

WAR DEPARTMENT
WASHINGTON

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April 1, 1943

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Lieutenant General J. T. McNarney
Deputy Chief of Staff
Office of the Chief of Staff
The Pentagon
Washington, D. C.

INDEXED

Dear General McNarney:

The inclosed pamphlet will be of interest to you. It is another step in the War Department's continuing effort to increase its employment of women and to guide our officers in adapting women to industrial work.

Sincerely yours,

John W. Martyn

John W. Martyn
Administrative Assistant

(4-1-43)

Incl.

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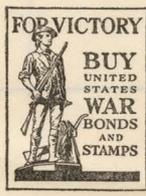
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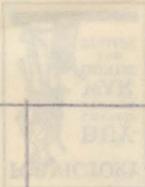
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From: Office Chief of Staff
To: The Adjutant General
For File

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Administrative Department
John A. ...
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Director

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Dear General ...

Department of ...
The ...
Office of the ...
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April 1, 1943

WASHINGTON
WAR DEPARTMENT

*You're Going to
Employ Women*

WAR DEPARTMENT

WASHINGTON, D. C.

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"The War Department must fully utilize, immediately and effectively, the largest and potentially the finest single source of labor available today—the vast reserve of woman power."

Henry L. Stimson
Secretary of War

Certain suggestions in this booklet are already specific War Department directives. Others are not. All are offered to War Department personnel and operating officials by the Training Branch of the Civilian Personnel Division of the Office of the Secretary of War as the best thought immediately available on the adaptation of industrially inexperienced women to war production.

Wm H. Kushnick

Director of Civilian Personnel and Training

MORE THAN 5,000,000 new workmen are needed for war production—more than half must be women.

In some respects women workers are superior to men. *Properly hired, properly trained, properly handled, new women employees are splendidly efficient workers.*

The desire of a new woman worker to help win the war—to shorten it even by a minute—gives her an enthusiasm that more than offsets industrial inexperience.

It's up to you to preserve this enthusiasm—to convert it into increased war production.

These thumbnail aids may help . . .



When Hiring Women

INTERVIEW her for educational background, work experience, home obligations for better placement.

Give her a physical examination consistent with the requirements of the job—special-test her for jobs requiring strength, tolerance of extreme temperatures, or toxic substances such as benzol and lead.

Test her for dexterity, precision, and rapidity—trade skills.

Favor (all else equal) the local resident without small children or infirm dependents.

Mark potential forewoman material.

The woman worker is earnest...



When Training Women

ORIENT her more thoroughly than a man on health and safety rules, plant layout and production, company policies, job techniques.

Give her a preliminary training course to get the feel of work.

Relate her job training to past experience, usually domestic—interpret machinery operation in terms of household and kitchen appliances.

Arrange for continuous upgrading and train her for higher grade jobs.

Use community training facilities when necessary—trade schools, vocational classes in colleges and universities.

careful...



When Supervising Women

EMPHASIZE that her job is an essential part of the plant output—and war production.

Be patient with her, especially a beginner.

Supervise closely, inspect work stages frequently in her early employment.

Let her know when she is doing a good job.

Make her safety and health conscious.

Look for potential forewoman material.

patient...



and conscientious.

When Working Women

LIMIT her hours to 8 a day and 48 a week.

Schedule short morning and afternoon rest intervals on arduous jobs.

Have diet-balanced luncheons available — and extra food on exhausting jobs.

Provide ample clean toilets and rest rooms—good plant ventilation free of dust, fumes, and drafts—work seats and benches at proper height—clean orderly surroundings—safety devices on machinery.

Insist on proper work clothing, safe shoes.

Promote adequate local housing and transportation.

And . . .

Use a Trained Personnel Woman

She can counsel with management on training, job simplification and all general employment policies.

She understands women-worker needs.

She can give sympathetic attention to home problems.

She can be told personal difficulties that would not be confided to a man.

She can arrange for child care.

- *Women are pliant — adaptable.*
- *Women are dexterous — finger-nimble.*
- *Women are accurate — precision workers.*
- *Women are good at repetitive tasks.*
- *Women are fine color and material observants.*

Women CAN BE TRAINED TO
DO ALMOST ANY JOB YOU'VE GOT.

Remember . . .

A WOMAN WORKER is not a man; in many jobs she is a substitute—like plastics instead of metal—she has special characteristics that lend themselves to new and sometimes much superior uses.

For maximum manpower utilization

For maximum war production

For Victory

Employ women intelligently

tion Inspector. . .
woman. . . Associate High Explosives Safety
craft Electrician. . . Aircraft Sheet Metal Worker. . . Aircraft
raft Engine Mechanic. . . Aircraft Instrument Mechanic. . . Aircraft
c. . . Aircraft Leather and Canvas Worker. . . Aircraft Mechanic
Aeronautical Repair Mechanic. . . Aircraft Cab
Aircraft Access
er. .
Condu
Explos
Mechani
Draftsman.
Explosives Operator. . . Female Aircraft
Engine Electrician
Gyro Instrument Mechanic. . . Glass and Plastic Worker.
osives Safety Auditor. . . Hydraulic Mechanic. . . Inspector Ordnance
r. . . Interviewer. . . Job Instructor. . . Junior Mechanic
structor. . . Laboratory Aide. . . Laboratory Mechanic. . . Lens Grinder
Laboratory Technician. . . Metal Manufacture and Repair
operator. . . Mechanic Learner. . .
Mechanic.