

WAR DEPARTMENT  
OFFICE OF THE QUARTERMASTER GENERAL  
WASHINGTON

IN REPLY REFER TO QM 095 S-Std.  
(S. D. Myres Saddle Co.)

January 30, 1942.

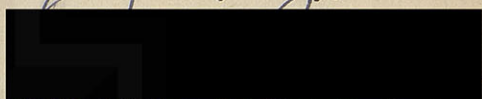
S. D. Myres Saddle Co.,  
El Paso, Texas.

Gentlemen:

In reply to your letter of January 20, 1932, which was addressed to the Quartermaster, U. S. Army, San Antonio, Texas, and referred to this office for attention, you are advised that blue prints are not furnished by this office. Requests for drawings and blue prints should be addressed to the Commanding Officer, Jeffersonville Quartermaster Depot, Jeffersonville, Indiana.

For The Quartermaster General:

Yours very truly,

  
LAWRENCE J. GREENE,  
2nd Lt., Q.M.C.,  
Assistant.



February 4, 1942

COMMANDING OFFICER  
Jeffersonville Quartermaster Depot  
Jeffersonville, Indiana

Dear Sir:

We would appreciate blue prints on such saddles and saddlery goods that may be required by your Department.

During the World War our entire plant was given to manufacture McQUELLAN Saddles. If we can be of service to our Country and your Department, we shall put our best efforts to serve.

Yours most sincerely  
S. D. Myres Saddle Company

By

SDM/11



CHECK SERVICE DESIRED OTHERWISE MESSAGE WILL BE SENT AT FULL RATE	
DOMESTIC	FOREIGN
FULL RATE	FULL RATE
DAY LETTER <input checked="" type="checkbox"/>	CDE RATE
NIGHT LETTER	URGENT
SERIAL	DEFERRED
RESERVATION	NIGHT LETTER
TOUR-RATE	SHIP RADIO

# Postal Telegraph

Mackay Radio  
Commercial Cables



All America Cables  
Canadian Pacific Telegraphs

CHARGE ACCOUNT NUMBER	
CASH NO.	TOLLS
CHECK	
TIME FILED	(STANDARD TIME)

Send the following message subject to the Company's rules, regulations and rates set forth in its tariffs and on file with regulatory authorities

EL PASO, TEXAS  
FEBRUARY 19, 1942

MR. FERRY  
NAVY DEPARTMENT (TEL. NO. REPUBLIC 7-400)  
WASHINGTON, D. C. (EXTENSION 3871)

IN ANSWER PHONE STOP HAVE NEVER MADE HOLSTERS OF THIS KIND STOP UNABLE TO SUBMIT  
INTELLIGENTLY AND PROTECTIVELY A BID WITHOUT FURTHER DETAILS STOP WE ARE FULLY  
COOPERATIVE AND OUR PLANT IS AT THE COMMAND OF GOVERNMENT TO THE FULLEST. WOULD AP-  
PRECATE OPPORTUNITY TO NEGOTIATE.

S.D.MYRES SADDLE COMPANY

Charge: S.D.Myres Saddle Co.





## MEMORANDUM FOR ALL PRESENT AND PROSPECTIVE ARMY AND NAVY CONTRACTORS AND SUBCONTRACTORS

August 22, 1942

*Subject: Requirements for Proof of Employees of Their American Citizenship.*

**1.** The joint Army and Navy memorandum dated June 4, 1942, subject as above, addressed to all present and prospective Army and Navy contractors and subcontractors, and the Declaration of Citizenship form inclosed therein, are hereby superseded. This is necessitated by the expiration of one of the statutes referred to in the joint memorandum, and by the enactment of a law concerning employment of honorably discharged service men.

**2.** The expiration, on June 30, 1942, of Public Law 671, 76th Congress, 3d Session, Chapter 440 (approved June 28, 1940, 54 Stat. 676, 50 U. S. C. App. 1, concerning employment of aliens on secret, confidential, and restricted Government contracts), requires the substitution, in the form of Declaration of Citizenship, of reference to other laws which make a false representation of one's citizenship a felony. A suggested new form of Declaration of Citizenship is inclosed. Employees who have executed the old Declaration of Citizenship form need not execute the new form.

**3.** The Act of June 22, 1942, Public Law 620, 77th Congress, 2d Session, Chapter 432, provides that no defense contractor, as defined therein, shall deny employment, on account of failure to produce a birth certificate, to any person who submits, instead, an honorable discharge certificate, or certificate issued in lieu thereof, from the Army, Navy, Marine Corps, or Coast Guard of the United States, unless it shows on its face that the bearer was an alien at the time of its issuance.

**4.** Accordingly, three procedures are now available to prospective employees:

**Inclosures:**

1. The production of an official certificate of naturalization or citizenship, or birth certificate or other satisfactory evidence of American birth;

2. If honorably discharged from the Army, Navy, Marine Corps, or Coast Guard of the United States, the production of the honorable discharge certificate, or certificate issued in lieu thereof (unless such certificate shows on its face that the bearer was an alien at the time of issuance); or

3. The execution of the "Declaration of Citizenship" in the amended form inclosed.

**5.** The foregoing recommended procedures do not relieve the employer from the primary duty of making further investigation when there is reason to question the applicant's loyalty or citizenship.

**6.** The expiration of the alien employment statute of June 28, 1940, does not relieve the contractor of the responsibility, imposed by Army and Navy contracts and by the Air Corps Act of July 2, 1926 (c. 721, 44 Stat. 784, 10 U. S. C. 310 (j) and (p)), of denying employment to aliens on classified and aeronautical Government contracts unless the written consent of the head of the Government department concerned has first been obtained.

\_\_\_\_\_  
[Redacted Signature]  
UNDER SECRETARY OF WAR

\_\_\_\_\_  
[Redacted Signature]  
ASSISTANT SECRETARY OF THE NAVY



October 19, 1942

Honorable Robert P. Patterson  
The Under Secretary of War  
Washington, D. C.

My dear Mr. Patterson:

This will acknowledge your letter of October 17, 1942, setting forth the following three procedures for proof of citizenship available to prospective employees in war production:

1. The production of an official certificate of naturalization or citizenship, or birth certificate or other satisfactory evidence of American birth. (War and Navy Department joint memorandum of August 22, 1942.)
2. If honorably discharged from the Army, Navy, Marine Corps, or Coast Guard of the United States, the production of the honorable discharge certificate, or certificate issued in lieu thereof (unless such certificate shows on its face that the bearer was an alien at the time of issuance). [See Act of June 22, 1942. (Public Law 620, 77th Congress, 2nd Session, Chapter 432).]
3. The execution of a prescribed "Declaration of Citizenship" Form. (War and Navy Department joint memorandum of August 22, 1942.)

You inquire whether a contractor employing a person who satisfies any one of these requirements will be subject to prosecution for violation of the Air Corps Act of July 2, 1926 (10 U.S.C. 310 (j)) if the applicant for employment has falsely represented his citizenship.

You are advised that a contractor who accepts in good faith any of the foregoing proofs of citizenship will not be subject to prosecution for employing a person submitting such proof, notwithstanding the representation of citizenship made therein is false.

Sincerely yours,  
For the Attorney General

(Signed) Oscar Cox

Assistant Solicitor General



# DECLARATION OF CITIZENSHIP OF \_\_\_\_\_

(Name)

1. I hereby state to \_\_\_\_\_ and to \_\_\_\_\_  
(Name of employer)  
a Department of the United States Government that I am a citizen of the United States by reason of <sup>1</sup>

I was born in \_\_\_\_\_,  
(City or town) (State or country) (Date of birth)

2. I understand that, in reliance upon my foregoing representation of citizenship, my employer may permit me to have access to aeronautical or classified (secret, confidential, or restricted) information or material, unless there is reason to question my loyalty or citizenship. I understand further that my representations herein constitute a matter within the jurisdiction of a Department of the United States Government.

3. I HAVE READ THE LAWS NEXT HEREIN SET FORTH, AND AM AWARE OF THE PENALTIES IMPOSED FOR MISREPRESENTATION:

*a. Extract, act of Oct. 14, 1940, sec. 346 (54 Stat. 1163; 8 U. S. C. 746):*

(a) It is hereby made a felony for any alien or other person, whether an applicant for naturalization or citizenship, or otherwise, and whether an employee of the Government of the United States or not . . . (18) Knowingly to falsely represent himself to be a citizen of the United States without having been naturalized or admitted to citizenship, or without otherwise being a citizen of the United States. . . .

(d) Any person violating any provision of subsection (a) . . . shall be fined not more than \$5,000, or imprisoned not more than 5 years, or both.

*b. Extract, act of Apr. 4, 1938 (52 Stat. 197; Criminal Code, sec. 35 (A); 18 U. S. C. 80):*

Whosoever . . . shall knowingly and willfully falsify or conceal or cover up by any trick, scheme, or device a material fact, or make or cause to be made any false or fraudulent statements or representations, or make or use or cause to be made or used any false . . . certificate, affidavit, or deposition, knowing the same to contain any fraudulent or fictitious statement or entry in any matter within the jurisdiction of any department or agency of the United States . . . shall be fined not more than \$10,000, or imprisoned not more than 10 years, or both.

WITNESS:<sup>2</sup>

_____ (Full name and title)	_____ (Signature of declarant)
_____ (Address)	_____ (Street address)
_____ (Full name and title)	_____ (City and state)
_____ (Address)	_____ (Date)

<sup>1</sup> If a citizen by birth, indicate whether by birth in the United States or by birth in a foreign country of American parentage; if by naturalization, indicate whether by court proceedings, naturalization of parent, or marriage to a United States citizen, including dates and names of places, persons, and title of court.

<sup>2</sup> One of the two witnesses must be an Army or Navy District Procurement, Factory or Plant Protection representative, if available, or an officer of the United States Army, Navy, or Marine Corps, or a member of the Auxiliary Military Police on duty at the plant.



WAR MANPOWER COMMISSION

TEXAS

EMPLOYMENT STABILIZATION PLAN  
FOR THE  
EL PASO AREA

October 15, 1943



EMPLOYMENT STABILIZATION PLAN FOR  
THE EL PASO AREA

Section I  
Purpose

The purpose of this employment stabilization plan is to assist the War Manpower Commission in bringing about, by measures equitable to labor and management and necessary for, the effective prosecution of the war:

- (1) The elimination of wasteful labor turnover in essential activities.
- (2) The reduction of unnecessary labor migration.
- (3) The direction of the flow of scarce labor where most needed in the war program.
- (4) The maximum utilization of manpower resources.

Section II  
Definitions

As used in this employment stabilization plan:

- (1) The El Paso Area is comprised of the counties of Andrews, Brewster, Crane, Culberson, Ector, El Paso, Hudspeth, Jeff Davis, Loving, Midland, Pecos, Presidio, Reeves, Terrell, Upton, Ward and Winkler.
- (2) Agriculture means those farm activities carried on by farm owners or tenants on farms in connection with the cultivation of the soil, the harvesting of crops, or the raising, feeding, or management of livestock, bees and poultry; and shall not include any packing, canning, processing, transportation or marketing of articles produced on farms unless performed or carried on as an incident to ordinary farming operations as distinguished from manufacturing or commercial operations.
- (3) State includes Alaska, Hawaii and the District of Columbia.
- (4) New Employee means any individual who has not been in the employment of the hiring employer at any time during the preceding 30-day period. For the purpose of this definition, employment of less than seven days duration, and employment which is supplemental to the employee's principal work shall be disregarded.



- (5) Critical Occupation means any occupation designated as a critical occupation by the Chairman of the War Manpower Commission. The list of critical occupations is attached to this plan as Appendix B.
- (6) Essential Activity means any activity included in the War Manpower Commission List of Essential Activities.
- (7) Locally Needed Activity means any activity approved by the Regional Manpower Director as a locally needed activity. (Locally needed activity determinations are made by the Area Director in consultation with the Area Management-Labor Committee, subject to the approval of the State and Regional Directors.)
- (8) The terms employment and work as applied to an individual engaged in principal and supplementary employment means his principal employment.
- (9) Locality of the new employment as used in Section X, Subsection 2 of this Plan means within a reasonable daily commuting distance.

Section III  
Control of Hiring and Solicitation of Workers

All hiring and solicitation of workers in, or for work in, the El Paso Area shall be conducted in accordance with this employment stabilization plan.

Section IV  
Authority and Responsibilities of  
Management-Labor Committee

The Area Management-Labor War Manpower Committee for the El Paso Area is authorized to consider questions of policy, standards, and safeguards in connection with the administration of this employment stabilization plan, and to make recommendations to the Area Manpower Director.

Section V  
Encouragement of Local Initiative and Use of  
Existing Hiring Channels and Special Authoriza-  
tion to Designated Government Agencies

To the maximum degree consistent with this employment stabilization plan and with its objectives, local initiative and cooperative efforts shall be encouraged and utilized, and maximum use made of existing hiring channels, such as private employers, labor organizations, professional organizations, schools, colleges, technical institutions and government agencies. Statements of Availability may be issued in accordance with this program by the United



States Civil Service Commission to a worker who is or most recently was employed in the Departmental or Field Service of the United States Government, by the Railroad Retirement Board to a worker who is or most recently was employed with an employer in the Railroad Industry, by the War Shipping Administration to a worker who is or most recently was employed with an employer in the off-shore, coastal or inter-coastal Merchant Marine Industry, as authorized by the Chairman of the War Manpower Commission.

Section VI  
General

A new employee, who during the preceding 60-day period was engaged in an essential or locally needed activity, may be hired only if such hiring would aid in the effective prosecution of the war. Such hiring shall be deemed to aid in the effective prosecution of the war only if:

- (1) Such individual is hired for work in an essential or locally needed activity or for work to which he has been referred by the United States Employment Service, and
- (2) Such individual presents a Statement of Availability from his last employment in an essential or locally needed activity, or is referred by the United States Employment Service of the War Manpower Commission, or is hired with its consent, as provided herein.

Section VII  
Issuance of Statements of Availability by Employers

An individual whose last employment is or was in an essential or locally needed activity shall receive a Statement of Availability from his employer if:

- (1) He has been discharged, or his employment has been otherwise terminated by his employer, or
- (2) He has been laid off for an indefinite period, or for a period of seven or more days, or
- (3) Continuance in his employment would involve undue personal hardship, or
- (4) Such employment is or was at a wage or salary or under working conditions below standards established by State or Federal law or regulations, or
- (5) Such employment is or was at a wage or salary below a level established or approved by the National War Labor Board (or other agency authorized to adjust wages or approve adjustments thereof) as warranting adjustment, and the employer has failed to adjust the wage in accordance with such level or to apply to the appropriate agency for such adjustment or approval thereof.



Section VIII  
Issuance of Statements of Availability by  
United States Employment Service

- (1) A Statement of Availability shall be issued promptly to an individual when any of the circumstances set forth in Section VII are found to exist in his case. If the employer fails or refuses to issue a Statement of Availability to an individual entitled to such Statement, the United States Employment Service of the War Manpower Commission, upon finding that the individual is entitled thereto, shall issue a Statement of Availability to the individual.
- (2) A Statement of Availability shall be issued by the United States Employment Service to any individual in the employ of an employer who the War Manpower Commission finds, after notice and opportunity to be heard, has not complied with any War Manpower Commission employment stabilization plan regulation or policy, and for so long as such employer continues his non-compliance after such finding.

Section IX  
Referral in Case of Under-Utilization

If an individual is employed at less than full time or at a job which does not utilize his highest recognized skill for which there is a need in the war effort, the United States Employment Service, may upon his request, refer him to other available employment in which it finds that the individual will be more fully utilized in the war effort.

Section X  
Workers Who May be Hired Only Upon Referral by the  
United States Employment Service

Under the circumstances set forth below, a new employee may not be hired solely upon presentation of a Statement of Availability, but may be hired only upon referral by, or with the consent of, the United States Employment Service:

- (1) If the new employee is to be hired for work in a critical occupation, or his Statement of Availability indicates that his last employment was in a critical occupation; (see Appendix B for listing of critical occupations.)
- (2) If the new employee has not lived or worked in the locality of the new employment throughout the preceding 30-day period;
- (3) If the new employee's last regular employment was in the non-ferrous metal industry, or the lumber industry; (see Appendix C for description of non-ferrous metal and lumber industry)



- (4) If the new employee is to be hired in an occupation in the non-ferrous metal industry; (see Appendix D for listing of occupations)
- (5) If the new employee's last regular employment was in agriculture and he is to be hired for non-agricultural work, provided that no such individual shall be referred to non-agricultural work except after consultation with a designated representative of the War Food Administration, and provided further that such an individual may be hired for non-agricultural work for a period of not to exceed six weeks without referral or presentation of a Statement of Availability.

Section XI  
Exclusions

No provisions of this employment stabilization plan shall be applicable to:

- (1) The hiring of a new employee for agricultural employment;
- (2) The hiring of a new employee for work of less than seven days duration, or for work which is supplementary to the employee's principal work; but such work shall not constitute the individual's "last employment" for the purposes of this plan, unless the employee is customarily engaged in work of less than seven days duration.
- (3) The hiring of an employee in any Territory or possession of the United States, except Alaska and Hawaii;
- (4) The hiring by a foreign, State, county or municipal government, or their political sub-division, or their agencies and instrumentalities, or to the hiring of any of their employees, unless such foreign, State, county, or municipal government or political sub-division or agency or instrumentality has indicated its willingness to conform, to the maximum extent practicable under the Constitution and laws applicable to it, with the plan;
- (5) The hiring of a new employee for domestic service, or to the hiring of a new employee whose last regular employment was in domestic service;
- (6) The hiring of a school teacher for vacation employment or the rehiring of a school teacher for teaching at the termination of the vacation period.

Section XII  
Appeals

Any worker or employer may appeal from any act or failure to act by the War Manpower Commission under this employment stabilization plan, in accordance with regulations and procedures of the War Manpower Commission.



Section XIII  
Content of Statements of Availability

A Statement of Availability issued to an individual pursuant to the program shall contain only the individual's name, address, social security account number, if any, the name and address of the issuing employer, or War Manpower Commission officer and office, the date of issuance, a statement as to whether or not the individual's last employment was in a critical occupation, and such other information not prejudicial to the employee in seeking new employment as may be authorized or required by the War Manpower Commission. Statements of Availability shall conform to the form attached hereto as Appendix A.

Section XIV  
Solicitation of Workers

No employer shall advertise or otherwise solicit for the purpose of hiring any individual if the hiring of such an individual would be subject to restrictions under the employment stabilization plan, except in a manner consistent with such restrictions.

Section XV  
Hiring

The decision to hire or refer a worker shall be based on qualifications essential for performance of or suitability for the job, and shall be made without discrimination as to race, color, creed, sex, national origin, or except as required by law, citizenship.

Section XVI  
Representation

Nothing contained in this plan shall be construed to restrict any individual from seeking the advice and aid of, or from being represented by, the labor organization of which he is a member or any other representative freely chosen by him, at any step in the operation of the plan.

Section XVII  
General Referral Policies

No provision in this plan shall limit the authority of the United States Employment Service to make referrals in accordance with approved policies and instructions of the War Manpower Commission.

Section XVIII  
Amendment of Plan

This plan may be amended at any time after consultation with the Area Management-Labor Committee of the El Paso Area, upon approval by the Regional Director of the War Manpower Commission.

Section XIX

This plan shall become effective October 15, 1943.



APPENDIX A

STATEMENT OF AVAILABILITY

SAMPLE FORM

WAR MANPOWER COMMISSION  
UNITED STATES EMPLOYMENT SERVICE  
TEXAS

STATEMENT OF AVAILABILITY

Issuing date \_\_\_\_\_

Worker's name \_\_\_\_\_  
(last) (first) (middle)

Worker's address \_\_\_\_\_ S.S. No. \_\_\_\_\_  
(street) (city)

Occ. Classification \_\_\_\_\_ Check: ☐ Critical  
☐ Non-Critical

Issuing Organization \_\_\_\_\_

Address of Issuing Organization \_\_\_\_\_  
(street) (city)

Issuing Officer \_\_\_\_\_ Title \_\_\_\_\_

Worker's Signature \_\_\_\_\_

Remarks \_\_\_\_\_

Employers hiring this individual should retain this Statement in their files.

(690-a)



APPENDIX B

List of Critical Occupations

Part I - Production and Services Occupations

Aircraft-Engine Mechanic, All Around  
Aircraft-Engine Tester, All Around  
Aircraft-Instrument Mechanic, All Around  
Aircraft Mechanic, All Around  
Airplane Navigator  
Airplane Pilot, Commercial  
Airship Mechanic, All Around  
Ballistician  
Bessemer Converter Blower  
Blacksmith, All Around  
Blast Furnace Blower  
Blaster, Mining  
Boatbuilder, Steel or Wood, All Around  
Boilermaker, All Around  
Boring-Mill Operator, All Around  
Bricklayer, Refractory Brick  
Cabinetmaker, All Around  
Cable Splicer, Telephone, Telegraph or Submarine Cable  
Cable Transmitter and Receiver  
Cam-Lay-Out Man  
Car Inspector, Railroad Transportation  
Catalytic-Converter Engineer, Synthetic Rubber  
Cementer, Oil Well  
Chainmaker, All Around  
Chamberman, Acid  
Coke Burner  
Computer, Electric, Gravity, or Seismic  
Conductor, Railroad Transportation  
Continuous-Still Engineer, Synthetic Rubber  
Converter Operator, Non-ferrous Smelting & Refining  
Coppersmith, Marine, All Around  
Coremaker, All Around  
Cutting Machine Runner, Mining  
Diamond Driller, Mining  
Die Maker, All Around  
Die Setter  
Die Sinker, All Around  
Diesel Mechanic, All Around  
Dispatcher, Radio Communications, Telegraph or Submarine Cable  
Diver  
Driller, Fine Diamond Dies  
Driller, Oil Well, Cable or Rotary



Electrical Tester, Power Equipment  
Electrician, Airplane, Marine, Power House, or Submarine Cable,  
All Around

Electrician, Installation and Maintenance, All Around  
Engineer, Chief, First, Second, or Third Assistant, Ship  
Engineer, Locomotive, Railroad Transportation  
Engineer, Turbine or Diesel  
Engineering Draftsman, Design  
Finisher, Fine Diamond Dies  
First Helper, Open Hearth or Electric Furnace  
Flight Dispatcher

Foreman:

Included under this designation are only those individuals who are (1) utilizing in their supervisory jobs the knowledge and skills of one or more of the occupations included in the List of Critical Occupations, and (2) those who supervise directly or through subordinate foremen and supervisors production, technical, or scientific work in essential activities, although the occupations of the workers supervised may not be listed. The second category includes only individuals who must be in jobs requiring an extensive knowledge of the production, technical or scientific work they are supervising, the exercise of independent judgment and responsibility for the products made or services rendered, and a training period of two or more years. In some plants, the supervisory personnel may be designated by other than supervisory titles, and where they meet the requirements outlined above they are included.

Form Builder, Aircraft  
Glass Blower, Scientific Laboratory Apparatus  
Heater, Steel Mill, All Around  
Heat Treater, All Around  
Hoisting Engineer, Mining

Inspector:

Included under this designation are only those workers who are qualified to perform in one or more of the critical occupations appearing in this list, and who utilize the knowledge and skill of such occupations in inspecting work in order to insure uniformity and accuracy of products or services.

Installer, Telegraph or Telephone Equipment  
Instructor:

Included under this designation are only those workers who are qualified to perform in one or more of the critical occupations listed and because of their aptitude and experience have been assigned as instructors in training programs either in-plant or vocational.



Instrument Maker and Repairer, Electrical, Mechanical, or Scientific

Jewel Bearing Maker, All Around

Jointer, Submarine Cable

Lay-Out-Man, Boilermaking, Foundry, Machinery, or Shipbuilding

Lead Burner, All Around

Lineman, Power, Telegraph, or Telephone, All Around

Load Dispatcher, Power or Gas

Locomotive engine Repairman

Loftsman, Aircraft or Shipbuilding

Loom Fixer

Machine Driller, Mining

Machine Tool-Set-Up-Man

Machinist, All Around

Machinist, Marine, All Around

Mate, First, Second, or Third

Mechanician, Communications Equipment

This title includes individuals who maintain and repair telephone and telegraph equipment and circuits; technical broadcast equipment; radiotelephone and radiotelegraph equipment; or submarine cable apparatus

Miller, Grain Products, All Around

Millwright

Miner, Underground, All Around

Included under this title are only those individuals whose job assignment requires them to perform the duties involved in driving underground openings including drilling, blasting, timbering. Due to standardizations of mining methods these functions may be performed by separate individuals whose occupational titles also appear in this list because the jobs meet the criterion of critical occupations. Since the term "Miner" is generally used in the industry to identify underground workers, it should be clearly understood that it does not cover such workers as muckers, trammers, and helpers.

Molder, Bench or Floor, All Around

Model Maker, All Around

Observer, Seismic

Oil Well Gun Perforator

Oil Well Treater, Acidising

Optical Mechanic, All Around

Paper Making Machine Engineer

Patternmaker, Metal or Wood

Pipe Fitter, Marine

Powershovel Engineer, Mining

Precision Lens Grinder, All Around

Pulpit Operator, Steel Mill



Pumper, Refinery, in Charge  
Purification Engineer, Synthetic Rubber  
Radio Communications Technician  
Radio Telegrapher  
Radiophoto Technician  
Reactor Engineer, Synthetic Rubber  
Receiver Tester, Radio or Radar  
Refrigerator Equipment Repairman, Gas or Electric, All Around  
Refrigerator Engineer  
Sheetmetal Worker, Marine, All Around  
Shipfitter, All Around  
Shipwright, All Around  
Ship Rigger, All Around  
Ship Captain  
Ship Pilot  
Signal Maintainer  
Still Operator, Chemical, All Around  
Stillman, Petroleum Processing  
Superintendent, see Foreman  
Supervisor, see Foreman  
Switchboard Operator, Power  
Tanner, All Around  
Testing and Regulating Technician, Telegraph or Telephone  
Timberman, Mining, All Around  
Tool Designer  
Tool Maker  
Train Dispatcher  
Transmission Engineer  
Tugboat Captain  
Tugboat Engineer  
Wood Seasoner, Kiln  
X-Ray Equipment Serviceman

Part II - Professional and Scientific Occupations \*

Accountant

Included under this title are Certified Public Accountants and those who have comparable training, experience, or responsibilities.

Agronomist

Anatomist

Architect, Naval

Astronomer

Bacteriologist

Chemist

Engineer, Professional or Technical

This title covers persons who are actually engaged as engineers in the operating, research, or teaching phases of these professions, who are qualified either by having



met the educational requirements or because of long experience. In addition, this title is intended to include those individuals who may specialize in certain phases of the professions listed below, such as Mechanical Engineers who specialize in the automotive, heating or refrigerating engineering field but whose special designations have not been mentioned.

Aeronautical	Marine
Agricultural	Mechanical
Ceramic	Metallurgical
Chemical	Mining
Civil	Petroleum
Communications	Radio
Electrical	Safety

Entomologist  
Forester  
Geologist  
Geophysicist  
Horticulturist  
Mathematician (including Cryptanalyst)  
Metallurgist  
Meteorologist  
Nematologist  
Oceanographer  
Parasitologist  
Pathologist, Medical  
Pharmacologist  
Physicist  
Physiologist, Medical  
Plant Pathologist or Physiologist  
Seismologist

\*The titles appearing in this critical list of Professional, Technical, and Scientific Occupations are also intended to cover those persons who are engaged in full-time teaching of these professions. In addition, they cover persons engaged in full-time inspecting duties which require the utilization of the knowledge of the critical occupations.



## APPENDIX C

### NON-FERROUS METAL AND LUMBER INDUSTRIES

#### Non-Ferrous Metals Industry

The term "non-ferrous metal" (mining, milling, smelting, and refining) as used in this Stabilization Plan, means:

- (a) All mining, dressing and beneficiating (milling) of:
  - Aluminum (Including alunite and bauxite ores)
  - Antimony
  - Arsenic
  - Beryllium
  - Chrome
  - Cobalt
  - Columbium
  - Copper
  - Lead
  - Magnesium
  - Manganese
  - Mercury
  - Molybdenum
  - Tantalum
  - Tin
  - Titanium
  - Tungsten
  - Uranium
  - Vanadium
  - Zinc
  - Zirconium
  - All other non-ferrous metals exclusive of the precious metals;
- (b) All removal of overburden, sinking of shafts, development of new ore bodies, and similar services performed preparatory to the mining of the non-ferrous metals specified above;
- (c) All prospecting and exploration activities, in connection with the development of the non-ferrous metals specified above, carried on in accordance with an authorization of or with the aid of a governmental agency, or as a substantial organized and responsible pursuit under a bonafide contract or authorization;
- (d) All primary smelting and refining of the non-ferrous metals specified above.

#### Lumber Industry

The term "Lumber" as used in this Stabilization Plan, means:

- (a) All logging operations, irrespective of whether such operations are conducted by logging contractors or are carried on in combination with the operation of sawmills or pulp mills;
- (b) All operations of sawmills, including the operations of box factories operated in conjunction with sawmills at the same plant site, but excluding sawmills carried on primarily in conjunction with pulp mills, shingle mills, match block and match plank operations, cooperage stock mills, cooperage establishments, and furniture establishments;



- (c) All operations of planing mills engaged primarily in the production of dressed lumber, but excluding planing mills primarily engaged in the production of finished mill products such as shingles; doors, sashes, window frames, match blocks, and match planks, and similar products;
- (d) All veneer mill operations, including all activities incident to the production of veneer;
- (e) All plywood mill operations, including all activities incident to the production of plywood.



# APPENDIX D

## LIST OF CONTROLLED OCCUPATIONS (El Paso County)

Air Hoist Operator	Cake Inspector
Anode Inspector	Carpenter
Apprentice Electrician	Cashier
Apprentice Machinist	Casting Inspector
Assayer	Casting Machine Operator
Assistant Chief Chemist	Casting Wheel Operator
Assistant Chief Clerk	Cellar Man
Assistant Superintendent	Charge Feeder
Assistant Timekeeper	Charge Weigher
Assistant Warehouseman	Charging Locomotive Operator
Assistant Foreman	Charging Machine Operator
Assistant Unloader	Check Weigher
	Chemical Laboratory Assistant
Baghouseman	Chemist
Barnacle Puncher	Chief Assayer
Barnacle Puncher Leader	Chief Chemist
Billet Chipper	Chief Clerk
Billet Cut-Off Man	Chief Engineer
Billet Cut-Off Man Helper	Circulator
Billet Dresser	Clerks, General Office
Billet Driller	Cobbing Inspector
Billet Examiner	Converter Operator
Billet Furnace Man	Conveyor Operator
Billet Grinder	Copper Remover and Slime Sponger
Billet Grinder Helper	Copper Tapper
Billet Inspector	Counter
Billet Marker	Crane Chaser
Billet Saw Man	Crane Man
Billet Shearman	Crane Operator
Billet Shearman Helper	Crusher Feeder
Blacksmith	Crusher Operator
Blacksmith Helper	Cut-Out Plate Skinner
Blast Furnace Keeper	
Blast Furnace Charge Floor Man	Draftsman
Boilermaker	Doctors Assistant
Boilermaker Helper	Driller
Bone Ash Man	Drop Hammer Operator
Bone Ash Wiper	Drop Hammer Operator Helper
Bookkeeper	Dumper
Bosh Man	
Brakeman	Electrical Repairman
Brakeman, Yard I	Electrician
Bricklayer	Electrode Plate Hanger
Bridge Crane Operator	
Buggy Man	File Clerk
Business Manager	Fireman



Fireman, Stationary Boiler	Mixer Man
Fireman, Roaster	Mold Changer
First Loader	Mold Chipper
First Sampler	Mold Cooler
Flapper	Mold Dresser
Foreman	Mold Maker
Freight Rate Clerk	Mold Maker Helper
Funnel Liner	Mold Man
Funnel Man	Mold Marker
Furnace Man	Mold Painter
	Mold Sprayer
Gasoline Locomotive Operator	Mold Swabber
Gas Tester	Mold Temperature Control Man
Gate Shear Operator	Molder, Lead
General Manager	Monorail Crane Operator
Grinder	Motorman I
Ground Keeper	Multiple Shearman
	Multiple Shearman Helper
Hand Charger	Multiple Shear Scrap Man
Hand Framor	
Head Framor	Oiler
Head Repair Man	
Hook-on Man	Physical Laboratory Assistant
Hot Sheet Man	Pipe Fitter
	Pipe-Out Man
Junction House Laborer	Plant Doctor
Knock Down Man	Plant Engineer
Knock Out Man	Plant Superintendent
	Pipe Fitter Helper
Laboratory Assistant	Plate Cleaner
Laborer	Platform Man
Laborer, Process	Plug Man
Ladle Liner	Pluggor
Ladle Liner Helper	Porter
Ladle Operator	Powerhouse Engineer
Laundress	Pumpman
Lead Burner	
Lead Pot Operator	Rack Man
Loader	Residue Furnace Man
Locomotive Crane Operator	Reverberatory Furnace Man
Loop Cutter	Reverberatory Furnace Man Helper
Looper	Reverberatory Furnace Operator Helper
Looper Helper	Roll Boss
	Roll Greaser
Machinist	Roller
Machinist Helper	
Maintenance Man	Safety Inspector
Maintenance Mechanic Hlepor	Sampler
Marker	Sampler Helper
Material Man	Scrap Puller
Matte Remover	Second Loader
Messenger	Separator Box Operator
	Separator Man



Settlement Clerk	Unloader
Shearman	Unloading Gang Washer
Shearman Foreman	Unloading Leader
Shearman Helper	
Sheet Cutter	Voltmeter Man
Sheet Hanger	
Sheet Piler	Warehouse Man
Sheet Metal Worker	Wash Gang Plate Turner
Shift Leader	Wash Gang Siphoner
Short Circuit Cleaner	Wash Gang Washer
Short Circuit Cleaner Helper	Washer
Side Door Man	Watchman
Sill Man	Water Man
Sill Man Helper	Water Tender III
Slab Straightener	Weigher
Slag Loader	Weigher Helper
Slag Tapper	Weigh Master
Slime Delivery Man	Weigher Up
Slime Remover	Welder
Slime Remover Helper	
Slime Siphoner	Yardman
Smoke Conditioning Man	
Smoke Tester	
Stamper	
Steam Locomotive Crane Operator	
Steamer	
Stenographer	
Stick Burner	
Stick Feeder	
Stick Man	
Stick Remover and Tank Washer	
Stick Room Boss	
Stick Room Leader	
Switchman	
Tank Repair Man	
Tank Repair Man Helper	
Tank Watchman	
Tapper	
Tapper II	
Temperature Control Man	
Time Keeper	
Tool Clerk	
Tool Repair Man	
Track Repairman	
Trackman	
Trestle Man	
Trolley Car Motorman	
Trolley Car Motorman Helper	
Truck Driver	



Office for Emergency Management

WAR MANPOWER COMMISSION

Office of the  
Area Director

El Paso, Texas  
October 16, 1943

The S. D. Saddle Co.,  
526 East Overland St.,  
El Paso, Texas

Gentlemen:

Attached hereto is a copy of the Employment Stabilization Plan for the El Paso War Manpower Area.

Should you desire clarification or interpretation of any point in the plan, please feel free to call upon your local office of the United States Employment Service of the War Manpower Commission.

Location of these offices, and the counties which they serve are listed below:

El Paso - 109 South Oregon Street, Telephone: Main 1634  
Brewster, Culberson, El Paso, Hudspeth, Jeff Davis,  
Presidio and Terrell.

Monahans - 107 Water Street, Telephone: 595  
Loving, Pecos, Reeves, Ward and Winkler

Odessa - 510 North Grant Avenue, Telephone: 787  
Andrews, Crane, Ector, Midland and Upton

Very truly yours,



Fred C. Wendt, Area Director  
War Manpower Commission



WAR PRODUCTION BOARD

Office of Industry Advisory Committees

Washington, D. C.

SUMMARY OF MEETING

Committee: Harness, Horse Collar & Saddlery Industry Advisory Committee

DATE: Oct. 15, 1943

PLACE: Social Security Building, Washington, D. C.

GOVERNMENT F. Albert Hayes

PRESIDING Textile, Clothing & Leather Div.

OFFICER: War Production Board

COMMITTEE MEMBERS

(\*Present at Meeting)

Walter Boyt  
Boyt Harness Co.  
Des Moines, Iowa

\*Emil Cottor  
Scheffer & Rossum Co.  
Saint Paul, Minn.

George H. Delany  
Syracuse Saddlery Co.  
Syracuse, N. Y.

\*Harold Ellsworth  
Ellsworth-Haffner Co.  
Orrville, Ohio

Donald Gleckner  
W. W. Gleckner & Sons Co.  
Canton, Pa.

\*L. H. Hamley  
Hamley & Co.  
Pendleton, Oregon

Harry Heck  
Wm. Heck Saddlery Co.  
California, Mo.

\*Arthur Hopkins  
Hess & Hopkins Leather Co.  
Rockford, Ill.

\*Fred Keyston  
Keyston Brothers  
San Francisco, Calif.

C. F. Oliphant  
Southern Saddlery Co.  
Chattanooga, Tenn.

J. O. Reed  
J. G. Reed Co.  
Ogden, Utah

\*R. E. Vance  
Bona Allen, Inc.  
Buford, Ga.

\*James Warren  
Schoellkopf Co.  
Dallas, Texas

\* R. W. Ward  
Kentucky Whip & Collar Co.  
Princeton, Ky.

Industry Advisory Committees are representative groups formed for the purpose of furnishing advice and information to the War Production Board on matters furthering the war effort. Recommendations made by the committee are given serious consideration but they do not necessarily reflect current WPB



policy. No actions are taken or decisions made in these meetings, as they are solely for advisory purposes.

Suggested subjects for consideration at future meetings may be sent to the Government Presiding Officer listed above.

THIS MATERIAL MAY NOT BE REPRODUCED IN WHOLE OR IN PART  
WITHOUT AUTHORIZATION FROM THE WAR PRODUCTION BOARD.

#### PURPOSE OF THE MEETING

The committee met to consider (1) the leather supply, (2) disposition of harness at quartermaster depot, (3) harness chain, (4) web harness, (5) simplification and conservation, (6) requirements, (7) fiber shipping containers and (8) other problems.

#### INTRODUCTORY REMARKS

Mr. Remick of the Office of Industry Advisory Committees spoke briefly of the function of advisory committees. Mr. Hayes, the Government presiding Officer, appointed a three-man panel which has the privilege of asking the WPB to call a meeting of the committee at any time. The panel consists of Mr. Warren, Mr. Cotter, and Mr. Gleckner.

#### LEATHER SUPPLY

Although monthly soakings of leather for the industry were limited to 70 percent of those for 1942 by the directive of July 1, it has been possible to permit soakings of harness leather, collar leather, and skirting leather to go to 90 percent, Mr. Gay of the Textile Division told the committee.

Production of harness leather in 1943 for civilian requirements will be approximately 588,000 sides, Mr. Dauer of the Textile Division said, compared with 463,000 sides for 1942.

Requirements of collar leather for the last 6 months were 112,000 sides, Mr. Dauer stated. Production of this leather is running about 20 percent short. A directive was recently issued on six tanners to produce 25,000 sides of leather to be used for collar leather, Mr. Gay said. About 12,000 sides of skirting leather a month is being obtained, which meets requirements.



Statistics Presented.--- Trade association statistics were presented on the production and deliveries of different types of leather:

Year	<u>Harness Leather</u>		<u>Collar Leather</u>		<u>Skirting Leather</u>	
	<u>Production</u>	<u>Deliveries</u>	<u>Production</u>	<u>Deliveries</u>	<u>Production</u>	<u>Deliveries</u>
1934	761	764	329	345	86	81
1935	845	848	398	414	117	114
1936	814	810	292	300	137	132
1937	688	635	351	344	149	149
1938	340	363	216	216	148	152
1939	416	455	297	298	200	200
1940	462	494	330	331	217	223
1941	608	649	372	380	261	258
Total	4,934	5,018	2,585	2,628	1,315	1,309
Av. Per Yr. 1936		627	323	328	164	163
1942*	745	758	325	323	158	166
1943**	262	269	78	85	47	48

\*Civilian & Military      \*\*Civilian  
All figures are in thousands of sides of leather.

There was also presented the following association information on harness, skirting, and collar sides:

	<u>Harness Sides</u>	<u>Skirting Sides</u>	<u>Collar Sides</u>
1. Number of sides of leather bought in 12 months period ending Oct. 31, 1942..	462,392	99,237	198,318
2. Number of sides sold to retailers as leather for repairing.....	49,685	10,288	4,719
3. Number of sides of leather used in making parts and strap work, sold as such.....	349,811	40,512	101,175
4. Number of sides used in making complete new equipment, sold as complete units. (Firms that could not give exact data on (3) and (4) were asked to estimate it as closely as possible, answering in sides.....	109,606	52,628	76,383
5. Number of sides of leather on hand October 31, 1942.....	12,414	6,212	13,397
6. Number of sides of leather needed for purposes enumerated in (2), (3), and (4) above, for the current year beginning November 1, 1942 and ending October 31, 1943.....	643,097	137,348	266,625



The total number of sides reported in Items 2, 3, and 4 on harness leather is 509,102 sides; on skirting leather, 103,428 sides; and on collar leather, 182,277 sides.

Report of Committee members on Supply of Leather.---

A committee member said that his company is getting 50 percent of its skirting leather needs and 40 percent of its collar needs. The situation on harness leather is better.

Another member, whose company operates its own tannery, said that the firm is meeting requirements reasonably well. He believed that the demand for the industry's products is not as great as appears on the surface.

A third member, whose company is mainly concerned with skirting leather, stated that his company is obtaining nearly all of the leather that it can use.

A fourth member estimated that his company could use at least 25 percent more harness and collar leather.

Another member said that his company has been getting about half of a normal supply of harness leather in the last 6 months and about a fourth of a normal supply of collar leather.

A sixth member remarked that his company has had trouble in obtaining splits for collars. The company is getting a fair amount of harness and collar leather.

A seventh committee member said that his company needs 20 percent more harness leather to keep its crew of workers at capacity, considering only orders on hand from regular customers. The supply of collar leather is 40 percent off and of skirting leather 15 percent off.

Another member, whose company operates its own tannery, spoke of the decline in the number of hides tanned. In 1942, the figure fell to 500 from the 1,000 to 1,200 of 1941. At present, 70 percent of the 1942 figure is permitted.

A ninth member said that his company has had a reasonably adequate supply of collar leather and about a 50 percent supply of harness leather. The company has made wide use of substitute leathers.

HARNESS FROM LAST WAR DISCOVERED IN DEPOT

The Division recently learned of a supply of harness at the quartermaster depot in Jeffersonville, Indiana, which had been left over from the last war, Mr. Gay said. The harness consists of 22,000 sets, mostly double, as follows:

14,180 ambulance  
5,200 lead artillery  
1,000 wheel artillery  
1,425 machine gun cart.



The harness has been well cared for and is in good condition. The Division has recommended that it be released to the harness manufacturers on some kind of allocation basis.

It has been suggested, Mr. Gay stated, that the harness be appraised by a committee of interested agencies including the Office of Civilian Requirements, Treasury Procurement, and the War Production Board. The various manufacturers would be informed of the availability of the harness. It is intended that the equipment shall go to farmers.

#### HARNESS CHAIN

Mr. Goldstrohm of the Chain Section, Tools Division explained the method by which chain is now being manufactured for agricultural purposes. Because of shortage of chain for agriculture in 1942, it was found necessary to schedule a certain amount of chain for the use of agriculture. Limitation order L-302 regulates chain production. The chain, which must conform to certain specifications, is the same as that being made for the armed services. Distribution is at the manufacturers level.

Committee members said that they are able to get trace chains, and Mr. Goldstrohm thought that they will soon be able to secure breast chains, which are still short.

#### WEB HARNESS

Mr. Campbell of the Textile Division emphasized the fact that the web harness recently developed as a substitute for leather is not intended to replace leather but is intended simply to serve as a stop-gap for the duration of the war.

The harness exhibited at the committee meeting of July 8 has been tested at the University of Maryland, Mr. Campbell said. Slight flaws have been corrected. Yarn used in the webbing is now being waterproofed before weaving. Tests by the Bureau of Standards indicate that the strength of the web harness compares favorably with that of leather harness. It is estimated that the harness can be sold at retail at \$68.50 per set.

Mr. Campbell said that, although the web harness has so far not met with a favorable response in the United States, the British Government might be interested in purchasing. A committee member said that his company would be glad to make the web harness if the U.S. farmers are willing to buy it. Other members were uncertain about the possibility of producing web harness. One member said that his company could handle it on a military contract. Another member was interested in the webbing for halters and lines. Mrs. Walker of the Office of Civilian Requirements suggested that there might be a market for web harness in the South.

Mr. Swenson of the Textile Division spoke of the fact that increased hame production will be necessary if 92,000 sets of the web harness are delivered to the British. He also noted that 184,000 collars will be necessary.



## SIMPLIFICATION AND CONSERVATION

### Task Committee Report on Victory Model Harness--

Mr. Warren gave the report of the task committee appointed to study victory model harness. The report is as follows:

"Your task committee on harness has had an opportunity to examine letters written within the last 30 days to the Saddlery Manufacturers Association in response to an inquiry made by that association.

"These letters are from the majority of harness manufacturers who, in our judgment, make more than 85 percent of all harness made and deal with ways and means of spreading available harness leather as far as possible among farmers who need harness and harness repair parts.

"Your task committee is assured, from statements made in said letters, that steps have been taken by nearly all such manufacturers to concentrate production on standard models of the minimum specifications suitable for farm use. Assembly of complete harness has been greatly reduced, and this procedure should be continued and intensified to the end that repair parts be available in maximum quantities."

The other two members of the task committee were Mr. Cotter and Mr. Gleckner.

Restriction on Lines suggested.-- A majority of the committee members believed that lines should be restricted to 1 inch in width in the interests of conservation. Mr. Gay said that the restriction could be included in a revision of general conservation order M-310, the majority of the committee so recommended. One of the members favored the 1-inch width, not as a restriction, but simply as a WPB recommendation. It was also suggested that restrictions might be placed upon hip and back straps.

## REQUIREMENTS

In response to a question from Mrs. Walker, a committee member estimated that 750,000 sides of leather would be needed to fill industry's requirements. Mr. Gay believed that the industry is now getting some 60,000 sides of leather a month for the farm trade. Mr. Spelman of the Office of Civilian Requirements suggested that the leather might be used more effectively if parts only were allowed to be sold, rather than complete sets of harness.

Mr. Hayes called attention to the following paragraph from the summary of the meeting on July 8: "It is estimated that there are about 12,000,000 horses and mules in the country, 10,000,000 of which are used on farms and would therefore need harness or other equipment. On this basis, the estimated requirements for harness in the Middle West are held to be about 120,000 sets, while users in the South will require 160,000 sets. This total requirement of 280,000 sets means that 340,000 sides would be needed to meet actual needs. Mr. Byron also referred to a survey of harness producers made in November, which revealed that only 643,000 sides would be needed to fill requirements."



#### FIBER SHIPPING CONTAINERS

Mr. Swenson called attention to the fact that according to limitation order L-317 fiber boxes have recently been prohibited for packing harness, horse collars, and saddles. The Textile Division demonstrated to the Containers Division that harness cannot be packed in paper. Members of industry are asked to utilize all the used boxes possible in their areas and to buy wood boxes which the Government has for sale before filing appeals to L-317. One of the committee members said that his company has found it possible to use heavy paper successfully in packing saddles.

#### OTHER PROBLEMS

Committee members indicated that they do not have a supply of saddle blankets, which are necessary to keep the backs of horses from getting sore. Lariat rope is also needed in greater quantities. Ticking and duck for horse collars have also been short.

In reply to a question from Mrs. Walker, committee members stated that steel rivets are satisfactory for harness even though they have to be replaced oftener than copper.

Committee members recommended that all members of the industry be sent copies of the summary of the committee meeting.

#### NEXT MEETING

It was suggested that the next meeting be held in February.



# WAR MANPOWER COMMISSION

WASHINGTON, D. C.

PAUL V. McNUTT  
Chairman

Gentlemen:

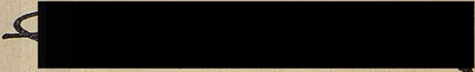
This letter is sent to help you obtain and use workers you need to maintain production schedules and to replace employees drawn into the Armed Forces. You will probably need to employ increasing numbers of women, older workers, and men not qualified for military service. Among these workers there will be many aliens and American citizens who do not have birth certificates. Because there are special problems involved in the employment of such workers, several Government agencies most concerned with manpower and production have prepared descriptions of procedures and techniques that may be useful in this connection. These include:

1. Joint Statement on Alien Workers. Many employers have not understood the rules and procedures relating to the employment of alien workers by War Contractors. To eliminate this confusion and to assure the full employment of all loyal and qualified aliens within the established security requirements, the enclosed joint statement has been issued by the Secretary of War, the Attorney General, the Secretary of the Navy, and the Chairman of the Maritime Commission.

2. Proofs of Citizenship. A serious consequence of the misunderstanding that has existed regarding the regulations on alien employment has been a barrier raised against the employment of native American citizens who do not possess birth certificates. Statements outlining alternative proofs of citizenship which should be accepted in lieu of birth certificates have been issued by the War and Navy Departments and the Department of Justice.

It is the hope of the War Manpower Commission that these statements of policy and procedure will be effectively used so that no manpower will be wasted and no working time which might contribute toward bringing this war to a speedy and successful conclusion will be lost.

Sincerely yours,

  
Chairman.

Enclosures 2:

- No. 1—Joint Statement on the  
Employment of Aliens.
- No. 2—Statement on Citizens  
Without Birth Certificates.







# JOINT STATEMENT

BY

*The Secretary of War*

*The Attorney General*

*The Secretary of the Navy*

and

*The Chairman of the Maritime Commission*

ON

## THE EMPLOYMENT OF ALIENS

June 7, 1943.



## *I. INTRODUCTORY STATEMENT*

1. The protection of the war effort against espionage, sabotage, and subversive activities is paramount to all other considerations. The Departments of War, Justice, and Navy, and the Maritime Commission recognize clearly the importance of meeting to the fullest possible extent the expanding military and industrial demands for manpower. The governmental agencies herein named are, therefore, making this joint statement with respect to the national policy to the end that the available manpower may be utilized by contractors and subcontractors to the maximum degree consistent with the paramount importance of internal security.

2. The granting of full employment opportunities to all loyal and qualified workers irrespective of national origin or citizenship is urged upon and expected of all contractors and subcontractors of the Government agencies herein named. The applicable national policy was clearly stated by the President in his statement of July 11, 1942, in which he said:

"Persons should not hereafter be refused employment, or persons at present employed discharged, solely on the basis of the fact that they are aliens or that they were formerly nationals of any particular foreign country. A general condemnation of any group or class of persons is unfair and dangerous to the war effort. The Federal Government is taking the necessary steps to guard against, and punish, any subversive acts by disloyal persons, citizens as well as aliens."

3. The policy and procedure herein outlined apply to the employment of aliens by Government contractors and subcontractors within the continental United States. Special regulations apply to the employment of aliens on shipboard and in territories outside of the continental United States.



---

## II. PERMISSION TO EMPLOY AN ALIEN IS REQUIRED IN ONLY TWO CLASSES OF CASES

---

4. Contractors and subcontractors are required to obtain the written consent of the head of the Government department concerned, before employing aliens under the following conditions only:

(a) *Aeronautical contracts*.—Written consent is required before an alien employee may be permitted to have access to the plans or specifications or the work under construction or to participate in the contract trials under contracts involving aircraft, aircraft parts, or aeronautical accessories for the United States.

(b) *Classified contracts*.—Written consent is required before aliens employed by a contractor in the performance of secret, confidential, or restricted Government contracts shall be permitted to have access to the plans or specifications, or the work under such contracts, or to participate in the contract trials.

5. War and Navy Department and Maritime Commission contractors and subcontractors may employ aliens as freely as American citizens, except under the specific conditions specified in paragraph 4 (a) and (b) above.

---

## III. APPLICATION OF ANTIDISCRIMINATION CLAUSE

---

6. Pursuant to Executive Order No. 8802, dated June 25, 1941, an anti-discrimination clause (sometimes called "nondiscrimination" clause) has been included in all War and Navy Department and Maritime Commission contracts entered into since June 25, 1941. This clause requires the granting of full employment opportunities to all loyal and qualified workers regardless of race, creed, color, or national origin. This clause is intended to apply equally to citizens and noncitizens. For contractors or subcontractors of the War or Navy Department, or of the Maritime Commission to require American citizenship as an essential condition for employment is considered a breach of the clause in the contract and is contrary to the national policy as expressed in the Executive Order.

7. Even on aeronautical and classified contracts, if a qualified applicant whose services the contractor needs is an alien whose loyalty to the United States the contractor has no reason to doubt, the contractor is obligated to cooperate with the applicant in applying for consent to his employment. Failure to request consent for the employment of, or to employ such an alien upon securing consent, if except for his alien status he would have been employed, constitutes a breach of the anti-discrimination clause of the contract and is contrary to national policy as expressed in the Executive Order. If a contractor refuses employment to a qualified and



authorized alien worker, he should be prepared to present specific and sufficient reasons to avoid a charge of discrimination.

8. In no case, except those in which an individual alien is denied employment by the specific action of the War or Navy Department or the Maritime Commission, is a contractor justified in informing an applicant that he is being refused employment because of Government regulations. The same considerations apply to removal from employment.

#### **IV. PROCEDURE FOR REQUESTING CONSENT TO EMPLOY ALIENS FOR WORK ON AERONAUTICAL OR CLASSIFIED CONTRACTS**

9. In order to obtain consent of the head of the Government department concerned, for the employment of an alien on an aeronautical or classified contract, the alien and the contractor are required to fill out their respective parts of an Alien Questionnaire Form. The procedure in this connection is as follows:

(a) The alien may go to the nearest office of the United States Employment Service, which will furnish him with the application form and will assist him in filling out his portion of the questionnaire. However, if the contractor has forms and office facilities conveniently available, the alien may go directly to the contractor's plant and may there fill out his portion of the questionnaire. The plant security officer is instructed to furnish to contractors the Alien Questionnaire Forms. However, the form may also be secured from the local office of the United States Employment Service.

(b) When the alien's portion of the questionnaire has been completed, the form will then be submitted to the employer who will fill out his portion of the questionnaire. Insofar as possible, statements made by the contractor or reported by him, regarding the loyalty of the alien, should be factual rather than simply expressions of opinion.

(c) When the contractor has completed the Alien Questionnaire Form (seven copies), he will retain one copy and will deliver the others to the plant security officer. This officer will retain one copy and will forward the others to the authorized representative of the head of the department concerned.

(d) This representative, after full investigation of the loyalty of the alien applicant, makes his recommendation, pursuant to which the Secretary of War, the Secretary of the Navy, or the Chairman of the Maritime Commission grants or denies consent to employ the alien. Notice of such action is sent directly to the contractor. In the normal case, the employer should receive a decision on his request within less than 2 weeks from the date the application is filed with the plant security officer.



---

## *V. SIGNIFICANCE OF, AND APPEALS FROM DENIAL OF CONSENT*

---

10. The denial of consent does not necessarily indicate a decision that the alien concerned has disloyal tendencies, but may merely mean that his loyalty to the United States has not yet been positively proved.

11. If consent is denied, the contractor should promptly so inform the alien applicant, and at the same time advise him as to possible reconsideration.

12. Reconsideration of a denial of consent may be requested by either the alien or the contractor, and additional evidence of loyalty, and letters of recommendation, may be sent direct to the Office of the Provost Marshal General.

13. Aliens whose applications for employment on aeronautical or classified contracts have been denied by the Secretary of War, the Secretary of the Navy, or the Chairman of the Maritime Commission, should be directed to the United States Employment Service for referral to other work.

---

## *VI. NO PENALTIES APPLY IF CONSENT IS OBTAINED BEFORE EMPLOYING ALIENS ON AERONAUTICAL AND CLASSIFIED CONTRACTS*

---

14. Some contractors and subcontractors have hesitated to employ aliens because of a lack of clear understanding of the statutory restrictions, and concern as to the penalty for violation thereof. It is repeated and emphasized that the only restrictions are those set forth in paragraph 4 above, and that an employer is not subject to any penalty if, in good faith, he obtains the written consent of the head of the Government department concerned before an alien is permitted to have access to the work, plans, or trials under aeronautical or classified contracts.

---

## *VII. RESPONSIBILITIES FOR PLANT SECURITY*

---

15. The contractor is responsible for the protection of the plant against all persons who might endanger its security, regardless of their citizenship. Contractors will comply with detailed regulations concerning plant security issued from time to time by the War and Navy Departments and the Maritime Commission, including:

(a) Complying with the provisions of their contracts respecting the safeguarding of all plans and specifications and all work under these contracts.

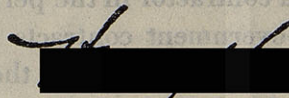
(b) In any case and at any time where there is a definite indication that an employee is subversive or engaged in subversive activities, no investigation will be conducted by the employer, but the facts will be furnished to the Federal Bureau of Investigation for appropriate consideration. (Employees have the same duty of reporting in this regard as have employers.)



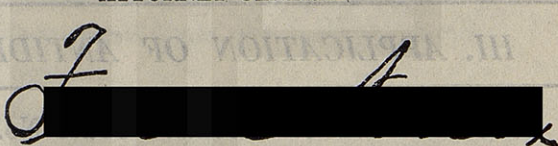
### VIII. PRIOR STATEMENTS AND CONTRACT PROVISIONS

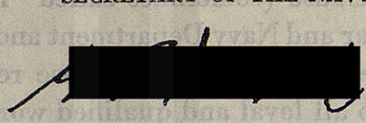
16. This joint statement is applicable with equal force to the employment of aliens under all existing contracts. If any clause of any existing contract prescribes greater restrictions on the employment of aliens than are hereby required or permitted, the Government will waive compliance with such clause, to the extent that it conflicts with this statement.

17. All previous statements of the Departments of War, Navy, Justice, and the Maritime Commission with respect to the policy and procedure in connection with the employment of aliens, are hereby superseded insofar as they may be inconsistent with any statements contained herein.

  
[REDACTED]  
SECRETARY OF WAR

  
[REDACTED]  
ATTORNEY GENERAL

  
[REDACTED]  
SECRETARY OF THE NAVY

  
[REDACTED]  
CHAIRMAN, U. S. MARITIME COMMISSION



# S. D. MYRES SADDLE COMPANY

MANUFACTURERS OF

FINE STOCK SADDLES, COWBOY SUPPLIES, BELTS,  
HOLSTERS, STETSON HATS & WEARING APPAREL

Your Order No. \_\_\_\_\_

P. O. BOX 1505 . . . . . 526 E. OVERLAND ST.

EL PASO, TEXAS, \_\_\_\_\_ 194\_\_

Sold to \_\_\_\_\_

TERMS: CASH

*Amson Perry  
Navy Dept  
Washington D.C.*

*Republic 7-400  
Extension 3871*

*Flap holsters  
with hooks as  
used in Army*

*20,000*

*100 per doz*

*.38 & 44 M&P L" L&L*