

*Military service - Labor problems*

# LEST WE FORGET!

A STATEMENT OF THE MORALE PROBLEM  
EXISTING IN CONNECTION WITH EMPLOYEES  
CALLED INTO SERVICE AND VETERANS NOW  
RETURNING TO CIVILIAN LIFE.

RECOMMENDED PERSONNEL PRACTICES  
THROUGH WHICH INDUSTRY CAN PLAY AN  
IMPORTANT PART IN SOLVING THE PROBLEM.



PREPARED BY THE

PERSONNEL MANAGERS' COMMITTEE

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# *The Problem of the Returning Veteran and the Part Industry Can Play in its Solution*



In an all-out war when public interest and enthusiasm is high, we Americans have always outdone ourselves to see that just recognition is given to those young men who are called into the military service. Likewise, when a war ends and a victorious army returns home, there is little need to call attention to the fact that the nation owes a debt of gratitude to those who have served in the armed forces. The recognition is spontaneous and automatic.

In the present period of cold war and the Korean action, however, when service personnel such as our own 40th Division are beginning to return to civilian life in small groups or individually, there is little opportunity for public demonstration of our gratitude. There is altogether too much chance that returning veterans will slip back into civilian life unnoticed and perhaps with a feeling that their service was not appreciated. There is no lack of appreciation we are sure. The problem that

we face is merely one of determining how we can best express our appreciation.

The members of the Personnel Managers' Committee of the Chamber of Commerce, working in conjunction with the Armed Forces Civilian Advisory Committee, believe that much can be done by industry on an individual basis in its relationship with service personnel. We have prepared this pamphlet to illustrate some of the policies which might be helpful in this connection. We feel that it is only necessary to call your attention to the problem and to ways and means of meeting it. We know that we can depend upon business and industrial leaders to act.

The following summary of practices used by various companies, large and small, will — we believe — be of help and should be encouraged where individual circumstances permit. It is not expected that any one company will make use of all of the policies listed. The list is intended to be a comprehensive one from which you may select the policies that will be most effective and practical for your company.



*Suggested Practices for Treatment  
of Employees Being Called  
Into the Service*



1. Provide counseling for employees who have been notified of being called to service.
2. Provide reasonable time off with pay to wind up affairs, if necessary.
3. Reassure employee of his job status on his return.
4. Inquire about arrangements for his family and offer any assistance possible.
5. Make sure you have the address of his family.
6. Provide a letter of best wishes from company head. Explain fully company policies affecting employees in service.
7. If it is the practice, provide a party or perhaps a parting gift.
8. Notify local newspaper of his departure to service.
9. Give military leave bonus, if policy.
10. Give vacation pay, if policy.
11. Provide him with a check list of things he should do when entering the service.

*Suggested List:*

- a. Appoint an Attorney-in-Fact.
  - b. Get a safety deposit box.
  - c. Check on automobile insurance.
  - d. See that property or income taxes are paid to date.
  - e. See that fire or personal property insurance is paid.
  - f. Check life insurance policies.
  - g. Check medical and hospitalization policies.
  - h. Mortgage or trust deed or arrangements on installments.
  - i. Bank account — a joint account?
  - j. Arrange all securities — arrange for collection of interest.
  - k. Leases.
  - l. Rights under the Soldiers and Sailors' Civil Relief Act.
  - m. Arrange for absentee ballot.
  - n. Change of address card from Post Office.
  - o. Suspension of club and lodge membership dues.
  - p. If called to reserve, notify Draft Board.
  - q. Arrange will.
12. Assist wife in securing employment, if necessary.
13. Help make arrangements on finance payments.
14. Many firms have partial salary continuation pay for employees in service.

**REMEMBER — IT'S NOT HIS FAULT THAT HE'S BEING CALLED INTO SERVICE — AND IT'S YOUR BATTLE HE'S FIGHTING.**

**ALSO, WHERE POSSIBLE, GIVE EMPLOYMENT WITHOUT DISCRIMINATION TO YOUNG MEN WHO ARE LIKELY TO BE CALLED INTO SERVICE.**

## *Suggested Practices for Treatment of Employees While in Service*



1. Many firms have a system of partial pay while employees are in service.
2. Send birthday and Christmas gifts.
3. Send letters from co-workers and company head.
4. Circulate letters received from servicemen, or publish them in house organ. Round robin letters to serviceman from fellow employees are effective.
5. Keep contact with his family.
6. Invite his family to company activities which are open to families.
7. Send house organ to serviceman.
8. Send house organ to family.
9. In the event of death of serviceman, contact family immediately and accord the same considerations as though man were on the job.
10. Continue payments on pension plans and group insurance and hospitalization plans.

11. **Maintain plaque or honor rolls for employees in service.**
12. **Publicize mailing address of serviceman in employee house organ or on bulletin board.**
13. **Provide special company identification card for employees in service to replace identification badge turned in upon departure.**

**REMEMBER THAT NOTHING IS MORE IMPORTANT TO THE SERVICEMAN AWAY FROM HOME THAN NEWS FROM HOME, THE FEELING THAT HE IS REMEMBERED BY HIS FRIENDS AND THE ASSURANCE THAT HIS FAMILY IS NOT WITHOUT HELP AND ADVICE.**



*Suggested Practices for Treatment  
of Employees upon Return from  
Service and for Treatment of  
Other Veterans Returning  
to Civilian Life*



1. Make certain returning employee is greeted by company head — both personally and by letter of welcome.
2. If possible, have returning employee as guest at luncheon or meeting of department heads.
3. Make certain local press is notified of employee's return and achievements.
4. Explain any change in company policies or practices during employee's absence.
5. Explain to returning employee his position in company in regard to status and seniority.
6. Post notice of employee's return or feature in house organ.
7. Some companies provide accumulation of funds due man while he was in service, and the lump sum is paid to him upon his return.

8. Offer any help possible to all veterans — aid veterans to get squared away in civilian life.
9. If any question arises in connection with veterans' reemployment rights, contact the Bureau of Veterans' Reemployment Rights, 1206 Santee Street, Los Angeles 15, California. Phone PROspect 4711, Ext. 298. You will be given helpful advice.
10. Advise every returning veteran to contact his nearest Veterans' Service Center immediately upon his return to civilian life. Personnel of the Veterans' Service Center will advise him about his Veterans' Rights and will assist him with his problems. This is most important. The following list of Veterans' Service Centers with their addresses and phone numbers will help you in making referrals in the Los Angeles area:

**Compton Veterans Service Center**  
115 North Rose Avenue  
Compton  
Telephone: NEvada 6-2142 and NEwmark 1-5103

**Culver City Veterans Service Center**  
9770 Culver Boulevard  
Culver City  
Telephone: VErmont 8-3156

**El Segundo Veterans Service Center**  
203 Richmond Street  
El Segundo  
Telephone: 1202

**Glendale Veterans Service Center**  
343 West Arden  
Glendale  
Telephone: CHapman 5-1558 and CItrus 3-9879

**Hollywood Service Council**  
6520 Sunset Boulevard  
Hollywood  
Telephone: HOllwood 9-6248

**Inglewood Veterans Services, Inc.**  
331 East Kelso Street  
Inglewood  
Telephone: ORchard 1-6183

**Los Angeles Veterans Service Center**  
306 West Third Street  
Los Angeles  
Telephone: MIchigan 9361

**Pasadena Veterans Affairs Committee**  
745 East Green Street  
Pasadena  
Telephone: RYan 1-6977

**San Fernando Valley Service Center**  
14419 Burbank Boulevard  
Van Nuys  
Telephone: STate 5-8861

**San Pedro-Wilmington Veterans Service Center**  
1427 South Pacific Avenue  
San Pedro  
Telephone: TErminal 3-5227

**South Bay Service Center**

**P. O. Box 186**

**412 South Camino Real**

**Redondo Beach**

**Telephone: FRontier 2-6718**

**Southeast Veterans Service Center**

**2334 Mortimer Avenue**

**Huntington Park**

**Telephone: LOgan 3888**

**Torrance Veterans Service Center**

**1103 Sartori**

**Torrance**

**Telephone: 1356**



**HIRE RETURNING VETERANS IN FILLING  
JOB OPENINGS.**

