MARY ANDERSON

1934 - 1944

For Mrs. Roosevelt

THE WHITE HOUSE
WASHINGTON

January 9, 1934.

E. R.

If you are crazy to do this, all right, but I feel a slight hesitancy about getting mixed up with the domestic service problem. It is not serious, however, if you want to do it.

F. D. R.

memo. for Miss LeHand

Please ask the President if he would be willing to have me do anything like this. I have already written on the subject.

E.R.

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January 26, 1934

Dear Miss Anderson:

For the moment I have all the speaking engagements that I can possibly undertake. You know that I have always been interested in this program, and I will be glad to talk with a group any time and to know what they are doing to help the condition of domestic employees. If you will telephone my secretary she will be glad to give you an appointment.

Very sincerely yours,

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

Ac. 1, 1-26-34

NATIONAL COMMITTEE ON HOUSEHOLD EMPLOYMENT

600 Lexington Avenue, New York, N.Y.

(16)

December 13, 1933

My dear Mrs. Roosevelt:

We are writing you as representatives of the organizations listed at the end of this letter and who represent a fairly large body of employers to enlist your active support in a campaign to bring about better conditions in the field of household employment.

You have shown your interest in the subject through your recent book "It's Up to the Women" and your article "Setting Your House in Order" in the October issue of the Woman's Home Companion, as well as on many earlier occasions, and through your membership in the National Committee on Household Employment. For these reasons we are taking the liberty of writing to you directly and of asking for your assistance.

All who are working toward better standards in this field would be greatly encouraged if you would start off the campaign by a short talk over the radio, urging upon employers the necessity for making domestic service or household employment a more business like occupation with better regulated hours and wages. We would then follow up your talk with magazine and newspaper articles. We also plan to keep in close contact with groups of employers throughout the country. The national organizations which we represent are encouraging their local units to develop such groups.

A committee appointed by the cooperating organizations would be very happy to wait upon you at any time or place you would care to

DR. BENJAMIN R. ANDREWS,
ACTING CHAIRMAN OF THE NATIONAL COMM.
TEACHERS COLLEGE, COLUMBIA UNIVERSITY,
NEW YORK CITY

MISS MARY ANDERSON,
VICE-CHAIRMAN OF THE NATIONAL COMM.
DIRECTOR, WOMEN'S BUREAU, U. S. DEPT.
OF LABOR

DR. LOUISE STANLEY,
VICE-CHAIRMAN OF THE NATIONAL COMM.
DIRECTOR, BUREAU OF HOME ECONOMICS,
U. S. DEPT. OF AGRICULTURE

DR. AMEY E. WATSON,
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HAVERFORD, PENNSYLVANIA

MISS MABEL THOMPSON,
TREASURER OF THE NATIONAL COMM.
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MRS. RICHARD BOARDMAN,
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MISS NANNIE H. BURROUGHS,
PRESIDENT, NATIONAL TRAINING SCHOOL FOR
WOMEN AND GIRLS, WASHINGTON D. C.

DR. LILLIAN M. GILBRETH
MONTCLAIR, NEW JERSEY

MISS EMMA H. GUNTHER
NEW YORK CITY

MRS. EVA VOM BAUR HANSL,
GREENWICH, CONN.

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NEW YORK STATE EMPLOYMENT SERVICE
BROOKLYN, N. Y.

MRS. PAUL E. HOWE,
AMERICAN HOME ECONOMICS ASSN.
WASHINGTON, D. C.

MISS HILDEGARDE KNEELAND,
BUREAU OF HOME ECONOMICS, U. S. DEPT.
OF AGRICULTURE

DR. HAZEL KYRK,
DEPARTMENT OF HOME ECONOMICS,
UNIVERSITY OF CHICAGO

DR. WILLIAM F. OGBURN,
DEPARTMENT OF SOCIOLOGY,
UNIVERSITY OF CHICAGO

MRS. FRANKLIN D. ROOSEVELT,
WHITE HOUSE, WASHINGTON, D. C.

MISS ETHEL M. SMITH,
NATIONAL WOMEN'S TRADE UNION LEAGUE,
WASHINGTON, D. C.

MISS BIRDENA UNDERDAHL,
INDUSTRIAL DEPT., Y. W. C. A.
WATERLOO, IA.

MISS DOROTHY P. WELLS,
SECRETARY FOR EMPLOYMENT, NATIONAL
BOARD, Y. W. C. A., NEW YORK

DR. LEO WOLMAN,
AMALGAMATED CLOTHING WORKERS OF
AMERICA, NEW YORK, N. Y.

designate, either in New York or in Washington, to talk with you further about this. We shall welcome any suggestions you may have to give us. We should be glad to put at your disposal any and all material we may have on the subject.

The need for immediate aid for housework is apparent. According to our information no code under the National Recovery Administration seems possible for this unorganized group, who, however represent a large purchasing power. Reports coming to all our organizations show tremendous exploitation among these workers. With an increase in the cost of living, many household employees both Negro and white, will be faced with an even more serious problem of living on a lower subsistence level. The Negro group, which comprises over 50% of the workers in this field, are in a particularly serious situation. Few, if any groups in America are faced with such a desperate struggle for their existence. These women in spite of low wages, unsatisfactory working conditions and long hours have rendered service which America cannot afford to forget in the faithful care of its homes and children. As official action for a code does not seem possible at the present time, private agencies must take hold.

We are enclosing proposals for a voluntary agreement for employers and employees. We should like to center our educational work around these. Although we feel the necessity for stressing better working and living conditions, we also feel that today the first emphasis should be hours and wages. We believe that a campaign for fair wages comparable to those received by industrial workers will contribute to increased purchasing power and national recovery.

If a campaign, such as we have outlined, is started there are those who feel that if it is carried on by private agencies alone, it would not be able to reach the masses of employers. We would therefore like to discuss with you the possibility of this group of organizations requesting

some form of voluntary agreement, which if accepted, could then be sponsored by the Public Relations Division of the National Recovery Administration.

With very keen appreciation of the impetus you have already given to all who are interested in bringing about better conditions in household employment, we are

Very sincerely yours,

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

Benjamin R. Andrews
Acting Chairman, National Committee
on Household Employment

Lucy R. Mason
General Secretary
National Consumers' League

Dorothy P. Wells
Secretary for Employment
National Board of the Y.W.C.A.
CHAIRMAN FOR COOPERATING ORGANIZATIONS

Mrs. Franklin D. Roosevelt
The White House
Washington, D.C.

Cooperating Organizations

American Home Economics Assn
Brooklyn Catholic Big Sisters
Child Development Institute, Teachers College, Columbia University
Joint Committee on National Recovery
National Assn for the Advancement of Colored People
National Board of the Young Women's Christian Assns
National Consumers' League
National Urban League
New Jersey Urban League
New York Consumers' League
New York State Employment Service
Philadelphia Council on Household Occupations
Women's Bureau, U.S. Department of Labor
Women's Committee, Department of Race Relations of the Federal Council of Churches
Women's Trade Union League

NATIONAL COMMITTEE ON HOUSEHOLD EMPLOYMENT
Benjamin R. Andrews, Acting Chairman, Teachers College,
Columbia University, New York, N.Y.

PROPOSALS FOR A VOLUNTARY AGREEMENT IN HOUSEHOLD EMPLOYMENT

WRITTEN AGREEMENT

A definite working agreement between employer and employee should be made at time of employment. This should be reviewed periodically and anticipated variations should be considered. It is recommended that this agreement be a written one, and a copy be kept by both the employer and employee.

DUTIES

Regular duties should be clearly defined with provisions made for the possibility of emergencies.

HOURS

Actual working hours shall be defined as hours of duty during which the worker is not free to follow his own pursuits

Time on call is that time when he is not free to leave the house but may rest or follow his own pursuits. Two hours on call shall be considered equivalent to one hour of working time.

Hours entirely free for worker's own personal or business life, is the time when the worker is entirely free from any responsibility to the employer or the job.

Total actual working hours shall not exceed a maximum of 60 working hours a week, or less as agreed upon. (See appendix.)

Time off. Two half days a week beginning not later than 2 p.m. on the week day and 3 p.m. on Sunday, or one whole day a week should be scheduled.

Vacations. One week with pay after the first year's service.

WAGES

Proposed Minimum Weekly Rates for Full-time Household Employment

These are the absolute minimum rates suggested for full-time work. This minimum shall be determined from time to time by local Councils of Household Employment, taking into account the conditions determining wages. (A rising scale should accompany increasing skill and experience. Wages now above the minimum should not be reduced.) The committee recommends for local consideration the following suggested rates.

NATIONAL COMMITTEE ON HOUSEHOLD EMPLOYMENT

file

January 30, 1934

Mrs. Melvina Thompson Scheider
The White House
Washington, D. C.

My dear Mrs. Scheider:

On December 12 Miss Mary Anderson, Director of the Women's Bureau; Miss Lucy Mason, Executive Secretary of the National Consumers' League; Dr. Benjamin R. Andrews, Chairman of the National Committee on Household Employment (formerly the National Committee on Household Employer Employee Relationships in the Home) and myself wrote a letter to Mrs. Roosevelt, asking her if she would be kind enough to help us on a project for improving conditions in household employment which we and others are about to start.

We realize fully that Mrs. Roosevelt is extremely busy and may not at this time feel that she can give us a definite answer. In such a case of course we should be delighted to wait, yet at the same time it would aid us in the next steps of our plan if we could have some word from her, even if it were just to say she could not give a definite answer for a little while longer.

If you think you could bring this matter to her attention we should be most appreciative. However, we would understand perfectly if you felt this could not be done. We know how very busy Mrs. Roosevelt is and we do not want to press her for her answer.

Very sincerely yours,

Dorothy P. Wells

Dorothy P. Wells
Secretary for Employment
National Board of the
Young Women's Christian Associations

DPW:PCW

DR. BENJAMIN R. ANDREWS,
ACTING CHAIRMAN OF THE NATIONAL COMM.
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BOARD, Y. W. C. A., NEW YORK

DR. LEO WOLMAN,
AMALGAMATED CLOTHING WORKERS OF
AMERICA, NEW YORK, N. Y.

WOMEN'S BUREAU
U. S. Department of Labor

February 19, 1934

Memorandum to Mrs. Roosevelt

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

Re: Press conference Tuesday morning

On Saturday, February 17th, the National Women's Trade Union League called a conference of the national women's organizations to organize a protest against the different wages for men and women in some of the codes that have been approved. Approximately one-fourth of the codes carry wage differentials by sex in one form or another, although 75 percent do not.

Types of differentials vary with the different codes. Many of them do not appear to be a discrimination against women at first glance but on examination of the facts of the industry we have discovered that the result is as serious as if a direct differential had been put in the code. For instance, in 71 codes the rates established are different for males than for females, but in 14 others, workers who on July 15, 1929 were paid less than the code minimum are set at sub-minimum rates. Such a provision applies to a majority of women workers in these industries and to a few men. Finally in 6 codes, persons on "light repetitive work" are placed at lower rates than the general minimum. This "light repetitive work" is almost always done by women and is by no means necessarily unskilled.

The inclusion of a provision in the code stating that "where women perform substantially the same work as men they shall receive the same pay" does not prevent discrimination against women workers because (1) where the code has already set lower rates for women than for men the code itself establishes the fact that unskilled women receive less than unskilled men, and (2) in all other cases most of the work done by women is different from that of men even though not less skilled. This phrase also permits too much latitude of interpretation and puts the burden of proof upon the women themselves.

It is felt that the minimum wage in the codes should be an absolute minimum and should apply to all unskilled workers regardless of their sex.

The women's organizations are planning to make a protest before General Johnson at the open hearings next week. They are hoping very much that you will find it possible in your press conference of next week to make a statement on this subject, as they feel that anything that you can say would be of great help. There has been some advance publicity about this protest in the Sunday and Monday papers, and it is possible that at tomorrow's press conference you may be asked some questions. If you could say that you will have a statement for them next week it would be most opportune.

February 26, 1934

Dear Dr. Anderson:

I do not know just what this man is talking about. I am turning it over to you. Perhaps it will interest you.

Very sincerely yours,

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Dr. Mary Anderson
Labor Department

Let. from D. C.
~~Robert~~ McClain
McClain Stores
Robertsdale
Pa.

April 27, 1934

My dear Miss Anderson:

Mrs. Roosevelt wants me to thank you very much indeed for sending her the bulletin published by Amy Maher. She read it with a great deal of interest and appreciates your thoughtfulness in sending it to her.

Very sincerely yours,

Secretary to
Mrs. Roosevelt.

Miss Mary Anderson
U. S. Department of Labor
Women's Bureau
Washington, D. C.

S:DD

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

WASHINGTON

April 23, 1934

My dear Mrs. Scheider:

I think Mrs. Roosevelt might like to see this little bulletin. I don't know whether Mrs. Roosevelt knows Amy Maher, who is Director of the Information Bureau on Women's Work, but she is a very fine person and publishes these very interesting pamphlets about once a month.

Sincerely yours,

Mary Anderson

MA:IS

Thanks to Mrs. R. for Copy

INFORMATION BUREAU ON
WOMEN'S WORK

2418 Robinwood Avenue
Toledo, Ohio

APRIL 1934

Vision Fugitive

"ACTION and reaction are equal" we learned in our physics text-books, and in the world of human and spiritual values this warning takes on a depressing note. After all, we stoutly dispute it when we succeed in rescuing the arithmetical frog, who climbs upward for three feet, to slip back only two. Perhaps his conclusions, of a logic tinged with compassion, are truer than those of the physicists.

All of which we must cling to, for comfort, as the chill, numbing winter of reaction begins to set in. The vision of that hopeful Autumn of codes, eagles, and voluntary re-employment agreements had, perhaps, something of the texture of rainbows; we see now that we jumped to conclusions in our eagerness. After all, when one emerges from a tunnel, it is impossible to see clearly in the sudden glare of light. However, it says something for the perennial optimism of mankind that we so eagerly embrace a new chance to hope, as soon as it appears. We did believe that industry, crushed to despondency, as it had been, with a yawning abyss of chaos at its very toes, was ready to admit failure and throw in its lot with the chance of a cooperative society. It was ready, in fact, and for a few weeks we were a united people, struggling shoulder to shoulder to safety.

As the depression has lifted, the old greeds, selfishness, and egocentric impulses have gradually raised their heads, cautiously and tentatively at first, to be driven back by a resolute public opinion and faith; but they have ever more

courage and assurance, their voices are ever louder, their defiance grows daily more daring. The co-operative world is not yet to be, the world of plenty, of organized production for the benefit of all of us. It is as if a voice before the closed door re-echoed: "Absent thee from felicity awhile."

All of which can readily discourage us, if we do not summon our philosophy to correct the picture, for we see industry fighting as of old against the Securities Bill, the Wagner Labor Bill (which after all is only trying to do what we thought we did a year ago), the Wagner-Lewis Unemployment Insurance Bill, hotly contesting any effort to change the very conditions which brought us to that excellent front seat view of the beginning of the break-up of civilization. But history has been full of just such reaction, and a book published this past winter, portraying the struggle of the ideal of liberty during the last century gives a great deal of backbone to one's philosophy.

In "The History of Europe in the Nineteenth Century," Benedetto Croce shows how, after each liberal revolution, the forces of reaction, epitomized in the figures of Metternich, Czar Nicholas, or Bismarck, came back into power to crush all the ideas that had temporarily challenged their sway. Each time, however, although the smothering process was virulent enough, it was gradually and fundamentally losing strength. For instance, after the Paris Revolution of July, 1830, exultation gradually gave way before the success of the reactionaries in climbing back into the saddle, and as the oppression seemed almost worse than ever, a feeling of bitter disappointment set in, and "made people think and believe and say that the July Revolution had failed in its purpose." Then Croce goes on to say: "It was only natural that this should be the case among contemporary spectators, and still more so among those who were struggling and suffering. But this feeling cannot be shared by the historian who does not measure facts by hopes in respect to which (for they are measureless) the former always appear small and inferior; instead he looks only at the facts that preceded them, and observes in what sense the conditions have been modified and what has arisen that is new and positive."

Yes, we must admit our hopes were measureless: we had our hand upon the gate, ready to enter the age of plenty, the sardonic word "potential" escaping our eye. An old Chinese poem begins with the line: "Tsen-Tsan and his brother delighted to dream in grand horizons," and so do all of us who are liberals. But Croce goes on to point out that as a matter of fact the reactionaries do not move, they stand still, and

it is we who are sometimes in front, and sometimes stumble and fall behind, and then rise again, and if we observe this admonition to judge progress not by what our dreams show us might be, but by the actual distance we have covered, there is much to give us courage: we have had these few months of faith in our united strength, in proof that we have sources of leadership, we now know that our democratic institutions are sufficiently elastic to remake our world without violence if we have the will to do so, we know that plenty is potential although not yet actual, and that a life of freedom from drudgery, of leisure, of comfort, of opportunity to develop our full capacities, is within the reach of all. This consciousness will not be lost to us, although we stand still or even fall back, for a short while.

DE-CONTROL

IN JANUARY, 1928, Professor Tugwell, speaking before the National Conference on the Cause and Cure of War, pointed out that during the war we had brought our production and distribution to a point of efficiency undreamed-of in the world before that time, and our standard of living to the highest average in history:—"The war effort managed to gather to itself the scattered ideas of experts of various kinds which had, so to speak, been lying around loose, unused, even despised; and this extended beyond the obvious realm of technology into that of social organization. What had been advocated for years by those best qualified for opinion we found possible to do. And there was and is extraordinary little dissent from the judgment that it worked well. But when peace came most of the arrangements were scrapped. * * * What we gave up at the end of the war was the right to view our revolutionized industry as a social instrument to be used in the general interest; this and the right to compel efficiency in industries which would rather use their energies in raising prices than in lowering costs. * * * It was seen quite clearly in the (war) emergency that something more than carte blanche to combinations was needed, and we established the necessary central regulating and controlling bodies with power to allocate capital and effort, to control prices, and to require efficiency. It is this corollary necessity to the peace-pattern of industry which the post-war attitude refuses to recognize. So far as the government is concerned we have returned to competitive anarchy."

We stand today at precisely the same psychological point described by Mr. Tugwell. As there begin to be signs that we are winning the war against depression, there is increasing demand that we scrap the very governmental controls which have been effective. Mr. Atterbury of the Pennsylvania Railroad, and Mr. Taylor of the U. S. Steel Corporation impress on their annual meetings of stockholders the danger of making NRA permanent. Representative Wadsworth, in a radio address, deplores "regimentation" of the worker: "The government will decide how a man shall be permitted to earn his living, whether it be in a dry cleaning establishment in Jacksonville or a wheat farm in Kansas. It is proposed that this philosophy of governmental control and regimentation shall become a permanent policy of the United States."

One wonders how free Mr. Wadsworth considers the worker has been in the past four years. As Harold Laski has pointed out, "in a capitalist society, liberty is a function of property." Not many unemployed workers would have stopped to wonder if they were being regimented, if the government could have given them dry cleaning jobs in Jacksonville or farming work in Kansas. In such an event, would they have been more or less free than eating warehouse food of a prescribed diet, moving to cheaper rent paid or unpaid by the city, without one penny to spend on their own initiative? The greatest burden of relief is the denial to the worker of the right to order the slightest detail of his own life. Even in times of so-called prosperity the worker has to work at what is available and where it is to be had, and when the government shortens his hours and guarantees a decent living wage he does not feel deprived of his freedom.

Just as the reactionaries triumphed after the war, and scrapped the whole industrial organization which under government control had proved so efficient, so they are now working to scrap our present set-up, and urge our return to a jungle competition, except in the field of their own combinations. The Wagner Labor Bill, the Wagner-Lewis Unemployment Insurance Bill, the Securities Bill, the Tax Bill, are all under the heavy artillery of industry, with the same old lobbies making their voices heard. Shall we once again permit these gains to slip out of our hands as we did after the war? Who can tell what our economic life might have been if we had preserved at that time what had proved itself so beneficial in the gifts it could bestow upon the people of our Country? We know now that if this opportunity does elude us, it will return only in such a disaster as war or the chaos of a year ago.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

File 90

May 18, 1934

Dear Mrs. Roosevelt:

The members of the Women's Bureau staff who attended the garden party given by you for women in the Government service want me to tell you how grateful they are for this expression of your interest. Heretofore women doing responsible work for the Government have had little recognition in official circles. Your gracious hospitality in affording them the opportunity to meet you and the official hostesses, as well as to become better acquainted with one another under such pleasant circumstances, is warmly appreciated.

Very sincerely yours,

Mary Anderson

Mrs. Roosevelt,
The White House.

BX 1413

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August 20, 1937

My dear Dr. Anderson:

Many thanks for your letter. I am glad that you liked the "My Day" column and appreciate your writing me about it as you did.

Very sincerely yours,

Dr. Mary Anderson
Women's Bureau
Dept. of Labor

DD

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

WASHINGTON

August 17, 1937

Dear Mrs. Roosevelt:

It was with great joy that I read your column "My Day" in the Washington Daily News of August 12th. It so clearly defines the differences in the situation of industrial women and of business and professional women.

I am not surprised at the action discussed in your letter, for in many instances the women in that group - particularly those who go to the conventions - are the small and large employers of women and take the point of view in regard to labor legislation for women that the Manufacturers' Association has taken.

The professional woman has had no easy time of it in establishing herself, yet she fails to realize the enormously greater handicap of the women in mass production industries trying to get standards for their own protection.

I too am a member of the Business and Professional Women's organization. Though Rose has urged me to resign, I feel that I ought to await events before doing so, as there may be a possibility of doing something from the inside.

Faithfully yours,

Mary Anderson

Bx. 1535

100

July 25, 1940

My dear Miss Anderson:

Many thanks for sending me the pamphlet, "Effective Industrial Use of Women in the Defense Program". I think this is a grand piece of work.

Very sincerely yours,

Miss Mary Anderson
Women's Bureau
Dept. of Labor

DD

Cabinet
7-25-40

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

WASHINGTON

July 19, 1940

Mrs. Franklin D. Roosevelt

The White House.

Dear Mrs. Roosevelt:

I am very happy to send you our newest bulletin, "Effective Industrial Use of Women in the Defense Program."

This bulletin was formulated with the cooperation of representatives of national organizations (listed inside the cover) that have active women members in the industries directly connected with the defense program. I asked the presidents of these international unions to appoint a representative of their organization to serve on an advisory committee which would formulate standards for women's employment in the defense program. They very willingly did so and we have both men and women on the committee. The women representatives they sent were excellent and this bulletin is the outcome of our meetings with them.

We hope, of course, to integrate our work into the defense program and I have had several talks with Sidney Hillman along that line. He will appoint a woman who will integrate women's work in the defense program and also use the facilities of the Women's Bureau to do so. I think we need a woman who has technical knowledge as well as knowledge of the trade unions. I think it will be my duty, however, to sell the idea of the women's work to the different unions. Already, through this committee, we have been able to do much along that line and the International Machinists' Union, which is one of the most important in this field, has sent me any number of resolutions in appreciation of the work we are doing.

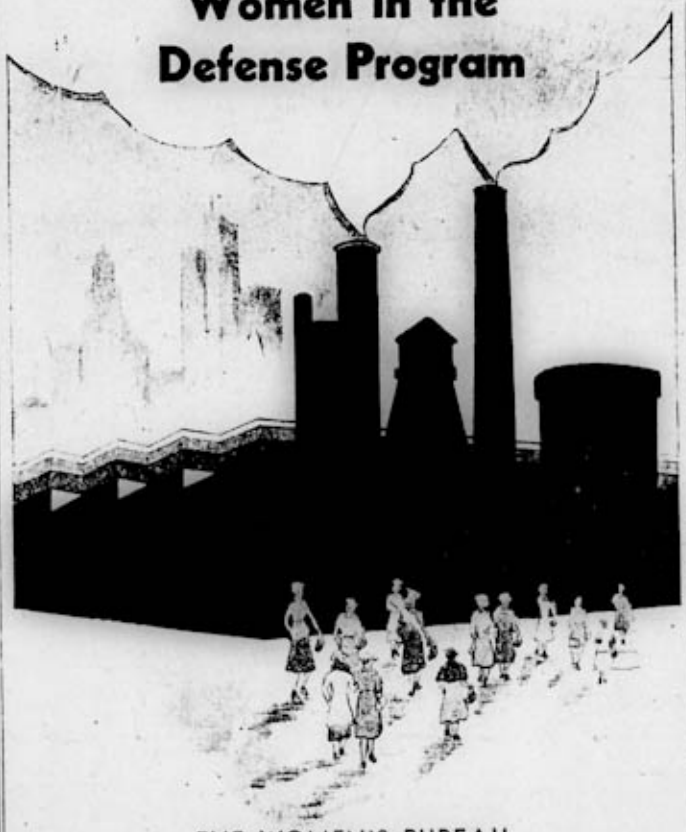
I listened in on the Convention proceedings last night and I was thrilled over your speech. It seemed to me the convention spirit was very low at that point and your speech brought it up to its heights and did much to eliminate the individual bickerings. And then I listened to the President's speech, which was like music after all the harshness that had gone before!

Faithfully yours,

Mary Anderson

Mary Anderson, Director.

Effective Industrial Use of Women in the Defense Program



THE WOMEN'S BUREAU
U. S. DEPARTMENT OF LABOR

Special Bulletin No. 1

UNITED STATES DEPARTMENT OF LABOR
FRANCES PERKINS, Secretary
WOMEN'S BUREAU
MARY ANDERSON, Director

Effective Industrial Use of Women in the Defense Program

Special Bulletin No. 1 of the Women's Bureau

United States
Government Printing Office
Washington : 1940

For sale by the Superintendent of Documents, Washington, D. C. - - - - - - - - - - - Price 10 cents

Prepared in cooperation with the Labor Advisory Committee on Standards for the Employment of Women in the Defense Program, representing:

Amalgamated Clothing Workers of America
International Association of Machinists
International Brotherhood of Electrical Workers of America
National Women's Trade Union League
Steel Workers Organizing Committee
Textile Workers Union of America
United Automobile Workers of America
United Rubber Workers of America

EFFECTIVE INDUSTRIAL USE OF WOMEN IN THE DEFENSE PROGRAM

I. Physical characteristics of the job must be suited to woman's physique.
II. Safety assures continuous production.
  1. Machinery should be carefully guarded.
  2. Speed is a powerful factor in causing fatigue and accidents.
  3. Muscular strain should be avoided if women workers are to produce at their maximum.
  4. Minors must not be employed on hazardous processes.
III. Women require special protection where industrial poisons are used.
IV. The fine work many women perform calls for special lighting.
V. Seats are vitally important for women workers.
VI. General plant sanitation and safety is essential.
VII. Practical work clothing for women prevents injury.
VIII. Moderate hours of work result in quality and quantity production.
IX. Minimum-wage standards and prevailing-wage standards should be maintained.
X. Training and employment policies should be adjusted to women's needs.
XI. Industrial home work should be prohibited on Government contracts.

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Experience gained by the Women's Bureau in studying the successful employment of women during the first World War and in the 20 years thereafter is a guide for the participation of women in the defense industries to be expanded in the months ahead.

Though women have proved themselves able to do almost any type of work, careful consideration should be given, in planning a defense program, to their employment on processes where they have been found to be most efficient. Altogether, women workers have an important part to play in such a program.[1]

[1] Experience in regard to women workers in the World War is discussed in great detail in the following publication: The New Position of Women in Industry, Bul. 12, Women's Bureau, U. S. Department of Labor, 1924. This report contains the following statement:

First. The popular belief that women in industry rendered real service to the Nation during the war is sustained by the figures showing the numbers of women employed both in war agent and implement industries and in war food and fabric industries, by the preponderance of evidence from employers holding important Government contracts, and by the official statement of the Assistant Secretary of War, acting as Director of Munitions.

Second. The labor shortage and excessive demands on industries essential to the production of implements and agents of warfare resulted during the war in—(*a*) A sharp increase in the number of women workers in these industries during the war. (*b*) A marked decrease in the number of women in the traditional woman-employing industries, resulting in a relief of the long-standing congestion of woman labor in these pursuits and in part contributing to a marked increase in the wage scales of the women remaining in these industries. (*c*) The employment of woman labor in other skilled crafts from which women had been practically debarred before the war.

Particular attention also must be given to the necessary health safeguards where women are employed, since they often are in jobs new to them, operating unfamiliar machinery, and affected more seriously than men by certain of the poisonous substances in common use in industry. Extended experience, both in commercial plants and in the World War industries in 1914–18, shows positively that the fullest productivity depends on adequate safeguards to health. In no country during the World War did the early patriotic enthusiasm, which led to long hours and strenuous work under adverse working conditions, turn out precision implements in quantities necessary for warfare. Nor could such enthusiasm maintain quantity production when harmful working conditions gradually undermined workers' health.

The defense program, calling for speed, quality, and quantity of production, can be attained and maintained over an extended period only when working conditions leading to fatigue, discomfort, ill health, or accident are eliminated.

The following factors have been found of utmost importance in a program aimed to secure successful production in part through the employment of women workers. They represent general standards, but for some of the particular industries in a defense program further provisions also are essential, and continual investigation and consultation is necessary.

I. Physical Characteristics of the Job Must Be Suited to Woman's Physique

There are certain types of work that women do particularly well. Examples are as follows:[2]

1. Women excel in work requiring care and constant alertness, good eyesight, and use of light instruments, such as gages, micrometers, vernier calipers—work calling for little physical exertion.

   These are characteristics of such jobs as inspection of castings, machinings, and finished parts, of routine powder analysis, of testing electrical equipment.

[2] Ibid., pp. 93 and 142.

2. Women excel at work requiring manipulative dexterity and speed, but which permits the individual to set her own tempo and to work in a sitting position.

   These are characteristics of bench work calling for laying out work for machine operators, operating very small machines to finish small and irregular parts, assembling delicate instruments and machines, loading shells, filling powder bags.

3. Women excel in work requiring skill but little strength, either in handling parts or setting up machines.

   These are characteristics of drilling machines, lathes, milling machines, grinding and polishing machines operating on small parts.

4. Women operate large machines successfully on heavy work when such work, whether done by men or by women, requires the use of lifting devices and pneumatic chucks.

II. Safety Assures Continuous Production

Various estimates of the annual cost of industrial injuries run into millions, and these do not include the so-called incidental costs, which are found by analysis to be four times as great as compensation and medical payments. All possible methods of protection should be used to prevent injury from unguarded machinery, excessive speed, muscular strain, explosive chemicals, fumes, acids, dusts, or other harmful substances or conditions. This is especially necessary when women are employed on processes new to them. They will come in contact with complicated machinery and will need to handle dangerous materials and irregular and sharp objects.

1. Machinery should be carefully guarded.

Power machines cause two-thirds of women's permanent partial injuries, such as loss of fingers or permanent injury to other members of the body. The punch press is responsible for half the machine accidents.[3] Typical accidents to women resulting from poorly guarded machinery indicate the problem.[4]

[3] New York Department of Labor, Bul. 127, Some Social and Economic Effects of Work Accidents to Women, November 1924, p. 9.

[4] Women's Bureau Bul. 60, Industrial Accidents to Women in New Jersey, Ohio, and Wisconsin.

A finger amputated when caught in the press because of an improperly set guard.

A crushed and lacerated right thumb and forefinger, due to catching the hand between the cross head of the punch and the top of an iron bar that was fixed on the machine in front of the die.

Loss of a finger tip because the socket on a reamer slipped and reversed the handle while the worker was trying to fix the machine. This occurred in an automobile-parts factory.

Injury to the right hand when a knitting machine started without the operator's putting her foot on the treadle, because the belt connecting her machine with the shafting was out of order.

In matters of testing machine guards and devising more adequate guards, the State departments of labor, divisions of industrial hygiene, and the United States Department of Labor may be consulted. Standard materials and dimensions for belts and belt guards have been approved by the American Standards Association.[5] Further data as to guards can be obtained by reference to Safe Practices pamphlets of the National Safety Council.

In some cases the guard may be applied to the worker rather than the machine. From the number of goggle lenses shattered and replaced for workers in 166 steel mills over a recent 2-year period, a well-known optical laboratory estimated that 2,397 eyes were saved, an estimated saving of $4,000,000 besides preventing untold misery. Painful eye injuries caused by shattered needles and flying fragments of buttons or snaps to workers on button machines are avoided by the use of a lightweight, transparent, plastic mask.[6]

2. Speed is a powerful factor in causing fatigue and accidents.

The speed involved in modern industry is one of the factors demanding that every part be in perfect working order to prevent accidents.[7] Rapid processes are required, for example, when a shoe worker revolving the shoes so as to trim off surplus leather from the upper completes 5,200 shoes a day.

[5] See Summary in the National Safety News, March 1939.

[6] Factory Management and Maintenance, November 1939, p. 288.

[7] See Women's Bureau Bul. 14, A Physiological Basis for the Shorter Working Day for Women.

3. Muscular strain should be avoided if women workers are to produce at their maximum.

Consideration should be given to the weight lifting involved in the job, with provision of special devices for continuous lifting or for heavy loads. Physical work depends on the total load carried per day, average load carried at a time, and duration of its carrying. Much helpful information about lifting equipment is given in the Safe Practices Pamphlets of the National Safety Council. Conveyor systems are the answer for continuous flow of material in process in one direction. The lift truck, hand or power operated, is one of the greatest energy savers, and eliminates motions hazardous to hands, feet, and back. The stacker or tiering machine eliminates much heavy work and many injuries due to handling material.[8]

Six States prohibit employment of women at tasks involving lifting or carrying heavy weights.[9] Specific limits vary from 15 pounds to 75 pounds. The limit should be lower for girls under 18 years.[10]

4. Minors must not be employed on hazardous processes.

The Federal Fair Labor Standards Act provides that no girls under 18 may be employed on types of machines or in occupations determined to be hazardous by the Children's Bureau. The Public Contracts Act provides that no girls under 18 may be employed on production under Government contracts.

III. Women Require Special Protection Where Industrial Poisons Are Used

Women are likely to be more seriously affected than men by some poisons, and certain of these are used to a considerable extent in connection with various processes well adapted to women's abilities. The need for constant study of materials and substances, especially where newly used, cannot be too strongly stressed.

[8] Help for Heavy Loads, in National Safety News, March 1937, pp. 166, 167, 170, 172.

[9] California, Massachusetts, Ohio, Pennsylvania, Utah, Washington.

[10] Overton, S. G. Report No. 44, Industrial Fatigue Research Board, 1927, p. 115.

Examples of substances that have a particular effect on women include:

Benzene, which may dispose to hemorrhage.[11] This is used in explosive plants, in airplane factories in doping the wings, in rubber factories, and in shoe and some metal plants.

TNT, dinitrobenzene, sulphuric ether, and various widely used producers of skin irritations (dermatitis). Women were employed extensively in explosive manufacture and in loading explosives.

Carbon disulphide, which is used in rubber and artificial silk manufacture. The dangers of this powerful poison seem to be more recently understood; it attacks the nervous system, producing a result similar to insanity. This serious hazard can be controlled by good workroom ventilation, together with adequate local exhaust.

Lead, used in rubber and storage-battery plants and in spray painting, as, for example, in automobile plants. It is perhaps one of the most common poisons in use in modern industry. While in some industries the hazard has been practically eliminated, other industries, plants, or processes develop its use.

Mercury, which is used in chemical plants, in photographic supplies, by browners on guns.

Arsenic, which is used in chemical plants, by electroplaters, and by workers on enamel and on rubber.

Silica dust, which is produced by grinding and polishing machines on which women work, and unless it is entirely removed from the air produces an incurable lung disease.

Exhaust systems are absolutely necessary to prevent the air from carrying to the worker the fumes from the poisons just listed, and from many other acids or chemicals such as mercury, wood alcohol, ammonia, and so forth; from gases such as carbon monoxide; and from dusts such as that caused by silica. Individual respirators often are needed where the process brings the worker near to such fumes and gases. All equipment should be inspected frequently to make sure that it is not worn or leaking so that it no longer protects. Furthermore, individual respirators often are not sufficient to take the place of adequate exhaust systems, and in the case of some substances, such as silica dust, it is absolutely necessary to have this removed from the air at its source by proper

[11] Hamilton, Alice, M. D. Industrial Poisons in the United States. New York, Macmillan Co., 1925.

exhausts or by effective wet methods. (See also the section on Ventilation.)

Where lead is used, the worker must be protected by exhaust systems, and, depending on the process, by gloves and by individual respirators as well, and there must also be provision for frequent washing of hands and other exposed parts of the body. Food should never be eaten in the workroom where such poisons are used. (See also the section on Washrooms and Lunchrooms.)

No easy panacea exists for protecting workers from all poisons. There must be continual study of the use of new substances, the methods of their use, and the employment of better-known materials in new processes. For the substances that have been long in use in industry, protective measures are known. The United States Department of Labor publishes small pamphlets telling of the effects of certain industrial poisons and giving suggestions as to their prevention.

New processes are constantly developed and these may mean introducing new substances whose effects are less well known. This happened during the years 1914–18. In connection with the experience in munition plants at that time, Dr. Alice Hamilton states:

> There is no way of knowing how much illness and death resulted from the mad rush during the first months of the war, before the factories were in a position to carry on the work properly, to get out the product. Another thing that led to sickness in this work was its unfamiliarity. It involved new problems in engineering that had to be solved by men with little or no experience with these substances and reactions * * *. Undoubtedly also the newness of the substances employed and of their byproducts was responsible for many accidents. It is plain that in some plants the occurrence of a serious case of poisoning was the first thing that aroused the management to the fact that a certain process was really dangerous * * *. Such occurrences as [poisoning from nitrobenzol fumes, from TNT, or lung affections from nitrous fumes] were totally new experiences to the ordinary physician, and there was very little in the medical literature to help him * * * .

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IV. The Fine Work Many Women Perform Calls For Special Lighting

Workers in poorly lighted factories are, in effect, partly blindfolded. Minimum requirements are as follows:

1. Sufficient illumination varying with occupation.
2. Proper distribution of light to prevent glare and shadows.
3. Consideration of lighting problems in seating arrangements.
4. Special aids for very fine work.

The National Safety Council states that 15 to 25 percent of all industrial accidents are due to poor lighting.

In a steel machine shop in Chicago an additional lighting cost amounting to less than 2 percent of the pay roll produced an increase in production of 10 percent.

In Great Britain glasses to relieve eyestrain were furnished drawers-in in textile plants, and sorters of lamp filaments, which are about half the diameter of a human hair. Relief afforded increased output from 8 to 26 percent for drawing-in, 20 percent for filament sorting and mounting.

A detailed study of output and errors in typesetting under different grades of illumination found maximum fatigue when minimum light was provided. The quality of the work suffered, as judged by number of errors, until the illumination reached 24.5 foot candles.

Lighting is measured in "foot candles," one unit representing one standard candle at a distance of 1 foot. It is determined by a small measure that can be carried about in the plant. The following standards for artificial lighting are the minimum needs for workers in various occupations according to the Illuminating Engineering Society. The illuminating for natural lighting should be at least four times the minimum specified for artificial lighting.

	Foot candles
Automobile manufacture—Assembly line	50 to 100
Textile mills—	
Cotton—Spooling, spinning, drawing, warping, weaving, quilling, inspecting, knitting, slashing	20
Woolen—Twisting, dyeing	10
Drawing-in, warping—Light goods	15
Dark goods	30
Weaving—Light goods	15
Dark goods	30

	Foot candles
Steel and iron mills—Automatic machines, light and cold rolling, wire drawing, shearing, fine by line	15
Rubber manufacturing	10 to 20
Airplane—Repair departments	30 to 50
Foundries—Core making	20

V. Seats Are Vitally Important For Women Workers

Arrangements should be made so that women can change from a standing to a sitting position. The right kind of chair should be provided, adjustable to both the worker and the particular occupation.

The New York study of industrial seating made in 1921 found three striking facts about proper and improper seating:

1. Providing of chairs and tables suited particularly to the occupation increased production in a rubber factory so that 16 girls performed as much work as 20 had done before.

2. A foot-pedal operator who has to strain unduly to reach the pedal suffers from pelvic congestion with resulting harm to pelvic organs.

3. Addition of satisfactory foot rests and foot pedals in an electrical-supply factory eliminated much fatigue.

Women polishing metal could increase their output as much as 32 percent when special seats were provided that made it possible to work seated or standing, according to a British investigation.

In muscular work output has been found to increase from 2 to 13 percent when workers could alternate sitting and standing. Dr. Vernon, one of the foremost British authorities, concludes that such changes have even more effect than rest pauses.

VI. General Plant Sanitation and Safety Is Essential

Clean and well-ordered establishments are necessary for health of workers, and for their greatest production as well. This includes the following:

1. Washing facilities.

Washing facilities in convenient locations with hot and cold water, soap, and individual towels are essential, as is instruction in proper methods of use. Some more or less serious forms of skin infection (dermatitis) may result from many of the substances used in industry. When processes require

use of certain poisons, it is essential that hands be washed frequently.

A recent study in Pennsylvania of persons at work insulating wire whose skin came in contact with chlorinated naphthalene showed that this resulted in skin affections for about three-fourths of the workers reported. Children of parents having the dermatitis also were found infected as a result of the material being carried home on the skin and clothing of the worker. Both Pennsylvania and New York Departments of Labor found the disease could be prevented if, in addition to adequate ventilation, there were provided personal hygiene facilities including regular wash periods, provision of soap, cold cream, individual towels, and protective lotion.

In a study of industrial dermatitis, a noted Philadelphia skin specialist, Dr. Joseph V. Klauder, found numerous cases due to inadequate washing facilities or the use of harmful agents to remove foreign substances from the skin. "* * * an enormous number of cases of trade dermatitis are caused annually, not by substances encountered at work, but by their removal by methods harmful to the skin." For example, (1) a woman in a printing shop used turpentine and kerosene for many years in order to remove stains from her hands and forearms. Dermatitis involved these areas. A patch test with turpentine showed her sensitive to this substance. (2) A woman employed as a machine "seasoner" in a tannery experienced dermatitis of both hands. For many years she had been using hypochlorite of soda to remove stains from her hands and this material was the cause of the infection.

2. Adequately equipped lunch room, dressing room, and rest room.

These are necessary not alone for the convenience of the workers. A very real health hazard may result if food is eaten or street clothes are hung in the workroom where poisonous substances or tools that may carry poisons are in constant use. For example, among the measures to prevent occurrence of lead poisoning are lunch rooms and dressing rooms separate from the work place.

Working efficiency is reduced if work is continued a long time without food, according to studies made by Harvard University. Facilities for getting a good noon meal reduce sickness, absenteeism, and fatigue.

Margaret Bondfield, formerly at the head of the labor department in the British Cabinet, stated that in 1914 when cafeterias were put in British munitions plants men and women workers had, for the first time, hot meals on workdays. Production, morale, and general health were favorably affected. In this country men coming to C. C. C. camps after a period of unemployment and consequent lack of proper food gain 8 to 10 pounds and their working efficiency is thus increased.

Adequate rest rooms also contribute to the efficiency of the work force.

3. Good drinking facilities.

Pure cool water should be provided in places convenient to workers, with individual cups or sanitary bubbling fountains. Drinking water can promote health or spread disease. The American Standards Association has established detailed specifications for sanitary drinking fountains, available from that organization and well summarized in the National Safety News, March 1939.

Water will carry disease germs due to impurities in the source of supply or any other impurities with which it may come in contact before it reaches the drinker's mouth. It may be contaminated during storage, distribution, cooling, or by the way in which it is served. These sources all should be carefully investigated.

Among the diseases known to have been transmitted by depositing of germs upon drinking devices are influenza, diphtheria, scarlet fever, measles, whooping cough, cerebrospinal meningitis, poliomyelitis smallpox, chickenpox, mumps, septic sore throat, syphilis, tuberculosis, pneumonia, and the common cold.

The effects of hot, heavy work in sapping strength and reducing production can be averted by additional supplies of salt to replace that lost through profuse sweating. Where heat fatigue may be a problem, salt tablets should be available in dispensers near drinking fountains. Dosage recommended is as follows:

	Tablets daily
Light to medium work	5 to 6
Medium to heavy work	8 to 10
Extra heavy, hot work	12 to 15

A large steel company in Ohio used to have as many as seven or eight cases of heat cramps and heat sickness a day during hot spells. They then began to install a few salt-dispensing machines with such good results that finally one was placed at every drinking fountain. In a later year, only one case of heat cramps occurred throughout the entire summer.

The medical director of an electrical-supply manufacturing company stated that cases of heat sickness had been common before the use of salt tablets. Cases have been rare since.

4. Separate toilets for women.

Toilets should be in locations convenient to workrooms. They should be kept in a sanitary condition. An adequate supply of toilet paper should be provided. Washing facilities should be located nearby. A ratio of at least 1 toilet facility to every 15 women is recommended by the Women's Bureau. It is important to have outside ventilation. More detailed recommendations also are made as to construction of toilets, materials to be used in bowls, and so forth. (See Women's Bureau Bul. 99.)

5. Ventilation.

Ventilation of the plant should have special attention based on scientific knowledge. This is of particular importance to the health of workers in defense industries, because injurious chemicals often must be used. Safe ventilation includes attention to temperature, humidity, air motion, and especially removal of injurious vapors, fumes, gases, and dusts peculiar to the industry. The following minimum requirements have been developed by experts in this field:

(1) Supply of fresh air of not less than 1,000 cubic feet per person per hour.

(2) Adequate air movement (20 to 40 feet per minute in winter and higher in summer).

(3) Relative humidity not to exceed 70 percent and preferably less.

(4) In work with poisonous vapors or dusts:
- (*a*) Prevent escape of gases and dusts in the air.
- (*b*) Use exhausts to remove these substances if they are present in the air.
- (*c*) Provide adequate ventilation and movement of the air.
- (*d*) Provide masks where necessary.

6. General plant housekeeping.

Every floor needs thorough daily cleaning to remove oils, grease, and materials which may cause falls and to remove dusts which may otherwise be health hazards. Falls accounted for

about 4,000 of the 27,000 compensated injuries in manufacturing in New York in 1937. Removal of dust from all surfaces also reduces fire and explosion hazards. Suction methods of cleaning are preferable. If sweeping is used, the floor must be moistened or sweeping compound used to prevent raising dust.

7. Provision of medical department.

It is essential in carrying out health and safety measures to have the services of an industrial physician, who may be continuously on duty or on call, and an industrial nurse.

The well-qualified industrial nurse can produce financial returns. As an example, one plant of 400 employees reduced its accident frequency 50 percent, cut down number of days lost 87 percent, and decreased medical aid cases 54 percent through employment of an industrial nurse.

8. Committees of workers.

Every plant should have a committee to whom harmful conditions of all kinds may be reported, and who will cooperate with management in safety education work.

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STANDARDS ESTABLISHED BY STATES

Compliance with the safety, sanitary, and factory inspection laws of the State in which the work is performed should be the first requirement. Where State divisions of industrial hygiene exist, they should be consulted as to particular problems.[12]

STANDARDS REQUIRED IN FEDERAL ACTS

Where standards for labor have not been established by the State, it should be remembered that the Federal Public Contracts Act provides that no work shall be done in surroundings insanitary or hazardous or dangerous to health and safety of employees. This applies to supplementary materials as well as those contracted for.

[12] Industrial hygiene divisions have been established in the following States and Territories: California, Colorado, Connecticut, Idaho, Illinois, Indiana, Iowa, Kansas, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, New Hampshire, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, Wisconsin, Hawaii, and the Philippine Islands.

VII. Practical Work Clothing For Women Prevents Injury

The following general standards should apply on this important matter:

1. Clothing must be reasonably comfortable in any temperature in which it is worn.
2. It must fit and not interfere with workers' movements.
3. It must afford adequate protection against the hazard for which it is designed.

[See National Safety Council, Safety Fashions for Women in Industry.]

Safety hats.—A large metal-products factory in the Middle West has standardized work clothing for their women factory employees with safety in mind. The safety hat is a light comfortable cap of attractive design, confining loose hair and yet standing up from the head sufficiently so that revolving machinery cannot catch in the cap and from there into the hair.

Illustrative of the need for protective caps around moving machinery is the case of a girl whose hair caught in a machine as she leaned over to tighten it. Her head was pulled into the moving parts of the machine.

Gloves.—Protective gloves or finger stalls of material suitable to the hazard should be used where hot or sharp-edged parts are handled, and in some cases where substances used may poison the skin. Cuts and burns and skin diseases are reduced by these precautions.

Uniforms.—Uniforms sometimes are needed, as, for example, to prevent skirts from getting caught in machinery. One company has designed for its women employees a jumper suit that fits snugly for this purpose and is provided in attractive colors. Such uniforms are useful in work such as airplane repairing, where climbing is necessary.

Shoes.—Falls are a major cause of women's injuries, ranking first in most States reporting. Major causes of these may be wet or slippery floors, unprotected stairways, cluttered aisles, and so forth, but shoes play an important part in such accidents. Thin soles, high heels, worn-out shoes are hazards. The general rules that heels must be sensible, no cut-out toes, and no bedroom slippers are sufficient in many plants.

Where special safety shoes are needed they should be provided and required. In a study of the 36 foot injuries occurring in a rubber factory in 1938 it was found that 22 could have been prevented by use of safety shoes and 7 others much reduced in severity.

Leggings, spats, and aprons.—These may be a safety necessity for certain operations. A large plate-glass company has devised a special foot protector for girls, covering the ankle and top of the foot.

Jewelry.—Jewelry may be the cause of painful injury, and should not be worn at work around machinery.

Goggles.—The necessity for goggles is evidenced by the fact that 80 percent of the 1,800 to 2,000 eye injuries occurring in New York every year are caused by flying bodies. In a metal factory employing 25,000 workers, $25,000 was spent on goggles with a resultant saving in two years of $116,000.

VIII. Moderate Hours of Work Result in Quality and Quantity Production

The hour standards that have been established in the past few years should be maintained. Such a policy is possible and essential in the defense program. Such a policy is sound, as it will mean jobs for more workers. Thus expanded production should lead to employment of many more persons. The millions of unemployed men and women constitute an available labor supply on which to draw.

The effort to speed up production should not lead to longer hours or overtime for those already employed. Industrial history during the last World War and since proves that this is a short-sighted policy, whereas reasonable and regular hours mean more efficient workers.[13]

The moderate working hours recently set up as standards are conducive to increased production and better quality of goods. Such hours are a highly effective means of safeguarding the workers against undue fatigue and conserving their energies to enable them to produce steadily under pressure over a long period.

1. Daily and weekly hours.

The basic schedule should not exceed 8 hours a day and 40 hours a week.

This schedule is the standard provided by the Public Contracts Act, and that to become effective October 24, 1940, under the Federal Fair Labor Standards Act. In recent years many plants have adhered to this schedule and found it satisfactory.

[13] See U. S. Department of Labor, Women's Bureau, Bull. No. 43, Standard and Scheduled Hours of Work for Women in Industry. Washington, D. C., 1925, pp. 1–10.

The following are typical illustrations of the value of moderate hours to a program of expanded production:

The 8-hour day.—An investigation by a committee of Federated American Engineering Societies, of continuous-process industries that had changed from 12-hour to 8-hour shifts, showed that no technical difficulties were encountered, and where good planning and care in execution were used, the effect on quality and quantity of production was satisfactory. For some plants in practically every major continuous-process industry there was reported an increase in production of 25 percent or more per man and a marked decrease in absenteeism and labor turnover.[14]

A report published in 1919 by the National Industrial Conference Board, on a survey of hours of work, contained the following statement by a representative of a large firm (conducting practically all branches of metal manufacturing) in regard to its change to an 8-hour day from longer hours: "We are convinced * * * that the shorter day does conduce to a larger output, better quality of work, better health conditions, to the decrease in the number of accidents, and to the contentment of our workers." [15]

The 40-hour week.—The United States Government Printing Office after changing to a 5-day week (40 hours) in 1932 reported that the production per employee had increased by from 4 to 10 percent and that the daily output of the plant was greater than in the 5½-day week (44 hours).[16]

2. Days of rest.

At least one and a half, and preferably two, days of rest should be allowed in every seven days.

The value of such a break in working time in terms of health and efficiency of women workers was stressed in a report by a committee on health of munition workers in Great Britain in 1915. This report dealt also with the detrimental effects of the long hours, including the 7-day week, that had been used during the first year of the first World War with the hope of speeding up production. The study proved the value of the changed policy of shorter hours. The following excerpts from the report are of interest:

"If the maximum output is to be secured and maintained for any length of time, a weekly period must be allowed. Except for quite

[14] Federated American Engineering Societies. Committee on Work Periods in Continuous Industry. The Twelve-Hour Shift in Industry. 1922. pp. 13–14.

[15] National Industrial Conference Board. Research Report No. 18. Hours of Work as Related to Output and Health of Workers: Metal Manufacturing Industries. July 1919.

[16] U. S. Printing Office. Annual Report of the Public Printer. Washington, D. C. 1932, 1933.

short periods, continuous work * * * is a profound mistake and does not pay * * * output is not increased.[17]

"The importance to women of a wise limitation of their hours of work and an appropriate distribution of the pauses in those hours can hardly be overstated. The weight of scientific evidence is behind such limitation, and without it health and efficiency cannot be maintained. The week-end rest has been found a factor of such importance in maintaining health and vigor that it has been reinstated by employers who had taken it for work at the beginning of the war. The committee are strongly of the opinion that for women and girls a portion of Saturday and the whole of Sunday should be available for rest." [18]

3. Time for meals.

A regular time should be set for any meal eaten at the plant, the period allowed varying from 30 to 60 minutes according to circumstances.

Working efficiency is reduced if work is continued a long time without food, according to studies made by Harvard University.[19]

Where lunch facilities are such as to make a half-hour meal period practicable, workers often prefer this to a longer break in the work schedule in order to have an earlier closing period.

4. Rest periods.

A rest of at least 10 minutes in the middle of each 4-hour period without lengthening the workday is essential. The worker should not have to pay for such rest periods.

A report by the National Industrial Conference Board in 1919 gives definite data on the value of rest periods, compiled in a survey of 104 establishments in the United States, after they had introduced rest periods. Many firms reported an improvement in quality of work, especially where the task required concentrated attention. The management of an establishment employing 13,000 women stated, "We feel that it pays in output and quality of work to have rest periods." [20] Analysis of another study showed that in various occupations the immediate effect of allowing a rest period was to increase the output 2.8 percent, and in other groups tested some months after introduction of the rest period output had increased 6.2 percent.[21]

[17] Great Britain. Ministry of Munitions. Health of Munition Workers Committee. Memorandum No. 1. 1915.

[18] Great Britain. Ministry of Munitions. Health of Munition Workers Committee. Memorandum No. 4, Employment of Women. 1915.

[19] Journal of Industrial Hygiene. Industrial Fatigue, September 1936, vol. 18, p. 417.

[20] National Industrial Conference Board. Research Report No. 13, Rest Periods for Industrial Workers. 1919.

[21] British Industrial Fatigue Research Board, Report No. 47, 1928. p. 16.

Employees coming under the Fair Labor Standards Act must be paid for short rest periods (up to and including 20 minutes), the Administrator of the Act has decreed.

5. Overtime.

Overtime should be avoided as far as possible. The following illustrations stress the detrimental effects of overtime:

The report by the British Committee on the Health of Munition Workers, already referred to, stated: " * * * flagging output * * * characterizes the last hours of overtime during the day, and it is stated that the disadvantages of the overtime system are being increasingly recognized by employers." [22]

The decreased efficiency characteristic of overtime work is shown by a study of output in relation to hours in a motor plant on an 8-hour day and a metal plant on a 10-hour day. In the last hour of the day, even when allowance was made for stoppage of machinery, and so forth, the 8-hour plant had an output 10.2 percent below its own efficiency but the 10-hour plant showed a decline of 20.9 percent.[23]

When overtime is necessary it should be spread among all available workers. Overtime wages should be time and a half the regular rate of pay for each hour in excess of the 8 hours a day or 40 hours a week.

IX. *Minimum-Wage Standards and Prevailing-Wage Standards Should Be Maintained*

The health, morale, and efficiency of women as workers can be maintained only if they are paid wages sufficient to enable them to buy the necessities of life, and wages that are commensurate with the services rendered.

1. Minimum rates.

The rates set by the Secretary of Labor under the Public Contracts Act are required in plants in the various industries operating under contract with the Federal Government.

All minimum rates set up under the Federal Fair Labor Standards Act must be complied with by all establishments covered by the law. The act permits no wage differentials on the basis of age or sex.

[22] Great Britain. Ministry of Munitions. Health of Munition Workers Committee. Memorandum No. 4, Employment of Women. 1915.

[23] U. S. Public Health Service. Bulletin 106, "Comparison of an Eight-Hour Plant and a Ten-Hour Plant," * * * February 1920.

Existing State minimum-wage rates must be complied with by all establishments covered unless such rates are superseded by Federal rates.

2. Wage policies.

Rates should be based on occupation and not on sex or race of the worker.

The standard of wages prevailing for men should not be lowered where women are employed.

Certain uniform practices in setting wage rates are essential to the good of all concerned. Effort should be made to arrive at clearly defined occupations or standard rates, whether computed by the hour or by the piece.

3. Overtime rates.

The rate of pay for all hours in excess of the basic hour schedule should be at least one and a half times the regular rate which a woman is paid.

4. Wages and living costs.

Wage rates should be revised periodically and adjusted to marked rise in cost of living.

X. *Training and Employment Policies Should Be Adjusted To Women's Needs*

The program of rapidly expanded production in defense industries calls for sound employment policies; otherwise, discontent among workers and dislocation among industries may result, and retard and cripple the program unduly. On the other hand, elimination of causes of friction will make for a satisfied and satisfactory labor force and greater output.

Such policies must be carefully worked out from the viewpoint both of the defense program and of normal manufacture of goods. The situation must be analyzed in regard to men and women workers, both those having jobs and those seeking jobs. Attention must be given to the needs of the present situation in relation to future needs, particularly the period just following the completion of the emergency program.

1. Dislocation.

Effort should be made to prevent dislocation in industry that is bound to result if women and men are drawn from their regular jobs into expanding defense industries. The present emergency program is not so acute as was that during the World War, when considerable sudden shifting of women to take men's jobs was essential. Also today there are large numbers of men and women available for the new jobs.

> In the World War the "quick shift from a peace to a war footing contributed as much at first to the dislocation of normal industrial conditions as did the drafting of millions of men from the ranks of producers to the service in the Army and Navy." [24]

2. Training.

Women should be trained for those jobs in defense industries for which experience has shown women to be fitted, and also for other new jobs suited to their physique.

3. Training methods.

Training in the plant usually is necessary for workers employed for processes new to them, but in many instances women may require somewhat more extensive training than men require. This is due to the fact that girls are not given the same opportunity in vocational schools to secure a general mechanical training and background.

Women should be trained in a special section before being assigned to the production room, especially for work in divisions hitherto staffed by men. This arrangement permits the weeding out of unsuitable workers and the developing of the best methods. It also prevents the slowing up of work in the production room that is bound to result from the presence and efforts of inexperienced persons.

When a foreman must train women, care should be taken to choose one who is willing and able to do this task, and who understands the lack of knowledge of mechanical terms on the part of many women.

[24] U. S. Department of Labor, Women's Bureau, Bul. 12, The New Position of Women in American Industry. Washington, D. C., 1920. p. 2.

> During the period of 1914–18 the training section for women varied in size from one set up in the corner of a large workroom to large establishments giving intensive training to women workers. The typical school trained about 30 women at a time. Arithmetic, blueprint reading, the use of measuring instruments, were taught in addition to the operation of the essential machines. The length of the course varied from 10 days to 3 weeks.

Training in the plant should be a legitimate expense of the employer. Women as trainees should be paid an hourly rate until they are ready to go on into regular production work.

4. Personnel management.

The appointment of a competent person as employment executive where women are employed, with responsibilities for conditions and policies especially affecting women, is necessary. A well-qualified woman in such a position usually will get the best results.

5. Collective bargaining.

Opportunity should be given women workers to participate in trade-union organization and collective bargaining, which have been established by law as fundamental rights.

Women should be included among employee representatives charged with responsibilities for maintenance of existing standards or development of other desirable standards.

XI. Industrial Home Work Should Be Prohibited on Government Contracts

Home manufacture of industrial products is not likely to result in best production methods. During the World War disease and dirt were found in many homes where the sewing on Army goods was done, the women in these tenements working early and late to complete their tasks. Army overcoats were found in homes, piled in the dark bedrooms and in heaps on dirty floors.

Pay for industrial processes done in the home ordinarily is found to be far below pay in the factory, and it frequently is

true that several members of the family, including small children, must work to obtain these earnings.

Twenty States have industrial home-work regulation: California, Colorado, Connecticut, Illinois, Indiana, Maryland, Massachusetts, Michigan, Missouri, New Jersey, New York, Ohio, Oregon, Pennsylvania, Rhode Island, Tennessee, Texas, Utah, West Virginia, and Wisconsin.

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Box 1535

December 13, 1940

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My dear Dr. Anderson:

I have received a letter from Dr. Emily Hickman of the National Board of the Y.W.C.A., expressing a deep concern for the problems faced by household employees in this country. She feels that conditions for this class are very unsatisfactory and that the Women's Bureau would be the best agency to do constructive research in the matter. Do you think that it would be possible to get an appropriation in your budget which would permit your doing work of this kind?

Very sincerely yours,

Dr. Mary Anderson
Women's Bureau
Dept. of Labor
Wash., D.C.

DD

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Acks 12-13-40

600 Lexington Avenue, New York, N. Y. Telephone: Plaza 3-4700 Cable Address: Emissarius, New York

December 2, 1940

Mrs. Eleanor Roosevelt
The White House
Washington, D. C.

DEC 3 1940

Dear Mrs. Roosevelt:

The Young Women's Christian Association has a deep concern for the problems faced by household employees in this country, and we are writing to you to enlist your aid at a very specific point in facing these problems.

This concern is born of many factors: we are an organization with primary interest in the conditions under which women and girls live and work, and household employment is the largest occupational field for women in this country; one of our large membership groups in the Y.W.C.A. is our industrial department, and almost half of that membership is composed of household employees; we are an interracial organization with a tremendous stake in the problems faced by minority groups, and half of the household employees in the country are Negro women and girls; we are interested in raising the standard of living of all people in this country to levels compatible with health and security, and the field of household employment remains one of the occupations which to a great degree falls in the "sweat-shop" class as far as wages and hours of work are concerned.

We feel that there is no agency in this country as well able to do constructive research which will help in the protection of these interests as the Women's Bureau of the Department of Labor. We understand, however, that there is no provision in its budget for work specifically in the field of household employment. May we urge your interest and support in using your influence to the end that there may be an appropriation especially for this piece of work which is so vital to the Welfare of the women of this nation?

With deep gratitude for your interest, we are,

Yours sincerely,

Emily Hickman

Dr. Emily Hickman
Chairman
Public Affairs Committee

Katherine Anderson E.R.
Frances Perkins E.R.

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June 18, 1943.

Dear Miss Anderson:

Thank you for your letter about Miss Mary Cannon.

I think her speech very good and the report most interesting.

Very sincerely yours,

Miss Mary Anderson
Director of Women's Bureau
Department of Labor
Washington, D. C.

VDS

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON

June 3, 1943

Mrs. Franklin D. Roosevelt
The White House

My dear Mrs. Roosevelt:

Before Miss Mary Cannon, Inter-American Representative of the Women's Bureau, left last November for her South American mission, you said that you would like to keep in touch with her work while she was away.

I think you will be very interested in the despatch from Ambassador Frost to the State Department giving his appraisal of the work of Miss Cannon in Paraguay. A copy of the despatch is enclosed and also an English translation of the radio speech made by Miss Cannon to which the Ambassador refers so enthusiastically. In addition I am sending you some notes from Miss Cannon's reports which indicate the effect of the war on women workers in Brazil, and an account of a visit to a school in Paraguay.

Miss Cannon has already visited Brazil, Paraguay, and Peru, and she is now in Ecuador. We expect her home by the end of this month. Reports from all sides indicate that the mission this year is even more successful than the previous one to Argentina, Uruguay, and Chile. This demonstrates once more, it seems to me, the important contribution that qualified women can make to our whole Inter-American program and the need to use them more extensively in our Cultural Relations activities, even as Embassy Attaches.

I hope you enjoyed the visit with Miss Maria Rosa Oliver from Buenos Aires.

Sincerely yours,

Mary Anderson

Mary Anderson, Director

Enclosures

No. 932

Asunción, Paraguay, April 9, 1943.

Subject: Visit to Paraguay of Miss Mary Cannon, Women's Bureau, Department of Labor, constitutes outstanding illustration of "Good Neighbor" policy as to practical results and general good will.

The Honorable
The Secretary of State,
Washington.

Sir:

I have the honor to refer to the Department's telegram No. 81 and instruction No. 724, both dated February 24, 1943, in regard to the proposed visit to Paraguay of Miss Mary Cannon of the Women's Bureau, Department of Labor, Miss Cannon arrived in Asunción from São Paulo on March 14 and departed on April 7 en route to Lima, Perú, via Buenos Aires.

Miss Cannon's visit was a genuine success both as regards her specific mission of studying economic and social conditions of women workers, and, of perhaps greater significance, establishing a bond of understanding and friendship among Paraguayan women for women in the United States. Finding a situation propitious for a visit of a person on a mission such as the one she was charged with, Miss Cannon was able to make the most of her visit thanks to her unobtrusive competence, penetrating intelligence, tactfulness, her faculty of making friends and her excellent command of Spanish.

Miss Cannon's mission in Paraguay came at a particularly favorable time for a number of reasons. The position of women in Paraguay is probably unique in the Western Hemisphere: to most intents and purposes a matriarchy prevails in Paraguay; woman's position vis-á-vis men is a mixture of respect and tenderness combined with a complacent conviction that women should do the work and shoulder all family responsibilities; women exert a disproportionate influence on men. During the Chaco War Paraguayan women performed such feats of agricultural production, nursing and other civilian war activities that their social position changed appreciably for the better. In effect, during the last seven years, women have begun to occupy influential positions in both Government and industry. The Department of Labor, which started to function effectively only in the last year, has realized both the importance of problems connected with women workers and at the same time the lack of means and feminine personnel to deal with them. A final factor affecting the timeliness of her visit is that the Paraguayan Government is in the process of drafting labor and social security legislation. As a result of all of these factors, the Paraguayan Government was very interested in Miss Cannon's mission; Government officials as well as unofficial organizations spared no effort in tendering her every facility for carrying out her task.

Miss Cannon proved more than equal to the demands of the situation. The Director of the Department of Labor is satisfied and enthusiastic over the informal assistance and observations of Miss Cannon. He states that he has received needed encouragement in coping with the problems of his Department. Of incidental interest, he was able, as a result of escorting Miss Cannon on all her visits to factories, etc., to familiarize himself in most cases for the first time with the important industrial plants whose labor conditions and problems are the province of his Department.

In effect, Miss Cannon, accompanied by Dr. César Acosta, Director General of the Department of Labor, and Third Secretary Henderson, visited all the principal plants which employ women workers. These included meat packing plants, textile mills, printing establishments, match factories, hospitals, schools, normal schools, Manduti lace centers, and others.

Miss Cannon's contacts included a score or more of women outstanding in various types of work. Each of these women in turn brought her in contact with still other feminine leaders. All were impressed with the qualities in Miss Cannon which are pointed out above. Owing to the influence of Paraguayan women over men, Miss Cannon in the space of three weeks became well-known throughout official and private circles in Asunción and its environs. So much so that President Morínigo requested an interview with Miss Cannon just before her departure.

Escorted by Third Secretary Henderson, Miss Cannon called on the President, who chatted with her for half an hour, congratulating her on the success of her visit, discussing labor conditions in general[x] and those of working women in particular, and requesting her to return again to Paraguay in the near future.

From the standpoint of the Good Neighbor policy, Miss Cannon rendered yeoman service specifically through a radio address she delivered in perfect Spanish over the Government long and short wave stations at the request of Sra. de Chavez, director of the station. The text of this address, as published in the Government news organ El Paraguayo, is transmitted as an enclosure to this despatch. Miss Cannon received over a hundred messages and 'phone calls congratulating her and praising this address. The consensus was that the talk drove home to Paraguayan women the fact that American women, in peace and war, are similar to Paraguayan women, and hence both should understand each other and strike up a bond of friendship and mutual understanding.

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x Note: The President stated among other things that "a few large firms were opposing his Government's efforts to better the lot of the working man". He undoubtedly was referring in part to an Argentine quebracho company (Puerto Guarani) with whom the Director of the Department of Labor claims to have had difficulties over shamefully inadequate housing and sanitation facilities.

One passage in the address particularly impressed the Catholic community. As the head of "Acción Católica", Father Ramon Bogarín, expressed it, Miss Cannon did much to remove the prevailing impression that the Hollywood version of the American woman is typical.

Miss Cannon also delivered a lecture at the National Normal School. Since the text of this talk was substantially similar to that given over the radio (and transmitted herewith), it is not being forwarded to the Department. However, it should be noted that this talk also evoked numerous comments of praise.

Miss Cannon's visit ended with a luncheon offered her by the staff of the Department of Labor. This was the last of a series of teas and cocktail parties given for her in the homes of Paraguayan women - an unusual circumstance considering the loathness of Paraguayans to invite anyone (Paraguayan or foreign) into their homes.

Respectfully yours,

Wesley Frost

Enclosure:
Copy of radio address of Miss Cannon as clipped from El Paraguayo.

File 102.91/030
GDH/ajl

March 29, 1943.

NOTES TAKEN FROM FIELD REPORTS BY MARY M. CANNON INTERAMERICAN REPRESENTATIVE, WOMEN'S BUREAU, U. S. DEPARTMENT OF LABOR

From Miss Cannon's reports of factory visits in Brasil there are notes indicating how the country's active participation in the war is beginning to affect Brasilian women in industry. Many developments are reminiscent of the defense period in the United States. Living costs have risen, there is as yet no male labor shortage and women in "war jobs" are largely in the traditional woman-employing industries. Here are a few examples: -

(1) In Sao Paulo, the alpargates factory (hemp soled slippers with canvas uppers) is making some canvas for the United States Army and cloth for raincoats and capes for the Brasilian Army. Sixty-five percent of the production employees are women.

(2) At Juis de Fora a cotton mill with 55 percent women on production jobs is making cotton socks and material for men's shirts for the Brasilian Army and Navy; also processing cotton for the Army Medical Service.

(3) Women are working in a munitions plant near Juis de Fora.

(4) Pharmaceutical companies, which normally employ many women, are producing medical supplies for military and civilian use, including preparation of sulpha drugs.

(5) In another large cotton mill near Rio de Janeiro a few women are being trained to replace men in the machine shop on lathe work, soldering, welding, filing and drafting. The factory manager is enthusiastic about training women for machine jobs. Girls are also replacing men called into military service doing clerical work in the production plant. Women are being trained for supervisory work and girls work in the textile laboratory testing the fiber and strength of cotton, etc. The plant is working a 60-hour week now because of war orders for North Africa and increased orders from Argentina due to war shipping conditions.

(6) General Electric Mazda in Rio de Janeiro has two girls assembling transformers, the only ones on jobs of this kind where women have replaced men since the war. This company is also considering teaching girls to cut industrial diamonds.

(7) The Central Railroad has emergency training courses, begun since Brasil declared war, which are open to women. Some women have been employed after completing the courses but so far there has been a gap between training and utilization of the newly trained. Twenty courses have been offered including those for ticket sellers, radio and telegraph operators, train conducters, switch operators, make-up of trains, lock repairers, printers, elevator operators, messengers, book binders, electrical assemblers, lathe operators, solderers, welders, etc.

Miss Cannon was in Brasil from December 3 to March 13, from where she has gone to Paraguay and hopes to continue on to Peru and Ecuador before returning to the United States in June.

From Field Reports of Mary M. Cannon, Inter-American Representative of the Women's Bureau, United States Department of Labor.

Asunción, Paraguay
April 6, 1943

"Last night I visited a primary night school - for boys who work during the day.....but there were 25 or more girls there too. Some of the schools here are named for different countries and this one is the United States of America. I wish I could do something for it - it is a poor, inadequate building. The pupils are crowded three on a bench. They have no materials to work with. There is one toilet and since the school is used for sessions in the daytime, that means over 1000 a day. The boys and girls range in age from youngsters 8 and 9 years old to older boys 17 and older. The director says that many of them keep on until they finish the six years.....The principal (director) of this school is very nice, young, energetic, and is trying hard to get something better for her 'niños'. I understand some money has been alloted by the U. S. Government for this school."

Translation from Spanish

RADIO TALK BY MARY M. CANNON, INTER-AMERICAN REPRESENTATIVE OF THE WOMEN'S BUREAU, UNITED STATES DEPARTMENT OF LABOR, ON THE NATIONAL RADIO STATION, ASUNCIÓN, PARAGUAY, MARCH 31, 1943.

I am very glad to accept the kind invitation of Señora de Chaves to tell the women of Paraguay something of the activities of the women of the United States, because I know that the women of Paraguay understand very well the situation of North American women during these days of war. You understand the anxiety for sons, for husbands, who are on some front, and you also understand the necessity of facing these things with courage. Also you know what it is to employ the maximum strength to increase the production of munitions and at the same time increase food production; you know what it is to care for the sick and wounded in the hospitals, to assume the civilian tasks left by the men and at the same time continue to care for your homes as in normal times. I have been told of the heroic work that the women of Paraguay did during the Chaco war. What you did then and what you are doing today, places you among the heroic women of the world, among those who fight against an invador in order to assure the liberty of the people.

I take advantage of every opportunity I have to make it clear that the typical woman of the United States is not like the typical woman on the screen of the movies. The real women of the United States perform their everyday tasks the same as women of any other country in the world - taking care of their homes, their families, worrying about the health and education of their children, trying to make the home an attractive and tranquil place that serves as the basis for the spiritual development of the members of the family. In normal times, if she is not married and is working, she uses the free time

after working hours in her home, with her friends and for cultural activities; now many of them use their free time for war work. The life of the great majority is so normal (so ordinary) that there isn't enough material for a movie scenario, and therefore when we see some pictures that reflect our life we are the first to be amazed and indignant.

In the year following Pearl Harbor, women were featured in the newspapers, the magazines and the newsreels because of their important work in the war industries, the Red Cross, civilian defense, agriculture, in everything that is necessary for the life of the country and for victory. According to the census of March 1940 there were more than 11 million women employed; now there are 14 million, an increase of 3 million in three years and it is estimated that the number will be increased by 3 million more by the end of the year 1943. This number does not include the young women who are in the auxiliary branches of the armed forces.

The women are helping to supply the needs of the armed forces and of civilian life. In the factories they help produce everything, from bullets to battleships, from buttons to bombers. They work in every type of job that is not too heavy or that does not endanger their health. There are thousands in the aircraft factories, in munitions plants, in armament factories and in the manufacturing of electrical equipment. Several months ago they began to be employed in the shipyards and steel mills.

They are especially adapted to the types of jobs requiring sensitive hands, precision, and patience; now they are also working on the machines that before were operated exclusively by men, besides working in laboratories and in other professions. For the civilian work, so necessary to maintain the life of the nation, women are called on to work in the stores, the offices, on streetcars, airplanes, and railroads. They are essential also as nurses,

nurses' aids in the hospitals, in civilian defense, in the recreation centers for the soldiers and factory workers. Last summer many young women from the city responded to the urgent need for workers on the farms in some sections. This year there will be many more.

Who are these women? Some of them, before the war, were workers in the factories, others were stenographers, clerks, hairdressers, school teachers, housewives. Among them are young girls who recently finished high school and who have interrupted their college studies for the duration of the war. They are young women, married women, women with families, many working because they have a husband, sons, sweetheart on some battle front and because they wish to help the Nation with their strength.

And they are working well, in some cases surpassing the production of the men.

Many of them, I could say the majority, are carrying two jobs, one in the factory, the office, the hospital, and another in the home. And the work of the home includes the laundry and cooking, work which she does with the assistance of the other members of the family, not excluding the husband and children.

Though she works in factories, she has not lost her feminity. Her uniform was designed by famous designers, the department stores have cosmetics especially prepared (so they say) to keep her beautiful, to protect (her skin) against the rigors of her work. She receives much advice about nutrition, about health, and although she works long hours has time for reading, for concerts, in short, for general recreation.

The war of 1914 gave the impulse (the impetus) to the participation of women in the life of the country as happened here in the Chaco war.

The Women's Bureau of the Department of Labor had its beginning in the war of 1914. It was created to assist the woman who works, to better the conditions of work and to increase the opportunities of employment for women. The Women's Bureau, from its beginning, has had as Director Miss Mary Anderson, a woman who understands the problems of work through actual experience, and who is greatly respected in the whole Nation for being a person of great understanding and wide knowledge of social questions. At the same time she is a tireless fighter for improving working conditions. Under her direction during these years, the Women's Bureau has fulfilled a very important mission in the country.

Our women have done a great work in various organizations, social and cultural work, assisting schools, improving the conditions of wage-earning women. They exert influence in public life. Now there are commissions of women and men who are studying and discussing the plans that will be necessary after the war, to assure the rights of the Atlantic Charter to all the people of all the world. We believe that a woman has certain rights not only as wife and mother, but also as a responsible citizen of her country and of the world. We women of the United States hope to unite our strength with that of the women of other American countries to establish an order of mutual understanding, of justice, and of a better life for all our peoples. You have to work out your way of life and we must work out ours, but we can appreciate each other, understand each other, and work together for the common good. Let us clasp each other's hands in a gesture of firm friendship, dedicating ourselves to humanity's task.

Goodnight, my Paraguayan friends, and thank you so much for your kindness.

Ex 1755

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July 13, 1944

Dear Miss Anderson:

I have been meaning to write you ever since I read about your retirement, to tell you how much I have always admired your work and how grateful I am for all you have done for women.

I hope you are enjoying your freedom from regular work and that you will have many happy years. I know you will always be interested in public affairs.

With every good wish, I am

Sincerely yours,

Mrs. Henry Anderson

July 26, 1944

Dear Mrs. Roosevelt,

Thank you so much for your very nice letter in regard to my retirement. I feel very happy that Miss Miller is succeeding me and I know that through her the work will be carried on in the Bureau that will benefit the working women throughout the country.

I attended the Democratic Convention in Chicago last week and spoke before the platform committee against the Woman's Party Amendment. We were able to keep them from endorsing the Amendment but they did put in a submission plank which will throw it into the States. I felt that Congress is very tired of having that eternal question before them and that they would be very glad to submit it to the States. Of course it makes our work much harder.

With very best wishes,

Sincerely yours,

Mary Anderson

Mary Anderson