTING DEPARTMENT

(a)

NAME	RATING	DATE OF ENTRANCE	ENTRANCE RATE	PRESENT RATE
Breslin, Gertrude	Clerk	8/5/18	3.68	3.68
Beerman, Tillie	"	9/7/18	3.68	3.68
Donohue, Martha	Typewriter	7/25/18	3.68	3.68
Duffy, Kathryn	Clerk	8/12/18	3.68	3.68
Foellner, May	"	12/2/18	3.68	3.68
Grady, K.M.	"	11/18/18	3.68	3.68
Horn, Ethel	Steno. & Typist	11/11/18	3.68	3.68
Kurtz, Elva	Clerk	9/3/18	3.68	3.68
Lafferty, Regina	Typewriter	8/5/18	3.68	3.68
Malberg, Ethel E.	Clerk	4/22/18	3.68	3.68
Prosser, Elizabeth	"	9/25/18	3.68	3.68
Reed, Letha	"	8/5/18	3.68	3.68
Reilly, Bessie	"	12/18/18	3.68	3.68
Rhodes, J.K.	"	12/12/18	3.68	3.68
Thompson, Florence	"	8/12/18	3.68	3.68

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(B)

Stannard, Marion	H.Gen.	12/6/18	4.08	4.32
Campbell, Louise	Yeo 3C	10/22/18	92.60	101.00
Carfrey, Phyllis H.	Yeo 2C	10/24/18	92.60	106.50
Carver, Helen I.	Yeo 3C	10/28/18	92.60	101.00
Ervin, Mrs. Thos. P.	Yeo 2C	10/2/18	92.60	106.50
Farrell, Genevieve	Lds Yeo	9/11/18	92.60	92.60
Flounders, Anna V.	Yeo 3C	10/28/18	92.60	101.00
Knaphle, Edna	Yeo 3C	9/12/18	92.60	101.00
Krasny, Fannie	Yeo 3C	10/24/18	92.60	101.00
Landis, Mabel G.	Yeo 3C	10/1/18	92.60	101.00
O'Flynn, Mary M.	Yeo 3C	11/1/18	92.60	101.00
Paulson, Mabel	Yeo 3C	10/18/18	92.60	101.00
Thomas, Mildred S.	Yeo 2C	10/18/18	92.60	106.50
Ward, Helen I.	Yeo 2C	10/31/18	92.60	106.50
Welch, Evelyn A.	Yeo 3C	9/30/18	92.60	101.00
Wilson, Dorothy G.	Yeo 3C	10/21/18	92.60	101.00
Ziegler, Irene	Lds Yeo	11/8/18	92.60	92.60

(a)

LIST OF FEMALE EMPLOYEES IN HULL
DIVISION

NAME	Rating	Check No.	Date of ENTRANCE	ENTRANCE RATE	PRESENT RATE
C.V.Brown	Steno & Type	1108	5/3/17	3.04	4.16 ✓ -
E.M.Townsend	"	1109	12/13/17	3.44	3.92 ✓ -
N. Sayre	"	1112	5/3/17	3.04	3.92 ✓ -
R.A.Gallagher	"	1114	11/19/17	3.04	3.68
M.M.Everling	"	1113	11/19/17	3.04	3.68
M.J.Archibald	"	1116	1/7/18	3.20	3.68
D. Early	Typwtr	1118	11/10/17	2.48	3.68
I. Harding	"	1119	11/19/17	2.48	3.68
F. Warren	"	1120	11/19/17	2.48	3.68
M.M.Boyce	"	1121	1/28/18	3.20	3.68
F.G.Sternfield	Clerk	1130	4/16/18	3.20	3.68
M.E.Dougherty	"	1133	4/18/18	3.20	3.68
M. Callaghan	"	1136	4/30/17	2.48	3.92 ✓ -
O. Logan	Typwtr	1138	2/8/18	3.20	3.68
A. Brownback	Clerk	1142	4/29/18	3.20	3.92 ✓ -
G.G.Wilson	"	1145	7/16/18	3.68	3.68
H.S.Jacobs	"	1149	4/29/18	3.20	3.68
S.A.Devine	"	1151	4/18/17	2.48	3.68
F. Goodman	"	1155	2/7/18	3.20	3.68
E.J.Reeves	Stno & Typ	1156	2/11/18	3.44	3.92 ✓ -
H.L.Milton	"	1157	2/3/18	3.20	3.68
H. Blackman	Typwtr	1158	2/18/18	3.20	3.68
C.E.Hever	"	1160	4/15/18	3.20	3.68
M.T.Sullivan	"	1161	2/25/18	3.20	3.68
D.E.Stanley	"	1162	8/1/18	3.68	3.68
M.B.Smith	Clerk	1163	10/24/18	3.68	3.68
A. Greene	Stno & Type	1167	3/11/18	3.20	3.68
A.A.Waldron	"	1168	3/11/18	3.44	3.68
M.L.Haynes	Clerk	1172	4/15/18	3.20	3.68
B.N.Owens	"	1173	7/15/18	3.68	3.68
C.M.O'Connor	Stno & Ty	1175	4/4/18	3.44	3.92 ✓ -
G. Livingston	"	1176	5/1/18	3.44	3.68
H.R.Kiley	Clerk	1178	7/1/18	3.68	3.68
D.M.Everding	Stn & Ty	1180	5/6/18	3.44	3.92 ✓ -
F. Portnoy	Typwtr	1187	5/20/18	3.20	3.68
E.W.Witherup	Clerk	1189	6/6/18	3.68	3.68
I.H.Cressman	Mssgr	1189-3	7/10/18	2.72	2.96 ✓ -
B. Crossland	Clerk	1189-4	7/18/18	3.68	3.68
E.R Wall	"	1189-7	9/30/18	3.68	3.68
H. Munyon	"	1189-8	10/15/18	3.68	3.68
M.W.Lohr	"	1189-10	2/10/18	3.68	3.68
G.E.Ryan	Typwtr	1189-11	10/7/18	3.68	3.68
L. Keifer	Clerk	1189-14	2/24/19	3.68	3.68
F. Ford	Typwtr	1189-18	10/14/18	3.68	3.68
M.A.Ryan	Clerk	1189-23	10/14/18	3.68	3.68
M.C.Parsons	"	1189-27	10/15/18	3.68	3.68

LIST OF FEMALES EMPLOYEES IN HULL
DIVISION

NAME	RATING	CHECK NO	DATE OF ENTRANCE	ENTRANCE RATE	PRESENT RATE
M. Brown	Clerk	1189-34	10/19/18	3.68	3.68
D. Reedy	Typwtr	1189-36	10-22/18	3.68	3.68
A.M.Groves	Clerk	1189-41	2/4/19	3.68	3.68
A.M.UPdegraff	#	1189-42	10/21/18	3.68	3.68
R.B.Brodsky	Typwtr	1189-43	10/21/18	3.68	3.68
E. Boyd	Clerk	1189-44	10/21/18	3.68	3.68
A. Elsasserr	"	1189-45	10/26/18	3.68	3.68
R.A.Harrigan	"	1189-54	10/30/18	3.68	3.68
E.A.Brooks	Blue Prntr	1189-55	10/29/18	3.68	3.68
A.E.Leary	"	1189-56	10/30/18	3.68	3.68
L.E.Wolf	Clerk	1189-57	10/28/18	3.68	3.68
K.E.Carroll	Typwtr	1189-58	10/30/18	3.68	3.68
M. Schaffer	Clerk	1189-79	3/10/19	3.68	3.68

MACHINERY DIVISION

2221					
N.A.Doll	Clerk	0201	8/9/17	2.24	3.68
H. McCloy	Typwtr	0203	7/22/18	3.68	3.68
H.A Lukens	S.Dftn	1225	5/25/18	3.04	5.20 ✓ -
E.M.Schoeppe	Typwtr	1250	12/16/17	2.96	3.68
E. Hunsberger	Stn & Type	3206	7/30/17	3.04	3.92 ✓ -
S.E.Pike	"	3207	7/31/17	3.04	3.92 ✓ -
F.L.Mosler	"	3208	11/26/18	3.68	3.68
A. Scherr	"	3209	8/2/17	3.04	3.92 ✓ -
M. Sweeney	"	3210	7/26/17	3.04	3.92 ✓ -
M.F.Shaw	"	3211	10/9/17	3.04	3.92 ✓ -
B.M.Plotner	Typwtr	3216	12/11/17	2.96	3.68
S.B.Rose	"	3217	12/17/17	2.96	3.68
B. Rosen	"	3218	12/17/17	2.96	3.68
B.M.D.MC Closkey	"	3219	12/17/17	2.96	3.68
M.A.Hurlburt	"	3220	12/13/17	2.32	3.68
A.E.Sheldon	Stno & Type	3222	3/13/18	3.20	3.68
A.E.Ellwanger	"	3223	5/7/18	3.68	3.68
E.J.Smith	"	3224	5/20/18	3.20	3.68
R.G.McCarron	Typwtr	3225	7/18/18	3.68	3.68
R.A.Tilli	C. Dftn	3295	2/5/18	3.04	4.40 ✓ -
L.M.Jenkins	"	3296	2/4/18	3.04	4.40 ✓ -
M.L.Dietrich	"	3298	2/5/18	3.04	4.80 ✓ -
E.M.Mann	"	32103	2/5/18	3.04	4.80 ✓ -
M. Hollingshead	"	32104	11/9/18	3.04	4.00 ✓ -
L.M.Stratton	"	32107	3/21/18	3.52	4.80 ✓ -
E.M.Sweeney	"	32108	3/26/18	3.04	4.80 ✓ -
M.C.Hogarty	"	32110	4/6/18	3.04	4.40 ✓ -
A.J.Eksasser	"	32119	6/18/18	3.04	4.40 ✓ -
C.P.Read	"	32122	11/16/18	3.04	3.20 ✓ -
I.M.Wilson	"	32129	7/29/18	3.04	4.40 ✓ -

LIST OF FEMALE EMPLOYEES IN
MACHINERY DIVISION

NAME	RATING	CHECK NO	DATE OF ENTRANCE	ENTRANCE RATE	PRESENT RATE
J.A.Wilson	Stno & Typ	8203	4/22/18	3.44	3.68
A. Podolin	Type	8204	12/18/17	2.96	3.68
H.B.Humes	C. Dftn	8232	6/5/18	3.04	4.00 ✓

COMMANDANT'S OFFICE

R. Harden	Typwtr	1603	9/5/18	3.68	3.68
M.L.Gruber	Stn & Ty	1604	9/3/18	3.68	3.92 ✓
M.B.Bonner	Clerk	3602	10/9/18	3.68	3.68
A.M.Leach	"	9608	9/6/18	3.68	3.68
M. Gallagher	Typwtr	9612	9/6/18	3.68	3.68
N.M.Doggett	"	9614	9/30/18	3.68	3.68

Captain of The Yards Office

E.G.Tallman	Typwtr	0702	12/11/18	3.68	3.68
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BOARD OF LABOR EMPLOYMENT

H.W.Fenstermacher	ST & TY	9804	6/1/17	3.04	4.64 ✓
J.J.Slack	Clerk	9806	8/5/18	3.68	3.68
A.M.Rohr	"	9810	7/27/18	3.68	3.68
E.S.Harlan	Stn & Type	9812	1/10/19	3.68	3.68
M.A.Valentine	Clerk	9821	8/9/18	3.68	3.68

DISBURSING OFFICE

E. Rhinehart	Clerk	4506	9/30/18	3.68	3.68
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PUBLIC WORKS DEPARTMENT

M.R.Gilbert	Stn & Ty	0325	4/22/18	3.20	3.68
B. Morris	"	0327	11/5/17	3.04	3.92 ✓
A. Lashner	Clerk	0329-2	6/28/18	3.68	3.68
S.G.Cohen	"	0329-3	8/2/18	3.68	3.92 ✓

8/2/20

UNITED STATES NAVY YARD

PHILADELPHIA

SUPPLY DEPARTMENT

No. 2113 (8-Gr)
2201

March 29, 1919.

To: Commandant.

SUBJECT: Female Employees in the Supply Department - List of.

1. In accordance with verbal request of the Chief Clerk, March 27th, 1919, the following information is furnished:

(A) List of all female employees as Clerks, typewriters, messengers, etc., showing:

<u>Name</u>	<u>Rating</u>	<u>Date of Entrance into Service</u>	<u>Entrance rate of pay</u>	<u>Present rate of Pay</u>
G.G. French	Bookkeeper	10/7/18	\$3.68	\$3.68 -
M.C. Parsons	Clerk	10/21/18	3.68	3.68 -
A.T. Alexander	"	10/21/18	3.68	3.68 -
Mae Goodneck	Stenographer	10/25/18	3.68	3.68 -
Kitty McArdle	Typewriter	9/27/18	3.68	3.68 -
Mary A. Wood	"	3/11/18	3.20	3.68 -
Anna Duncan	"	9/30/18	3.68	3.68 -
E.C. Muller	"	3/25/18	3.20	3.68 -
M.M. John	"	4/1/18	3.20	3.68 -
E.R. Hanley	Clerk	11/4/18	3.68	3.68 -
E.K. Weiser	Typewriter	11/13/18	3.68	3.68 -
Stella Rosen	"	4/1/18	3.20	3.68 -
Ida Black	Messenger	1/27/19	1.76	1.76 -
D.E. Logan	Typewriter	3/21/18	3.20	3.68 -
G. Grauner	Stenographer	5/3/18	3.20	3.68 -
M.E. Kelly	"	5/16/18	3.20	3.68 -
Mary Kline	Clerk	5/15/18	3.20	3.68 -
R. Wegman	Stenographer	5/14/18	3.20	3.68 -
H.E. McGowan	Typewriter	5/28/18	3.20	3.68 -
C.A. Neidig	"	8/20/18	3.68	3.68 -
Helen Lafferty	"	11/5/18	3.68	3.68 -
Emma Hardy	Messenger	2/3/19	1.76	1.76 -
R. Scullin	Typewriter	7/8/18	3.68	3.68 -
M. Goldstein	"	3/8/19	3.68	3.68 -
H. Rubinoff	Clerk	8/19/18	3.68	3.68 -
R.A. Garwood	Typewriter	3/19/18	3.20	3.68 -
M.A. Silk	Bookkeeper	5/6/18	3.20	3.68 -
A. McLaughlin	Clerk	11/4/18	3.68	3.68 -

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(B) List of all other female employees as laborers, showing:

S.O. letr. 2113 2201 (8-Gr), 3/29/19 (cont'd)

<u>Check #</u>	<u>Name</u>	<u>Rating</u>	<u>Date of Entrance into Service</u>	<u>Entrance rate of pay</u>	<u>Present rate of Pay</u>
75180	C. McGonigle	Laborer	10/10/18	\$2.96	\$3.68
75648	A. Lee	"	1/29/18	2.64	3.68
75649	Amelia Burton	"	11/6/18	2.96	3.68
75651	Hannah Burke	"	7/11/18	2.96	3.68
75653	Mary Magee	"	1/29/18	2.64	3.68
75654	Kathryn O'Brien	"	7/1/18	2.96	3.68
75656	Alice F. Barnes	"	9/7/18	2.96	3.68

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B. J. Cleburne, acty.

Shift from 7:40 till 4:10 with a (2)
half hour for lunch.
f. Office Employees

2. Wages

Accounting Dept

15 female employees all getting 3.68

Hull Division

59 - f employees 1 getting 4.16, 7 getting 3.92, 51 - 3.68

Machinery Division

- 33 — 1 draftsman (f) - 520
- 4 copyist draftsmen - 480
- 5 " " " 440
- 2 " " " 400
- 1 " " " 320

5 clerical at 3.92
15 " at 3.68

~~Administration including Commandants Capt. of 7th. Bd. of 7th. Commandants office Dishwasher 1 & 7th. Works.~~

3 at 3.92 - 13 at 3.68, 1,464

clerk		drafts		messenger/teleop.
stenog				
types				

February 17, 1919.

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Sam Carrow
5323 Magnolia Ave
Heronstown, Pa

To: Mr. Townsend.

Subject: Service Work done by E. E. Carrow.

Medical and Surgical Supervision.

1. First Aid Work as administered by the Matron of Rest and Locker rooms.
2. Dispensary Work.
3. Hospital Visiting for cases of illness.
4. Home Visiting.
5. Compensation Instructions to employees.

Sociological Work.

1. Communication with all Phila. Social Service Agencies for the benefit of N.A.F. Employees.
2. Visits to families and relatives of same the former being our employees and needing Sociological Supervision.
- 3.

Research Work.

1. Study of amount of production, quality of work, time, and wages with reference to rating of N.A.F. women employees.
2. Publicity of any findings in the form of bulletins that will be educational along the lines of above mentioned activities or any subject relative to employees in seaplane manufacture viz the pamphlet just finished called "Employees' Medical and Surgical Aid".

Social Activities

1. Dances, Parades, etc.
2. Reports on above.

Supervision with reference to sanitation, ventilation, and clean-
of following:

1. Locker rooms.
2. Rest rooms.
3. Women's toilet rooms.

Transfers of women

1. Reasons for above.

Discharges.

1. When the above is for lack of work the endeavor is made to place employee in some line of work which is suitable and profitable to same.

Follow-up Work.

1. Absentees.

H

Lost and Found.

Housing and Transportation of Women Employees.

Discipline

Compensation follow-ups with sometimes show disease from certain lines of work

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October 22, 1918.

Miss A. Estelle Lauder, Assistant Secretary
Consumers' League of Eastern Pennsylvania,
814 Otis Building, Philadelphia.

My dear Miss Lauder:

The information which you sent about the conditions of women's work at League Island, has been held until some one connected with the Navy Department could deal with it. It is probable that the Navy Department will shortly appoint some women as inspectors of the conditions of women's work in Navy plants. Meanwhile a member of our staff has been assigned to take up such matters and this will be brought to her attention.

Sincerely yours,

Mary Van Kleeck, Director
Woman in Industry service.

MVK/ALL

CONSUMERS' LEAGUE OF EASTERN PENNSYLVANIA

An organization for the betterment of conditions for working women
and children through organized and responsible action of consumers

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Miss A. ESTELLE LAUDER
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Miss LAURA HILL

814-815 OTIS BUILDING

16th and SANSOM STREETS
TELEPHONE SPRUCE 5577

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Philadelphia, Pa. Oct. 9, 1918.

OCT 11 A.M.

Miss Mary Van Kleeck,
Womens Division, Depart. of Labor,
Washington, D.C.

My dear Miss Van Kleeck,

A school teacher who worked at League Island last summer in the pontoon department has been telling me of some things that may need attention. Perhaps they are already receiving attention. If so, so much the better.

Altho lockers were new they became so infested with bed bugs that many people never used them.

The habit of frequent spitting on the floor by men was a source of much annoyance to the women.

Much of the work, she thought, could be done sitting, especially the assembling. No seats were provided.

Of the half hour allotted for luncheon, only ten minutes was left for eating by the time the lunch building had been reached and the food had been secured.

Distance from the car to the factory building is great. Ground is said to be a swamp so that the workers fear for the winter months. The day I went there there were puddles from a storm although the day was clear. Perhaps attention could be directed to this condition, preparatory to stabilizing a labor force for the winter.

If I am wrong in addressing you on these matters, may I ask you to kindly refer them to the proper authorities.

Very sincerely yours,

A. Estelle Lauder

NAVAL AIRCRAFT FACTORY.

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CAFETERIA.

Thursday, March 27, 1919.

Beef Broth, Crackers,	-----10¢
Roast Loin of Pork, Brown Gravy,	
Mashed Potatoes-Roll,	-----25¢
Escalloped Eggs, Roll,	-----20¢
Cold Boiled Ham, Potato Salad,	-----25¢
Green Peas,	-----10¢
Egg Salad Sandwich,	-----15¢
Potato & Egg Salad, Roll,	-----20¢
Sliced Ham Sandwich	-----10¢
Cheese Sandwich,	-----10¢
Potato Salad,	-----10¢

Grapefruit,	-----10¢
Apple Pie,	-----10¢
Oranges,	-----10¢
Apples,	-----10¢
Bananas,	-----5¢

Ice Cream,	-----10¢
Cake,	-----10¢
Pies,	-----10¢
Eclairs,	-----10¢
Berliners,	-----
Doughnuts (2),	-----5¢

Qua Ko, -----5¢ Coffee, -----5¢ Milk, -----5¢

COMMANDANT'S BAND PROGRAMME

P. Meyer-Bandmaster, U. S. N.

March of the Anzaes - Lithgow

Tarantello Forosetta-- Arditi

I'm always Chasing Rainbows- Carroll

After you've Gone-- Layton

PLEASE LET THIS MENU REMAIN ON THIS TABLE

198
263

April 7, 1919.

Mr. John C. Heisler,
Chief Clerk, Commandant's Office,
Philadelphia Navy Yard,
Philadelphia, Pa.

My dear Mr. Heisler:

In going over the list of names on the payroll of the sail loft which you gave me I find that it does not tally with the information which I got from the "personal information cards" which I had the employees themselves fill out. The list which you gave me gives eleven women rated as "Helpers general." I believe they are no longer employed. I find the name of "Mary Carberry" is not on the list and I believe she is still employed as an operator. At the time of my visit to the sail loft there were only seventy four women ~~working~~. Your list shows 130 laborers, sewers, and "leading ladies". Could there have been as many as 36 on leave or had more women been laid off than the list would indicate? I will be very grateful if you will have some one look this up for me and return the list to me corrected.

Very sincerely yours,

Helen Bryan, Industrial Agent,
Woman in Industry Service.

HB:EH

~~288~~
263

One Days Menu at Naval Aircraft Factory, Philadelphia.

Soup, Crackers- - - - -	10¢
Roast Loin of Pork, brown gravy, mashed potatoes, rolls,	25¢
Escalloped Eggs, Roll - - - - -	20¢
Cold Boiled Ham, Potato Salad, Roll - - - - -	25¢
Green Peas - - - - -	10¢
Egg Salad Sandwich - - - - -	15¢
Potato and Egg Salad, Roll - - - - -	20¢
Sliced Ham Sandwich - - - - -	10¢
Cheese Sandwich - - - - -	10¢
Potato Salad - - - - -	10¢
Grapefruit - - - - -	10¢
Fruit Salad - - - - -	10¢
Oranges - - - - -	10¢
Apples - - - - -	10¢
Bananas - - - - -	5¢
Ice cream - - - - -	10¢
Cake - - - - -	10¢
Pie - - - - -	10¢
Eclairs - - - - -	10¢
Doughnuts - - - - -	5¢

Coffee 5¢ Milk 5¢

Band Programme

Some dishes served at the Cafeteria at Philadelphia Navy Yard

Soups,

Broth, Vegetable, tomato, puree of pea, bean clam chowder.

Creamed Beef

Frankfurters and Potato Salad

Frankfurters, mashed potatoes and sauerkraut

Beef croquette, cream sauce with peas

Shin Beef - boil and make stock, use meat for croquettes or hamburg.

Creamed chipped beef

Hot griddle cakes

Fried oysters and pepper hash

Halibut steak

Codfish cakes and tomato sauce

Baked beans

Baked Macaroni and cheese

Salmon salad

Beet Salad

Potato salad

Egg Salad

Pie

Cake

Pastry

Fresh fruit

Pudding

Canned fruit

Ice cream - Cocoa. Coffee. milk.

Naval Aircraft Plant Lunch Room - - Philadelphia Navy Yard.

Run on contract basis by Waldorf Restaurant Co. of Boston and Philadelphia but the matter of having it run on a coöperative basis is now being considered by the plant management. Under the contract the Waldorf Co. must not make over 10 per cent of the profit beyond the overhead and operating expenses. The books are open to the plant and a government auditor goes over the books once a month. The contract calls for one month's notice from either party. The Waldorf Co. employs about 15 or 18 people for the lunch room. The work of these people is divided according to what needs to be done in a particular time. There is a chef and a second cook, one person to keep kitchen clean and to clean pots and pans, one person on sandwiches and salads, one person on coffee and milk, one on pies, dishwashers, silver women, etc., four or five of the workers who have kitchen duty in the morning and afternoon stand behind the steam tables, serve and punch checks during the lunch hour.

Officers and Women Employees Cafeteria, Philadelphia Navy Yard

A cafeteria for officers and women employees has recently been opened at Philadelphia Navy Yard. The officers lunch room is on the first floor of the building and the women on the second floor. The building was 95 per cent equipped by the Yard Public Works Department at a cost of \$3500.00 About 150 - 185 girls eat in this lunch room every day and 100 - 125 officers.

About \$115.00 a day is taken in by the Cafeteria and the average is about 30¢ - 35¢ a person.

The majority of women who patronize this cafeteria are yeomanettes altho a number of Civil Service employees of the clerical force eat here too. There are makeshift lunchrooms in the office buildings of all the departments to which most of the girls go. The general complaint among the women and the reason a number of them gave for not patronizing the cafeteria was that the prices were too high.

The lunchroom board is made up of an officer from each division and the Yard physician. This board meets once a month. The cafeteria is managed by a woman who had had experience as a boarding house keeper on Long Island.

CLASS OF SERVICE	SYMBOL
Telegram	
Day Letter	Blue
Night Message	Nite
Night Letter	N L

If none of these three symbols appears after the check (number of words) this is a telegram. Otherwise its character is indicated by the symbol appearing after the check.

WESTERN UNION



TELEGRAM

NEWCOMB CARLTON, PRESIDENT

GEORGE W. E. ATKINS, FIRST VICE-PRESIDENT

CLASS OF SERVICE	SYMBOL
Telegram	
Day Letter	Blue
Night Message	Nite
Night Letter	N L

If none of these three symbols appears after the check (number of words) this is a telegram. Otherwise its character is indicated by the symbol appearing after the check.

RECEIVED AT HAMILTON NY JULY 28 1919

NO 2 SY B 61 NL

BRONXVILLE NY 27

MISS HELEN BRYAN

HAMILTON NY

NAVAL AIRCRAFT FACTORY PHILA HAS INSTALLED CAMP DISPENSARY FOR
WOMEN BUT ALL EMERGENCY CASES MUST BE TREATED THERE YOUR OPINION
REQUESTED AS TO ADVISABILITY OF PERMANENT ATTENDANT WHO SHALL
BE MEMBER OF FACTORY STAFF PERIOD ALSO PROPER DESIGNATION THAT SHOULD
BE GIVEN RESIDENT NURSE UNDER CIVIL SERVICE RELATION PERIOD
VANKLEEK WANTS YOUR SUGGESTION WIRE HER MONDAY SHE LEAVES FOR
WASHINGTON TUESDAY

BEST

807AM

288

October 7, 1918.

Lieutenant Commander Coburn,
Philadelphia and Naval Aircraft Factory,
Philadelphia, Penn.

My dear Lieutenant Commander Coburn:

I shall be in Philadelphia Wednesday morning and should like to come out early to the factory. I want to get the facts about the new developments in the factory such as the installation of the dispensary, nurses, etc., to incorporate in the report which we are sending to the printer this week.

I have asked Mr. Howe if we might have one or two of the splendid pictures of the girls working on the aeroplanes which I saw in the training school and he tells me I can arrange this with you. I shall appreciate it very much if we can have one or two of the pictures to put into the report.

I hope I may have the pleasure of meeting you. Will you be good enough to make arrangements for me at the gate?

Very truly yours,

MA-EFH

~~298~~

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August 7, 1919.

Mr. H. S. Townsend, Service Section,
Employment Department, Naval Aircraft Factory,
Philadelphia, Pa.

My dear Mr. Townsend:

I wish to acknowledge your letter of August 6th to Miss Van Kleeck which came during her absence from Washington. It will be brought to her attention upon her return.

Sincerely yours,

Secretary to Miss Van Kleeck.

IN REPLY ADDRESS
THE MANAGER
AND REFER TO
No. 9621-A

*Show Thomas Anderson
File -*

✓
HST:VMS

NAVY YARD
NAVAL AIRCRAFT FACTORY
PHILADELPHIA, PA.

AUG 7 1919

6 August 1919.

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

My dear Miss Van Kleeck:

Please accept my thanks for your very kind letter of July 31, in reply to my inquiry concerning probability of securing a trained nurse for the Naval Aircraft Factory Dispensary.

Prior to writing you in regard to this matter, application had been made to the Bureau of Medicines and Surgery for the assignment of a Navy nurse to this Dispensary. It appeared at the time of my letter that no nurse was available, and it was desired, if possible, to secure authorization for the appointment of a trained nurse under Civil Service regulations.

On July 25, however, two nurses were appointed to the plant Dispensary, by the Bureau of Medicines and Surgery, and are now in regular attendance here. These arrangements, of course, do away with the necessity of going further into the matter of securing a nurse. The Dispensary is proving of great value to the Plant.

Your interest in this matter is very much appreciated, and we will not hesitate to avail ourselves of the services of your Department at any time the need arises.

Very sincerely yours,

H. S. Brouser

Service Section,
Employment Department.

288
263

July 31, 1919.

Mr. H. S. Townsend,
Head of Service Section Employment Department,
Naval Aircraft Factory, Philadelphia, Pa.

My dear Mr. Townsend:

Our reply to your letter of July 22nd has been delayed on account of my absence from the office. We are exceedingly glad to hear of the installation of a plant dispensary in the Naval Aircraft Factory. It would seem to us most important that provision should be made for a permanent attendant who shall be a member of the Factory staff, in order that the equipment of the dispensary may be utilized to the fullest possible extent and the necessary medical service rendered the employees of the Factory. It would seem to us most desirable that the designation of "Trained Nurse" should be established under Civil Service regulations. As we understand it, it is entirely within the power of the Navy Department to make such a designation and it would seem to us preferable to give this title than to make an appointment under another designation and assign the appointee to the duties of the trained nurse. As this is a position which will certainly require the full training of a registered nurse and as the qualifications will therefore be very definite and differ from those of other occupations in the Navy Yard, we would strongly urge the action suggested.

If we can be of any service to you in adjusting this matter we should be glad to have you call upon us. We have already conferred informally with a representative of the Civil Service Commission in Washington who has concurred in the suggestion made with reference to the designation of "Trained Nurse."

Miss Helen Bryan is now absent from the office taking her vacation but we should be glad to serve you through other members of the staff if you need our assistance.

Sincerely yours,

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

MVK/ALL

RECEIVED JULY 31 1919

United States Civil Service Commission

UNITED STATES

Department of Justice
Washington, D.C.

February 1941

Dear Sir: This is to advise you that your application for the position of [illegible] has been referred to the Civil Service Commission for consideration.

The Commission will be holding a hearing on your application on [illegible] at [illegible] in the [illegible] building, Washington, D.C. You are invited to attend this hearing and to present any evidence in support of your application.

The Commission will also be receiving your application for the position of [illegible] on [illegible] at [illegible] in the [illegible] building, Washington, D.C. You are invited to attend this hearing and to present any evidence in support of your application.

Sincerely,
[illegible]

Very truly yours,
[illegible]
[illegible]

UNITED STATES

IN REPLY ADDRESS
THE MANAGER
AND REFER TO
No. 21936-A

JUL 23 1919

✓
HST:MMM

NAVY YARD
NAVAL AIRCRAFT FACTORY
PHILADELPHIA, PA.

22 July 1919

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

My dear Miss Van Kleeck:

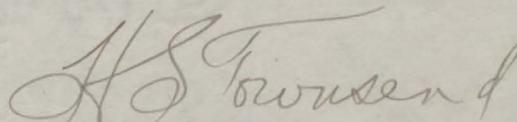
Since the report of April 15, 1919 made by Miss Helen Bryan, Industrial Agent, relative to conditions under which women work in the Naval Aircraft Factory, a plant dispensary, fully equipped to care for emergency cases of sickness and injury, has been installed.

No provision has been made for a permanent attendant who shall be a member of the Factory staff and in this connection your opinion is requested as to the advisability of such action and the proper designation that should be given a resident nurse under Civil Service regulations, governing such appointment.

The plant dispensary has been installed with special consideration for the welfare of women employees of whom there are now approximately three hundred (300). All emergency cases, however, of either men or women will be treated and it is essential that the attendant be thoroughly competent or the dispensary fail in its real purpose.

Your recommendation and advice in this matter will be greatly appreciated.

Sincerely yours,



Head of Service Section
Employment Department

~~288~~
263

April 25, 1919

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

TO: ~~The Honorable~~
The Secretary of the Navy

SUBJECT: Philadelphia Naval Aircraft Factory

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

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

Mary Van Kleeck, Director
Woman in Industry Service

MVK/af1
incl

REPORT ON PHILADELPHIA NAVAL AIRCRAFT FACTORY

CONTENTS

- I. Officer in Charge
- II. Extent of Employment of Women
- III. General Conditions of Work
 1. Hours
 2. Wages
 - a. For shops
 - b. For offices
 3. Physical conditions of work
- IV. Demobilization

RECOMMENDATIONS

Employment Methods

It is recommended that the women service workers be given a special rating commensurate with the service they render, and that they be given definite authority to advise and establish policies on matters of employment of women, and to supervise the actual employment and placement work of these employees. They should also be given authority to consider all discharges of women workers.

Wages

It is recommended that the principle of equal pay for equal work be enforced and the opportunity for women to receive higher rates of pay be given them in the same proportion as to the men,

Demobilization

It is recommended that the plan now under the consideration of the management to reopen the training school so that girls may be given an opportunity to learn more than one process in a trade and therefore stand a fair chance of competition with the men, be heartily endorsed by the Navy Department as a just measure and an interesting and valuable experiment.

April 15, 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: Philadelphia Naval Aircraft Factory

At the time of the recent investigation of Philadelphia Navy Yard visits were also made to the Naval Aircraft Factory. It seems unnecessary to make a long report on this visit, however, as the present situation is largely covered by Miss Allinson in her report on "Women in the Philadelphia Aircraft Factory", published by the Committee on Women in Industry of the Council of National Defense. There are special points, however, which should be called to attention.

- I. Officer in Charge - Commander Coburn.
- II. Extent of Employment of Women - Processes.

- a. Unclassified

In July, 1918, three hundred and eleven women were employed in the shops of the Naval Aircraft factory; at the present time (April 1, 1919) there are one hundred and seventy-two women employed in the shops. These women are employed on wood-working processes, linen tacking, acetylene welding and paneling wings.

- b. Classified

There are ninety-eight women now employed on the clerical force. All of these are civil service employees. No enlisted women have been employed. Of the ninety-eight classified employees, seventy-eight are clerks, stenographers and typists; eleven have the rating of "copyist draftsman"; four have a rating of "assistant ship draftsman"; two are "blue printers"; one "aero draftsman"; one "Asst. aero inspector" and one "messenger".

III. General Conditions of Work.

1. Hours

The Naval Aircraft Factory does not have the same hours as the rest of the Yard. Its hours are from 8:15 A.M. to 3:45 P.M. with a half hour for lunch.

2. Wages

a. Unclassified.

The wages paid unclassified employees in Philadelphia Naval Aircraft Factory are as follows:

Helper general - \$3.28, \$4.08, and \$4.32. Of the 179 employees in this group, 22.9 per cent receive \$3.28, 57.5 per cent receive \$4.08, and 19.5 per cent receive \$4.32.

Helper woodworker - \$4.08 and \$4.32. Of the ten employees in this group 80 per cent receive \$4.08, and 20 per cent receive \$4.32.

Helper machinist - \$3.28, \$4.08 and \$4.32. Of the ten in this group, 30 per cent receive \$3.28, 50 per cent receive \$4.08, and 20 per cent \$4.32.

Seamstresses - The four in this group receive \$3.68.

One painter helper receives \$4.08.

The total number in the five groups is 204. Of this number 21.5 per cent receive \$3.28, 1.9 per cent receive \$3.68, 57.3 per cent receive \$4.08 and 19.1 per cent receive \$4.32. This seems to indicate very fair dealing with regard to rates of pay, but the service workers and employees say there is still a discrepancy between the wages of women and men doing the same or similar work, or at least a larger per cent of men are getting higher rates of pay than women.

b. Classified.

The rates for clerks, stenographers and typists range from the minimum \$3.68 to \$4.16. 47.4 per cent of the clerks, stenographers and typists are receiving the minimum rate of pay, \$3.68. 51.2 per cent of these workers receive the next highest rate of pay, \$3.92. This would lead one to believe that there was no desire on the part of the management to hold the employees to the minimum rate when they are eligible for raises. The fact that only 1.2 per cent of the employees receive a rating above this, however, would indicate that there is not a large enough number in the higher rates of pay.

The civil service minimum for "copyist draftsman" is \$2.56. One out of the eleven copyist draftsmen on the payroll is receiving \$2.56, five are receiving \$4.00 and five are receiving \$4.40.

The minimum for assistant ship draftsman is \$2.80. Of the four employed two are receiving \$5.20, one \$4.80 and one \$4.40.

The minimum pay for blue printers is \$3.68. The two blue printers receive \$3.92.

The aero draftsman receives \$6.40.

The assistant aero inspector is rated at \$4.96, when the minimum for that work is given in the wage schedule of the Navy Department as \$6.40.

The messenger receives the minimum rate of pay, \$1.76.

3. Physical Conditions of Work.

The physical conditions of work at the Naval Aircraft Factory are excellent. Throughout the offices and shops there are modern equipment and appliances. The offices and work rooms are clean and not overcrowded; they are well lighted and ventilated. Adequate rest rooms, locker rooms and toilet rooms are provided. First-aid equipment is to be installed and the matron will be instructed in its use, but the plan to have a small factory sick room or hospital has been abandoned. Dr. Alice Hamilton is now making a study of the effect on the worker of the dope used in the manufacture of naval aircraft. A good lunch room or cafeteria is managed by the Waldorf Lunch Room Company of Boston and Philadelphia. Some thought is given to turning it into an employees' co-operative lunch room. This plan does not seem to have brought good results in the way it has been carried out in other Yards, but with the progressive spirit at the Naval Aircraft Factory, and the very intelligent interest of the management, there is no doubt but that the plan would meet with great success.

Two capable young women, one with the rating of clerk and the other with rating of helper general are employed as service workers. Their work covers first aid, medical and surgical supervision with follow up work, making contacts with the social agencies in Philadelphia for the benefit of the Naval Aircraft Factory employees, supervising care of lunch, rest, locker, and toilet rooms, research work with regard to production, quality of work, time and wages, investigation of reasons for transfers, and placement work in case of discharge.

The management is encouraging and establishing shop committees and it will be very interesting to see how this works out.

Helen Bryan
Industrial Agent

Demobilization

Over a hundred women have been laid off since the signing of the armistice. Those on more skilled work have been laid off in larger proportion than those on processes requiring less skill. Women until recently have been laid off in larger proportions than the men.

Helen Bryan,
Industrial Agent.

IN REPLY ADDRESS
THE MANAGER
AND REFER TO

No.

14711-A

NAVY YARD
NAVAL AIRCRAFT FACTORY
PHILADELPHIA, PA.

SEC:MMM

288
Miss Bryan - Please 263
consult m YK.

April 22, 1919.

APR 23 1919

Miss Van Kleeck
Women in Industry Section
Department of Labor and Industry
Washington, D. C.

My dear Miss Van Kleeck:

When Miss Bryan visited the Naval Aircraft Factory she stated that she would send to me any pamphlets and booklets that your Section had published. ^{May I now have them?} I am especially interested in organizations for working women and would like to know specifically what has been done by your department along this line. ^{of the government} Especially would I like to know in what plants there are women affiliated with unions, if there are any. When women do have unions of their own, or are affiliated with men's unions, do they have shop committees? In your opinion which is a more effective method or are both necessary?

Are we, in this country, preparing any educational campaign for working girls that would be similar to the work done by Miss Lillian Barker of the Women in Industry Section in England?

Very truly yours,

S. E. Carraw

Employment Department
Service Section

REPORT ON PHILADELPHIA NAVAL AIRCRAFT FACTORY

CONTENTS

- I. Officer in Charge
- II. Extent of Employment of Women
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April 15, 1919

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U.S. Department of Labor

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U.S. Department of Labor

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Industrial Agent.

RECOMMENDATIONS

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332 Bronville

Navy Dept
~~235-~~
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REPORT ON MARE ISLAND NAVY YARD, CALIFORNIA.

July 2, 1919.

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- I. Commanding Officer
- II. Date of Investigation
- III. Methods of Employment
- IV. Extent of Employment of Women -- Processes
 - 1. Unclassified.
 - 2. Classified.
 - 3. Naval Reserve Force.
- V. General Conditions of Work
 - 1. Hours.
 - 2. Wages.
 - a. Unclassified.
 - b. Classified.
 - 3. Physical Conditions of Work.
- VI. Transportation
- VII. Housing
- VIII. Demobilization
- IX. RECOMMENDATIONS.

Mare Island

RECOMMENDATIONS

1. A woman particularly qualified should be designated to supervise the placement of women and to advise on matters pertaining to the welfare of the women employees such as transfers, promotions, demotions, discharges and physical conditions of work.
2. At least three quarters of an hour should be allowed for lunch. A shorter lunch hour does not allow sufficient rest period and makes impossible the use of the cafeteria by employees employed in buildings somewhat removed.
3. It is recommended that no "sewers" be employed at a rate lower than \$3.68 a day and that some opportunity for advancement above this amount be given. Those whose efficiency records are good and who have been employed for a long period of time. It is also recommended that the wage rates for messenger girls be raised to cover the cost of living.
4. All rest rooms, toilet rooms and locker rooms should be in accessible locations. Rest rooms or dressing rooms should be provided adjacent to washing and toilet facilities. The rooms should be light and well heated and well ventilated. Matrons should be put in charge of keeping these rooms in order and to see that there is no loitering about them on the part of the employees.
5. Provisions should be made for retiring rooms at the New Cafeteria. Cloak racks and umbrella racks should be provided.
6. A more definite plan of first aid, medical service and inspection should be made for the shops. The Yard physician should have certain supervision over and make regular inspection of the cafeteria.
7. It is recommended that the Yeoman (f) barracks be not turned over to the use of women Civil Service employees. Such action would carry with it a very difficult problem of supervision and the segregation of these young women from normal life to institutionalized life is not desirable from a social point of view. The Y. W. C. A. and other such organizations should be encouraged to expand their work of housing young women and the townspeople should be encouraged to care for their interests.

8. If at all possible arrangements should be made by the Navy Department with the Civil Service Commission to provide civil service status for young women to work in Yard hospitals. They have been doing most excellent and necessary work and it will be a decided handicap to the hospital to lose them.

July 2, 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: MARE ISLAND NAVY YARD, CALIFORNIA.

- I. Commanding Officer, Captain Beach.
- II. This investigation was made from May 23 to May 31st, 1919.
- III. Employment Methods.

Civil Service employees at Mare Island Navy Yard are admitted through the local Labor Board. This yard has no trained woman to supervise the placement of and conditions of work for women.

IV. Extent of Employment of Women -- Processes.

1. Unclassified.

One janitress and four charwomen are carried on the unclassified rolls at Mare Island Navy Yard. Sixty-three women are employed in the Flag Loft making flags, table linens, towels, and curtains, and when there are orders, working on garment type life jackets, mattress covers and ticks. Most of these women are married women of middle age who have been employed by the yard for a long time.

2. Classified.

One hundred and forty-three women are employed through Civil Service in the offices at Mare Island Navy Yard as clerks, bookkeepers, stenographers, typists, telephone switchboard operators, telephone operators, copyist draftsmen, ship draftsmen and messenger girls.

3. Naval Reserve Force.

One hundred and thirty-five women enlisted in the Naval Reserve Force are on duty at Mare Island Navy Yard and are employed as clerks, stenographers, bookkeepers, etc., and in the hospital doing health record work, writing case histories, and on laboratory, library and post office work.

V. General Conditions of Work.

1. Hours.

The unclassified employees in the shops have an eight-hour day, from 8 a.m. to 4:30 p.m., with a half hour for lunch. The office employees have a seven-hour day, from 8:30 a.m. to 4 p.m., with a half hour for lunch.

3. Wages.

a. Unclassified.

The following list gives the number of employees in each rating and the rate of pay received:

<u>Designation</u>	<u>Number</u>	<u>Rate of Pay</u>
Janitress	1	\$ 4.16
Charwoman	4	2.80
Sewers	4	3.20
Sewers	57	3.68
Leading woman	1	5.12
Quarterwoman	1	6.56

The rate \$4.16 for janitress does not appear on the November 1918 schedule of wages for the Navy Department.

b. Classified.

The following list gives the number of employees in each wage group and the rate of pay received:

<u>Designation</u>	<u>Number</u>	<u>Rate of Pay</u>
Messenger girls	8	\$ 1.76
" "	6	2.00
Telephone operator	1	3.68
" "	1	3.44
Telephone switchboard operator	1	4.16
" " "	1	3.68
Clerks, bookkeepers, stenographers & typists	36	3.68
" " " " "	31	3.92
" " " " "	31	4.16
" " " " "	8	4.40
" " " " "	7	4.64
" " " " "	2	4.88
Laboratory helper	1	4.16
Laboratory helper	4	4.64

<u>Designation</u>	<u>Number</u>	<u>Rate of Pay - Continued</u>
Copyist draftsman	1	\$ 4.40
1 Copyist draftsman	2	4.80
Aast. Copyist ships draftsman	2	5.20
Copyist ships draftsman	1	5.20
Ships draftsman 9 V.C.	1	5.20

3. Physical Conditions of Work.

The Administration Building where most of the clerical help is employed is provided with a rest room. This rest room is in the basement of the building. It is large, clean, but poorly lighted and ventilated. The windows are small transom windows.

There is no regular locker room in the building. Some lockers have been put in the rest room and others in the second floor hallway.

The toilet room does not adjoin the rest room, but is on the first floor. It contains four toilets and three basins. Outer clothing belonging to the employees is hung in this room. The room was not in good order and not very clean the day it was visited.

The Public Works Department occupies a building adjoining the Administration Building. In this building no rest room is provided for the women employees. They may use the rest room in the Administration Building, but it is very inconvenient for them. Lockers for the girls stand in the hall and no regular locker room is provided. There is a small toilet room on the second floor of the Public Works Building.

The Supply Division in building #69 has a large, well furnished, well ventialed and well lighted rest room. The room is sufficiently large so that one end of it can be used to advantage as a locker room. The floor is covered with linoleum so that it can be used as a dance floor during the noon hour. There is a piano in the room. A large table in the center of the room is used as a place for the employees to eat their lunches. The toilet room in the Supply Division Building contains four toilets and two basins. It is small with regard to floor space, but has sufficient equipment. There should be a matron or janitress for the room, as it does not have enough care when it is only cleaned by the janitor at night.

The Flag Loft is provided with two small, poorly ventilated, untidy appearing and unsanitary dressing rooms, one having a half-story ceiling. No lockers are provided and the employees hang their wraps on racks and put their hats on shelves in the dressing rooms and the toilet room. The toilet room is provided with four toilets and two basins. Salt water is used and two of the toilets are usually out of order.

No lunch room facilities are provided for the employees in the flag loft and this would not be desirable if these employees were given a lunch period of sufficient length to make it possible for them to use the new cafeteria. It has been practically impossible for them to use the old lunch room and it will be impossible for them to use the new one at such a distance with only a half hour lunch period. A splendid new cafeteria with seating capacity for twelve hundred people has just been opened which is located in as central place as possible. The most modern equipment has been installed in the cafeteria. There are four runways or trays and eight hundred to a thousand people are now being served in three-quarters of an hour. A section is reserved for the women employees. Unfortunately the building was not designed to accommodate retiring rooms. No racks or lockers have been provided and it will give the room an untidy unsanitary look to have the hats, coats, etc. stacked around any place the employees can find. Such things as umbrella racks which can easily be provided have not as yet been provided. An officer has been appointed by the Commandant as "Cafeteria officer" and he, with a committee of employees representing various shops, manage the cafeteria. This committee is paid for this work. A system of check accounting requisitions is used to insure honest and good service.

VI. ~~Trans~~ No definite plan has been adopted for administering first aid or for medical service or inspection in shops and offices. A splendid hospital is located at some distance from the manufacturing division of the yard but plans have not been made for it to effectively extend its service to the shops and offices.

VI. Transportation.

Mare Island Navy Yard is situated on an island within three or four minutes ferry ride from the main land and the town of Vallejo. The employees live in Vallejo and neighboring towns. A ferry goes to and from Vallejo and the island at the beginning and end of the working day and a launch goes back and forth every few minutes. A bridge is being built between the island and the main land just above Vallejo where the Government houses have been built. This will be a great convenience and will make the transportation situation very satisfactory.

VII. Housing.

Mare Island Navy Yard employees have found great difficulty in getting rooms and houses in which to live. The Government houses have brought some relief but have not been of use in solving the rooming problem for the unmarried girl employed in the Yard. The Y. W. C. A. has had a most attractive and

homelike place for girls but their house accommodated only fourteen or fifteen girls. The Yeomanettes have, for the past few months, been housed in barracks specially built for their use. The barracks are clean and sanitary and have been made as attractive as possible. During the war there were five units of yeoman (f) each having a barracks and two girls sharing a room. A chief yeoman (f) was in charge of each barracks. Now that the enlisted women are being discharged from service the barracks are beginning to look empty and will soon be put to other use.

VIII. Demobilization.

There is no difficulty problem of demobilization for the women of Mare Island Navy Yard. Many of the women employees in the flag loft were employed before the war and their services will be needed in operating on a peace time basis. A few women who were working just for the duration of the war have left of their own accord and a few others have been "laid-off" on the basis of inefficiency or lack of work. No particular hardships seemed to have been incurred.

The yeomen (f) have left of their own accord or have taken Civil Service examinations and been put on the Civil Service rolls. There has been more than enough work to make it unnecessary to "lay off" Civil Service classified employees.

Women employees are being "laid off" in the hospital because the Civil Service regulations do not allow for women being employed on the work that has been done here so satisfactorily by yeomen (f).

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Accounting Department

U. S. Navy Yard, Mare Island, California

LIST OF ALL FEMALE EMPLOYEES, SHOWING CHECK NUMBER, NAME, RATING AND PAY, CARRIED ON THE ROLLS OF THIS YARD.

<u>CHECK NUMBER</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
101-4	J E Dwyer	Clerk, St. & Typ.	4 64
101-6	M J Turner	Clerk	4 64
101-11	G E Rogers	Typewriter	4 16
101-16	A Hall	Clerk-Typr.	3 92
101-14	E M Hamlin	Mess. Girl	2 00
501-12	L C McKenna	Typewriter	4 40
101-19	R R Pryor	Clerk "	3 68
101-20	M E Florine	" "	3 68
101-21	M Weimers	" "	3 68
201-6	V T Dorman	" St. "	4 16
201-8	F R Wilson	" "	4 16
201-9	I J Nance	" "	4 16
201-10	L E Dick	" "	4 16
201-12	M B Howard	" "	3 92
201-20	M K Hansom	" "	3 92
201-22	M H Davis	" St. "	3 92
201-28	M Williamson	" " "	3 68
201-31	E A Thurber	T.S.B.Operator	4 16
201-32	A M Bergendahl	do	3 68
201-33	R Lawrence	Tel. Operator	3 68
201-34	E L Ward	do	3 44
201-39	J E Leiter	Mess. Girl	1 76
201-48	A C Lindsay	do	1 76
201-50	R P Manning	do	1 76
201-219	B W Wheaton	1C.Copy Drfts.	4 80
201-220	E S Avison	do	4 80
201-227	G L Hamilton	Copyist Dfts.	4 40
80197	E Davis	Charwoman	2 80
80343	M H Courtney	do	2 80
80429	A Snyder	do	2 80
80772	F Allen	do	2 80
80800	D M Thomas	Janitress	4 16
501-130	V R Mellis	Sten & Typr.	4 16
501132	M F Cook	" "	4 16
501134	M E Crookham	" "	4 16
501170	I C Canepa	" "	3 68
501174	D E Spencer	Clerk "	3 68
601-59	P Holcenberg	Steno-Typr	4 16
601-60	A P Bazzuro	" "	4 16
601-63	O J Lassey	" "	4 16
601-70	A E Salter	" "	4 16
601-96	M C Marley	" "	3 92

<u>CHECK NUMBER</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
401-1	Lilliam Ramsey	Steno-Typr.	4 40
601-10	May Newcombe	Clerk "	4 16
601-39	Esther Casey	" "	3 68
601-20	Sybil Rule	"	3 68
601-16	Ethel Colon	Steno-Typr.	4 16
601-29	Theresa M. Browne	Clerk-Steno	3 68
5561	Nellie Scott	Lab. helper	4 64
501-246	Eunice Barstow	Sh.Dfts. Gr.C	5 20
5586	Alma Person	Lab. Helpr.	4 64
55129	Adele Corwin	" "	4 16
101-9	C Hathaway	Clk Steno-Typr	3 92
101-15	C M Andreasen	" " "	3 92
401-4	G A Klemmer	" "	3 92
501-8	S M Stannard	" " "	4 40
501-11	L J Burtle	" " "	4 40
501-14	Y A Perry	" " "	4 40
501-16	H F Newcomb	" Typr.	4 64
501-18	G R Murphy	" "	4 64
501-19	T L Banchemo	" "	4 40
501-22	M C McPherson	" "	3 92
501-26	M M Bayless	" "	4 64
501-47	M V Russo	" St. "	3 92
501-54	A L Renshaw	" " "	4 16
501-60	M R Corpening	" " "	3 68
501-70	M A Glynn	Mess. Girl	2 00
601-9	V F Russell	Clerk-Typr.	3 68
601-14	B C Linton	" St. Typr.	4 16
601-25	R B Henderson	" "	3 92
601-35	N E Lambrecht	Clerk	3 68
601-5	G M Duley	Steno- Typr	4 88
501-10	E M McNair	Typewriter	4 64
501-40	D Edgecumb	Clerk	4 88
501-53	G K Dooley	" Steno-Typr.	4 16
601-13	E M Furlong	Clerk	4 16
601-24	V B Ovlen	" " "	3 92
501-46	E E Southwick	" " "	4 16
501-37	N G Soo	" "	3 68
501-27	R J O'Hara	Typewriter	4 16
501-45	J E Shillingsburg	Clerk-Typr.	3 92
501-49	E M Poling	" "	3 92
601-23	R H Gibke	" St. "	3 92
501-52	M L Wessel	" " "	4 16
601-27	T B Cassidy	Clerk	3 68
501-51	N R Henderson	" "	3 68
501-55	W M Godfrey	" "	3 92
601-19	H G Wolf	" "	3 92

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CHECK NUMBERNAMERATINGPAY

<u>CHECK NUMBER</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
501240	J M Kramer	Cop. S.Dfts.	5 20,
501247	G S Bean	Asst.S. "	5 20
501246	E M Barstow	" " "	5 20
501-30	Theresa M Bois	St. Typr.	3 92
601-22	Estelle M Sturla	Clerk " St.	3 92
601-21	Lillian R Jones	" "	3 92
38228	Madeleine Young	Lab. Hlpr.	4 64
601-8	Eva Henderson	Clerk-Typr.	3 92
601-30	B A Jackson	Clerk	3 68
601-38	I E Peterkin	St. & Typr.	3 68
601-40	C L Olsen	Typr	3 68
51296	B B Woods	Hlpr. Lab.	4 64
70426	G M Maher	Typr	4 64
70431	C J Lyon	"	4 16
70432	M F Gee	"	4 16
70435	M M Cotchett	St. Typr	4 16
70436	M A Stevens	" "	4 16
70446	L Biber	" "	4 16
70456	G E Mahlstedt	" "	3 92
70459	F A Philpott	Clerk "	3 68
70466	F M Kelley	" "	3 92
70467	M M Olson	" St."	4 16
70471	A Casey	" "	3 92
70475	A P Grady	" "	3 68
70477	M F Stanton	" "	3 92
70479	M A Schleicher	" "	3 68
70484	V K Regli	" "	3 92
70488	P S Quast	" Bkkpr.	3 68
70491	F Atley	" "	3 68
70495	M H Nye	" Typr	3 68
70496	F H Rossiter	" Bkkpr.	3 68
70497	F L Lundy	" Typr.	3 68
704102	B F Rohrer	Mess Girl	2 00
704103	G L Boyle	" "	2 00
704104	A T Clark	" "	2 00
704105	J B Dunney	" "	2 00
704107	V B Berryman	" "	1 76
704110	M F Hatheway	" "	1 76
704111	E A Vandre	" "	1 76
704114	E V Blume	" "	1 76
704116	A Claus	Stenog.	3 68
704117	H E Castagna	Clerk	3 68
704119	E E Carl	Mess Girl	1 76
704422	E M Cook	Typr.	4 40
704423	E Boyer	Clerk-Typr	3 68
704424	M A Sohl	" "	4 40
704425	O J Forni	" "	4 16
704427	J T McCrystle	" "	4 16

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<u>CHECK NUMBER</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
704428	E M Ross	Typewriter	4 16
704431	A Ball	Clerk-Bkkpr.	3 92
704433	S Borden	Clerk	3 68
704435	R Adkins	"	3 68
704436	K Ross	Clerk-Typr.	3 92
704437	A G Campbell	Clerk	3 92
704438	M E Hapgood	"	3 92
704439	N O'Connell	"	3 68
704441	F S Lynch	"	3 68
704442	I F Bradford	"	3 68
704447	G D Ludford	Mess.Girl	1 76
704452	A M Pieper	Chief Stenog.	4 16
704453	O R Smith	Stenog.	3 68
704479	M E Marshall	Clk-Typr.	3 92
704485	E M Daly	" "	3 68

Accounting Department

U. S. Navy Yard, Mare Island, California

LIST OF ALL FEMALE EMPLOYEES SHOWING CHECK NUMBER, NAME,
RATING AND PAY, CARRIED ON THE ROLL AT THIS YARD:

<u>CHECK NO.</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
9702	W. Judge	Q. Sewer	6 56
973	S. Rodgers	L. Sewer	5 12
974	M. L. Keeler	Sewer	3 68
975	M. Driscoll	Sewer	3 68
976	F. Pierard	Sewer	3 68
977	R. A. Pease	Sewer	3 68
978	A. Smith	Sewer	3 68
979	F. L. Waller	Sewer	3 68
9710	E. Gillman	Sewer	3 68
9711	E. Robertson	Sewer	3 68
9712	A. S. McGinnis	Sewer	3 68
9713	A. X. McGinnis	Sewer	3 68
9714	R. A. Hawes	Sewer	3 68
9715	M. V. Deaver	Sewer	3 68
9716	L. A. Tobin	Sewer	3 68
9717	H. E. Dixon	Sewer	3 68
9718	B. Naylor	Sewer	3 68
9719	E. Walsh	Sewer	3 68
9720	C. Manning	Sewer	3 68
9721	A. C. Briody	Sewer	3 68
9723	M. Bicksler	Sewer	3 68
9724	K. Colton	Sewer	3 68
9725	G. Planer	Sewer	3 68
9726	B. M. DeBow	Sewer	3 68
9727	S. C. Shingler	Sewer	3 68
9728	S. A. Taylor	Sewer	3 68
9729	I. E. Kregelo	Sewer	3 68
9730	J. Taylor	Sewer	3 68
9731	L. Adamson	Sewer	3 68
9732	K. Corcoran	Sewer	3 68
9733	E. A. Sweitzer	Sewer	3 68
9734	K. Callan	Sewer	3 68
9735	L. Herning	Sewer	3 68
9736	O. D. Green	Sewer	3 68
9738	M. R. Renick	Sewer	3 68
9739	S. R. Shorey	Sewer	3 68
9740	J. I. Shanks	Sewer	3 68
9741	J. May	Sewer	3 68
9742	G. Rodgers	Sewer	3 68
9743	L. M. Perry	Sewer	3 68
9744	L. Donnelly	Sewer	3 68
9747	I. Fisher	Sewer	3 68
9751	M. Connolly	Sewer	3 68
9752	G. Wulff	Sewer	3 68

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Accounting Department

U. S. Navy Yard, Mare Island, California

LIST OF ALL FEMALE EMPLOYEES SHOWING CHECK NUMBER, NAME, RATING AND PAY, CARRIED ON THE ROLL AT THIS YARD:

<u>CHECK NO.</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
9753	E. S. Borders	Sewer	3 68
9754	M. Park	Sewer	3 68
9757	G. Triplett	Sewer	3 68
9758	L. Drysdale	Sewer	3 68
9761	L. Ten Hyck	Sewer	3 68
9762	C. Horne	Sewer	3 68
9765	P. Allen	Sewer	3 20 ✓
9766	E. M. Pelky	Sewer	3 68
9778	E. M. Corbett	Sewer	3 20 ✓
9786	M. O. Hargeshimer	Sewer	3 68
9788	M. Warnock	Sewer	3 68
9790	E. Blakley	Sewer	3 68
9791	A. E. Blanco	Sewer	3 68
9792	K. Malone	Sewer	3 68
9793	R. M. Bailey	Sewer	3 68
9794	M. C. Brew	Sewer	3 68
9796	M. Pyle	Sewer	3 20 ✓
9797	G. E. Chord	Sewer	3 68
97102	B. Pickle	Sewer	3 20 ✓

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LIST OF ALL FEMALE EMPLOYEES, SHOWING CHECK NUMBER, NAME, RATING AND PAY, CARRIED ON THE ROLLS OF THIS YARD.

<u>CHECK NUMBER</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
101-4	J E Dwyer	Clerk, St. & Typ.	4 64
101-6	M J Turner	Clerk	4 64
101-11	G E Rogers	Typewriter	4 16
101-16	A Hall	Clerk-Typr.	3 92
101-14	E M Hamlin	Mess. Girl	2 00
501-12	L C McKenna	Typewriter	4 40
101-19	R R Pryor	Clerk "	3 68
101-20	M E Florine	" "	3 68
101-21	M Weimers	" "	3 68
201-6	V T Dorman	" St. "	4 16
201-8	F R Wilson	" "	4 16
201-9	I J Hance	" "	4 16
201-10	L E Dick	" "	4 16
201-12	M B Howard	" "	3 92
201-20	M K Hanson	" "	3 92
201-22	M H Davis	" St. "	3 92
201-28	M Williamson	" " "	3 68
201-31	E A Thurber	T.S.B.Operator	4 16
201-32	A M Bergendahl	do	3 68
201-33	R Lawrence	Tel. Operator	3 68
201-34	E L Ward	do	3 44
201-39	J E Leiter	Mess. Girl	1 76
201-48	A C Lindsay	do	1 76
201-50	R P Manning	do	1 76
201-219	B W Wheaton	IC.Copy Drfts.	4 80
201-220	E S Avison	do	4 80
201-227	G L Hamilton	Copyist Dfts.	4 40
80197	E Davis	Charwoman	2 80
80343	M H Courtney	do	2 80
80429	A Snyder	do	2 80
80772	F Allen	do	2 80
80800	D M Thomas	Janitress	4 16
501-130	V R Mellis	Sten & Typr.	4 16
501132	M P Cook	" "	4 16
501134	M E Crookham	" "	4 16
501170	I C Canepa	" "	3 68
501174	D E Spencer	Clerk "	3 68
601-59	F Holcenberg	Steno-Typr	4 16
601-60	A P Bazzuro	" "	4 16
601-63	O J Lessey	" "	4 16
601-70	A E Salter	" "	4 16
601-96	M C Marley	" "	3 92

<u>CHECK NUMBER</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
401-1	Lillian Ramsey	Steno-Typr.	4 40
601-10	May Newcombe	Clerk "	4 16
601-39	Esther Casey	" "	3 68
601-20	Sybil Rule	"	3 68
601-16	Ethel Colon	Steno-Typr.	4 16
601-29	Theresa M. Browne	Clerk-Steno	3 68
5561	Nellie Scott	Lab. helper	4 64
501-246	Eunice Barstow	Sh.Dfts. Gr.C	5 20
5586	Alma Person	Lab. Helpr.	4 64
55129	Adele Corwin	" "	4 16
101-9	C Hathaway	Clk Steno-Typr	3 92
101-15	C M Andreasen	" " "	3 92
401-4	G A Klemmer	" "	3 92
501-8	S M Stannard	" " "	4 40
501-11	L J Burgle	" " "	4 40
501-14	Y A Perry	" " "	4 40
501-16	H F Newcomb	" Typr.	4 64
501-18	G R Murphy	" "	4 64
501-19	T L Banchemo	" "	4 40
501-22	M C McPherson	" "	3 92
501-26	M M Bayless	" "	4 64
501-47	M V Russo	" St. "	3 92
501-54	A L Renshaw	" " "	4 16
501-60	M R Corpening	" " "	3 68
501-70	M A Glynn	Mess. Girl	2 00
601-9	V F Russell	Clerk-Typr.	3 68
601-14	B C Linton	" St. Typr.	4 16
601-25	R B Henderson	" "	3 92
601-35	N E Lambrecht	Clerk	3 68
601-5	G M Duley	Steno-Typr	4 88
501-10	E M McNair	Typewriter	4 64
501-40	D Edgecumb	Clerk	4 88
501-53	G K Dooley	" Steno-Typr.	4 16
601-13	E M Furlong	Clerk	4 16
601-24	V B Ovlen	" " "	3 92
501-46	E B Southwick	" " "	4 16
501-37	N G Soo	" " "	3 68
501-27	R J O'Hara	Typewriter	4 16
501-45	J E Shillingsburg	Clerk-Typr.	3 92
501-49	E M Poling	" "	3 92
501-23	R H Gibke	" St. "	3 92
501-52	M L Wessel	" " "	4 16
601-27	T B Cassidy	Clerk	3 68
501-51	N R Henderson	" "	3 68
501-55	W M Godfrey	" "	3 92
601-19	H G Wolf	" "	7

<u>CHECK NUMBER</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
501240	J M Kramer	Cop. S. Dfts.	5 20,
501247	G S Bean	Asst. S. "	5 20
501246	E M Barstow	" " "	5 20
501-30	Theresa M Bois	St. Typr.	3 92
601-22	Estelle M Sturla	Clerk " St.	3 92
601-21	Lillian R Jones	" "	3 92
38228	Madeleine Young	Lab. Hlpr.	4 64
601-8	Eva Henderson	Clerk-Typr.	3 92
601-30	B A Jackson	Clerk	3 68
601-38	I E Peterkin	St. & Typr.	3 68
601-40	O L Olsen	Typr	3 68
51296	B B Woods	Hlpr. Lab.	4 64
70426	G M Maher	Typr	4 64
70431	C J Lyon	"	4 16
70432	M F Gee	"	4 16
70435	M M Cotchett	St. Typr	4 16
70436	M A Stevens	" "	4 16
70446	L Biber	" "	4 16
70456	G E Mahlstedt	" "	3 92
70459	F A Philpott	Clerk "	3 68
70466	F M Kelley	" "	3 92
70467	M M Olson	" St."	4 16
70471	A Casey	" "	3 92
70475	A P Grady	" "	3 68
70477	M F Stanton	" "	3 92
70479	M A Schleicher	" "	3 68
70484	V K Regli	" "	3 92
70488	P S Quast	" Bkkr.	3 68
70491	F Atley	" "	3 68
70495	M H Nye	" Typr	3 68
70496	F H Rossiter	" Bkkr.	3 68
70497	F L Lundy	" Typr.	3 68
704102	B F Rohrer	Mess Girl	2 00
704103	G L Boyle	" "	2 00
704104	A T Clark	" "	2 00
704105	J B Dunney	" "	2 00
704107	V B Berryman	" "	1 76
704110	M F Hatheway	" "	1 76
704111	E A Vandre	" "	1 76
704114	E V Blume	" "	1 76
704116	A Claus	Stenog.	3 68
704117	E E Castagna	Clerk	3 68
704119	E E Carl	Mess Girl	1 76
704422	E M Cook	Typr.	4 40
704423	E Boyer	Clerk-Typr	3 68
704424	M A Sohl	" "	4 40
704425	O J Forni	" "	4 16
704427	J T McCrystle	" "	4 16

<u>CHECK NUMBER</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
704428	E M Ross	Typewrit er	4 16
704431	A Ball	Clerk-Bkpr.	3 92
704433	S Borden	Clerk	3 68
704435	R Adkins	"	3 68
704436	K Ross	Clerk-Typr.	3 92
704437	A G Campbell	Clerk	3 92
704438	M E Haggood	"	3 92
704439	N O'Connell	"	3 68
704441	F S Lynch	"	3 68
704442	I F Bradford	"	3 68
704447	G D Ludford	Mess.Girl	1 76
704452	A M Pieper	Chief Stenog.	4 16
704453	O R Smith	Stenog.	3 68
704479	M E Marshall	Clk-Typr.	3 92
704485	E M Daly	" "	3 68

LIST OF ALL FEMALE EMPLOYEES SHOWING CHECK NUMBER, NAME,
RATING AND PAY, CARRIED ON THE ROLL AT THIS YARD:

<u>CHECK NO.</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
9702	W. Judge	Q. Sewer	6 56
973	S. Rodgers	L. Sewer	5 12
974	M. L. Keeler	Sewer	3 68
975	M. Driscoll	Sewer	3 68
976	F. Pierard	Sewer	3 68
977	R. A. Pease	Sewer	3 68
978	A. Smith	Sewer	3 68
979	F. L. Waller	Sewer	3 68
9710	E. Gillman	Sewer	3 68
9711	E. Robertson	Sewer	3 68
9712	A. S. McGinnis	Sewer	3 68
9713	A. X. McGinnis	Sewer	3 68
9714	R. A. Hawes	Sewer	3 68
9715	M. V. Deaver	Sewer	3 68
9716	L. A. Tobin	Sewer	3 68
9717	H. E. Dixon	Sewer	3 68
9718	B. Naylon	Sewer	3 68
9719	E. Walsh	Sewer	3 68
9720	C. Manning	Sewer	3 68
9721	A. C. Briody	Sewer	3 68
9723	M. Bicksler	Sewer	3 68
9724	K. Colton	Sewer	3 68
9725	G. Planer	Sewer	3 68
9726	B. M. DeBow	Sewer	3 68
9727	S. C. Shingler	Sewer	3 68
9728	S. A. Taylor	Sewer	3 68
9729	I. E. Kregelo	Sewer	3 68
9730	J. Taylor	Sewer	3 68
9731	L. Adamson	Sewer	3 68
9732	K. Corcoran	Sewer	3 68
9733	E. A. Sweitzer	Sewer	3 68
9734	K. Callan	Sewer	3 68
9735	L. Herning	Sewer	3 68
9736	O. D. Green	Sewer	3 68
9738	M. R. Renick	Sewer	3 68
9739	S. R. Shorey	Sewer	3 68
9740	J. I. Shanks	Sewer	3 68
9741	J. May	Sewer	3 68
9742	G. Rodgers	Sewer	3 68
9743	L. M. Perry	Sewer	3 68
9744	L. Donnelly	Sewer	3 68
9747	I. Fisher	Sewer	3 68
9751	M. Connolly	Sewer	3 68
9752	G. Wulff	Sewer	3 68

LIST OF ALL FEMALE EMPLOYEES SHOWING CHECK NUMBER, NAME,
 RATING AND PAY, CARRIED ON THE ROLL AT THIS YARD:

<u>CHECK NO.</u>	<u>NAME</u>	<u>RATING</u>	<u>PAY</u>
9753	E. S. Borders	Sewer	3 68
9754	M. Park	Sewer	3 68
9757	G. Triplett	Sewer	3 68
9758	L. Drysdale	Sewer	3 68
9761	L. Ten Hyck	Sewer	3 68
9762	C. Horne	Sewer	3 68
9765	P. Allen	Sewer	3 20
9766	E. M. Pelky	Sewer	3 68
9778	E. M. Corbett	Sewer	3 80
9786	M. O. Hargeshimer	Sewer	3 68
9788	M. Warnock	Sewer	3 68
9790	E. Blakley	Sewer	3 68
9791	A. E. Blanco	Sewer	3 68
9792	K. Malone	Sewer	3 68
9793	R. M. Bailey	Sewer	3 68
9794	M. C. Brew	Sewer	3 68
9796	H. Pyle	Sewer	3 80
9797	G. E. Chord	Sewer	3 68
97102	B. Pickle	Sewer	3 20

7249-19-C - 42543

APR 2 - 1919
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D-Bs.

OFFICE OF THE COMMANDANT
NAVY YARD, MARE ISLAND, CALIFORNIA

March 27, 1919.

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

- Enclosures: (A) Report of Classified Female Clerks, Flagmakers and General Helpers carried on the rolls of the Navy Yard, Mare Island, Calif.
(B) Report of Women employed at the U.S. Naval Hospital, Mare Island, Calif.
(C) Report of women (enrolled) on duty at the Navy Yard, Mare Island, Calif.

Dear Madam:

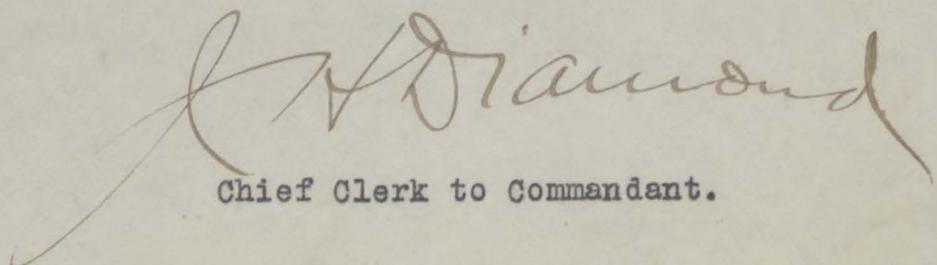
Referring to your letter of March 8, 1919, the enclosures listed above, reports from the various departments at this Navy Yard carrying women on their rolls, are forwarded herewith.

In the case of the report contained in enclosure (A), it is not possible at this time to estimate with any degree of accuracy what this number will be in the future. At present the volume of work does not permit of a reduction.

The three general helpers reported in enclosure (A) are employed in the drafting room handling plans and blueprints.

By direction of the Commandant.

Very truly yours,



Chief Clerk to Commandant.

A

REPORT OF CLASSIFIED FEMALE CLERKS, FLAGMAKERS AND GENERAL HELPERS CARRIED ON THE ROLLS OF THE NAVY YARD, MARE ISLAND, CALIF.

CLASSIFIED FEMALE CLERKS

	<u>October 1918</u>	<u>March 1919</u>
Cost Inspector, U.I.W.	2	2
Supt. Constr., U.I.W.	4	5
Inspector of Machinery U.I.W.	4	4
Employed at the Navy Yard, Mare Island	121	121
	<u>131</u>	<u>132</u>

FLAGMAKERS

Employed at the Navy Yard, Mare Island 126 68

GENERAL HELPERS

3

Miss Bryan
235-

WANT COLUMN

SEEK—Oldest, largest and
shop in city. Apply Harry
Prop., 1705 Main street, Co-

BAKER WANTED — Only
man need apply. Birming-
y, Columbia, S. C.

ADVERTISING MAN
Winston-Salem (N. C.)
Former service man pre-
paid pay. Address replies
at and Ashore.

POSITIONER AND STONE-
by large Charleston firm.
of good standing will
satisfactory. Good pay.
er, Evans & Cogswell.
shore.

ADVERTISING MAN — A
re who is to be dis-
the marine corps by
s a Position as Adver-
ger or on advertising
ne live daily newspaper
a city of about 25,000
experience in this line of
to entering the service.
few months with "The
camp paper published at
S. C. Address "M" care
marine," Paris Island, S. C.

DER WANTED — Permanent
for finisher and forwarder
shop, 48 hours a week.
E. N. Wood, Foreman Bind-
State Co., Columbia S. C.

Thirty first-class mold-
ion men, for foundry
anta, Ga. Address A. J.
ecretary Southern and
Railway Club, Postoffice
Atlanta, Ga.

Two or Three Soldiers
automobiles, trucks and
Cook and several Day
pay. Address J. J.
Fla.

FARM—Will Furnish
ing stock, machin-
lizer to any soldier
with me on shares
Lakeland, Fla.

TOR WANT-
experience
with pep
and solici-
ive refer-
ss Lake-

SOME YEOMANEFFS NOW IN BARRACKS

Mare Island Sealadies Being Treated Like Real Gobs Now

Uncle Sam's yeomanettes at Mare Island have begun barracks life. For the first time in the history of the American or any other navy that women have been given the same service status as men.

Marking, as it does a new era, the carrying out of the order was attended with a flurry on Mare Island.

The order was issued last month by Capt. Edward L. Beach, commandant of the navy yard. A typhoon of resentment raged at Mare Island over the order, which subjected the yeomanettes to the same discipline as the gobs of the navy. It likewise stopped the ½ a day they received from the government for subsistence, the yeomanettes being required to have their meals on the island.

Life for the 125 yeomanettes at the Navy Yard began at 6.30 o'clock Friday morning. Reveille then sounded, and a half hour later breakfast was served. Not a single yeomanette got away with all the breakfast served. No matter what they had to say about Uncle Sam before they admitted that he was an altogether generous provider of meals. Breakfast consisted of fruit, cereal, ham and eggs, coffee, toast, bread and muffins.

Dinner at noon consisted of soup, roast beef with gravy potatoes, string beans, dessert, coffee, bread and butter with all the real milk and sugar that the yeomanettes cared to help themselves to. A five-course supper was served at 6 o'clock in the mess hall.

Each of the five units of the yeomanettes has a barracks, two girls sharing a room. A yeomanette designated as "Jimmylegs," is in charge of each unit. Each of these is to have the rank of a chief yeoman in the navy.

Percy Wright, master-at-arms, is the officer who has supervision over the barracks life of the yeomanettes. Each "jimmylegs" must take her orders from him.

—Contributed.

S. MERCHANT MARINE



TO CROSS ATLANTIC IN PLANE



Lieutenant Commander Patrick N. L.

Lieutenant Commander Patrick Bellinger has
 folk to Washington for work in connection with
 for the trans-Atlantic flight to be undertaken by
 time in the spring. It was said to-day at
 no orders had been issued for the flight itse
 the plane would not start across the Atlantic
 pilot has not been selected.

(Courtesy Atlanta Georgian.)
 Washington—The race for the honor
 of making the first transatlantic
 flight

"B"

U. S. NAVAL HOSPITAL

Mare Island, California.

21 March 1919.

To: Commandant, Navy Yard, Mare Island, Cal.
 Subject: Report of Women employed at Hospital.
 Reference: (a) Commandant's letter #6330-19-C, 3-17-19.

1. In accordance with the above reference, the following report is submitted.

(a) Number employed during War:-

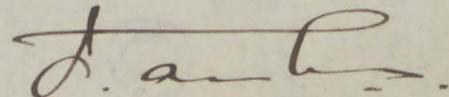
Nurses	89
(Clerical	16
Yeomen (F) (Laboratory	6
(Dietitions	2
Skilled laborers (Seamstress	1
(Housekeepers	2
Total	116

(b) Number employed at present:-

Nurses	74
(Clerical	15
Yeomen (F) (Laboratory	5
(Dietitions	1
Skilled laborers (Seamstress	1
(Housekeepers	2
Total	98

(c) Estimate of number to be employed under Peace conditions.

Nurses.....	70
(Dietitions	2
Skilled laborers (Seamstress	1
(Housekeepers	2
Total	<u>55</u>



A. FARENHOLT

"C"

THE RECEIVING SHIP AT MM/Gt
Navy Yard, Mare Island, Calif.,
March 22, 1919.

From: Commanding Officer.
To: Commandant, Navy Yard, Mare Island.

Subject: U.S. Department of Labor-Women in Industry Service
Requests information re women employed at this
Yard.

Reference: Comdt's., letter #6330-19-C 31146 of 3/17-1919.

1. In accordance with reference above, there is sub-
mitted herewith a tabulated report of the women (enrolled)
who are at present employed in the Industrial Section of
this Yard, giving the duties performed in each department:-

DEPARTMENT	DUTIES									TOTAL
	T.C.	TYP.	F.C.	S.G.	CLK.	BKP.	STN.	P.O.	MISCL	
Acctg Dept	9	3	5					13		30
Supply Dept		13	4		10		8			35
Inspet. Dept		1								1
Public Works		4 ³								4
Commissary Str		1		5	1	2	1			10
Commandant					1					1
Board of Labor		1	1		2		1			5
Liberty Loan Of					2					2
Engin. Labatory					1					1
Chapl. Bufford							1			1
Capt of Yard					2		1			3
Mach. Division		2	1				1			4
Constr. Officer		1								1
Yard Dispensary		2			3		1			6
<i>Sub</i>		1								1
TOTALS	9	28	11	5	22	2	14	13		104

2. The greatest number of women who have been employed
on this station at one time, who were enrolled in the Naval Re-
serve Force, is one hundred forty-two (142).

M.L. Miller

Memo for Commandant's Office:-

Abbreviations used in attached letter are as follows

Typists.....Typ
Time Clerks.....T.C.
File Clerks.....F.C.
Sales Girls.....S.G.
Clerks.....Clk.
Bookkeepers.....Bkp.
Stenographers.....Stn.
Punch Operators...P.O.

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July 10, 1919.

From: The Women's Bureau, U. S. Department of Labor.
To: The Secretary of the Navy.
Subject: Mare Island Navy Yard.

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

Enc.

Mary Van Kleeck, Director.

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REPORT ON MARE ISLAND NAVY YARD, CALIFORNIA.

July 2, 1919.

CONTENTS

- I. Commanding Officer
- II. Date of Investigation
- III. Methods of Employment
- IV. Extent of Employment of Women -- Processes
 - 1. Unclassified.
 - 2. Classified.
 - 3. Naval Reserve Force.
- V. General Conditions of Work
 - 1. Hours.
 - 2. Wages.
 - a. Unclassified.
 - b. Classified.
 - 3. Physical Conditions of Work.
- VI. Transportation
- VII. Housing
- VIII. Demobilization
- IX. RECOMMENDATIONS.

More Ideas

RECOMMENDATIONS

1. A woman particularly qualified should be designated to supervise the placement of women and to advise on matters pertaining to the welfare of the women employees such as transfers, promotions, demotions, discharges and physical conditions of work.
2. At least three quarters of an hour should be allowed for lunch. A shorter lunch hour does not allow sufficient rest period and makes impossible the use of the cafeteria by employees employed in buildings somewhat removed.
3. It is recommended that no "sewers" be employed at a rate lower than \$3.68 a day and that some opportunity for advancement above this amount be given. Those whose efficiency records are good and who have been employed for a long period of time. It is also recommended that the wage rates for messenger girls be raised to cover the cost of living.
4. All rest rooms, toilet rooms and locker rooms should be in accessible locations. Rest rooms or dressing rooms should be provided adjacent to washing and toilet facilities. The rooms should be light and well heated and well ventilated. Matrons should be put in charge of keeping these rooms in order and to see that there is no loitering about them on the part of the employees.
5. Provisions should be made for retiring rooms at the New Cafeteria. Cloak racks and umbrella racks should be provided.
6. A more definite plan of first aid, medical service and inspection should be made for the shops. The Yard physician should have certain supervision over and make regular inspection of the cafeteria.
7. It is recommended that the Yeomen (f) barracks be not turned over to the use of women Civil Service employees. Such action would carry with it a very difficult problem of supervision and the segregation of these young women from normal life to institutionalized life is not desirable from a social point of view. The Y. W. C. A. and other such organizations should be encouraged to expand their work of housing young women and the townspeople should be encouraged to care for their interests.

8. If at all possible arrangements should be made by the Navy Department with the Civil Service Commission to provide civil service status for young women to work in Yard hospitals. They have been doing most excellent and necessary work and it will be a decided handicap to the hospital to lose them.

July 3, 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: MARE ISLAND NAVY YARD, CALIFORNIA.

- I. Commanding Officer, Captain Beach.
- II. This investigation was made from May 23 to May 31st, 1919.
- III. Employment Methods.

Civil Service employees at Mare Island Navy Yard are admitted through the local Labor Board. This yard has no trained woman to supervise the placement of and conditions of work for women.

IV. Extent of Employment of Women -- Processes.

1. Unclassified.

One janitress and four charwomen are carried on the unclassified rolls at Mare Island Navy Yard. Sixty-three women are employed in the Flag Loft making flags, table linens, towels and curtains, and when there are orders, working on garment type life jackets, mattress covers and ticks. Most of these women are married women of middle age who have been employed by the yard for a long time.

2. Classified.

One hundred and forty-three women are employed through Civil Service in the offices at Mare Island Navy Yard as clerks, bookkeepers, stenographers, typists, telephone switchboard operators, telephone operators, copyist draftsmen, ship draftsmen and messenger girls.

3. Naval Reserve Force.

One hundred and thirty-five women enlisted in the Naval Reserve Force are on duty at Mare Island Navy Yard and are employed as clerks, stenographers, bookkeepers, etc., and in the hospital doing health record work, writing case histories, and on laboratory, library and post office work.

V. General Conditions of Work.

1. Hours.

The unclassified employees in the shops have an eight-hour day, from 8 a.m. to 4:30 p.m., with a half hour for lunch. The office employees have a seven-hour day, from 8:30 a.m. to 4 p.m., with a half hour for lunch.

2. Wages.

a. Unclassified.

The following list gives the number of employees in each rating and the rate of pay received:

<u>Designation</u>	<u>Number</u>	<u>Rate of Pay</u>
Janitress	1	\$ 4.16
Charwoman	4	2.80
Sewers	4	3.20
Sewers	57	3.68
Leading woman	1	5.12
Quarterwoman	1	6.56

The rate \$4.16 for janitress does not appear on the November 1918 schedule of wages for the Navy Department.

b. Classified.

The following list gives the number of employees in each wage group and the rate of pay received:

<u>Designation</u>	<u>Number</u>	<u>Rate of Pay</u>
Messenger girls	8	\$ 1.76
" "	6	2.00
Telephone operator	1	3.68
" "	1	3.44
Telephones switchboard operator	1	4.16
" " "	1	3.68
Clerks, bookkeepers, stenographers & typists	36	3.68
" " " " "	31	3.92
" " " " "	31	4.16
" " " " "	8	4.40
" " " " "	7	4.64
" " " " "	2	4.88
Laboratory helper	1	4.16
Laboratory helper	4	4.64

<u>Designation</u>	<u>Number</u>	<u>Rate of Pay - Continued</u>
Copyist draftsman	1	\$ 4.40
1 Copyist draftsman	2	4.80
Asst. Copyist ships draftsman	2	5.20
Copyist ships draftsman	1	5.20
Ships draftsman 9 V.C.	1	5.20

3. Physical Conditions of Work.

The Administration Building where most of the clerical help is employed is provided with a rest room. This rest room is in the basement of the building. It is large, clean, but poorly lighted and ventilated. The windows are small transom windows.

There is no regular locker room in the building. Some lockers have been put in the rest room and others in the second floor hallway.

The toilet room does not adjoin the rest room, but is on the first floor. It contains four toilets and three basins. Outer clothing belonging to the employees is hung in this room. The room was not in good order and not very clean the day it was visited.

The Public Works Department occupies a building adjoining the Administration Building. In this building no rest room is provided for the women employees. They may use the rest room in the Administration Building, but it is very inconvenient for them. Lockers for the girls stand in the hall and no regular locker room is provided. There is a small toilet room on the second floor of the Public Works Building.

The Supply Division in building #69 has a large, well furnished, well ventialed and well lighted rest room. The room is sufficiently large so that one end of it can be used to advantage as a locker room. The floor is covered with linoleum so that it can be used as a dance floor during the noon hour. There is a piano in the room. A large table in the center of the room is used as a place for the employees to eat their lunches. The toilet room in the Supply Division Building contains four toilets and two basins. It is small with regard to floor space, but has sufficient equipment. There should be a matron or janitress for the room, as it does not have enough care when it is only cleaned by the janitor at night.

The Flag Loft is provided with two small, poorly ventilated, untidy appearing and unsanitary dressing rooms, one having a half-story ceiling. No lockers are provided and the employees hang their wraps on racks and put their hats on shelves in the dressing rooms and the toilet room. The toilet room is provided with four toilets and two basins. Salt water is used and two of the toilets are usually out of order.

No lunch room facilities are provided for the employees in the flag loft and this would not be desirable if these employees were given a lunch period of sufficient length to make it possible for them to use the new cafeteria. It has been practically impossible for them to use the old lunch room and it will be impossible for them to use the new one at such a distance with only a half hour lunch period. A splendid new cafeteria with seating capacity for twelve hundred people has just been opened which is located in as central place as possible. The most modern equipment has been installed in the cafeteria. There are four runways or trays and eight hundred to a thousand people are now being served in three-quarters of an hour. A section is reserved for the women employees. Unfortunately the building was not designed to accommodate retiring rooms. No racks or lockers have been provided and it will give the room an untidy unsanitary look to have the hats, coats, etc. stacked around any place the employees can find. Such things as umbrella racks which can easily be provided have not as yet been provided. An officer has been appointed by the Commandant as "Cafeteria officer" and he, with a committee of employees representing various shops, manage the cafeteria. This committee is paid for this work. A system of check accounting requisitions is used to insure honest and good service.

VI. ~~Trans~~ No definite plan has been adopted for administering first aid or for medical service or inspection in shops and offices. A splendid hospital is located at some distance from the manufacturing division of the yard but plans have not been made for it to effectively extend its service to the shops and offices.

VI. Transportation.

Mare Island Navy Yard is situated on an island within three or four minutes ferry ride from the main land and the town of Vallejo. The employees live in Vallejo and neighboring towns. A ferry goes to and from Vallejo and the island at the beginning and end of the working day and a launch goes back and forth every few minutes. A bridge is being built between the island and the main land just above Vallejo where the Government houses have been built. This will be a great convenience and will make the transportation situation very satisfactory.

VII. Housing.

Mare Island Navy Yard employees have found great difficulty in getting rooms and houses in which to live. The Government houses have brought some relief but have not been of use in solving the rooming problem for the unmarried girl employed in the Yard. The Y. W. C. A. has had a most attractive and

homelike place for girls but their house accommodated only fourteen or fifteen girls. The Yeomanettes have, for the past few months, been housed in barracks specially built for their use. The barracks are clean and sanitary and have been made as attractive as possible. During the war there were five units of yeoman (f) each having a barracks and two girls sharing a room. A chief yeoman (f) was in charge of each barracks. Now that the enlisted women are being discharged from service the barracks are beginning to look empty and will soon be put to other use.

VIII. Demobilization.

There is no difficulty problem of demobilization for the women of Mare Island Navy Yard. Many of the women employees in the flag loft were employed before the war and their services will be needed in operating on a peace time basis. A few women who were working just for the duration of the war have left of their own accord and a few others have been "laid-off" on the basis of inefficiency or lack of work. No particular hardships seemed to have been incurred.

The yeomen (f) have left of their own accord or have taken Civil Service examinations and been put on the Civil Service rolls. There has been more than enough work to make it unnecessary to "lay off" Civil Service classified employees.

Women employees are being "laid off" in the hospital because the Civil Service regulations do not allow for women being employed on the work that has been done here so satisfactorily by yeomen (f).

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April 15, 1919.

Paymaster McRitchie,
Naval Clothing Factory,
Charleston, So. Car.

My dear Mr. McRitchie:

Had I used the same precaution which you used I would not now be embarrassed by having to address you without initials. Had I used further precaution I would not now have to ask you questions which I should have asked when I was in Charleston last week.

I find in going over my material for the Clothing Factory that you are paying operators or "sewers" five different rates: \$2.48; \$2.80; \$3.04; \$3.28; \$3.52. The schedule of wages, showing maximum intermediate and minimum rates for "sewers" employed by navy yards, gives the following rates: Maximum --\$3.68; Intermediate--\$3.28; Minimum--\$2.64. There is no classification called "operator." Employees operating power sewing machines in other yards are rated as "sewers" and are receiving the above pre-rates of pay. I do not understand the difference in rates at Charleston yard and would be glad to have some light on the subject.

Very sincerely yours,

Industrial Agent,
Woman in Industry Service.

HB/LBB

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March 27, 1919

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

My dear Admiral Bryan:

Miss VanKleeck, Director of Women's Industry Service of the Department of Labor and I endeavored to make an appointment with Mr. Roosevelt Monday. We wanted to take up with him the matter of having as much of the clothing manufacture as possible done at the Charleston Yard. I talked with Mr. Howe over the 'phone and learned that Mr. Roosevelt was in New York reviewing the parade and would not be back for several days. Miss VanKleeck will make an appointment with Mr. Roosevelt before I return to Charleston for the opening of the Eliza Lucas Hall, and I hope to bring you the result of our conference then. I told Mr. Howe over the telephone how delighted I was with Charleston and recommended very strongly to him that the Charleston Navy Yard be given the benefit of all clothing contracts.

Thank you very much for your cordiality and assistance to me while I was at the Charleston Yard.

Very sincerely,

HELEN BRYAN

United States Navy Yard

BCB/b

Charleston, S. C.

May 29, 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 card 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.

(Signed) B. C. Bryan

United States Navy Yard

S/D

Charleston, S. C.

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	Ass't to C. C., Rout'g papers, supy. sten.
Reynolds, M. E.	4-10-17	4.40	Charge copying section,
Happoldt, W. B.	8-23-17	4.40	Ass't file section and relief G. C. M. sten.
Foster, H. P.	10-16-17	4.16	Survey reports,
Barnham, K. I.	11-2-18	4.16	St. and T. and copying
Harvey, L. L.	7-3-18	3.68	Copying,
Getty, E. W.	9-26-18	3.68	Records officer personnel,
Browne, R. St. C.	6-16-17	3.68	Civ. personnel records-- appnts.
Kahrs, A. J.	11-20-17	3.20	On military leave,
Jennings, M. G.	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

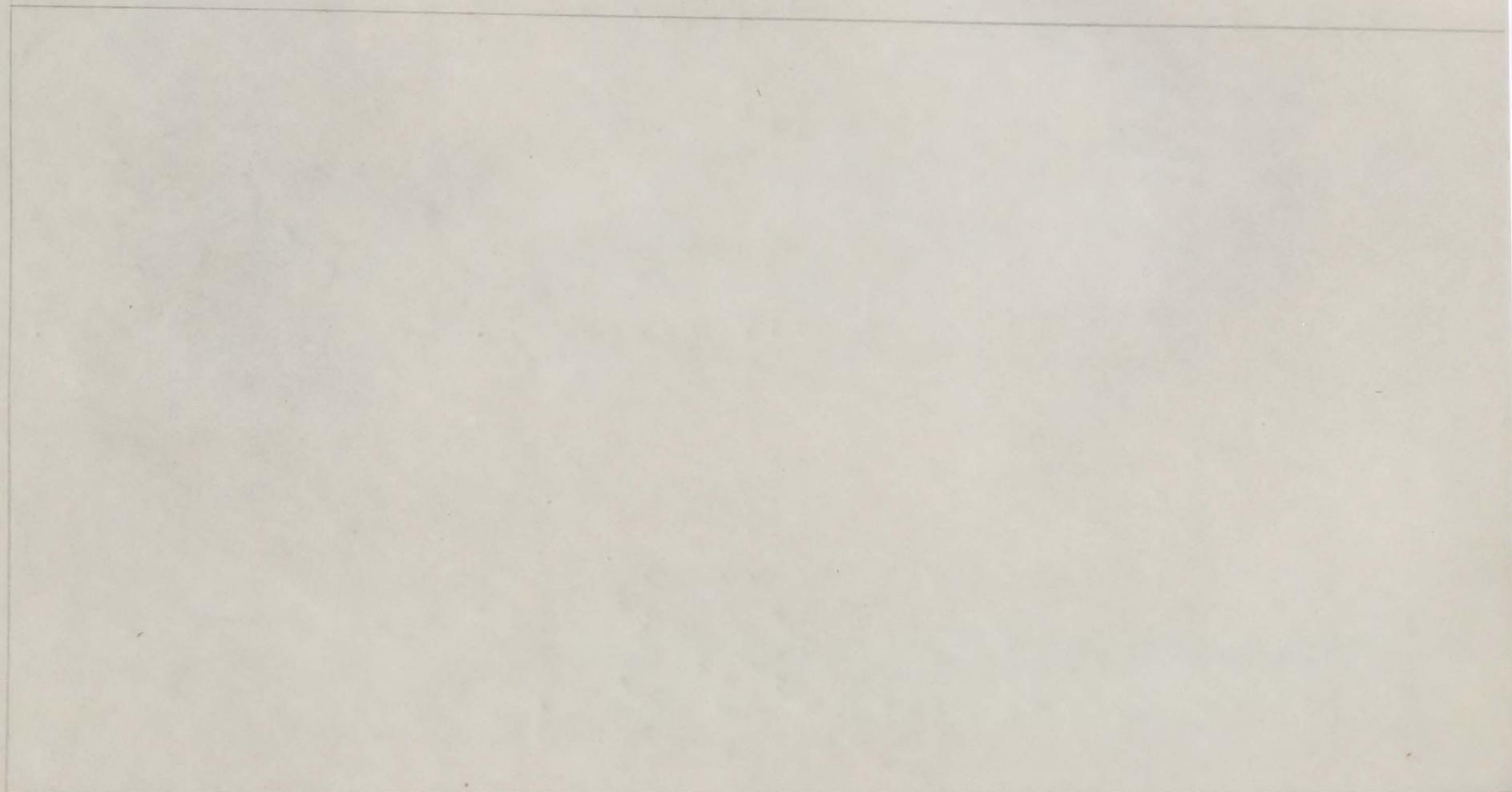
Also:

Madray, Pauline, yec. 3d St. USNRF, Recording

Diagram Showing Promotion of Clerical
Employees according to Length of Service

Date of Employment.

Rate of Pay.



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 readjustment, 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 this 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.

(Signed) W. M. Sanders.

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 women's 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.

(Signed) L. E. Reddis.

U. S. Navy Yard, Charleston, S. C.

Public Works Department

May 10, 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 2, 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 No. 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 No 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 of Building No. 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 No. 4. The new offices on the fourth floor of Building No. 4, are now occupied by the Sixth Naval

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

.....
District headquarters. In connection with the extension of the offices in Building No. 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 Boilet 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--12W 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 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.

(Signed) A. W. Bond.

United States Navy Yard

Charleston, S. C.

6 May, 1919.

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 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 mainsock 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, \$5.68 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 the Amex, 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 lunchroom would be 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 promotions, 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 touched upon. The Yard schedule of wages approved November 1, 1916, 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 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 instruction 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, 1916, 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 Allinson, 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, 1916, and in a number of cases greater increase than this, based on the recommendations of Mr. Altman and on the report of Miss Allinson.

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 demobilisation 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.

(Signed) D. G. McRitchie.

1st endorsement.

S-h

Navy Yard, Charleston, S. C.

May 2, 1919.

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. G. B.
R-B

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

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.

(Signed) Howard H. Alkire

Navy Department
Assistant Secretary's Office
Washington

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 women 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,

(Signed) Franklin D. Roosevelt.

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

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*revised to include 08.2 to be applied and
with figures & tables added in margin
at the top of page they were
sent to 08.2 to be applied*

Naval Clothing Factory,
Division C, February 28, 1919.

Monthly report February, 1919.

Attendance and Absentees

Daily Average employees-----	273.
" " absentees-----	44.
" " working-----	229.
" " vacation or otherwise leave with permission-----	23.

Garments Cut

Production Order 456 Dungaree Jumpers-----	28,000
" " 459 Dungaree Trousers-----	22,000
Total-----	50,000

Passed Final Inspection

Dungaree Jumpers passed final inspection--	29,650
" Trousers " " " " " " " " " " " "	14,000
	<u>43,650</u>

Sent to the Navy Yard

Dungaree Jumpers sent to the Navy Yard--	28,100
" Trousers " " " " " " " " " " " "	11,650
	<u>39,750</u>

Garments used for recuts

Denim used for recuts-----369.

White Trousers laundered-----434.

2 women rated as Trimmers & Markers

are employed at 2.80 per diem to launder white jumpers & trousers sailed in manufact. wing at the yard. They average 50 garments a day. # One presser, rated at 3.52 can press ^{about} 60 garments a day. The tickets have to be sewed on & this takes one hr. for 50 tickets. The ticket sewer gets 2.48 a day or 3.14 an hr.

an hr.	2.80	
"	2.80	
"	3.52	
"	31	

\$9.43 for 50 garments ~~each day~~, besides some time for reinspection. Straight loss! Stop the grease! The principle reason for launders at once

up to Feb. 1. Div. C. had been making Dungaree trousers 100 machines were put on Dungaree trousers. This work with new & length of time required by operators to learn new operation resulted in decrease in production.

Light	11.60
Power	39.75
Water	

DAILY AVERAGE WORKING.

February 1	Daily average working			873
3	"	"	"	938
4	"	"	"	931
5	"	"	"	939
6	"	"	"	930
7	"	"	"	942
8	"	"	"	965
10	"	" "	"	895
11	"	"	"	949
12	"	"	"	952
13	"	"	"	960
14	"	"	"	953
15	"	" "	"	971
17	"	"	"	919
18	"	"	"	949
19	"	"	"	943
20	"	"	"	967
21	"	"	"	994
24	"	"	"	936
25	"	"	"	724
26	"	"	"	885
27	"	"	"	902
28	"	"	"	938

DAILY AVERAGE SICK

February	Daily average sick
1	97
" 3	75
" 4	60
" 5	50
" 6	55
" 7	56
" 8	35
" 10	107
" 11	71
" 12	56
" 13	46
" 14	56
" 15	29
" 17	86
" 18	57
" 19	64
" 20	36
" 21	36
" 24	71
" 25	257
" 26	97
" 27	61
" 28	34

DAILY AVERAGE ABSENTEES

February 1		Daily Average Absentees		244
" 3	"	"	"	174
" 4	"	"	"	181
" 5	"	"	"	175
" 6	"	"	"	182
" 7	"	"	"	169
" 8	"	"	"	146
" 10	"	"	"	220
" 11	"	"	"	167
" 12	"	"	"	165
" 13	"	"	"	148
" 14	"	"	"	153
" 15	"	"	"	130
" 17	"	"	"	179
" 18	"	"	"	148
" 19	"	"	"	156
" 20	"	"	"	132
" 21	"	"	"	106
" 24	"	"	"	161
" 25	"	"	"	378
" 26	"	"	"	216
" 27	"	"	"	192
" 28	"	"	"	153

DAILY AVERAGE ON LEAVE OR PERMISSION

February	1	Daily ave.	on leave	or with	permission	--	147
"	2	"	"	"	"	"	99
"	3	"	"	"	"	"	121
"	4	"	"	"	"	"	125
"	5	"	"	"	"	"	127
"	6	"	"	"	"	"	113
"	7	"	"	"	"	"	111
"	8	"	"	"	"	"	113
"	10	"	"	"	"	"	96
"	11	"	"	"	"	"	109
"	12	"	"	"	"	"	102
"	13	"	"	"	"	"	97
"	14	"	"	"	"	"	101
"	15	"	"	"	"	"	93
"	17	"	"	"	"	"	91
"	18	"	"	"	"	"	92
"	19	"	"	"	"	"	96
"	20	"	"	"	"	"	70
"	21	"	"	"	"	"	90
"	24	"	"	"	"	"	121
"	25	"	"	"	"	"	119
"	26	"	"	"	"	"	131
"	27	"	"	"	"	"	119
"	28	"	"	"	"	"	

DAILY AVERAGE EMPLOYED

February	1	Daily average employed	1117
"	3		1112
"	4		1112
"	5		1114
"	6		1112
"	7		1111
"	8		1111
"	10		1115
"	11		1116
"	12		1117
"	13		1108
"	14		1106
"	15		1101
"	17		1098
"	18		1097
"	19		1099
"	20		1099
"	21		1100
"	24		1097
"	25		1102
"	26		1101
"	27		1094
"	28		1091

Report for month of February.

Passed final inspection	White Trousers	54850
" " "	Dungaree Trousers	54100
" " "	Whit Jumpers	37650
" " "	Dungaree Jumpers	29750
" " "	Knee Drawers	15200

Garments used for recuts 950

Garments cut	Number of order cut
White trousers 45000	457
" jumpers 45000	461
Dungaree jumpers 86000	456
" trousers 28000	459, 460 and 462
Knee Drawers 51000	458

(COPY)

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UNITED STATES NAVY YARD

Charleston, S. C.

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.

5/28/19

To: Asst. Secty. of Navy

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.

B. C. Bryan

5/29/19

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JUN 27 1919

CONFIDENTIAL

**General Court-Martial Room,
United States Navy Yard, Charleston, S. C.,**

23 June, 1919.

Dear Miss Bryan:

I am taking the liberty of writing you, hoping that you will remember me. You will recall, when you were here at this Yard, investigating the working conditions for girls, Miss Getty, who is the stenographer to the Secretary to the Commandant, brought you in to the main office of the Machinery Division to meet Mr. T.R. Heyward, the Chief Clerk of that Division, and it was then I met you.

We spoke about matters of interest to the girls at this Yard, and you told Miss Getty and I about two instances where you had been able to go to the Secretary of the Navy direct and get justice for the girls. I feel that I am in need of a little justice myself, and, as you seemed to be so interested in your work, I am writing to you in the hope that you will be interested in my case.

These are the facts: Mrs. J. B. Morris, the stenographer for the General Court-Martial Board, resigned her position. On that very day, or the day after (I am not sure which) a Court of Inquiry met and there was no stenographer to take the proceedings. The President of the General Court Martial asked Commander Cox, the head of the Machinery Division, to allow me to take the proceedings and at first Mr. Cox refused to let me go; but as, after several efforts, it was found that there was no one available to do the work, Mr. Cox allowed me to go. The Court of Inquiry lasted six days, meeting twice a day. After the first day, I was offered the position, Lieutenant Sanders (the Commandant's secretary) first offering me \$5.60 and later \$5.84 (\$5.60 was not attractive to me, as the former stenographer was paid \$6.08 per diem, and I feel confident she was not overpaid) After offering me the position and giving me the impression that I would be recommended for not less than \$5.84, Lieutenant Sanders afterwards told me that, when the matter was taken up with the Commandant, he (the Commandant) said he preferred having a man in that position. Lieutenant Sanders said there is a soldier in France who holds a position in the Commandant's office, whom he felt duty bound to give the position to. However his return to this country is very uncertain and in the meantime there was no one to do the work.

The matter was pending a week and on the Monday following the end of the Court of Inquiry, an investigation was started into the cause of a race riot which occurred here on Saturday, May 10, 1919. Again there was no one to take it, and they called on me. I asked for a definite answer as to whether or not I was to get the position of G.C.M. stenographer, before I would take on any additional work. The Commandant then detailed me to temporary duty, pending action by Washington. About two weeks after that a letter arrived from the Secretary of the Navy appointing me at a salary of \$5.12 per diem, 48 ¢ increase on the pay I was receiving in the Machinery Division. I now find, from the correspondence on the subject, that, instead of being recommended for \$6.08 or \$5.84, as I was given the impression I would be, I was recommended for \$5.60. In the Commandant's letter to the Secretary of the Navy, in which he recommended me for the position, were several other recommendations for promotion of employees in the Commandant's office; all of them coming within the pay Mrs. Morris received; all of which, however, the Department disapproved.

It isn't necessary for me to tell you, Miss Bryan, what a Court stenographer's duties are. You know, I am quite sure, how nerve-racking the work is. I have worked at home until midnight and later, since I have taken this position, and at the time I was drawing \$4.64 per diem - Machinery Division pay. I also feel that, had Lieutenant Sanders put aside the thought of promoting the employees in his office and considered only the fact that Mrs. Morris' place had to be filled, I would perhaps have been recommended for a higher rate of pay. I have now been doing this work for slightly over a month, and I feel that, if any stenographer at the Charleston Navy Yard is worth \$5.60 per diem, which a few of them get, the General Court-Martial stenographer is worth very much more.

I hope I have not presumed too much on your good nature, or bored you with this long letter, but, as I said before, you seemed to be so interested in the welfare of the girls, that I feel that you will be good enough to give me the benefit of your experience and advise me if there is anything I can do in the matter.

Please consider this confidential.

With kindest regards,

Very sincerely yours,

E. Lucille Barry

Address 34 Anson Street.
Charleston, S.C.



21 GEORGE ST.
CHARLESTON, S. C.

JUN 2 1919

May 31, 1919

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

My dear Miss Van Kleeck:-

I am sending you a report of such information as I was able to get about the girls leaving the Factory at the Navy Yard, and I hope it will be of use to you. Miss Bryan asked to have it sent, when she was here. I am still hoping that the Union is eventually going to send some one down here to help the local, they are needing it badly. There is a plan under way to have the Union start an overall factory of its own, they have already sold some stock init. I hope that it is going to succeed but there are some of the officials in the Union, in whom I have very little confidence, and I do hope they get some direction from headquarters.

Can Mrs. R.G.Thomas, The Citadel, Charleston S.C., be put on the mailing list for material coming out of your office? She is the chairman of our industrial committee, and I am sure that she will be able to use to advantage any thing that might be sent from time to time. I am leaving Charleston the seventeenth of June, but I feel confident that Mrs. Thomas will continue her interest and service, and see that the industrial work is carried on here. She is an unusually able woman, has had training under Florence Kelley in New York, and has a great deal of influence among the women in Charleston, and moreover is keenly interested in industrial conditions as they affect women. I have talked with her about the recommendations made for the Naval Clothing Factory, and she will be interested in hearing of whatever develops, and following things up from this end. 6/2/19
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Hoping that I may see you again at some future time, I am

Very truly yours

Clara E. Searle

ACTION ON WORKERS RELEASED FROM CHARLESTON NAVY YARD FACTORY.

Name	Occupation in N.Y.	Position Referred to.	Result
Anderson, Mrs. R.M.	Machine Operator	Cigar factory	Hired to begin at \$9 per week
Bates, Miss L. S	" "	" "	No reply
Bowen, E.	" "	" "	" "
Calcutt, Mrs. L.E.	" "	" "	Hired to begin at \$9 per week
Candler, B.M.	" "	Sales woman	Hired to begin \$7 or \$8 per week
Gonnally, Mary	" "	Clerk in Marine Corps	No reply
Gone, M.	" "	Saleswoman	Not hired
Cook, Mrs. M.B.	" "	Housekeeper	Decided to take boarders.
Grant, Grace	" "	Cigar Factory	No reply
Hanshan, Mabel	" "	Bindery	Not hired, Active file; Deaf
Heaton, M.C.	" "	Not referred, temp. clerical desired	Expects to return to teaching in fall
Johnson, Mrs. M. E.	" "	Spinner, Asbestos	Hired; \$10 per week
Johnson, Mrs. Mabel	" "	Transferred to Nashville, Tenn.	Returned home
McCarrel, E.M.	" "	Not referred	Studying Stenography
McKethan, Ruth	" "	Cigar Factory	No reply
Mellon, Mrs. Elizabeth	" "	Cigar Factory	Hired, could not go illness at home
Mickle, Maggie	" "	Dairy filling bottles	Not hired
Moran, Gilbert	" "	Asbestos factory	Hired \$10. per week Did not stay, went Y.W.C.A. Cafeteria
Moore, Maud	" "	Apprentice to Hair-dresser	Decided to return home
Morris, M.E.	" "	Cigar Machine	Hired, \$10 or \$12 per week
Mouzon, E.	" "	Cigar factory	No reply

ACTION ON WORKERS RELEASED FROM THE CHARLESTON NAVY YARD
FACTORY

Name	Occupation in Navy Yard	Position referred to	Result
Pettis, Grace	Machine operator	Cigar factory	No reply
Powell, M. F	" "	" "	No reply
Ramsey, Myrtle	" "	Bindery	
Strahan, Robbie	" "	Transferred to Atlanta Office	<i>Hired \$25 month + living</i>
Skaggs, Mrs. Mary	" "	Housekeeper	
Swan, Mrs. A.	" "	Saleswoman	Hired, \$8 per week
Taylor, Mrs. N.G.	" "	Asbestos Works	No reply
Tumbleston, M.	" "	Saleswoman	Hired, Salary not stated
Villeponteaux, Lena	" "	Button hole maker	Hired, 4 ¹ / ₂ ¢ per hundred, 10% bonus
Villeponteaux, Mrs. M.E.	" "	Asst. to Dressmaker	Hired, salary not stated
Wessel, Mrs. Ida	" "	Clerk	Hired \$12 per week to begin
Williams, Vida	" "	Cigar factory	Returned home
Young, May	" "	Bottle filler	Not hired, never returned to office

June 2, 1919.

Miss Clara E. Searle,
21 George Street,
Charleston, S.C.

My dear Miss Searle:

I wish to acknowledge your letter of May 31st, with enclosures, to Miss Van Kleeck which came during her absence from Washington. It will be brought to her attention upon her return. Thank you for giving us Mrs. Thomas' name to add to our mailing list.

Sincerely yours,

ALL

Secretary to Miss Van Kleeck.

These two sheets are the report of Miss
Scott, Y.W.C.A. Secretary at the U.S. Employment
Service.

Clothing Factory Girls Placed April 1 to 18

- Anderson, Esther
went to Royal Tagging Factory, ten hour day, wages eight to
twenty a week.
- Villapeau, Miss
went to Home Steam Laundry
- Kirby, Ruby
went to Cohen's eight a week
- Reid, Miss
took private dressmaking for temporary work looking for
suitable high rate position, superior sort of girl
- Moran Gilbert
went to restaurant for twelve dollars a week and two meals
left that went to General Asbestos at ten dollars to learn
- Swann, Mrs.
went to five and ten cent store for ten dollars
- Gruber, Miss
decided to take private dressmaking
- Johnson, Mollie
went home
- Emma Moore
went home
- Skags, Mrs.
went to cafeteria at Y.W.C.A., twenty five a month and home
- Williams, Miss
couldn't find what she wanted, and went home
- Williams, Vida
went to cash at Y.W.C.A.
- Groons Rona
went to Cigar Factory, where she had worked before, wages
up to twenty of twenty five, sixty hour week
- Salisbury, Laura
went with friend to Cigar Factory
- Gray Jessie,
went to canning factory at home in Florida
- Gray, Margaret
went home to canning factory in Florida
- McLaughlin, Lizzie
went home to canning factory in Florida
- Jacobs, Mrs.
went in to partnership in dressmaking in city

Clothing Factory Girls Placed April 1 to 18

- Martin, A.
went to domestic work at \$6.00 a week, left and went back to country
- Lupton, Virginia
went to restaurant where she had had previous experience twelve a week and two meals
- Jones, Ola
went to restaurant at twelve a week, didn't stay, and went to department store at eight
- Jones, Clara
went to department store at eight a week, left and went to Y. W.C.A. Cafeteria
- Gibblingham Mrs. Chester
went to Department store at eight a week
- Wallace, Mrs.
stayed home with family
- Murray, Hazel
went to Silvers five and ten cent store at eight

Several girls who had worked at bagging factory and at Cigar Factories before the war went back to that work, mostly a sixty hour week, and wages varying from ten to twenty and twenty three a week, on piece work, others went into stores at eight or nine a week.

May 1 1919

Eighty five girls in all went to the American Cigar Factory eight hour day, comparatively fair conditions. Inexperienced girls who could show their discharge from the Naval Clothing Factory were given a bonus of three dollars a week above the six dollars usually given to beginners. Nine girls went to the Wingo Cigar Factory, sixty hour week, with an average of twelve dollars a week. Most of the girls refused to consider the Royal Bagging Factory, where in spite of the fact that the pay was good, there was a sixty hour week, and poor working conditions. Many girls left Charleston at once, some to go home, and some to work in factories elsewhere. We were not able to get definite information about them. There were three hundred and thirty in all laid off at the Navy Yard Factory. At the Emigrant Station where the colored girls work, most of the girls went back to private dress-making, at which they make good pay, and have an excellent social standing among their people.