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DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON

F O R E W O R D

This manual, covering the history of the Civilian Conservation Corps, and the procedures relating to selection and enrollment, is presented to the County Coordinators of CCC Selection and the Local Selecting Agents of New Jersey in the hope that it will be of service.

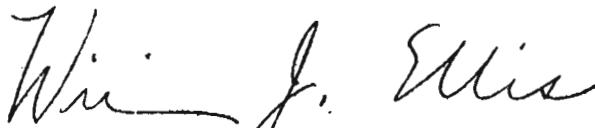
It supersedes the manual issued October 1936 and brings together in a form for ready reference, through the index and table of contents, all the material for the guidance of those actively engaged in the important field work of selection and enrollment.

The manual is more than a convenient book of rules. It contains a brief history of legislation and administrative measures since the start of the CCC six years ago. It attempts to evaluate the program of the Corps in terms of what it means to the country and to the enrollees. It embodies regulations governing selection of young men, without which orderly procedure would be impossible.

The CCC has a double objective. It is designed to conserve the natural resources and beauties of the country through the work of the Corps on the land and so to orient its courses of education and field training that the character of youth engaged by the Corps will be strengthened and confirmed. Neither objective must profit at the expense of the other. Youths must be enrolled to whom the CCC has something to offer and from whom the Corps, State and nation can profit.

New Jersey's enrollees have proved to be assets to the CCC. That is the best tribute that can be paid to the sincerity with which County Coordinators and Local Selecting Agents have handled their responsibilities and the best evidence of the fine and conscientious jobs they have done.

One reason for their success has been their recognition of the fact that, in dealing with individual human beings under personal stress, however rigid the rules must necessarily be, within those limits must be used discretion and good judgment.



William J. Ellis, Commissioner,  
State Department Institutions & Agencies

State Director of Selection  
Civilian Conservation Corps

May 10, 1939

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# SELECTION OF YOUNG MEN FOR ENROLLMENT IN CIVILIAN CONSERVATION CORPS

IN

NEW JERSEY

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## I. HISTORY

On March 14, 1933, President Roosevelt sent to Congress a special message dealing with the forest situation and declaring that the abuse of commercial forest lands by private owners threatened the general welfare of the country. As a result of this message the Emergency Conservation Work was initially established under the provisions of an Act of Congress, approved March 31, 1933. Its equally important purpose was to give jobs to approximately 300,000 men in vigorous, healthful, outdoor activity. By executive order of April 5, 1933, the agencies for the administration of the program were determined. Just two weeks after the approval of the bill the first CCC camp was established in Virginia, and by July 1, 1933, 310,000 men had been enrolled.

Emergency Relief Appropriation Act.--On April 8, 1935, the President signed the Emergency Relief Appropriation Act of 1935, providing for the continuance of the CCC. Plans were approved providing for a maximum enrolled strength of 600,000 men under the expanded program for Emergency Conservation Work.

Civilian Conservation Corps Act.--The Civilian Conservation Corps, which succeeded the Emergency Conservation Work, was established by an Act of Congress, approved by the President on July 28, 1937, "for the purpose of providing employment, as well as vocational training, for youthful citizens of the United States who are unemployed and in need of employment....through the performance of useful public work in connection with the conservation and development of the natural resources of the United States, its territories and insular possessions."

State Department of Institutions and Agencies as Selecting Agency. In August 1936 the Department of Institutions and Agencies accepted at the request of the United States Department of Labor, the responsibility of selecting young men for the CCC in New Jersey. A detailed plan and budget for maintaining statewide facilities for the selection of Junior enrollees for the Civilian Conservation Corps was prepared by the State Department of Institutions and Agencies and approved by the Department of Labor. An agreement was signed by the Representative of the Department of Labor for the Civilian Conservation Corps and the Commissioner of the State Department of Institutions and Agencies for cooperation in the selection of Junior enrollees under the provisions of the federal law and in accordance with the plan.



## II. ORGANIZATION

- A. A director appointed by the President, by and with the consent of the Senate, has "complete and final authority in the functioning of the Corps, including the allotment of funds to cooperating federal departments and agencies, subject to such rules and regulations which may be prescribed by the President." The cooperating agencies are the United States Department of Interior, Department of Agriculture, War Department and Department of Labor.
- B. The Department of Interior and the Department of Agriculture are responsible for the selection and planning of the work projects on national forests, national parks, monuments, and other public domain, including lands where soil erosion control is being demonstrated, and for the supervision of the men while at work. The Department of Agriculture also has general supervision over projects on state and private land (except state parks) and assists state authorities in the conduct of all work performed on such projects. The Department of Interior has similar power and responsibilities in connection with the state park projects.
- C. The War Department is responsible for the physical examination, enrollment, equipping, and conditioning of the men, and the transportation of enrollees, camp construction, command, supply administration, sanitation, medical care, hospitalization, pay, welfare, and education at work camps. (The United States Office of Education acts in an advisory capacity to the War Department in the camp educational program.) The War Department is also responsible for a comparatively small number of work projects on certain military reservations and on certain flood-control work.
- D. The Department of Labor is primarily responsible for the selection and certification of all the men to be enrolled at the regular minimum cash allowance of \$30 a month plus maintenance, except the veteran's contingent, which is selected by the Veterans' Administration.

### III. CAMP LIFE

#### A. Work to Be Done.

Work to be done by the Corps includes forest improvement and protections, trail making, soil erosion control, flood control, landscaping and development of park and recreational areas, and many other similar projects. Except in emergencies, work hours are forty each week.

#### B. Educational Opportunities.

The educational opportunities open to the enrollees after the completion of his work hours range all the way from the elimination of illiteracy to technical subjects of college level. The educational program of each camp is organized and conducted to fit the needs of the enrollees within the camp. Supplementing and equally important as the after-hours educational activities are the training-on-the-job activities. Experienced foremen supervise each project, explaining its purpose and teaching how to perform the various jobs skillfully. When there is construction work to be done, for example, enrollees learn the elements of carpentry, stone masonry, or concrete work. Each job is a means of learning useful skills.

#### C. Recreation.

Recreation and sports are a part of each camp program. Libraries, radios and educational movies are provided and in many cases there will be opportunities for hiking, mountain climbing, fishing, swimming, tennis and other sports.

#### D. Medical Care.

If a man becomes ill or has an accident while he is in camp or on the job, he will receive free medical care and hospitalization if needed. The compensation law governing federal employees will apply to enrollees in cases of accident provided the accident or illness is incurred in the line of duty and is not the result of active misconduct of the enrollee.

#### E. Opportunities for Advancement.

The most capable enrollees are advanced to jobs of leaders and assistant leaders with pay of \$36 and \$45 a month. More than 20 such promotions may be made in each full-sized camp.

#### F. Food.

Good food is served in the company mess. Every piece of meat and dairy products must pass a rigid test by a government veterinarian, and all other food products must pass rigid requirements before they will be accepted and served in the CCC camps. Modern equipment is used in preparation of the food, and the cooks and bakers who prepare the food are carefully trained for their work. In addition to the staple foods, fresh vegetables and fruits are served the year around; fresh milk is provided daily and this variety of food is served in such quantity that every enrollee has all he can eat. New enrollees often gain 10 to 15 pounds during the first few months.

G. Shelter.

The camp personnel live in wooden barrack buildings, many of them of the portable type. Each company is complete with dormitories, mess hall, infirmary, recreation hall and school building.

H. Camp Personnel.

From 150 to 200 men live at each camp. A reserve officer called to active duty from civil life is in command of the camp. A project superintendent has charge of the work project and supervises the activities of the men while they are at work. The other camp personnel is composed of a second reserve officer to assist in camp management and administration, a camp medical officer, an educational advisor and a number of technical experts and foremen.



#### IV. FUNCTIONS OF SELECTING AGENCIES, FEDERAL, STATE AND LOCAL

- A. The United States Department of Labor and the State Department of Institutions and Agencies, 21 County Coordinators of CCC and the 68 Local Selecting Agents are responsible for the proper selection and certification of qualified applicants for enrollment in the CCC. The United States Department of Labor publishes junior quotas, determines eligibility standards and selection policies (with the approval of the Director of the Civilian Conservation Corps) and initiates the selecting process.
- B. The Commissioner of the State Department of Institutions and Agencies has been designated by the United States Department of Labor as the State Director of CCC Selection for New Jersey. The Department of Institutions and Agencies transmits instructions from the Department of Labor to the County Coordinators and Local Selecting Agents, receives state requisitions after they have been cleared between the Department of Labor and the War Department, apportions the state requisition among the 21 County Coordinators and Local Selecting Agents, receives reports from the local selecting agencies and submits reports to the United States Department of Labor, maintains adequate records of active and discharged enrollees, makes recommendations on requests for changes of allotments and cooperates with federal, state and local agencies in performing its functions as State Selecting Agency.
- C. Local Selecting Agencies.

The local CCC selecting agencies are composed of the 21 Welfare Directors of New Jersey who act as County Coordinators of CCC in their respective counties and are responsible for the enrollment of boys in the towns with a population of less than 10,000. Local Welfare Directors or Overseers of the Poor act as selecting agents in towns of more than 10,000 population. Their duties are to receive applications, determine the relative need of applicants and their allottees, select and certify applicants in accordance with rules and regulations established by the United States Department of Labor, as transmitted to them by the Department of Institutions and Agencies, make reports to the Department of Institutions and Agencies, cooperate with local, public and private agencies in securing eligible applicants, investigate and report to the Department of Institutions and Agencies requests for change of allottee, verify changes of address and offers of employment, assist in the return to camp of "AWOL" enrollees, and maintain adequate local records of active and discharged enrollees and eligible applicants available for enrollment.

  1. Local selecting agencies act as agents of the Department of Institutions and Agencies, have the sole responsibility for the selection and certification of junior applicants.



2. Questions that arise regarding the eligibility of applicants should not be referred to the enrolling officers but should be determined by the local selecting agencies in accordance with instructions in this manual as amended by subsequent bulletins from the State Department of Institutions and Agencies. If the local selecting agent is unable to determine the eligibility of a given applicant, the question should be referred to the State Department of Institutions and Agencies.
3. At the end of each enrollment period the War Department submits to the Department of Labor and to the Department of Institutions and Agencies a list of all ineligible applicants certified by the local selecting agencies. This report serves to indicate the degree of care exercised by local selecting agencies in fulfilling their selection responsibilities.

D. DESIGNATION OF AND FUNCTION OF ENROLLMENT DIRECTOR.

1. The person to be in charge of the selectees to be presented for enrollment by the Army shall, as heretofore, be designated by the State Supervisor with the approval of the State Director.

The title by which this person shall be designated shall be ENROLLMENT DIRECTOR.

2. The ENROLLMENT DIRECTOR shall, in cooperation with the Officer in Command of the Processing Party, be responsible for the good order of the selectees and shall facilitate the performance of the process of enrollment.
3. He will consult, on the spot, with the Officer in Command, over any problems that arise and seek to find an immediate solution.
4. It is mutually agreed by the Trenton District Commander and the State Director of Selection that the Processing Party on the one hand, and the ENROLLMENT DIRECTOR on the other, will report ON TIME precisely to take over their functions. (In either instance a tardy reporting will endanger smooth and rapid enrollment.)

## V. RESUME OF ELIGIBILITY STANDARDS

### A. IN GENERAL

The eligibility requirements and criteria of selection set forth herein are published by the Department of Labor for the guidance of State and local agencies and their representatives and agents having responsibility on behalf of the Department of Labor, for the selection and certification for enrollment of junior members of the Civilian Conservation Corps, ages 17-23 both inclusive. It is obviously essential to the administration of selection that uniform standards of eligibility should prevail throughout the United States. The contents of Section V. are, therefore, mandatory on all State and local CCC selecting agencies.

### B. DEFINITIONS OF TERMS

1. JUNIOR ENROLLEE--An enrolled member of the Civilian Conservation Corps selected and certified for enrollment through the facilities of a State Selecting Agency duly authorized to represent the Department of Labor for this purpose. This classification includes both those unmarried members of the Corps who are between the ages of 17-23 both inclusive, and a maximum of five members per company who under certain circumstances may be exempt from the legal requirements governing maximum age, marital status and maximum service.
2. SELECTION--(A function of the CCC selecting agency.) The process of taking initial applications for CCC enrollment, determining qualifications of applicants according to fitness, character, and minimum standards of eligibility as set forth by the Department of Labor and the State Selecting Agency, and certifying as to the qualifications and eligibility of men in such numbers as are required to be presented to Army authorities for physical examination and completion of enrollment.
3. RESELECTION--(A function of the CCC selecting agency.) The process of determining the qualifications and eligibility of an applicant for enrollment who has previously been a member of the Civilian Conservation Corps.
4. ACCEPTANCE--(A function of Army authorities.) The receiving of acceptable selectees, duly certified for selection by the selecting agency, at points mutually convenient to both Army authorities and the selecting agency. The application papers are checked by CCC acceptance officials and in most instances preliminary physical examinations are conducted of such numbers of selectees as are authorized to be accepted.
5. ENROLLMENT--(A function of Army authorities.) The final phase of the qualifying process precedent to membership in the Corps, including physical examination of selectees certified to Army authorities by the selecting agency and the induction of accepted selectees into CCC service by administer-



ing to them the oath of enrollment. (Acceptance and enrollment may be accomplished separately or at one operation.)

6. REENROLLMENT--(A function of Army authorities.) The process of continuing in service for another six month' enrollment period, without separation from the Corps or termination of enrolled status, those qualified enrollees who have successfully completed one or more regular enrollment periods. This is accomplished at the camp without reference to the selecting agency.
7. REINSTATEMENT--The restoring of a discharged CCC enrollee to active enrolled status by the Corps Area Commander without reference to the selecting agency. Reinstatement is limited in purpose to correction of errors in the administration of discipline by the War Department and may be accomplished at any time.

C. EXCERPTS FROM THE ACT OF JUNE 28, 1937 (PUBLIC NO. 163--75th CONGRESS)

Section 8. of the basic CCC law provides that: "The enrollees in the Corps....shall be unmarried male citizens of the United States between the ages of seventeen and twenty-three years, both inclusive, and shall at the time of enrollment be unemployed and in need of employment:

PROVIDED, That the Director may exclude from enrollment such classes of persons as he may consider detrimental to the well-being or welfare of the Corps....PROVIDED FURTHER, That enrollments shall be for a period of not less than six months and reenrollments.....shall not exceed a total term of two years..."

Section 9. of the same Act provides: "The compensation of enrollees shall be in accordance with schedules approved by the President, and enrollees with dependent member or members of their families shall be required, under such regulations as may be prescribed by the Director, to make allotments of pay to such dependents. Other enrollees may make deposits of pay in amounts specified by the Director with the Chief of Finance, War Department, to be repaid in case of an emergency or upon completion of or release from enrollment and to receive the balance of their pay in cash monthly...."

D. EXTRACT FROM CCC REGULATIONS, WAR DEPARTMENT, DECEMBER 1, 1937.

"Function of the selecting agencies.--Selection and reselection of junior enrollees is the responsibility of the selecting agencies designated by the Department of Labor. Selection and reselection of veterans is the responsibility of the Veterans' Administration. Junior and veteran applicants are selected and certified to the War Department under definite policies as to eligibility approved by the Director, Civilian Conservation Corps, and duly announced to their respective field agents by the Federal agencies concerned. Men so selected and certified will present properly executed application forms duly signed by

the authorized selecting agents of the Department of Labor or the Veterans' Administration, as the case may be. The War Department does not participate in selection or reselection."

#### E. MINIMUM ELIGIBILITY REQUIREMENTS FOR SELECTION

In order to be eligible for selection for enrollment as a junior in the Civilian Conservation Corps the applicant must be:

1. A male citizen of the United States by birth or completed naturalization.
2. Unmarried:
  - a. The basic law provides exemption of marital status, maximum age, and maximum service in the case of one leader, one mess steward and three cooks per company. Selection or reselection of any men under those exceptions will be made only upon specific request of the Corps Area Commander to the State Selecting Agency.
3. Between the ages of 17 and 23, both inclusive, unless one of the five exempted men per company. (See paragraph E2a)
4. Unemployed and in need of employment.
5. Not in regular attendance at school or on vacation from school.
6. Willing to allot \$22 per month of his monthly cash allowance to his dependents, or if he has no dependents, to deposit \$22 each month with the Chief of Finance, War Department.
7. Of good character and stability of purpose:
  - a. Section 8. of the basic CCC law provides "that the Director may exclude from enrollment such classes of persons as he may consider detrimental to the well-being or welfare of the Corps."
8. In good physical condition.
9. Agreeable to remain in the Corps for at least six months unless he secures other employment that will better his condition or unless he is urgently needed at home.

#### F. ELIGIBILITY FOR RESELECTION

If otherwise fully qualified under the provisions of paragraph E. above, a former junior enrollee may be reselected for enrollment in the Civilian Conservation Corps, provided that:

1. He was honorably discharged from each preceding enrollment. If any previous discharge certificate bears one of the following notations, the applicant is not eligible for reselection: (1) "Not considered worthy of reenrollment"; (2) "Administratively discharged"; (3) "Dishonorably discharged."



2. He has been discharged from the Civilian Conservation Corps for at least six full months, except:

- a. That a junior who has been honorably discharged because of physical disability not the result of his own misconduct, and who has since overcome such disability, if otherwise qualified, is eligible for re-selection at any subsequent enrollment period.
- b. That a former enrollee, the type of whose discharge has been changed by the Corps Area Commander from administrative or dishonorable to honorable, if otherwise qualified is eligible for reselection at any subsequent enrollment period.

G. THOSE WHO ARE NOT ELIGIBLE FOR SELECTION OR RESELECTION

1. Under authority granted to the Director, CCC, to exclude from enrollment such classes of persons as he may consider detrimental to the well-being or welfare of the Corps, the Director has ordered the continuation of the regulations prohibiting selection of persons under conviction for crime and serving sentence therefor and of those who are currently on probation or parole. (A court order, however, in a case involving juvenile dependence, as distinguished from delinquency, is not a bar to selection.)
  - a. The non-selection of those "on probation or parole" is understood to include those under sentence or court order as a result of felonies, misdemeanors, and juvenile delinquencies.
  - b. Release from probation or parole is not to be sought for the specific purpose of immediate selection and enrollment and made contingent upon such selection and enrollment.
2. The Director has also ordered the exclusion from enrollment of "those who have been convicted by a civil or military court of an offense which may be punished by death or imprisonment for a term exceeding one year." (See War Department CCC Regulations, December 1, 1937, paragraph 19a (2) (b).) In compliance therewith such applicants will not be selected.
3. A former member administratively or dishonorably discharged from the Civilian Conservation Corps (and one whose honorable discharge certificate contains the notation "not considered worthy of re-enrollment") is not eligible for re-selection. (See paragraph F1.)
4. Civil law enforcement officers, such as justices of the peace, sheriffs, game wardens and their deputies are not eligible for selection.
5. Members of the National Guard are not eligible for selection.

6. An honorably discharged junior is ineligible for reselection as a junior for a period of at least six months following date of last discharge.

#### H. INTERPRETATION OF ELIGIBILITY REQUIREMENTS

1. Citizenship--Unless the applicant is an American citizen by birth, he is not eligible for CCC selection until final naturalization papers are completed.
2. Unmarried--A widower or a divorced man is unmarried. A man separated from his wife but not legally divorced is married. A man who is unmarried at the time of his application for enrollment but who marries before being enrolled thereby becomes ineligible.
3. Between the Ages of 17--23--A man is eligible from the time he reaches his 17th birthday up to (but not including) his 24th birthday. The date on which the applicant takes oath of enrollment will govern his age. Applicants who are close to the maximum age limit should understand that they must not only be accepted by the Army authorities but must also take the oath of enrollment before their 24th birthday. In case an applicant appears to be less than 17 years of age, evidence of his true age will be required by Army authorities at point of acceptance.
4. Unemployed and in need of employment--For the purpose of CCC selection the phrase "unemployed and in need of employment" shall be understood to cover unmarried junior applicants otherwise qualified by age, citizenship, fitness and character; not regularly in attendance at school; not possessing other regular or full-time employment; who needed the employment, the job training, the educational and other opportunities offered by the Civilian Conservation Corps; and who themselves, or whose families, due to financial limitations, are not in a position to secure or provide comparable experience and training.
5. School Attendance--No applicant who is regularly attending school or on vacation from school may be permitted to present himself as unemployed for the purpose of CCC selection. Any local questions as to the interpretation of this item should be resolved in conference with local school officials.
6. Allotment and Deposit requirements.
  - (1) Required allotments--Applicants with dependents are required by law to agree to make monthly allotment of a portion of their cash allowance to such dependents. By decision of the Director, CCC, at the time of enrollment the amount of the allotment will be in all cases \$22. Selection is made contingent upon such an allotment.
  - (2) Definition of dependents--For the purpose of CCC selection dependents shall be defined as those members of an applicant's family who without the allotment of a portion of his monthly cash allowance as an enrollee would be unable to maintain a



normal or average standard of living and who, due to financial limitations, are unable to provide the enrollee with opportunities for attaining experience and training comparable to those available through Civilian Conservation Corps enrollment.

(a) The administrative definitions of "unemployed and in need of employment" (see H4) and of "dependents" are published with the approval of the Director, CCC. These definitions must be read together. It is expected that only those applicants who represent families, or who are nonfamily persons below a normal or average standard of living in their respective communities will be selected and sent forward. It is not contemplated that applicants from families above a normal or average standard of living will be selected and permitted to make deposits on the theory that they do not have "dependents".

(3) Dependents of obligation--Dependents may be either of blood or obligation. For example, a young man who has been living for a considerable length of time with an unrelated family and who feels an obligation to contribute to its support, may, in the discretion of the selecting agency, be permitted to make an allotment to a member of such family.

(4) Allotments to two dependents--At the time of enrollment, a selecting agency may permit a selected man to divide his allotment between two equally qualified dependents, provided that the total of allotments so made is \$22. Space for this purpose is provided in Section 4. of the Certificate of Selection.

(5) Allotment reduction subsequent to enrollment--In cases where an unanticipated change in the relationship or circumstances of an enrollee's dependents is brought to the attention of the State Selecting Agency subsequent to enrollment, and where a review of all facts by the State Agency indicates that an allotment of less than \$22, with a deposit of the remainder, would be desirable and equitable to all parties concerned, a complete report of the matter shall be referred for decision to the Department of Labor by State Selecting Agency.

NOTE: The need for the allotment, the relationship of allottee to enrollee, and the probable use and disposition of the allotment by the enrollee's dependents should be given careful consideration by the local selecting agent prior to, rather than subsequent to, enrollment, it is thus not expected that cases involving "unanticipated change in relationship or circumstances" will be frequent or numerous.

(6) Required deposits--Except as provided in sub-paragraph (a) below, those applicants who do not have dependents--i.e., those without family connections, such as orphans or unattached young men (non-transients) who are themselves below a normal or average standard of living--if selected for CCC enrollment



ment, shall be required in all cases to make deposits, in lieu of allotments, of \$22 per month with the Chief of Finance, War Department. (For non-resident, transient applicants, without dependents, see par. I 3.)

(a) Authorization for deposit--In every case where it is determined that an applicant does not have dependents, Section 5. of the Certificate of Selection must be properly executed and signed both by the local selecting agent and the applicant for selection.

(b) Repayment of deposits--Accumulated deposits will be repaid upon completion of or release from enrollment or in case of an emergency.

(c) Voluntary allotments--An applicant without dependents (an orphan or non-family youth), who is eligible to make a deposit in lieu of an allotment, may voluntarily agree to allot a portion of his monthly allowance for the support of other needy blood relatives, not actually dependent upon the applicant as herein defined; provided, however, the arrangement is designed for actual assistance of the allottee and is not designed to permit the return of allotment money to the enrollee in camp. In each case, Section 5. of the Certificate of Selection, "Authorization for Deposit in Lieu of Allotment", should carry the amount to be deposited and should be certified in the usual manner. In addition, Section 4. of the Certificate of Selection should carry the name of the allottee and the amount of the voluntary allotment. The sum of these two items should in all cases be \$22. In no other instance may the \$22 portion of the cash allowance be split as between a deposit and an allotment at the time of enrollment.

7. Physical Fitness--Applicants who suffer from chronic discharge from ear or ears, to toxic conditions associated with abnormal conditions and thyroid glands; valvular diseases of the heart; tuberculosis, epilepsy, mental disease or deficiency and serious defects of the feet will be rejected. He must be able to see fairly well; have comparatively good hearing; his heart must be able to stand the stress of physical exertion; he must be intelligent enough to carry out instructions relative to the work demanded and must be able to transport himself by walking and perform manual labor requiring reasonably strong legs and feet. Appendix II of CCC Regulations, War Department, December 1, 1937, in reference to standards of physical examination for applicants for CCC enrollment includes, among others, the following conditions as reasons for unconditional rejection:

- a. "Applicants with contagious infections of the mouth will be rejected."
- b. "Long-existing skin diseases or long-existing ulcers of the skin which are so severe or so disfiguring as to incapacitate the applicant."



- c. "Loss of both thumbs."
- d. "Loss of more than 2 entire fingers of one hand."
- e. "Amputation of extremities in excess of those already cited."
- f. "Less than 60 inches in height."
- g. "Less than 107 pounds in weight."
- h. "A height of more than 78 inches."
- i. "Overweight which is greatly out of proportion if it interferes with normal physical activity."

Correction of Defects--An applicant wearing glasses or dentures must have them with him at the time of the examination. Do not present applicants with recognizable physical defects. Secure correction through the cooperation of local physicians, dentists, hospitals, before the enrollment.

If any applicants are rejected by the Army for physical defects which you did not recognize, and if they are otherwise eligible, arrange to have these defects corrected, as suggested above, and present them at the next enrollment.

- 8. Character and Purpose--The Corps wants, as enrollees, young men of purpose, ambition and character. Such men are best able to contribute to and profit by the experience of camp life. Men should be selected who will be able to adjust themselves readily to camp life, follow instructions on the job, and take advantage of the job training, educational, and leisure time opportunities afforded them through enrollment. The success of the Corps clearly depends upon the quality of its enrolled personnel. It is, therefore, the important and continuing responsibility of every CCC selecting agent to contribute to the effectiveness of the Corps by selecting the best available men.
- 9. Enrollment is for six months--All applicants should understand that enrollment periods are six months in length. When an applicant is selected for CCC enrollment he should consent to remain a member for at least six months, with the understanding that if he receives better employment or is urgently needed at home he may be released from his enrollment before expiration of the six months' enrollment period. Early discharge from the Corps is expensive to the Government, prevents the enrollee from receiving maximum benefits of enrollment and creates a vacancy that must remain unfilled until a succeeding enrollment.
- a. The Act of June 28, 1937, continuing the Civilian Conservation Corps prescribes that enrollment shall not be less than six months and limits the service of junior enrollees

to a total of two years. The Comptroller General has ruled that service prior to July 1, 1937, will not be counted in determining total enrolled service. Junior enrollees who have been continuously enrolled since July 1, 1937, or earlier, will complete two years service on June 30, 1939. All enrolled service in the CCC on or after July 1, 1937, will be counted when computing the length of service of enrollees in the Civilian Conservation Corps. If any question should arise as to the length of service, please consult with the State Office.

#### I. IMPORTANCE OF NAMING PROPER ALLOTTEES

1. Eligibility for selection depends upon the applicant's agreement to make a proper allotment, or if he has no dependents, to make a deposit. The recipient of a CCC allotment is known as an allottee. It is important that there be careful consideration in the naming of an allottee in order that the allotment may be well administered in the interests of the enrollee's dependent family. The applicant should clearly understand that his allotment is made to assist his dependents in maintaining a normal standard of living and that if he is accepted for selection and enrollment he will continue to make regular monthly allotments during his service as a member of the Corps. As a minimum, local selecting agents should check the following in each case:

- a. That the proposed allottee is a dependent by blood or obligation. In no instance shall local selecting agents or public welfare authorities receive the monthly allotment in order to administer it for the benefit of the dependents of the applicant. Neither are applicants to be permitted or forced to "adopt" allottees who are not related to or dependent upon them.
- b. That the proposed allottee understands the purpose for which allotments are provided and is willing to assume this responsibility.
- c. That the proposed allottee needs the financial assistance provided by the allotment to maintain a normal standard of living.
- d. That the proposed allottee has been named voluntarily.
- e. That the proposed allottee does not reside in a foreign country.
- f. That both the applicant and the proposed allottee understand that an enrollee is subject to discharge if he accepts the return of a portion of his allotment for his personal use in camp.

2. Basic CCC law requires that enrollees with "dependent member of their families" shall make allotments. If in the absence of qualified adult dependents, an applicant for enrollment



has only minor brothers and sisters as members of his family and if these minors are not competent in themselves, legally or otherwise, to receive and cash allotment checks and properly to expend the proceeds thereof, such applicant can be selected only through naming as allottee a legally appointed guardian of his dependent brothers and sisters. Such legal guardian would be presumed to expend the allotment money on behalf of the dependents and to render a periodic accounting thereof to the proper court. A trustee, a bank, or a guardian for the enrollee (as distinguished from a guardian for the enrollee's dependents) is not a proper allottee.

3. In the discretion of the State Selecting Agency, applicants who wish to make allotments to dependents in other States may be selected (regardless of the State of residence of the applicant) provided the necessary personal data are verified and the existence of fully qualified dependents is properly established by the appropriate State Selecting Agency. A transient applicant who has no dependents will be advised to return to his State of legal settlement to make application for enrollment. There can be no transfer of quota between States for this purpose; each applicant selected will be counted against the State quota of the State which accepts the application.

#### J. PRIORITY OF SELECTION

Among applicants who meet the legal requirements for enrollment and who are equally qualified as to fitness, character and need for employment, preference shall be given in order of financial need. The following priorities shall be observed in making final selection of principals and alternates from within the group of eligible applicants and to the extent of the assigned requirement:

1. Applicants who are themselves receiving, or are certified for relief or other public aid, or whose dependents are receiving or are certified for relief or other public aid, shall be given priority over applicants of equal personal qualifications who are not so certified.
2. Applicants with dependents (as defined in paragraph H6) who are required by law to make allotments, and applicants without such dependents but who desire to make voluntary allotments for the support of other needy relatives, shall be given preference over applicants without dependents who desire to make deposits, provided, however, that in the discretion of the selecting agency single, unattached men (non-transients) actually receiving any form of public aid or assistance who are otherwise eligible except that they do not have dependents, may be given preference over applicants with dependents but not actually receiving any form of public aid or assistance. Applicants selected under this proviso shall make a deposit in lieu of an allotment.

3. Between two equally qualified applicants, one of whom has previously been an enrolled member of the Civilian Conservation Corps, preference will be accorded the applicant who has not previously had the opportunity of enrollment in the Corps.
4. Change in Policy as to Age of Selectees. (Effective April 1939.) While applications are still to be taken of boys 17 years old, prior preference is to be given mature applicants for junior enrollment who have passed their eighteenth birthday.
5. A ROUGH MEASURING STICK--Listed below is a rough measuring stick of the financial need in marginal economic groups, which will give justification for the selection of a boy for CCC enrollment. We realize that these figures represent only a rough guide and should not be arbitrarily applied.

ESTIMATED MINIMUM

Subsistence Budgets

<u>Number in</u> <u>Family</u>	<u>Monthly</u> <u>Subsistence</u>		<u>Number in</u> <u>Family</u>	<u>Monthly</u> <u>Subsistence</u>
2	\$ 45.90	:	7	\$ 91.80
3	54.95	:	8	101.20
4	63.45	:	9	109.65
5	73.10	:	10	119.30
6	82.50	:	11	139.15

You will note that the items in the budget do not include medical care or recreation, both essential to wholesome life in any family. Therefore these figures represent a very real need, actual or potential.

K. OTHER BASIC CONSIDERATIONS

1. Application Voluntary--While the work and training opportunities of the Corps should be presented adequately and attractively, application for CCC enrollment is entirely voluntary and coercion or pressure must not be used to persuade a person to make application. The local selecting agent should have every assurance that the applicant is both willing and eager to enroll before making final selection. Enrollment in the Corps is a privilege, not a duty, and although it often enables the young man substantially to assist his family, he should not be compelled to enroll in order to support his family; that, too, must be an earnest and voluntary desire of the applicant. No man can obtain maximum advantage of the work experience, the educational and recreational opportunities offered by the Corps unless he enrolls of his own free will.



2. The CCC is not a Military Project--It should be emphasized that the Civilian Conservation Corps is not in any respect a military project. The machinery of the United States Army is used because it provides the most convenient and effective method of administering certain phases of this large program, including the quarterly enrollment of thousands of young men throughout the country. A man does not enlist in the Army when he enrolls in the CCC; he remains a civilian throughout his entire term of service; he receives no military instruction nor does he become liable to military law.
3. No Discrimination--The basic CCC law provides that "no person shall be excluded on account of race, color or creed...." in addition, no discrimination is to be made on account of politics. The process of local selection should be entirely free from all outside influences. Applications should be accepted from young men who deserve to be enrolled, their eligibility verified and the question of acceptance or rejection of the application decided on the merits of the individual case.

## VI. REGULATIONS AND PROCEDURES

### A. Procedure for Enrollment

1. Basic Quota. The basic quota for a state refers to the number of junior enrollees that may be maintained in camp during a designated enrollment period. All quotas are established by the Department of Labor, based upon the population and needs of each state and upon the availability of eligible men as reported by the State Selecting Agencies.
2. Requisition. Requisition refers to the total number of junior enrollees needed in any enrollment period to replace losses and bring to full strength the basic state quota.

Local Requisition. This is the number assigned to each local selecting agent or county coordinator. These requisitions are based on the reports submitted by the local selecting agents and county coordinators of the number of applicants on file who are awaiting selection, including applicants receiving relief and unemployed and in need of employment; past requisitions assigned; and population.

3. Procedure in Clearing Requisitions. The State requisition is cleared between the Department of War and Department of Labor, and forwarded to the State Selecting Agency.

a. The State Selecting Agency then allots local requisitions and notifies the local selecting agents and county coordinators of their requisition, time, date and place of **acceptance**.

b. The local selecting agents and county coordinators then notify the applicants whose names are on file; take additional applications; investigate eligibility; determines priority of need; and certifies a sufficient number of applicants to fill local requisitions, including enough alternates to care for any rejections for physical reasons by the War Department.

Applicants are notified by the local selecting agents and county coordinators of the date, time and place of acceptance.

(1) The arrangement of transportation for applicants to place of acceptance is solely a responsibility of the selecting agents, but enrolling centers are established in central points so that applicants will not be required to travel great distances.

(2) Application forms are to be properly filled out and certified by local selecting agents.

### B. Discharges

The War Department has the exclusive authority to discharge enrollees after considering recommendations by the State Selecting Agency. Discharges may be honorable, dishonorable, or administrative, depending on the reasons for discharge and the circumstances incident to them.



1. Type of Discharges

a. Honorable

(1) Honorable discharges are authorized:

- (a) At expiration of term of enrollment.
- (b) To permit enrollees to accept employment.
- (c) To permit enrollees to respond to urgent proper calls for continued presence elsewhere.
- (d) To permit enrollees to return to school.

(2) An honorable discharge entitles the enrollee to his full accumulated cash allowance to date of discharge, subsistence and transportation to the place of enrollment.

(3) An enrollee so discharged may be reselected if he has been discharged for at least six months and is otherwise eligible.

b. Honorable - "Not considered worthy of re-enrollment".

(1) Entitles an enrollee to all of the rights and allowances of a man honorably discharged, except:

- (a) An enrollee so discharged is not eligible for reselection.

c. Administrative

(1) Administrative discharges are authorized for:

- (a) Failure reasonably to perform required duties.
- (b) Absence without leave.
- (c) Misconduct.
- (d) Unwillingness to abide by the rules and regulations.
- (e) Refusal to work.
- (f) Desertion.

(2) Entitles the enrollee to accumulated pay and allowance.

(3) An enrollee so discharged is not eligible for reselection (unless his administrative discharge is changed to honorable by the War Department.)

d. Dishonorable

(1) Dishonorable discharges are authorized for:

- (a) Desertion.
- (b) Refusal to work.
- (c) Conviction by civil courts when sentence is not suspended.
- (d) Theft and other cases involving moral turpitude.

(2) An enrollee so discharged is not eligible for reselection (unless his dishonorable discharge is changed to honorable by the War Department.)



2. Lost or Destroyed Discharges--In order to be eligible for reselection, a former member must present an honorable discharge from his last previous enrollment. This discharge governs his eligibility for reselection. If the discharge of a former member has been lost or destroyed, he may secure a duplicate by writing to the Commanding General, Headquarters Second Corps Area, Governors Island, New York.
3. Procedure for Appeal from an Administrative or Dishonorable Discharge--If former members desire to have an administrative or dishonorable discharge changed to an honorable one they have the right to appeal to the Corps Area Commander from the decision rendered and punishment imposed by commanding officers. The appeal must be in writing to the company commander not later than 30 days from the time of the announcement of the decision or receipt of notification of dishonorable discharge. The appeal accompanied by a record of the case will be forwarded through the district commander to the Corps Area Commander who will cause a thorough investigation to be made by a disinterested officer not belonging to the accused's company. Pending decision on the appeal by the Corps Area Commander, the decision of the company commander and punishment adjudged will remain in full force and effect.
4. Procedure when Enrollees Absent Themselves Without Leave (AWOL)--The camp commander will write a letter to the enrollee and to his parents, or allottee, when an enrollee absents himself without leave, sending a copy of such letter to the local selecting agent who is instructed to investigate each case. He or she then attempts to persuade the enrollee to return to camp to finish his term of enrollment and impress upon him the importance of securing an honorable discharge.
5. Procedure to be followed when an Enrollee requests Discharge or Leave of Absence to Respond to an offer of other Employment--The camp commander will address a letter to the prospective employer, sending a copy to the State Selecting Agency, informing him that the enrollee has been granted a leave to enter his employ and requesting the prospective employer to submit a signed statement to the camp commander that he has employed the enrollee. An immediate reply is necessary in order that the enrollee may be discharged from the CCC. If not received from the employer within fifteen days, the camp commander will address a second letter to the prospective employer, (again sending copy to the State Selecting Agency), notifying him that unless the requested statement is furnished within an additional fifteen days, the enrollee will be discharged for desertion. The State Selecting Agency will request investigation upon receipt of the first letter from the camp commanding officer only in cases where there is reason to suspect that the offer of employment is not bona fide or where the company commander specifically requests such investigation. The State Selecting Agency will request immediate investigation upon receipt of copies of second or follow-up letters addressed by company commanders to employers, if the prospective employer is located within the state.



## 6. Fraudulent enrollment.

a. The following classes of persons excluded from selection and enrollment will be dishonorably discharged by the commanding officer if it should be found that they have enrolled fraudulently; and will be administratively discharged if it is found that they enrolled without fraud:

- (1) Those who have been previously dishonorably or administratively discharged.
- (2) Those who have been convicted by a civil or military court of an offense which may be punished by death or imprisonment for a term exceeding one year.
- (3) Those serving a current term of probation or parole by reason of a sentence of a criminal court because of the commission of any crime or misdemeanor.
- (4) Civil law enforcement officers such as justices of the peace, sheriffs, game wardens, and their deputies.
- (5) Members of the National Guard.
- (6) An enrollee honorably discharged but considered not worthy of re-enrollment.

b. When enrollees are found to have become members of the Corps through falsification of qualifications for selection other than those mentioned under 6 a., the facts will be reported to the State Selecting Agency for recommendation. Discharge is not mandatory and will be the exception rather than the rule.

## 7. Change of Allotment

1. When requested by Enrollee. Change of allotment or address must be requested by the enrollee or the Selecting Agency. A request by the enrollee is made to his Commanding Officer, who refers it to the State Selecting Agency which asks the local selecting agent to make an investigation and recommendation. On the basis of the local selecting agency's recommendation the State Agency approves or disapproves sending the decision to the Camp Commander.

When Requested by Selecting Agent. If the request is initiated by the local selecting agent, it must be sent to the State Selecting Agency which forwards it to the enrollee's Camp Commander with a recommendation. The War Department secures the approval or disapproval from the enrollee. If approved by the enrollee the change is made; if he disapproves the change cannot be made and the local selecting agency is so advised.

When an enrollee is accepted and enrolled in camp, it is not possible to change his allotment unless he is willing to do so. It is, therefore, important that the proper allottee be named when the selectee is presented for enrollment.

D. Allotment Payments. Allotment payments are made by the District Finance Officer of the War Department. Payments are made on or about the tenth of the month. In all cases when an enrollee is not paid, the company commander will write a letter to the allottee stating the reason for the non-payment.

E. Exempt from Age and Marital Status Requirements.

1. The Act of Congress which was approved by the President on July 28, 1937, states that one leader, one mess steward and three cooks per junior work camp may be selected and enrolled without regard to age or marital status. These men are requested by the Corps Area Commander and the local selecting agents should never certify for selection such men without approval from the State Selecting Agency.

a. Application memoranda for exempt men must bear a notation in the upper right corner as to whether or not they are juniors or come under the exempt classification.

2. Project Assistants--In May, 1938, the Act establishing the Civilian Conservation Corps was amended to authorize the enrollment of five project assistants per junior company without regard to the normal junior requirements as to age, marital status or length of service. A junior with a mandatory discharge (one who was discharged due to age or length of service) may be reselected as a project assistant or an exempted specialist before the six months waiting period is up. Project assistants are selected and enrolled under a special procedure and not included in the State Junior quota.

a. Procedure for Selection of Project Assistants:

(1) The Departments of Interior and Agriculture are responsible for accepting applications and making final selection and certification for enrollment and will make use of a special application form for project assistants.

(2) The State Selecting Agency will verify through its local selecting agencies whether the applicant:

(a) Is "unemployed and in need of employment." For the purpose of selecting project assistants the phrase "unemployed and in need of employment" shall be understood to cover applicants--otherwise qualified by citizenship, fitness and character--not regularly in attendance in school; not possessing other regular or full time employment; who need employment and other opportunities offered by the Corps.



(b) Has Dependents. If the applicant has dependents he will be required to make an allotment to those dependents, in order to be eligible for selection and enrollment. If the applicant has no dependents and is otherwise qualified for selection and enrollment, he will then be eligible to make a deposit in lieu of an allotment. Certification indicating the dependency status of the applicant will be made by the Selecting Agency. Note: The following definition shall apply: "Dependents shall be defined for the purpose of selecting project assistants as those members of an enrollee's family who without the allotment of a portion of his CCC monthly cash allowance would be unable to maintain a normal or average standard of living.

(3) The State Selecting Agency, after verification of the above data will certify as to the facts (or failing to certify, will attach to the application a letter of explanation). The triplicate application will there upon be detached and will be retained by the State Selecting Agency in its files. The application (in duplicate) will be forwarded to the Headquarters of the Second Corps Area.

(4) Acceptance and enrollment will be made by the Company Commander in camp after appropriate physical examination, and the camp commander will notify the State Selecting Agency which reviewed the application upon the final enrollment of each man who is enrolled as a project assistant. The State Selecting Agency will notify the appropriate local selecting agency.

(5) The State Selecting Agency will likewise be notified of the discharge of project assistants and of reclassification of juniors as project assistants, and will in turn notify the appropriate local selecting agency.

#### F. Veterans local sel

1. The Veterans' Administration has charge of selecting all veterans for enrollment in the Civilian Conservation Corps. The Veterans' Administration, Lyons, New Jersey, will determine the eligibility of the applicants for enrollment in veterans' camps.

Applicants for enrollment as veterans need not be receiving assistance in order to be eligible for selection. They must be unemployed and in need of employment. Local selecting agents should cooperate with the Veterans' Administration when requested to do so in making investigations.

#### G. Transfers

The transfers of individuals upon their requests from one camp to another will normally be denied.

1. Enrollee outside of Corps Area of Origin Transferring to Corps Area of Origin. An enrollee who has served the major portion of two six months' enrollment periods, not necessarily consecutively and not less than 11 consecutive months outside of his corps area of origin will be given the opportunity of transferring back to the corps area of origin for further service if he so desires. Such transfer, if requested, will be made only when the enrollee can be transferred with casuals returning to his corps area of origin for discharge.

#### H. Routing of Correspondence

All correspondence pertaining to transfers, change of address, change of allotment, payment of allotments, verifying eligibility of proposed allottees living in other states, verification of employment and other official CCC correspondence must be forwarded through the State Office. If a request is received directly from army officials, the reply with a copy of the request is routed through the office of the State Selecting Agency. Recommendations of the local selecting agents are not valid without the accompanying approval of the State Selecting Agency.

#### I. Publicity

News stories regarding approaching enrollments or stories pertaining to the CCC that may be of interest to the general public may be furnished to weekly and daily papers in the State.

1. Information, statements, or leaflets pertaining to the CCC, from the Department of Labor, Washington, D. C., are distributed to the local selecting agents to be handed or mailed to prospective applicants, posted in public places or given to interested individuals or organizations.
2. If the local selecting agent is called upon for a speech or paper on CCC, helpful information may be secured by writing to the State Selecting Agency.



## VII. RECORDS

- A. Accurate and complete records in local selecting offices are essential to careful and effective selection. The following CCC records should be kept as a minimum:

1. File of prospective applicants. Preliminary applications (yellow CCC-1) are to be taken at any time an applicant desires to make application. Separation of "relief" applicants and "unemployed and in need of employment" applicant is suggested. Also white and colored applicants should be kept separated.

The Request for Information Cards (CCC-3) which are made out after preliminary applications are completed will be mailed to the State Supervisor of CCC and forwarded to Central Records. Upon their return the eligibility of the applicant will be noted and the card will be attached to the preliminary application.

2. File of enrollees. In each case folder there shall be the pink copy of the Department of Labor Certificate of Application (CCC-4B); also your copy of the green supplementary (CCC-2) form and all correspondence pertaining to enrollee such as change of allotment, verification of employment and notice of discharge.
3. It is recommended that a special CCC card file be maintained for enrollees. The card should be made out for each enrollee immediately after enrollment; it should contain the name, address, age, county, date enrolled and camp location, also name, address and relationship of allottee. If funds are on deposit this should be noted.
  - a. Changes in address and allottees will be noted on this card.
  - b. The date and type of discharge will be noted on this card, the card then removed and filed in an inactive card file.



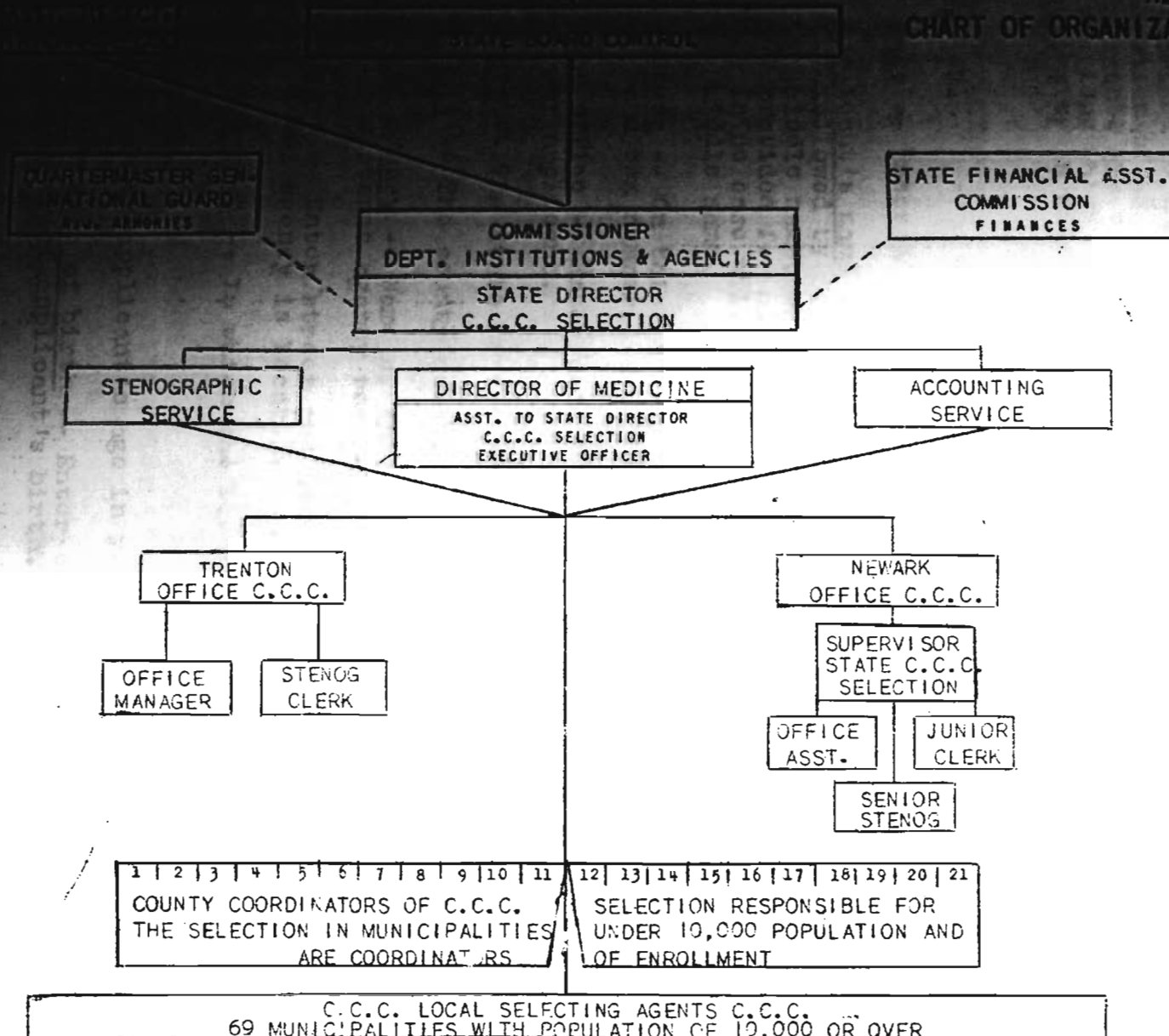
VIII. FORMS USED BY LOCAL SELECTING AGENTS (See samples in appendix.)

- A. Preliminary (yellow) application (CCC-1) to be filled out in the case of every applicant seeking enrollment.
- B. Supplementary (green) Information (CCC-2) to be filled out in duplicate for every applicant who is to appear for examination. One copy to be sent to the State Supervisor of CCC attached to the blue copy of the Certificate of Application, the other copy to be attached to the pink copy of the Certificate of Application for local files.
- C. Request for Information Cards (CCC-3) are to be filled out for every applicant and sent to the State Supervisor to be forwarded to Central Records for certification of eligibility. Upon the return of these cards note whether or not the applicant is eligible and filed with the preliminary form (CCC-1).
- D. Certificate of Selection (CCC-4A&4B) is to be filled out in the case of every applicant who is to be presented for enrollment. The white copy is sent to the Army, the blue copy is sent to the State Supervisor of CCC and the pink copy is retained for local files.
- E. Recruiting Officers Report (CCC-6) is to be filled out in the case of every applicant who is to be presented for enrollment. This report will be attached to the white copy of the Certificate of Application.
- F. Check List. A list of the applicants and alternates is to be prepared in triplicate of those to be presented for examination. (White copy to Army, blue copy to the State Supervisor of CCC and pink copy for local files.)
- G. Monthly Report Forms will be mailed to you in duplicate at the end of each month. One copy is to be sent to the State Supervisor of CCC before the 5th day of the following month, the other copy retained for record purposes in local files.
- H. Forecast of Junior Applicants available for CCC enrollment will be sent to you occasionally. Upon receipt they should be filled out accurately and returned at once to the State Supervisor of CCC.

A P P E N D I X



# NEW JERSEY CHART OF ORGANIZATION FOR C.C.C. SELECTION



## COUNTIES

NAME	1930	POPULATION
1. ATLANTIC	(A)	124,823
2. BERGEN	(A)	364,977
3. BURLINGTON	(A)	93,541
4. CAMDEN	(A)	252,312
5. CAPE MAY		29,486
6. CUMBERLAND		69,895
7. ESSEX	(A)	833,513
8. GLOUCESTER	(A)	70,802
9. HUDSON	(A)	690,730
10. HUNTERDON		34,728
11. MERCER		87,143
12. MIDDLESEX		212,208
13. MONMOUTH		147,209
14. MORRIS	(A)	110,455
15. OCEAN	(A)	33,069
16. PASSAIC		302,129
17. SALEM	(A)	36,834
18. SOMERSET		65,132
19. SUSSEX		27,830
20. UNION		305,209
21. WARREN	(A)	49,319

CENSUS ESTIMATE  
1934

4,231,000

(A) Office assistance provided  
from State C.C.C. Budget

Instructions Governing the Use of Department of Labor CCC Form 105

"Certificate of Selection for the Civilian Conservation Corps"

(N. J. Form CCC 4A.&4B.)

Please follow precisely the instructions given below.

Note to Selecting Agencies: These instructions are required to be made available by the State Agency to all local selecting agents authorized to make entries of data on Form 105 or to certify to the selection of an applicant by signing Section 7 thereof. All selecting agents are to familiarize themselves with and be guided by the directions which follow. This will assure precision and Nation-wide uniformity in the use of the "Certificate of Selection."

HEADING.

Date -- Enter date on which application is filled in.

Applicant's name -- Enter applicant's full name, last name first, followed by first name and middle name. If applicant has no middle name, enter the word None in parenthesis in the space provided for middle name. For example: Doe, John (None). In no case will initials only be given in lieu of first or middle name.

Address -- On this line enter street and number or rural route and box number.

Post office -- Enter name of town or city where mail is received by applicant.

State -- The State of the applicant's residence.

County -- The county of the applicant's residence.

Local agency -- Name of the authorized local welfare or public assistance agency receiving the application.

Address -- Enter street and number or building where office of local agency is located.

City or town -- In which the local agency has its office.

Age -- Enter applicant's age in years at last birthday.

Place and date of birth -- Enter city and State, and month, day and year of applicant's birth.



If not born in the United States, have you been naturalized? --  
Answer by "yes" or "no" only if place of birth is not in the United States. Answer of "yes" must be made only if clearly indicated and apparent that final citizenship papers have been granted.

First papers -- Give date when first citizenship papers were granted.

Final papers -- Give place and date when final citizenship papers were granted.

Height -- Enter applicant's height in inches.

Weight -- Enter weight of applicant to nearest pound.

Color of eyes -- As observed by selecting agent.

Color of hair -- As observed by selecting agent.

Applicant's marital status -- Indicate whether single, divorced, widowed, married or separated.

Father living? -- Answer "yes" or "no" ) Does not refer to  
Mother living? -- Answer "yes" or "no" ) step-parents or  
foster parents.

How many brothers? -- Indicate number of applicant's living brothers, irrespective of whether they reside in same household with him.

Sisters? -- Same explanation as for brothers.

Occupation of principal wage earner of family -- Enter only the usual occupation, i.e., that occupation or kind of work for which the principal wage earner is best qualified in terms of experience, background, and training. Do not enter temporary employment, the title of which differs from the usual occupation. For example: If the principal wage-earner is usually employed as a carpenter but is temporarily employed as a general laborer, enter "carpenter" in this space.

How many members of family reside in household? -- Do not include applicant, but indicate number of members of applicant's family, related by blood, marriage, or adoption who reside together in the same household and who share in, or are dependent upon, a common income. An unrelated person who lives with the family and who pools all his income or receives all his expenses from the family fund should also be included. Considering the actual composition of the family group from which applicant comes, the number reported in answer to this question may include more or less persons than the father, mother, brothers and sisters reported in answer to previous questions; e.g., a grandfather or an aunt by marriage may reside permanently in applicant's household and be counted as within the family economic group. Or a

brother or sister may be living apart from the family group and not dependent upon or ~~sharing~~ in the family income, and thus will not be counted.

Do you live on a farm? -- Answer "yes" or "no".

Is farm owned by your family? -- Answer "yes" only if farm is owned by applicant's family. Answer "no" if family is residing on a farm as tenant, share-cropper, or farm laborer.

Live in town of less than 2,500 persons and not on farm? -- Answer "yes" only if applicant resides in town, village or rural area of less than 2,500 persons and not on a farm. Answer "no" if applicant resides in a place of 2,500 population or more.

School last attended -- Enter here name of the last school attended by applicant; e.g., Hillsbor Grammer School, Maple Avenue Junior High School, etc.

Located at -- Enter town or city and State in which school last attended was located or from which mail is delivered to school.

Date of leaving -- Give last date (month and year) on which applicant was regularly enrolled in school.

Education -- Draw a circle around the highest grade of school or college which the applicant has completed.

Special educational or vocational interests -- Enter one or more educational or vocational interests of applicant, especially those interests which the applicant hopes to pursue while enrolled in the Civilian Conservation Corps; e.g., motor mechanics, landscaping, woodworking, mathematics, journalism, etc.

Applicant's reason(s) for desiring CCC enrollment -- Selecting agent should discuss with applicant his purpose in desiring to be selected (or reselected) for enrollment in the Civilian Conservation Corps. In making an entry here, the selecting agent may restate in briefer form applicant's reply to this question.

## SECTION 2.

Are you now unemployed? -- Answer "yes" only if applicant is without paid regular employment, is not on temporary furlough from regular employment, is not in attendance at school or on vacation from school. Unpaid family workers in a family business or on a farm, in cases where their services would normally not be needed in the conduct of the business or farming operations, may be considered unemployed in the discretion of the selecting agency.

How long unemployed? -- This item must be answered in every case. Indicate number of months since applicant has had a paid regular job in private employment. Do not consider inter-



vening WPA, NYA, CCC, or other emergency work as regular employment. If applicant has never worked at a paid regular job, enter symbol "NE" (never employed) in this space.

Do you need employment? -- Answer of "yes" or "no" is to be the applicant's own evaluation of his need and voluntary desire for work. Does not have reference to priorities of need established for guidance of selecting agents in making final choice of selectees.

Have you ever had a paid regular job? -- Answer "yes" only if applicant has had previous paid work of a continuing nature in private employment. Exclude WPA, NYA, CCC, or other emergency work financed from public funds. If all previous paid work has been in the nature of occasional odd jobs or work of exceedingly temporary nature, answer "no."

Date last job ended -- If the answer to the previous question is "yes", indicate date last paid regular job ended. This date should be used in checking applicant's answer to previous question "How long unemployed?"

Eligible for unemployment compensation? -- If applicant has been employed in an establishment covered by unemployment compensation laws of your State, indicate whether or not he is now eligible to receive unemployment compensation benefits.

Receiving such compensation? -- If answer to previous question is in the affirmative, indicate whether or not applicant is now receiving unemployment compensation benefits.

Is there a claim pending? -- If applicant is eligible to receive unemployment compensation but is not receiving such compensation, indicate whether claim for compensation benefits is pending.

Registered with State Employment Service? -- Answer "yes" only if registration of applicant is currently active in appropriate local office of the State Service.

Work best qualified for -- State type or types of work based upon previous work experience, training, or preparation.

Statement of work history -- If applicant has had previous paid employment, in appropriate blanks give chronological statement of work history including names and addresses of employers, nature of work performed (kind of work done), and inclusive dates of employment, i.e., May 1935 - January 1936. Indicate last job held on line 1, next to last job on line 2, and so on.

SECTION 3. "Former individual serial number (if available) \_\_\_\_\_"

Previously enrolled in the Civilian Conservation Corps? -- Must be answered by "yes" or "no."

Note: Some applicants for reselection; i.e., those previously enrolled, have been members of the Corps on more than one previous occasion. In answering the

following five questions, use a separate line on the form to record each unbroken length of service, beginning with the column headed "Company Number" and proceeding across the page. A previous unbroken length of service may include assignments to more than one company. For example, if an enrollee was initially assigned to "Company 812", but prior to discharge was transferred to "Company 863" and discharged from the latter company, enter "Company 863" under heading "Company Number", and on the same line therewith enter the total number of months and days served both in Company 812 and Company 863.

Company number -- If previously enrolled, indicate number of company in which former enrollee was located at time of each discharge from the Corps. Due to the possibility of inter-company transfer this may or may not be the company to which first assigned.

Length of service -- Enter number of months and days served during each unbroken length of service. This may have included assignment to several companies.

Date enrolled -- Give date of each previous enrollment (distinguish from reenrollment at the camp).

Date discharged -- Give date on which the enrollee was separated from the Corps.

Type of discharge -- Write in type of discharge received by enrollee on separation from each previous service, i.e., honorable, administrative, or dishonorable, based on selecting agent's inspection of actual discharge certificate(s) or certified copy thereof.

Total previous service -- Enter the total number of months and days of all previous enrolled service in the Civilian Conservation Corps.

#### SECTION 4. (Required for all juniors having dependents)

Allotment of cash allowance -- Indicate full name of allottee, last name first, followed by first name and middle name; give relationship of applicant to allottee; if not related to applicant insert "dependent of obligation"; give complete address of allottee including street and number or rural route and city or town where mail is received, and indicate amount of the allotment. If designated allottee is a woman indicate that fact by placing (Miss) or (Mrs.) before her first name. For example: Jones, (Mrs.) Edna Louise. In no case will initials only be given in lieu of first or middle name. If allottee has no middle name enter the word None in parenthesis in space provided for middle name. For example: Smith, John (None).

Voluntary deposit -- If applicant desires deposit in addition to allotment, indicate amount to be deposited. For example:



An applicant with dependents is required to make \$22 allotment, but if he so desires, an additional portion of his cash allowance may be deposited with the Chief of Finance, War Department.

SECTION 5. (Required in all cases in which Section 4. is not used)

Statement of selecting agent -- For applicants without dependents and required to make a deposit, the selecting agent will enter in the appropriate space the amount to be deposited with the Chief of Finance and will sign the certificate in the space indicated for signature.

Statement of applicant -- In addition to the signature of the selecting agent, each applicant without dependents shall be required to sign the statement included in the "Authorization for Deposit." The applicant's signature must be in ink and must correspond exactly with applicant's name as entered on reverse side of the form.

SECTION 6.

Applicant's signature -- Signature to be affixed only after applicant has carefully read this Section in the presence of the selecting agent. Signature must be in ink and must conform exactly with applicant's name as entered on the reverse side of form.

SECTION 7.

Directed to report to United States Army authorities at -- Indicate location of camp or other acceptance station where selected men will be given physical examination by Army CCC officials and the date and hour when he is directed to report.

Name of selecting agent -- Enter ink signature of the selecting agent authorized by the State Director of Selection to sign on behalf of the State Selecting Agency. This is usually the executive head of the local agency.

Official designation -- Give title of position held by authorized agent signing the Certificate.

Date of certification -- Enter date on which Section 7. of the completed Certificate of Selection is signed. This does not necessarily correspond with date appearing on reverse side of form since time may intervene between the date on which preceding sections of the form are filled in and the date the Certificate is signed.

---

Note: The typewriter should be used, except for signature. Observe routing of copies as indicated on forms.

CCC  
OATH OF ENROLLMENT

(Upon entering the CCC, each enrollee must subscribe to the following oath. It is a contract between the enrollee and the United States Government, and should be lived up to in every respect.)

I, \_\_\_\_\_, do solemnly swear that the information given above as to my status is correct. I agree to remain in the Civilian Conservation Corps for the period terminating at the discretion of the United States between \_\_\_\_\_ unless sooner released by proper authority, and that I will obey those in authority and observe all the rules and regulations thereof to the best of my ability and will accept such allowances as may be provided pursuant to law and regulations promulgated pursuant thereto. I understand and agree that any injury received or disease contracted by me while a member of the Civilian Conservation Corps cannot be made the basis of any claim against the government, except such as I may be entitled to under the act of September 7, 1916, and that I shall not be entitled to any allowances upon release from camp, except transportation in kind to the place at which I was accepted for enrollment. I understand further that any articles issued to me by the United States Government for use while a member of the Civilian Conservation Corps are, and remain, property of the United States Government and that willful destruction, loss, sale or disposal of such property renders me financially responsible for the cost thereof and liable to trial in the civil courts. I understand further that any infraction of the rules or regulations of the Civilian Conservation Corps renders me liable to expulsion therefrom. So help me God.



\_\_\_\_\_  
(Date)

I am aware that one of the requirements for enrollment in the Civilian Conservation Corps is that all enrollees be fingerprinted. I hereby agree to have my fingerprints taken at the time my enrollment is accomplished, as required by existing regulations.

\_\_\_\_\_  
(Signature of Applicant)

NOTE: - Officers accepting CCC selectees from selecting agencies will require each selectee to sign the foregoing agreement prior to acceptance. Selectees who refuse to sign this agreement will be rejected immediately and not forwarded to reconditioning and/or work camps. The signed agreement will be attached to the Form No. 1 of each selectee until fingerprinting is accomplished.

Information is to be entered in this section after reports have been received from the Army

Date accepted by Army.....	Discharge { HONORABLE ADMINISTRATIVE DISHONORABLE	----- (or) Rejection.....	Date.....
.....			
.....			
.....	Reason.....		

APPLICANT'S NAME _____ (Last Name) (First Name) (Middle)			Date _____
ADDRESS _____			Application Received By _____
POST OFFICE _____			LOCAL AGENCY _____
STATE _____ NEW JERSEY _____ COUNTY _____			ADDRESS _____
CITY or TOWN _____			CITY or TOWN _____

## SECTION 1.

Place and date of birth \_\_\_\_\_  
(City and State) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_

Not born in the United States,  
have you been naturalized? \_\_\_\_\_ First papers \_\_\_\_\_ Final papers \_\_\_\_\_  
(Date) \_\_\_\_\_ (Place) \_\_\_\_\_ (Date) \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Color of eyes \_\_\_\_\_ Color of hair \_\_\_\_\_  
(Minimum: 60 in.) (Minimum: 107 lb.)

Applicant's Marital Status \_\_\_\_\_ Is your father living? \_\_\_\_\_ Mother living? \_\_\_\_\_  
(Yes or No) (Yes or No)

How many brothers? \_\_\_\_\_ Sisters? \_\_\_\_\_ Occupation of principal wage earner of family? \_\_\_\_\_

How many members of your family reside in the same household with you? (Excluding applicant) \_\_\_\_\_  
(Number) \_\_\_\_\_

Do you live on a farm? \_\_\_\_\_ If so, is the farm owned by your family? \_\_\_\_\_  
(Yes or No) (Yes or No)

Do you live in a town or village of less than 2500 persons, or in a rural area, and not on a farm? \_\_\_\_\_  
(Yes or No)

What school did you last attend? \_\_\_\_\_ Located at \_\_\_\_\_ Date of leaving \_\_\_\_\_  
(Name of School) (City and State)

(Circle highest)  
(grade completed) GRAMMAR OR GRADE SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 1 2 3 4 COLLEGE 1 2 3 4

What educational or vocational interests \_\_\_\_\_

What reason(s) for desiring C.C.C. enrollment: \_\_\_\_\_

unemployed? \_\_\_\_\_ How long unemployed? \_\_\_\_\_ Do you need employment? \_\_\_\_\_  
(Yes or No) (Months) (Yes or No)

had a paid regular job? \_\_\_\_\_ If so, give date last job ended \_\_\_\_\_  
(Yes or No)

unemployment compensation? \_\_\_\_\_ Receiving such compensation? \_\_\_\_\_ If not, is claim pending? \_\_\_\_\_  
(Yes or No) (Yes or No) (Yes or No)

State Employment Service? \_\_\_\_\_ work best qualified for \_\_\_\_\_  
(Yes or No)

employed, give chronological statement of your work history in space below:

[illegible]



### SECTION 3.

Previously enrolled in the Civilian Conservation Corps? \_\_\_\_\_ If so, list all previous service below:  
(Yes or No)

Company Number	Length of Service (Months) (Days)	Date Enrolled	Date Discharged	Type of Discharge (Hon. Adm. or Dishon.)

Total length of all previous service in Civilian Conservation Corps: Months \_\_\_\_\_ Days \_\_\_\_\_

### SECTION 4.

#### DESIGNATION OF ALLOTTEE

(Required for all juniors having dependents. Juniors without dependents will use Section 5.)

Allotment from Monthly Cash Allowance desired by applicant to be made to dependent(s) as follows:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
(Last Name) (First) (Middle)

Address \_\_\_\_\_ Amount \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
(Last Name) (First) (Middle)

Address \_\_\_\_\_ Amount \_\_\_\_\_

In addition to allotment, applicant desires deposit in the amount of \$ \_\_\_\_\_ per month.

### SECTION 5.

#### AUTHORIZATION FOR DEPOSIT IN LIEU OF ALLOTMENT

(Completion of this Section required in all cases in which Section 4 is not used.)

1. FROM THE SELECTING AGENCY: It is hereby certified, pursuant to regulations issued under Section 9 of the Act to establish the Civilian Conservation Corps effective July 1, 1937, that through verification of the status of the applicant named herein, proper assurance has been obtained that he does not have any dependent member or members of his family to whom an allotment of pay can be made. In order to be selected and enrolled in the Corps he is therefore required to agree to make a monthly deposit of pay in the amount of \$ \_\_\_\_\_ with the Chief of Finance, War Department, to be repaid normally upon completion of or release from enrollment.

Selecting Agent's signature \_\_\_\_\_

2. FROM THE APPLICANT: In accordance with the aforementioned Act and regulations prescribed thereunder by the Director of the Corps, I hereby certify that I do not have any dependent member or members of my family to whom an allotment of pay can be made, and I agree to make a monthly deposit of pay with the Chief of Finance, War Department, in the amount specified above, to be repaid normally upon completion of or release from enrollment.

Applicant's signature \_\_\_\_\_

### SECTION 6.

The statements contained in the foregoing Sections are true, to the best of my knowledge. I desire to be enrolled in the Civilian Conservation Corps for a period of six months unless earlier released in accord with law and established regulations. If I am accepted and enrolled, I agree to abide faithfully by the rules and regulations of the Corps and am willing to be assigned to any C.C.C. camp within the continental United States.

Applicant's signature (ink) \_\_\_\_\_

### SECTION 7.

#### The UNITED STATES DEPARTMENT OF LABOR

CERTIFIES that the above named applicant has been properly selected for enrollment as a Junior in the Civilian Conservation Corps. For completion of his enrollment, including physical examination, he has been directed to report to U. S. Army authorities at \_\_\_\_\_

\_\_\_\_\_ , 193\_ at \_\_\_\_\_ A. M.  
P. M.

N. J. DEPT. INSTITUTIONS AND AGENCIES,  
William J. Ellis, State Director of Selection,  
Trenton, N. J.

By \_\_\_\_\_  
(Selecting Agent)

(Official designation)

(Date of Certification)

White..... Colored..... Other.....  
Receiving relief: .....Direct .....Work Program  
In need of relief.... In need of employment....

Family..... If previously on relief, when was it

\_\_\_\_\_ of months on relief.....



CCC 2

NEW JERSEY

12-1-38

# SUPPLEMENTARY INFORMATION FOR CIVILIAN CONSERVATION CORPS SELECTION

(To be filled out in duplicate for each applicant: Original to be attached to blue copy of Official Application and mailed to Supervisor CCC Selection, 1060 Broad Street, Newark, the day after enrollment of applicant; duplicate to be attached to pink copy of application and retained in local file.)

1. Applicant's name \_\_\_\_\_ Proposed allottee \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 Birth date \_\_\_\_\_ Relationship \_\_\_\_\_  
 Amount of allotment \$ \_\_\_\_\_

2. If the proposed allottee is receiving any of the following forms of public assistance state \_\_\_\_\_ or \_\_\_\_\_. If "yes", approximately how much per week. (\$ \_\_\_\_\_)  
 YES NO

Please check type of relief:

- (a) Township or city relief..... ☐  
 (b) WPA.... ☐ CCC.... ☐ Other Federal work relief.... ☐  
 (c) Other relief. (Private agencies, etc.)..... ☐  
 (d) State aid:

1. State Board Children's Guardians: Home Life.... ☐ Dependent Child... ☐  
 2. Blind Assistance..... ☐  
 3. Old Age Assistance..... ☐

3. If the proposed allottee is not now receiving relief but is eligible for relief, or if allottee has no relief status but is eligible for selection because the income of the family is below the normal standard of living, give the following information:

If any members of the family are working please state:

NAME	RELATIONSHIP TO ENROLLEE	EMPLOYER	AVG. WEEKLY EARNINGS
_____	_____	_____	_____
_____	_____	_____	_____

4. If no employment, how long has the family been without earned income? \_\_\_\_\_

5. If applicant has no eligible allottee does he desire pay held on deposit? \_\_\_\_\_ or \_\_\_\_\_  
 YES NO

6. It is against regulations for an applicant to be accepted who is regularly attending school or on vacation. If there is any doubt of this, consult the Superintendent of Schools. Is boy in regular attendance at school \_\_\_\_\_ or \_\_\_\_\_  
 YES NO

7. Is the enrollee willing to be finger printed? \_\_\_\_\_ or \_\_\_\_\_  
 YES NO

8. Is enrollee a member of the National Guard? \_\_\_\_\_ or \_\_\_\_\_  
 YES NO

9. Is the enrollee willing to take Oath of Enrollment? \_\_\_\_\_ or \_\_\_\_\_  
 YES NO

Signature \_\_\_\_\_  
 (RESPONSIBLE MEMBER OF FAMILY OF ENROLLEE)

Signature \_\_\_\_\_  
 (LOCAL AGENT ACCEPTING THIS APPLICATION)

This blank must be filled for every applicant before the official application blank is signed by the Local Selecting Agent.



CCC 3

## U. S. Army Central Records Card

<i>Last Name</i>	<i>First Name</i>	<i>Mid. Init.</i>
<i>Home Street Address</i>	<i>City</i>	<i>County State</i>
<i>Former Street Address</i>	<i>City</i>	<i>County State</i>
<i>Date of Birth</i>	<i>Mother's First Name</i>	<i>Father's First Name</i>
<i>Selecting Agency</i>	<i>Address</i>	
<i>Date</i>		

## REPORT

Prior Service Claimed by Applicant:

Co.	From	To	Type of Dischg.	Serial No.
-----	------	----	-----------------	------------

Remarks:

(SELECTING AGENT WILL INTERROGATE EACH APPLICANT AND FURNISH ANY OF ABOVE INFORMATION OBTAINABLE)

Eligible \_\_\_\_\_ Ineligible \_\_\_\_\_

Checked \_\_\_\_\_ Approved \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE OF SELECTION**  
for the  
**CIVILIAN CONSERVATION CORPS**

★ ★ ★

Date \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Application Received By \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOCAL AGENCY \_\_\_\_\_

POST OFFICE \_\_\_\_\_

ADDRESS \_\_\_\_\_

STATE \_\_\_\_\_ NEW JERSEY \_\_\_\_\_ COUNTY \_\_\_\_\_

CITY or TOWN \_\_\_\_\_

**SECTION 1.**

Age \_\_\_\_\_ Place and date of birth \_\_\_\_\_  
(City and State) (Month) (Day) (Year)

If not born in the United States, have you been naturalized? \_\_\_\_\_ First papers \_\_\_\_\_ Final papers \_\_\_\_\_  
(Date) (Place) (Date)

Height \_\_\_\_\_ Weight \_\_\_\_\_ Color of eyes \_\_\_\_\_ Color of Hair \_\_\_\_\_  
(Minimum: 60 in.) (Minimum: 107 lb.)

Applicant's Marital Status \_\_\_\_\_ Is your father living? \_\_\_\_\_ Mother living? \_\_\_\_\_  
(Yes or No) (Yes or No)

How many brothers? \_\_\_\_\_ Sisters? \_\_\_\_\_ Occupation of principal wage earner of family? \_\_\_\_\_

How many members of your family reside in the same household with you? (Excluding applicant) \_\_\_\_\_  
(Number)

Do you live on a farm? \_\_\_\_\_ If so, is the farm owned by your family? \_\_\_\_\_  
(Yes or No) (Yes or No)

Do you live in a town or village of less than 2500 persons, or in a rural area, and not on a farm? \_\_\_\_\_  
(Yes or No)

School last attended \_\_\_\_\_ Located at \_\_\_\_\_ Date of leaving \_\_\_\_\_  
(Name of School) (City and State)

EDUCATION: (Circle highest) GRAMMAR OR GRADE SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 1 2 3 4 COLLEGE 1 2 3 4  
(grade completed)

Special educational or vocational interests \_\_\_\_\_

Applicant's reason(s) for desiring C.C.C. enrollment: \_\_\_\_\_

**SECTION 2.**

Are you now unemployed? \_\_\_\_\_ How long unemployed? \_\_\_\_\_ Do you need employment? \_\_\_\_\_  
(Yes or No) (Months) (Yes or No)

Have you ever had a paid regular job? \_\_\_\_\_ If so, give date last job ended \_\_\_\_\_  
(Yes or No)

Eligible for unemployment compensation? \_\_\_\_\_ Receiving such compensation? \_\_\_\_\_ If not, is claim pending? \_\_\_\_\_  
(Yes or No) (Yes or No) (Yes or No)

Registered with State Employment Service? \_\_\_\_\_ Work best qualified for \_\_\_\_\_  
(Yes or No)

Previously employed, give chronological statement of your work history in space below:

Name and address of Employer	Nature of work performed	Inclusive Dates of Employment	
		From:	To:



### SECTION 3.

Previously enrolled in the Civilian Conservation Corps? \_\_\_\_\_ If so, list all previous service below:  
(Yes or No)

Company Number	Length of Service (Months) (Days)	Date Enrolled	Date Discharged	Type of Discharge (Hon. Adm. or Dishon.)

Total length of all previous service in Civilian Conservation Corps: Months \_\_\_\_\_ Days \_\_\_\_\_

### SECTION 4.

#### DESIGNATION OF ALLOTTEE

(Required for all juniors having dependents. Juniors without dependents will use Section 5.)

Allotment from Monthly Cash Allowance desired by applicant to be made to dependent(s) as follows:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
(Last Name) (First) (Middle)

Address \_\_\_\_\_ Amount \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
(Last Name) (First) (Middle)

Address \_\_\_\_\_ Amount \_\_\_\_\_

In addition to allotment, applicant desires deposit in the amount of \$ \_\_\_\_\_ per month.

### SECTION 5.

#### AUTHORIZATION FOR DEPOSIT IN LIEU OF ALLOTMENT

(Completion of this Section required in all cases in which Section 4 is not used.)

I. FROM THE SELECTING AGENCY: It is hereby certified, pursuant to regulations issued under Section 9 of the Act to establish the Civilian Conservation Corps effective July 1, 1937, that through verification of the status of the applicant named herein, proper assurance has been obtained that he does not have any dependent member or members of his family to whom an allotment of pay can be made. In order to be selected and enrolled in the Corps he is therefore required to agree to make a monthly deposit of pay in the amount of \$ \_\_\_\_\_ with the Chief of Finance, War Department, to be repaid normally upon completion of or release from enrollment.

Selecting Agent's signature \_\_\_\_\_

II. FROM THE APPLICANT: In accordance with the aforementioned Act and regulations prescribed thereunder by the Director of the Corps, I hereby certify that I do not have any dependent member or members of my family to whom an allotment of pay can be made; and I agree to make a monthly deposit of pay with the Chief of Finance, War Department, in the amount specified above, to be repaid normally upon completion of or release from enrollment.

Applicant's signature \_\_\_\_\_

### SECTION 6.

The statements contained in the foregoing Sections are true, to the best of my knowledge. I desire to be enrolled in the Civilian Conservation Corps for a period of six months unless earlier released in accord with law and established regulations. If I am accepted and enrolled, I agree to abide faithfully by the rules and regulations of the Corps and am willing to be assigned to any C.C.C. camp within the continental United States.

Applicant's signature (ink) \_\_\_\_\_

### SECTION 7.

#### The UNITED STATES DEPARTMENT OF LABOR

CERTIFIES that the above named applicant has been properly selected for enrollment as a Junior in the Civilian Conservation Corps. For completion of his enrollment, including physical examination, he has been directed to report to U. S. Army authorities at \_\_\_\_\_ on \_\_\_\_\_, 193\_\_ at \_\_\_\_\_ A. M. P. M.

N. J. DEPT. INSTITUTIONS AND AGENCIES,  
William J. Ellis, State Director of Selection,  
Trenton, N. J.

By \_\_\_\_\_ (Selecting Agent)

\_\_\_\_\_ (Official designation)

\_\_\_\_\_ (Date of Certification)

1. To Army

2. To State Selecting Agency

3. To Local Files



DUPLICATE COPIES AS FOLLOWS: WHITE TO ARMY, BLUE TO STATE SUPERVISOR, 1060 BROAD ST., NEWARK, PINK TO LOCAL FILES.

Information is to be entered in this section after reports have been received from the Army

Accepted by Army.....

Discharge

HONORABLE

ADMINISTRATIVE

DISHONORABLE

(or) Rejection..... Date.....

Conditioning camp sent to.....

Reason.....

Date.....

APPLICANT'S NAME \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Application Received By \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOCAL AGENCY \_\_\_\_\_

POST OFFICE \_\_\_\_\_

ADDRESS \_\_\_\_\_

STATE NEW JERSEY COUNTY \_\_\_\_\_

CITY or TOWN \_\_\_\_\_

## SECTION 1.

Age \_\_\_\_\_ Place and date of birth \_\_\_\_\_  
(City and State) (Month) (Day) (Year)

If not born in the United States,  
have you been naturalized? \_\_\_\_\_ First papers \_\_\_\_\_ Final papers \_\_\_\_\_  
(Date) (Place) (Date)

Height \_\_\_\_\_ Weight \_\_\_\_\_ Color of eyes \_\_\_\_\_ Color of Hair \_\_\_\_\_  
(Minimum: 60 in.) (Minimum: 107 lb.)

Applicant's Marital Status \_\_\_\_\_ Is your father living? \_\_\_\_\_ Mother living? \_\_\_\_\_  
(Yes or No) (Yes or No)

How many brothers? \_\_\_\_\_ Sisters? \_\_\_\_\_ Occupation of principal wage earner of family? \_\_\_\_\_

How many members of your family reside in the same household with you? (Excluding applicant) \_\_\_\_\_  
(Number)

Do you live on a farm? \_\_\_\_\_ If so, is the farm owned by your family? \_\_\_\_\_  
(Yes or No) (Yes or No)

Do you live in a town or village of less than 2500 persons, or in a rural area, and not on a farm? \_\_\_\_\_  
(Yes or No)

School last attended \_\_\_\_\_ Located at \_\_\_\_\_ Date of leaving \_\_\_\_\_  
(Name of School) (City and State)

EDUCATION: (Circle highest) GRAMMAR OR GRADE SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 1 2 3 4 COLLEGE 1 2 3 4  
(grade completed)

Special educational or vocational interests \_\_\_\_\_

Applicant's reason(s) for desiring C.C.C. enrollment: \_\_\_\_\_

## SECTION 2.

Are you now unemployed? \_\_\_\_\_ How long unemployed? \_\_\_\_\_ Do you need employment? \_\_\_\_\_  
(Yes or No) (Months) (Yes or No)

Have you ever had a paid regular job? \_\_\_\_\_ If so, give date last job ended \_\_\_\_\_  
(Yes or No)

Eligible for unemployment compensation? \_\_\_\_\_ Receiving such compensation? \_\_\_\_\_ If not, is claim pending? \_\_\_\_\_  
(Yes or No) (Yes or No) (Yes or No)

Registered with State Employment Service? \_\_\_\_\_ Work best qualified for \_\_\_\_\_  
(Yes or No)

Previously employed, give chronological statement of your work history in space below:

Name and address of Employer	Nature of work performed	Inclusive Dates of Employment	
		From:	To:



**SECTION 3.**

You are viewing an archived copy from the New Jersey State Library

Previously enrolled in the Civilian Conservation Corps? \_\_\_\_\_ If so, list all previous service below:  
(Yes or No)

Company Number	Length of Service (Months) (Days)	Date Enrolled	Date Discharged	Type of Discharge (Hon. Adm. or Dishon.)
----------------	--------------------------------------	---------------	-----------------	---------------------------------------------

Total length of all previous service in Civilian Conservation Corps: Months \_\_\_\_\_ Days \_\_\_\_\_

**SECTION 4.****DESIGNATION OF ALLOTTEE**

(Required for all juniors having dependents. Juniors without dependents will use Section 5.)

Allotment from Monthly Cash Allowance desired by applicant to be made to dependent(s) as follows:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
(Last Name) (First) (Middle)

Address \_\_\_\_\_ Amount \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
(Last Name) (First) (Middle)

Address \_\_\_\_\_ Amount \_\_\_\_\_

In addition to allotment, applicant desires deposit in the amount of \$ \_\_\_\_\_ per month.

**SECTION 5.****AUTHORIZATION FOR DEPOSIT IN LIEU OF ALLOTMENT**

(Completion of this Section required in all cases in which Section 4 is not used.)

- I. FROM THE SELECTING AGENCY: It is hereby certified, pursuant to regulations issued under Section 9 of the Act to establish the Civilian Conservation Corps effective July 1, 1937, that through verification of the status of the applicant named herein, proper assurance has been obtained that he does not have any dependent member or members of his family to whom an allotment of pay can be made. In order to be selected and enrolled in the Corps he is therefore required to agree to make a monthly deposit of pay in the amount of \$ \_\_\_\_\_ with the Chief of Finance, War Department, to be repaid normally upon completion of or release from enrollment.

Selecting Agent's signature \_\_\_\_\_

- II. FROM THE APPLICANT: In accordance with the aforementioned Act and regulations prescribed thereunder by the Director of the Corps, I hereby certify that I do not have any dependent member or members of my family to whom an allotment of pay can be made, and I agree to make a monthly deposit of pay with the Chief of Finance, War Department, in the amount specified above, to be repaid normally upon completion of or release from enrollment.

Applicant's signature \_\_\_\_\_

**SECTION 6.**

The statements contained in the foregoing Sections are true, to the best of my knowledge. I desire to be enrolled in the Civilian Conservation Corps for a period of six months unless earlier released in accord with law and established regulations. If I am accepted and enrolled, I agree to abide faithfully by the rules and regulations of the Corps and am willing to be assigned to any C.C.C. camp within the continental United States.

Applicant's signature (ink) \_\_\_\_\_

**SECTION 7.****The UNITED STATES DEPARTMENT OF LABOR**

CERTIFIES that the above named applicant has been properly selected for enrollment as a Junior in the Civilian Conservation Corps. For completion of his enrollment, including physical examination, he has been directed to report to U. S. Army authorities at \_\_\_\_\_, 1937 at \_\_\_\_\_ A. M. P. M.

N. J. DEPT. INSTITUTIONS AND AGENCIES,  
William J. Ellis, State Director of Selection  
Trenton, N. J.

By \_\_\_\_\_  
(Selecting Agent)

(Official designation)

(Date of Certification)

(Check) ☐ White..... ☐ Colored..... ☐ Other.....  
☐ Receiving relief: .....Direct .....Work Program  
in need of relief.... in need of employment....

In family..... if previously on relief, when was it \_\_\_\_\_

Total No. of months on relief.....



Information is to be entered in this section after reports have been received from the Ar:

Accepted by Army..... Discharge { HONORABLE \_\_\_\_\_  
ADMINISTRATIVE \_\_\_\_\_ (or) Rejection..... Date.....  
(Check) DISHONORABLE \_\_\_\_\_  
Conditioning camp sent to..... Reason.....

Date \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Application Received By

ADDRESS

LOCAL AGENCY

POST OFFICE

ADDRESS

STATE NEW JERSEY COUNTY           

CITY or TOWN

## SECTION I.

Age \_\_\_\_\_ Place and date of birth \_\_\_\_\_  
(City and State) (Month) (Day) (Year)

If not born in the United States,  
have you been naturalized? \_\_\_\_\_ First papers \_\_\_\_\_ Final papers \_\_\_\_\_  
(Date) (Place) (Date)

Height \_\_\_\_\_ Weight \_\_\_\_\_ Color of eyes \_\_\_\_\_ Color of Hair \_\_\_\_\_  
(Minimum: 60 in.) (Minimum: 107 lb.)

Applicant's Marital Status \_\_\_\_\_ Is your father living? \_\_\_\_\_ Mother living? \_\_\_\_\_  
(Yes or No) (Yes or No)

How many brothers? \_\_\_\_\_ Sisters? \_\_\_\_\_ Occupation of principal wage earner of family? \_\_\_\_\_

How many members of your family reside in the same household with you? (Excluding applicant) \_\_\_\_\_ (Number)

Do you live on a farm? \_\_\_\_\_ If so, is the farm owned by your family? \_\_\_\_\_  
(Yes or No) (Yes or No)

Do you live in a town or village of less than 2500 persons, or in a rural area, and *not on a farm*? (Yes or No)

School last attended \_\_\_\_\_ Located at \_\_\_\_\_ Date of leaving \_\_\_\_\_  
(Name of School) (City and State)

EDUCATION: (Circle highest)  
(grade completed) GRAMMAR OR GRADE SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 1 2 3 4 COLLEGE 1 2 3 4

Special educational or vocational interests

Applicant's reason(s) for desiring C.C.C. enrollment:

## SECTION 2.

Are you now unemployed? \_\_\_\_\_ How long unemployed? \_\_\_\_\_ Do you need employment? \_\_\_\_\_  
(Yes or No) (Months) (Yes or No)

10. Have you ever had a paid regular job? \_\_\_\_\_ If so, give date last job ended \_\_\_\_\_  
(Yes or No)

Eligible for unemployment compensation? \_\_\_\_\_ Receiving such compensation? \_\_\_\_\_ If not, is claim pending? \_\_\_\_\_  
(Yes or No) (Yes or No) (Yes or No)

Registered with State Employment Service? \_\_\_\_\_ Work best qualified for  
(Yes or No)

previously employed, give chronological statement of your work history in space below:

and address of Employer

Nature of work performed

### Inclusive Dates of Employment

From:	To:
-------	-----



### SECTION 3.

previously enrolled in the Civilian Conservation Corps? \_\_\_\_\_ If so, list all previous service below:  
(Yes or No)

Company Number	Length of Service (Months) (Days)	Date Enrolled	Date Discharged	Type of Discharge (Hon. Adm. or Dishon.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total length of all previous service in Civilian Conservation Corps: Months \_\_\_\_\_ Days \_\_\_\_\_

### SECTION 4.

#### DESIGNATION OF ALLOTTEE

(Required for all juniors having dependents. Juniors without dependents will use Section 5.)

Allotment from Monthly Cash Allowance desired by applicant to be made to dependent(s) as follows:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
(Last Name) (First) (Middle)

Address \_\_\_\_\_ Amount \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
(Last Name) (First) (Middle)

Address \_\_\_\_\_ Amount \_\_\_\_\_

In addition to allotment, applicant desires deposit in the amount of \$ \_\_\_\_\_ per month.

### SECTION 5.

#### AUTHORIZATION FOR DEPOSIT IN LIEU OF ALLOTMENT

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Selecting Agent's signature \_\_\_\_\_

- II. FROM THE APPLICANT: In accordance with the aforementioned Act and regulations prescribed thereunder by the Director of the Corps, I hereby certify that I do not have any dependent member or members of my family to whom an allotment of pay can be made, and I agree to make a monthly deposit of pay with the Chief of Finance, War Department, in the amount specified above, to be repaid normally upon completion of or release from enrollment.

Applicant's signature \_\_\_\_\_

### SECTION 6.

The statements contained in the foregoing Sections are true, to the best of my knowledge. I desire to be enrolled in the Civilian Conservation Corps for a period of six months unless earlier released in accord with law and established regulations. If I am accepted and enrolled, I agree to abide faithfully by the rules and regulations of the Corps and am willing to be assigned to any C.C.C. camp within the continental United States.

Applicant's signature (ink) \_\_\_\_\_

### SECTION 7.

#### The UNITED STATES DEPARTMENT OF LABOR

CERTIFIES that the above named applicant has been properly selected for enrollment as a Junior in the Civilian Conservation Corps. For completion of his enrollment, including physical examination, he has been directed to report to U. S. Army authorities at \_\_\_\_\_, 193\_ at \_\_\_\_\_ A. M. P. M.

N. J. DEPT. INSTITUTIONS AND AGENCIES,  
William J. Ellis, State Director of Selection,  
Trenton, N. J.

(Check)	White.....	Colored.....	Other.....
	Receiving relief: .....Direct .....Work Program		
	In need of relief..... In need of employment.....		
No. in family..... If previously on relief, when was it given.....			
Total No. of months on relief.....			

By \_\_\_\_\_  
(Selecting Agent)

\_\_\_\_\_  
(Official designation)

\_\_\_\_\_  
(Date of Certification)

CCC 6

NEW JERSEY

RECRUITING OFFICERS REPORT  
DISPOSAL OF C.C.C. SELECTEES

TO N.J. DEPARTMENT INSTITUTIONS AND AGENCIES  
1060 BROAD STREET, NEWARK, N.J.

(ITEMS 1 TO 4 INCLUSIVE TO BE FILLED IN BY LOCAL SELECTING AGENT)

(CHECK WHICH)

White \_\_\_\_\_  
Colored \_\_\_\_\_  
Other \_\_\_\_\_

1. Name of applicant \_\_\_\_\_
2. Address \_\_\_\_\_  
(STREET OR R.F.D.) (TOWN) (COUNTY)
3. Allottee \_\_\_\_\_  
(NAME) (STREET) (TOWN) (COUNTY)
4. Local Selecting Agent \_\_\_\_\_ By \_\_\_\_\_

- 
5. REPORT OF RECRUITING OFFICER Date of Action \_\_\_\_\_
  6. Action: Applicant Accepted (Assigned to Camp No. \_\_\_\_\_ Location \_\_\_\_\_)  
(Sent to \_\_\_\_\_  
(CONDITIONING CAMP IF SO SENT - LOCATION)
  7. Applicant Transferred \_\_\_\_\_  
(CAMP NO.) (LOCATION) (STATE)
  8. Applicant Rejected \_\_\_\_\_ Reason for \_\_\_\_\_

Signature \_\_\_\_\_  
(RECRUITING OFFICER)

*Will Recruiting Officer fill in items 5-8 which apply and send at end of each days enrollment to N.J. Dept. Institutions and Agencies, 1060 Broad St., Newark, N.J.*



NEW JERSEY  
Department of Institutions and Agencies  
Trenton

Monthly Report of Applications  
on File and Eligible for  
C.C.C. Selection.

This report is to be submitted before the fifth of each month and you should report even though you may have no new applicants.  
(Retain pink copy for your local files.)

To: Mrs. Gertrude Van Riper, State Supervisor      Date submitted  
C.C.C. Selection  
1060 Broad Street  
Newark, New Jersey.      (month-day-year)

Submitted herewith is the report as of the last day of the reporting month of all active applications of unemployed, unmarried young men between 17 and 23 years of age who desire CCC Selection.

	#	<u>17 Years</u>		<u>18--23 Years</u>	
		On Relief or Eligible	Unemployed and in Need of Employment	On Relief or Eligible	Unemployed and in Need of Employment
White					
Colored					
TOTAL					

Remarks: (If you have anything on your mind in regard to which you wish to make criticisms or suggestions, here is the place to state it.)

C.C.C. Local Selecting Agent or  
County Coordinator.

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

# The number on file is a cumulative total and should include all those applications secured during the month just passed and in addition all those remaining as active applicants from previous months.

NEW JERSEY  
Department of Institutions and Agencies  
Trenton

Monthly Report of Applications  
on File and Eligible for  
C.C.C. Selection.

This report is to be submitted before the fifth of each month and you should report even though you may have no new applicants.  
(Retain pink copy for your local files.)

To: Mrs. Gertrude Van Riper, State Supervisor      Date submitted  
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	#	<u>17 Years</u>		<u>18--23 Years</u>	
		On Relief: or Eligible	Unemployed and in Need of Employment	On Relief: or Eligible	Unemployed and in Need of Employment
White					
Colored					
TOTAL					

Remarks: (If you have anything on your mind in regard to which you wish to make criticisms or suggestions, here is the place to state it.)

C.C.C. Local Selecting Agent or  
County Coordinator.

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

# The number on file is a cumulative total and should include all those applications secured during the month just passed and in addition all those remaining as active applicants from previous months.



FORECAST OF JUNIOR APPLICANTS AVAILABLE FOR CCC ENROLLMENT  
JANUARY, 1939

TO: Mrs. Gertrude Van Riper, State Supervisor of CCC

NEW JERSEY

FROM:

DATE

(County Coordinator or Local Selecting Agent)

CLASSES OF APPLICANTS	Number of applications now on file in local offices of eligible juniors who wish to be selected for CCC enrollment in January, 1939.		Number of <u>additional</u> applicants who have not yet applied, who it is estimated will be eligible for CCC selection in January, 1939.	
	White	Colored	White	Colored
1. How many eligible applicants with dependents who are now receiving relief, work relief, or other public assistance do you estimate will wish to be selected for CCC enrollment in January, 1939?				
2. How many <u>additional</u> eligible applicants with dependents who are eligible to receive (but not actually receiving) relief, work relief, or other public assistance do you estimate will wish to be selected for CCC enrollment in January, 1939?				
3. How many <u>additional</u> eligible CCC applicants with dependents who are not receiving or eligible to receive relief but for whom a CCC allotment would help to maintain a <u>normal standard of living</u> , do you estimate will be eligible and available for CCC selection in January?				
4. How many <u>additional</u> eligible CCC applicants without dependents, who will be eligible to make deposits instead of allotments, will be available for selection in January?				
5. Total eligible CCC junior applicants estimated to be available and willing to be selected in January, 1939. (Sum of items 1 to 4, inclusive.)				

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CERTIFIED BY

NAME OF LOCAL SELECTING AGENCY

ENROLLMENT DATE \_\_\_\_\_ 19\_\_\_\_

NAME OF LOCAL AGENT

TITLE

IT IS UNNECESSARY TO FILL IN DATA ABOVE THIS LINE FOR SUCCEEDING SHEETS IF THESE ARE SECURELY ATTACHED TO FIRST SHEET.

ER	NAME	ADDRESS	MUNICIPALITY	COUNTY

ROUTE COPIES AS FOLLOWS: WHITE TO ARMY, BLUE TO STATE DEPARTMENT, PINK TO LOCAL FILE.





