



WAC news letter

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Director's Time

In the February issue of WAC News Letter, I told you of the re-entry and volunteer programs. A recent survey indicates that the need for skilled personnel is great. The whole basis for the two programs is the active effort of the War Department to retain or re-obtain Wacs with skills that are critically needed in the personnel centers, hospitals and headquarters installations. It is true that in some instances Wacs who will not have twenty-four months of service until after 30 April have been declared surplus, particularly in the Army Air Forces.

This conflicting picture is brought about by the fact that there are installations where personnel is no longer needed. But the overall picture shows that every Wac with techniques that can be utilized in the current program is in demand. Requisitions by the Service Forces remain unfilled. It is my responsibility to inform all Wacs that there is an urgent need and those not needed by the Army Air Forces have the privilege of offering their services to the Army Service Forces under the various categories to relieve the shortage.

The re-entry program is prompted by the same stimulus . . . need. Again we are not asking that all Wacs re-enter but are putting it on the specific basis of asking those with skills that are acutely in demand, to re-enter. Many would have remained in the service had there been a real need. There is one now. This program is directed toward those who feel that for the next few months they can again serve.

Army Day 1946 marks the first peace time observance of the day by members of the Women's Army Corps. Since we are a part of the Army the day is ours as well. So complete has been our integration into the work, the customs, and the traditions of the Army that it is not

surprising to find our loyalty to the Army deep and this is as it should be. In feeling and thinking as the Army we can still hold dear the traditions and the almost "Alma Mater" sentiments that have clung to our four years.

Army Day gives us the opportunity to review the accomplishments of the Army. It would be presumptuous and repetitious to tell the story of the "starting from scratch" step to the smashing, final victory on V-J Day. That story we know; that story the world knows.

It is an appropriate time, however, to recount the contributions that the Army has made to the Women's Army Corps.

The Army showed foresight and the facility to try the new and untried—when it pioneered the utilization of women in the war effort. It was the Army who took on the job of training, orientation and indoctrination of women. It was the experienced Army who, knowing the inadequacy of an auxiliary status, paved the way to complete integration by accepting us as a "real" part of the Army.

In broadening the scope of job assignment, the Army has led industry to an acceptance of the versatility of woman power. Many jobs which our former Wacs are taking in the business and professional fields are a di-



WAC Officers With 24 Months Service Released

WAC officers with 24 months of service as of August 31, 1946, with the exception of volunteers and officers in certain scarce categories, will be separated or en route home by that date. The new order is effective immediately and where officers are surplus they will be discharged with the least practicable delay.

A recent Army survey revealed that there are sufficient officers desirous of remaining on duty to enable the release of all non-volunteers with more than two years of service.

There has been no change in the discharge system for enlisted women. All EW who have 24 months service as of 30 June, 1946 will be separated or en route home by that date.

rect outgrowth of the Army's plan of assignment.

In return women who have served in the Army owe a debt to the Army. It will be our privilege and happy responsibility to interpret the Army to the public. The sound respect we have for the service can be carried to our own towns, cities or social groups.

We know that the Army deserves the best—not only in training, equipment, weapons, leadership, but in public prestige so essential to effect the achievements that we expect of the guardians of our integrity and our boundaries.

Women who know the Army because they were part of the team can help mold public opinion which is necessary to establish the Army in its proper relationship to the people of America.

Wacs can be ambassadors without portfolio who do not glorify but simply tell the true, solid story of our Army.

Arday Battle Boyce

Colonel, GSC
Director, Women's Army Corps

Wacs, Veterans Volunteering For Extended Army Service

More than 60 per cent of the Wacs stationed at Ft. Oglethorpe, Ga., have decided to lengthen their tour of duty beyond the date of their eligibility for discharge. WAAC and WAC veterans have also been sending in applications, during one period, at the rate of 75 per day.

Some delay was caused at the beginning of the re-enlistment program because Recruiting Stations did not have sufficient information about WAC recruiting, but adequate information is now available at Recruiting Stations throughout the country.

Lists of MOS's wanted by the Army are posted at these stations, but names of individuals who are skilled in MOS's other than those specifically listed will be kept on file in the event of future need.

Veterans may now be processed speedily at Recruiting Stations, upon presentation of WD AGO Form 100 and their certificate of discharge.

Hospitals Need Cooks, Bakers, Meat Cutters

Civil Service positions for experienced cooks, bakers and meat cutters, with salaries ranging up to \$2,540 a year, are now open in many Veterans Administration Hospitals throughout the country.

An acute shortage of kitchen personnel exists in VA Hospitals on the East Coast particularly, and in hospitals near large cities in other regions. Women interested in these positions must apply to the VA Hospital in which they wish to work. All hiring is done locally.

On-the-job training is offered by the VA for kitchen personnel with aptitude, who lack experience for higher jobs. Training is conducted at every hospital, but special courses now are offered in the Bronx, N. Y., Lyons, N. J. and Hines, Ill.

More Wacs Go to China

Shanghai, China is the destination of 85 EW and two WAC officers, who have volunteered to remain there for a period of six months under Army regulations. If their services are required after that time they have agreed to stay on as civilians.

Many High Ranking WAC Officers Now Civilians

Lt. Col. Helen Hamilton Woods has followed her three sons into civilian life. Col. Woods, formerly Deputy Director, has been active in WAC affairs since the earliest days of the Corps. She took part in the initial planning and was a member of the first OCS class.

Prior to her assignment as Deputy Director, Col. Woods served as WAC Staff Director for CAF and Western Training Command.

Other high ranking officers who have received their discharges are: Lt. Col. Elizabeth C. Strayhorn, formerly commandant of Ft. Oglethorpe; Lt. Col. Cora Webb Bass, WAC Staff Director, Second Service Command, now with VA in New York City, succeeded by Maj. Geneva McQuatters; Lt. Col. Ruth H. Kerr, Staff Director, CAF, now working in Pittsburgh; Lt. Col. Mary C. Freeman, Staff Director, AAF, now with VA in Atlanta, Ga., succeeded by Maj. Elizabeth Hardesty; Maj. Margaret Perry, formerly assistant WAC Staff Director, ASF, now an instructor of English, Univ. of Chicago; Maj. Jere Knight, Director's Staff; and Maj. Frances A. Clemens, Director's office, now in Bermuda on her honeymoon.

20% Pay Increase Proposed for Army

A bill proposing a 20% increase in pay for the armed forces has recently been introduced into Congress.

The legislation, presented by Secretaries of War and Navy to meet the increased cost of living and induce personnel to enter the services has been attacked on the grounds that the lower grades are not benefitting proportionately by a flat 20% increase.

VA Still Needs Job Classifiers

Openings for Job Classifiers (Army equivalent: Classification Specialist) are still available in Veterans' Administration, the Director of Personnel has announced. VA operates on a decentralized basis, so in order to save time and possible confusion, all communications should be sent to a local branch or regional office of Veterans' Administration.



Reenlisting. Cpl. Harriett B. Lutwak and Pfc. Shirley Slaughter, both of Chicago, are fingerprinted by Pvt. Joseph D. O'Connor, also of Chicago, at the Ft. Sheridan recruiting office, prior to re-entering the WAC.

Cover: IT'S SPRING! Sgt. Catherine E. Harvey, Columbia, S. C., spends her spare time catching for a WAC soft ball team. WAC NEWS LETTER, Vol. 3, No. 5, April, 1946. Official publication of the WOMEN'S ARMY CORPS—published by the In-

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Sports

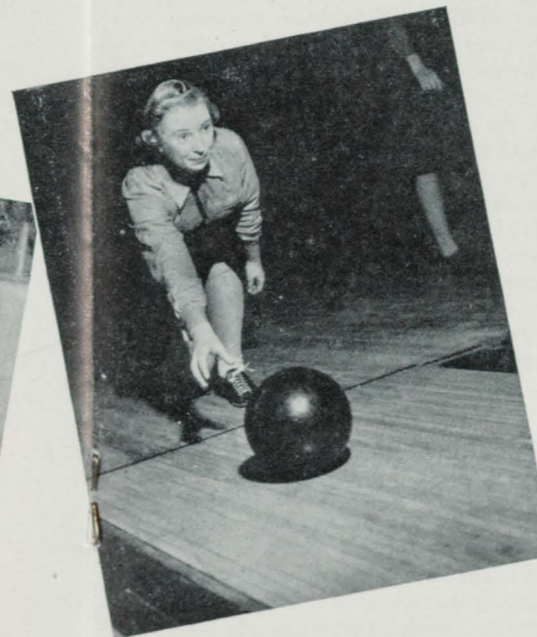
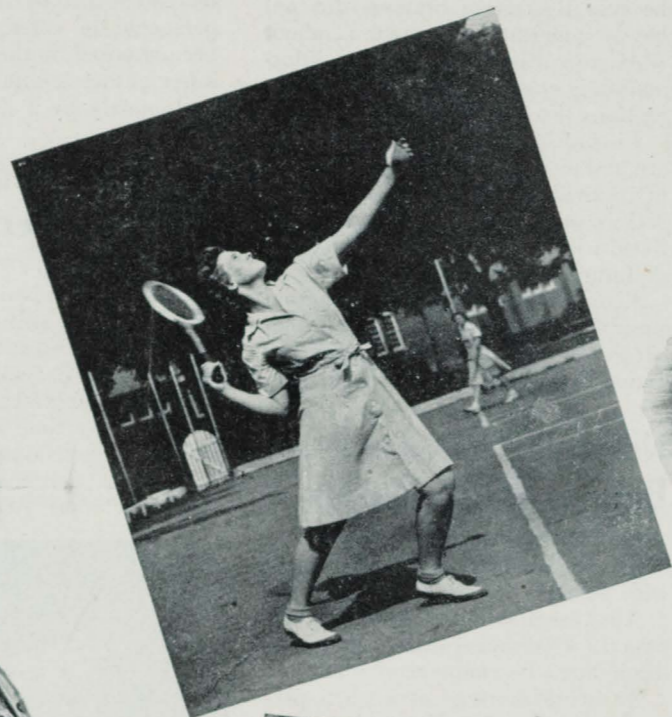
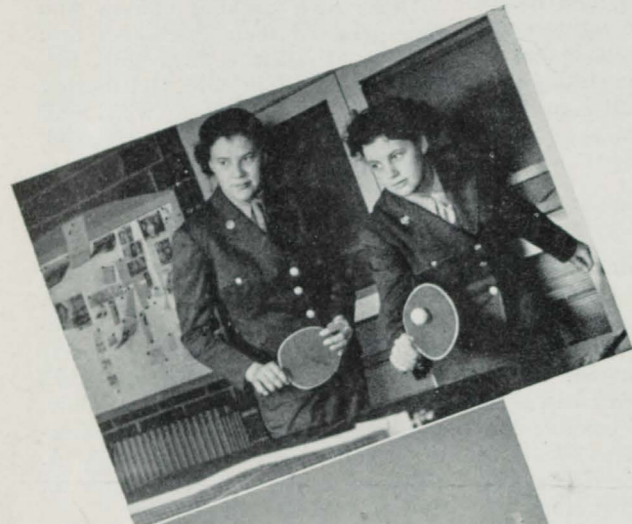


It's spring!

Cries of "Play ball!" resound in WAC areas, tennis enthusiasts crowd newly conditioned courts, horseback riders gallop gaily through sunlit lanes, and this season's golfers wonder all over again why the fairway is still so far from the rough.

It's spring. Time for picnics, swimming, spring fever.

It's spring. Time for tranquillity. Time for peace.



POSTED



Whenever possible, application for government jobs should be made in person.

The WAC Detachment, Army Ground Force Headquarters, in Washington, D. C. has been awarded the Meritorious Service Unit Plaque.

Discharge qualifications for the Army Air Forces and the Ground and Services forces are now the same. Women of all branches of the Army may be discharged with 24 months service as of 30 June 1946.

Lt. Colonel Mary Louise Milligan, former executive officer of Ft. Des Moines, is now assigned to the Office of the Director in Washington, D. C.

Major Dorothy M. Harms, formerly Staff Director, Continental Air Forces, is now serving in the Office of the Director. Captain Marjorie Cantzlaar replaces her as Staff Director, CAF.

Lt. Colonel Mary Halloren who was called to Washington on temporary duty has returned to ETO where she is Theater WAC Staff Director.

Fort Devons, New England's best known Army installation and a former WAC Training Center, will be deactivated at the end of June.

Baggage—Free checkable personal baggage allowance on carriers in United States for certain personnel enroute to or from points outside continental United States or in Alaska—Sec III, Cir 30, WD, 31 Jan 1946.

Critically needed Specialists, Cir No. 31, WD, 31 Jan 1946.

AR 600-68—Good Conduct Medal, Sec. I, Cir 33, WD, 5 Feb 1946.

Training in Basic Medical Subjects, Cir 43, WD, 9 Feb 1946.

Women's Army Corps—Brown pumps authorized off and on duty—Sec VII, Cir. 47, WD 14 Feb 1946.

Award, Meritorious Service Unit Plaque—Previous instructions rescinded—Sec. I, Cir 54, WD, 22 February 1946.



Last month's back cover carried an article under the heading, "How Come No Jobs For Women?". The article placed the blame, not on the Victorian prejudices of employment managers, but on women's "habits . . . that tell against them in their work." The article gives an example of "a weakness for the personal" as against the professional attitude: "An exasperated public has stood in line while women ticket agents and bank clerks discussed their dates and the disadvantages of their jobs."

One would think from the above that women have a congenital, biological urge to be inefficient, but that men have no such urge. There are inefficient, gabby men clerks, and there are pleasant, efficient women clerks. The distinction should be made between people, not between sexes. You don't judge all men by the inefficient few; why then judge all women on that basis?

It is unfortunate that there are many women who apparently believe the Victorian prejudices against themselves. There are women who repeat, as though the evidence to the contrary were not all around them, that "women's place is in the home."

Women are *not* discriminated against in industries and offices because of their inherent weaknesses (except for heavy manual labor, but even there, old or disabled men are similarly treated). The root of the problem, and there is a problem, is historical; women have had to wage an uphill fight for many years. They had to fight for the vote; fight to be treated as legal equals of their husbands; in most states they still cannot sit on juries. Today they still have



to insist on being paid the same wages as men for doing the same work. They didn't win these fights by blaming inequality on the inherent inferiority of females. They won them by insisting that in a democracy every citizen, regardless of sex, should have equal political and economic rights.

"How Come No Jobs For Women?" means "Why Don't Women Get Fair Consideration For All Jobs For Which They Qualify?" Women will not be able to answer either question, or do anything about the problem, if they start out with guilty feelings about themselves. Self-criticism, of course, but not at the expense of self-respect. Women should start out with the firm conviction, which they have tested and found true in the WAC, that they are as good Americans as men. They should have the same rights.

Within every group that encounters prejudice through no fault of their own, there are those who "fall for" the prejudice. There are workmen who have only contempt for other workmen. In previous times there were slaves who refused to co-operate with their fellow slaves for the same type of reason. In every case, the acceptance of the prejudice by those who should be able to see the *real* basis of the hostility (usually economic reasons) means blocking all attempts to get at the root of the difficulty. Women will never get ahead by the type of self-abasement that last month's article advises.

Sgt. EDWARD SPEYER

600 Wacs Needed in ETO

There is an opening for 600 EW for service in the ETO in five categories: stenographers, clerk typists, clerks (general), telephone switchboard operators and teletype-writer operators. Both Wacs who are still on active duty and those who have re-enlisted will be eligible, with priority going to women who have not yet been overseas.

32 Suggestions for Letter to Obtain "Right Job" Interview

By SIDNEY and MARY EDLUND, Directors of The Man Marketing Clinic, Inc., authors of "Pick Your Job—And Land It!"

1. Before you write your letter, list all the characteristics and experiences desirable for the job you want. Opposite each of these qualifications which you possess, note how you can demonstrate to a prospect that you have it.

2. In your letter address an individual. Use full name or initials. Give his correct title.

3. Offer a service instead of looking for a job.

4. Indicate what you can do in a manner that appeals to your prospect's self-interest.

5. Show you have an appreciation of the functions of the job you want.

6. If possible, show genuine interest in the work.

7. The courses you've taken in school are not as important as the skills you have acquired.

8. The work you've done is not as important as what it fits you to do for your prospect.

9. Sell first that which is of most interest to your prospect. If you are going after a stenographic job in an advertising agency, your opening sentence could indicate your stenographic skill and your interest or experience in advertising. You could then devote a paragraph to demonstrating your stenographic skills, and then another to your interest in advertising.

10. Be specific about the kind of job you want.

11. About your qualifications and the results you have obtained.

12. Use facts, examples, or statements by others rather than your own opinions of yourself and your past work.

13. To gain attention, be an individual. Stand out from the crowd. You will be different if you are specific and if you appeal to the prospect's interest.

14. The opening sentence, in particular, should arouse his interest. This is not usually done by generalizations, but by coming to the point.

15. Make a strong closing—one which suggests action.

16. Be your best self.

17. Be sincere.

18. Express yourself naturally.

19. Avoid stereotyped business

phrases.

20. Use restraint and modesty in expressing opinions.

21. Strive for brevity. Edit and reedit your letter. Cut out all words, phrases, and sentences which do not help to show that you can do the work well.

22. Check carefully to see that grammar, spelling, and punctuation are correct.

23. Type your letter on good stationery (not social nor hotel stationery). Arrange margins and paragraphs so that the letter appeals to the eye.

SUGGESTED DON'TS

24. Don't waste valuable space telling your prospect that which he already knows well.

25. Don't draw conclusions for your prospect.

26. Don't use long, involved sentences, flowery words, or trite business phrases.

27. Avoid overstatement.

28. Avoid apologetic or negative statements.

29. Don't use phrases others have written, unless you are quoting.

30. Don't make your letter look like an employment blank.

ACT NOW—

31. No matter how good your letter may be, it can produce the results you want only if you have a good list to whom to send it. For sources, use libraries, business associations, directories, trade papers, catalogs, newspapers, friends.

32. If you send out 15 to 50 letters today, you'll know in a week if they will bring you interviews. If interviews do not result, revise your letter.



Beginning their Spring planting early and optimistically are Sgt. Dorothy Killian, Oakpark, Ill., and Sgt. Betty Szabo, Buffalo, N. Y.

Don't have a blind date with the future!

By COL. HOWARD A. RUSK

NOTE—Col. Howard A. Rusk, formerly Chief of the Convalescent Services Division Office of the Air Surgeon, is now Chief Consultant on Rehabilitation to the new Baruch Committee on Physical Medicine.

All veterans are individuals with individual problems for which no hard and fast rules can be established for solution. There can be no patent solution set down for you in advance.

Coming home you will be reminded in thousands of ways that because of the war, an important part of your life was interrupted. It can't be replaced and what you have gone through doesn't help to alleviate this feeling of "loss."

In the back of your mind will grow the feeling that there ought to be some compensation, some repayment for all this. After a while you will discover that the only thing that even comes close to being repayment is the knowledge that when you were needed, when called upon to deliver the goods, you were in there pitching with all you had. It is the one satisfaction that will last and grow.

You will come back in many respects a stranger. But you will be a wiser stranger. You've been through something, have had good and bad experiences, you know a great deal more about people, about the world, about war, than most women will ever know. This maturing experience will be a part of your readjustment problem because you are different from the person who went away three years ago. The skills and training that you



have acquired in the Army may make you more useful in your own community. Because of those skills you may find that more demands are made on you as a civilian.

And there is one very important job that you alone can do when you get back home. Nothing will aid your own readjustment to living outside the military like finding opportunities to help others readjust. Because you are a woman you will have the double-barrelled mission of claiming understanding for yourself and of giving understanding to the men who will come back. A half a million wounded men and the parents and wives and sweethearts of the 200,000 who will never come back will need your understanding and help. The first time you hear a veteran describing something of what he has seen and, suddenly lost for words he turns to you

and says "You know how it is—you were in it . . ." you'll know what your greatest mission as a veteran can be.

Remember what you have seen and learned, and profit by it. The years you spent at war were not lost years. You will be a better mother, a better wife, a better worker, for having had this experience. Realize that in adjusting to civilian tempo you are taking up your life in the present tense, not trying to "catch up" on what you may have missed.

And remember, too, that time doesn't stand still for anyone, and that people in the civilian world have changed some, just as you have changed. While you are asking for understanding from them, try to be understanding of them.

There's a big job to be done.