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Procedure for selection of men for the
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PROCEDURE FOR SELECTION OF MEN FOR THE
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NEW JERSEY DEPARTMENT OF INSTITUTIONS AND AGENCIES

135 West Hanover Street

Trenton, N. J.

Reply attention of:

Bulletin No. 1

William J. Ellis,
Director of Selection,
Trenton, N. J.

Sept. 15, 1936

PROCEDURE FOR SELECTION OF MEN FOR THE
CIVILIAN CONSERVATION CORPS

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William J. Ellis, Commissioner

Department of Institutions and Agencies

File under:
Civilian Conservation Corps

GUIDE TO PROCEDURE
FOR
LOCAL SELECTING AGENTS
C.C.C.

This bulletin is issued for the purpose of clarifying the purpose and procedure to be followed in the process of selecting eligible candidates for C.C.C. enrollment.

Emergency Conservation Work through the Civilian Conservation Corps provides "opportunity for wholesome employment for young men in the National and State forests and parks, on the public domain and on private lands where approved conservation projects are available." In addition it provides a substantial income for families otherwise in need of relief.

The success of this great undertaking depends upon the competence with which the Local Selecting Agent administers the rules and regulations laid down by the United States Department of Labor and the discrimination with which he approves the selection of the recruits who present themselves.

The type of young man who is wanted to fill the ranks in the C.C.C. camps is the man of character, purpose and stability, with a sense of obligation to his family. He should be willing to work, to learn and to abide by the civil discipline of the camp.

In addition, he must be a citizen of the United States; 17 to 28 years old; unemployed; unmarried; in good health; mental and physical; and willing to make an allotment of \$25.00 per month to dependents either of blood or obligation. (For full details see Bulletin No. 3 Handbook for Agencies selecting men for the Civilian Conservation Corps.) It is important that the candidate be seen in his own home, and also that he and his family should understand that he is enlisting for a six months period if he and they are to reap a maximum benefit.

To you, Local Selecting Agents, is entrusted the honor of the State of New Jersey in its effort to cooperate intelligently in the recruiting of C.C.C. personnel, in cooperation with the State Department of Institutions and Agencies and the Federal Government.

William J. Ellis, Commissioner
Dept. Institutions and Agencies
State Director of Selection
C.C.C.

September 15, 1936.

ROUTINES FOR SELECTION OF MEN FOR THE CIVILIAN CONSERVATION CORPS

The Department of Institutions and Agencies is the State Selection Agency for the Civilian Conservation Corps, appointed by the United States Department of Labor. A quota of enrollees is assigned to the state, usually weighted 50% on total population and 50% on relief population. The marked reduction in the relief rolls in New Jersey since May 1st may require a revision of this formula.

Periodically, usually at three month intervals, requisition is made on the state to supply the number of men necessary to replace those who have left camp during the interval, and to bring the number of men in camp up to the state's basic quota. This requisition will be divided among the counties and distributed among the municipalities on the basis of actual family relief case load, or when this record cannot be secured, on the best estimate available. Only boys who represent families on relief or eligible for relief are permitted to go to camp. Members of families who have work on a work program, such as Works Progress Administration, are eligible for camp if the family income is inadequate. Also, families in which grants under Old Age Assistance, Aid to Dependent Children and the Blind may be considered as on relief.

1. Value of maintaining accurate and current CCC records

Since CCC enrollment is usually limited to one or two days within a three month period, it is necessary that county and municipal relief authority make plans for enrollment well in advance, so that they may lose none of the places assigned to them, and so that they may not have an undue rush of work in this short period. Maintenance of a file of pending applications will be of real assistance.

Every boy sent to CCC camp represents a decrease of the county or municipal relief burden. For this reason the relief authority should be able to give to interested citizens at any time, the number of boys sent to camp, and the number now in camp.

Active File

An active file would give the number now in camp.

Inactive File

For information concerning previous members of CCC, and persons who applied but for some reason did not go to camp, an inactive file will be of service.

Monthly Statistical Report

A monthly statistical record should be maintained and a separate record should also be kept of the number sent at each enrolling period.

SELECTION OF JUNIORS

"Junior enrollee" is the title given to young men to be recruited by the relief authorities overseer, director of welfare, etc. for C.C.C. service.

II. Taking of application:

A. Determination of eligibility

Application for enrollment should be made out by the case worker, by the intake secretary designated by the relief authority, or by the relief authority in person, who will be held responsible for determining the eligibility of applicants, according to the provisions specified in the Handbook for Agencies Selecting Men for Emergency Conservation Work, Bulletin No. 3 published by U. S. Department of Labor, and changes or additions thereto transmitted from time to time by the Department of Institutions and Agencies to the Local Selecting Agent.

B. Filling out of preliminary (yellow) application form.

This preliminary application form should be filled out at any time, either before or during an enrollment period. Whenever an applicant comes into the office or when the worker discovers that a CCC candidate is a member of a relief family the form should be made out immediately. This may be done in long hand. Care should be taken that the form is completely, accurately and legibly filled out. The only lines to be left blank by the worker are the lines for signature and the space at top of sheet provided for recording data to be received from the army after the boy has been sent to the recruiting station. When further investigation regarding relief status is required, a note to this effect should be attached to face of form. This investigation may be made soon after application is taken or at a later date, if the enrollment will not take place for some time.

C. Central file of pending applications

All preliminary (yellow) copies of application form should be filed alphabetically in a central file, which will show at any time the number of applications pending. Before filing, they should be checked to see that all necessary information is given. They should also be checked against the inactive file of CCC applicants to determine whether the applicant was a former member. If so, information concerning his previous service should check with that shown on the now application.

D. Typing of applications and of "Recruiting Officer's Report form on Acceptance of CCC Selected"

(1) Typing of application forms

From the preliminary (yellow) copies, the regular application forms may be typed at any time, and filed in the pending file. This will avoid the last minute rush of typing. All applications must be typed in triplicate.

(2) Recruiting Officer's Report on Acceptance of CCC Selectees:

To the original Army copy should be attached the "Recruiting Officer's Report form on Acceptance of CCC Selectee", properly filled out. This form has been devised so that we may receive immediate information concerning the boy's acceptance. It will be sent by the army to the Department of Institutions and Agencies where the information will be entered on the duplicate application form (which should have been sent in promptly by the county or municipal selecting agent to the Department of Institutions and Agencies). The form will then be sent without delay to the local selecting agent.

III. Certification of men requisitioned

After the county or municipality has been informed of the number of men assigned to it, post cards or letters should be sent to the applicants, requesting them to come to the office on or before a certain date, if they are still interested in joining the CCC. When the applicant reports to the office, the information on the application should be checked by intake or by the worker to see that it still applies. The age should be noted and changed if a birthday has intervened. Any other necessary changes should also be made on the forms. If new requirements have gone into effect since the application was taken, these should be cleared at this time. If eligible, the boy should then be requested to sign the three typed copies, after which he should be given a memorandum showing the date, hour, and place, to report for enrollment. The applications may be signed by the executive while the boy waits, and the original copy, with the Recruiting Officer's report form securely attached thereto, given to him for presentation to the recruiting station; or it may be mailed to him; or given to him at a later date.

IV. Enrollment

A. Enrollment routine

On the date of enrollment, the boy should take the original application blank, with "Recruiting Officer's Report form" securely attached, to the Recruiting Station.

B. Notification of New Jersey Department of Institutions and Agencies - IMPORTANT

The same day the County or municipal selecting agent should forward to the Department of Institutions and

Agencies the duplicate (blue) application forms of the boys sent to the Recruiting Station. Accompanying the duplicate applications, there should be sent to the Department of Institutions and Agencies a typed list, giving the name of County and Municipality, date, and an alphabetical list of names and addresses of persons from whom applications are enclosed. This will serve as a check list, and will be the only record of enrollees by county, kept by the Department of Institutions and Agencies.

Unless the duplicate application forms and check lists are sent in promptly, as requested, there can be no accurate check on the progress of the enrollment, which may mean that we will fail to fill a quota which otherwise might be filled. This material is also necessary in order that certain required reports may be prepared and sent to Washington on time.

C. Maintenance of Active CCC File

The triplicate (pink) copies of CCC application should be kept in the county or municipal offices and filed alphabetically in an active CCC file, which will at any time show the number of boys currently in camp. The name of the conditioning camp to which the boy has been sent and the date of selection should be entered on this form, from the "Recruiting Officer's Report". Notation of CCC enrollment should also be made in the family case record.

V. Rejection or Discharge

Maintenance of Inactive CCC File

When notification is received from the army concerning rejection or discharge, this should be noted at top of form, which should now be transferred to an alphabetical inactive file. The notification may be attached to application and filed, or it may be filed separately.

Applications of boys rejected at the recruiting station, of boys who failed to appear for enrollment, and of boys who, upon investigation failed to qualify for certification should also be filed in the inactive file, with explanatory comment briefly noted at top of form.

CERTIFICATION OF COOKS

A small number of cooks is usually assigned to the State at each enrollment period. These men are selected and certified by the County or municipal selecting agent when such instruction is given them by the State Director of Selection. Selection shall be made on the same basis as juniors, with the exception that requirements as to age, marital status, and allotment are waived. They must be on relief or eligible for relief, but need not have an allottee. Regulations governing the re-selection of junior enrollees also apply to the individuals selected as cooks.

These men should be qualified cooks. The attention of each prospective cook should be directed to the following "No promise can be made to these men that they will actually be so employed (as cooks). They will be so employed with a corresponding advancement in pay if they qualify according to the standards of the jobs after they have been enrolled".

Applications for qualified cooks should be taken on the regular "Application for Enrollment" forms. Each of the three copies, however, should be plainly marked in red pencil "Prospective Cook".

CERTIFICATION OF VETERANS

Each state is assigned a quota of veterans, who are not restricted as to age or marital status. They are selected by the Veteran's Bureau, subject to certification of relief status by the County or Municipal relief agency. A veteran to be eligible for enrollment in the CCC must himself be the recipient of relief or eligible for relief; or he must have one or more dependents on relief or eligible for relief, to whom he agrees to allot three-fourths of his pay. The County or Municipal relief agency must pass on his relief qualifications and, if he is found eligible, fill out the "Certification of Public Relief Agency Furnishing Relief", which appears on the application form the veteran will present at the office. Relief agencies which certify veterans whose allotments will go to families on their relief rolls, will receive notification from the Veteran's Bureau of the veterans' enrollment.

INSTRUCTIONS FOR FILLING OUT "APPLICATION FOR ENROLLMENT"
IN THE CIVILIAN CONSERVATION CORPS (EMERGENCY CONSERVATION WORK)"

Date - Enter the date on which the man signs the application.

Applicant's name - Enter applicant's full name, last name first, followed by first name and middle name.

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

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

State - The State of the applicant's residence. (If the applicant is a "Transient", this will be outside of New Jersey.)

County - The County of the applicant's residence.

Local agency - Name of County or Municipal Selecting Agency.

Address - Street and number where County or Municipal Selecting Agency is located.

City or Town - In which County or Municipal Selecting Agency is located.

Age - Enter age in years at last birthday.

Place and date of birth - Enter city and State; month, day and year of birth as indicated.

If not born in the United States, have you been naturalized - Answer by "yes" or "no", only if place of birth (above) is not in the United States. Answer of "yes" must be made only if clearly indicated 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.

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

Other education - For example: Business school, part-time education, correspondence courses completed, etc.

State experience in club or community activities - Indicate membership in organizations, number of years a member, distinctive leadership experience, etc.

*Adopted from pages 31 and 32 of Handbook for Selecting Men for the Civilian Conservation Corps, July 1, 1935 Edition, United States Department of Labor.

How long unemployed - Indicate number of months out of work since last regular job in private employment.

Are you registered for work, etc. - Answer "yes" or "no".

Last job held - Give name of job, length of time employed, and identifying information concerning nature of the work.

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

What kind of a job do you hope to find after completion of C.C.C. enrollment - Indicate prospective vocation, or field of employment.

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

Former company location - Be specific as to address or former camp if application has been previously enrolled.

Former company number - To be supplied by applicant or secured from selecting agency records.

Former serial number - To be supplied by applicant or secured from selecting agency records.

Type of discharge - Indicate clearly by check mark in proper space after an inspection of certificate of discharge presented by the applicant (only honorable discharges with a previous record of satisfactory service are eligible for re-selection).

Length of previous service - Indicate total number of months from date of enrollment to date of discharge.

Date enrolled - Give date previously enrolled as indicated on certificate of discharge presented by applicant.

Date discharged - Give date previously discharged as indicated on certificate of discharge presented by applicant.

Allotment of pay, etc. - Indicate full name, complete mail address, relationship to man of each dependent, and amount to be allotted per month. Amount should be entered as a monthly sum in dollars, i.e. "\$25.00 per month."

Applicant's signature - Should be an ink signature corresponding with applicant's name as given above.

Certificate - This is to be filled in by the County or Municipal Selecting Agent. Give applicant's full name and post office address (street and number or rural route number, post office, and State).

Directed to report to United States Army authorities at - Indicate location of acceptance station where applicant will be examined. Date of examination may also be indicated.

Name of selecting agent - Enter the ink signature of the Executive Secretary or Worker in Charge, or Director responsible for selection.

Official designation - Give title of selecting agent and name of County or Municipal Selecting Agency, for example "Overseer, Dept. of Welfare, City of N.J."

ADDITIONAL INSTRUCTIONS

FAMILY HISTORY (note this will be entered on preliminary, duplicate and triplicate application forms in box at lower left corner. It will not appear on the original application form which is to be sent to the Army).

White: Colored - Check as applicable.

Number in family - Give number in the dependant family group.

Receiving relief - Check as applicable. Direct, includes general public assistance, old age pension, aid to dependant children and aid to the blind; Work Program, includes W.P.A., C.C.C. and any other government work program.

If family has received relief, when was it given - Give dates as: "April '34 until December '35" or "Intermittently - Winters of '34 and '35".

Total number of months on relief - Give number of months assistance was given during total time family was on relief.

NOTE: The preliminary form has been provided so that the worker may fill in all the necessary data in long hand, from which typed copies may be made. The typed copies should be routed as marked:

Original (White) Copy attached to which you will affix the "Recruiting Officer's Report Form" securely attached, is to be sent with the boy to the recruiting station.

Duplicate (blue) Copy is sent on the day of enrollment to the Dept. of Institutions and Agencies, Trenton, together with the check, list of men so sent.

Triplicate (pink) Copy is to be filed in the county's C.C.C. file.

Information to be entered on application form in your files after Army's reports have been received:

Date selected by Army and Name of Conditioning Camp sent to should be entered on the triplicate (pink) Copy in the active file, when the "Recruiting Officer's Report" is received.

Check: Discharge (honorable, administrative or dishonorable) or Rejection, as applicable.

Date - Give date of rejection or discharge.

Reason - Give reason for discharge or rejection, as shown on notification from Army.

ELIGIBILITY REQUIREMENTS

Value of Careful Selection of CCC Candidates

The Emergency Conservation program is being carried on in New Jersey through 36 camps distributed widely over the State. There were on May 1st. approximately 5,500 men in our State camps with a total of 9000 enrolled from the State.

From the beginning of the CCC program, April 5, 1933, until April 1, 1936, New Jersey has enrolled 43,043 men in the Civilian Conservation Corps, from whom the relief families of the State received allotments of almost (\$5,060,000.00) CCC men who were selected with care by the FERA County Units as a rule remained in camp for a maximum term of service and profited to the fullest extent from participation in the camp program. Their families also benefited through receiving allotment money for a full term. Boys less stable and reliable are less apt to stay a complete period and fail to profit fully from the camp experience. When they leave before the end of the period, their dissatisfaction with camp creates an unfavorable reaction in the community, and their families lose the anticipated income from allotment money and may be forced to re-apply for relief. Utmost care should therefore be exercised in the selection of boys for CCC and in the interpretation of the program to them.

Money which has been expended in New Jersey during the three years of CCC operation, is estimated by the War Department at \$18,543,000 and has been of assistance to business and industry in the State.

Familiarity with "Handbook for Agencies Selecting Men for the Civilian Conservation Corps" is Essential:

This handbook, issued by the United States Department of Labor, outlines general policies and standards governing the selection of men for CCC. Every worker should be thoroughly familiar with Section IV, "Standards of Eligibility" and Section VI, "Methods of Selection", and should be generally familiar with the other contents of the handbook. The pamphlet "What is Emergency Conservation Work" should also be familiar to the worker, and should be given to all applicants to read before they are finally selected.

Summary of Eligibility Requirements

Summarized briefly, an applicant for enrollment as a junior must be: between 17 and 28 years of age; unmarried, unemployed, physically fit, a citizen of the United States, with needy dependents of blood or obligation, to one of whom he is willing to allot a substantial portion (usually \$25) of the \$30 minimum monthly cash allowance. He must represent a family on the public relief rolls or eligible for public relief. (When in doubt consult this department as to eligibility.)

We emphasize the importance of being sure that the candidate has no physical defect which would make it impossible to do heavy work in the open; that he has ordinary mental capacity and is not emotionally unstable and a trouble maker. The Army cannot accept such men.

Eligibility for Re-selection

An honorably discharged Junior is ineligible for re-selection for a period of one year following the date of his discharge. He then becomes eligible for re-selection provided he has had not less than 4 months of consecutive previous service. A member dishonorably or administratively discharged from the Civilian Conservation Corps is not eligible for re-selection.

Enrollment is for a term of six months, and each selectee should fully understand that he is expected to stay for at least that length of time. The fact should be impressed upon him that if he leaves camp for any reason before the end of four-months, he will not be permitted to re-enroll.

Importance of Naming Proper Allottees.

The importance of naming proper allottees cannot be stressed too emphatically. As pointed out in the "Handbook", as a minimum, the following points should be checked in each case:

1. That the allottee is an actual dependent by blood or obligation, and is not a trustee or a person unknown to the applicant. (Under exceptional circumstances the State Director of Selection will consider unusual problems on a case work basis in this field.)
2. That the allottee is on the public relief rolls or eligible for public relief, and has an actual need for the financial assistance. (A person working on W.F.A. or other similar work program is here construed to be a recipient of public relief.)
3. That the allottee has been named voluntarily.
4. That the allottee does not reside in a foreign country.
5. That the allottee understands the purpose for which allotments are provided and is willing to assume this responsibility.

"Return of allotment money to the enrollee in camp is prohibited and subjects the enrollee to discharge. The saving of all or substantial part of the allotment for payment to the enrollee upon his return home is equally contrary to the spirit of the CCC enterprise, and is an indication that the need of the allottee has not been made a matter of verified knowledge by the selecting agent."

An applicant who cannot make a proper allotment is not eligible for selection.

Selection of Transients

Transients, who have proper allottees in this or other States, and who are otherwise qualified, may be selected subject to all other regulations as to eligibility.

In Conclusion

The Department of Institutions and Agencies will be glad to be of any assistance in answering questions that may arise, or in securing necessary interpretations from Washington. Any suggestions regarding the selection process will also be gladly received and transmitted.

Note: The leaflets "Handbook for Agencies Selecting Men for the Civilian Conservation Corps" and "What is Emergency Conservation Work" have not been recently revised. The lower age limit is 17 years, not 18. The "thirteen months rule" governing re-selection has been rescinded.