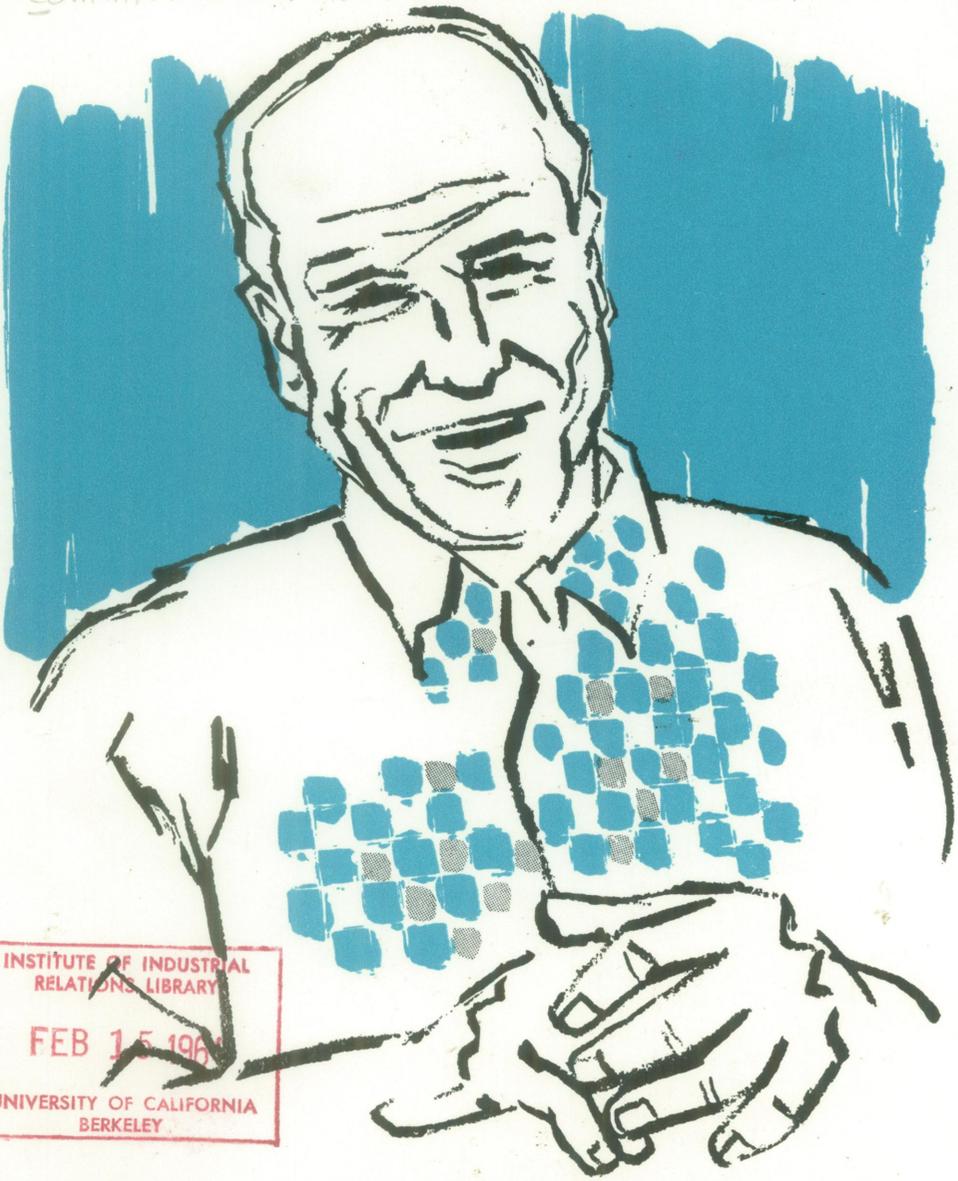


Old age - Labor Union programs

UNITED STEELWORKERS OF AMERICA

Committee on older and retired workers.

LOCAL UNION HANDBOOK



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**OLDER AND RETIRED WORKERS
PLANS, PROGRAMS & SERVICES
IN THE FIELD OF THE AGING.**

UNITED STEELWORKERS OF AMERICA

LOCAL UNION HANDBOOK

***Older and Retired Workers –
Plans, Programs and Services
in the Field of the Aging.***

Committee On Older And Retired Workers

Washington, 1960?

FOREWORD

In April of 1958, I wrote each Local Union urging the establishment of a Committee on Retired Workers.

Since that time many of you have responded to that request. Our International's Committee on Retired Workers, headed by Chairman Nathan E. Cowan, has communicated with you on a number of occasions concerning many of the programs developed to assist our retirees.

The varied activities that Local Unions are sponsoring constitute a gratifying response to the Committee's efforts to provide useful material for their use.

This Handbook, prepared specifically for distribution at this Convention, is a simplified version of the more extensive source material available in our Manual on Retired Workers.

It is my earnest hope that you will use this Handbook to further your fine work in servicing our older and retired members.

DAVID J. McDONALD
President

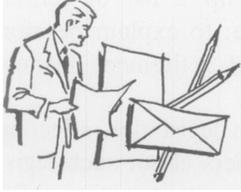
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UNITED STEELWORKERS OF AMERICA

DAVID J. McDONALD, *President*



1.

WHAT THE COMMITTEE DOES

The Local Union Committee on Retired Workers should have responsibility for the following basic functions:

1. To maintain close and continuing contact with retired members both at the point of retirement and throughout their retirement years.
2. To familiarize retired members with the activities and programs of the Union and to encourage their participation in such activities.
3. To determine problems, interests and needs of retired members and to see that these needs are met, either by the Local Union or by a District or community-wide program to which the Local Union is contributing its support.
4. To develop and try out programs of retirement preparation education for members who have not yet retired.
5. To protect and foster the employment rights of older members who are too young to retire, but who may be threatened with unemployment due to automation, mergers, decentralization or the closing of plants.
6. To provide representation and leadership from Local Unions to serve on community-wide committees and to act as the means of communication for the community-wide committee to the *Local Union* and its membership.



2.

HOW TO SET UP THE COMMITTEE

The Committee should include representation from all those committees in the Local Union which can make a positive contribution to the program. It should also include representation from the Executive Board of the Local Union and from retired workers. Basically, the chairman should be selected because of interest and competence to do the job, but not simply because he is the oldest member of the Committee. At a minimum the following groups should be represented on the Committee for the reasons indicated:

A. Pension and Insurance Committee—to set up a list of retired members; to identify those who are about to retire; to explain pension and social security benefits and to handle special retirement income problems that may come up for retired members.

B. Legislative Committee—to keep informed on legislation affecting older and retired members; to inform retired members about such legislation; and to encourage retired members to take an active part in political activities affecting their welfare.

C. The Community Services Committee—to determine the community service needs of retired members and to develop and promote community service programs in the Local Union and in the community to meet these needs.

D. The Education Committee—to determine the educational needs of older and retired members; to develop and promote educational programs in the Local Union and community to meet these needs; and to develop and promote Local Union or community-wide programs of retirement preparation education.

E. A representative from the Local Union Executive Board—to keep officers informed of the activities and needs of the Committee and to reflect the official policy of the Union in the activities of the Committee.

F. Representatives of Retired Members—to represent the interests and needs of retired members on the Committee and to keep retired members informed of Committee activities and policies.

Members of the Committee from each of these groups should be selected on the bases of interest, competence and willingness to devote time and attention to the older and retired workers' program. There is more than enough work for each member to do if the Committee really digs into the problem and establishes an over-all plan of action and program. Even in those Local Unions that have no retired members at present, there is an opportunity to help other locals and the community generally, to develop a sound program for retired members which will eventually benefit all members when they reach retirement age.



3.

HOW TO START A PRACTICAL PROGRAM

Based on experience throughout the country there are a wide variety of activities and programs that can be carried out by Local Union Com-

mittees on Older and Retired Workers. This Handbook, however, is confined to the minimum steps or activities that should be taken by all locals in getting a program started. For details on more comprehensive activities see the Manual on Retired Workers.

Some of the steps suggested below are clearly the primary responsibility of each Local Union. However, there may be communities, where there are a number of United Steelworkers of America locals, in which it would be better to undertake some of these steps on a cooperative basis with a group of Local Unions. For example, no one local may be able to organize and finance a Drop-in Center, but a group of locals, pooling their financial resources and seeking financial and other types of assistance from other unions, perhaps under the leadership of the District Director, with the cooperation of the District Office and the International Union's Committee on Retired Workers and from public and private agencies, could set up such a program. The real point is, however, that each Local Union must establish and maintain contact with its own retired members before it will be possible to determine the need for and interest in specific programs for retired members.



Step 1: DEVELOP AN UP-TO-DATE MAILING LIST

The assistance of the Local Union's Financial Secretary should be enlisted and he should be requested assume responsibility for an up-to-date mailing list. Since a few members may have retired before they qualified for a negotiated pension benefit, the records of the Local Union should also be checked against this list to make certain that all retired members are accounted for. In those locals that do not have a negotiated pension plan as yet, the Local Union's membership records will be the primary source of information. When the list is brought up to date, a copy of it should be sent to the Secretary-Treasurer's Office at 1500 Commonwealth Building, Pittsburgh 22, Pennsylvania so that all retired members are correctly listed for inclusion in the International's mailing list for retired members. The list should be checked, perhaps once a year for deaths, changes of address and other changes and the revised list should also be sent to the Secretary-Treasurer.



Step 2: KEEP RETIRED MEMBERS INFORMED

There is sometimes a tendency to forget that retired members are honorary members of the Union. They should therefore receive notices of Local Union meetings through the Local Union newspaper or special mailings. They should also receive notification of special activities or events that are conducted primarily or exclusively for retired members. As one retired member recently said: "I resent being remembered only one day a year. I want to be remembered all year round."



Step 3: SET UP PERIODIC SCHEDULE OF MEETINGS

The only practical way to plan a program for retired members is to meet with them as frequently as possible and explore their thinking and interests. The retired members on the Committee can help to arrange and conduct such meetings, but the program should be planned to include participation from time to time of representatives from all committees of the local and from other community agencies and organizations. It is usually desirable to provide some inexpensive entertainment or recreation at such meetings as well as modest refreshments. But the main purpose of such meetings should be to discuss problems and issues that will be of general interest and benefit to retired members and senior citizens generally. Representatives on the Retired Workers' Committee from the Education, Legislative and Community Services Committees should all be involved in planning the program for such meetings and retired members themselves should be consulted about discussion topics and issues as well as the types of leisure time activities that would be of interest to retired members. For example, a timely topic for a first meeting of retired members could be the financing of medical care for the aged. In addition, a list of suggested topics for monthly meetings might include:

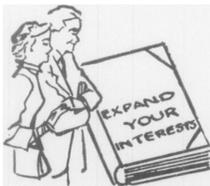
- A. Pending state legislation affecting retired members.
- B. Community programs and services for older persons.

- C. Do we need (or how can we improve) a drop-in center program?
- D. The White House Conference on Aging.
- E. What are the unmet needs of retired members? (Explain and administer the questionnaire, USA Inventory for Retired Members (Exhibit I, pp. 19-21).

The International's Committee on Retired Workers would be pleased to try to furnish any background material that might be available for such discussions.

A series of special meetings on special problems can also be organized along the following lines:

- F. Health and nutrition—conducted by a physician specializing in the treatment of older persons.
- G. Housing and nursing homes—conducted by a local housing official.
- H. Recreation facilities—conducted by a local official of the Department of Parks and Recreation.
- I. Adult education facilities—conducted by a local school official.
- J. Public welfare services—conducted by a local public welfare official.
- K. Private welfare services—conducted by an AFL-CIO Community Services Representative on the staff of the United Fund or United Community Services Organization or some other official of these organizations.



Step 4: DETERMINE THE INTERESTS, PROBLEMS AND NEEDS

A simple survey form is recommended to help determine the interests, problems and needs of retired members and a copy of a suggested questionnaire for this purpose is included as Exhibit I. A mail questionnaire may not be necessary if there is extensive participation in monthly meetings and the questionnaire can be administered and the results discussed at such meetings. It may be desirable to try to reach at least a sampling of those who do not attend such meetings regularly. This can be done by mail or by personal visits to a random sample (one in five, or one in ten, selected from the mailing list) of such members. The purpose of such a survey, regardless of the method used to gather the results, is to provide the Committee with factual information that can be used to develop a more varied program of activities. It is very difficult to generalize about the specific kinds of activities that will appeal to retired members in any given

Local Union or geographical area. However, from surveys already completed in a number of communities, here is a list of activities, ranked in order of importance, that retired members seemed to feel that the union should provide:

- A. Regular monthly meetings for retired members.
- B. A newsletter, or special news column in the Local Union paper, for and about retired members and their problems.
- C. A drop-in or activities center.
- D. A visitation program conducted by retired members for those who are home-bound or ill.
- E. Birthday parties, picnics or other special events for retired members and their wives.
- F. Regular notices of union meetings and activities mailed to retired members.
- G. Counseling and referral services on special problems and needs.

In the same studies the problems and needs of retired workers were surveyed from a broad social and economic standpoint. The material which follows does not represent a majority view on any given item. As a matter of fact, the great majority of these retired workers seem to think of themselves as relatively happy, well adjusted, well housed people. Their major interests and needs would seem to be for improved income and more frequent contact with former friends and associates. However, there is a significant clustering of need and interest in each of the types of activities listed below.



1. **RETIREMENT INCOME PROBLEMS INCLUDING:**

- a. Rising cost of Blue Cross and Blue Shield and of medical and hospital expenses.
- b. Effects of rising living costs on fixed income from social security.
- c. Inability to qualify for Old Age Assistance or Surplus Foods because of arbitrary and unrealistic requirements.
- d. Interest in part-time paid employment to supplement retirement income.
- e. Interest in a workshop to make and market special items to supplement retirement income.

f. Suggestions to reduce the cost of living for retired members such as reduced fares on buses, theater tickets, sports events, drugs and medical supplies, etc.



2.

PROBLEMS OF FREE TIME

- a. Need for a place to go during the day—a lounge or drop-in center.
- b. Help in developing new interests or hobbies.
- c. Interest in some type of organized recreation suitable for older people—parties, dances, choral groups, games, library, radio and TV, etc.
- d. A part-time job or something constructive to do as a substitute for work.
- e. An opportunity to help the Union or other groups in some form of citizenship activities or community service.



3.

HEALTH PROBLEMS

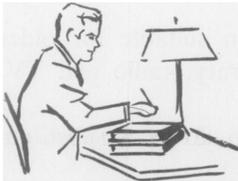
- a. High costs of hospitalization and surgical insurance, hospital and medical care, drugs, eye glasses, and medical appliances, etc.
- b. Inability to go places and do things because of illness or disability.
- c. Anxiety about driving or using public transportation because of failing vision, hearing or other physical incapacities.
- d. Suggestions that the community provide visiting nursing service or low-cost out-patient type medical service for older persons.
- e. Suggestions that the Union help the disabled or home-bound by providing for visits to the home-bound, transportation of the disabled to Union functions, assistance with home maintenance and repairs, periodic telephone contacts, special communications from former friends and Union officials, etc.



4.

HOUSING PROBLEMS

- a. The need for low-cost public or cooperative rental housing, particularly for single older people living alone.
- b. The need for assistance in maintenance and repair of property, particularly by those who are ill or disabled.
- c. The need for decent, low-cost nursing homes for chronically ill retired persons.



5.

EDUCATIONAL INTERESTS AND PROBLEMS

- a. The need for a lounge or center in which there would be a library, radio and TV facilities.
- b. Interest in more information on a variety of subjects including Union affairs, political developments, legislative proposals to improve the condition of retirees, current events, comparative religion, nutrition, health problems, travel, etc.

It may be seen from the above listings of problems, interests and needs from these surveys, that plenty of possibilities present themselves for the development of Local Union and community-wide programs for retired workers. The problem will be to select those which are most likely to meet the greatest need, and which are practical of accomplishment.



Step 5: SET UP A PRACTICAL PROGRAM

The exact program developed by a Local Union for its retired members will depend on a variety of factors—the number of retired members involved, major areas of interests and needs, financial resources, Local Union physical facilities and the nature of community resources and facili-

ties available. If there is a community-wide retired workers' committee, it is obvious that many activities can be carried on more effectively at that level rather than on a Local Union basis. However, this does not mean that each Local should rest on its oars waiting for the community-wide committee to act. On the contrary, the success or failure of the community-wide committee may depend almost entirely on the aggressive interest and cooperation of each Local Union. Whether or not a community-wide committee or a community-wide program has been established, each Local Union with a significant number of retired members should establish a minimum program for them which includes the steps outlined above as well as some or all of those listed below:

A. Determine if there is a Directory of Community Agencies and Services for Older People. If one has been developed, see that copies of it are made available to members of the Committee and others who will be working with retired members. If one has not been developed, seek the help of the community-wide committee, the AFL-CIO Community Service representative or the Community Council on the Aging in getting one organized and published.

B. If a community-wide drop-in center program has not been organized, ask the community-wide committee to take action to get one established. In the meantime, it may be desirable to establish a lounge for retired members of the Local Union. The lounge would provide space for daily recreation and educational activities for retired members including a library or reading room, television, radio, games and other similar types of individual and group activities. However, a lounge program should not be organized at the expense of, or in competition with, a community-wide drop-in center. In other words, if there is a choice in terms of funds and other resources, priority should be given to a community-wide center and program to meet the needs of all retired members.

C. Define other specific services and activities that can be carried out for retired members at the Local Union level. The following are a few specific examples of such activities:

1. A visitation program for retired members who are physically unable to come to regular meetings or to participate in the lounge program. Retired workers can provide the staff for such an activity and should be given training such as that provided to union counselors by the AFL-CIO Community Services Staff. Visits should be planned and assigned on a systematic basis and the results should be reported to a monthly meeting of those assigned to this activity.

2. An alternative or supplement to visitation is a telephone contact service on a weekly or bi-weekly basis to retired members who are

home-bound and living alone. Retired members can perform this service by contacting the home-bound and establishing a mutually agreeable time at which such calls will be made. This service is reassuring to the disabled or home-bound and keeps them in touch with union activities and affairs.

3. Specific recreational activities can be organized for and by retired members at the Local Union level. They can be encouraged to participate in the regular recreation programs of the Local Union or in activities specifically planned for them. In addition to the traditional games such as cards, pool, shuffleboard, bowling, bingo, etc., some Local Unions have found that retired workers enjoy organized choral singing, instrumental music, round and square dancing. The representative selected from the Committee should take charge of these activities and should seek professional leadership from the City Board of Education and the City Department of Parks and Recreation.

4. Legislation and Political Action are also popular among certain groups of retired members who are not only interested in legislation that will directly benefit them personally, but who also have a real sense of responsibility to work for the benefit of all union members and the whole community. The legislative representative on the Committee should organize retired members into groups to work on citizenship projects including campaigns to get out the vote, activities designed to inform the membership concerning candidates and issues in local, state and national elections, and specific drives to secure passage of federal, state and local legislation which will be of direct benefit to retired members.

5. Educational activities provide another service of benefit to retired members. The education representative on the Committee should organize classes for retired members in matters of general importance to all members as well as in areas of special interest to retired members. For example courses have been organized and successfully conducted for retired members in such fields as first aid, home nursing, proper eating habits, preparation of surplus foods, union counseling, civil defense, public speaking, creative writing, etc.

6. Hobbies, Arts and Crafts are also an area of interest to some retired members. With the assistance of the Recreation Committee of the Local Union and the City Department of Parks and Recreation, it should be possible to conduct a Hobby Show in which retired members can display their hobbies, and, perhaps, offer marketable items for sale. Most cities employ one or more arts and crafts specialists who can teach others to cultivate interests and

activities in oil and water color painting, woodworking, leatherworking, metalworking, ceramics, linoleum block work, photography, etc. The range of intensity of these activities will obviously depend upon the interests of retired members and the success of the Local Union in cultivating such interests even when they are not particularly apparent on the surface.

7. Participation in Community Affairs—A major complaint of many Local Unions is that they do not have enough people who have the time to take an active part in community activities of interest to the Union. Retired members with a great deal of free time could be used quite successfully to represent the Union on boards, committees and projects in which labor representation is sought or needed. In some communities, retired members have been selected to serve as members or alternates on such bodies as: Community Councils, Boards of Education and Recreation, Welfare Boards, Hospital Boards, etc. Those selected should obviously be chosen on the basis of ability to perform such functions and should be briefed on the issues under consideration and the Union's policy position on these issues.

It is impossible to outline all of the things that a Local Union can do to develop its program for retired members. These are just a few of the possibilities. Others will occur to the Committee as it digs into the wide range of interests, needs and potentialities of its retired membership.



Step 6: GETTING READY FOR YOUR PENSION AND RETIREMENT

Pre-retirement preparation is obviously of primary interest to older members who have not yet retired. The International Union has developed a program called "Looking Ahead to Retirement," which provides detailed discussion guides for such a program. Copies of these materials can be secured by writing to the International's Committee on Retired Workers. Pre-retirement programs have been conducted by several locals and it would seem reasonable that other locals might want to consider similar programs now. A nucleus of capable personnel is likely to be available to administer such programs. The following specific steps should be taken to implement this program at the Local Union level.

A. The Committee should survey the membership to develop a list of those in the age group 60 and over.

B. All members on this list should be sent a letter explaining the purpose and content of the Union's program called "Looking Ahead to Retirement" and should be asked to indicate their interest in participating in such a program.

C. It would be worthwhile to conduct a pilot program if 15 or more members, including their spouses, indicate their desire to enroll in such a class.

D. Leadership to conduct the class can be secured from the District office, from among local leaders trained in the summer institutes, or from local representatives of the AFL-CIO Community Services Staff, who have also been trained in similar programs, or from the International's Committee on Retired Workers in Washington, D. C.

E. Resource people, and perhaps some discussion leaders, can also be secured from local schools, colleges and universities, community chests and councils and public agencies such as the Social Security Administration, the State Employment Services, State Welfare Departments, etc.

F. A successful program for a nucleus of 15 or 20 older members can provide the basis for recruiting additional groups of participants. This "every member get a member" approach to recruitment has already proven very worthwhile in those locals which have conducted such programs.



Step 7: DEVELOP A PROGRAM TO PROVIDE JOB OPPORTUNITIES

The man or woman past 40 who is unemployed has special problems requiring special attention, particularly when displaced by automation, mergers or the closing of plants. Much has been done through collective bargaining to protect the employment rights of such individuals, but when their jobs have disappeared they do face special problems. The Local Union Committee should therefore, concern itself with the following specific types of action to give special assistance to the older unemployed:

A. See that each local office of the State Employment Service is carrying out its responsibility to establish and maintain a special job counseling and placement service for older workers.

B. See that vocational training and retraining programs for older workers are set up in the public schools in order to train older workers for new jobs.

C. See that older members who are slowing down physically or who are otherwise disabled are permitted to qualify for vocational rehabilitation services that will restore their physical health and train them for new employment, consistent with their physical capacities and their skills and abilities.

D. See that state legislation to eliminate age discrimination in employment is introduced and supported by labor groups and others in the community.



Step 8: PROVIDE REPRESENTATION ON AREA-WIDE COMMITTEES

In communities where there is more than one USA Local Union, a community-wide committee on older and retired workers could be organized if the director so desires. Each Local Union should have a representative from its Committee on the District-wide committee and, if possible, a retired member from each Local Union should also be represented on the committee. Although much stress has been given in this Handbook to what the Local Union can do for its own older and retired members, it is obvious that there will be need for community-wide coordination of effort if an effective job is to be done in getting community understanding and financial support for a total program. The dividing line between Local Union responsibility and community-wide responsibility is a difficult one to draw on a generalized basis. Actually, the situation will vary from community to community. It is essential that Local Unions organize a visible program for their own retired members, but this does not mean that Local Unions should carry on such programs in competition with, or at the expense of, a community-wide program.

For example, a Local Union lounge program for retired workers should not be set up to duplicate or compete with a community-wide drop-in center program. At the outset there may be a need for both types of programs, but the scheduling of programs should be coordinated so that retired workers are free to participate in both. Eventually, as the drop-in center proves its value, it may be possible to eliminate the lounge programs, but this will depend entirely on such factors as the preferences of retired members, the location of the center, etc.

The community-wide program is designed to strength the Union's total effort in behalf of older and retired members. Its effectiveness will, however, depend upon how well each Local has done its job of establishing and maintaining contact with its own retired members and of defining their interests, needs and problems. In other words, the establishment of a community-wide committee does not lessen the necessity for a strong, active and effective Local Union Committee on Older and Retired Workers. As this Handbook indicates, there is plenty for the Local Union Committee to do, and the better job it does, the more effective the community-wide committee and program will become.

EXHIBIT I

USA INVENTORY FOR RETIRED MEMBERS

(Please Print Your Answers)

I. Identification

- A. Name
Last First Initial
- B. Address
Street and/or R.F.D. No. City State
- C. Telephone Social Security Number
- D. Date of Birth Date of Retirement
Mo. Day Year
- E. Local Union No.
City State

II. Employment

- A. Are you working for pay at the present time?
Yes No If yes, full time or part time?
- B. If you are working, what kind of a job do you have?
- C. If you are not working for pay at present, would you like to work if you could find a suitable job?
Yes No
- D. If your answer to "C" is yes, what kind of job would you most prefer?
Full time? Part time?
What kind of work would you consider suitable?

III. Health

- A. How would you rate your health at present?
Poor
Fair
Good
Excellent
- If poor, describe your condition
- B. Which of these statements best describes your ability to get about unassisted?
Able to go almost any place outside the home
Confined to home or yard
Confined to bed or chair

IV. Check any of the items listed below which represent serious problems as far as you personally are concerned. For each item checked explain the problem as you see it in the space provided:

- A. Retirement Income (explain)
- B. Health or Health Insurance (explain)

- C. *Housing* (explain)
- D. *Recreation or the Use of Free Time* (explain)
- E. *Education or Training* (explain)
- F. *Others* (explain)

V. Check any of the activities or courses listed below which would interest you and in which you would like to participate with other retired members:

- | | |
|--|--|
| 1..... First Aid | 14..... Creative Writing |
| 2..... Arts and Crafts | 15..... Real Estate |
| 3..... Group Singing | 16..... Home Improvement |
| 4..... Dancing | 17..... Home Maint. and Re-
pairs |
| 5..... Home Making Skills | 18..... History |
| 6..... Study of the 3 R's | 19..... New Hobby Ideas |
| 7..... Study of World Affairs | 20..... Self Understanding |
| 8..... Trips and Excursions | 21..... Logic and Philosophy |
| 9..... Study of Geography and
People in Other Lands | 22..... Problems of Retirement |
| 10..... National Current Events | 23..... Science |
| 11..... Book Reviews | 24..... Health and Body Care |
| 12..... Comparative Religions | 25..... Home and Money Man-
agement |
| 13..... Home Nursing | |
| 26..... Sports (specify) | |
| 27..... Other activities (specify) | |

VI. Housing

- A. What type of housing are you living in now and how many years have you occupied such housing?
 Apartment..... Your own home..... Hotel.....
 Old people's home..... Furnished room.....
 Other (describe)
- B. Do you own or rent the place you live in?
 Own..... Rent..... Other.....
- C. With whom are you living and how many years have you been living in this manner?
 Alone..... With spouse..... With friends.....
 With relatives..... Others (describe)

VII. Recreation

- A. How much of your time is free for you to do with as you please?
All day long Half a day A few hours a day
Almost none
- B. Do you have any hobbies? Yes No If yes, describe.
.
- C. Are there things you would like to be doing in your leisure time that you
are not doing now? Yes No If yes, describe.
.

VIII. Special Services

- A. Have you participated in the regular meetings organized by the Union
for retired members? Yes No
- B. Do you favor a drop-in center in a Local Union hall or other suitable
location? Yes No
- C. If such centers were set up, would you be able to attend on a regular
basis? Yes No If not, why not?
- D. What special services do you think the Union should provide for
retired members?
 - 1. Special Newsletter
 - 2. Notices of Local Union meetings
 - 3. Dinner or luncheon meetings
 - 4. Picnic
 - 5. Visiting program for shut-ins
 - 6. Counseling and referral service
 - 7. Other (describe)

IX. Voluntary Services

- A. Are you willing to work as a volunteer to help other retired members?
Yes Yes If yes, what would you like to do?
.
- B. Would you be willing to serve on special committees set up to help
retired members? Yes No If yes, what would you
like to do?
- C. Are you willing to take an active part in political or other community
activities affecting the welfare of retired workers? Yes
No If yes, what would you prefer to do?

X. General comments

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EXHIBIT II

SELECTED GOVERNMENT PUBLICATIONS RELATING TO THE AGED AND THE AGING

- | | |
|--|--------|
| 1. The aged and aging in the United States, a national problem. Catalog No. Y 4.L 11/2:Ag 3/7 | \$1.25 |
| 2. AGING. Issued monthly by the U.S. Department of Health, Education, and Welfare. (Reports current activities, programs, and publications in the whole field of aging.) Catalog No. FS 1.13: Subscription price: \$1.00 a year; 50 cents additional for foreign mailing; single copies 10 cents each. | |
| 3. Aging, a review of research and training grants supported by the National Institutes of Health. Catalog No. FS 2.22:AG 4. | 35¢ |
| 4. Availability for work: chronic disease and limitation of activity. Catalog No. FS 2.62:51 | 35¢ |
| 5. The Beltsville kitchen-workroom with energy saving features. Catalog No. A 1.77:60 | 10¢ |
| 6. A brief explanation of the Social Security Act. Catalog No. FS 3.4:1/9 | 10¢ |
| 7. Care of the long-term patient, source book on size and characteristics of the problem. Catalog No. FS 2.2:P 27 | 60¢ |
| 8. Cerebral vascular disease and strokes. Catalog No. FS 2.22:C33/2 | 10¢ |
| 9. Comparative job performance by age, large plants in the men's footwear and household furniture industries. Catalog No. L 2.3:1223 | 45¢ |
| 10. Comparative job performance by age, office workers. Catalog No. L 2.3:1273 | 30¢ |
| 11. A comprehensive program for better mental health of the elderly, an exhibit. Catalog No. FS 2.22:M 52/17 | 15¢ |
| 12. Counseling and placement services for older workers. Catalog No. L 7.61:E-152 | 50¢ |
| 13. Digest of 100 selected pension plans under collective bargaining, winter 1957-58. Catalog No. L 2.3:1232 | 45¢ |
| 14. Education on the aging: a selected annotated bibliography. Catalog No. FS 5:3:958/11 | 60¢ |
| 15. 80,000 senior citizens, the story of what public housing has done and is doing for them. Catalog No. HH 3.2:C 49 | 15¢ |
| 16. Employing older workers—a record of employers' experience. Catalog No. L 7.61:R-179 | 40¢ |
| 17. Employment and economic status of older men and women. Catalog No. L 2.3:1213 | 20¢ |
| 18. Employment of older women, an annotated bibliography. Catalog No. L 13.2:O1 1 5 957 | 30¢ |
| 19. EMPLOYMENT SECURITY REVIEW. Issued monthly by the U.S. Department of Labor. (Often contains articles on public employment service activities in behalf of middle-aged and older job seekers.) Catalog No. L 7.18: Subscription price: \$2.00 a year; 75 cents additional for foreign mailing; single copies 20 cents each. | |
| 20. Enriching the added years. Catalog No. FS 1.2:En 7 | 10¢ |

21. Facts about the old-age and survivors insurance trust fund and the disability insurance fund. Catalog No. FS 3.35:36/5	10¢
22. Federal programs for housing the elderly. Catalog No. HH 1.2:EI 2	5¢
23. Federal programs for the aged and aging. Catalog No. Y 4.L 11/2:Ag 3/5	\$1.00
24. Financing old-age, survivors and disability insurance. Catalog No. FS 3.41:959	25¢
25. Food guide for older folks. Catalog No. A 1.77:17/3	10¢
26. Guide for State surveys on aging—an aid to preparation for the White House Conference on Aging. Catalog No. FS 1.6/3:Ag 4	60¢
27. Health costs of the aged. Catalog No. FS 3.9:20	65¢
28. Hospital, nursing home, and surgical benefits for OASI beneficiaries. Catalog No. Y 4.W 36:H 79/2	\$2.00
29. Housing for you when you're 62. Catalog No. HH 2.2:H 81/8 . .	15¢
30. How OASI benefits your community. Catalog No. Y 3.R 88/2:8/4	5¢
31. How to conduct an earning opportunities form in your community. (A new approach to finding jobs for mature women.) Catalog No. L 13.11:25	15¢
32. How to estimate your social security payments. Catalog No. FS 3:35:30/5	5¢
33. An idea in action: new teachers for the Nation's children. (The recruitment and training of mature college graduates for teaching.) Catalog No. L 13.19:2	20¢
34. Illness and health service in an aging population. Catalog No. FS 2.2:Ag 4	25¢
35. Job analyses for physical fitness requirements. (Particularly helpful in the selective placement of the handicapped and the older worker.) Catalog No. CS 1.45:M-605	20¢
36. Living longer, questions and answers on the health of our older citizens. Catalog No. FS 2.2:L 76	25¢
37. Looking forward to the later years. Catalog No. FS 2.22:L 34/953	15¢
38. Memo on job finding for the mature woman. Catalog No. L 13.11:13/2	5¢
39. Menopause. Catalog No. FS 2.50:15/3	5¢
40. Mobilizing resources for older people. Catalog No. Y 3.F 31/15:2 Ol 1	65¢
41. MONTHLY LABOR REVIEW. Issued monthly by the U.S. Department of Labor. (Often contains articles dealing with economic factors affecting middle-aged and older workers. Catalog No. L 2.6; Subscription price: \$6.25 a year; \$1.50 additional for foreign mailing; single copies 55 cents each.	
42. More than bread—social services in public assistance, a community resource. Catalog No. FS 3.2:P 96/19	15¢
43. Motion pictures—recordings on aging. Catalog No. FS 1.2:Ag 4/8/958	20¢
44. Mr. businessman! Are you cutting yourself off from one-third of your labor supply? (Discusses use of the skills, knowledge, and abilities of middle-aged and older workers. Catalog No. L 7.2:B 96	10¢
45. Mr. employer, here's how you can get better results with older workers. Catalog No. L 7.2:Ol 1/4	10¢

46. National conference on nursing homes and homes for the aged. Catalog No. FS 2.2:N 93 40.....	55¢
47. National organizations in the field of aging. Catalog No. Y 4.L 11/2:Ag 4	\$1.00
48. New teachers for the Nation's children, an idea for community action. (A plan to offer accelerated teacher training to mature college graduates.) Catalog No. L 13.11:23.....	15¢
49. Nursing homes: public and private financing of care today. Catalog No. FS 3.3/a:N 938.....	5¢
50. Nursing homes, their patients and their care. Catalog No. FS 2.62:46	40¢
51. The older person in the home. Catalog No. FS 2.2:O1 1.....	20¢
52. Older women as office workers. Catalog No. L 13.3:248.....	25¢
53. Older worker adjustment to labor market practices, an analysis of experience in seven major labor markets. Catalog No. L 7.61:R-151	\$1.25
54. Older workers under collective bargaining, Part 1, Hiring, retention, job termination. Catalog No. L 2.3:1199-1.....	25¢
55. Older workers under collective bargaining, Part 2, Health and insurance plans, pension plans. Catalog No. L 2.3:1199-2...	25¢
56. Pension costs in relation to the hiring of older workers. Catalog No. L 7.61:E-150.....	25¢
57. Pension plans under collective bargaining. Catalog No. L 2.3:1259	25¢
58. Programs of the Department of Health, Education, and Welfare affecting older persons. Catalog No. FS 1.2:O1 1/2.....	20¢
59. Programs, resources for older people. Catalog No. Y 3.F 31/15:2 P 94	30¢
60. Public assistance under the Social Security Act. Catalog No. FS 3.2:P 96/13/957	25¢
61. PUBLIC HEALTH REPORTS. Issued monthly by the U.S. Department of Health, Education, and Welfare. (Often contains articles dealing with medical care and costs for the aged and the aging.) Catalog No. FS 2.7: Subscription price: \$4.25 a year; \$1.75 additional for foreign mailing; single copies 55 cents each.	
62. The railroad retirement acts and Railroad Unemployment Insurance Act, as amended to May 19, 1959. Catalog No. RR 1.5:R 31/959	35¢
63. Read the label on foods, drugs, devices, cosmetics. Catalog No. FS 13.111:3/3	20¢
64. Selected references on aging—an annotated bibliography, 1961 White House Conference edition. Catalog No. FS 1.18:Ag 4/959	50¢

65.	Services in public assistance, the role of the caseworker. Catalog No. FS 3.13:30	20¢
66.	Small business enterprises for the severely handicapped. (Small business experiences of the homebound and the severely handicapped.) Catalog No. FS 13.207:320	45¢
67.	SOCIAL SECURITY BULLETIN. Issued monthly by the U.S. Department of Health, Education, and Welfare. (Devotes many of its articles to information on the aging.) Catalog No. FS 3.3: Subscription price: \$2.75 a year; 75 cents additional for foreign mailing; single copies 25 cents each.	
68.	Social security bulletin, annual statistical supplement, 1955. Catalog No. FS 3.3/3:955	40¢
69.	Social security bulletin, annual statistical supplement, 1956. Catalog No. FS 3.3/3:956	45¢
70.	Social security bulletin, annual statistical supplement, 1957. Catalog No. FS 3.3/3:957	50¢
71.	Social security bulletin, annual statistical supplement, 1958. Catalog No. FS 3.3/3:958	50¢
72.	Social security programs throughout the world. Catalog No. FS 3.2:So 13/17	\$1.00
73.	Suggestions to employers in regard to hiring older women. Catalog No. L 13.11:12/3	5¢
74.	Summary of NIH research programs in aging, 1959. Catalog No. FS 2.22:Ag 4/2	15¢
75.	A survey of major problems and solutions in the field of the aged and the aging. Catalog No. Y 4.L 11/2:Ag 3/6	\$2.00
76.	VA prospectus, research in aging. Catalog No. VA 1.2:Ag 4 . Cloth,	\$1.50
77.	What your employment service is doing about older workers. Catalog No. L 7.2:Ol 1/3	5¢
78.	What's new about women workers? A few facts. (Includes information regarding the increased number of older women in the Nation's labor force.) Catalog No. L 13.11:18/6	5¢
79.	You can get that job! Maturity is an asset. Catalog No. L 7.2:J 57/14	10¢
80.	Your retirement system, questions and answers concerning the Federal Civil Service Retirement Law. Catalog No. CS 1.48:18/6	20¢
81.	Your social security, old age, survivors, and disability insurance benefits under the Social Security Law. Catalog No. FS 3.35:35/16	10¢

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EXHIBIT III

READINGS ON THE AGED AND AGING

Many of these books and pamphlets should be available at your Public Library. If not, ask the librarian to recommend others, or tell you where you can purchase titles in which you are interested.

OLDER PEOPLE IN AMERICAN SOCIETY

- Buckley, Joseph C. *The Retirement Handbook: A Complete Planning Guide to Your Future*. New York: Harper Brothers, 1956.
Detailed suggestions on planning for retirement. (329 pp.)
- Close, Kathryn. "Getting Ready to Retire," *Public Affairs Pamphlet #182*. New York: Public Affairs Committee, 1952.
A brief pamphlet discussing briefly and simply some problems for the person about to retire. \$0.25.
- Giles, Ray. "Begin Now to Enjoy Retirement." Newark, N. J.: The Mutual Benefit Life Insurance Company, 1951.
A popularly written booklet covering some of the major problems faced by individuals in retirement. (57 pp.)
- Hart, Evelyn. "So You're Getting Older," *Public Affairs Pamphlet #276*. New York: Public Affairs Committee, 1956.
A brief, popular introduction into the problems of retirement. (32 pp.)
- Kaighn, Raymond. *How to Retire and Like It*. New York: Association Press, 1954.
Suggestions on preparing for retirement. (149 pp.)
- Preston, George H. *Should I Retire?* New York: Rinehart and Co., 1952.
- Soule, George. *Longer Life*. New York: The Viking Press, 1958.

WHY PEOPLE WORK

- Boynton, Paul. *Six Ways to Retire*. New York: Harper and Brothers, 1952.
Suggestions on how to draw up a retirement plan. (145 pp.)
- Friedmann, Eugene, and Havighurst, Robert J. *The Meaning of Work and Retirement*. Chicago: University of Chicago Press, 1954.
The social and psychological significance of work and the relationship between meanings of work and retirement. (197 pp.)
- Giles, Ray. "Begin Now to Enjoy Retirement." Newark, N. J.: The Mutual Benefit Life Insurance Company, 1951.
A popularly written booklet covering some of the major problems faced by individuals in retirement. (57 pp.)
- Pollak, Otto. *The Social Aspects of Retirement*. A report prepared by Richard D. Irwin, Inc. Philadelphia: The Wharton School of Finance and Commerce, 1956.
A study of the social and cultural aspects of retirement; marital relations, mental health, etc. (47 pp.)
- Pollak, Otto. *Positive Experiences in Retirement*. A report prepared by Richard D. Irwin, Inc. Philadelphia: The Wharton School of Finance and Commerce, 1957.
A study of favorable experiences of a group of retired people. (52 pp.)

TIME: IN YOUR MIND AND ON YOUR HANDS

- Bunker, Ruth. "Creative Activities Through Handcrafts," *Annals of the American Academy of Political and Social Sciences*, Vol. 279 (January, 1952), 93-97.
- Pollak, Otto. *Positive Experience in Retirement*. A Report prepared by Richard D. Irwin, Inc., for the Wharton School of Finance and Commerce, 1957.
A 52-page report summarizing a study of favorable experiences of a group of retired people.
- Stern, Edith. *Notes After Fifty*. New York: The National Association for Mental Health.
A series of six brief publications discussing some of the major problems of retirement and aging.
- Williams, Arthur. *Recreation for the Aging*. New York: Association Press, 1953.
A handbook for group leaders conducting recreation programs for the aged. (192 pp.)

WHAT ABOUT MONEY?

- Bilkey, Warren J. *Strengthening Your Family Income*. Westport, Conn.: The Calvin K. Kazanjian Economics Foundation, Inc.
The social and psychological aspects of budgeting family finances.
- Boynton, Paul. *Six Ways to Retire*. New York: Harper and Brothers, 1952.
Suggestions on how to draw up a retirement plan. (145 pp.)
- Forrest, John G. and Colby, Evelyn. *Ways and Means to Successful Retirement*. New York: B. C. Forbes and Sons Publishing Co., Inc., 1952.
A discussion of social security, pensions, employment problems, hobbies,

- living arrangement and other items of interest for people planning to retire. (250 pp.)
- Fowler, Helen, and Harwood, E. C. *How to Make Your Budget Balance*. Great Barrington, Mass.: The American Institute for Economic Research, 1957.
A detailed description of the "rubber budget" and suggestions on how to use it. \$1.00 (128 pp.)
- Giles, Ray. *How to Retire and Enjoy It*. Greenwich, Conn.: Fawcett Publication, Inc., 1959.
An interestingly written book covering in detail many aspects of preparation for retirement. (192 pp.)
- Kaighn, Raymond. *How to Retire and Like It*. New York: Association Press, 1954.
Suggestions on preparing for retirement. (149 pp.)
- Margolius, Sidney. *The Consumer's Guide to Better Buying*. New York: The New American Library, 1951.
A Signet book giving suggestions on selecting clothing, food, and other items. (113 pp.)
- Margolius, Sidney. *Your Guide to Financial Security*. New York: The New American Library, 1951.
A Signet book discussing investment, budgeting and insurance. \$0.35. (191 pp.)
- Patton, Price A., and Patton, Martha. *Freedom From Money Worries*. Greenwich, Connecticut: Fawcett Publications, 1958.
A popularly written plan for budgeting. \$0.50. (111 pp.)

MAKING MONEY IN RETIREMENT

- Blanchard, Fessenden S. *Where to Retire and How: A Comprehensive Guide to Planning, Jobs, Hobbies and Housing, Costs of Living, Climates and Places*. New York: Dodd, Mead and Company, 1953.
- Ford, Norman D. *How to Earn an Income While Retired*. Greenlawn, N. Y.: Harian Publications, 1956.
Part time employment frequently engaged in by the retired. (88 pp.)
- Forrest, John G., and Colby, Evelyn. *Ways and Means to Successful Retirement*. New York: B. C. Forbes and Sons Publishing Co., Inc., 1952.
- Lehman, Maxwell. *Jobs After Retirement*. New York: Henry Holt, 1954.
- Willing, Jules Z. *How to Land the Job You Want*. New York: New American Library, 1954.

GOOD EATING AND GOOD HEALTH

- AFL-CIO. "Consumer Beware: A Guide to Installment Buying," Publication No. 47. (January, 1957.)
A 16 page guide available from the AFL-CIO, 815 Sixteenth Street, N. W., Washington, D. C.
- Keys, Ancel. *Nutrition for the Later Years of Life*. Washington: Public Health Reports, Vol. 67, May, 1952.
Caloric and dietary needs of the aged and nutritional education. (pp. 484-489.)
- Margolius, Sidney. *The Consumer's Guide to Better Buying*. New York: The New American Library, 1951.

- A Signet book giving suggestions on selecting clothing, food, and other items. \$0.35. (113 pp.)
- McCay, Clieve. "Food for the Later Years," in *Mental Disorders in Later Life*, 2nd ed. Stanford, California: Stanford University Press, 1956. (pp. 178-200.)
Food requirements for the elderly.
- United States Department of Agriculture, Agriculture Research Service. *Essentials of An Adequate Diet: Facts for Nutrition Programs*. Agricultural Information Bulletin No. 160. Washington, D. C.: Government Printing Office, 1956.
- United States Department of Agriculture Household Economics Research Division. *Food Guide for Older Folks*. Home and Garden Bulletin No. 17. Washington, D. C.: Government Printing Office, 1956.

YOUR BODY GROWS OLDER

- Hart, Evelyn. "So You're Getting Older." *Public Affairs Pamphlet No. 276*. New York: Public Affairs Committee, 1956.
- Public Affairs Press publishes a number of excellent pamphlets. Some applicable to this Unit are:
- Number
- 38. "The Facts About Cancer"
 - 137. "Know Your Heart"
 - 138. "Good News About Diabetes"
 - 139. "Live Long and Like It"
 - 166. "Arthritis—Its Treatment and Problems"
 - 184. "How to Live with Heart Trouble"
 - 243. "Understanding Your Menopause"
- For 25¢ these pamphlets may be purchased from Public Affairs Press, 22 East 38th Street, New York 16, New York.
- Shaffer, Helen. "Health Care of the Aged," *Editorial Research Reports*, September 4, 1957. (pp. 645-661.)
- Steincrohn, P. T. *How to Add Years to Your Life*. New York: Funk, 1952.
- Stern, Edith. *Notes After Fifty*. New York: The National Association for Mental Health.
- Stieglitz, Edward J. *The Second Forty Years*. Philadelphia: Lippincott, 1952.

PERSONAL AND SOCIAL RELATIONS: MENTAL HEALTH

- Close, Kathryn. "Getting Ready To Retire," *Public Affairs Pamphlet No. 182*. New York: Public Affairs Committee, 1952.
- Friedman, Eugene, and Havighurst, Robert J. *The Meaning of Work and Retirement*. Chicago: The University of Chicago Press, 1954.
The social and psychological significance of work and the relationship between meanings of work and retirement. (197 pp.)
- Hart, Evelyn. "So You're Getting Older," *Public Affairs Pamphlet No. 276*. New York: Public Affairs Committee, 1956.
A brief, popular introduction into the problems of retirement, prepared for the person facing retirement.
- Ogg, Elizabeth. "When Parents Grow Old," *Public Affairs Pamphlet No. 208*. New York: Public Affairs Committee, 1954.

Pollak, Otto. *Positive Experiences in Retirement*. A report prepared by Richard D. Irwin, Inc., for the Wharton School of Finance and Commerce, 1957.

A report summarizing a study of favorable experiences of a group of retired people. (52 pp.)

Pollak, Otto. *The Social Aspects of Retirement*. A report prepared by Richard D. Irwin, Inc., for the Wharton School of Finance and Commerce, 1956.

A report on a study of the social and cultural aspects of retirement, marital relations, fixed versus flexible retirement, mental health, etc. (47 pp.)

Public Affairs Press publish a number of excellent pamphlets. Some applicable to this Unit are:

Number

120. "Toward Mental Health"

131. "When You Grow Older"

139. "Live Long and Like It"

172. "When Mental Illness Strikes Your Family"

196. "Mental Health—Everybody's Business"

228. "New Medicine for the Mind"

263. "Your Community Mental Health"

These pamphlets may be obtained from Public Affairs Press, 22 East 38th Street, New York 16, New York.

FAMILY, FRIENDS AND LIVING ARRANGEMENTS

Arthur, Julietta. *How to Help Older People: A Guide for You and Your Family*. Philadelphia: J. B. Lippincott Co., 1954.

An analysis from the family point of view of the health needs, financial problems, recreational problems, etc., of the retired. (500 pp.)

Buckley, Joseph C. *The Retirement Handbook: A Complete Planning Guide to Your Future*. New York: Harper and Brothers, 1952.

Suggestions on planning for retirement. (329 pp.)

Jackson, Edgar. *Understanding Grief*. Nashville, Tenn.: Abingdon Press, 1957.

Public Affairs Press (22 E. 38th St., New York 16, N. Y.) publish a series of excellent pamphlets. Some applicable to this Unit are:

Number

131. "When You Grow Older"

208. "When Parents Grow Older"

Stern, Edith, and Ross, Mabel. *You and Your Aging Parents*. New York: A. A. Wyn, Inc., 1952.

Designed for adults with aged parents, dealing with the ways to work out satisfactory social, financial and housing arrangements. (212 pp.)

WHERE TO LIVE IN RETIREMENT

Blanchard, Fessenden S. *Where to Retire and How: A Comprehensive Guide to Planning, Jobs, Hobbies and Housing, Costs of Living, Climates and Places*. New York: Dodd, Mead and Co., 1953.

- Buckley, Joseph C. *The Retirement Handbook: A Complete Guide to Your Future*. New York: Harper and Brothers, 1956.
- Ford, Norman D. *How to Earn an Income While Retired*. Greenlawn, New York: Harian Publications, 1956.
Part-time employment frequently engaged in by the retired. (329 pp.)
- Forrest, John G., and Colby, Evelyn. *Ways and Means to Successful Retirement*. New York: B. C. Forbes and Sons Publishing Co., 1952.
A discussion of social security, pensions, employment problems, hobbies, living arrangement, and other items of interest to people planning to retire. (250 pp.)
- Giles, Ray. *How to Retire and Enjoy It*. Greenwich, Connecticut: Fawcett Publications, Inc., 1959.
A Crest Special, \$0.35, covering in detail the many aspects of preparation for retirement. (192 pp.)

THE UNION, THE COMMUNITY AND THE RETIRED WORKER

- Carter, Richard. *The Doctor Business*. New York: Doubleday and Co., 1959.
May be ordered from Department of Education, AFL-CIO for \$2.50.
- Cook, Don. "Socialized Medicine Ten Years Later: What We Can Learn from England's Experiment," *Harpers*, May, 1959.
- Corson, John J., and McConnell, John W. *Economic Needs of Older People*. New York: The Twentieth Century Fund.
- Donahue, Wilma. *Housing for the Aged*. Ann Arbor, Michigan: The University of Michigan Press.
- "The Golden Years," Industrial Union Department, AFL-CIO. *I.U.D. Digest*, III, No. 2 (Spring 1957), (pp. 9-11).
- "Housing for the Aged," National Association of Housing and Redevelopment Officials, *Journal on Housing*, a Special Issue (October, 1958).
- Secretary of Health, Education and Welfare. A Report submitted to the Committee on Ways and Means. Washington: U. S. Government Printing Office, April 3, 1959.
- Social Security Department, AFL-CIO, 815 Sixteenth Street, N.W., Washington 6, D. C. (This department has published a number of statements and pamphlets outlining the AFL-CIO official position on medical care for the aged.)



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