

THE CIVILIAN CONSERVATION CORPS

IN CONNECTICUT

A MANUAL

COVERING

REGULATIONS FOR SELECTION OF MEN

INFORMATION ON ENROLLEE WELFARE

*18 years of age*

*Oct. 22*

*1929-*

*1935*

*1917*

*1850*

*1933*

*4*

*1939*



*3*  
*4/40*  
*2*  
*20*

*35*  
*4*  
*140*

# STATE OF CONNECTICUT



## OFFICE OF COMMISSIONER OF WELFARE

STATE OFFICE BUILDING, HARTFORD

F. C. WALCOTT,  
COMMISSIONER

EMERGENCY RELIEF DIVISION  
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COMMODITY DISTRIBUTION

B. H. VAN BUREN, SELECTING AGENT  
CIVILIAN CONSERVATION CORPS

### FOREWORD

The Civilian Conservation Corps, as created and continued by act of Congress June 28, 1937 is a program offering worthwhile employment to those young men of the nation who, through no fault of their own, are unable to find jobs and who have an earnest desire to assist in maintaining a normal standard of living for their dependents and themselves.

The function of selecting men to become members of the Corps is an important one. During the past four years, selection has been made by those in the home communities of applicants who knew them and who were therefore best able to judge their qualifications.

That all persons active in selection of applicants for enrollment in the Corps may have a clearer understanding of its administration, we have prepared this Manual which contains rules, regulations and general information relative to the selection of applicants, and the welfare of enrolled members of the Civilian Conservation Corps in Connecticut.

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B. H. Van Buren  
State Selecting Agent  
CCC in Connecticut

December 1, 1937

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## GENERAL INFORMATION

1. PUBLICATION OF INSTRUCTIONS GOVERNING SELECTIONa. Regulations

The regulations and procedures contained herein supersede all instructions and regulations governing selection of applicants for enrollment in the Civilian Conservation Corps issued prior to November 1, 1937.

b. Changes In These Regulations

These regulations are issued in loose-leaf form and as changes in the regulations and procedures occur, they will be issued to all agencies in a numbered series containing appropriate reference to the paragraphs which are affected. All changes in the regulations should be inserted therein immediately on receipt in order that the regulations may be kept constantly current.

c. General Letters

The State selecting agency will continue to issue, in series and consecutively numbered, general letters which will contain instructions of a temporary nature only.

d. Special Memoranda

From time to time the State selecting agency will issue special memoranda covering all matters which cannot consistently be contained in (b) and (c) above.

2. DEFINITIONS OF TERMSa. 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, 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.

b. 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 standards of eligibility

1. Requisition

Requisition as used in CCC selection is the number of men which a State is called upon to furnish for enrollment during any specified selection period.

3. BASIC CONSIDERATIONS OF SELECTION

a. 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 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.

b. Doubtful Eligibility

An applicant should never be selected when there is the slightest doubt as to his eligibility for selection. The consequences to an applicant of an error in selection may be more serious than requiring him to wait for the next call, in order that all doubtful points as to his eligibility can be cleared up.

c. 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 to assist his family substantially, 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 education and recreational opportunities afforded by the Corps unless he enrolls of his own free will.

d. 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 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. The CCC enrollee remains a civilian throughout his entire term of service; he receives no military instruction nor does he become liable to military law.

(1) In the administration of the CCC camps, where a Commanding Officer has a large body of men to deal with, it is oftentimes necessary to have regular formations in order to avoid confusion. War Department regulations have endeavored to avoid mandatory formations which might have a military appearance, but such formations as roll call, inspections and retreat are found necessary.

e. 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 influence. Applications should be accepted from young men who deserve to be enrolled, whose eligibility has been verified and the question of acceptance or rejection of the application decided on the merits of the individual case.

f. Advantages Of CCC To Town And State

By the maintenance of CCC work companies in the State and the enrollment of Connecticut boys in the Corps, material gain is afforded both town and state.

The enrolled man is afforded an opportunity to improve his time, his physical well-being and his mentality. The enrollee's family benefits by the receipt of his monthly allotments. Local relief funds, which might have been spent for the family of the enrollee if he were not a member of the Corps and making allotment, are available for other families not so fortunate. The expenditure of allotment checks locally affords local business people a gain.

From a state-wide point of view, the employment of this corps of young workers in our State forests is invaluable. Besides the general conservation and reforestation which they perform, the creation of recreational areas which may be used by the public is a contribution toward the improvement of our national health.

4. COMMUNICATION AND CORRESPONDENCE

a. Applicants

All communications affecting the welfare and activities of applicants for enrollment should be directed to the State selecting agency for the Civilian Conservation Corps, State Office Building, Hartford, Connecticut. No correspondence should be directed to the Army authorities.

b. Enrolled Members

All correspondence relative to enrolled members should be forwarded to the State selecting agency in duplicate. This permits the transmission by that agency of the duplicate copy to the proper authorities for the necessary action.

c. Use Established Forms

Forms necessary to routine matters are furnished by the State selecting agency and should be completed by the agencies whenever possible. Copies of these forms and an explanation as to their use will be found in Appendix I.

## ORGANIZATION AND PROCEDURE

1. ORGANIZATION AND PROCEDUREa. State Director of Selection

The Commissioner of Welfare has been designated by the United States Department of Labor as Director of Selection for the State of Connecticut.

b. State Selecting Agent

The Director of Selection has appointed a staff member to act as State Selecting Agent. Such agent is charged with the conduct and procedure necessary to the selection of applicants for enrollment. He is also responsible for all matters relative to the welfare of the enrolled members where the selecting agencies are concerned.

2. LOCAL ORGANIZATIONSa. Local Selecting Agent

The State Selecting Agency appoints in each town a Local Selecting Agent. This is usually the local public relief official who is responsible for the initial selection of applicants for enrollment and will receive all voluntary applications from boys in his town.

b. Responsibilities Of Local Agent Other Than Selection

The local selecting agent is also responsible for the transportation of approved applicants to the Army points of acceptance for enrollment. Requests for investigations and reports on specific matters concerning an enrollee's welfare will, from time to time, be made by the State agency of the local agency.

3. PROCEDURE OF SELECTIONa. Origin Of Application

Young men from any town desiring enrollment in the Civilian Conservation Corps should present themselves to the office of the local selecting agent of the town in which they reside and make formal application.

b. Preliminary Application Card  
(Form 235A - See Appendix I)

The local selecting agent should complete a preliminary application card (Form 235A), which may be used



in making investigation into the eligibility of the applicant. If the applicant is found eligible this information should be transferred to the certificate of selection (CCC Form 105)\* as described in (c) below and this preliminary card should be placed in the local agent's pending application file.

\*c. Completion And Routing Of Certificate Of Selection  
(CCC Form 105)

After the local selecting agent has determined the applicant's eligibility, in accordance with regulations set forth in Section III of this Manual, certificate of selection, (CCC Form 105 - see Appendix I), should be completed, the first three copies of which should be forwarded to the State selecting agency for approval. The fourth, yellow, copy, should be retained for the local agent's records.

\*d. Instructions For Filling Out Certificate Of  
Selection (CCC Form 105)

(Note: Please use the typewriter in completing this form.)

(1) HEADING.

Date - Enter the date on which the applicant signs the certificate of selection.

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 where applicant receives mail.

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

State - "Connecticut" is printed on the form.

County - The county of the applicant's residence.

Local agency - Name of the authorized local selecting agency receiving the certificate of selection.

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

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

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(2) SECTION 1.

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 (2nd papers) have been granted. (See Section III, Par. 2).

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. (See Section III, Par. 3).

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

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

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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 the 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 farm. Answer "no" if applicant resides in a place of 2,500 inhabitants or more.

School last attended - Enter here name of the last school attended by applicant; e.g., Hillsboro Grammar 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,

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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 (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.

(3) 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 intervening 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?"

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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. No application will be accepted unless answer is "yes."

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.

(4) SECTION 3.

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 812", then "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.

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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. See Section I, Par. 2f.)

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.

(5) 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 minimum \$22 allotment, but if he so desires, an additional portion of his cash allowance may be deposited with the Chief of Finance, War Department.

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

Statement of local selecting agent - For applicants without dependents and required to make a deposit, the local 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.

(7) SECTION 6.

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

(8) SECTION 7.

THE UNITED STATES DEPARTMENT OF LABOR - This portion of the application will be completed by the State selecting agent's office. The local selecting agency will not enter any data here.

- \*e. Instructions For Filling Out The Confidential Report Attached To The Second (Blue) Copy Of The Certificate Of Selection (CCC Form 105)

(Note: An explanation of the purpose of this confidential report is printed on the form.)

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 same space provided for middle name. In no case will initials only be given in lieu of first or middle name.

Race of applicant - Check whether the applicant is white or colored in the appropriate spaces. If other than white or colored, enter the race of applicant such as "Indian," "Chinese", etc.

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Is applicant a member of the National Guard -  
Answer must be "yes" or "no" accordingly. (Members of the National Guard are not eligible for selection. If an applicant is a member of the National Guard, he must obtain an unconditional discharge from his commanding officer before completing his application. See Section III, Par. 7.)

Place of birth - Father, mother - Give State if in the United States - give country if outside of the United States.

Naturalized - Answer "yes" or "no" accordingly.

Place - Give U. S. city in which final naturalization papers were obtained.

Date - Give date of final naturalization papers.

What is the general physical and mental condition of applicant - Indicate condition, as i. e., "Excellent", "Good", etc.

Remarks - Any remarks as to physical condition and mental condition should be entered here.

In your opinion, will the applicant acclimate himself readily to camp life, and do you think he will remain in the service the full term of his enrollment, barring emergency conditions arising - Answer "yes" or "no."

Remarks - Under "remarks" give your impression of the sincerity of purpose of the applicant towards enrollment in the Civilian Conservation Corps. Also give any remarks as to the applicant's character as you know or see him. Endeavor at all times only to refer those applicants who in your opinion will make first class enrolled members of the CCC, who will gain materially by their enrollment as well as give something to the service of the Corps. DO NOT REFER APPLICANTS OF WHOM YOU HAVE THE SLIGHTEST DOUBT AS TO THEIR POSSIBILITY OF SUCCEEDING IN THE CCC SERVICE.

What are the possibilities of the applicant returning to his former employment within the next three months? -

Remarks: Give briefly your opinion or actual conditions as you know them as to the possibility of the applicant returning to his work before the completion of three months service with the Corps. It is the endeavor

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of the State Agency, and should be of the local agency to refrain from referring to the Army authorities those boys who have an opportunity of returning to work within a short time and who would take the place of some boy who would remain in the service a longer period and gain more from it.

Has applicant a record, as indicated by questions below - Answer each of these questions fully where an applicant has a record of crime.

Reform school (give dates) } In either or both instances obtain  
Jail or prison(give dates) } correct data from the proper court authorities

Parole ) Answer "yes" or "no" in  
          ) either or both cases.  
Probation)

When released - Give exact date of release from parole or probation.

(Note: Regulations covering these questions will be found in Section III, Paragraph 9.)

Give full details - An explanation of any police record which the applicant might have should be given in this space, being exact in the details given.

Remarks: (other pertinent information) - Include in this space information pertaining to applicant which has not been given above, or other extenuating circumstances which would have a bearing on the need of the applicant, his dependents, obligations of the applicant, or allottees voluntarily named by the applicant not dependent on him.

Date - Insert date on which the application and confidential report has been completed by the local selecting agent.

Local selecting agent's signature - This signature should be that of the appointed agent of the town and is mandatory in all cases.

The remainder of the confidential report will be completed by the State Selecting Agent.

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\*f. Approval And Assignment Of Applicants  
By The State Selecting Agent

On receipt of the three copies of the application for enrollment from the local selecting agency, the State Selecting Agent will approve and certify the forms and place them in the pending file which is maintained in the State Selecting Agency headquarters at Hartford. No certificates of selection will be returned to the local selecting agent. The State Selecting Agent will assign applicants to report to Army acceptance centers during enrollment periods. Assignment orders for specific applicants to report will be sent the local selecting agent and it is his responsibility to see that all applicants so assigned report in accordance with the assignment order. The certificate of selection of those men assigned to report to acceptance centers for examination will be sent directly to the Army authorities at those centers by the State Selecting Agent.

g. Unofficial Reporting Of Applicant

NO APPLICANT IS TO REPORT TO ANY ARMY ACCEPTANCE CENTER UNLESS THE LOCAL SELECTING AGENT HAS BEEN NOTIFIED BY THE STATE AGENCY TO HAVE HIM SO REPORT. APPLICANTS REPORTING UNOFFICIALLY WILL BE REFUSED EXAMINATION BY THE OFFICER IN CHARGE.

4. TRANSPORTATION OF CCC APPLICANTS TO ARMY CENTERS

a. Local Selecting Agency Responsible

It is the responsibility of the local selecting agencies to transport applicants for enrollment in the Civilian Conservation Corps to the place of acceptance.

b. Accompanying Local Staff Member

It is expected that each local selecting agency will make provision for taking applicants to the Army acceptance centers in groups, accompanied by some member of the local staff, who will wait at that center until all examinations of his group have been completed and bring back those applicants who have been rejected.

c. Unaccompanied Applicants

The Army authorities have asked that no applicant arrive for enrollment unaccompanied by a member of the staff of the local selecting agency.

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d. Transportation Of Non-Relief Cases

It is realized there are many applicants who do not come from relief families and that this number is liable to increase with each successive selection period. Many local offices feel no responsibility for these applicants. There is, however, a moral responsibility which should be considered. It is believed that no local agent would wish to have one of his applicants whom he had directed to camp alone to meet with an accident. Again, this applicant may be rejected by the Army doctor and have a difficult time returning to his home town.

e. Methods Used

Some agencies having a small number of applicants are having staff members use their own or agency cars to take the boys for examination. Many times arrangements are made between adjacent towns to have the applicants from each town go in a single group. Private organizations are often glad to cooperate with the local selecting agency by providing means of transportation for applicants. The arrangement used is up to the local agency.

5. REJECTIONS

a. Returning Rejectees To Homes

If after examination by the Army authorities an applicant is found physically unfit to become a member of the CCC, the local agency staff member in charge of the group will return the rejected applicant to his place of selection.

b. Notification Of Rejection And Cause

The State Agency will notify the local agency on Form T-8 (See Appendix I) of the name of the rejectee and the cause of rejection.

c. Re-Application Of Rejectees

If the cause of rejection is such that a remedy can be effected before the close of the current enrollment period, a new application may be presented for the applicant only after such remedy is complete. A medical certificate should accompany the new certificate of selection. Additional information relative to the remedy should be placed under "Remarks" on the \*confidential report. (See Section 8. of CCC Form 105)

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d. Certificates Covering Correction Of Vision  
And Dental Defects Of Rejectees

If a rejectee has been refused enrollment due to his need of dental work or correction of vision and such dental work or vision correction has been contracted for, a statement signed by the dentist, optometrist, or oculist to that effect should be attached to the original copy of the applicant's new certificate of selection when such certificate is forwarded to the State selecting agency for approval.

6. NON-REPORTS

When applicants who have been assigned to report to the Army authorities for enrollment fail to so report, it is requested that the local selecting agent concerned determine the cause of the non-report and so notify the State selecting agent the day following the date the applicant was assigned to report.

If the non-report was occasioned by a temporary condition and the applicant still desires enrollment,\*the local selecting agent should request the State selecting agent to re-assign the applicant. This request should be in writing and should clearly state the reason for the non-report of the applicant on the original assignment. No consideration will be given requests where two non-reports have been occasioned.

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## ELIGIBILITY REGULATIONS

1. AGE

All accepted applicants must have attained their 17th birthday and must not have reached their 24th birthday.

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a. The date on which the applicant takes the 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.

b. In cases where an applicant appears to be less than 17 years of age, evidence of his true age will be required by the Army authorities at the point of acceptance. This evidence may be in the form of a birth certificate, baptismal certificate, or an affidavit signed by his authorized selecting agent.

2. CITIZENSHIP

Only male citizens of the United States by birth or completed naturalization are acceptable.

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a. In cases of foreign-born applicants under 21 years of age, one parent must be fully naturalized. This means the completion of the second citizenship papers. The foreign-born boy under 21 years of age obtains his American citizenship through the naturalization of either parent.

3. MARITAL STATUS

Each applicant must be unmarried.

a. A widower or divorced man is considered unmarried.

b. A man separated from his wife but not legally divorced is married.

c. A man who is unmarried at the time of his application for enrollment but who marries before being enrolled thereby becomes ineligible.

4. EMPLOYMENT

Each applicant must be unemployed and in need of employment.

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a. For the purposes 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 and not possessing other regular or full-time employment, who need 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 provide comparable experience and training.

5. REGISTRATION

Each applicant must be registered with the Connecticut State Employment Service before his application will be accepted by the local selecting agency.

a. An identification card is furnished each person registering with the Connecticut State Employment Service and the selecting agent should request each applicant to show this identification card when applying for selection.

6. ATTENDANCE AT SCHOOL

Applicants are ineligible if they are in regular attendance at school or on vacation from school.

a. Army CCC regulations permit leave of absence of enrolled members who wish to attend educational institutions of college grade only. Such leave of absence is granted the enrollee without pay for a period not to exceed 12 months.

b. The intent of this regulation is to permit those boys who have profited by enrollment in the CCC and who have attained a better position, either mentally or financially, to return to school.

\*7. MEMBERS OF THE NATIONAL GUARD OF THE STATE

Members of the National Guard of the State are not eligible for selection.

8. PHYSICAL AND MENTAL REQUIREMENTS

Only those young men who are physically and mentally normal are eligible. Physical impairment and mental deficiency disqualify an applicant.

a. Selectees must be able to perform ordinary labor without injury to themselves, subject to the condition that all selectees must be free from disease (including venereal diseases), which will constitute a menace to the health of the other members of the Corps or require treatment. No applicant should be selected for enrollment if there are

\* CHANGE

(ISSUED WITH CHANGE #3 - June 1, 1938)



any physical or mental conditions which make it impossible or inadvisable for him to attempt hard physical labor. Nor should any man be selected who has a history of mental derangement.

b. The following physical conditions are a few of the more common reasons for unconditional rejections:

- (1) Applicants with contagious infections of the mouth.
- (2) Long-existing skin diseases or long-existing ulcers of the skin which are so severe or so disfiguring as to incapacitate the applicant.
- (3) Loss of both thumbs.
- (4) Loss of more than two entire fingers of one hand.
- (5) Amputation of extremities in excess of those already cited.
- (6) Less than 60 inches in height.
- (7) Less than 107 pounds in weight.
- (8) A height of more than 78 inches.
- (9) Overweight which is greatly out of proportion to the height if it interferes with normal physical activity.

#### 9. CHARACTER REQUIREMENTS

In cooperation with the Army authorities, it is requested that selecting agencies do not select men of questionable character. The 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."

a. Men on probation or parole at the time of making application or thereafter, or under conviction for crime or serving sentence therefor, are not eligible for selection.

b. Release from parole or probation for the express purpose of enrollment in the Civilian Conservation Corps does not make an applicant eligible for enrollment. Such release from parole or probation must be given unconditionally before the applicant may be accepted by the selecting agent.

\* c. Those who have been convicted by civil or military court of an offense which may be punished by imprisonment for a term exceeding one year are not eligible to be selected for enrollment in the Civilian Conservation Corps.

\*CHANGE

(ISSUED WITH CHANGE #3 - June 1, 1938)



10. TERMS OF ENROLLMENT

Each applicant must understand that he enrolls in the Civilian Conservation Corps for a term of six months. Such enrollment is effected only after the applicant has passed complete physical examination and taken the oath of enrollment. (See Appendix III)

a. The applicant must be willing to remain in the Corps for at least six months, unless he secures other employment that will better his position or unless he is urgently needed at home. All requests for discharge for these two reasons will be thoroughly investigated by the State selecting agency before an honorable discharge will be granted the enrolled member by the Army authorities.

b. The applicant when accepted as a member places himself under the jurisdiction of the administrative forces in charge of the CCC of the United States Army. He does not become a soldier but a civilian employee of the United States under certain regulations which he has sworn to observe.

c. Enrolled members are expected to perform such work as the Commanding Officer and those in charge of company work projects may prescribe. For satisfactory performance of such work the enrolled member receives a monthly cash allowance and in addition proper maintenance (food and shelter), clothing, as well as medical and dental care when necessary.

The monthly cash allowance is in accordance with schedules approved by the President. This amount is usually \$30.00. Of this cash allowance a minimum of \$22.00 must be allotted to some dependent or deposited with War Department Finance Officer and the balance paid the enrolled member in cash.

Educational and recreational opportunities are also afforded all members.

\*11. ALLOTMENTS

Applicants with dependents (as administratively defined in "a" below) MUST make a minimum monthly allotment of \$22.00.

a. For the purpose of CCC selection, dependents shall be defined 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 standard of living and who due to financial limitations are unable to

\*CHANGES

(ISSUED WITH CHANGE #4 - August 31, 1936)

provide the enrollee with opportunities for attaining experience and training comparable to those available through CCC enrollment.

(1) No allotment to an enrollee's dependent or dependents may be less than \$22.00 per month.

(2) Dependents may be either of blood or obligation. A young man who has been living with an unrelated family and who feels an obligation to contribute to its support may, at the discretion of the selecting agency, be permitted to make an allotment to a member of such family.

(3) Applicants are not to be permitted or forced to adopt allottees who are not related or dependent upon them.

(4) Dependents who reside in foreign countries cannot receive allotments.

(5) It is not contemplated that selecting agents or public welfare authorities shall receive the monthly allotment in order to administer the funds for the benefit of the enrollee.

(6) An applicant with dependents, if authorized by the selecting agency at the time of selection, may make a deposit of any portion of the remainder of his cash allowance over and above his required \$22.00 allotment.

(Note: Section 4 of the certificate of selection, CCC Form 105, carries the following statement: "In addition to allotment, applicant desires deposit in the amount of \$ \_\_\_\_\_ per month." It is quite possible to make an allotment of \$22.00 and a deposit of \$3.00 by indicating the amount in the appropriate blank on the above mentioned certificate.)

(7) It is requested that as far as is reasonably possible, applicants for enrollment be prevailed upon to keep allotments at the minimum requirement of \$22.00 monthly. This permits the enrolled member to receive \$8.00 cash at the end of each month, which amount may be used for his personal needs at the camp. Only in exceptional cases should allotments exceed \$22.00 monthly.

\*12. DEPOSITS

Applicants without dependents, such as orphans or non-family youths, MUST make a deposit of pay in the minimum amount of \$22.00 per month.

\*CHANGES

(ISSUED WITH CHANGE #4 - August 31, 1938)

a. 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 to a needy blood relative, not an actual dependent of 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.

(1) In all cases of deposits, Section 5 of the certificate of selection (CCC Form 105), must be completed by the applicant and the local selecting agent.

(2) If in addition to a deposit, the applicant elects to make a voluntary allotment, Section 4 of the CCC Form 105 should also be completed.

(3) Where an applicant is eligible to make a deposit in lieu of allotment and also desires to make a voluntary allotment, neither the allotment nor deposit has to be in the minimum sum of \$22.00 monthly, but the sum total of both MUST in no case be less than the minimum requirement.

### 13. RESIDENTS OF CONNECTICUT

In general only applicants with a Connecticut residence will be selected for enrollment through Connecticut selecting agencies.

a. An applicant who is not a resident of the State but whose proposed allottee is a Connecticut resident, may be selected if such allottee is a relative and dependent upon the applicant.

b. In the case of such selection as (a) above, the selecting agency will be required to give the full details with regard to the applicant's place of legal residence, his family and information as to possible former membership in the Civilian Conservation Corps in another State.

c. In cases where the applicant is a former enrollee from another State, he will be required to present his discharge papers to the local selecting agent and the information required on the \*certificate of selection, (CCC Form 105), will be taken directly from these papers. If he is unable to present his discharge papers, the local selecting agent should refer his incomplete certificate of selection to the State selecting agent, giving all information available. Decision as to his acceptability will be made by the State office.

\*CHANGES

(ISSUED WITH CHANGE #4 - August 31, 1938)

d. A transient applicant who has no dependents within this State will be advised to return to his State of legal settlement to make application for enrollment.

14. FORMER MEMBERSHIP IN THE CCC

Any former member of the Civilian Conservation Corps who complies with the regulations in paragraphs 1-13 above may be reselected for enrollment in the Civilian Conservation Corps, provided that:

a. He was honorably discharged from each preceding enrollment.

b. That his last discharge was received at least six full months before the date of his reselection.

c. That his discharge certificate although marked "honorable", did not carry the notation "not considered worthy of reenrollment."

d. A former member whose type of discharge has been changed by the Corps Area Commander from administrative or dishonorable to honorable and who complies with the above regulations may be reselected.

e. A former member who was discharged due to physical disability not the result of his own misconduct is eligible for reselection during any subsequent selection period regardless of the period which has elapsed since such medical discharge was received and provided that such physical disability for which discharge was issued has been remedied. In this latter case a medical certificate will be required to accompany the original copy of the \*certificate of selection.

15. PRIORITY OF SELECTION

The State selecting agency will endeavor to give preference to applicants in the order of their financial need. Applicants who are equally qualified in fitness, character and need of employment will be selected in the following order:

a. 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.

b. Applicants with dependents (as defined in Sec. III, Par. 11, a.), who are required by law to make allotments, and

\*CHANGES

(ISSUED WITH CHANGE #4 - August 31, 1938)



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 at 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 allotment.

c. 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.

d. Applicants who are eligible in every respect but who do not come under the above classification.

#### 16. INVESTIGATION OF NON-RELIEF CASES

It is realized that local Public Relief Departments have considerable work to do with their active relief cases and many times have an insufficient staff to make home visits covering non-relief applications for enrollment.

a. A questionnaire, which is designed to obtain information required on the case record of the \*certificate of selection, should be used when a non-relief applicant applies for enrollment. This is Form T-2 (See Appendix I).

(1) A non-relief applicant should be given Form T-2 with instructions to return to his home and have one of his parents or nearest of kin complete the form, sign it and to return with the completed form to the local selecting agent's office on the following day.

(2) To preclude any possibility of the applicant's filling in the form himself or having some unauthorized person doing so, a check should be made by the local agency, by telephone, mail or visit, inquiring as to whether the person whose name appears as a signature on the form completed the information.

(3) If the local agent is satisfied that the information on the form is reasonably correct, he should then complete the formal certificate of selection in the usual manner.

\*CHANGES

(ISSUED WITH CHANGE #4 - August 31, 1938)



17. ENROLLED MEMBERS EXEMPT FROM REGULATIONS  
GOVERNING AGE AND MARITAL STATUS

a. For The Army

Under existing regulations each CCC work company is permitted to retain as junior members five key men who may be beyond the maximum age limit and may be married. These key men consist of one senior leader, one mess steward and three cooks. The selection of these men will most generally be made by the work company Commander from active members of his company. It is possible, however, that during future selection periods the selecting agencies will be asked to select a limited number of qualified cooks. The request for such selection will come only if requisition has been made on the State agency by the Army authorities to have qualified cooks present themselves for examination. At the proper time the State selecting agency will notify local agents of the circumstances.

\*b. For The Technical Service

In addition to the five key men mentioned in a. above, the CCC act creating the Civilian Conservation Corps has been amended to permit the enrollment of five members to be known as "Project Assistants," and who are also exempt from regulations governing maximum age limit, marital status and total length of service as apply to junior members. These Project Assistants are assigned to the Technical Service of the camp in which they are enrolled, and are selected by the State selecting agent in cooperation with the Technical Service. Selections of this class of enrolled member are made in accordance with job specifications furnished the State selecting agent by the individual camp superintendent of the various Connecticut CCC work organizations. As vacancies occur, calls will be made upon local selecting agents to furnish applicants to fill positions of this type.

\*CHANGES

(ISSUED WITH CHANGE #4 - August 31, 1938)

## SELECTING AGENCY RESPONSIBILITIES

1. IN GENERAL

In order to get the most out of the Civilian Conservation Corps program, selection should be a continuous process in the selecting agency. While enrollments occur once every three months, it is necessary for all selecting agencies to have a reservoir of qualified applicants ready to be sent to the Army authorities for enrollment when a call is made. From this reservoir of qualified applicants selection can be made of those most in need of the employment afforded by enrollment in the Civilian Conservation Corps. It is obviously uneconomical to the Corps and not in the interests of the enrollees themselves to send forward for enrollment numbers without any concern as to whether they are likely to contribute to the work program and profit by the camp experience.

2. EXERCISE OF CARE IN PREPARATION OF APPLICATION AND CORRECTNESS OF APPLICATION DATA

While selection and reselection are the primary functions of the local selecting agencies, their responsibilities do not stop there. The information which is placed on the application form by the local selecting agent must have been carefully compiled from existing case records or obtained through investigation of the applicant's family conditions and the local agency is held responsible for its correctness.

a. Naming Proper Allottee

It is important that careful consideration be given to the naming of an allottee in order that the allotment may be well administered in the interest of the enrollee and his 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 and enrolled he will continue to make these regular monthly allotments during his service with the Corps.

(1) That a proper allottee may be named, the selecting agent should check the following in each case:

- (a) That the proposed allottee is a dependent by blood or obligation.
- (b) That the proposed allottee understands the purpose for which allotments are provided, is a competent person to handle the money and is willing to assume the responsibility.

- (c) That the proposed allottee needs the financial assistance provided by this allotment to maintain a normal standard of living.
- (d) That the proposed allottee has been named voluntarily.
- (e) That both the applicant and the proposed allottee understand that an enrollee is subject to discharge if he accepts the return of the allotment for his personal use in camp.
- (f) That if the proposed allottee be one of obligation, the existence and extent of that obligation be determined by the selecting agency. At such time as the obligation is fulfilled, the selecting agency should request a change of allottee by addressing the State selecting agency accordingly.
- (g) That in case an applicant chooses to make deposits with the Finance Officer in lieu of allotment, there are no dependents whom the applicant could name.
- (h) That in case a change of allottee is requested, each condition set down in (a) - (g) above can be complied with by the new allottee and that the former allottee will not suffer wrongfully by the change.

(b) Other Investigations Necessary

Under the terms of enrollment each enrollee has sworn to remain a member of the Civilian Conservation Corps for a full six months' period unless he secures other employment that will better his position or unless he is urgently needed at home.

(1) The regulations call for an investigation into the facts of each request for discharge as presented to the Commanding Officer and the responsibility of this investigation is that of the State selecting agency. The State Office, in turn, will call upon the local selecting agent to determine the facts in each case, and it is of the utmost importance that questionnaires regarding these cases be completed as rapidly as possible that the State Office may return to the Commanding Officer promptly the information on the case. This permits an enrollee to receive an honorable discharge soon after he has placed his request in the Commanding Officer's hands, and many times it means the difference between his obtaining private employment or losing it.

### 3. RECORDS

#### a. Local And State Records

In order to conduct a local selecting agency properly, it is necessary for complete records to be kept in each agency. The State Office maintains official records on all boys who apply or enroll and if a local agency is lacking in the details of their records, official information can be obtained through the State selecting agency.

#### b. Detail Of Local Records

The records which should be kept by the local agency are:

(1) Copy of the application for enrollment (yellow).

(2) Card index of all enrolled men. This should be divided into two groups, active (those now members), and inactive (those who have been discharged). (See card-Appendix I.)

(3) Pending application file. This should be a card file, using Form 235A. (See Appendix I.)

(4) Copy of the Manual of selection with changes kept up to date.

(5) File of General Letters of instruction.

### 4. PUBLICITY

The State selecting agency will endeavor to furnish publicity on the CCC in several forms throughout the year. Local selecting agencies may adapt this material to their needs, always being careful, however, not to have local releases conflict with the regulations and standards of selection established in this Manual.

Circulars, both mimeographed and printed, will be sent to the local agencies from time to time. A supply of these can be obtained on request from the State selecting agency. As these become obsolete, they will be withdrawn.



APPENDIX I

Forms And Their Use

# CIVILIAN CONSERVATION CORPS OF CONNECTICUT

## PRELIMINARY APPLICATION CARD (LOCAL SELECTING AGENT'S RECORD)

DATE APPLIED \_\_\_\_\_

**JUNIOR CORPS**  
AGES 17-23 INCLUSIVE

NAME \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

ADDRESS \_\_\_\_\_ CASE No. \_\_\_\_\_  
(STREET & NUMBER) (TOWN)

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ CITIZEN BY { BIRTH  
NATURALIZATION

RACE:- WHITE  NEGRO  OTHER \_\_\_\_\_

### PHYSICAL CONDITION

PENDENTS \_\_\_\_\_  
(NAME, RELATIONSHIP AND ADDRESS)

EXCELLENT   
GOOD   
FAIR   
POOR

APPLICANT FORMER CCC MEMBER \_\_\_\_\_

URGENCY OF NEED: { RELIEF  
(CROSS OUT TWO) { BORDER LINE  
OTHER

WAS APPLICANT HONORABLY DISCHARGED \_\_\_\_\_

FORMER CCC SERVICE:- FROM \_\_\_\_\_ TO \_\_\_\_\_  
(MONTH, DAY & YEAR) (MONTH, DAY & YEAR)

HAS APPLICANT BEEN { CONVICTED OF CRIME \_\_\_\_\_  
INMATE OF CORRECTIONAL INSTITUTION \_\_\_\_\_  
EXPLAIN, GIVING DATES

SELECTING AGENCY  
TOWN OF \_\_\_\_\_

INVESTIGATOR'S  
SIGNATURE \_\_\_\_\_

INVESTIGATION  
MADE (DATE) \_\_\_\_\_

# UNITED STATES DEPARTMENT OF LABOR CERTIFICATE OF SELECTION FOR THE CIVILIAN CONSERVATION CORPS

ORIGINAL  
(For Army)

APPLICANT'S NAME ..... Date .....

(Last Name) (First Name) (Middle) APPLICATION RECEIVED BY

ADDRESS ..... LOCAL AGENCY .....

POST OFFICE ..... ADDRESS .....

STATE *Connecticut*, 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) (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) (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)

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)

If 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:
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
5. ....	.....	.....	.....

## THE CIVILIAN CONSERVATION CORPS IN CONNECTICUT

## Questionnaire Preparatory to Application for Enrollment

Please Answer All Questions

1. What is applicant's full name? \_\_\_\_\_
2. When and where was he born? \_\_\_\_\_
3. Birthplace of parents:  
     Father \_\_\_\_\_ Were they      Father \_\_\_\_\_  
     Mother \_\_\_\_\_ naturalized?    Mother \_\_\_\_\_
4. What relation are you to applicant? \_\_\_\_\_
- 5(a) Will you receive his monthly allotment check? \_\_\_\_\_  
     (b) If not, who will? \_\_\_\_\_  
   Please give name of person and relationship  
   to applicant
6. How many in family of person receiving allotment? \_\_\_\_\_  
   (Include applicant)
7. How many working in this family? \_\_\_\_\_
8. What is the average income of this family? Per week \_\_\_\_\_  
   Per month \_\_\_\_\_
9. Is applicant now unemployed? \_\_\_\_\_ How long? \_\_\_\_\_
- 10(a) Has applicant ever been involved with the civil authorities? \_\_\_\_\_  
     (b) If so, please give details including dates. \_\_\_\_\_  
     \_\_\_\_\_
- (c) If applicant was on parole or probation (state which), give date  
     of release. \_\_\_\_\_
11. Remarks:

Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Tel. No. \_\_\_\_\_



CIVILIAN CONSERVATION CORPS OF CONNECTICUT  
STATE SELECTING AGENCY  
STATE OFFICE BUILDING  
HARTFORD, CONNECTICUT

To Selecting Agent at

Send Civilian Conservation Corps applicants to  
U. S. Recruiting Station

on the following schedule.


The receipt of this form by the local selecting agent is his authority to send forward the men noted thereon to the Army authorities for examination.

---

PLEASE HAVE THESE MEN REPORT TO THE RECRUITING OFFICER NOT LATER THAN 8:00 A.M. WITH THEIR APPLICATIONS.

PERSONS IN CHARGE OF THE MEN SHOULD WAIT UNTIL EXAMINATIONS ARE COMPLETE BEFORE RETURNING TO HOME TOWN.

Very truly yours,



State Selecting Agent

CIVILIAN CONSERVATION CORPS OF CONNECTICUT  
STATE SELECTING AGENCY  
STATE OFFICE BUILDING  
HARTFORD, CONNECTICUT

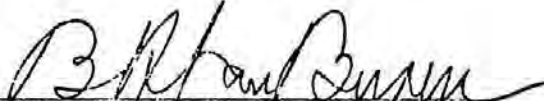
To Selecting Agent at \_\_\_\_\_

Send the following Civilian Conservation Corps applicants  
to the \_\_\_\_\_

\_\_\_\_\_ to arrive at that company BEFORE NOON.

DRIVER OF TRANSPORTING VEHICLE SHOULD REMAIN AT CCC COMPANY  
UNTIL EXAMINATIONS OF HIS GROUP ARE COMPLETE, RETURNING  
WITH ANY REJECTED APPLICANTS TO POINT OF SELECTION.

Very truly yours,

  
State Selecting Agent

# STATE OF CONNECTICUT

Form T-7



## OFFICE OF COMMISSIONER OF WELFARE

STATE OFFICE BUILDING, HARTFORD

F. C. WALCOTT,  
COMMISSIONER

EMERGENCY RELIEF DIVISION  
MARION LEE, DIRECTOR

E. R. POTTER, DIRECTOR  
COMMODITY DISTRIBUTION

B. H. VAN BUREN, SELECTING AGENT  
CIVILIAN CONSERVATION CORPS

I am happy to tell you that your application to become a member of the Civilian Conservation Corps of Connecticut has been approved.

I know you are looking forward to this new experience and will take full advantage of the opportunities which the Corps offers you.

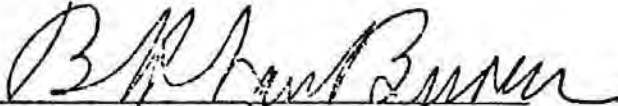
When you first arrive in Camp everything will naturally be strange and you will have to become accustomed to the routine and regulations of the camp. It will not be long, however, before you will feel at home and begin to enjoy the fellowship of other enrollees. You, of course, expect there will be worthwhile work to do and will look to those men in charge of the camp for your instructions.

Besides the work you will find the educational advisor ready to guide you in any studies you might wish to take up. Also there will be sports of all kinds in which you may engage.

The Officers in charge of the camp, the Forestry Superintendent and the Educational Advisor will welcome you and be ready to help solve any problem you may have. Do not hesitate to go to any of them with your questions. Keep yourself busy and you will profit by your enrollment.

Your application has been returned to your local selecting agent and he will call you within a short time to report for enrollment. Be ready for that call.

I wish you success.

  
State Selecting Agent



Form T-5

## OFFICE OF COMMISSIONER OF WELFARE

STATE OFFICE BUILDING, HARTFORD

F. C. WALCOTT,  
COMMISSIONEREMERGENCY RELIEF DIVISION  
MARION LEE, DIRECTORE. R. POTTER, DIRECTOR  
COMMODITY DISTRIBUTIONB. H. VAN BUREN, SELECTING AGENT  
CIVILIAN CONSERVATION CORPS

My dear

\_\_\_\_\_ has been enrolled as a member  
of the Civilian Conservation Corps and may be addressed at  
\_\_\_\_\_

By his wish, you are to receive \$\_\_\_\_\_ monthly of his cash allowance, which will be forwarded to you by check through the Army Finance Officer, First Corps Area Headquarters, Boston, Massachusetts. These checks will be received by you on or before the 20th of each month.

Enrollee \_\_\_\_\_ will probably find life in the camp considerably different from that to which he has been accustomed, and we suggest that you write to him, particularly during the first thirty days of his stay in camp, encouraging him to remain at his work and accustom himself to the routine required by the Civilian Conservation Corps.

Every advantage will be given this enrollee to perform useful work in the forests, to improve his health, and through the educational program, to advance himself so that he may be better prepared to meet life when he leaves the service of the Corps.

While work and training are the primary objects of the Civilian Conservation Corps, each enrollee is given plenty of opportunity for recreation. He will be given plenty of good, well-prepared food; appropriate clothing; proper housing; and should he become ill through no fault of his own, he will receive medical attention. In addition to this, he will also be given dental care as needed.

Again we suggest that you write to the boy and encourage him to continue his service so that his enrollment will be of advantage to him.

Very truly yours,

*B. H. Van Buren*  
State Selecting Agent

BHVB-EH



Applicant \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ has been rejected by the Army authorities for reason checked below.

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DIVISION A - PHYSICAL REJECTIONS


---



---

- |   |  |
|---|--|
| 1. Underweight _____                        | 7. Defective Heart _____                       |
| 2. Immaturity _____                         | 8. Defective Ears _____                        |
| 3. Hernia _____                             | 9. Venereal Diseases _____                     |
| 4. Defective Vision _____                   | 10. Defective Lungs _____                      |
| 5. Defective or<br>Insufficient Teeth _____ | 11. Miscellaneous<br>Physical Disability _____ |
| 6. Defective Tonsils _____                  |  |

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DIVISION B - OTHER CAUSES OF REJECTION


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1. Falsification of Qualifications
2. Insufficient evidence supporting:
  - a. Age
  - b. Previous Discharge
  - c. Miscellaneous

If cause of rejection can be remedied and such remedy is effected before \_\_\_\_\_ your office may present another application for this man. Please give complete details on new application.

*B. H. Bunker*  
\_\_\_\_\_  
State Selecting Agent



## OFFICE OF COMMISSIONER OF WELFARE

STATE OFFICE BUILDING, HARTFORD

F. C. WALTON T-6  
COMMISSIONEREMERGENCY RELIEF DIVISION  
MARION LEE, DIRECTORE. R. POTTER, DIRECTOR  
COMMODITY DISTRIBUTIONB. H. VAN BUREN, SELECTING AGENT  
CIVILIAN CONSERVATION CORPS

Dear \_\_\_\_\_

The Commanding Officer of the \_\_\_\_\_ reports to this office that your \_\_\_\_\_ has deserted his company and is now considered "absent without leave."

This is to inform you that the above mentioned enrollee's pay ceases immediately on his absentioning himself from the company to which he has been assigned and if he does not return to that company before midnight, \_\_\_\_\_ the Company Commander will be forced to give him an administrative discharge due to DESERTION.

If this enrollee receives an administrative discharge, as above stated, he will be forever after ineligible to return to the service of the CCC. You as his allottee will, of course, immediately realize that the \$ \_\_\_\_\_ monthly allotment which you have been receiving during the past months will no longer be available to you.

May we ask that you prevail upon this enrollee to return to his company immediately.

Very truly yours,

State Selecting Agent

BHVB:S

VERIFICATION OF EMPLOYMENT

Date \_\_\_\_\_

My dear

CCC enrollee \_\_\_\_\_  
claims to have a position with \_\_\_\_\_

Will you kindly contact the proposed employer and obtain the following information:

Will the enrollee be employed by the firm mentioned above? \_\_\_\_\_

What is the probable duration of such employment? \_\_\_\_\_

What is the rate of pay? \_\_\_\_\_

Would your department suggest that enrollee accept such employment? \_\_\_\_\_

The immediate return of this information is requested so that no delay may occur in giving this enrollee a discharge if the proposed employment is bona fide. To save time, may we ask that you use the telephone, wherever possible, to obtain this information.

BHVB:S

  
\_\_\_\_\_  
State Selecting Agent

\_\_\_\_\_  
Signature of Person  
Completing Verification

PLEASE RETURN COMPLETED FORM IN DUPLICATE

CIVILIAN CONSERVATION CORPS

Company \_\_\_\_\_ Camp \_\_\_\_\_ Post Office \_\_\_\_\_  
 TO: (State Director of CCC Selection) or \_\_\_\_\_  
 (Manager Veterans Administration) \_\_\_\_\_ 193 \_\_\_\_\_

(Street Address)

(City and State)

In compliance with War Department Regulations, CCC, you are informed of the discharge of the following named CCC enrollee:

Name and serial number: \_\_\_\_\_  
 (Last) (First) (Middle) (CCC Serial Number)

Junior Veteran (Check one): White \_\_\_\_\_ Colored \_\_\_\_\_ Other \_\_\_\_\_ (Check one)

Home address at time of discharge.... \_\_\_\_\_

Future address (if different from home address) \_\_\_\_\_

County and State from which selected \_\_\_\_\_  
 (County) (State)

Address of local selecting agency.... \_\_\_\_\_

Date of last enrollment..... \_\_\_\_\_

Name of allottee (or indicate deposit in lieu of allotment..... \_\_\_\_\_

Address of allottee..... \_\_\_\_\_

Monthly allotment.....\$ \_\_\_\_\_

Date of discharge..... \_\_\_\_\_

Type of discharge awarded..... \_\_\_\_\_

Reason for discharge (incl. notations) \_\_\_\_\_

If discharged to respond to urgent call or return to school, give reason for call or name and address of school.. \_\_\_\_\_

If discharged to accept employment, give name and address of employer... \_\_\_\_\_

Total Service, including all enrollments, since July 1, 1937.....  
 (Months) (Days)

Age at date of discharge.....  
 (Years) (Months)

Very truly yours,

Distribution:

- State Selecting Agency - 2 copies
- Individual Service Records - 1 copy
- As directed by Corps Area Commander... Copies



CIVILIAN CONSERVATION CORPS OF CONNECTICUT

STATE SELECTING AGENCY

Date \_\_\_\_\_

My dear Mr. \_\_\_\_\_

We have been notified by the Army authorities that you have recently been discharged from the Civilian Conservation Corps.


You are registered with the Connecticut State Employment Service office, which is located at \_\_\_\_\_ . Your registration card on file in that office carries a complete record of your ability and progress during your service with the CCC.

It is imperative that you report to that office within the next thirty days, presenting your identification card which was given you at the time your registration was taken. By so reporting you place yourself in a position to receive employment through the facilities of the Connecticut State Employment Service.

In applying for a position, we suggest that you carry your discharge from the CCC. This will serve as a recommendation to prospective employers.

We sincerely hope you are successful in obtaining employment.

Very truly yours,

  
State Selecting Agent

BHVB-H

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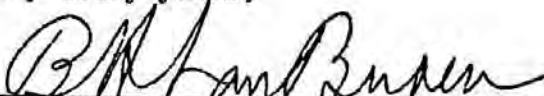
CIVILIAN CONSERVATION CORPS OF CONNECTICUT

NOTIFICATION OF DISCHARGE

To: Connecticut State Employment Service  
\_\_\_\_\_  
\_\_\_\_\_

This is to notify you that \_\_\_\_\_  
was separated from the Civilian Conservation Corps on \_\_\_\_\_  
\_\_\_\_\_ . Type of discharge received \_\_\_\_\_

Very truly yours,

  
State Selecting Agent

Enrollee's Name

(Last)

(First)

(Middle)

Commanding Officer's Comments

Outstanding Accomplishments

Certificates Earned

Personal Qualities

Other Remarks

Date \_\_\_\_\_

Signed \_\_\_\_\_

Commanding Officer CCC Co. #

APPENDIX II

Directories

CONNECTICUT SELECTING AGENCIES AND AGENTS

F. C. Walcott, Commissioner  
State Director of Selection

B. H. Van Buren  
State Selecting Agent

\* \* \* \* \*

ANDOVER

Louis B. Whitcomb  
First Selectman

BOZRAH

Gustave Lorentz  
First Selectman

ANSONIA

William J. Kirby, Supt.  
Board of Public Charities

BRANFORD

Gurdon Bradley  
First Selectman

ASHFORD

Thomas McQuade  
First Selectman

BRIDGEPORT

John Galla  
Supt. of Charities

AVON

Joseph W. Alsop  
First Selectman

BRIDGEPORT

PRIVATE SOCIAL AGENCIES  
G. E. Treager  
Gen. Sec., Community Chest

BARKHAMSTED

Marshall E. Case  
First Selectman

BRIDGEPORT

STATE BUREAU OF CHILD WELFARE  
Mrs. Helen Harrington  
District Supervisor

BEACON FALLS

Christian Heiss  
First Selectman

BRIDGEWATER

William M. Curtis  
First Selectman

BERLIN

James B. Ellsworth  
First Selectman

BRISTOL

William F. Smithwick  
Supt. of Charities

BETHANY

William L. Wooding  
First Selectman

BROCKFIELD

Louis J. Covill  
First Selectman

BETHEL

Frederick H. Juad  
First Selectman

BROCKLYN

Romeo Maynard  
First Selectman

BETHLEHEM

Warren L. Hunt  
First Selectman

BURLINGTON

William E. Schwarzmenn  
First Selectman

BLOOMFIELD

Frank D. Hall  
First Selectman

CANAAN

Lee H. Kellogg  
First Selectman

BOLTON

Thomas Wilson  
First Selectman

CANTERBURY  
George F. Blood  
First Selectman

CANTON  
LeRoy B. Miner  
First Selectman

CHAPLIN  
Alvah W. Miller  
First Selectman

CHESHIRE  
Birdsey B. Norton  
First Selectman

CHESTER  
William G. Stark  
First Selectman

CLINTON  
Alfred H. Stevens  
First Selectman

COLCHESTER  
William B. Gerhardt  
First Selectman

COLEBROOK  
Wyllys P. Smith  
First Selectman

COLUMBIA  
Clair L. Robinson  
First Selectman

CORNWALL  
J. Henry O'Donnell  
First Selectman

COVENTRY  
George G. Jacobson  
First Selectman

CROMWELL  
Charles M. Sanford  
First Selectman

DANBURY  
Marcus H. Schlitter  
First Selectman

DARIEH  
Frank A. Muse, Supv.  
Dept. of Public Welfare

DERBY  
Frank J. Buckley  
Supt. of Charities

DURHAM  
Charles S. Loveland  
First Selectman

EASTFORD  
Lewin E. Newth  
First Selectman

EAST GRANBY  
Richard D. Seymour  
First Selectman

EAST HADDAM  
Frank P. Shea  
First Selectman

EAST HAMPTON  
Harlan G. Hills  
First Selectman

EAST HARTFORD  
Ernest R. Wardle  
Supt. of Charities

EAST HAVEN  
James J. Sullivan  
First Selectman

EAST LYME  
Fred A. Beckwith  
First Selectman

EASTON  
Erwin P. Edwards  
First Selectman

EAST WINDSOR  
John H. Norris  
First Selectman

ELLINGTON  
Joseph A. MacVarish  
First Selectman

ENFIELD  
Edward J. O'Donnell  
First Selectman

ESSEX  
Thomas H. MacWhinney  
First Selectman



John Ferguson  
First Selectman

FARMINGTON  
Edward C. Swan  
First Selectman

FRANKLIN  
Lloyd P. Ayer  
First Selectman

GLASTONBURY  
Lewis W. Stevenson  
First Selectman

GOSHEN  
Samuel Bartholomew  
First Selectman

GRANBY  
George W. Newton  
First Selectman

GREENWICH  
Miss Georgina B. Davids  
Comm. of Public Welfare

GRISWOLD  
Henry Olson  
First Selectman

GROTON  
Charles T. Crandall  
First Selectman

GUILFORD  
Leslie I. Dudley  
First Selectman

HADDAM  
Fred Brookes  
First Selectman

HADDEN  
Frederick P. Rochford  
First Selectman

HAMPTON  
Stanton R. Burdick  
First Selectman

HARTFORD  
William J. Ryan, Supt.  
Dept. of Public Welfare

STATE BUREAU OF CHILD WELFARE  
Miss Ruth C. Dana  
District Supervisor

HARTLAND  
Wilbur S. Miller  
First Selectman

HARWINTON  
Chauncey E. Hutchings  
First Selectman

HEBRON  
Edmund H. Horton  
First Selectman

KENT  
Howard C. Giddings  
First Selectman

KILLINGLY  
Joseph S. Gareau  
First Selectman

KILLINGWORTH  
Raymond A. Griswold  
First Selectman

LEBANON  
Jared Hinckley  
First Selectman

LEYARD  
Frederick W. Barton  
First Selectman

LISBON  
Richard Krauss  
First Selectman

LITCHFIELD  
Howard Bissell  
First Selectman

LYME  
Allen Bartman  
First Selectman

MADISON  
Howard Kelsey  
First Selectman

MANCHESTER  
George H. Waddell  
Supt. of Charities

MANSFIELD  
Burton C. Hall  
First Selectman

MARLBOROUGH  
Frank W. Fuller  
First Selectman

MERIDEN  
Herry Lewis  
Supt. of Charities

MIDDLEBURY  
Howard E. Bronson  
First Selectman

MIDDLEFIELD  
E. B. Bigelow  
First Selectman

MIDDLETOWN  
Raymond H. Wilcox  
First Selectman

MILFORD  
Harry E. Merwin  
First Selectman

MONROE  
George S. Hawley  
First Selectman

MONTVILLE  
Robert A. Tefft  
First Selectman

MORRIS  
Christian G. Weik  
First Selectman

NAUGATUCK  
William J. Neary, Chairman  
Unemployment Fund of  
Naugatuck, Inc.

NEW BRITAIN  
John L. Doyle, Supt.  
Dept. of Public Welfare

NEW CANAAN  
George T. Smith  
First Selectman

NEW FAIRFIELD  
Charles B. Carlson  
First Selectman

NEW HARTFORD  
Richard L. Calder  
First Selectman

NEW HAVEN  
Hugh J. Gartland  
Supt. of Charities

NEW HAVEN  
STATE BUREAU OF CHILD WELFARE  
Miss Dorothy M. Badger  
District Supervisor

NEWINGTON  
James C. Gilbert  
First Selectman

NEW LONDON  
Col. H. S. Dorsey  
Supt. of Charities

NEW MILFORD  
Ralph C. Dodd  
First Selectman

NEWTOWN  
Stanley J. Blackman  
First Selectman

NORFOLK  
Louis J. Marchand  
First Selectman

NORTH BRANFORD  
Charles Fair  
First Selectman

NORTH CANAAN  
Samuel Reel  
First Selectman

NORTH HAVEN  
Charles E. Davis  
First Selectman

## NORTH STONINGTON

Frank W. White  
First Selectman

## NORWALK

William F. Taylor, Comm.  
Dept. of Public Welfare

## NORWICH

William N. MacKay, Director  
Dept. of Public Welfare

## NORWICH

STATE BUREAU OF CHILD WELFARE  
Leslie J. Carroll  
District Supervisor

## OLD LYME

Howard W. Tooker  
First Selectman

## OLD SAYBROOK

Gordon B. Smith  
First Selectman

## ORANGE

Walter S. Hine  
First Selectman

## OXFORD

Clarence F. Roberts  
First Selectman

## PLAINFIELD

Jcremie LaFrance  
First Selectman

## PLAINVILLE

Edward P. Prior  
First Selectman

## PLYMOUTH

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First Selectman

## POMFRET

James P. Ayers  
First Selectman

## PORTLAND

Charles J. Sciferman  
First Selectman

## PRESTON

Lynwood B. Crary  
First Selectman

## PROSPECT

Merritt Walters  
First Selectman

## PUTNAM

William J. McCoy  
First Selectman

## REDDING

S. Harold Samuelson  
First Selectman

## RIDGEFIELD

Winthrop E. Rockwell  
First Selectman

## ROCKY HILL

Leonard C. Griswold  
First Selectman

## ROXBURY

Allen S. Hurlburt  
First Selectman

## SALEM

Henry Darling  
First Selectman

## SALISBURY

Abram S. Martin  
First Selectman

## SAYBROOK

Ernest R. Ferguson  
First Selectman

## SCOTLAND

Morell W. Roberts  
First Selectman

## SEYMOUR

Harry F. Mannweiler  
First Selectman

## SHARON

Raymond W. Dean  
First Selectman

## SHELTON

Maurice J. Kane  
Supcrvisor of Relief

## SHERMAN

Charles L. Johnson  
First Selectman

SIMSBURY  
O. Phelps Case  
First Selectman

SOMERS  
Ensign C. Kibbe  
First Selectman

SOUTHBURY  
J. Edward Coer  
First Selectman

SOUTHINGTON  
James Simone  
First Selectman

SOUTH WINDSOR  
C. Vinton Benjamin  
First Selectman

SPRAGUE  
Leo. O. Lacroix  
First Selectman

STAFFORD  
Clarence Benton  
First Selectman

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John T. Hanrahan  
First Selectman

STERLING  
Irving E. Frink  
First Selectman

STONINGTON  
Ralph F. Wheeler  
First Selectman

STRATFORD  
William H. Shea  
Town Manager

SUFFIELD  
James H. Sullivan  
First Selectman

THOMASTON  
E. R. Kaiser  
First Selectman

THOMPSON  
Theode Desilets  
First Selectman

TOLLAND  
Burt Hallock  
First Selectman

TORRINGTON  
Thomas Stammers  
Supt. of Charities

TRUMBULL  
Alfred D. Guion  
First Selectman

UNION  
Charles M. Eaton  
First Selectman

VERNON  
George C. Scheets  
First Selectman

VOLUNTOWN  
Lotrell P. Kinnie  
First Selectman

WALLINGFORD  
Edward H. Leonard  
First Selectman

WARREN  
William F. Windhorst  
First Selectman

WASHINGTON  
Leon W. Pickett  
First Selectman

WATERBURY  
Mrs. Margaret Verdon, Supt.  
Dept. of Public Welfare

WATERFORD  
Monroe L. Beckwith  
First Selectman

WATERTOWN  
Warren A. Parker  
First Selectman

WESTBROOK  
John A. Holbrook  
First Selectman

WEST HARTFORD  
Rodney L. Loomis  
Town Manager

WEST HAVEN

Charles F. Schall  
First Selectman

WESTON

Chester G. Coley  
First Selectman

WESTPORT

King W. Mansfield  
First Selectman

WETHERSFIELD

Alfred W. Hanmer  
First Selectman

WILLINGTON

Wilbert C. Ruby  
First Selectman

WILTON

Edward H. Lindblom  
First Selectman

WINCHESTER

Miss Laura Anderson  
Supt. of Charities

WINDHAM

William A. Buck  
First Selectman

WINDSOR

Leland B. Granger  
First Selectman

WINDSOR LOCKS

Timothy B. Dowd  
First Selectman

WOLCOTT

J. Arthur Bergen  
First Selectman

WOODBIDGE

Chester C. Hitchcock  
First Selectman

WOODBURY

Clifford F. Martin  
First Selectman

WOODSTOCK

J. Albert Anderson  
First Selectman



OFFICES OF THE CONNECTICUT STATE EMPLOYMENT SERVICE  
AND THE TOWNS COVERED BY EACH

ANSONIA BRANCH, 290 Main St.

Ansonia; Derby; Oxford;  
Seymour; Shelton

BRIDGEPORT, 27 Harrison St.

Bridgeport; Easton;  
Fairfield; Milford;  
Monroe; Stratford;  
Trumbull

BRISTOL BRANCH, 401 No. Main St.

Bristol; Plymouth

DANBURY BRANCH, 50 Elm St.

Bethel; Brookfield;  
Bridgewater; Danbury; Kent;  
New Fairfield; Newtown;  
New Milford; Redding;  
Ridgefield; Roxbury;  
Sherman; Warren;  
Washington

DANIELSON BRANCH, 110 Main St.

Brooklyn; Canterbury;  
Eastford; Killingly; Plain-  
field; Pomfret; Putnam;  
Sterling; Thompson;  
Woodstock

HARTFORD, 247-249 Pearl St.

Avon; Bloomfield; Bolton;  
Canton; East Granby; East  
Hartford; Farmington;  
Glastonbury; Granby;  
Hartford; Manchester;  
Newington; Rocky Hill;  
Simsbury; South Windsor;  
West Hartford; Wethersfield;  
Windsor

MERIDEN, 99 Colony St.

Meriden; Southington;  
Wallingford

MIDDLETOWN, 178 Court St.

Chester; Clinton; Cromwell;  
Durham; East Haddam; East  
Hampton; Essex; Haddam;  
Killingworth; Marlborough;  
Middlefield; Middletown;  
Old Saybrook; Portland;  
Saybrook; Westbrook

NEW BRITAIN, 37 Court St.

Berlin; New Britain;  
Plainville

NEW HAVEN, 105 Orange St.

Bethany; Branford;  
East Haven; Guilford;  
Hamden; Madison; New Haven;  
North Branford; North Haven;  
Orange; West Haven;  
Woodbridge

NEW LONDON, 64 Huntington St.

East Lyme; Groton;  
Ledyard; Lyme; Montville;  
New London; No. Stonington;  
Old Lyme; Salem; Stonington;  
Waterford

NORWALK, 24 Wall St.

New Canaan; Norwalk;  
Weston; Westport; Wilton

NORWICH, 10 Shetucket St.

Bozrah; Colchester;  
Franklin; Griswold; Lisbon;  
Norwich; Preston; Sprague;  
Voluntown

STAMFORD, 308 Atlantic St.

Darien; Greenwich;  
Stamford

THOMPSONVILLE BRANCH, 41 Pearl St.

Ellington; Enfield; East  
Windsor; Somers; Stafford;  
Suffield; Tolland; Union;  
Vernon; Wallington;  
Windsor Locks

TORRINGTON BRANCH, 47 So. Main St.

Barkhamsted; Burlington;  
Canaan; Colebrook; Cornwall;  
Goshen; Hartland; Harwinton;  
Litchfield; Morris; New  
Hartford; Norfolk; North  
Canaan; Salisbury; Sharon;  
Torrington; Winchester (Winsted)

WATERBURY, 123 Bank St.

Beacon Falls; Bethelchem; Cheshire;  
Middlebury; Naugatuck; Prospect;  
Southbury; Thomaston; Waterbury;  
Watertown; Wolcott; Woodbury

WILLIAMANTIC BRANCH, 670 Main St.

Andover; Ashford; Chaplin;  
Columbia; Coventry;  
Hampton; Hebron; Lebanon;  
Mansfield; Scotland; Windham

APPENDIX III

Copy Of CCC Act

Copy Of Oath Of Enrollment

AN ACT

TO ESTABLISH A CIVILIAN CONSERVATION CORPS, AND FOR OTHER PURPOSES, AS AMENDED.

BE IT ENACTED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED, That there is hereby established the Civilian Conservation Corps, hereinafter called the Corps, 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, and to a limited extent as hereinafter set out, for war veterans and Indians, 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: PROVIDED, That at least ten hours each week may be devoted to general educational and vocational training: PROVIDED, That the provisions of this Act shall continue for the period of three years after July 1, 1937, and no longer.

Section 2. The President, by and with the advice and consent of the Senate, is authorized to appoint a Director at a salary of \$10,000 per annum. The Director shall have complete and final authority in the functioning of the Corps, including the allotment of funds to co-operating Federal departments and agencies, subject to such rules and regulations as may be prescribed by the President in accordance with the provisions of this Act.

Section 3. In order to carry out the purposes of this Act, the Director is authorized to provide for the employment of the Corps and its facilities on works of public interest or utility for the protection, restoration, regeneration, improvement, development, utilization, maintenance, or enjoyment of the natural resources of lands and waters, and the products thereof, including forests, fish and wildlife on lands or interest in lands (including historical or archeological sites), belonging to, or under the jurisdiction or control of, the United States, its Territories, and insular possessions, and the several States: PROVIDED, That the President may, in his discretion, authorize the Director to undertake projects on lands belonging to or under the jurisdiction or control of counties, and municipalities, and on lands in private ownership, but only for the purpose of doing thereon such kinds of co-operative work as are or may be provided for by Acts of Congress, including the prevention and control of forest fires, forest tree pests and diseases, soil erosion, and floods: PROVIDED FURTHER, That no projects shall be undertaken on lands or interests in lands, other than those belonging to or

under the jurisdiction or control of the United States, unless adequate provisions are made by the co-operating agencies for the maintenance, operation, and utilization of such projects after completion.

Section 4. There are hereby transferred to the Corps all enrolled personnel, records, papers, property, funds, and obligations of the Emergency Conservation Work established under the Act of March 31, 1933 (48 Stat. 22), as amended; and the Corps shall take over the institution of the camp exchange heretofore established and maintained, under supervision of the War Department, in connection with and aiding in administration of the Civilian Conservation Corps work-camps conducted under the authority of said Act as amended: PROVIDED, That such camp exchange shall not sell to persons not connected with the operation of the Civilian Conservation Corps.

Section 5. The Director and, under his supervision, the heads of other Federal departments or agencies co-operating in the work of the Corps, are authorized within the limit of the allotments of funds therefor, to appoint such civilian personnel as may be deemed necessary for the efficient and economical discharge of the functions of the Corps without regard to the civil-service laws and regulations.

Section 6. The President may order Reserve officers of the Army and officers of the Naval and Marine Reserves and warrant officers of the Coast Guard to active duty with the Corps under the provisions of section 37a of the National Defense Act and the Act of February 28, 1925, respectively.

Section 7. The Director is authorized to have enrolled not to exceed three hundred thousand men at any one time, of which not more than thirty thousand may be war veterans: PROVIDED, That in addition thereto camps or facilities may be established for not to exceed ten thousand additional Indian enrollees and five thousand additional territorial and insular possession enrollees.

Section 8. The enrollees in the Corps (other than war veterans, enrollees in the Territories and insular possessions, Indians, not to exceed one mess steward, three cooks, \*\*five project assistants,\*\* and one leader per each company) 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, except that no person shall be excluded on account of race, color, or creed: PROVIDED FURTHER, That enrollments shall be for a period of not less than six months and re-enrollments (except in the case of one mess steward, three cooks, \*\*five project assistants,\*\* and one leader, in each company, and War Veterans) shall not exceed a total term



of two years: PROVIDED FURTHER, That in the discretion of the Director continuous service by the enrollee during his period of enrollment shall not be required in any case where the enrollee attends an educational institution of his choice during his leave of absence: PROVIDED FURTHER, That the Director shall be authorized to issue certificates of proficiency and merit to enrollees under such rules and regulations as he may provide: \*\*PROVIDED FURTHER, That any enrollee may be discharged for the convenience of the Government within thirty days prior to the expiration of his period of enrollment.\*\*

Section 9. 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: PROVIDED, That Indians\* and enrollees in the Territories and insular possessions of the United States\* may be excluded from these regulations: PROVIDED FURTHER, That the pay of enrollees shall not exceed \$30 per month, except for not more than ten per centum who may be designated as assistant leaders and who shall receive not more than \$36 per month: PROVIDED FURTHER, That not to exceed an additional 6 per centum of such enrollees who may be designated as leaders and may receive not more than \$45 per month as such leaders.

Section 10. Enrollees shall be provided, in addition to the monthly rates of pay, with such quarters, subsistence, and clothing, or commutation in lieu thereof, medical attention, hospitalization, and transportation as the Director may deem necessary: PROVIDED, That burial, embalming, and transportation expenses of deceased enrolled members of the Corps, regardless of the cause and place of death, shall be paid in accordance with regulations of the Employees' Compensation Commission: PROVIDED FURTHER, That the provisions of the Act of February 15, 1934 (U. S. C., 1934 ed., title 5, sec. 796), relating to disability or death compensation and benefits shall apply to the enrolled personnel of the Corps.

Section 11. The Chief of Finance, War Department, is hereby designated, empowered, and directed, until otherwise ordered by the President, to act as the fiscal agent of the Director in carrying out the provisions of this Act: PROVIDED, That funds allocated to Government agencies for obligation under this Act may be expended in accordance with the laws, rules, and regulations governing the usual work of such agency, except as otherwise stipulated in this Act: PROVIDED FURTHER, That in incurring expenditures, the provisions of section 3709, Revised Statutes (U. S. C., 1934 ed., title 41, sec. 5), shall not apply to any purchase or service when the aggregate amount involved does not exceed the sum of \$300.



Section 12. The President is hereby authorized to utilize the services and facilities of such departments or agencies of the Government as he may deem necessary for carrying out the purposes of this Act.

Section 13. The Director and, under his supervision, the co-operating departments and agencies of the Federal Government are authorized to enter into such co-operative agreements with States and civil divisions as may be necessary for the purpose of utilizing the services and facilities thereof.

Section 14. The Director may authorize the expenditure of such amounts as he may deem necessary for supplies, materials, and equipment for enrollees to be used in connection with their work, instruction, recreation, health, and welfare, and may also authorize expenditures for the transportation and subsistence of selected applicants for enrollment and of discharged enrollees while en route upon discharge to their homes.

Section 15. That personal property as defined in the Act of May 29, 1935 (49 Stat. 311), belonging to the Corps and declared surplus by the Director, shall be disposed of by the Procurement Division, Treasury Department, in accordance with the provisions of said Act: PROVIDED, That unserviceable property in the custody of any department shall be disposed of under the regulations of that Department.

Section 16. The Director and, under his supervision, the heads of co-operating departments and agencies are authorized to consider, ascertain, adjust, determine, and pay from the funds appropriated by Congress to carry out the provisions of this Act any claim arising out of operations authorized by the Act accruing after the effective date thereof on account of damage to or loss of property or on account of personal injury to persons not provided for by section 10 of this Act, caused by the negligence of any enrollee or employee of the Corps while acting within the scope of his employment: PROVIDED, That the amount allowed on account of personal injury shall be limited to necessary medical and hospital expenses: PROVIDED FURTHER, That this section shall not apply to any claim on account of personal injury for which a remedy is provided by section 10 of this Act: PROVIDED FURTHER, That no claim shall be considered hereunder which is in excess of \$500, or which is not presented in writing within one year from the date of accrual thereof: PROVIDED FURTHER, That acceptance by any claimant of the amount allowed on account of his claim shall be deemed to be in full settlement thereof, and the action of the Director or of the head of a co-operating department or agency upon such claims so accepted by the claimant shall be conclusive.

Section 17. There is hereby authorized to be appropriated, out of any money in the Treasury not otherwise appropriated, such sums as may be necessary for the purpose of carrying out the purposes of this Act: PROVIDED, That no part of any such appropriation shall be used in any way to

pay any expense in connection with the conduct, operation, or management of any camp exchange, save and except such camp exchanges as are established and operated, in accordance with regulations to be prescribed by the Director, at such camps as may be designated by him, for real assistance and convenience to enrollees in supplying them and their supervising personnel on duty at any such camp with articles of ordinary use and consumption not furnished by the Government: PROVIDED FURTHER, That the person in charge of any such camp exchange shall certify, monthly, that during the preceding calendar month such exchange was operated in compliance therewith.

Section 18. This Act, except as otherwise provided, shall take effect July 1, 1937.

Original Act approved June 28, 1937 -- Public No. 163, 75th Congress, 1st Session (50 Stat. 319)

\*\* Amended May 12, 1938 -- Public No. 508, 75th Congress, 3d Session.

\* Amended June 25, 1938 -- Public No. 743, 75th Congress, 3d Session.

Amendments are shown by words underscored.

OATH OF ENROLLMENT

I (Name of applicant) , do solemnly swear (or affirm) 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 (Dates of Period) 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 (39 Stat. 742) (an act to provide compensation for employees of the United States suffering injuries while in the performance of their duties and for other purposes), 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.