

THE COAST GUARD
AT WAR
WOMEN'S RESERVE
XXII A



PREPARED IN THE
HISTORICAL SECTION
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A PRELIMINARY SURVEY
OF THE
DEVELOPMENT
OF THE
WOMEN'S RESERVE OF THE UNITED STATES COAST GUARD

Prepared by the Public Relations Division
for the
Women's Reserve Division

U. S. Coast Guard Headquarters
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Preface:

The historical study which follows of the development of the Women's Reserve of the Coast Guard is an attempt to assemble material bearing on the Women's Reserve with a view toward facilitating a later and more inclusive presentation of the history of the Women's Reserve as a part of the Coast Guard in the war effort.

The basic purpose of the present study has been to make an objective and detailed study of various aspects of the Women's Reserve of the Coast Guard so that information may be secured of current value in the administration of the service and of later value in any general or informative presentation of the work of the Coast Guard.

It is anticipated that the scope of the present study will be considerably broadened upon the receipt of historical reports from the Districts on the progress of the Women's Reserve program there. The content of the present study has, of necessity, been limited to the material available in the files at Headquarters and has largely been concerned with administrative aspects.

The material in this survey has been treated chronologically and in a direct and informative style. There are four chapters; one on the Establishment of the Women's Reserve, one on Recruiting, one on Training, and one on Utilization. For the chapters on Training and Utilization an additional subdivision has been made to provide for separate treatment of officer and enlisted personnel.

There are four appendixes. The first contains a listing of the footnotes by chapters. Appendix II contains a reprinting of the Women's Reserve Act with amendments up to the convening of the present Congress. Appendixes III and IV contain, respectively, digests of Uniform Regulations and major directives pertaining particularly to the Women's Reserve.

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CHAPTER I

THE ESTABLISHMENT
OF THE
WOMEN'S RESERVE
OF THE
UNITED STATES COAST GUARD

CAPTAIN DOROTHY C. STRATTON, USCGR(W), DIRECTOR OF THE COAST GUARD SPARS, IS SHOWN RECEIVING THE LEGION OF MERIT MEDAL FROM ADMIRAL JOSEPH F. FARLEY, COMMANDANT OF THE COAST GUARD



WOMEN SHARE
IN FIGHT
FOR FREEDOM

During the dark months of 1942 the course of the war waged by the Axis against the United States and the nations allied with her seemed to go against the freedom-loving nations. In the emergency the need of the military services and of the war plants for every available and able person became clearly evident. Women wanted to do their part in this great struggle to protect and maintain a world in which individuals could have freedom and security, free from organized terror and oppression. Into the factories they went by the hundreds of thousands to do their share in furnishing weapons and supplies in the Arsenals of Democracy. They joined the civilian defense activities of the Office of Civilian Defense, of the Red Cross, of the American Women's Voluntary Service, and of other agencies and organizations sharing in the maintenance of morale and the protection of the home front against possible military attack. Women, too, were quick to recognize the need for organized recreational facilities for the man in uniform and gave without stint of their energy and time in work for the United Services Organization and similar organizations engaged in volunteer and recreational work for uniformed men on leave and liberty away from home. Women continued also to fulfill their role as makers of the home and did much to maintain a feeling of security and courage among the men of the country.

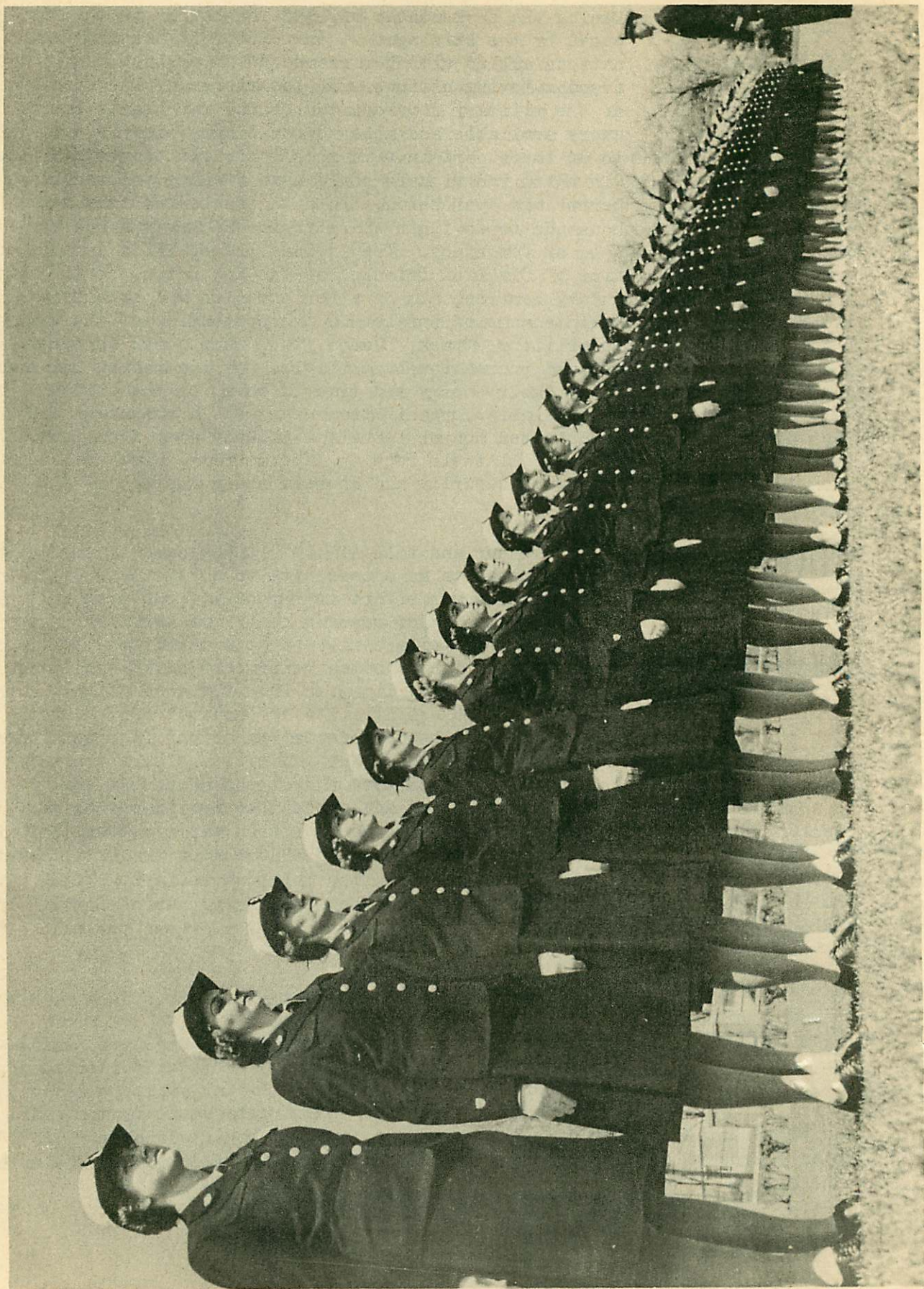
WOMEN JOIN
ARMED FORCES

In the summer and fall of 1942, there came to the women of America an opportunity to participate directly in the war effort as members of the armed services. Two major reasons contributed to the passage by Congress of a series of acts permitting the recruiting, training, and utilization of women as members of the military and naval services. One reason stemmed directly from the need of the services for personnel to fill jobs essential to the conduct of the war. Both the Army and the Navy had long been appreciative of the fine work done by the nursing corps in the two services. Now the military services had need of women in other kinds of service work and it was necessary that these women be under military direction and subject to assignment as the needs of the services might warrant.¹ A second reason was a recognition by the legislators of the right of the women of a democracy to participate directly as members of the armed forces in the joint war effort. With the authorization of women's reserves for the Army, Navy, Marine Corps, and Coast Guard, women in the fall and winter of 1942 answered the call to volunteer.

WOMEN'S RESERVE
OF THE COAST GUARD
ESTABLISHED

It was on November 23, 1942, that the President of the United States signed Public Law 773, 77th Congress, 2nd session. This Act amended the Coast Guard Auxiliary and Reserve Act of 1941 so as "to expedite the war effort by providing for releasing officers and men for duty at sea and their replacement by women in the shore establishment of the Coast Guard, and for other purposes." A Women's Reserve was established as a branch of the Coast Guard Reserve with

SPAR CADETS STAND INSPECTION AT THE U. S. COAST GUARD ACADEMY, NEW LONDON, CONN.



authority to enlist and appoint women to serve during the present war and for six months thereafter, or until such earlier time as the Congress, by concurrent resolution, or the President, by proclamation, might designate. The members of the Women's Reserve were to be trained and qualified for duty in the continental shore establishments of the Coast Guard so as to release male officers and enlisted men for duty at sea. The women reservists were not to be used to replace civil service personnel. Certain limitations on the rank and the military authority of women officers were included in the Act and also upon the amount of medical treatment and allowance. In its provisions, the Act paralleled the earlier Act that had established the Women's Reserve of the Navy.

SPARS ARE
NAMED AND
ORGANIZED

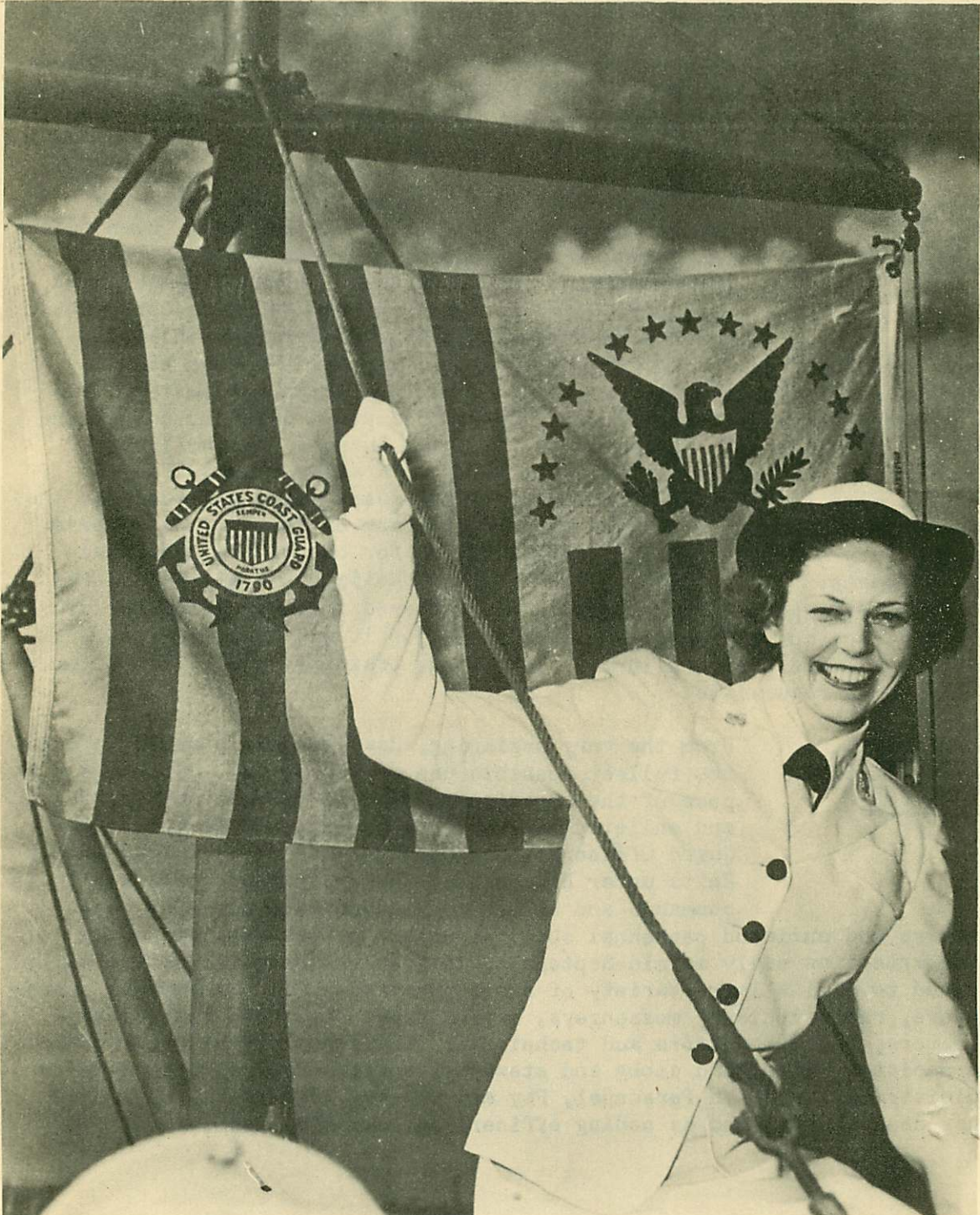
The Coast Guard lost no time in establishing the Women's Reserve as authorized by the Act. Even before the formal passage, steps had been taken to set up the new branch of the Reserve. Already selected by the Coast Guard to serve as Head and Director of the Women's Reserve was Dorothy C. Stratton, Dean of

Women on leave from Purdue University and a lieutenant in the Women's Naval Reserve. It is to her suggestion that the Women's Reserve of the Coast Guard owes its familiar name "Spars." Captain Stratton coined the title SPAR from the First letter of the Coast Guard's famous fighting motto and its English translation: - "Semper Paratus, Always Ready." The word also has excellent connotations for a sea-going service like the Coast Guard and in addition, as the new Director of the Women's Reserve pointed out, each of the four letters stands for one of the cherished Four Freedoms: Speech, Press, Assembly, and Religion.² Within a month after the passage of the Act, there was gathered together a nucleus of Spar officers and enlisted personnel whose job it was to advise and work with Coast Guard officers in the recruiting, training, and utilization of the women reservists.

HEADQUARTERS
PLANS EXTENSIVE
USE OF THE
WOMEN

From the very beginning, Headquarters planned to make the fullest possible use of the Spars. Since the purpose of the organization was to release male officers and enlisted men for duty at sea, the District Coast Guard Officers and Commanding Officers of Independent Units under Headquarters were directed to survey their commands and report to Headquarters how many women officers and enlisted personnel could be used. It was anticipated by Headquarters as early as mid-September, 1942, that women reservists would be used to fill a large variety of shore jobs especially as yeomen, storekeepers, receptionists, messengers, mail clerks, telephone and teletype operators, radio operators and technicians, drivers of light motor vehicles, pharmacist's mates, and cooks and stewards. Officers were to be used for administrative work in Personnel, Pay and Supply, Identification, and other departments, and as coding officers in communications.

BETTE BENDER OF THE U. S. COAST GUARD WOMEN'S RESERVE, SMILES AS THE 'ENSIGN' FLIES PROUDLY ABOVE HER



FUNDAMENTAL
PERSONNEL
POLICIES ---
FAIRNESS AND
INDIVIDUAL
CONSIDERATION

Before beginning the examination of the development of the Women's Reserve of the Coast Guard, certain fundamental service policies may be briefly reviewed. It has long been the deserved pride of the Coast Guard that it treats its personnel with fairness and individual consideration. The Coast Guard has been a small service with a long and honorable tradition rooted both in wartime service and in active peacetime duties.

Through experience, the Coast Guard has developed personnel policies to accord with the multiple duties and responsibilities of the service. Therefore, it was both natural and sincere for the Coast Guard to welcome a new type of personnel, the women reservists, in the same manner in which earlier accessions of personnel, like the life-saving men or the lighthouse keepers or the Merchant Marine Inspectors had been welcomed. Each of the various members of the Coast Guard, both regular and reserve, has answered a call to duty and has offered his or her interest, abilities, and training for whatever use the service may make of them. It has been the policy of the service, in its turn, to make use of its personnel to carry out the varied duties and responsibilities and to reward equally those who give faithful service whatever be the special type of activity.

SPARS ARE AN
INTEGRAL PART OF
THE COAST GUARD

The advent of the women reservists meant the coming of additional officers and enlisted personnel whose interest, ability, and training could be used in a variety of ways. It was not necessary for the Coast Guard to establish a separate corps or to formulate a new set of personnel policies. The basic personnel policies, already developed, of fairness and individual consideration were well suited for use in administering a Women's Reserve. The women would follow the same rules and practices as the men except where facts and logic forbade. It was early decided that the Spars would form an integral part of the Coast Guard, not a separate corps. One obvious reminder, both of the friendliness of the service and of its unity, is the fact that women officers and enlisted personnel wear the same Coast Guard shields as do the men. The women came into the Coast Guard to help in the war effort by freeing men for sea-duty or to do work that needed to be done - work that women could do. On its part, the Coast Guard has fairly rewarded the women for faithful service in the duties to which they have been assigned and has not asked them to meet requirements that can only be expected of men.

SPARS SHARE
IN COAST GUARD
WAR EFFORT

The entrance of the Spars into the Coast Guard came at a time when the Coast Guard, in common with the other services, was straining to meet the needs of a bitter and lengthy global war. The first three years of the war have been marked by a steady increase in the responsibilities of the Coast Guard and a concomitant increase in personnel. Complement sheets and logistics plans have become out-of-date even before their publication. In such a changing, dynamic

SPAR CLADELL JENKINS, SEAMAN SECOND CLASS FROM D'HANIS, TEXAS, DEMONSTRATES THE CORRECT SALUTE



type of war it has been hard for the military services to formulate exact blueprints of their future personnel needs. Many decisions have been made, changed, and revised, as to logistics and operations. Needless to say, questions involving the number of Spars to be recruited, the kinds of training to give them, and the types of duty to which to assign them are actually relatively insignificant in the big picture of the total war effort. Viewed in its proper perspective, however, the story of the development of the Women's Reserve of the Coast Guard may be both informing and heartening. This story of how women were recruited, trained, and utilized in a military service is one part of the bigger story of the share of the Coast Guard in the great struggle for freedom.

SPAR RECRUITING EXHIBIT

What happens
WHEN I JOIN THE SPARS



You ARE SHOWN THE
GLORY OF THE SPARS



You ENJOY A BUS TRIP
FOR DAILY SPAR TRIP



You ARRIVE AT THE BEAUTIFUL
TRAINING STATION...



You RECEIVE YOUR COMPLETE
WARDROBE AND ACCESSORIES



You ENJOY THE REGULAR
SATURDAY NIGHT DANCES...

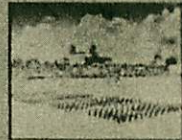
JOIN



SPARS

TODAY

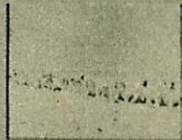
You'll help him...
TO COME HOME SOONER!



You WILL DRILL NORTH SOUTHWEST
FLORIDA SKIES...



You ATTEND CLASSES TO TRAIN
FOR YOUR SPECIALIST DUTIES...



You BASK AND SWIM UNDER
FLORIDA'S TROPICAL SUN...



You ENJOY THE REGULAR
SATURDAY NIGHT DANCES...

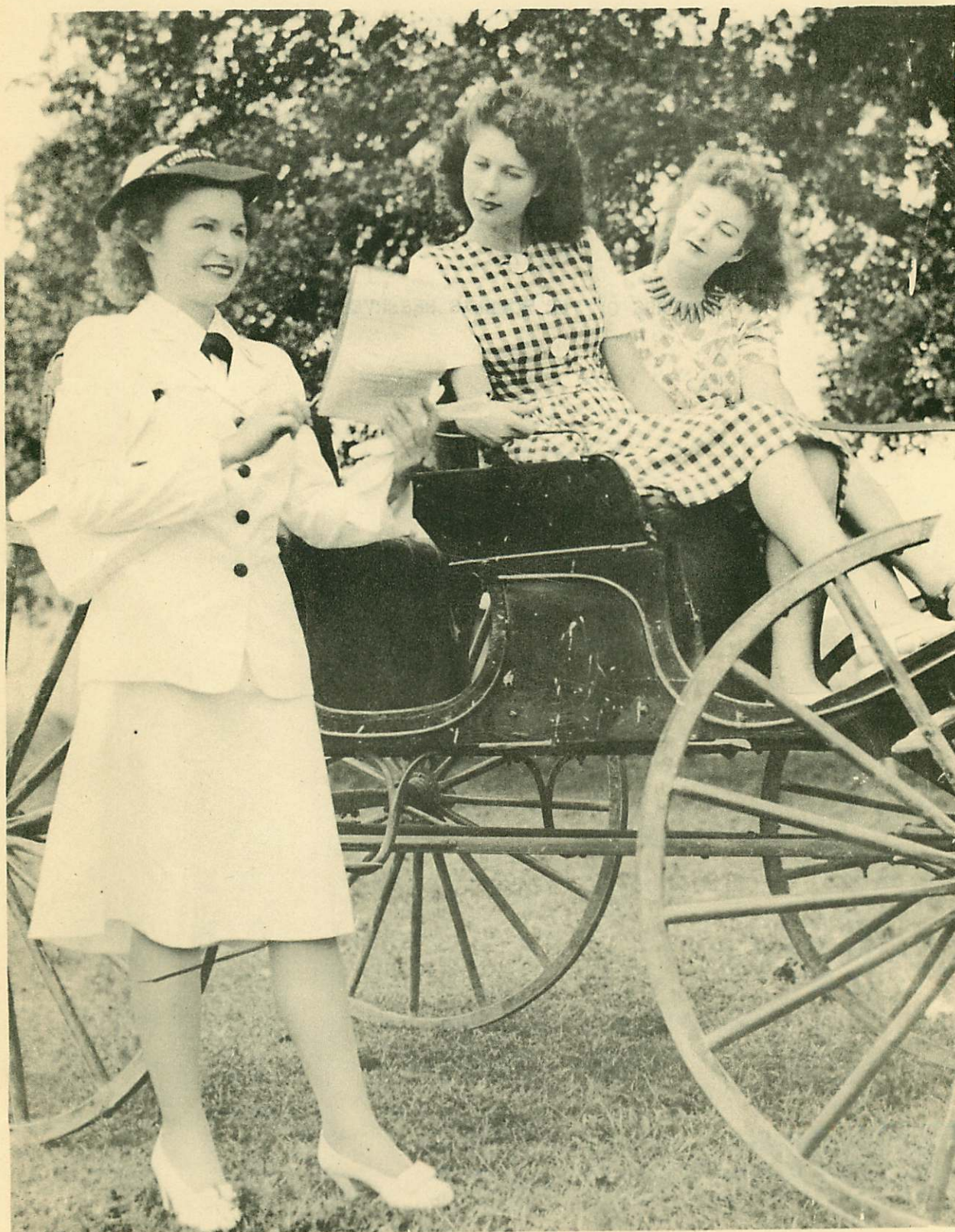


You GO TO A...
...IN A...
...ITIES

CHAPTER II

THE
RECRUITMENT
OF THE
MEMBERS OF THE WOMEN'S RESERVE

NEAR NEW IBERIA, LOUISIANA, SPAR ROSEMARY STOLZ STOPS A PASSING BUGGY TO INTEREST
TWO GIRLS IN JOINING THE SPARS



COMPLEMENT
SET

The establishment of the machinery to recruit women for the Women's Reserve of the Coast Guard followed immediately upon Congressional authorization of that reserve. In fact, certain preliminary decisions of policy had already been agreed upon. One of these concerned the method of recruiting and the other the number and type of persons to be recruited. The Navy, the Marine Corps, and the Coast Guard agreed to procure and to train together the members of their Women's Reserves. Existing facilities for recruiting in the Offices of Naval Officer Procurement were to be used in recruiting women for the Coast Guard and the women were to be trained in the Naval Training Schools established for members of the Women's Reserve of the Navy. It was stated that uniformity in administration, procurement, and in training plus the use of facilities already in existence would be distinctly advantageous.¹ The Spar complement as planned for in December, 1942, looked to a total of 8,000 enlisted women and 400 officers by April of 1944. The schedule called for the recruiting of 25 officers and 500 enlisted women a month when the recruiting program was actually under way.²

NEED
SURVEYED

An effort had been made to learn what types of work the members of the Women's Reserve would do. In September, the Commandant had requested all units to report to Headquarters how many women could be used and in what ratings and classifications they might be assigned. The results of this survey indicated that the District Coast Guard Officers, and Commanding Officers of Independent Units believed a total of 4556 Spars could be used, consisting of 199 officers and 4357 enlisted personnel. Approximately 72% of the requests were for enlisted personnel in the yeoman and storekeeper ratings, a not entirely surprising forecast of what were to be the most common types of work performed by the members of the Women's Reserve. About 14% of the requests were for seamen. In the ratings, the only other significant number of requests was for radiomen and pharmacist's mates.³

RECRUITING
BEGINS

The first recruiting efforts commenced in December, 1942. The normal difficulties due to the newness of the program were further increased by a lack of Spar personnel and by the necessity of clearing everything with the Navy. Women Coast Guard officers were eventually assigned to most of the Naval Officer Procurement Offices where interviewing aid was needed but in the beginning there were few Spar officers to assign. Information about Spar recruiting was added to Wave publicity materials and was also issued separately. It was soon discovered that the job of selling the Women's Reserve of the Coast Guard included selling the Coast Guard as well. Recruiting and Public Relations were faced with the same problem: how to make the people of the United States aware of the Coast Guard. Spar recruiting needed a direct channel through which it could receive support from the effective public relations program of the service.

JOIN THE SPARS, RELIEVE A MAN FOR SEA DUTY. COAST GUARDSMAN, ON HIS WAY OUT WITH HIS SEABAG OVER HIS SHOULDER PASSES AN INCOMING SPAR. SHE RELIEVED HIM OF A DESK JOB, FREEING HIM FOR ADVENTURE



REPLACE MEN

Prospective Spars were told that there were 5000 billets in the Coast Guard filled by men who could be made available for sea duty if trained women were on hand. There was a need for enlisted women to serve as aviation machinist's mates, card punch operators, chaplain's assistants, chauffeurs, cooks, commissary stewards, draftsmen, electrician's mates, financial assistants, file clerks, IBM operators, gunner's mates, legal assistants, pharmacist's mates, photographer's mates, public relations assistants, radio operators, radio technicians, storekeepers, tabulators, teletype operators, telephone operators, welfare assistants, and yeomen. After six weeks of boot training, some of the enlisted women would go immediately to work while others would go on to specialist schools. The same recruiting broadside stated there were requests for "SPARS officers" to serve as administrative officers, commissary officers, communications officers, finance officers, legal officers, personnel officers, public relations officers, radio technicians, recreation officers, and welfare officers.⁴

REQUIREMENTS SET

The requirements in December of 1942 were as follows: Both enlisted and officer candidates had to be native-born Americans or American citizens; have no children under 18 years of age; present 3 character references; pass Navy physical examination; submit record of occupation since leaving school. Age and educational requirements differed for enlisted and officer candidates. Enlisted candidates were required to have completed at least 2 years of high school and to be not less than 20 or more than 36 years of age.⁴ Officer candidates were expected to be either college graduates or to have completed at least 2 years of college and to have at least 2 years of acceptable business or professional experience. Officer candidates were to be not less than 20 years of age nor more than 50. Certain regulations with respect to marriage applied to both enlisted and officer applicants. "Married women may enlist provided their husbands are not in the Coast Guard. Unmarried women must agree not to marry until after they have finished their period of training. After training, a Spar may marry a civilian or a service man who is not in the Coast Guard."

THE FIRST RESULTS

Under the terms of an agreement made by the Navy and the Coast Guard, the Coast Guard Women's Reserve received its first personnel by transfer from the older organization. A total of 15 officers and 153 enlisted personnel requested discharges from the Navy for the purpose of joining the new Women's Reserve of the Coast Guard. This initial accession of personnel evidences the close relationship existing from the very beginning between the two women's naval services. One of the important reasons for this close relationship is the fact that in time of war the Coast Guard functions under the direction of the Secretary of the Navy.

A MEMBER OF THE PALM BEACH CITIZENS COMMITTEE MEETS NEW SPARS AT THE TRAIN AND TAKES THEM IN AUTOMOBILES TO THE COAST GUARD TRAINING STATION



C-67820

INITIAL
RESPONSE
GRATIFYING

Within two months after the passage of the act authorizing the establishment of a Women's Reserve in the Coast Guard, a total recruited strength was reported as follows:

TOTAL STRENGTH OF THE SPARS AS OF 23 JANUARY, 1943

Enlisted

Transferred from the Waves.....153
Recruited directly.....378
Total.....531

Officer

Transferred from the Waves..... 15
Recruited directly.....106
Total.....121

GRAND TOTAL.....652

Certainly, the initial response of the women had been very gratifying. But the ever present problem in recruiting is how to keep up the number of recruits. As time went on the difficulties and problems of recruiting increased rather than diminished.

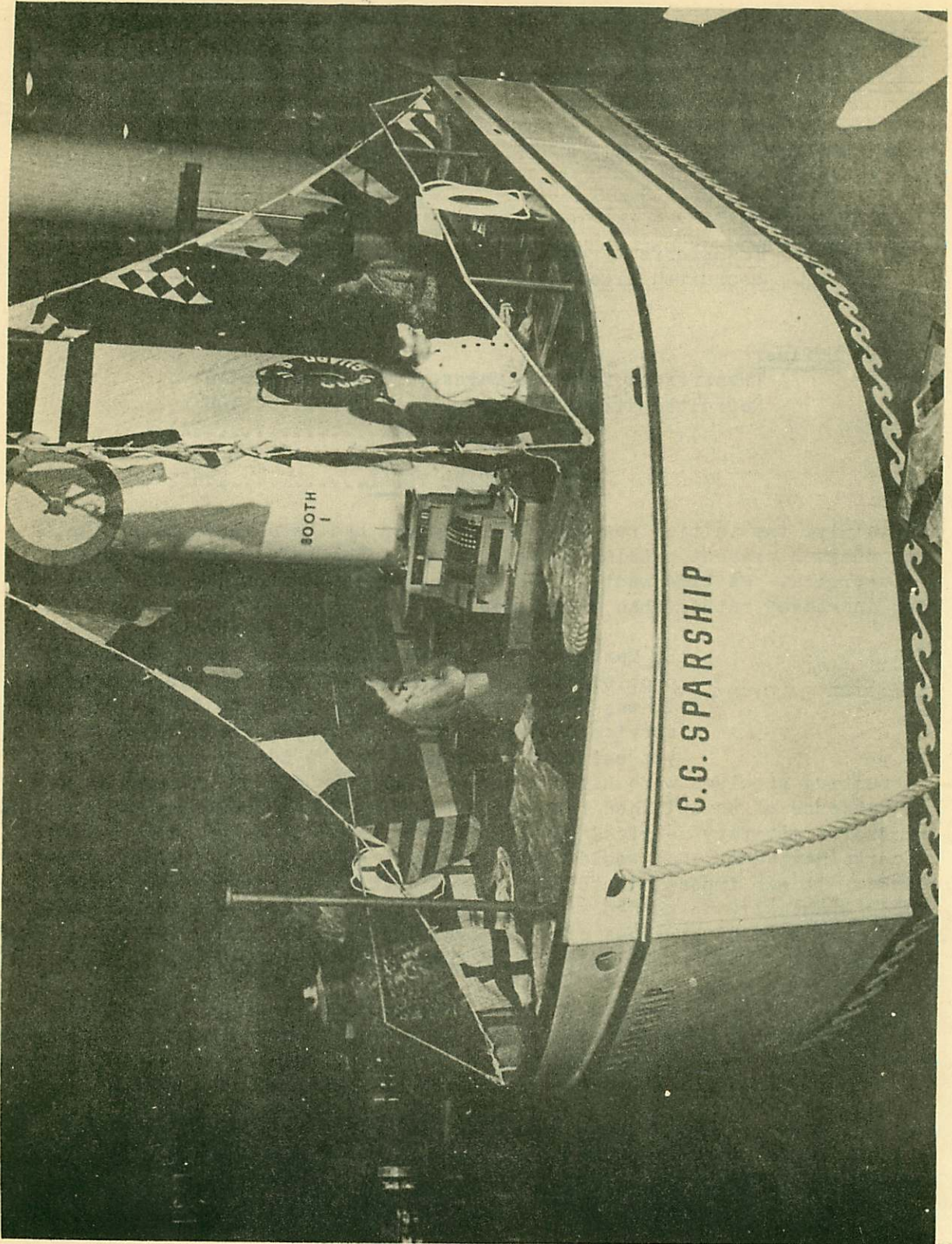
EARLY
PROBLEMS

By March of 1943, Headquarters was aware of certain problems that had appeared in the recruiting program. It was a new venture to recruit women for military service and men in the military services were not yet entirely accustomed to the idea. Some of the recruiting problems were naturally due to the newness of the program and the absence of established recruiting policies and procedures for enlisting women for military service. Other problems were related to the universal uncertainty as to what would be the manpower needs of the military services. It was impossible to say with definiteness just how many Spars would eventually be needed and for what types of jobs. Nor was it known just what kind of previous civilian training and experience and individual personality traits would make the best type of service woman.

SEPARATE
RECRUITING
PROPOSED

Certain of the procurement problems can be listed with some definiteness even though it may not be possible to explain the causes. Whole series of difficulties centered around the fact that Spar recruits were interviewed, enlisted, and processed in Navy recruiting offices. Although cooperation and friendliness between the two women's naval reserves were everywhere in evidence, none the less the close association between the two tended to submerge or blur the personality of the smaller, younger, and less well-known reserve. Nor were the duties performed by the men and women of the Navy and the Coast Guard the same. Because the Coast Guard was a smaller service with fewer activities, there

SPAR RECRUITING EXHIBIT



could not be the same variety of job assignments or training opportunities. Then, too, the processing of Spar applicants through Navy channels added to the time and paper work required. Furthermore, there was a loss in morale value by not having the Coast Guard itself responsible for obtaining its own women personnel.⁵ In mid-spring, the proposal was put forth that the recruiting connection between the Navy and the Coast Guard be severed so as to permit the establishment of Coast Guard Spar recruiting. But this policy was not put into effect until mid-summer.

PUBLICITY NEEDED

Meanwhile, Spar recruiters faced many other problems. In nearly every Office of Naval Officer Procurement, the Spar officer (if there was one) was junior and unable to exert much "weight" in policy matters. Nor could the Spar recruiters always work directly and freely with Coast Guard Public Relations Officers. It was therefore extremely hard for Spar recruiters in Navy offices to match Wave and Navy publicity. In many cases, Spar officers were kept busy interviewing Wave applicants and were unable to devote their entire energy to the Spar program.

PUZZLING QUESTIONS

Then there was the eternal problem of how to obtain the quota of enlisted and officer recruits without sacrificing quality. How important was formal education as measured by years of schooling? Or did successful business experience really count for more? Did young women or older women make the better prospects? What type of work would the Spars really do? Could trained people like draftsmen, chemists, cooks, and nurses be used in the Spars? These and many other questions were sent back to Headquarters to puzzle officers there. Given time, official answers were forthcoming but time was often too precious for the recruiters to wait. Many of the answers they had to supply for themselves.

THE FIRST SIX MONTHS

The record made by the Spar recruiters during the months from December of 1942 through May of 1943, set a mark worthy of real praise.⁶ Working in an unfamiliar and non-Coast Guard environment, seeking the enlistment into a military service of the traditionally individualistic and independent female, and with little in the way of precedent, these Spar officers accomplished a great deal. Not only did they recruit almost 3200 women but they introduced to thousands of other young women and to their families the Coast Guard as well as the Spars.

SPAR RECRUITS ARRIVE AT THE U. S. COAST GUARD TRAINING STATION AT MANHATTAN BEACH, NEW YORK



TOTAL ENLISTMENTS IN THE SPARS AS OF 31 MAY, 1943

	Officer Candidates (W-9)	Enlisted Candidates (W-1C)
December	4	69
January	48	410
February	106	730
March	77	680
April	62	543
May	36	406
Totals	<u>333</u>	<u>2838</u>

Grand Total.....3171

COAST GUARD RECRUITING

Many factors worked to aid the Spar recruiters in these successful efforts to enlist women. Aside from the recruiters' fresh enthusiasm, the idea of women in military service was still relatively new in the thinking of American women and thus there was a store of curiosity, interest, and enthusiasm to work on. Then the war news of the opening of the long-awaited American and allied offensives at Guadalcanal and in North Africa contributed to a keener public understanding of the need of the services for increased personnel. Many women, too, whose brothers, sweethearts, or husbands were in the services found that civilian life and work were not enough and they turned to enlistment in a military service as a way of working more closely in spirit with their men.

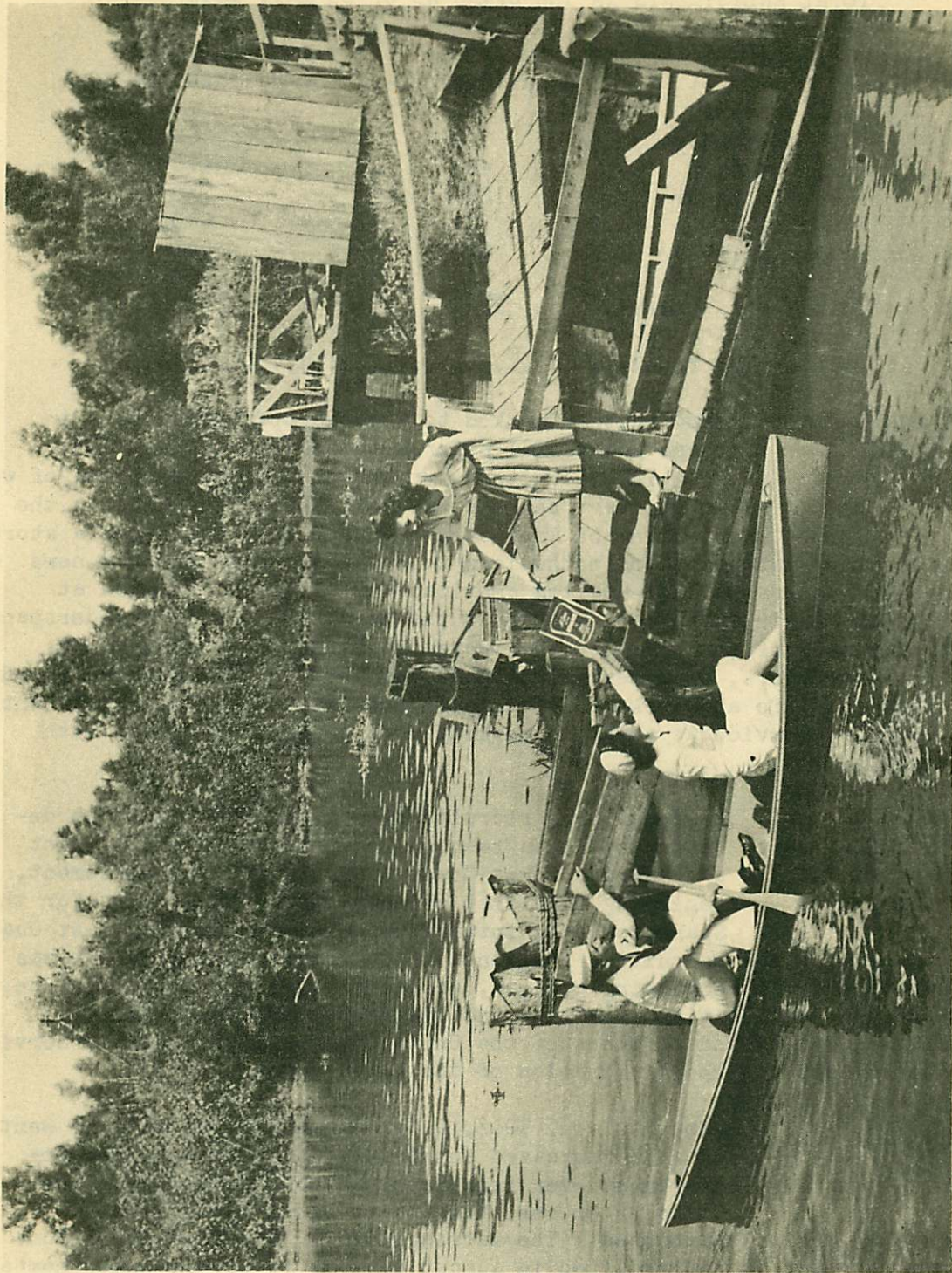
CHANGE TO COAST GUARD RECRUITING

In June, Spar recruiters were informed that the decision had been reached to withdraw from the joint Navy-Marine Corps-Coast Guard recruiting agreement. Beginning the first of July, women applicants for the Spars would be interviewed and enlisted at Coast Guard Recruiting stations. Each Coast Guard District was to have at least 3 recruiting offices, one to be at the District Office and the other 2 in cities chosen by the District Coast Guard Officer. Medical facilities and officers of the United States Public Health Service were to be used for the examination of the applicants.

RECRUITING POLICIES

After July 1, 1943, Coast Guard Spar recruiting went on with increased enthusiasm and with definite improvement over immediately preceding months. New policies or restatements of earlier ones were announced. The marriage policy was found to be unsatisfactory and it was modified in August of 1943 to permit women members of the reserve to marry men of the Coast Guard without having to resign. The Coast Guard would continue to accept applicants who were married to men in the Army, Navy, or Marine Corps but would not accept a woman who was already married to an enlisted man or an officer serving in the Coast Guard. However, women could join the Coast Guard Reserve if their husbands

ON FAMOUS BAYOU LaFOURCHE, SEAMAN SECOND CLASS ROSEMARY STOLZ DISTRIBUTES SPAR MATERIAL TO THE INHABITANTS



were enrolled as temporary members of the reserve. In the middle of November, 1943, the marriage policy with respect to recruits was further changed to permit women who were wives of cadets, warrant officers, or enlisted men in the Coast Guard to enlist or be commissioned in the Spars. The ban remained on women whose husbands were commissioned officers in the Coast Guard with the rank of ensign or above.

RECRUITING HINDRANCES

In June of 1943, a Headquarters' study⁷ summarized the recruiting difficulties experienced by Spar recruiters in the field under six headings:

- (1) High wages paid by war industries;
- (2) Recruiting agreement with the War Manpower Commission and the Office of War Information not to seek or enlist women in certain kinds of work without clearances;
- (3) Objections of parents and men friends;
- (4) Fear of regimentation and having social activities curtailed;
- (5) Reluctance to accept idea of "being sent anywhere";
- (6) Lethargic attitude of many women concerning their part in the war effort.

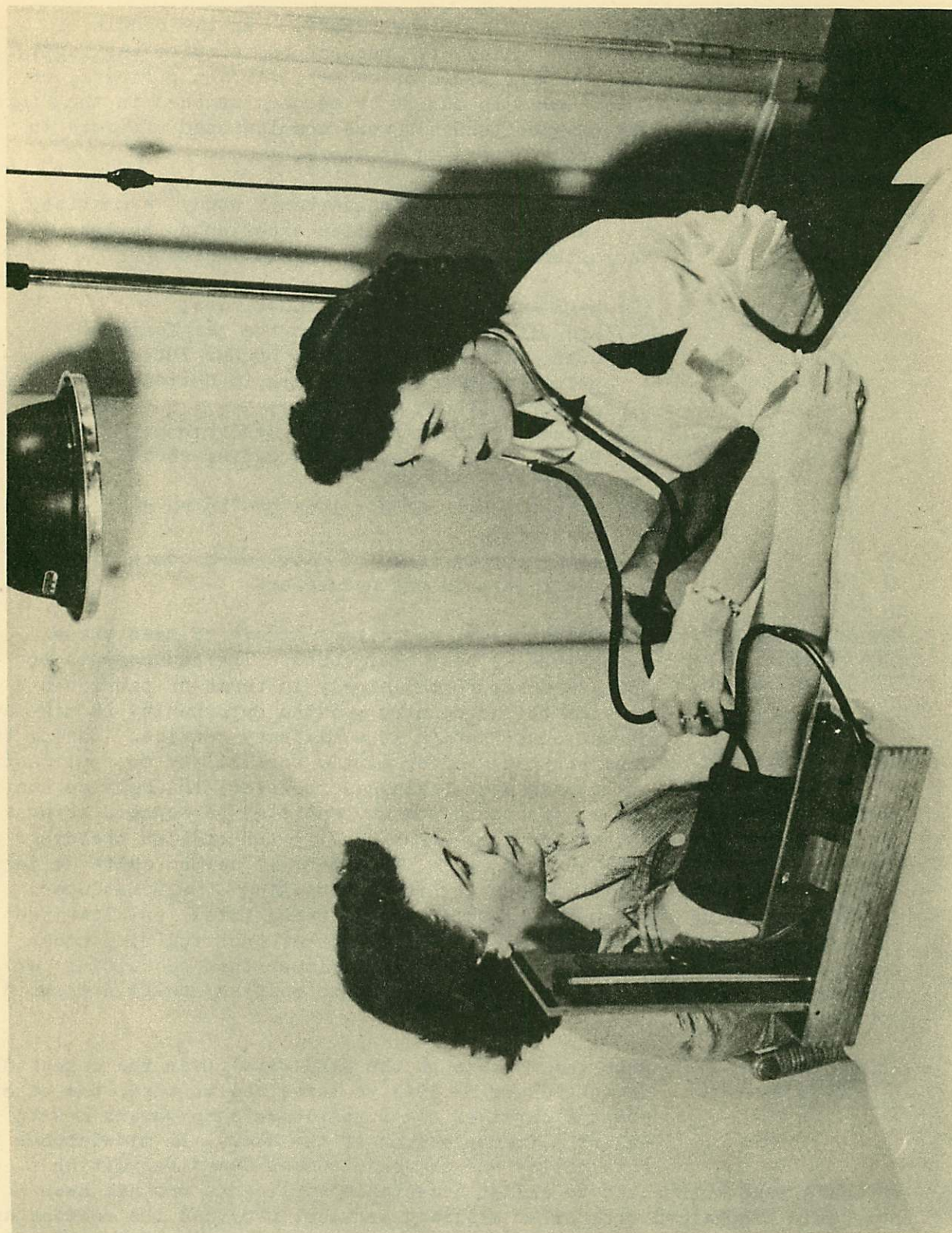
EFFORTS TO MEET DETERRENTS

Needless to say, recruiters strove to meet these deterrents as best they could. The inducements to join were set forth largely in terms of patriotic service to the country and the opportunity to make a direct contribution in a military service. During the fall of 1943 Spar recruiters could offer little possibility to applicants of other than yeoman or storekeeper training. However, the Service had announced in May the exact procedure whereby enlisted personnel, after a number of months of actual service, might qualify for officer training and receive a commission as an ensign. Thus recruit seamen quite definitely had a chance to become officers. With the opening of a Coast Guard enlisted training station for Spars at a Palm Beach hotel, the Spar recruiting officer was able to offer the prospect of boot training under the glorious Florida skies. It was not until later that recruiting put forth strong efforts to appeal very directly to selfish, self-interested motives.

RECRUITING DISCHARGEES

When the members of the WAAC were given the opportunity in the summer of 1943 to leave the service, the other women's services had a gentleman's agreement not to enlist a former member of the WAAC. In mid-October this policy was changed. Coast Guard recruiting officers were authorized to enlist acceptable applicants who had been honorably discharged from other military services provided the reasons and circumstances for the discharge were thoroughly known and understood by

PROSPECTIVE SPAR UNDERGOING MEDICAL EXAMINATION



the recruiting officer. Persons holding medical discharges, however, were not to be accepted without authorization from Headquarters.

MEDICAL
REQUIREMENTS

When the recruiting of Spars became a Coast Guard function on July 1, 1943, the examination of applicants relative to physical requirements became a duty of the United States Public Health Service.

Instructions were sent by the Chief Medical Officer of the USCG to Medical Officers.⁸ In general, he stated "The Instructions for Medical Officers Relative to Physical Examinations, USCG" would be followed insofar as they were applicable to women. Attention was called to the section on "Diseases, injuries, malformations, and other physical defects disqualifying for service in the USCG." The Medical Director asked that the examining doctors give careful attention to any history of chronic menstrual disorder or functional disease. Breasts were to be examined. Vaginal examinations were not to be done on the applicants but would be done at the training stations.

WAIVERS
ALLOWED

Certain waivers could be given by the Medical Officers in the field. These were:

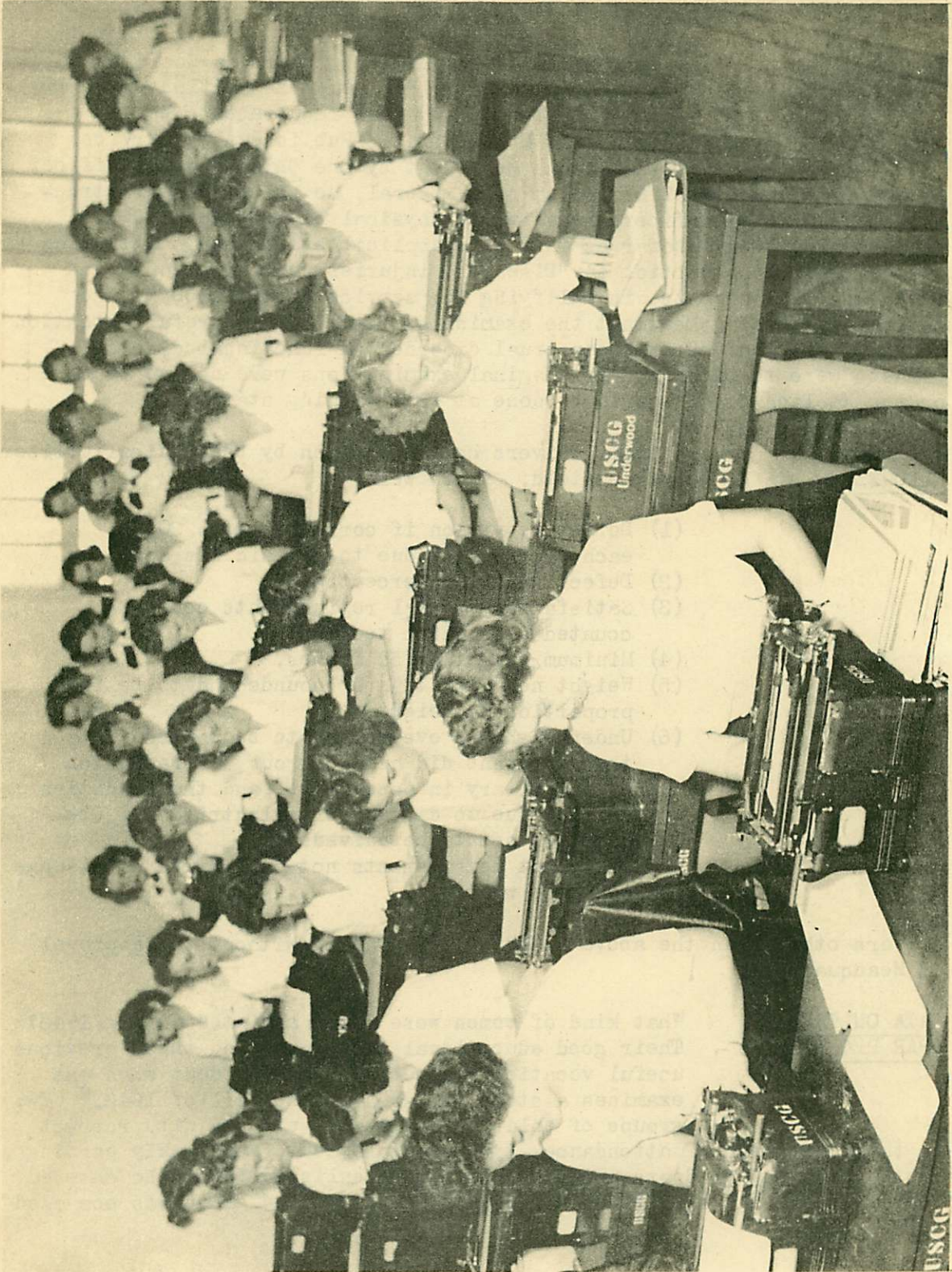
- (1) Defective vision if correctible to 20/20 each eye and not due to organic disease.
- (2) Defective color perception.
- (3) Satisfactory dental replacements could be counted as natural teeth.
- (4) Minimum height of 59 inches.
- (5) Weight not less than 95 pounds and to be in proportion to height.
- (6) Underweight or overweight to be waived if the applicant did not look out of proportion or unmilitary in appearance, and the condition was not due to disease or malnutrition. Obesity was not to be waived.
- (7) All chest measurements not suggestive of disease could be waived.

Waivers other than the above could not be granted without the approval of Headquarters.

DATA ON THE
SPAR RECRUITS

What kind of women were being enlisted during 1943? Their good educational background and their previous useful vocational experience are evident when one examines a study prepared in the fall of 1943.⁹ Two groups of enlisted Spars were studied with respect to their age, school attendance, type of employment, and weekly earnings. The first group of Spars contained all those enlisted Spars who entered recruit training prior to June 1, 1943 and the second group was composed

SPARS IN TRAINING



of those enlisted Spars who entered recruit training in September of 1943. The study thus compared those recruited relatively early in the program with those recruited and sent to boot training in the month of September, 1943. The material in this study may be summarized as follows:

Age. There was a decrease in the mean age from 24.17 years for the first group to 23.41 for the second group. Whereas only 48% of those trained prior to June first had been 22 years of age or younger, about 50% of those reporting for training in September were 22 years of age or younger. At the other end of the age scale, there was a 50% drop in the number of women 30 years of age and over entering boot training in September as compared with those entering before June first.

School Attendance. The comparative figures showed that there was a noticeable increase in the later group of those who had not graduated from high school. In contrast to the 9% in the earlier group who had not completed high school, 21% of those entering boot training in September of 1943 had less than 12 years of schooling. The per cent who had attended school at the college level declined from 24% for the earlier group to 20% for the later. The overall educational picture showed a decline in the mean number of years of school attendance from 12.43 to 12.1.

Weekly Wage. The comparison of the average weekly wage received by those with civilian work experience is based on a total of 1268 Spars, who entered with such experience prior to June 1 and on a total of 477 who entered in September. The results are:

Average Weekly Wage	Spars entering boot training			
	Prior to June 1, 1943		In Sept. 1943	
	#		#	
\$60 or over	3	1.24%	5	1.05%
50-59	15	1.18	11	2.31
40-49	61	4.81	46	9.64
30-39	302	23.82	117	24.53
20-29	656	51.74	211	44.23
10-19	231	18.22	87	18.24
	1268	100.01	477	100.00

A comparison of the average civilian weekly earnings of enlisted Spars with the amount of money Spars earned as members of the Coast Guard shows that at least 75 per cent of the Spars received a larger financial return in the Coast Guard than they had ever received in civilian life. The minimum weekly wage for an enlisted Spar on active duty is approximately \$36.00 (base pay plus food and quarters allowance for a seaman second class). This Coast Guard minimum was more money than 75% of

HERE SPARS RECEIVE THEIR HATS AND RECREATION CLOTHES WHICH INCLUDE A SWIM SUIT, BEACH COAT AND TWO-PIECE PLAY SUIT



those entering prior to June 1, 1943, had earned in their civilian jobs. And it was a greater financial return than 62% of those entering in September, 1943 had received. Therefore, for the great majority of enlisted Spars their service pay and allowances was more than they had earned in civil life. This is especially true when one remembers that the weekly range of salaries (including pay and allowances) in the petty officer ratings (and 30% of the Spars assigned to duty had ratings by June 1, 1943) was from \$42 to \$54 a week.

SPAR PAY AND ALLOWANCES: Computed on a Weekly Basis
to include Pay and Quarters
and Subsistence Allowances

Seamen second class - - - \$36.00
Seamen first class - - - \$39.00
Petty Officer - - - - \$42.00 to \$54.00

HIGHER WAGE
EARNERS ENLIST

It is interesting to note that a higher percentage of women in the later group was earning better salaries. The percentage of those in relatively untrained work at a low wage (\$10-\$19 a week) remained the same but there was a sharp increase in the percentage of those earning \$40 a week or more. It was observed in the report, that this increase was due to the increased proportion of Spars in the September group who had left well-paying defense plant jobs.

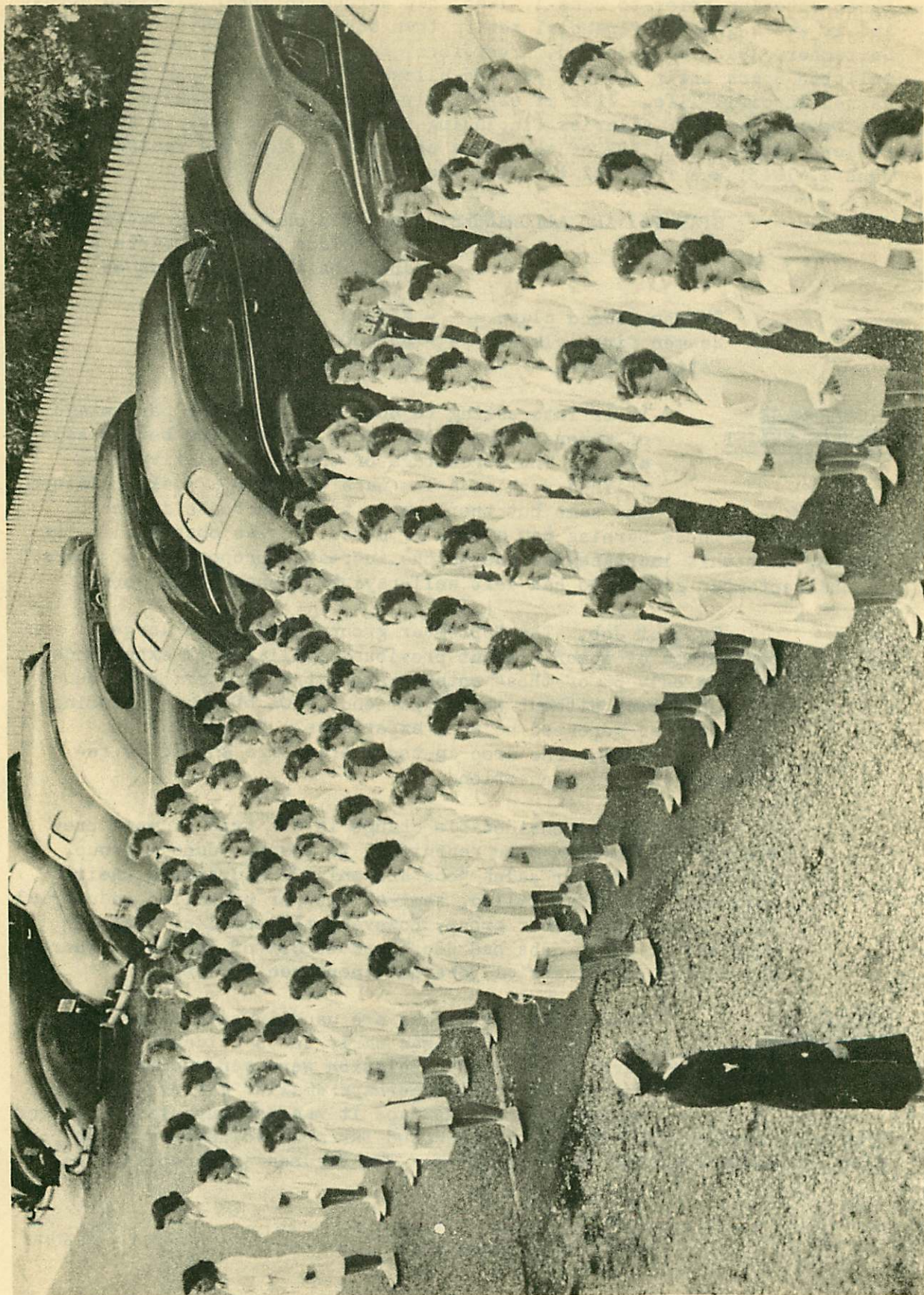
Type of Job. The September group contained a larger percentage of women without previous civilian work experience. Whereas only 3% of those entering boot training prior to June first had been without work experience, 10% of those entering in September reported no work experience. Many had just finished school. The drop in the average age should be remembered in this connection.

There was a considerable change in the type of work previously done by the Spar recruits. In the pre-June 1 group, 75% had clerical or sales jobs and only 9% had stated their occupation to be a skilled, semi-skilled, or unskilled industrial job. In the September group, however, the total of those in clerical or sales jobs had decreased to 61% of the total whereas the number in industrial jobs had increased to 20%.

REASON FOR
REJECTIONS

Recruiting statistics are usually both interesting and puzzling. It was early quite evident that some large centers of population were very unproductive whereas other, and perhaps smaller cities, produced many recruits. Perhaps it was not surprising to find that some sections of the country produced far more volunteers in proportion to population than other sections. The figures on acceptance and

A GROUP OF SPARS AT THE U. S. COAST GUARD TRAINING STATION AT PALM BEACH, FLORIDA MUSTER FOR A SWIM



rejection are also interesting. During the twelve months from July 1, 1943 to July 1, 1944, there were 11,558 qualified women serious enough about joining the Spars to make an application. Of these 11,558 applicants in this fiscal year of 1943-44, 62% were accepted by the recruiting officers as meeting all qualifications but only three-fourths of these accepted candidates actually signed on the dotted line and were enlisted. Of the 11,558 applicants who supposedly met the minimum age, educational, and vocational requirements, 38% were rejected at the recruiting office for personality or physical defects and for other causes.¹⁰

DETAILED STUDY

A detailed study was made by the Personnel Procurement Division of the reasons for the rejection of Spar applicants (W-10) for the months from July 1, 1943, through December 31, 1943.¹¹ During this six month period, a total of 6,050 women applicants was interviewed. (This study defined an "applicant" to be "A person who meets the minimum age and educational requirements, has probably filled in an application blank and has been granted an interview rather than a person who simply made an inquiry about the Spars.") Figures were presented on the disposition of 5,176 of these applications. Sixty per cent of these applicants were found acceptable for enlistment and forty per cent were disqualified because of failure to pass the aptitude test, or the medical examination, or the personal interview, or for other reasons.

REASONS FOR REJECTION OF SPAR APPLICANTS (W-10)

1 July, 1943-31 December, 1943

Total applicants for W-10..... 6,050

Applicants the disposition of whose records

is known..... 5,176

Applicants accepted for enlistment.....3,122

Applicants disqualified by aptitude test.....568

Applicants disqualified by medical examination.798

Applicants disqualified by interviewing officer.587

Applicants disqualified for "other reasons"....101

Total applicants disqualified.....2,054

PHYSICAL REJECTIONS

A detailed break-down of the reasons for rejection on the physical examination disclosed some striking figures. The above table shows that physical disqualification accounted for about 38% of the total rejects. This percentage is really very high when one remembers that usually only those applicants who had already successfully passed the aptitude test and had received a satisfactory mark on the personality interview with an officer were given a physical examination. This Personnel Procurement report goes on to state that of 3,080 individual medical examinations of Spar W-10 applicants made by doctors

JEAN FOX, PHARMACIST'S MATE 3c, FROM HARTFORD, CONN., TAKES THE TEMPERATURE OF A SPAR IN SICK BAY



Of the United States Public Health Service there were 737 rejections for failure to meet the physical standards. Thus 1/4 to 1/3 of the applicants for enlistment who were, we may assume, otherwise satisfactory, were not able to meet the very reasonable physical requirements of the Spars.

PHYSICAL
CAUSES

Because of the incomplete returns from the examining officers in the field, it is difficult to make all the figures tally exactly with each other. There follows a table showing the major reasons for rejection because of failure to meet the physical requirements. The cases in this table total 857 cases.

Reasons for Physical Rejection of Spar Applicants (W-10)

<u>General Classification</u>	<u>Largest subdivision</u>	<u>number</u>	<u>Per cent</u>
VISION	(Refractive error....157)	185	21.5
WEIGHT	(Obesity....84)		
	(Underweight....57)	141	16.4
CARDIO-VASCULAR	(Valvular heart disease..51)	112	13.0
TEETH	(Insufficient number....43)	100	11.6
MUSCULO-SKELETAL	(Underheight.....15)	72	8.3
GENITO-URINARY-MENSTRUAL		49	5.6
EAR		39	4.5
NEUROLOGICAL		33	3.8
PULMONARY		22	2.5
MISC.		16	1.8
NOT STATED		91	10.5

TOTAL NUMBER OF REJECTS

857

OTHER
CAUSES

On the basis of the available reports and records, it is difficult to summarize the chief reasons for rejection of Spar applicants by recruiting officers. Very often an applicant was rejected for more than one reason. Sometimes the formal reason recorded was not the real reason for rejection. Forty-three Spar recruiting officers who replied to a questionnaire sent to them from Headquarters listed what they regarded as the chief reasons for rejection of Spar W-10 applicants.¹² Their two reasons mentioned most frequently as being the main reasons were:

- (1) Emotional instability;
- (2) Poor appearance, speech, manners, lack of poise, etc.

Two other causes that received considerable mention were:

- (3) Lack of adaptability to military life;
- (4) Unfavorable confidential reports from past employers, schools, etc; police records.

Then, less frequently mentioned but still important causes for rejection were:

AT LAFAYETTE, LOUISIANA, SPARS ROSEMARY STOLZ AND KATHERINE DREXEL
START OUT BY BUGGY ON A SPAR RECRUITING TRIP



- (5) Apparent lack of sincerity or desire to be of real service;
- (6) Poor background - home conditions, marital history;
- (7) Low (not failing) aptitude score plus mediocre job experience;
- (8) Poor work experience, frequent change of jobs;
- (9) Misrepresentation of facts.

VITALIZED PROGRAM FOR RECRUITERS

With the beginning of a new year, Headquarters circulated to all the Spar recruiting officers suggestions for a vitalized recruiting program for the year 1944. In an official but informal letter to the recruiters, "Memorandum for Recruiting Officers,"¹³ there was set forth in clear terms what was believed to be the philosophy of a recruiter:

"Recruiting is not a job for a sitter. It is an aggressive promotion job....It is a challenge because it is a tough assignment. It requires the skillful use of all the selling media available. Not only does it take continual educational promotion concerning all of the women's services but it takes hard personal selling of the SPARS..not just by getting some newspaper and radio publicity and then sitting in an office until applicants walk in...but by going out in the field to talk to prospects and their families."

QUESTIONS FOR RECRUITERS

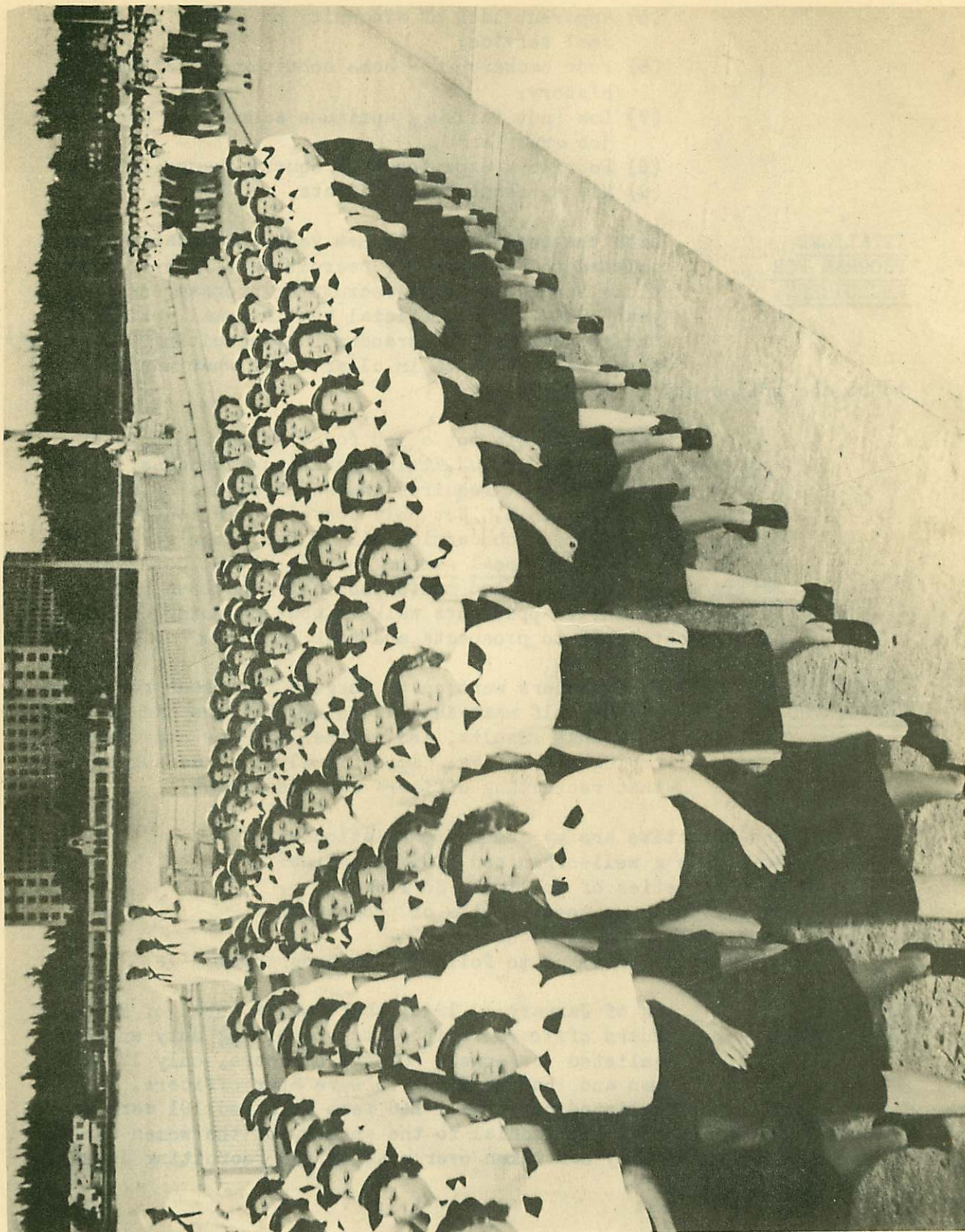
Headquarters went on to suggest that each recruiter ask herself what she was doing, how she did it and with what results, and whether she was constantly trying new things. Specifically, it was suggested that recruiting officers ask themselves:

How effective are my community relationships?
Do I have a well-organized office routine?
What varieties of publicity do I use?
Do I keep an up-to-date file of prospects?
Do I prepare new speeches?
Do I really continue to follow up on prospects?

SPARS AS RECRUITERS

As of January 1, 1944, there was a total of 77 Coast Guard officers assigned to recruiting duty and 337 enlisted personnel. Of the officers, only 12 were men and the remaining 65 were Spar officers. Of the enlisted personnel, 146 were male and 191 were Spars. These figures are a real testimonial to the ability of the women and to the speed with which they had taken over most of the recruiting duties.

SPAR RECRUITS AT PALM BEACH



NEW
COMPLEMENT

In mid-December, 1943, an increased Spar complement had been announced and this meant more Spars to be recruited. The new complement was to be 12,000 enlisted and 1,200 officers.¹⁴ Since a total of 489 officer candidates (W-9) and 6,103 enlisted (W-10) had been recruited by the end of December, the new quota left a total of 711 officers and 5,897 enlisted Spars to be recruited. The table shows Spar enlistments from December, 1942, through December, 1943.¹⁵

SPAR ENLISTMENTS BY MONTHS
December, 1942 through December, 1943

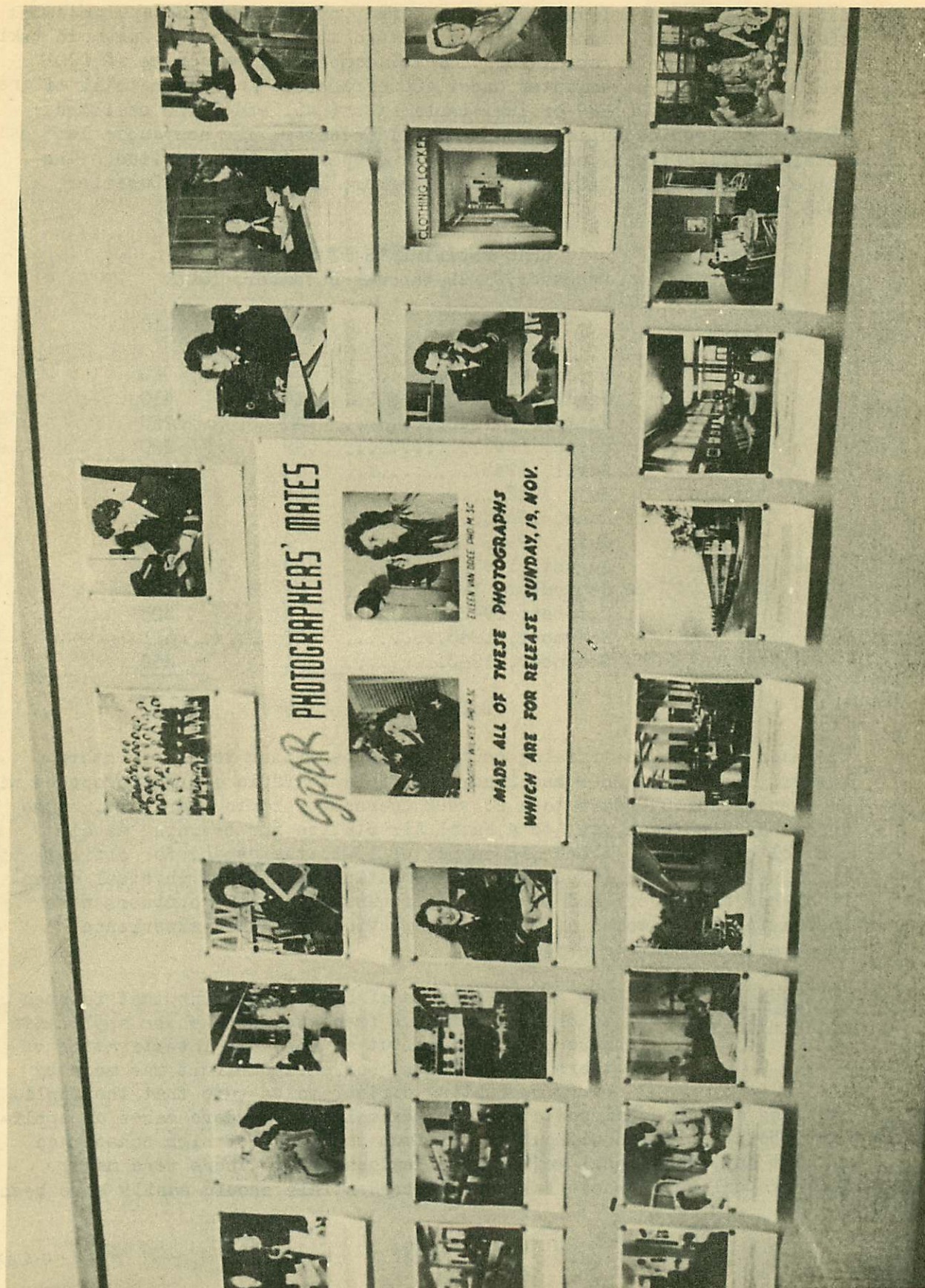
	W-9	W-10
December, 1942.....		69
January, 1943.....	18	410
February, 1943.....	40	730
March, 1943.....	49	680
April, 1943.....	54	543
May, 1943.....	55	429
June, 1943.....	54	319
July, 1943.....	0	372
August, 1943.....	69	671
September, 1943.....	62	578
October, 1943.....	0	528
November, 1943.....	57	411
December, 1943.....	31	363
Totals	489	6,103

The main specialist training continued to be either yeoman or store-keeper. However, a new and important field in radio operation opened with the sending of 60 Spars to a 20-week course for radio operators. Some Spars had also been sent to a Naval Air Station for training as air control operators. Since mid-summer of 1943, the demand for officers with teaching experience (especially in domestic science and physical education) had fallen off and the service requests for Spar officers were increasingly for women officers with previous business experience, especially accounting experience.

INADEQUATE
INVESTIGATIONS

One of the aspects of Spar recruiting that is open to criticism is the frequency with which applicants were enlisted without an adequate investigation of their backgrounds. Not enough effort was made by every recruiting officer to be sure that the applicant was all she claimed to be. For example, there were cases of applicants being enlisted without the minimum two years of high school and without any educational waiver from Headquarters. There were many underage enlistees whose false birth credentials should easily have been

A SPAR'S LIFE IN THE NEW U. S. COAST GUARD BARRACKS IN WASHINGTON, D. C.
RECORDED FOR THE PRESS BY SPAR PHOTOGRAPHERS MATES



detected. Some recruiting officers were far too prone to take credentials and written and verbal statements at their face value without making any effort to verify by an independent check. In the spring of 1944, Headquarters pointed out that most cities of any size had social welfare agencies whose records were available to the military services. But girls continued to be enlisted who were underage, or who had been mental patients of one kind or another, or who had unsavory police records.¹⁶

RECRUITERS'
GRIEVANCES

Recruiting officers, on their part, had many genuine grievances. All too often they lacked sufficient and planned public relations assistance and they lacked adequate information on the types of assignments available. There was not enough cooperation and joint planning between recruiting and public relations officers and there was too much of a gap between Headquarters and the field. Due to a general policy of decentralization there was no real Headquarters' control over the recruiting personnel except through the District Coast Guard Officers. Recruiting was consequently more of a district activity than a nationally planned and administered program. This gap made for a time lag and often meant that local recruiting went on pretty much as an entity all its own. The individual recruiting officers needed more help and guidance than they received. They needed good publicity effort and materials designed to reach the groups most easily interested and most useful to the service. They needed money for local campaigns and activity.

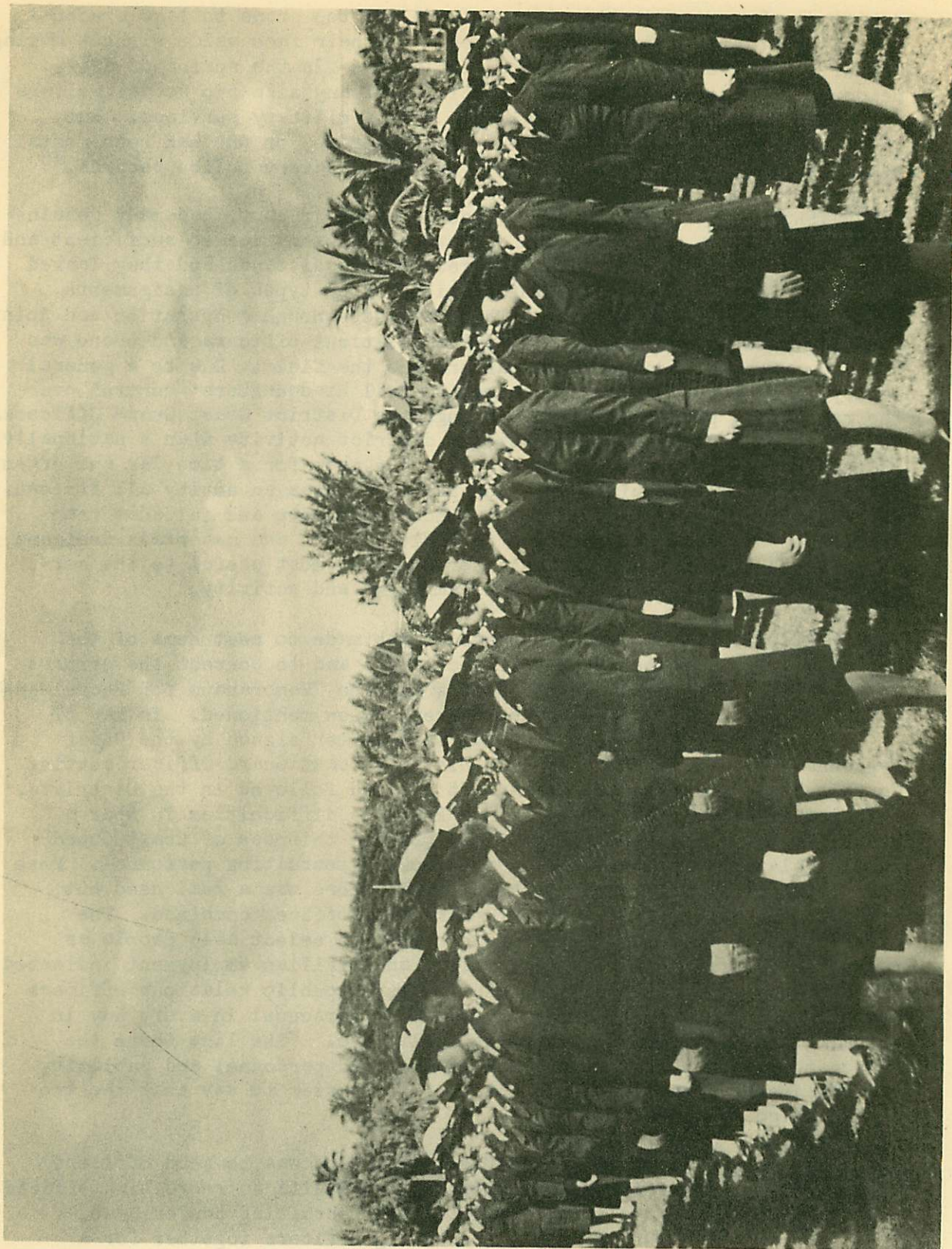
MORE PUBLICITY
NEEDED

Considerable effort was made to meet some of the needs of Spar recruiters and to correct the errors. The use of letters and the "Memorandum for Recruiting Officers" have already been mentioned. In May of 1944, a Headquarters' letter signed by the Chief Personnel Officer was sent to each District Coast Guard Officer setting forth certain policies the Commandant desired followed in the Districts.¹⁷ This letter stated that Headquarters knew the difficulties in Spar recruiting; (1) the keen competition; (2) the thinness of Coast Guard Public Relations facilities; (3) the lack of recruiting personnel. More recruiting personnel could be asked for if there was a real need but Headquarters wanted male and Spar recruiting offices combined. The District Coast Guard Officers were directed to select able people as recruiters, personnel whose personality and civilian employment indicated an adaptability for recruiting. Furthermore, public relations officers were to be instructed to assist procurement personnel in every way in bringing the Coast Guard before the public eye. "The line where the responsibility for the procurement of enlisted personnel and publicity meet has never been clearly defined. It is easier to say that the two functions go hand in hand."

DISTRICT
RECRUITING
CONFERENCES

Another and effective method was to send officers from Headquarters out on visits to recruiting offices and to arrange district recruiting conferences. Bringing the recruiting officers together for a

SPARS IN TRAINING AT PALM BEACH



series of discussions and talks was a good way to spread information and to pool recruiting ideas. A program for one of these conferences, held for the Ninth-Cleveland District, April 20-22, 1944, included the following topics: Recruiting Problems and Procedures; Available Public Relations Materials; Officer Candidate Selection; Trends in Recruiting; and a Round Table Discussion on Mobile Units.

WHY SPARS JOINED

One of the more tangible results of another recruiting conference held in the Ninth-St. Louis District on February 7-8, 1944, was the tabulation of information on why Spars had joined the service.¹⁸ Answers were returned to a questionnaire by 126 enlisted Spars of the District, about 40% of the total then stationed in the District. The age distribution shows that of those answering the questionnaire, 59% were 22 years of age or less, 31% were 23 to 28 years old, and only 10% were 29 years of age or over. Sixty-two per cent had husbands or members of their immediate family in a military service. About one-third of this group of SPARS had encountered parental objection to their plan of enlisting in the Coast Guard. The strongest parental objection to be overcome was the belief that if the daughter enlisted, the closeness of the family circle would be broken. About equal as an objection to be overcome was the feeling, especially with brothers and fiancées, that military service would change the girl or that military service was no place for a woman. Other, but less strongly held and less common objections to be overcome were the belief that military service for a woman was too great a sacrifice to make and the belief that women in military service were not all "good girls."

SOME REASONS

Naturally, the main stated reasons why these enlisted Spars had joined were closely allied to patriotic motives. A desire to be of more direct help in the war effort or a wish to relieve a man for active combat were the most frequently mentioned reasons for enlistment. Other, and very revealing secondary reasons were as follows:

A chance for self-improvement or advancement;
Opportunity for travel;
Escape from boring or uninteresting home or job;
Desire for excitement and adventure.

The answer to "Why did you join the SPARS" was given by 111 of the enlisted girls and here is a tabulation of their answers:

Because the Coast Guard is a small organization offering more chance to make friends and to be promoted.....	61
Because there is a better type of girl in the Spars.....	19
Because the individual or her family were already Coast Guard conscious.....	19
Because of the effort of the Spar recruiter.....	12

PARADE GROUND OF THE U. S. COAST GUARD ACADEMY AS SPAR CADETS DRILL WHERE MEN HAVE DRILLED FOR YEARS



QUOTA
MET

The data from this questionnaire, inconclusive though they may be, at least suggest some of the problems of human motivation faced by Spar recruiting officers. The persistent problem remained how to overcome a rather general disinterest among women in any kind of military service and how to turn the created interest into a direct desire to join the Women's Reserve of the Coast Guard. How to work up interest in women in uniform and how to spread information about the Spars? That the job of Spar recruiting continued to be done in a satisfactory manner is evidenced by the fact that the original 8,000 quota of Spars for June 1, 1944, was met. As of June 3, 1944, the total number of Spars was 8,371 in the following categories:

OFFICERS

Assigned..... 664
In training (Academy)..... 63
In training (Pay and Supply)... 44

Total..... 771

ENLISTED

Assigned.....6131
In training.....1193
Inactive duty..... 276

Total.....7600

GRAND TOTAL.....8371

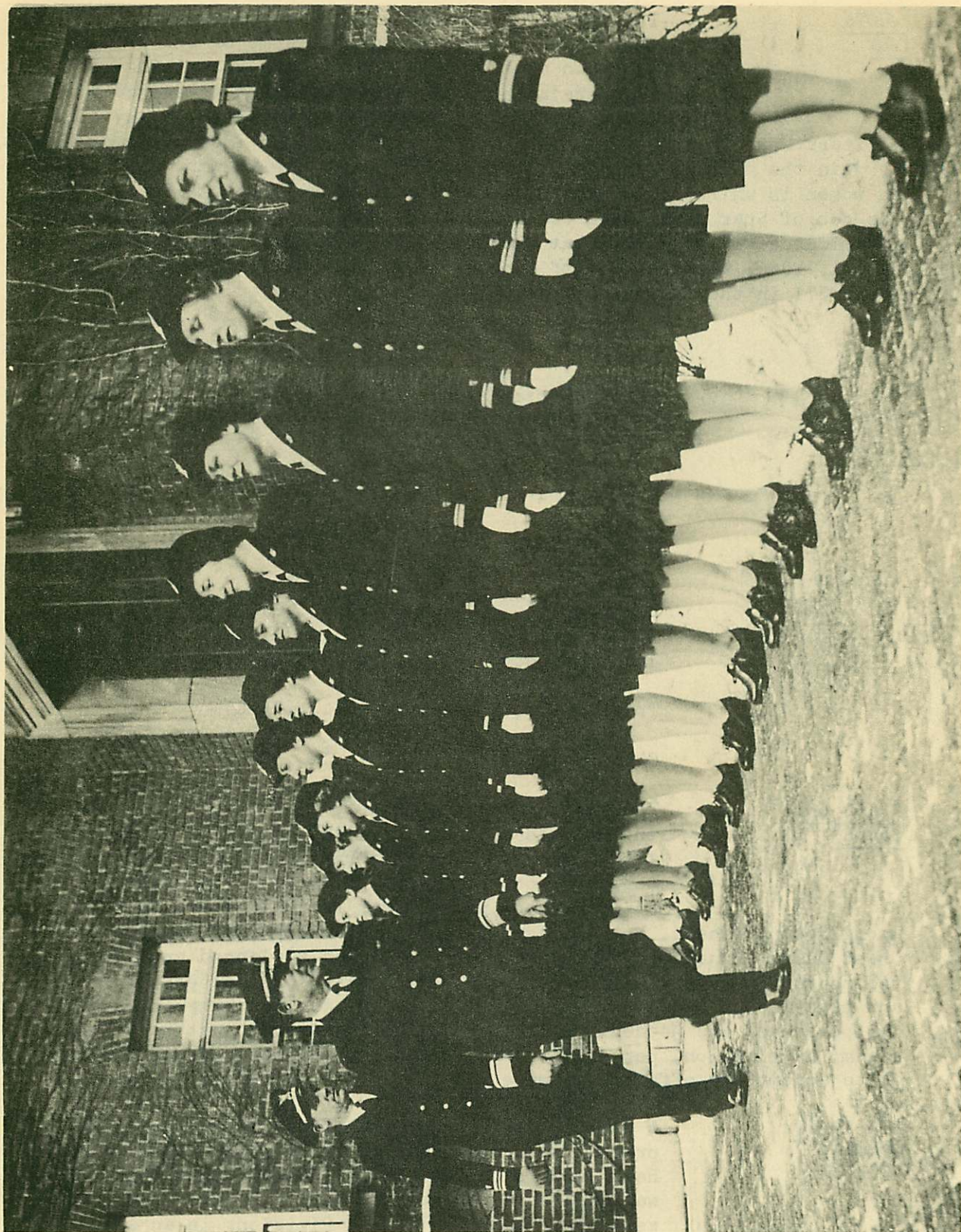
"TARS AND
SPARS"

The musical and dance show, "Tars and Spars," was on the road in east coast cities during the summer of 1944 and this helped to bring the Coast Guard to the notice of prospective applicants. How much direct help the show was to Spar recruiting was debated among Spar officers, but all agreed that it did help make people more Coast Guard conscious. What was more needed was a planned and integrated recruiting and public relations program based on the best procedures and practices that were known. In many cases, too, a change of recruiting personnel was needed. Recruiters to be successful must have enthusiasm, imagination, personality, and brains. And not every otherwise quite acceptable officer can make a satisfactory recruiting officer.

TEN POINT
PROGRAM

A direct impetus toward a better planned recruiting program was the result of a conference held at Headquarters on May 22-23, 1944.¹⁹ This conference was called at the recommendation of the Women's Reserve and Public Relations Divisions in an effort to achieve better results in Spar recruiting. It had at last become clear

SPAR CADETS AT U. S. COAST GUARD ACADEMY



that effective recruiting required not only close cooperation but also a single, previously agreed upon program. This conference was attended by about a dozen officers including representatives of the Women's Reserve, Personnel Procurement, and Public Relations Divisions at Headquarters, and by representatives from recruiting in the field and from the Magazine Unit at New York. A ten-point program of cooperation between Public Relations and SPAR recruiting was developed. This program included only new items and projects. The usual newspaper, magazine, and radio efforts were to be continued but the new program provided for the preparation and use of new recruiting features and aids. In addition, a new theme, "New Faces, New Places, A New Job," and a new slogan, "Don't be a spare, be a SPAR," were adopted for national use. It was agreed that the appeal of the publicity would be directed toward emphasizing:

The actual need of the service for the individual;
The lure of adventure;
New friendships;
New work opportunities.

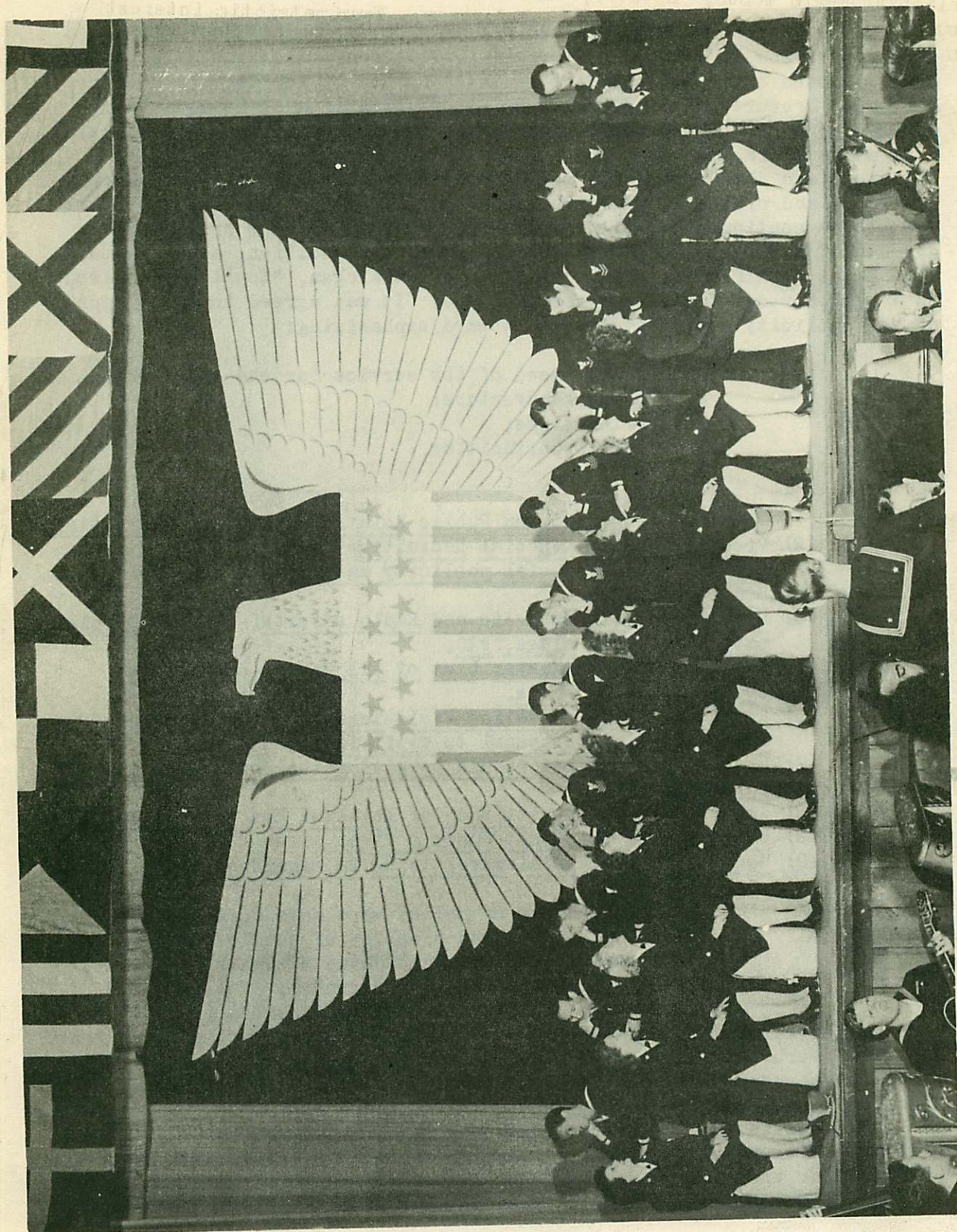
The ten actual points were:

- (1) Joint meetings between Public Relations and Spar Recruiting.
- (2) Preparation of a special Recruiters' Kit.
- (3) Preparation of special publicity material at the Training Station.
- (4) Development of new Music and Radio efforts. Window display material, radio plugs, etc.
- (5) Compilation of a Master List of all Spars. Useful for local publicity spots.
- (6) Assignment of a Traveling Field Team. Public Relations and Recruiting personnel to visit field units.
- (7) Use of returned heroes and special units for recruiting purposes.
- (8) Improvement of the Attitude of Enlisted Men towards Spars.
- (9) Effective use of Coast Guard movies.
- (10) Mention in commercial advertising in magazines.

OTHER CHANGES

Certain changes of policy were made during the summer. Headquarters adopted a policy of commissioning all satisfactory officer candidates 37 years of age and over as Lieutenants (junior grade). This enabled recruiters to offer an added inducement to older women who applied for enlistment in the W-9 classification. The basis for the district recruiting quotas was changed from population in the area to the number of personnel attached to the recruiting office. When a married applicant was interviewed Headquarters recommended that she be asked whether she had discussed her enlistment with her husband and whether he was in agreement with her intention. A standard letter was prepared at Headquarters for the use of recruiters in answering inquiries by Negro women. The letter was to read: "At the present time, the Coast Guard is not

COAST GUARD "TARS AND SPARS"



enlisting Negro women. However, this office will be very glad to keep your application on file for future reference. Your patriotic interest in the Spars and your desire to be of assistance are appreciated."

COOPERATION
OF TEMPORARY
RESERVE

Additional aid in the recruiting of women came from the members of the Temporary Reserve in the Coast Guard during the late summer. The Commandant and the Chief of the Temporary Reserve Division sent appeals to the commanding officers of units of the Temporary Reserve and the Volunteer Port Security Force to ask them to help in recruiting Spars for the 154th birthday anniversary of the Coast Guard.

NEW
PUBLICITY

During the fall of 1944, recruiters in the field were provided by Headquarters with new editions of various kinds of publicity. Prepared radio scripts, suitable for use over local stations, leaflets, posters, and other media were furnished. More of an effort was made to make the publicity materials conform to commercial advertising practices and to appeal more to the human, self-interest motive. The "Don't be a spare, be a SPAR" slogan appeared on cards and posters everywhere - taxicab windows, menu cards, commercial advertisements, stickers. The "Ten-Point" program was bearing fruit. The effort to put recruiting on a business-like and systematic basis and to adopt commercial advertising policies and techniques was evident during these final months of all-out Spar recruiting. An easily discernible and quite definite aid to recruiting was the result of a general public awareness of the definite post-war benefits assured to service personnel under the GI Bill of Rights. However much Headquarters might deprecate the obvious self-interest in applicants, it still remained true that many women considered the Spars as a worthwhile war-time career with a promise of very substantial post-war benefits and favors. In late October of 1944, following the direction of the Navy Department, the Coast Guard authorized its recruiting officers to accept Negro women for enlistment as W-10's provided they met fully the qualifications in effect for white women. Because the officer training program for civilians was at an end, no officer candidate applicants were to be accepted. Some Negro women were interested and did make inquiries. Up to April 1, 1945 four had made formal application for enlistment and had been accepted.

"BATTLE
STATIONS"

The long-awaited Spar movie, "Battle Stations," appeared in July but this was, like "Tars and Spars," more of an aid to public relations than to procurement. An objective test of audience reaction among some potential Spar applicants in New York City indicated quite definitely that "Battle Stations" did little to impel girls to join the Spars unless they already intended to do so.²⁰ The group of young women who were tested stated that the picture glorified service life too much, that they would have preferred to see some of the

SPAR RECRUITING DISPLAY IN A DEPARTMENT STORE



hard work, the drilling, the barracks life, and so on. They wanted to know just how their training and work background would enable them to fit into the Spars, and just what their chances of promotion were. It was the opinion of the Coast Guard officer who made the test of audience reaction that "slogans and inspiration stuff" were not of interest to civilian prospects. Instead, "they want cold hard facts and an absolute assurance that they are needed."

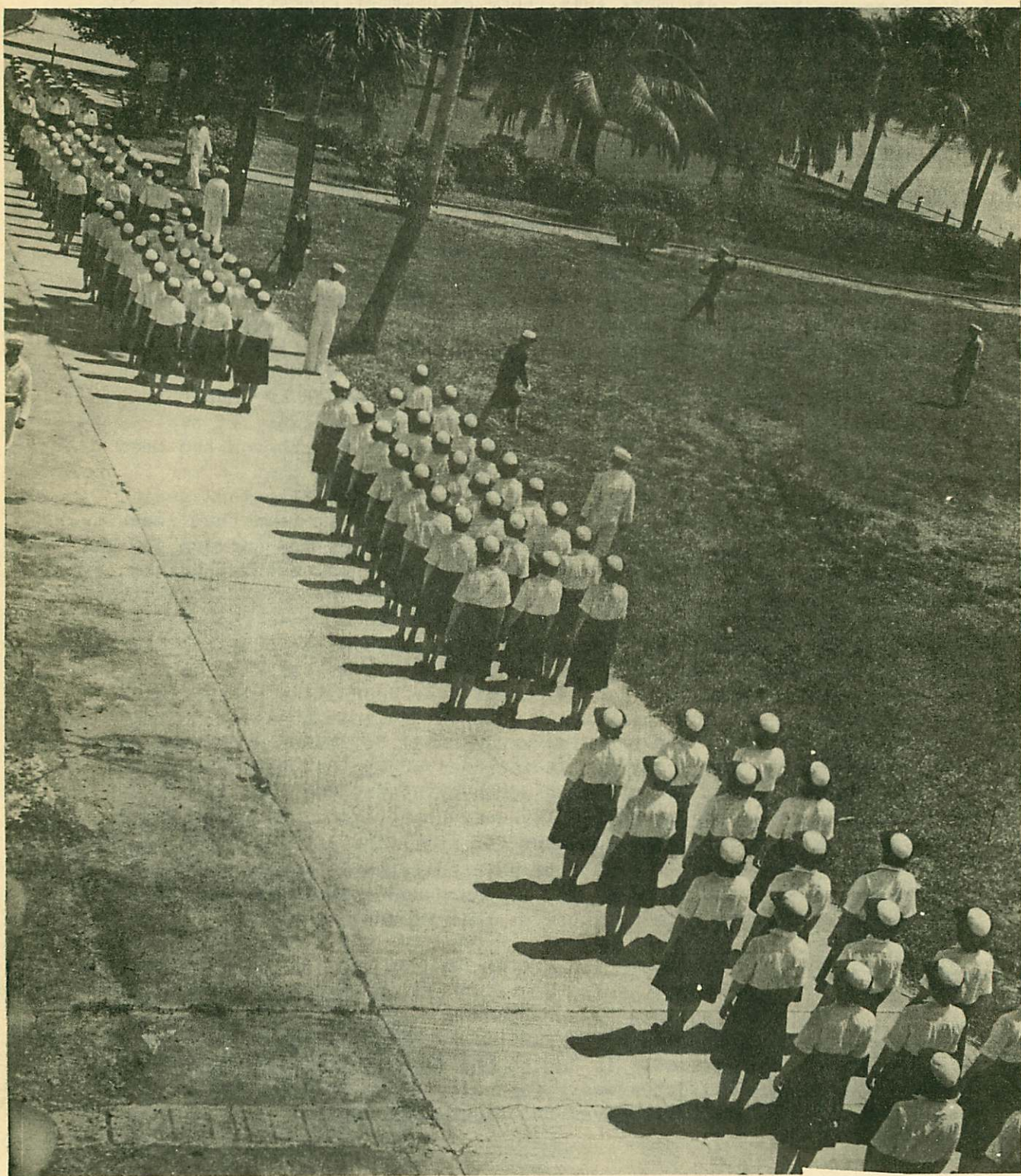
REACHING
QUOTA NOT
END OF
RECRUITING

A widespread belief in the fall of 1944 that the war in Europe would soon be over and general interest in "reconversion" were factors making it even more difficult to convince women that their services were needed in a military organization. Then, too, the widespread publicity campaigns put on by other services, especially the "slick" magazine advertising done by the WAC, made the competition quite difficult for the Spars. But Spar recruiting officers could take some measure of comfort in the fact that the Spar quotas were about to be filled. The last officer candidates had been recruited and Spar officer training had ended by December. On the second anniversary of the Spars, November 23, 1945, it was announced that the major part of the Spar recruiting program had been accomplished. The original idea had been to announce that "after 23 November, recruiting for Spars will be limited to meeting the special needs of the Service," but this was wisely changed to read that recruiting would be limited to meeting the special needs of the Service and the losses through attrition. Even so, the public announcement that the Spars would in the future recruit only for special needs and for attrition was misunderstood to mean that the Spars had stopped recruiting. The "Recruiting Newsletter" from Headquarters sought to correct this misapprehension and cautioned Spar recruiters not to refer to the reaching of the Spar quota as the end of Spar recruiting because such was not the case. Recruiting would go on. The next question to be settled was how many Spar recruits would still be needed under the new diminished recruiting program. It was decided by the Chief Personnel Officer that no more Spar officers would be needed and that the figure of about 920 as of December 1, 1944, was about right. He also stated that after November 23, "recruitment for attrition should be all that is necessary." ²¹ Since the attrition in enlisted Spar personnel was estimated to be about 100 a month, it was decided tentatively to fix the enlisted Spar recruiting quota at that figure.

1944
RESULTS

The Spar recruiting figures for 1944 show that a total of 164 civilian officer candidates and 4,316 enlisted were procured during the twelve month period. The relatively few civilian officer candidates is due to the fact that a large percentage of women officer candidates was being selected at this time from enlisted ranks. The table gives the figures by months:

SPAR DRILL AT PALM BEACH



SPAR ENLISTMENTS BY MONTHS

January, 1944, through December, 1944

	W-9	W-10
January, 1944.....	32 ...	485
February.....	0 ...	426
March.....	31 ...	422
April.....	0 ...	334
May.....	27 ...	289
June.....	0 ...	330
July.....	34 ...	330
August.....	0 ...	602
September.....	40 ...	442
October.....	0 ...	356
November.....	0 ...	322
December.....	0 ...	78
Totals.....	164	4316

Totals.....4480

MAIN CHAPTER OF RECRUITING IS CLOSED

With the close of the calendar year 1944, the main chapter of Spar recruiting was closed. During the 25 month period, over 11,000 women had signed enlistment contracts to join the Women's Reserve of the Coast Guard. Many thousands more had been interviewed.

And no one can say to how many hundred thousand young women of America a picture had been given of the purpose and spirit of the Spars. Recruiters can genuinely take pride in their part of the development of the Spar program. Perhaps to them, more than to any other single group of women reservists, goes the credit for introducing the Women's Reserve of the Coast Guard to the people of America and for setting an example of steady devotion and service.

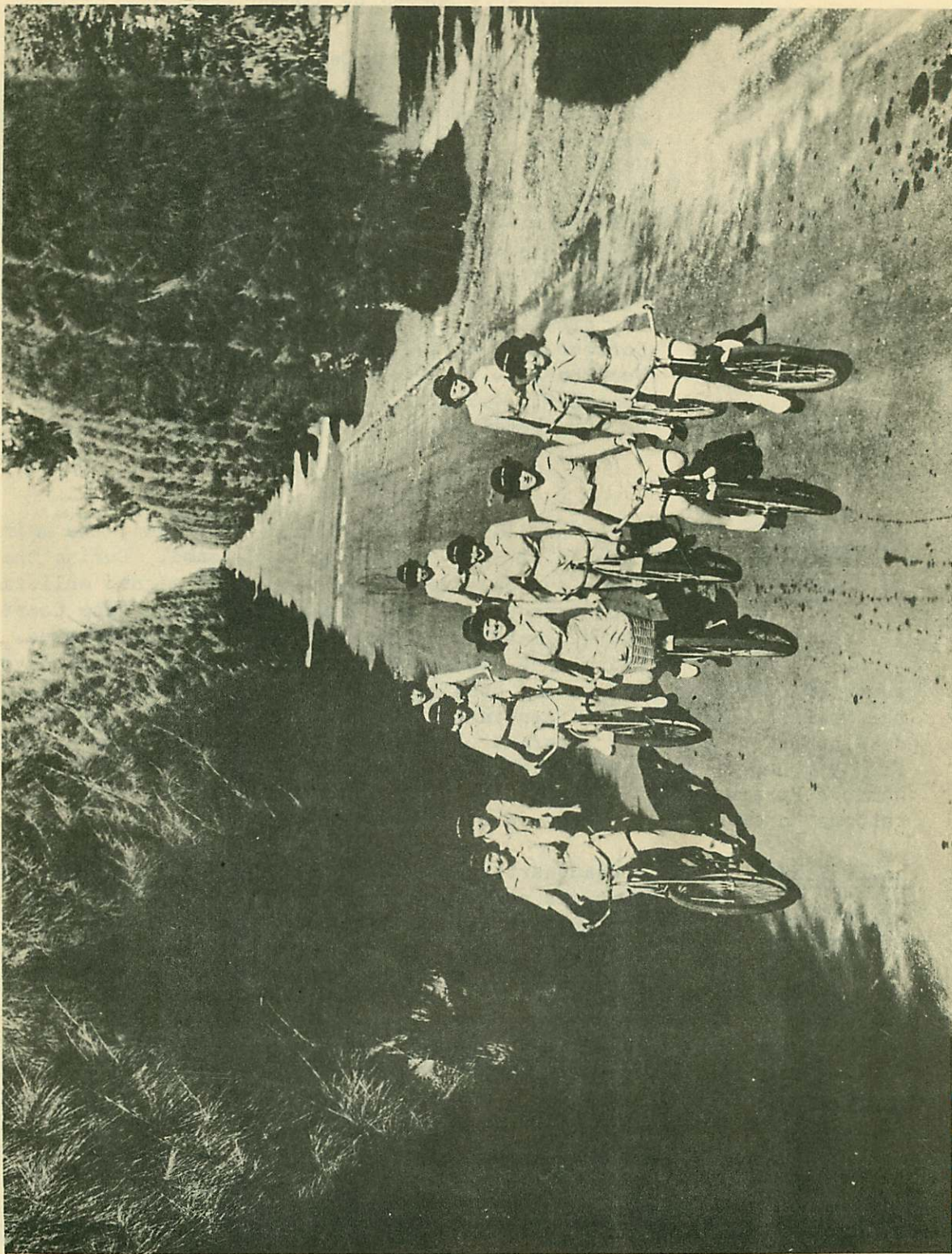
RECRUITING OFFICE STATISTICS

A Headquarters statistical study of Spar recruiting that was published in February, 1945, gives some comparative figures on recruiting results in the Districts and in the Recruiting Offices.²² This study unfortunately did not contain any explanatory text.

RECRUITING RESULTS: BY RECRUITING OFFICES

Location of Recruiting Office	Number of Recruiters	Total Number of Recruits per Year	Number of Recruits per recruit- ers per Year	Number of Recruits per Recruiter per Month
Worcester, Mass. (1 ND)	1	66	66	5.50

BICYCLING WAS A FAVORITE FORM OF RECREATION FOR SPARS AT THE
COAST GUARD'S PALM BEACH TRAINING STATION



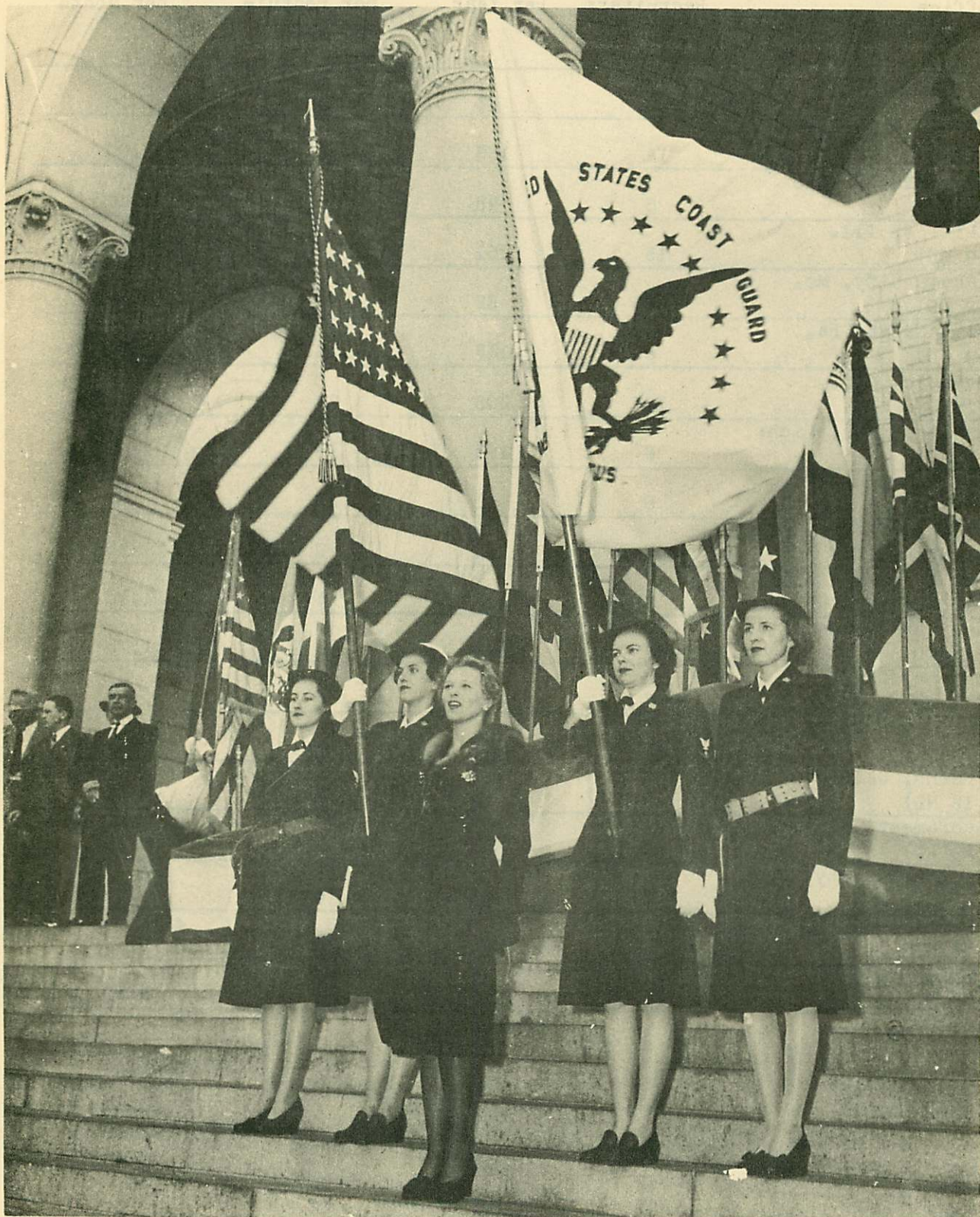
Location of Recruiting Office	Number of Recruiters	Total Number of Recruits per Year	Number of Recruits per recruiter per Year	Number of Recruits per recruiter per Month
Boston, Mass. (1 ND)	16	613	38	3.17
Albany, N.Y. (3 ND)	7	84	12	1.00
New York (3 ND)	11	465	42	3.50
Williamsport, Pa. (4 ND)	5	97	19	1.58
Philadelphia, Pa. (4 ND)	7	240	34	2.83
Washington, D. C. (5 ND)	3	48	16	1.33
Norfolk, Va. (5 ND)	8	43	5	.41
Baltimore, Md. (5 ND)	7	44	6	.50
Jacksonville, Fla. (6 ND)	5	58	12	1.00
Raleigh, N.C. (6 ND)	7	68	10	.83
Charleston, S.C. (6 ND)	10	58	6	.50
Miami, Fla. (7 ND)	14	93	6	.50
Birmingham, Ala. (8 ND)	5	56	11	.91
Dallas, Texas (8 ND)	4	60	12	1.15
Houston, Texas (8 ND)	6	66	11	.91
San Antonio, Texas (8 ND)	5	33	6	.50
New Orleans, La. (8 ND)	14	128	8	.75
Milwaukee, Wis. (9 ND)	7	195	28	2.33
Detroit, Mich. (9 ND)	7	195	28	2.33
Minneapolis, Minn. (9 ND)	7	145	21	1.75
Cleveland, Ohio (9 ND)	14	203	14	1.16

SPAR RECRUITS AT PALM BEACH



Location of Recruiting Office	Number of Recruiters	Total Number of Recruits Per Year	Number of Recruits per recruiter per Year	Number of Recruits per recruiter per Month
Omaha, Nebr. (9 N)	6	82	14	1.16
St. Louis, Mo. (9 ND)	14	166	12	1.00
Cincinnati, Ohio (9 ND)	6	98	16	1.33
Chicago, Ill. (9 ND)	15	251	16	1.33
Kansas City, Mo. (9 ND)	6	82	14	1.16
Pittsburgh, Pa. (9 ND)	8	147	18	1.50
Buffalo, N.Y. (9 ND)	10	205	20	1.66
Battle Creek, Mich. (9 ND)	6	103	17	1.41
Columbus, Ohio (9 ND)	6	61	10	.83
Oklahoma City, Okla. (9 ND)	7	62	9	.75
Los Angeles, Calif. (11 ND)	8	116	14	1.16
Long Beach, Calif. (11 ND)	9	192	21	1.75
Denver, Colo. (12 ND)	7	58	8	.66
San Francisco, Calif. (12 ND)	13	116	9	.75
Fresno, Calif. (12 ND)	5	6	1	.08
Sacramento, Calif. (12 ND)	6	20	3	.25
Salt Lake City, Utah (12 ND)	7	46	6	.50
Seattle, Wash. (13 ND)	8	147	18	1.50
Portland, Ore. (13 ND)	5	194	39	3.25

A COLOR GUARD OF SPARS PARTICIPATED IN THE SIXTH BOND DRIVE
IN LOS ANGELES, CALIF. CENTER FOREGROUND, ILONA MASSEY, SINGER



RECRUITING RESULTS BY DISTRICTS COMPARED WITH NUMBER OF AVAILABLE WOMEN

July 1, 1943 - June 30, 1944

District	Total Spar Enlistments	Available Civilian Women for Each Recruit Obtained	Recruiting Personnel Aboard
Boston	679	1262	17
New York	549	3421	18
Philadelphia	337	2969	12
Norfolk	135	5607	18
Charleston	184	6417	22
Miami	93	2908	14
New Orleans	343	5005	34
St. Louis	843	6525	60
Cleveland	1152	2121	59
Long Beach	308	1420	17
San Francisco	246	3608	38
Seattle	341	1232	13

SOME CONCLUSIONS

An examination of this chapter on Spar recruiting may suggest several conclusions. First of all, it would appear evident that any recruiting program to be successful must be accompanied by a well-planned, coordinated, up-to-date, and extensive publicity program. The publicity aids must be effective and available at the time when needed. Secondly, it would appear that care in the selection of recruiting personnel is time well-spent. A recruiting officer should be an experienced judge of personnel, able to evaluate both the individual applicant and her record clearly and correctly. Due to inexperience and to carelessness, some recruiting officers did enlist personnel who subsequently had to be discharged at a financial loss to the Coast Guard.²³ Many of the personnel misfits and the underage applicants could have been detected in the recruiting offices. Not only should recruiters have personnel experience and good judgment, they should also have, it would appear, enthusiasm, a good character, appearance, and personality. In many cases, it was a Spar recruiter, either officer or enlisted, who introduced the Coast Guard to the community. It is quite evident that a recruiter is a "public relations" agent for the Coast Guard and as such represents the service to the people of the community where she is. Thirdly, the need for continued direction from Headquarters as to recruiting policies and procedures seems evident. The individual recruiting officers, when assigned to duty, are under the authority of the District Coast Guard Officer. To avoid too great a variety of practices, Headquarters should regularly and officially inform the recruiters in the field on all matters pertaining to the procurement of personnel. A fourth, and last, observation concerns the apparent high rate of rejection for failure to meet the medical requirements. Available figures indicate that about one-fourth of all applicants who otherwise met the requirements were rejected for failure to pass the medical examination. Insufficient

SPARS SALUTE THE COLORS AS PART OF A PRACTICE DRILL AT THE
U. S. COAST GUARD TRAINING STATION AT PALM BEACH, FLORIDA



teeth, inadequate vision, obesity, or underweight accounted for fifty per cent of the medical rejections of those otherwise apparently qualified for enlistment.

ENLISTED SPAR AT PALM BEACH

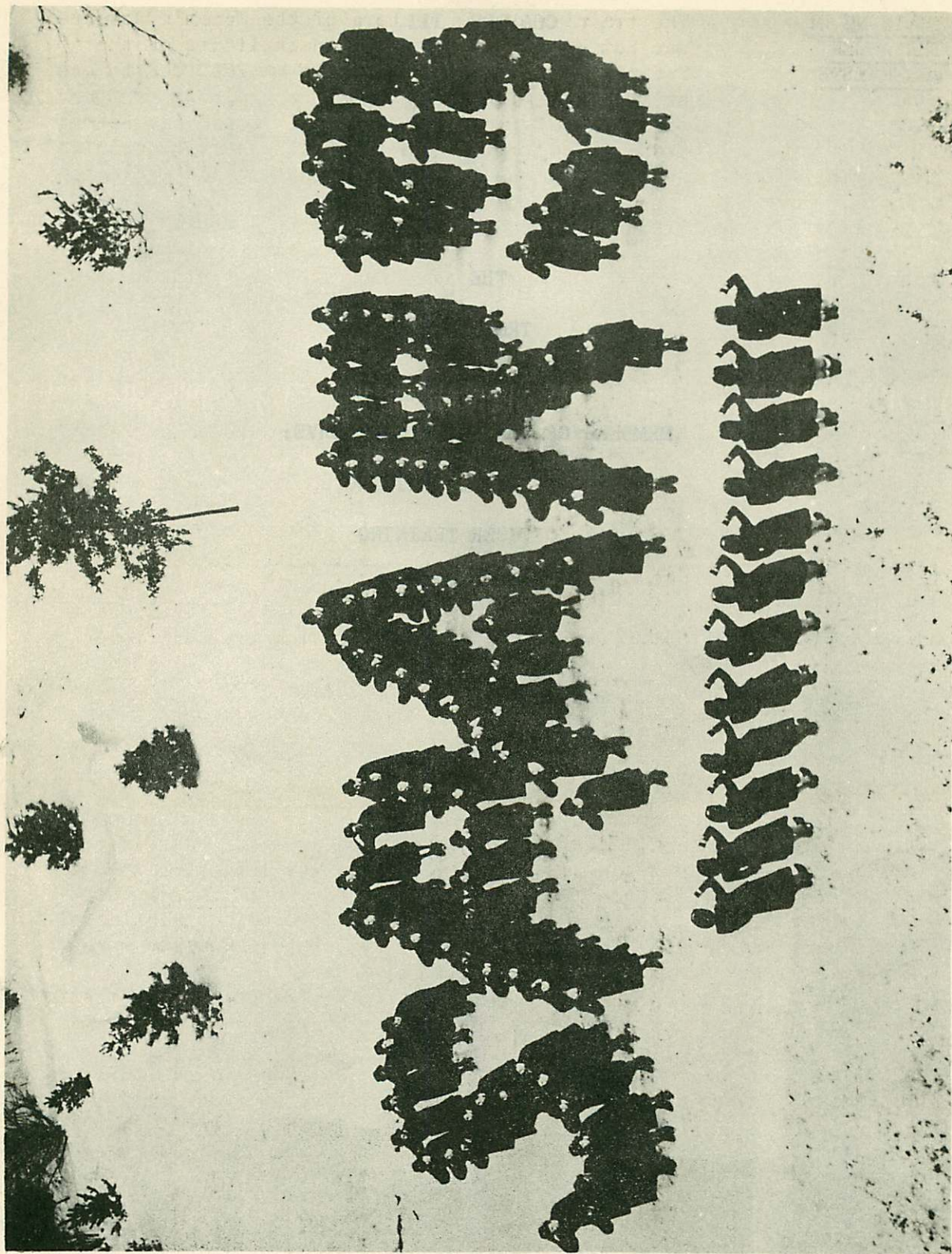


CHAPTER III

THE TRAINING OF THE MEMBERS OF THE WOMEN'S RESERVE:

- A. ENLISTED TRAINING
- B. OFFICER TRAINING
- C. SUMMARY FIGURES

EARLY SPARS AS WAVE MIDSHIPMENT, DECEMBER, 1942



TRAINING OF
THE WOMEN
RESERVISTS

The training of the members of the Women's Reserve was but one of the many responsibilities of the Training Division. At first it was decided to use existing Navy facilities for the training of Spar officers and enlisted personnel. Later, it became evident that the exigencies of the service required the establishment of separate Coast Guard indoctrination and training schools. However, a happy compromise was struck and the Coast Guard made use of the facilities of some special Navy schools for the training of women reservists of the Coast Guard while establishing its own training schools as needed. In the survey that follows, the training of the enlisted and officer personnel has been treated separately.

A. ENLISTED TRAINING

NAVY TRAINING
AGREED UPON

Even prior to the actual signing of the Act creating the Women's Reserve, it had been agreed by the Navy Department and by Coast Guard Headquarters that the women reservists of the Coast Guard would be trained, insofar as it was practicable, in U. S. Naval Training Schools established for training the members of the Women's Reserve of the Navy.¹ This agreement with the Navy was of tremendous help to the Coast Guard by making it possible to complete the training of much-needed personnel in much less time than if the Coast Guard had been required to establish in the beginning its own training centers.

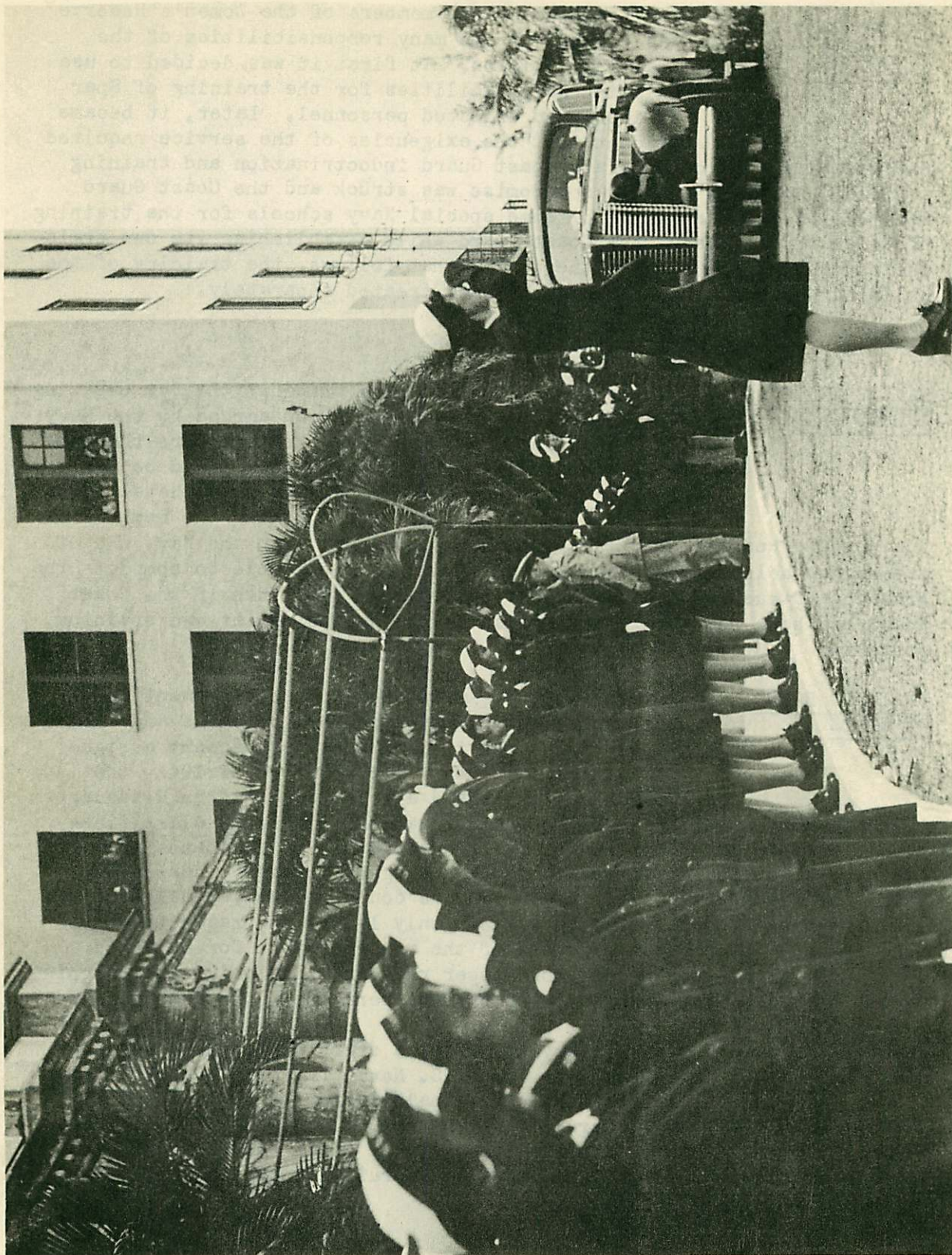
TRAINING BASED
ON NEEDS

Naturally, there was to be a direct connection between all training plans for the Spars and the plans of the service for their subsequent assignment to active duty. In September of 1942, the Commandant had asked all units to inform Headquarters how many women could be used and in what ratings and classifications. A tabulation of the returns from this survey indicates that the District Coast Guard Officers and Commanding Officers of Independent Units believed that a total of 4556 Spars could be used, consisting of 199 officers and 4357 enlisted women. Only 14% of the requests were for seamen. Seventy-two per cent of the requests were for enlisted personnel in the yeomen and storekeeper ratings. The only other significant number of requests were for trained personnel, preferably rated.²

RECRUIT AND
SPECIAL TRAINING

On February 17, 1943, a draft of enlisted Spars reported at the U. S. Naval Training School, The Bronx, New York (usually referred to as "Hunter"), for recruit indoctrination. From then on, at two week intervals, drafts of about 325 each convened at this School. Upon the completion of recruit indoctrination, those

REAR ADMIRAL L. T. CHALKER ARRIVING AT PALM BEACH



who already were trained or who had useful skills were sent to active duty. The others were selected for special training and were sent to Wave yeoman, storekeeper, or radio schools. The yeoman schools were at Cedar Falls, Iowa; and at Stillwater, Oklahoma. The storekeeper schools were at Bloomington, Indiana; Boston, Mass.; and Milledgeville, Georgia. The radioman schools were at Madison, Wisconsin and at Oxford, Ohio. During the time that Spars were trained in Navy schools, the recruit training period lasted about 5 weeks. At the conclusion of this boot training, the class was distributed approximately as follows:

To Yeoman School	50%
To Storekeeper School	30%
To Radio School	10%
To special billets as S2c or as strikers	10%

TRAINING
FIGURES AS OF
APRIL 1943

Figures as of 12 April, 1943, show that a total of 926 Spars was then under instruction at various Naval Training Schools and about 400 had already been trained and assigned to duty.⁴ The breakdown is as follows:

Enlisted Personnel

Assigned to Headquarters and to Units under Headquarters	151
Assigned to Districts	204
Total assigned	355

In Training at Navy Schools

Bronx (Recruit)	615
Madison (Radio)	28
Bloomington (Storekeeper)	84
Stillwater (Yeomen)	116
Total in training	843

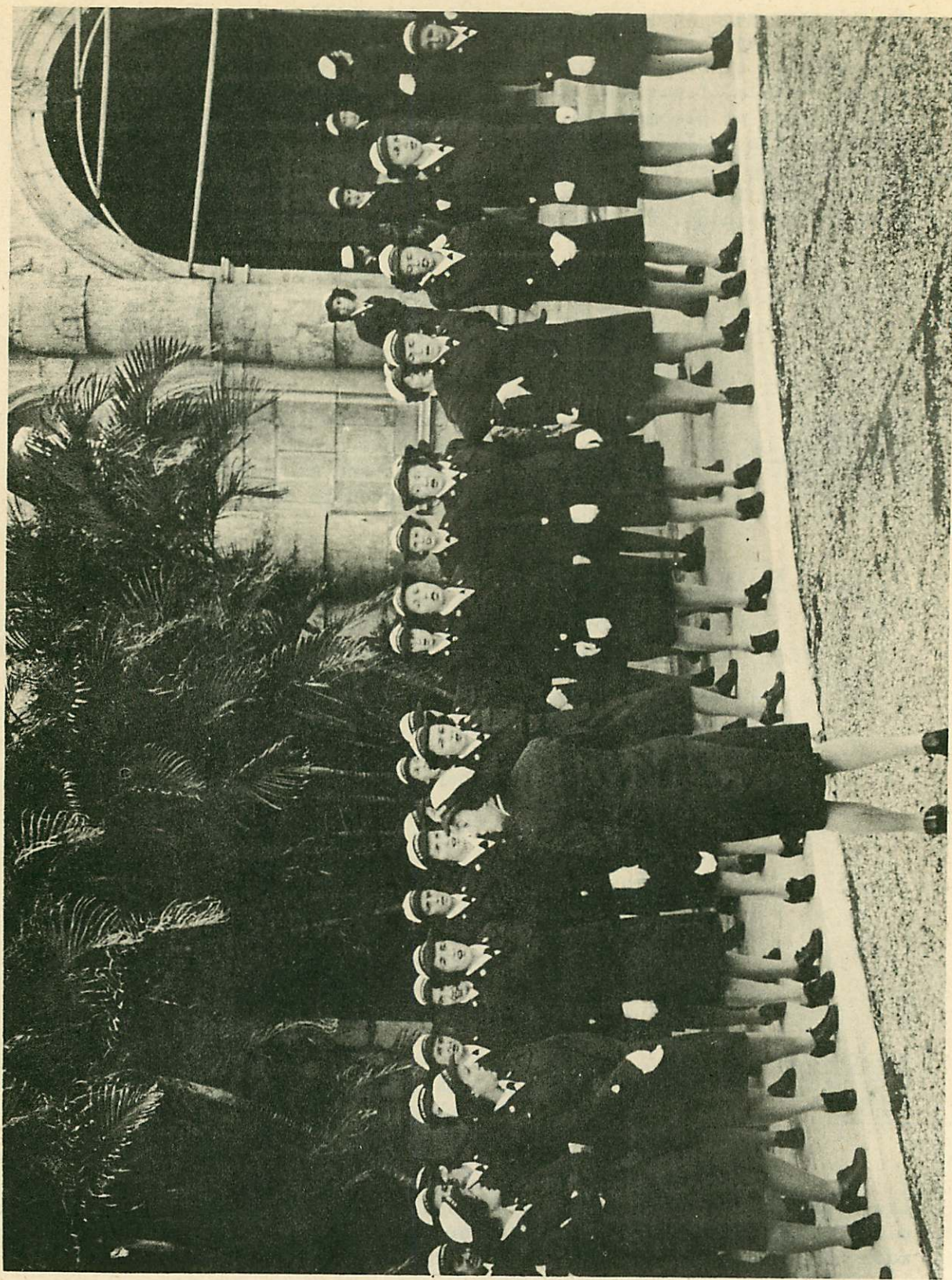
Officer Personnel

Assigned to duty	101
In training	
Northampton	83
Academy	36
Total in training	119

WITHDRAWAL
FROM NAVY
SCHOOLS

By the middle of March, 1943, Headquarters had reached the conclusion that the plan of using Navy training facilities, though very useful at the start, was not satisfactory as a permanent procedure.⁵ Much in the same way that recruiters were experiencing the difficulties of working in Navy offices, in training also there were too many differences between the two services to make continued close cooperation either efficient or satisfactory. Because the Navy was much bigger in size and with greater variety in its personnel needs, it

SPARS AT EASE SINGING



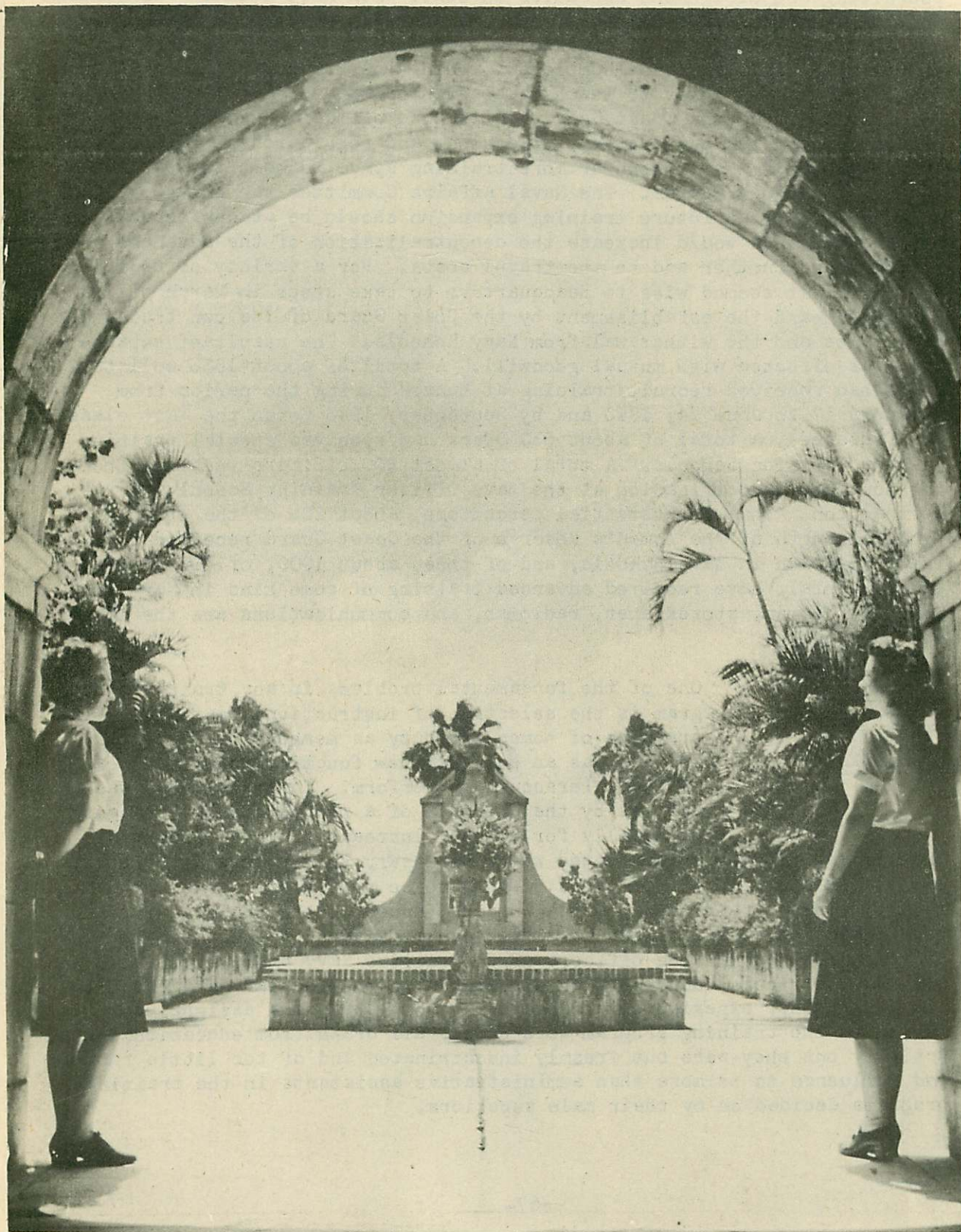
could establish and maintain training quotas with greater ease than the smaller Coast Guard. It was hard, too, for the Coast Guard to make its recruiting and assignment schedules dovetail with Navy training schedules. And the District Coast Guard Officers were asking for immediate assignments of Spar personnel as strikers without waiting for the yeoman or storekeeper training to be completed. Then, too, it seemed a further waste of time and money to teach Coast Guard personnel the Navy way of doing things when the Coast Guard had its own office and accounting procedures and its own history, tradition, and regulations. Furthermore, the Navy itself was in need of more training space to meet the stepped-up Wave training program. The Naval Affairs Committee was on record with the view that future training expansion should be at new schools in new areas. This would increase the decentralization of the advanced training and further add to the travel costs. For a variety of reasons, therefore, it seemed wise to Headquarters to take steps in March of 1943 looking toward the establishment by the Coast Guard of its own training facilities and the withdrawal from Navy Schools. The resultant separation was effected with mutual goodwill. A total of about 1883 enlisted Spars had received recruit training at Hunter during the period from February 17 to June 14, 1943 and by September, 1943 (when the last class was finished), a total of about 830 Spars had received special training in Navy Training Schools. A total of almost 200 officers received their introductory indoctrination at the Wave Officer Training School at Northampton. Thus a substantial percentage, about 20% of the present total strength of the Women's Reserve of the Coast Guard received some indoctrination in Wave Schools, and of these about 1000, or 10% of the present total, have received advanced training of some kind in Navy Schools (Yeoman, storekeeper, radioman, and communications are the most common types).

MALE NAVY
CURRICULUM
ADAPTED
FOR WOMEN

One of the fundamental problems in any training program is the selection of instructional material. The training of women for duty as members of a military service was an entirely new function for the Bureau of Naval Personnel to perform. This challenge was not met by the creation of a new curriculum designed especially for women. Instead, training programs

then in use for men were adapted where necessary to meet the differences due to sex and to probable types of duty to be performed. Thus the resultant Wave training curricula were patterned on the training given to the men and were designed to give women a picture of life in a man's service. The commanding officers of the various Navy training stations were Navy officers, usually with experience in the regular Navy but with little, if any, experience in education. Women officers assigned to assist in the training program were nearly all drawn from educational activity but they were but freshly indoctrinated and of too little rank and influence to be more than administrative assistants in the training programs decided on by their male superiors.

U. S. COAST GUARD TRAINING STATION TERRACE VISTA THROUGH ARCH



NAVY
INDOCTRINATION
COURSES

The indoctrination courses prepared for both recruit and officer candidates included the following subjects:

Military Etiquette and Customs;
Insignia;
Naval History;
Ships and Aircraft;
Naval Organization;
Navy Regulations.

Due to the shortness of the training period (about 5 weeks for recruit seamen) there was time to touch only very briefly on the above-listed subjects. The method of presentation was largely oral, usually in formal lecture form. Suitable text-books were non-existent. The students took down the notes as best they could and then studied from the notes. The training day was filled with requirements - medical examinations, "shots," uniforming, inspections, room and mess details, drill, physical education, interviews, watch standing. The pace was rapid, the regimentation great, and the amount of individualism practically nil.

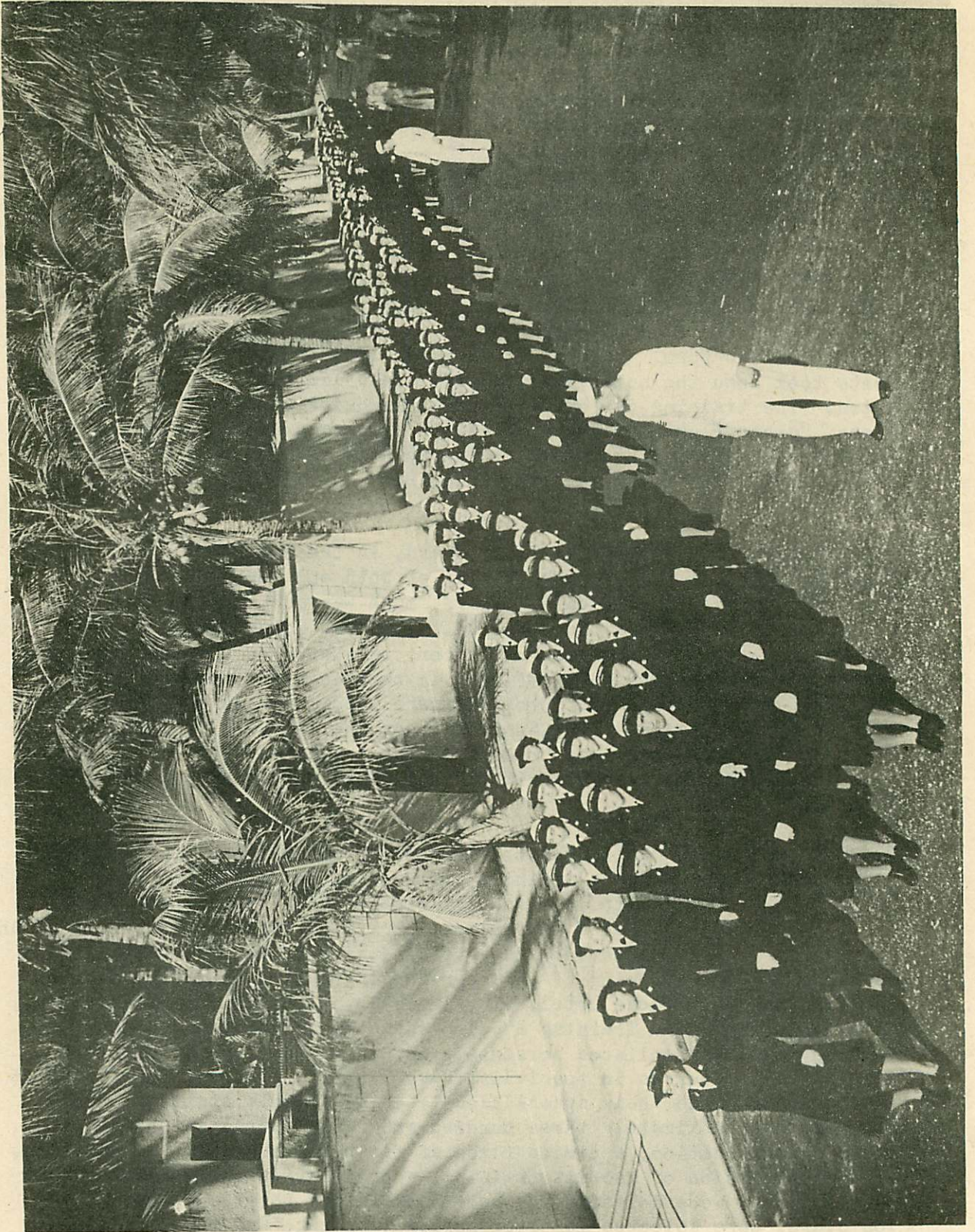
EARLY COAST
GUARD TRAINING

When the Coast Guard, in the summer of 1943, took over the training of both enlisted and officer candidate Spars, much was adopted from the Wave training program. This was quite natural. The Coast Guard officers in charge of the Spar training programs were like the Navy officers in thinking that the old male training and indoctrination programs were fundamentally sound and needed only some "adaptation." The Spar officers who assisted in the Coast Guard training program were themselves the products of Wave indoctrination. Besides, all recognized that there were very good aspects to the program.

RECRUITS AT
PALM BEACH

Although the decision to establish a separate Coast Guard training program for the Spars was reached late in March, it was not until two months later that a new enlisted training station was secured. An extended and careful survey of available facilities suitable for the training of Spar personnel resulted in the leasing of the Palm Beach Biltmore Hotel, at Palm Beach, Florida. On 23 May, 1943, this new Coast Guard Training Station was commissioned. Beginning late in June, all Spar enlisted personnel, with the exception of those completing their courses in specialist Navy Schools, received their recruit indoctrination and their specialized training at this station. Every two weeks, approximately three hundred and fifty recruits reported for basic indoctrination, a period fixed at first as four weeks in duration. At the completion of recruit training, approximately 140 women, or 40% of the class, were selected for yeoman training; thirty per cent, or 105 Spars, were selected for storekeeper training; and the remaining

BOOT TRAINING AT PALM BEACH



30% or 105 women, were assigned directly to duty as seamen second class or as strikers. The recruit training period was 4 weeks, the storekeeper training period was 12 weeks, and the yeoman course was from 4 to 12 weeks in length, depending upon the trainee's previous civilian training and experience. It was expected that the flow system would attain a peak load of about 2,170 trainees on the station at one time distributed as follows: in Recruit School, 700; in Yeoman School, 840; in Storekeeper School, 630.⁶

NEED FOR SPARS INCREASES

Midsummer of 1943 found the Coast Guard in full control of its training program. One of the key questions to be answered was how many Spars to train and in what particular specialties. It had been evident to Headquarters that the estimates from the field were at best only approximate guesses. These estimates invariably greatly underestimated the number of Spars who could be used. The development of amphibious operations, and the increased patrol, convoy, maritime inspection, and port security duties of the Coast Guard necessitated larger office forces to handle the additional paper work. The needs of the Service were subject to constant revision. An example is the shift in the estimates as to how many Spar communications officers and enlisted Spar radiomen could be used. The first estimate by the Chief of Communications, early in January of 1943, was that a total of 88 ensigns, 65 radiomen, and 40 teletype operators could be used. Naturally, in the initial stage of a program there was caution behind the estimates. About three months later, the estimates were increased to total 106 ensigns as communications officers; 70 radiomen; 85 teletype operators; and 63 telephone operators. Additional Spar radiomen, it was stated, could be used if housing problems could be solved. At the end of May, 1943, the estimates were revised again to total 157 ensigns, 70 radiomen, 75 teletype operators, and 71 telephone operators. Thus in a period of 5 months, the Chief Communications Officer increased his estimate as to how many trained Spar communications officers could be used from 88 to 157, an increase of about 80% over the original figure. The figure for Spar radiomen remained fairly constant during these months but it, too, was greatly increased in later estimates.⁷

TRAINING ESTIMATES FOR 1943

Early in May, 1943, Headquarters estimated that by the end of the year a total of 5,949 enlisted Spars would be trained and assigned to duty as follows:

Yeomen.....	1,722
Storekeepers.....	963
Radiomen.....	105
Seamen 2c and strikers.....	3,159

By the same date, December 31, 1943, it was estimated there would be approximately 2,170 enlisted women reservists in training as follows:

Recruits.....	700
Yeomen.....	942
Storekeepers.....	528

THESE BRIGHTLY-SMILING COAST GUARD SPARS POINT WITH PRIDE TO
A NEW STRIPE WHICH HAS JUST BEEN ADDED TO THEIR SLEEVES



These estimates were based on the expectation that 350 recruits would be ordered to Palm Beach every two weeks. The figures did not allow for attrition.⁸

REVISED
ESTIMATES
FOR 1943

Late in June 1943, it was found necessary to reduce the training estimates somewhat. The revision set a total of 4,047 as the number of enlisted Spars who would be trained and on duty by December 31, 1943. The new figures also took into account new training programs as follows:⁹

Yeomen.....	1039
Storekeepers.....	885
Radiomen.....	139
Ship's Cooks.....	115
Pharmacist's Mates.....	38
Commissary Stewards.....	38
Seamen or strikers.....	1932
Total.....	4186

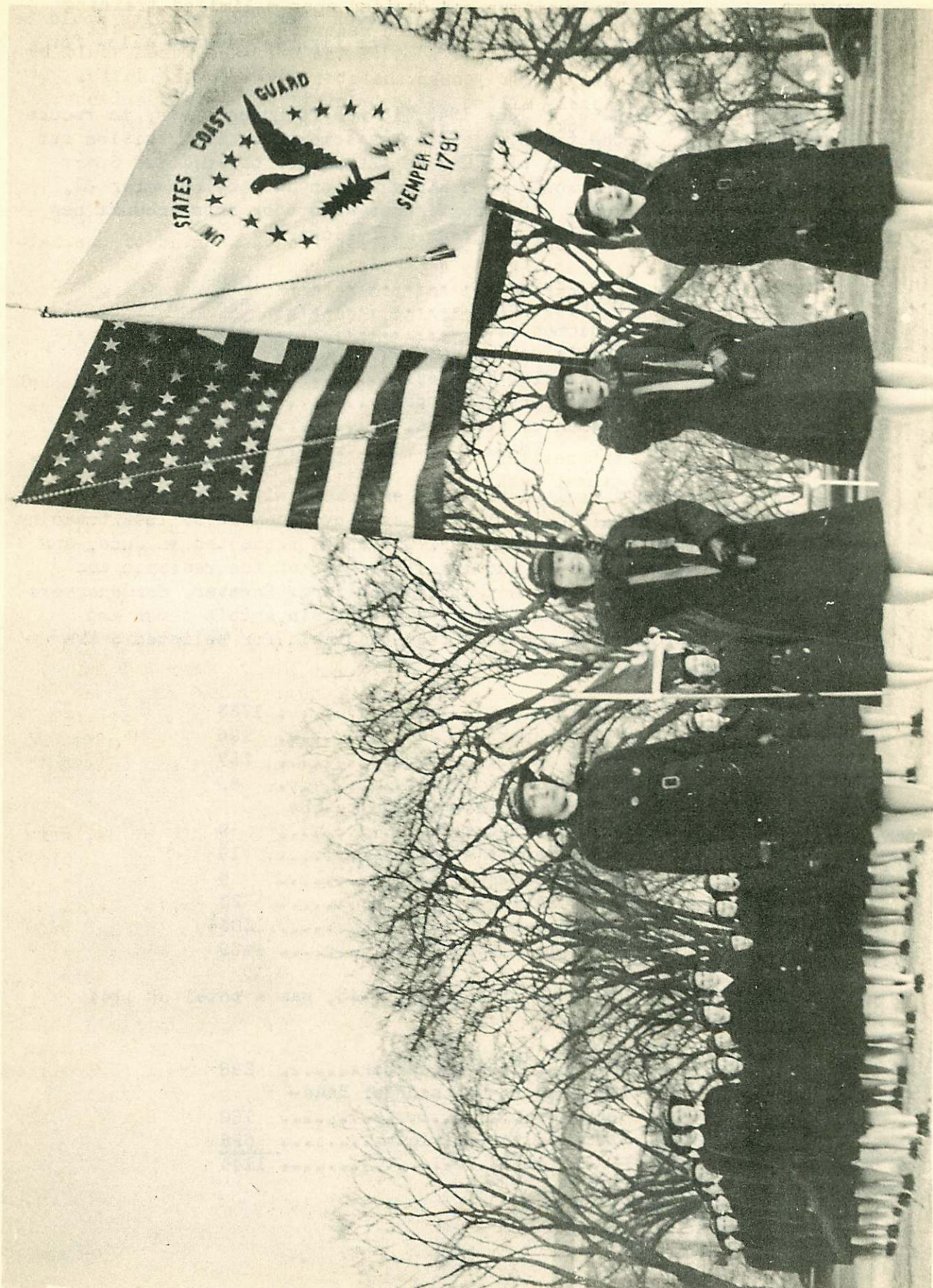
A comparison of these revised training estimates with the service requests as of June 26, 1943, shows that even by December of 1943 training would have trained only 1000 of the 1700 yeomen requested in June, and 885 of the 996 storekeepers, and less than half of the radiomen and pharmacist's mates requested six months earlier. However, Headquarters was planning in anticipation of requests to train ship's cooks and commissary stewards. The requests from the field for enlisted Spars as of June 26, 1943, were as follows:¹⁰

Yeomen.....	1733
Storekeepers.....	996
Radiomen.....	257
Pharmacist's mates.....	89
Billets closely allied to the PhM rating.....	9
Photographer's Mates.....	19
Ship's Cooks.....	9
Misc. ratings.....	23
Seamen.....	1304
Total.....	4439

Actually assigned to duty as of June 30, 1943, was a total of 1144 enlisted Spars as follows:¹¹

Assigned to Headquarters.....	288
Assigned to Units under Head- quarters.....	160
Assigned to Districts.....	696
Total.....	1144

SPARS ON PARADE



LIMITED
SPECIALIZED
TRAINING

Headquarters had decided upon a limited training program for the women reservists. It was well understood that most of the enlisted women would be assigned to yeoman and storekeeper work, duties closely allied to their civilian work experiences. A cooks and bakers training course was established at the Palm Beach Training Station late in June, 1943, organized supervision of pharmacist's mate strikers was also established but this in-service training was very limited in scope and did not lead to a rating. Of the 1,737 enlisted Spars assigned to active duty by August 12, 1943, a total of 876 Spars or 50% had received some kind of specialized training, but not necessarily a complete course. The breakdown shows that 66 enlisted Spars or 4% had received radioman training; 296 or 17% had received storekeeper training, and 514 or 29% had received yeoman training.

AGE OF
ENLISTED SPARS

What were the important characteristics of the women who were trained by the Coast Guard? A survey made in May, 1943, and based on 1,310 cases, gives some interesting data on the age, education, and occupational background of enlisted Spars.¹² The median age of these 1,310 enlisted women was found to be 22.73 years. The youthfulness of the enlisted Spar group is further emphasized by the fact that 66% of the total were under 25 years of age. And over 87% were less than 30 years old. Thus, only a relatively small per centage, 12%, was 30 to 35 years old.

EDUCATIONAL
LEVELS

The educational level attained by this early group of 1,310 enlisted Spars was high. Over 66% had completed high school and over 5% had completed college. Almost one-quarter had attended college for at least one year. Over one-fifth had attended trade, night, or business school. And only five per cent had failed to go beyond the level of two years of high school.

PREVIOUS PAID
EMPLOYMENT

Of these 1,310 enlisted Spars, only 42, or 3%, were listed as having no former paid employment. Approximately 75% had worked in either clerical or sales occupations. Nearly 10% had held a professional or a managerial occupation and another 10% had been employed in industrial occupations. None of these first 1,310 enlisted Spars had any paid experience in agricultural occupations. The mean or average number of years of paid employment was 3.32 years. The median number of years of paid employment was 2.21. Approximately 18% had over 5 years of paid employment. But 35% had only one year or less of paid employment. The average or mean weekly wage of the 1,268 enlisted Spars with previous paid employment was \$26.97, a figure considerably lower than the weekly pay and allowance for a seaman second class. Only 6% of the total received as much as \$40.00 or more a week.

IN SAN FRANCISCO SPARS FROM "CHI" SMILE AS THEY STRUGGLE AGAINST A
"NUMBER SIX BREEZE"



DISCIPLINE
IN BOOT
TRAINING

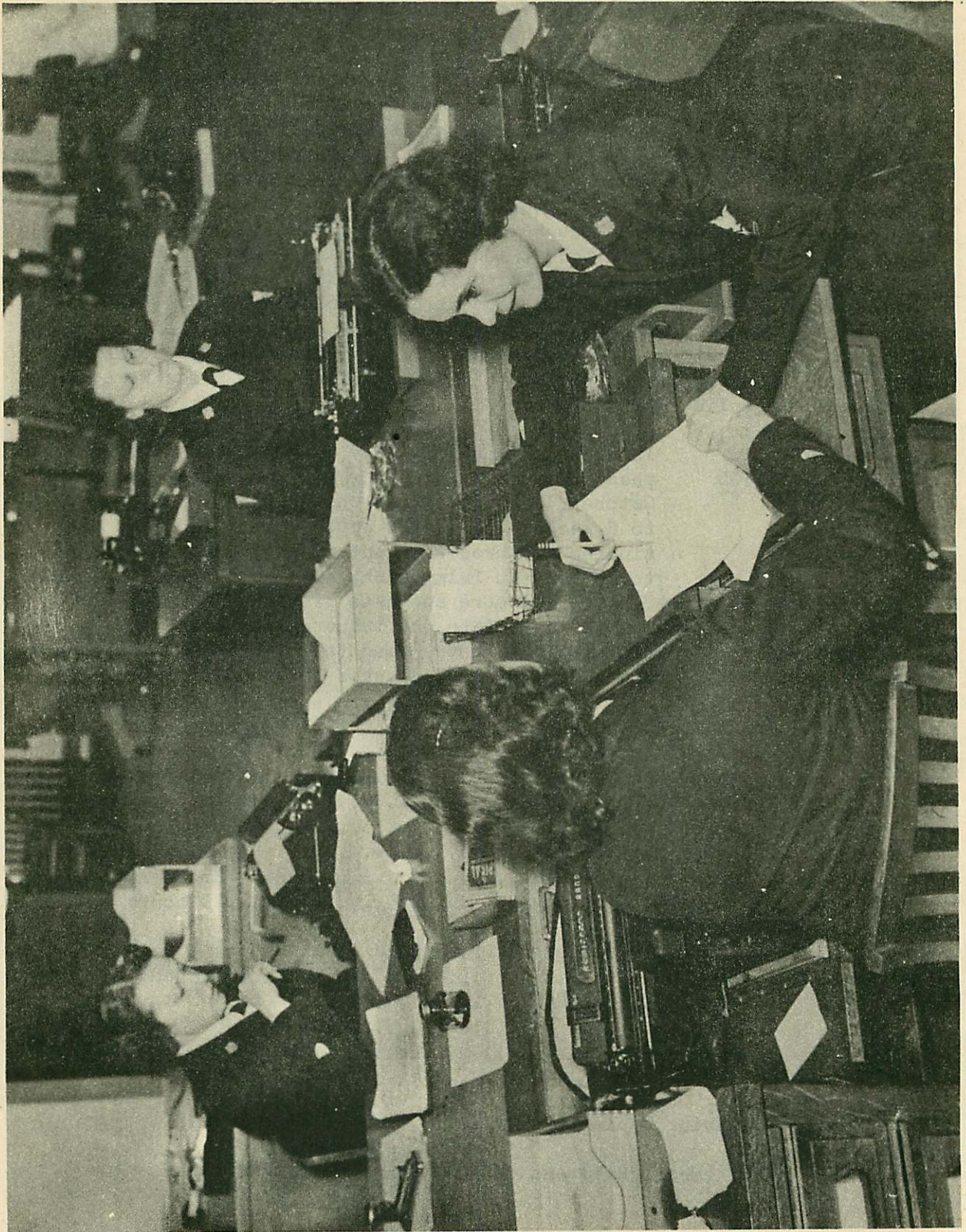
The purpose of the enlisted training program was stated to be the transformation of "Mary Jones, the civilian, into Seaman Jones, USCGR #13". The most significant part of the change was to be accomplished during recruit training, a short period during which the enlisted women were to be indoctrinated in the Coast Guard way of life. This Headquarters report stated: "Both important and minor decisions are made for the recruit and enforced through a military organization, the principles of which seem at first contrary to her civilian education. She is told what to do, what to say, when to sleep, when to eat, and what to wear." During this period of boot training, the recruit was uniformed, examined both physically and mentally, instructed as to her duties and obligations in the Coast Guard, and given information about the history and regulations of the service, its customs, and traditions. Recruit training was designed to bridge the gap from civilian to military life. The rules were exact and the discipline definite.

RECRUIT
TRAINING PERIOD
EXTENDED

In order more effectively to accomplish the purposes of recruit training, it was found desirable in October 1943, to extend the recruit training period to 6 weeks. Beginning October 25, 1943, and continuing at three week intervals, a class of 525 was to convene at Palm Beach. The additional two weeks of time were to make possible a more adequate presentation of the indoctrination courses, to facilitate the issue of uniforms, the giving of the medical examinations and "shots," and the classification process. Schedule for the 6 week recruit school courses included:¹⁴

Instruction on Coast Guard subjects	Hours
Coast Guard Activities.....	18
Coast Guard Organization.....	18
Coast Guard Personnel.....	18
Current Events.....	5
Social Hygiene.....	6
Total Instruction.....	65 hours
Supervised Study.....	20 hours
Physical Education and Drill	Hours
Body Mechanics.....	(not stated)
Swimming.....	24
Games.....	8
Drill.....	16½
Minimum Total.....	48½ hours
Beginning Typing.....	9
Duty (Mess, Maintenance and Watch).....	65

SPARS AT WORK



C-67820

Special	
Medical.....	3
Uniforming.....	7
Selection tests.....	6
Interviews.....	2
Minimum Total.....	18 hours

ASSIGNMENTS BASED ON TESTS

One of the important parts of the recruit training program was Testing, Classification, and Selection.¹⁵ This was designed to make the best training and duty assignments of the recruits, bearing in mind their abilities, background, interests, and the needs of the service. Shortly after their arrival, the recruits were given a series of tests designed to ascertain in an objective manner what their mental abilities were and also their clerical and mechanical aptitudes. The scores on these tests plus the results on the general intelligence test given in the recruiting office gave the Selection Officer a rather complete picture of the recruit's mental abilities and her skill potentialities in clerical and mechanical work. An interview card, complete with information about the recruit's education, training, and work experience, plus information gained through interviews with trained classification interviewers, and a profile of the test scores enabled the Selection Officer to make her final recommendations to Headquarters as to assignment either to duty or to specialized training.

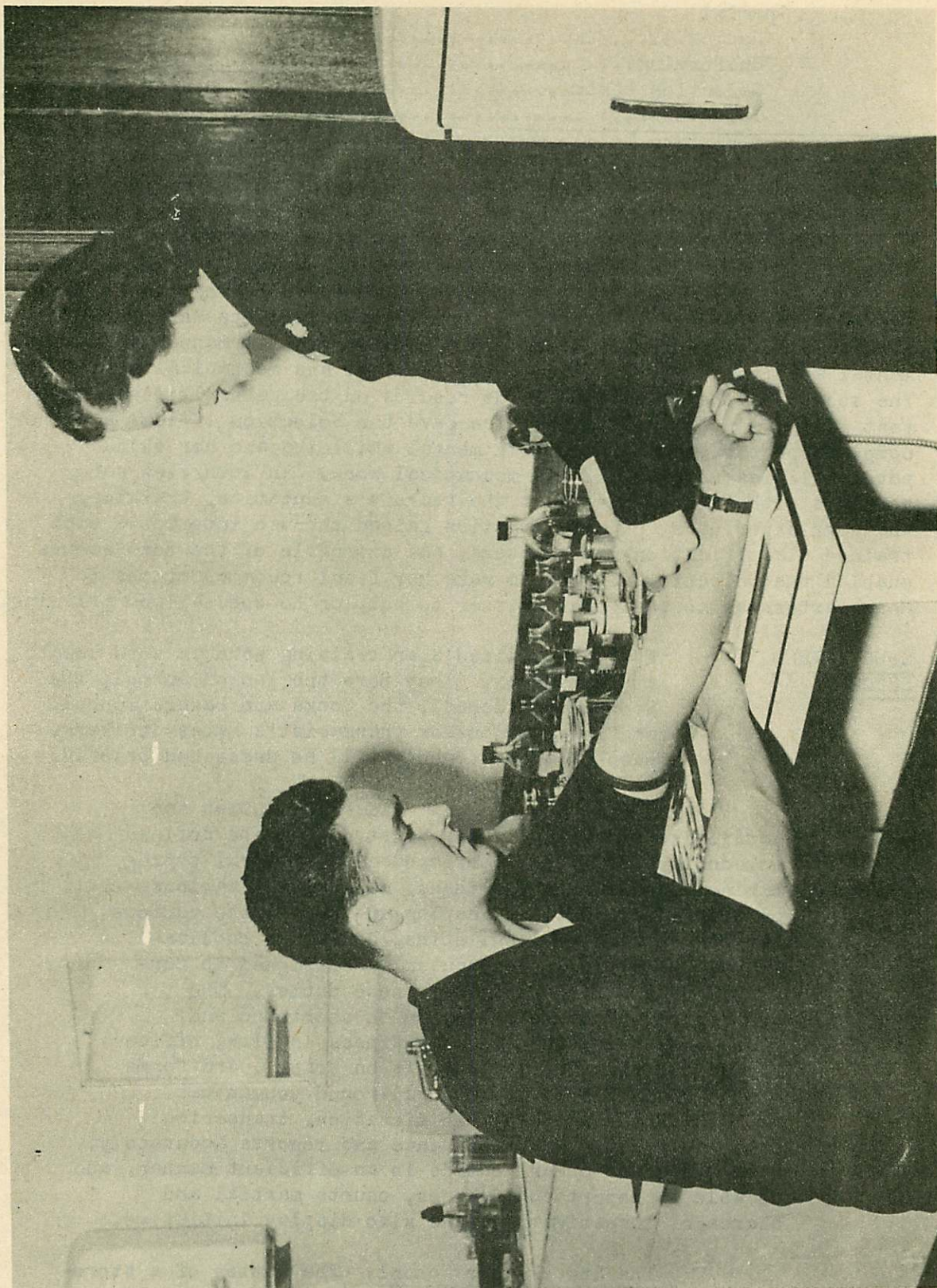
SPECIALIZED SCHOOLS

Four specialized Spar training schools were located at Palm Beach. They were the Yeoman School, the Storekeeper School, the Cooks and Bakers School, and Instruction for Pharmacist's Mates Strikers. Each of these schools will be described briefly.

The Yeoman School. Since the duties and activities of yeomen in the Coast Guard were defined to consist of filing, correspondence, general typing, taking dictation in shorthand, maintaining various personnel records, and keeping up to date the various service regulations, bulletins, and other publications, the School's curriculum was designed to furnish the needed training for these duties. The curriculum was largely devoted to shorthand and typing, with instruction in Business English, office procedure, and special emphasis on Coast Guard forms and correspondence. A good all-round yeoman was defined as one who can take dictation, transcribe accurately, type correspondence and reports accurately, keep files and other records in an efficient manner, and be able to report conferences, courts martial and boards of investigation, and also display initiative.

The Storekeeper School. The duties of a storekeeper include dealing with all the supply activities

COAST GUARDSMAN FINDS SPAR EFFICIENT IN GIVING SHOTS



C-6782C

which have to do with requisitioning, custody, accountability, purchasing, storing, and issuing of articles, and the disbursing of funds to personnel and to creditors. Each of these activities requires exact records and storekeepers are charged with their maintenance. The course included a study of the supply and accounting procedures in the Coast Guard and a general presentation of office procedures and skills.

Cooks and Bakers School. The subjects studied were: arithmetic; commissary accounts and inventory; spelling (foods-nutrition); principles of general cooking; nutrition, including the classes of foods, their effects upon the body, and the preparation of balanced menus. In addition to these studies, the trainees received 6 weeks of practical experience, working at the steam tables, preparing vegetables, and assisting in the mess halls and galley.

Instruction for Pharmacist's Mates Strikers. The recruit seamen who were accepted for this introductory instruction had to have had previous civilian training or experience as practical nurses or in some nursing or medical field so that after a two weeks' period of observation and guidance they could be assigned to active duty as assistants in sick bays. This was not a training course but really more of a period of supervised study and close observation of the trainee to discover whether she could go out into the field as a hospital apprentice.

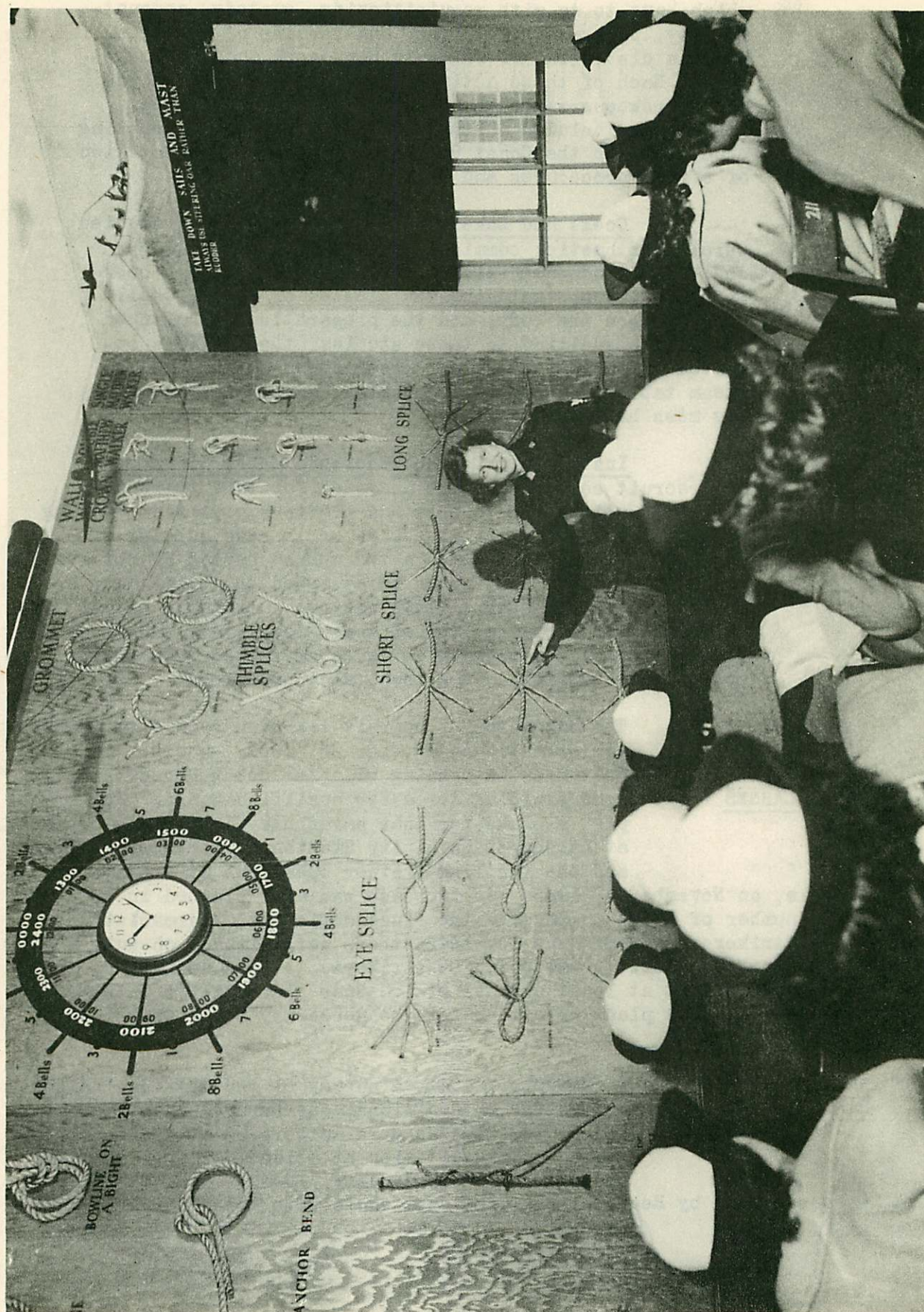
PARACHUTE
RIGGER AND
PHARMACIST'S
MATE CLASSES

The extension of recruit training from 4 to 6 weeks was effected on October 25, 1943. Another development was the opening of a few new types of specialized training for a few qualified Spars. For example, a class for Spar parachute riggers was convened at Lakehurst Naval Air Station on November 1, 1943, and one for link trainer operators at Atlanta, Georgia, on November 4, 1943. An increase was also planned in the total number of Spars to receive the "Instruction for Pharmacist's Mates Strikers." As of June 30, 1943, there were already on duty 7 rated Spar pharmacist's mates and 26 strikers. It was decided by Headquarters that at least a total of 100 Spar pharmacist's mates could be used and plans were made for the necessary additional instruction.

SPAR
RADIOMEN

In November, 1943, a survey of the service indicated a need for an additional one hundred Spar radiomen. And so two classes were authorized at the Coast Guard Training Station at Atlantic City, the first class to start in January, 1944.¹⁶ The trainees were selected by Headquarters from applicants with the necessary quali-

SPAR RECRUITS AT MANHATTAN BEACH. N. Y. LEARN SPICING THE NAUTICAL WAY



fications who had not attended any other service school. Because of the cost of specialized training, the existence of a wartime emergency, and the care in the original assignment of the recruits, the service had a general policy that an individual was to receive only one kind of specialized training.

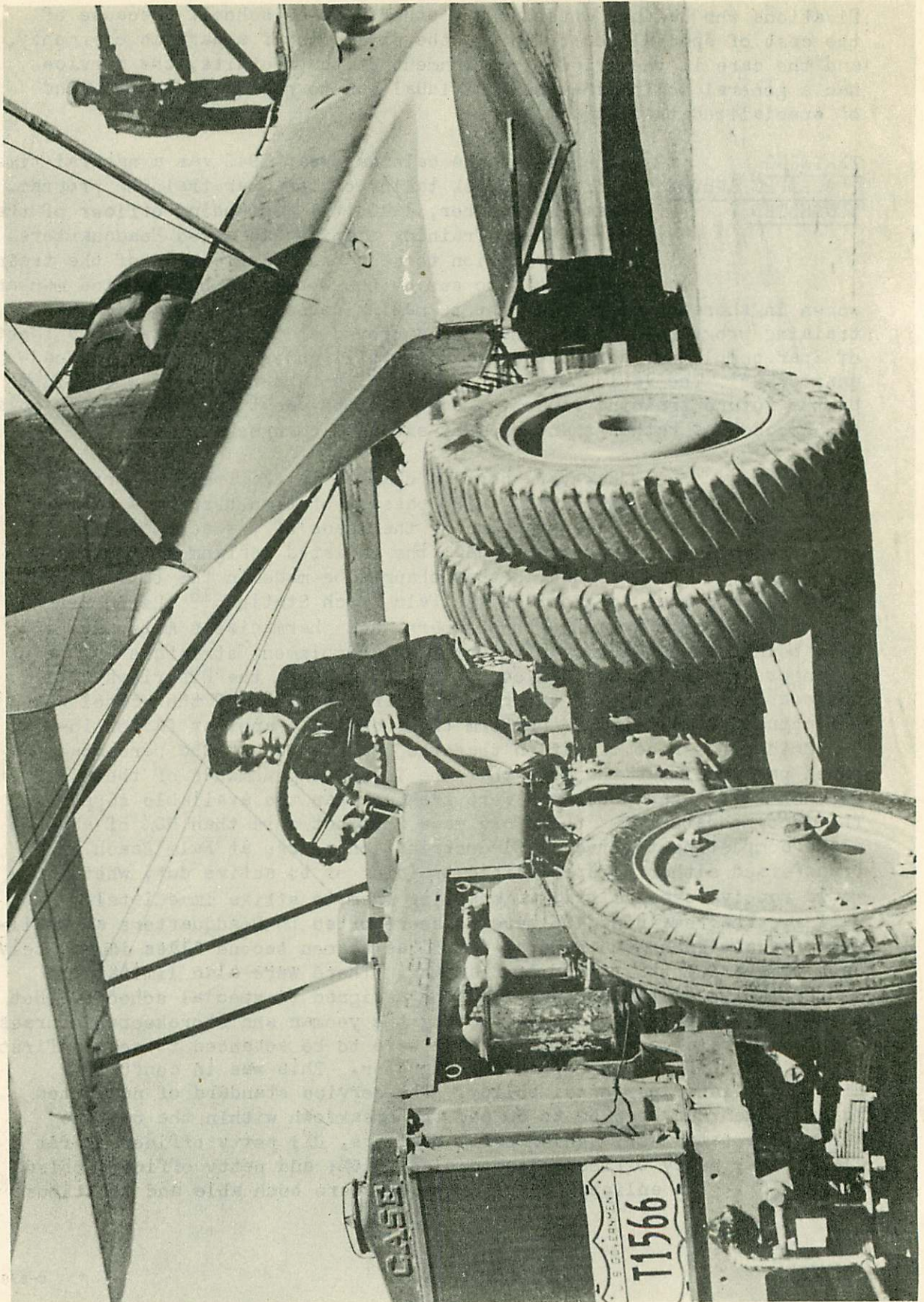
TRAINING
PROCEDURE SURVEY
SUGGESTED

The end of the calendar year 1943 was a natural time for some stock taking of the Spar training program. Late in October, 1943, the commanding officer of the Palm Beach Training Station had asked Headquarters for permission to send two Spar members of the training staff to survey the work done by enlisted men and women in shore units with a view to making necessary changes in the training program. The trip was not approved at that time as the subjects of Spar complement and allocation were still under discussion at Headquarters.¹⁷ The various training schools, not knowing just what might be the future training requests, continued to use the existing curricula and procedures rather than make any extended changes.

RATED
PERSONNEL
REDUCTION

However, certain changes in the training program were made. The passage of time brought a better understanding of the needs of the service. In December, 1943, the Enlisted Assignment Division requested that changes be made in the total number of rated personnel sent out of the Palm Beach Station.¹⁸ Rated personnel, particularly yeomen, storekeepers, and pharmacist's mate strikers, were being graduated so rapidly that the complement structure was being endangered. There had been complaints, too, from the Districts that a noticeable percentage of the rated yeoman graduates of the school were not actually qualified to perform their duties. Another factor influencing this recommendation that the station reduce the percentage of rated personnel was the fact that the increasing demands of the Districts for non-rated Spar personnel were greater than the available supply. The recommendation was therefore made that not more than 60% of any one class completing the recruit indoctrination course at Palm Beach be transferred either to specialized training or to active duty where they would receive special billets enabling them to strike immediately for a rating. The remaining 40% were to be reported to Headquarters as available for assignment to general detail as seamen second class immediately upon completing their recruit training. There were also limitations on the rating of the 60% who might be assigned to special schools. Not more than 50% of the Spars completing the yeoman and storekeeper courses were to be rated. The remaining 50% were to be advanced to seamen first class and given the appropriate designator. This was in conformity with established personnel policy. The service standard of non-rated to rated men had been 50 to 50 and the breakdown within the 50% who were to be rated was: chief petty officers, 8%; petty officers first class, 12%; petty officers second class, 14%; and petty officers third class, 16%. The enlisted women, however, were both able and ambitious

TRUCK DRIVING AT THE U. S. COAST GUARD AIR STATION AT SAN DIEGO, CALIFORNIA
IS THE JOB OF SPAR ANITA JONES, SEAMAN SECOND CLASS, FROM BATTLE CREEK, MICH.



and believed they could qualify for advancement. Furthermore, the types of work that proved to be the most effective use of their skills to match the needs of the service called for rated personnel. Any very substantial reduction in the number of rated women trained at Palm Beach was bound to affect recruiting by discouraging or dissuading trained women from enlisting. The training station, was, moreover, actually asking for a greater proficiency in typing and shorthand for entrance into the yeoman school than was required in the field to qualify for the third class yeoman rate. In the winter of 1943-44, specialized training at Palm Beach was also lengthened from 12 to 15 weeks in order to provide additional time for necessary training in proficiency.

SPECIALIZED
TRAINING FOR
AIR STATIONS,
MOTION PICTURES,
AND WELFARE

Mention has already been made of the opening of additional types of specialized training to enlisted women during the winter of 1943-44. Because the Aviation Division had stated that a limited number of trained women could be used at air stations, training for parachute riggers, link trainer operators, and airport control operators had been established. The total number trained up to

February 1, 1945, was small, however. The figures show that 18 received parachute rigger training; 22 were trained as link trainer operators; and 12 as air control tower operators. The small complements of Coast Guard air stations plus the difficulties of housing women and using them in outdoor and mechanical work undoubtedly held down the use of Spars in Coast Guard aviation work. In response to a query from Headquarters, responses from the field in March of 1944 indicated that a total of about 22 Spars could be used as sound motion picture technicians. Arrangements were therefore made for a suitable number of qualified Spars to receive this type of training. By February 1, 1945, a total of 38 Spars had received this specialized training. Announcement had been made in February of 1944 that qualified Spars of maturity and stability might apply for special training to be welfare assistants to chaplains. A total of 13 Spars received this training before it was discontinued in the fall of 1944.

INCREASE
IN SPAR
RADIOMEN

A further increase in the number of Spar radiomen resulted from some of the findings of the Navy War Manpower Survey in the spring of 1944. Hardly had the training of an additional 73 Spars been authorized, than the Communications Division asked for the training of 100 more. The new and more liberal

Headquarters policy of authorizing the payment of the quarters and subsistence allowance to Spars where government quarters were not available made it possible for Communications to plan for the assignment of Spars to some of the small but not too isolated Coast Guard radio stations. Late in August, 1944, the Communications Division again asked for an increase in the number of Spars trained as radiomen. The Division reported its Spar radioman complement as follows:

SPARS ON DUTY IN ONE OF THE COMMUNICATION OFFICES OF THE UNITED STATES COAST GUARD



Authorized Complement:

Headquarters and District Communications Centers.....	150
Air Stations.....	60
Bases.....	40
Primary and Secondary Radio Stations.....	60
Total Spar radiomen authorized.....	310

Available:

Already assigned and on duty.....	119
In training..(3 classes).....	150
Total.....	269
Vacancies.....	41

There were, therefore, existing vacancies for 41 Spar radiomen whose training had not been authorized. Communications asked that a class of 75 be arranged for in order to fill the vacancies and to take care of decreases due to attrition (figured at 4%). It is likely that even this class of Spar radiomen will not meet the eventual needs of the service and that radioman training will continue to be available to qualified Spars long after most of the other specialized training courses will have closed. At the present time, February 1, 1945, a total of 330 enlisted Spars have received radioman training,

SPARS TO
REPLACE RADIO
TECHNICIANS

As early as November, 1943, Headquarters circularized the field to learn how many trained and qualified Spars might be used as replacements for male radio technicians. The answers from this first survey indicated that the District Coast Guard

Officers vastly preferred to keep their men rather than to exchange them for women. Although Headquarters finally reached the conclusion that a total of about 69 Spars could be used in such work, there was some delay before the need of the service for men to serve afloat and overseas was strong enough to make feasible the plan of training and using Spars as radio technicians in continental shore billets. In March, 1944, preparations were begun to train women for this type of work and applications from qualified enlisted women were solicited. Because of the rather stiff requirements only a small number of women was found to be both interested and qualified. The decision was reached to assign these trainees to certain District radio repair bases where they could be both given instruction and practical work at the same time. A five months course was thereupon set up.¹⁹ About 28 women are expected to complete this radio technician training sometime in March, 1945. The training in this course includes the fundamentals of radio, such technical skills as soldering, splicing, wiring, care and use of tools and knowledge of instruments.

MOTOR VEHICLE
DRIVING AND
MAINTENANCE

It was in the spring of 1944 that Headquarters sought to standardize the training of Spar personnel who were assigned to the driving of Coast Guard vehicles. In order to be certified as a driver, a Spar was required to complete a thorough course in

BAKING BREAD WAS ONE OF THE FUNDAMENTALS TAUGHT AT THE SPAR COOKS
AND BAKERS SCHOOL, COAST GUARD TRAINING STATION, PALM BEACH, FLA.



vehicular maintenance, to possess a driver's permit, and to have a knowledge of driving rules and the roads in the vicinity. Because all the districts did not possess the facilities for giving instruction of this kind, Headquarters authorized three districts to set up suitable schools for the instruction of drivers from adjacent districts. Throughout the summer and fall of 1944, approximately 120 enlisted Spars received Motor Vehicular Maintenance Instruction at these district schools. The curriculum included Theory and Schooling, Actual Driving, and Maintenance and Repair.²⁰

SPARS AS
COOKS AND BAKERS

In addition to yeoman, storekeeper, and radiomen training, another type of specialized training that has remained open to qualified Spars has been Cooks and Bakers instruction. In the spring of 1944, it was evident to Headquarters that several hundred

Spar ship's cooks could be used because of the development of service housing and messing facilities for Spars and in general service mess work. The quotas were continued throughout the time that the Palm Beach Training Station was in commission. From June 14, 1943 to February 19, 1945, a total of about 425 Spars has received cooks and bakers instruction. This training included 8 weeks of instruction for cooks and bakers and 4 weeks in the commissary steward's school. The instruction included the fundamentals of nutrition, meal planning, and large scale cookery plus practical experience in the preparation of food and the supervision of personnel.

PHARMACIST'S
MATE TRAINING

The very introductory and superficial in-service supervision for pharmacist's mates strikers that had been given at Palm Beach during the fiscal year 1944, that is midsummer of 1943 to July of 1944, only partially satisfied the need of the

service for women with experience or training in the hospital field. Upon the recommendation of the Medical Division, a formal pharmacist mate training course for Spars was set up at the College of Pharmacy at Columbia University. Two classes of about 100 enlisted Spars each were authorized. Hospital apprentices, pharmacist's mates third class and seamen were preferred as applicants. The course was three months in length and included instruction in anatomy, physiology, chemistry, hygiene and sanitation, minor surgery and First Aid, and nursing. By the end of December, 1944, a total of about 180 Spars had received this regular pharmacist's mate instruction. At this time, the Chief Medical Officer stated that enough Spars would have been trained to meet the needs of the service. Training in this specialty, therefore, has been discontinued.

TRAINING AS
COXSWAINS

Some consideration was given in the late spring of 1944 to the idea of developing a special training course for Spar coxswains but this plan was not approved. In January of 1945, Enlisted Assignment Division suggested that a course of training be

SPAR YEOMEN



instituted for Spar coxswains so that a larger number of qualified Spar coxswains might be made available. Such a course has now been authorized and will be established.

PERCENTAGE
OF SPECIAL
TRAINEES
RAISED

In January of 1944, the service had established the policy of putting 40% of each Spar recruit class into general detail assignment upon completion of recruit indoctrination. By May, 1944, the saturation point for the placement of unskilled Spar seamen had been reached. It was then necessary to make a change in the enlisted training and assignment quotas to meet the fact that only skilled Spar personnel could be used advantageously. In late August, 1944, certain changes were made in the quotas as follows: 21

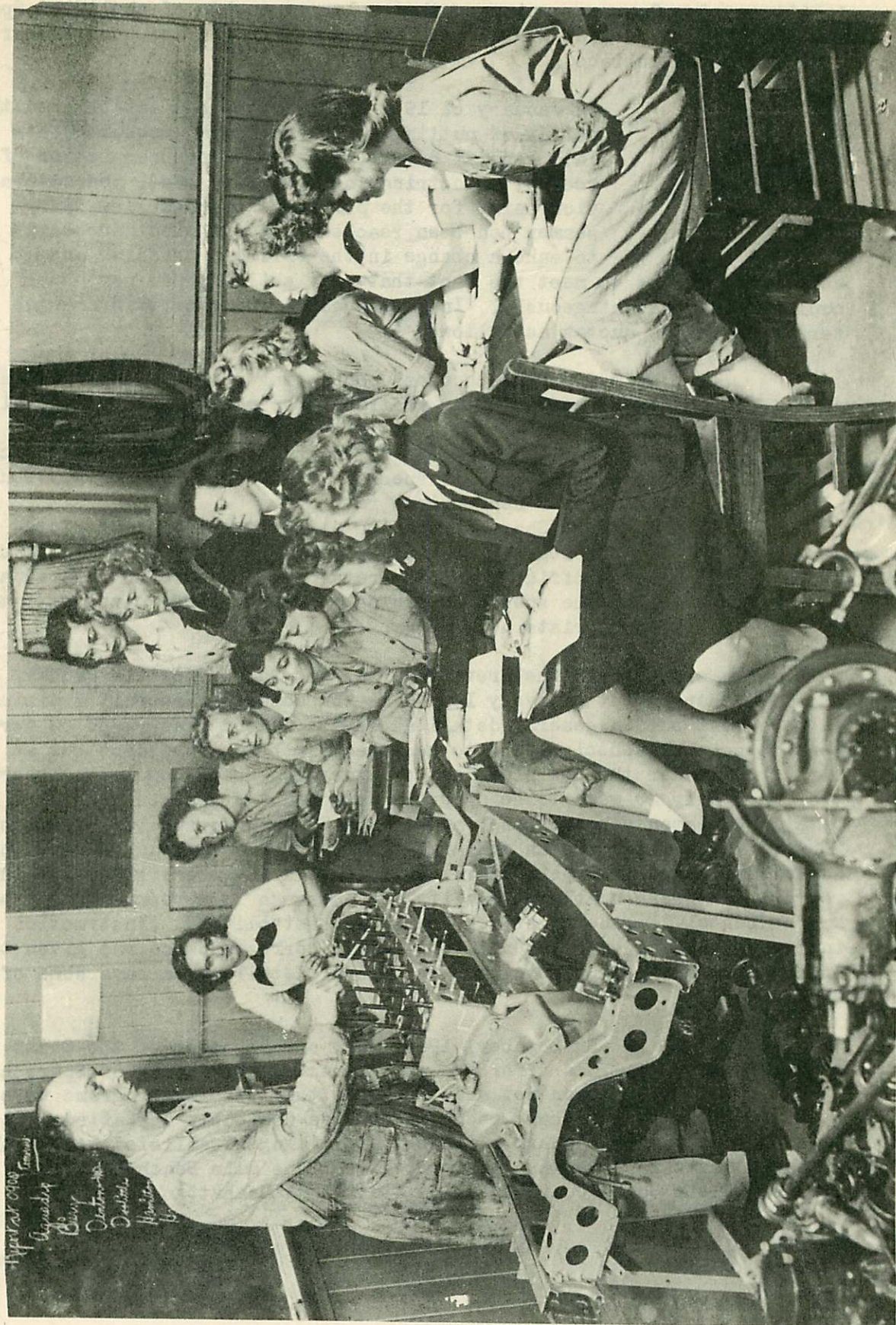
- (1) only 20% of each class completing recruit training was to be certified as available for assignment to general detail;
- (2) the remaining 80% was to be transferred either to special schools or else to specific assignments where they would strike for appropriate ratings;
- (3) of those Spars completing either the yeoman or store-keeper course, only 35% were to be rated as third class petty officers and the remaining 65% were to be graduated from the special training as seamen first class with the appropriate designator.

This was a change from the previous plan, put into effect in January of 1944, whereby out of every 100 Spars who completed recruit training, 40 were sent out on general detail as seamen second class, and 60 were sent to special schools, half to be rated and half to be sent out as strikers. Under the new plan, out of every 100 Spars completing recruit training, only 20 were to be directly detached and sent on general detail as seamen second class, and of the 80 sent to specialist schools, 28 were to be rated and an additional 52 trained but advanced only to seamen first and the designator. Beginning in November, 1944, for those recruits who were unable to qualify for entrance into yeoman or store-keeper school, a general office course was established. Instruction in typing, filing, and general Coast Guard correspondence was given to insure that all seamen going out on general detail would have some office skill.

PROGRAM
CURTAINED

By October, 1944, most of the needs of the Coast Guard for the procurement and training of Spars had been met and therefore the training programs were either concluded or else seriously curtailed. In January of 1945 the training of enlisted personnel of the Women's Reserve was transferred from the Palm Beach Training Station to the Coast Guard Training Station at Manhattan Beach, New

THIRTEEN COAST GUARD SPARS OF THE 11TH NAVAL DISTRICT ARE INTERESTED LISTENERS WHEN HERSCHEL G. THOMAS, LONG BEACH PUBLIC SCHOOL INSTRUCTOR, EXPLAINS THE INTRICACIES OF AN AUTOMOBILE ENGINE



York. The decline in the number of Spars to be trained made it unnecessary to keep the Palm Beach property and steps were taken to decommission the station and return it to its private owners. Thus the close of the year 1944 really marked the conclusion of much of the story of the training of the members of the Women's Reserve. In the new year, 1945, there would still be the need to give recruit training and specialized training to the small quota of women enlisted to balance the numbers of those women being discharged from the service. The indication at the present time is that there will be fewer and fewer vacancies in ratings and hence less need to rate personnel after their training. In January 1945 a further reduction was made in the percentage of those who might attain ratings upon completion of specialized training. The new policy, applicable to all Spar classes assigned to training at the Manhattan Beach Training Station is as follows:

- (1) Seamen second class who meet the petty officer standards of the specialist schools and who successfully complete specialist school training will be advanced to seamen first class and given the appropriate designator;
- (2) Exceptional seamen who possess outstanding technical and general petty officer qualifications may be advanced to petty officer third class upon the recommendations of the training school and the approval of Headquarters;
- (3) Not more than 25% of any one class may be recommended for the petty officer third class rating.

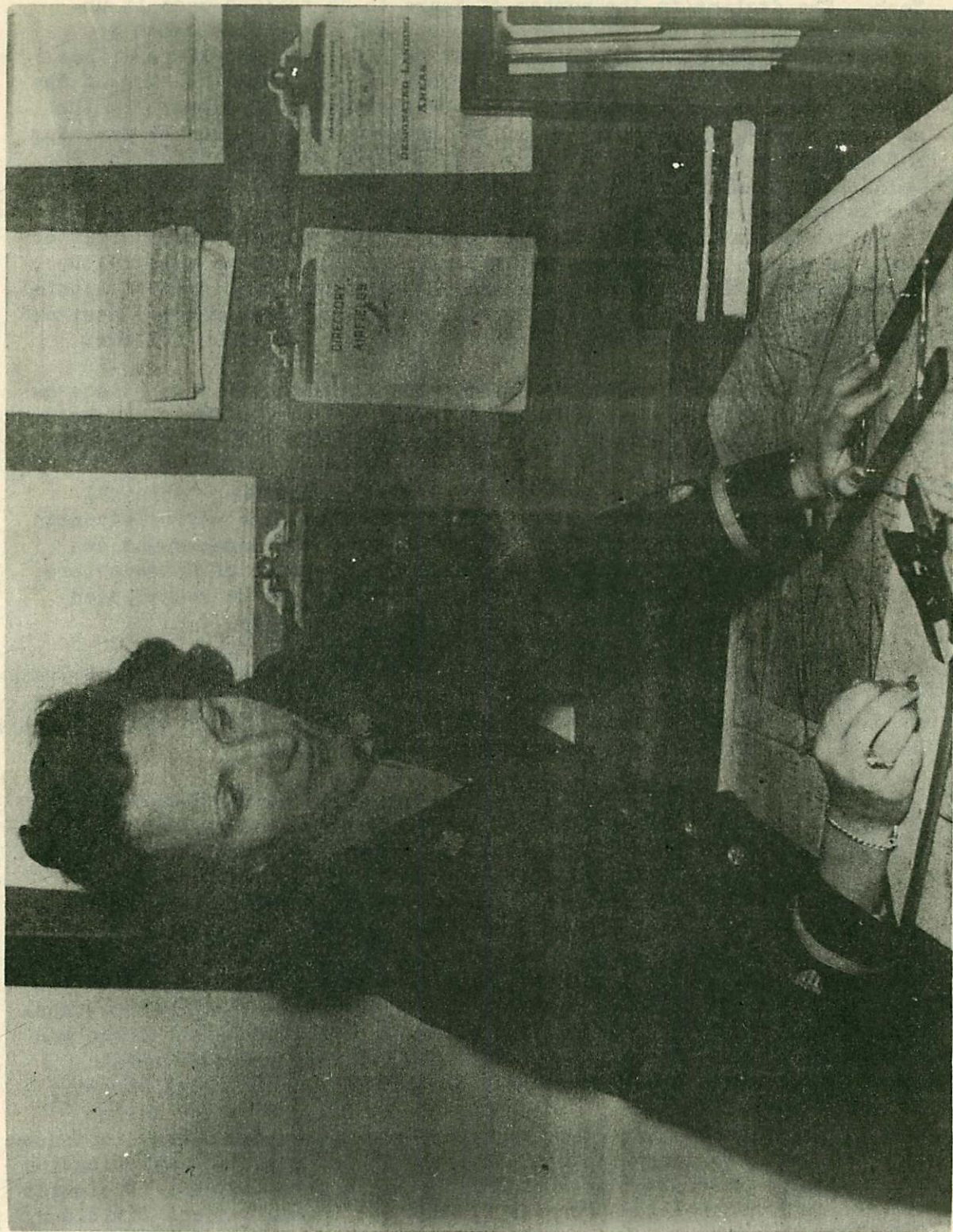
With the transfer of Spar enlisted training to the Manhattan Beach Training Station, the plan was adopted of convening a class of 105 recruits at 6 week intervals. Thus some formal training of members of the Women's Reserve still goes on but at a greatly reduced rate.

OTHER TRAINING ACTIVITIES

In-service training, such as District educational activities and the instruction offered by the Coast Guard Institute, will be described in the chapter on utilization of the women reservists. Several additional kinds of supervised work training were carried on under Headquarters cognizance and

direction. Two were designed to give further special training to Spar yeomen and were administered under the supervision of the District Coast Guard Officer of the Third Naval District. One was a special personnel course to train Spar yeomen in the handling of all personnel forms and correspondence so they might be available for assignment to naval stations to handle Coast Guard records. Another was a court reporter school to give Spar yeomen attached to Coast Guard Merchant Marine Hearing Units additional stenographic speed. At Headquarters, instruction was given to specialist (C) strikers in the work of classification and testing. Several classes of IBM operators were convened to provide trained machine operators for the Finance and Communications Divisions. Selection from personnel on active duty for these four specialist training courses was primarily on the basis of previous skill, training,

SPAR ENSIGN MARY S. HACKER, FROM PITTSBURGH, PA., ON DUTY AT THE COAST GUARD
AIR STATION AT DINNER KEY, COCONUT GROVE, FLORIDA, PLOTTING AN AIR COURSE



interest, or aptitude as shown on the classification cards.

INDOCTRINATION
FOR DUTY
OVERSEAS

With the decision late in 1944 to send members of the Women's Reserve overseas for duty in Hawaii and Alaska it was necessary that these women receive instruction about these areas and the nature of their duties there. In order to assist the Spar assigned to overseas duty to make an adjustment to her new environment so as to ensure maximum efficiency in the performance of her duties, an indoctrination course of about two weeks in length was set up to be given at the processing center. Subjects taught included the history and geography of the area, its political structure, recreational opportunities and social conditions.

B. OFFICER TRAINING

NAVY TRAINING
ORIGINALLY
AGREED UPON

It has already been pointed out that the original plan of the Coast Guard was to use, insofar as it was practicable, training facilities of the Women's Reserve of the U. S. Navy. However, many of the Spar officers commissioned in the first four months of the program were commissioned directly from civilian life. Most of these were then sent to the U. S. Coast Guard Academy at New London, Connecticut, for indoctrination. Beginning in March, 1943, however, a regularized officer training program making use of Wave facilities was in effect. Classes of about 50 Spar officer candidates first convened at the Naval Reserve Midshipmen's School (WR) at Northampton, Massachusetts, for an introductory indoctrination of about 4 weeks. At the end of this, the officer candidates were sent to the Coast Guard Academy at New London, Connecticut, for advanced indoctrination, about 3 weeks in length, at the end of which they were commissioned. From each of these officer candidate classes, about 20 women were selected at Northampton for communications officer training and remained for an additional 8 weeks at the School to complete this specialized training before taking the advanced indoctrination course at the Coast Guard Academy.

TRAINING
FIGURES AS OF
APRIL 1943

Figures as of April 12, 1943, show that a total of 101 Spar officers were assigned to duty. A total of 119 officer candidates were in training as follows: 83 were at the Naval Reserve Midshipman's School (WR) at Northampton, Mass., and 36 were in training at the U. S. Coast Guard Academy.²²

WITHDRAWAL
FROM NAVY
SCHOOLS

Headquarters reached the conclusion by the middle of March, 1943, that the plan of using Navy training facilities for all Coast Guard training, though useful at the start, was not satisfactory as a permanent procedure. With respect to the indoctrination of Spar officer candidates it was found to be far more satisfactory to give a truly Coast Guard indoctrination course

SPAR CADET CLASS AT NEW LONDON



under Coast Guard direction and instruction and at a Coast Guard training station. The early practice of giving the women officer candidates a week or two of Coast Guard indoctrination at the Coast Guard Academy, following upon their Navy indoctrination at Northampton, was now broadened to include the entire indoctrination training of women officer candidates at the Coast Guard Academy. Thus the women officers of the Coast Guard Reserve have had the distinction of being the only women officers to be trained on the grounds of a regular service academy. This decision to give the indoctrination training to Spar officer candidates at the Coast Guard Academy did not affect the arrangement whereby women communications officers of the Coast Guard continued to receive their special training at the Wave communication school at Northampton. Before the withdrawal, a total of almost 200 officers received their introductory indoctrination at the Wave Officer Training School at Northampton.

OFFICER
INDOCTRINATION
AT NEW LONDON

Prior to June 28, 1943, the indoctrination of Spar officer candidates had been divided between the Wave School at Northampton and the Coast Guard Academy at New London, Connecticut. Headquarters had the opinion that the three weeks of advanced indoctrination at the Academy was too short a time in which to teach all that the candidates should know about the history, traditions, and regulations of the Coast Guard and to evaluate the officer candidate's abilities with a view to intelligent placement. It was, therefore, decided to give the entire Spar officer indoctrination course at the Coast Guard Academy. Beginning on June 28, and continuing at six week intervals, approximately 75 officer candidates were to convene at New London for a 6 weeks indoctrination course. At the end of the six weeks, the women were to be commissioned for service as general duty officers but 20 from each of the four classes from June 28 through November 8 were to be selected for communications officer training. The communications officer training continued to be given at the Naval Reserve Midshipmen's School (WR) at Northampton and remained 8 weeks in length.

REVISED
OFFICER
ESTIMATES

With the progress of the Women's Reserve program, the need for Spar officers increased and plans were made to recruit and train more of them. The first estimate in November of 1942 indicated that in addition to the officers needed for recruiting, training, and the administration of the Women's Reserve, a total of about 200 would be needed for other duties. By mid-year, Headquarters believed that from 10 to 17% of the shore complement might be filled by members of the Women's Reserve. Hence it was estimated that Spar officer strength might eventually reach a total between eight hundred and one thousand.²³ As of June 30, 1943, the number of officers in the Women's Reserve was as follows:²⁴

SPAR CADETS IN TRAINING



C-67820

Officers of the Women's Reserve

On Active duty

at Headquarters.....	82
at Training Schools.....	58
In Recruiting.....	53
in the Districts.....	42
	<u>235</u>

In training..... 92

Total on active duty or in training...327

GENERAL QUALIFICATIONS NEEDED IN OFFICERS

Nor was it easy to anticipate what kind of general training would be of greatest help to the women officers in their future assignments. The first recruiting information disseminated by recruiting officers stated that the Coast Guard had need of women to serve as administrative officers, commissary officers, communications officers, finance officers, legal officers, personnel officers, public relations officers, radio technicians, recreation officers, and welfare officers. This initial list certainly presented a variety of possible billets for the women officers to fill. A Personnel Bulletin No. 14-43 issued on February 1, 1943, described in some detail the billets available and the qualifications needed. There were two types of billets open for Spar officers; those in which "the requirements were general in nature," and those "requiring specialized training and experience." By far the largest number of billets, it was stated, fell in the classification of "requirements general in nature." For these billets, a "good general background of education and experience" was declared to be necessary. Women who were adaptable and who could learn quickly were acceptable. They did not need to possess civilian, technical, or specialized training.

SPECIAL QUALIFICATIONS IN LESSER DEMAND

The billets requiring specialized training were described in detail and were classified under four main subdivisions; "Administrative"; "Communications"; "Personnel"; and "Technical." Administrative billets required a familiarity with office procedure, an ability to meet people pleasantly, and some maturity of judgment. Specific billets required additional qualifications, a list of 22 items being enumerated which may be summarized here under these headings:

- Experience or training in business administration;
- Bookkeeping, statistical, mathematical, or accounting experience or training;
- Legal training or experience;
- Special training in such fields as engineering, architecture, telephone-engineering, navigation, library science, fingerprinting, shipping, aviation.

ENSIGN DORIS SPRINGER OF THE COAST GUARD SPARS TRIES TO TAKE
A BEARING ABOARD THE COAST GUARD TRAINING SHIP DANMARK AT NEW LONDON



Billets in Communications required the ability to handle confidential material discreetly and with the qualities of patience and perseverance. However, it was recognized that special service training would have to be given to prepare communications officers for duty. Personnel billets required some training and experience in interviewing and counseling procedures and also some mastery of the techniques of group handling. It was stated that civilian vocational experiences such as the following would be useful as a background for Coast Guard personnel work:

Personnel officer in industry or education; Camp counsellor or physical education director; Club or residence hall manager; School teacher.

Then there were certain technical billets that required special civilian training and experience along such lines as:

Law; Payroll, purchasing, or finance; Statistics, mathematics, or accountancy; Training in metallurgy, home economics, investigative work.

OFFICER
INDOCTRINATION
GENERAL IN
SCOPE

It seems evident that the Coast Guard intended to recruit as officer candidates women who already had some civilian training or work experience that could be used in the service without any further need of training the individual. Thus the training policy was adopted that women officer candidates, with the exception of communications officers and pay and supply officers needed only a general indoctrination to acquaint them with military life and the Coast Guard and did not need any specialized instruction, skills, or information. The general duty officer indoctrination course, therefore, placed its emphasis on giving the women officer candidates an introduction to service life and to the traditions and regulations of the Coast Guard. The general indoctrination course was not planned to prepare the women officers for any particular types of specialized duty. The great majority of Spar officers received a short general indoctrination course and no specialized training. At first, communications officer training was the only specialized training open to women officer candidates and this training was usually given to the younger officer candidates who were rather lacking in civilian vocational experience of use in the service. Figures as of August 12, 1943, show that of the 323 officers then assigned to active duty, 98, or 30% had received technical communications officer training.

AGE OF SPAR
OFFICERS

A statistical survey of 356 Spar officers and Spar officer candidates was made in July, 1943.²⁵ Included were 254 commissioned officers, 74 officer candidates, and 28 candidates selected for officer training. Both the median and the average age of these Spar officers was 29 years of age. Thirty-five percent were less than

CADET MARJORIE JONES HAD THE DISTINCTION OF HAVING BEEN THE FIRST SPAR TO
ENLIST IN THE COAST GUARD FROM THE THIRD NAVAL DISTRICT AT PHILADELPHIA
AND THE FIRST TO ATTAIN A PETTY OFFICER'S RATING



26 years old and 20% were 35 years of age and older. The maturity of this early officer group is evident when one learns that about 10% were 40 years of age and over.

OFFICER
EDUCATIONAL
LEVEL

As might be expected, the educational level attained by this group of officers was very high. Ninety-four per cent were college graduates. One-third of the entire total had gone on to do some graduate work and almost 20% of the whole group had received masters degrees.

MOST OFFICERS
PREVIOUSLY
EDUCATORS

A tabulation of the work experience of these Spar officers shows that 50% of them were educators, the majority being teachers and the others educational administrators. Among the teachers, the most frequent instructional fields were English and commercial subjects. Government service contributed about 17% of the officers and social welfare work another 4%. About 7% were employed in some capacity in manufacturing enterprises and almost 6% in retail trade of some sort. To summarize, of the 350 with work experience, one-fifth had formerly been engaged in private business or industry and about 75% had worked for government agencies or public institutions in such capacities as school teacher, welfare worker, librarian, dietitian, and civil service worker.

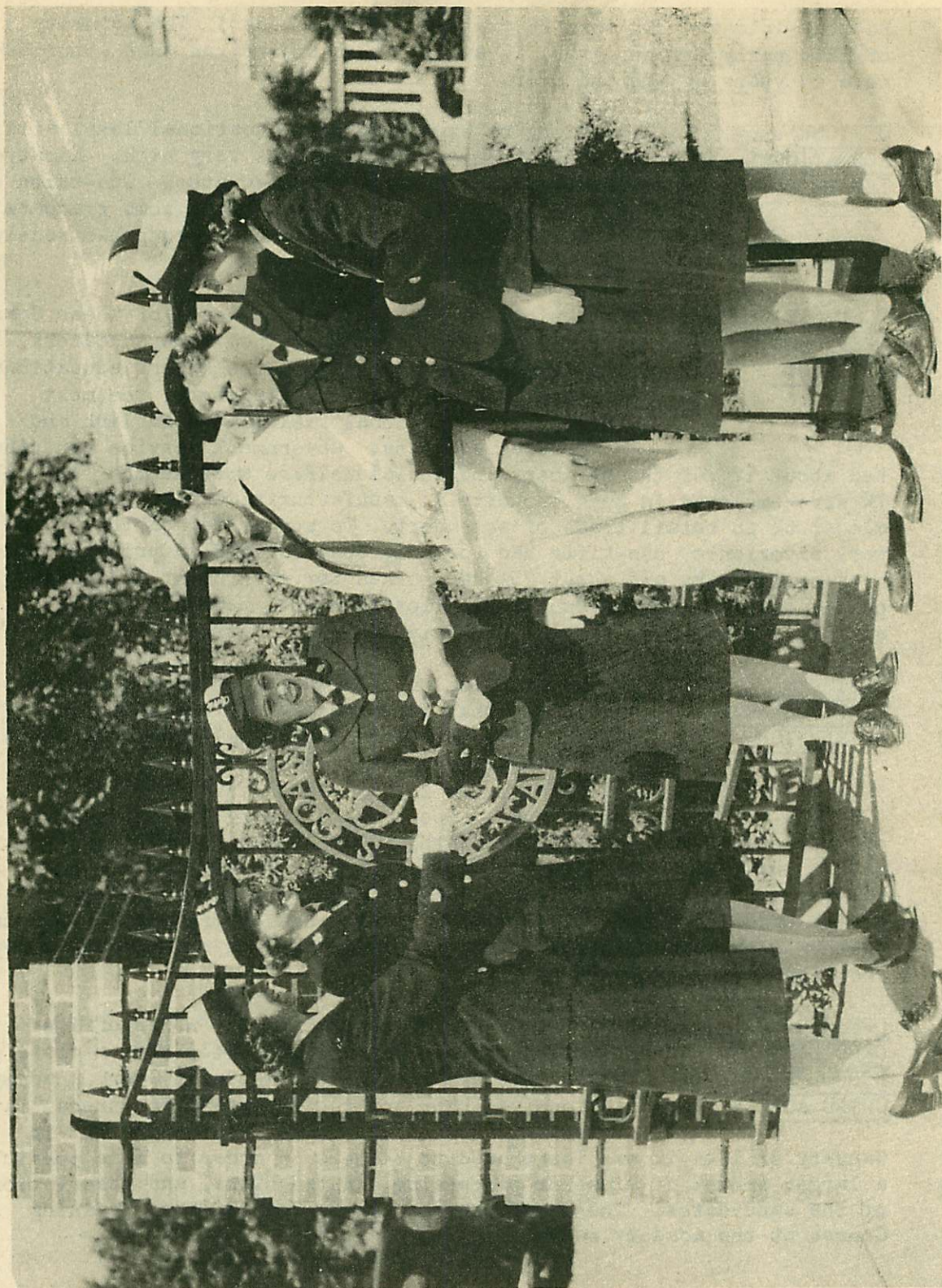
OFFICERS'
PREVIOUS WAGE
LEVEL HIGH

The statistics on total years of work experience indicated that the "average officer had probably worked 7 years before beginning Coast Guard service." Only 4% had less than 2 years work experience, whereas almost 12% had 15 or more years of work experience. The average salary earned by this officer group was about \$150 a month. Only 8% had received less than \$100 a month and over 16% had received \$200 or more a month. Over one-third had salaries in the \$150 and \$200 per month bracket. This is a high wage record for women, particularly when one remembers that half of them were school teachers and that teaching is a notoriously low-paid vocational field for women.

OFFICER
CANDIDATES'
SCHOOL AT COAST
GUARD ACADEMY

A new chapter in the training of women officer candidates began on June 28, 1943, when a class of some 50 women reported to the Coast Guard Academy to receive their entire indoctrination there. At first this course was 6 weeks in length but in January of 1944 it was lengthened to 8 weeks in order to make possible a larger amount of time for processing, instructions, and observation of the candidates. The basic purpose of the Spar Officer Training Course at the Academy was to explain

THE FIRST GROUP OF SPARS RECOMMENDED FOR OFFICER TRAINING TO RECEIVE ENSIGNS COMMISSIONS
AT THE U. S. COAST GUARD ACADEMY AT NEW LONDON, PRESENTING THEIR IDENTIFICATION BADGES
TO THE COAST GUARDSMAN ON DUTY AT THE ACADEMY GATE



to the officer candidate the fundamentals of how to be a good officer in the Coast Guard. This indoctrination and training was given at the Coast Guard Academy in an atmosphere of military tradition and service. The fact that the women officers of the Coast Guard were trained in the same training station as regular and reserve male officers made for greater unity and integration within the service. The direction and administration of the Spar officer training program was under the Superintendent of the Academy and the officers on the staff of the Academy. However, a large share of the actual teaching and administration was carried by officers of the Women's Reserve attached to the Spar officer training school staff.

OFFICER
INDOCTRINATION
COURSE

In the relatively short time of 6 to 8 weeks, only the fundamentals of how to be an officer could be presented. This training course was designed to give the women officer candidates an over-all picture of the Coast Guard.²⁶ It was also a testing period to determine whether the candidate had the desired officer-like abilities and qualities. In carrying out the fundamental purpose of training the Spar cadet to be a good Coast Guard officer, there were 3 definite aims:

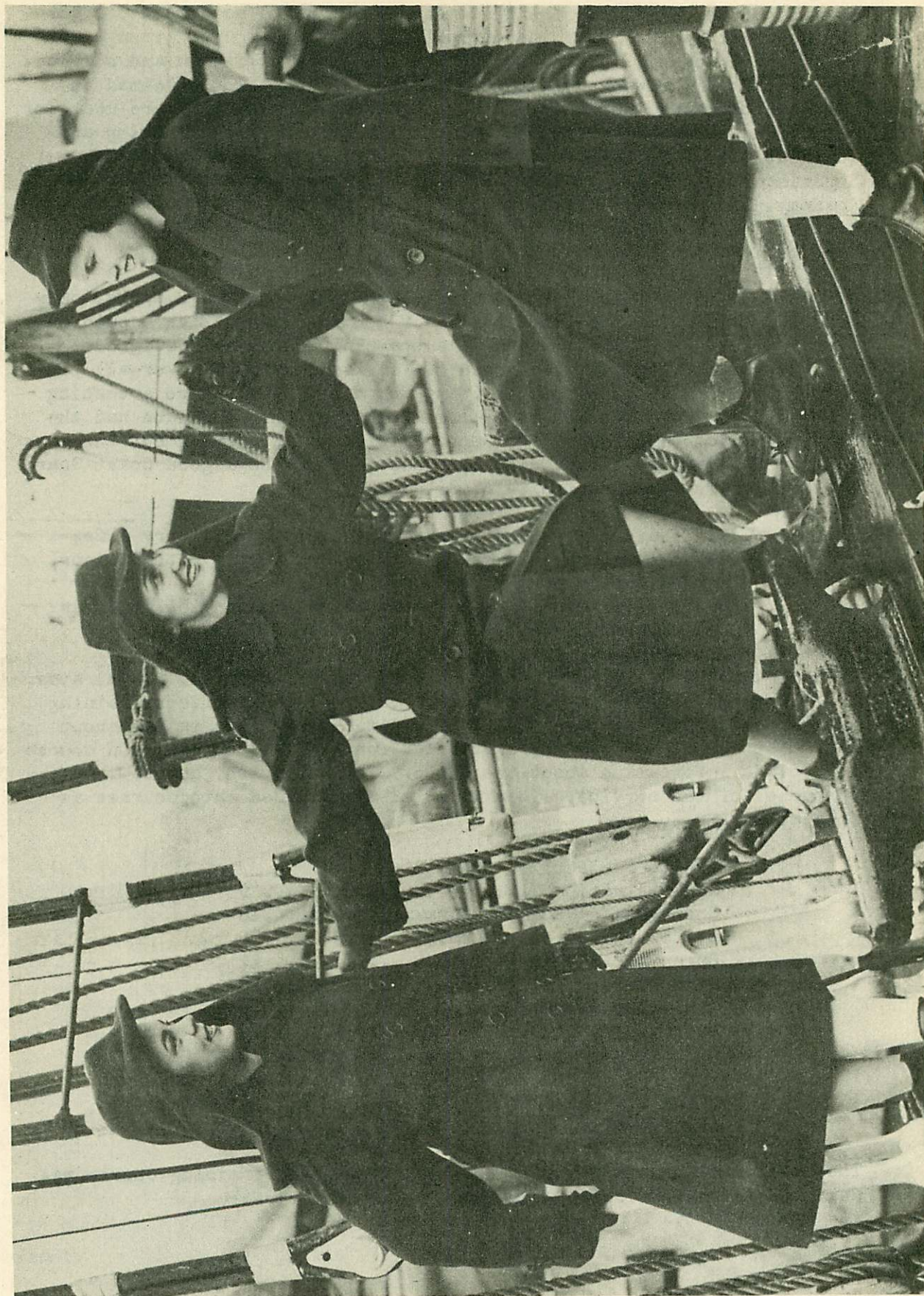
- (1) To aid her to adjust satisfactorily to military life;
- (2) To give her an overall view of the history, traditions, and duties of the service;
- (3) To give her a knowledge of her own responsibilities as a Spar officer.

Through the use of lectures, class discussion and reports, visual aids, and reference reading, the academic part of the Spar Officer Training Course was planned to give the cadet attitudes and information about the Coast Guard. It was the particular function of the academic course to provide information about the history, organization, duties, and personnel of the service. This material was divided into courses as follows:

Academic Subjects	
Administration.....	9
Correspondence, Law, Communications....	18
History.....	8
Organization and Duties.....	17
Personnel.....	30
Public Speaking.....	5
Ships.....	19
Total.....	106
Special Lectures and Films	
Total.....	30

The regimental or company part of the Spar Officer Training Course was designed to achieve two of the three major objectives;

THREE CADET COAST GUARD SPARS, STEPPING FROM THE TRAINING SHIP "ATLANTIC"
TO THE DOCK AT THE U. S. COAST GUARD ACADEMY AT NEW LONDON, CONNECTICUT



- (1) To aid the Spar cadet to adjust satisfactorily to military life;
- (2) To give the Spar cadet a knowledge of her own responsibilities as a Spar officer.

It was by means of the company organization of the cadets that each officer candidate had the practical experience of being an active member of a military service. The life of the cadets was run along military lines and this regimentation served to emphasize the transition from civilian life to the military. At the same time, each cadet gained a practical knowledge of leadership and organization because of her responsibilities as a company officer. Every day the cadets, in turn, administered the normal training routine. Through the media of drill, personal and room inspections, physical education, and the watch bill the cadets were made to feel an active part of the company organization. In order to furnish Headquarters with complete information on each cadet so that the optimum assignment to active duty might be made, each officer candidate was given a battery of psychological tests designed to discover her mental abilities, her personality characteristics, and her interests. She was also given a 15 minute personal interview by either a psychiatrist or a trained psychologist. The Spar Interviewing Officer forwarded the cadet's records and a recommendation for assignment as based on this evidence and these interviews to Headquarters where the actual decision as to duty assignment was made.

OFFICER
CANDIDATES DRAWN
FROM ENLISTED
STATUS

As early as May, 1943, Headquarters announced in a Personnel Bulletin, No. 57-43, a very liberal plan whereby qualified enlisted women might apply for and receive officer candidate instruction and become commissioned officers. The Bulletin stated that the expectation was that a portion of each class entering general duty officer training would be from enlisted personnel. The general qualifications were to include:

- (1) Six months' service, including the training period;
- (2) No mark less than 3.5 in proficiency in rating and 4.0 in conduct for the immediately preceding 6 months;
- (3) Recommendation of the commanding officer who was to take into account the candidate's "qualities of leadership, her ability to get along with people and to adjust easily to unusual and frequently changing situations, and her emotional stability;"
- (4) Satisfactory health record;
- (5) Satisfactory score on the officer candidate test.

Subsequent directives were issued to amplify this procedure of application and selection but the basic requirements remained unchanged. By

OFFICER CANDIDATES FOR THE PAY AND SUPPLY DIVISION OF THE U. S. COAST GUARD
ATTEND SCHOOL FOR FOUR MONTHS AT THE USCG TRAINING STATION AT PALM BEACH, FLA.



the time the Spar officer training course came to an end in November, 1944, approximately 21% of the total number of Spar general duty officers had come from enlisted ranks. If one adds to these figures the 106 enlisted women who received pay and supply officer training, then of the 936 women officers who have received officer training, no less than 289, or about 31% of the total, were originally enlisted personnel. This percentage compares favorably with the rate in any other service and is evidence of the generous opportunity for advancement offered by the Coast Guard to its enlisted women reservists.

TRAINING FOR
PAY AND SUPPLY
OFFICERS

During the fall of 1943, certain important changes were made in the training program for Spars. Late in July, Headquarters, realizing that almost every male pay and supply officer in the United States could be replaced by a suitably trained Spar officer, took steps to establish a Pay and Supply Officer Training School for Spars.²⁷ On October 4, 1943, the first class of pay and supply officer candidates convened at Palm Beach for a four months course. These candidates were selected from qualified and able enlisted Spars who had successfully demonstrated their interest and ability in pay and supply work and who possessed officer-like qualities.²⁸ The pay and supply instruction was provided by officers detailed for that duty by the Chief Finance Officer. The professional subjects included: Pay; Disbursing (including Travel); Allotment Accounting (including Public Property); Commuted Ration Mess; General Mess; Clothing; Procurement (including Transportation and Stores). Officer indoctrination was provided by officers from the Training Staff at Palm Beach and copies of the Spar Officer Training Course at the Academy were provided as a basis for this instruction. The methods used to select and to train the Spar pay and supply officers tended to develop some differentiation between Spar general duty officers and Spar pay and supply officers. All general duty officers, whether drawn directly from civilian life or from enlisted ranks, received their indoctrination at the same officer training school. Those who were to be communications officers received their special training after completing their general indoctrination. All the trained Spar pay and supply officers, on the other hand, were from enlisted ranks only and were trained in their specialty at a school located on the enlisted training station at Palm Beach.

SPECIALIZED
OFFICER
TRAINING

A new experiment, an attempt both to train and use Spar officers as chemical warfare and ordnance officers, was tried in the fall of 1943. Four Spar officers were given special training in ordnance and chemical warfare at the Coast Guard Yard and at the army base at Edgewood Arsenal.

Answers from the field in response to a questionnaire from Headquarters indicated that perhaps a total of 28 Spar officers might be assigned to this type of duty if properly trained. If a new field seemed to be

SPAR CADETS AT USCG ACADEMY



opening for specialized training, another was closing. The need of the service for Spar trained communications officers seemed to be supplied at the moment with the number already trained or in training and so from November, 1943, on, it was planned that no more women officers were to be selected for this special training. Because it did not prove feasible to utilize Spar officers in the field of chemical warfare and ordnance, officer candidates entering the Coast Guard in the winter of 1943-44 were offered no opportunity to receive specialized training.

OFFICER
TRAINING
LENGTHENED

The decision was reached in December, 1943, to lengthen the officer training course at the Academy from 6 to 8 weeks in order to give additional time for processing, instruction, and observation of the candidates. This decision was held up briefly by uncertainty whether the training would be continued at the Academy or transferred to Palm Beach. Even with the added two weeks, the Spar officer training course was considerably shorter than that given the WAC or the women Marines, though it was equal in length to that given the Waves. The first officer candidate class to have the 8 week training was that entering on January 31, 1944.

INCREASE
IN SPAR
COMMUNICATIONS
OFFICERS

Increased demands of the service for male communications officers to serve afloat necessitated the reopening of Communications Officer Training for Spars. During the summer and fall of 1944, three more classes of Spar communications officers were trained at the Coast Guard Training Station at Atlantic City. Candidates for this specialized officer training were selected from qualified officers in the field as well as from officer candidates then under indoctrination. A total of about 45 Spar communications officers was trained from May to December, 1944.

OFFICER
INDOCTRINATION
CURRICULUM
EVALUATED

In the early summer of 1944, the Spar officer training school at the Coast Guard Academy sent a questionnaire to all Spar officers who had received general indoctrination to learn how useful the training had been and what suggestions could be offered for improvement. The Spar officer training staff devised a questionnaire on the content and usefulness of the Spar general duty training course. The first page of the questionnaire provided space for the officer to write her name, present rank, date of original commission, present official position, and to describe her duties. Questions were also asked as to how many Spar officers, enlisted personnel, and civilians each officer supervised. The second page contained a list of various duties of a woman officer or aspects of her work (such as: "Use Personnel Bulletins"; "Conduct a Captain's Mast"; "Conduct drill practice"; "Use letter forms in correspondence.")

SPAR CADETS LEARN ABOUT LIFERAFTS



and the officer was asked to check with what frequency she did the various items listed. On the third page were listed various Spar officer training courses and subdivisions thereof (such as "Drill commands and procedures"; "Organization of the Coast Guard: shore units") and the officer was asked to check the degree of knowledge she thought each Spar officer candidate should acquire in training. The last page asked questions designed to allow the officer to criticize the training program and to make constructive suggestions. Returns were received from 378 women officers, 58 per cent of the total number to whom the questionnaire had been mailed.²⁹

ANALYSIS OF
RETURNS: COURSE
CONTENT

With respect to the question "How often do Spar officers do these things?", the answers from the questionnaire as of midsummer 1944 may be summarized as follows:

	Serve on a Summary Court
	Conduct a Captain's Mast
	Serve on a Board of Investigation
SELDOM	Conduct drill practice
	Participate in drill practice
OR	Take charge of a unit in a parade or review
	Plan recreational programs
NEVER	Use Law Bulletins
	Use knowledge of Aids to Navigation
	Use terminology concerning aircraft, weapons, or engine parts
	Use knowledge of the structure of ships

On the other hand, Spar officers, it was reported, frequently or constantly did these things:

	Use letter forms in correspondence
	Use memoranda forms in correspondence
FREQUENTLY	Use Personnel Bulletins
	Use Personnel Instructions
OR	Explain regulations for the wearing of the uniform
	Use Finance and Supply Instructions and circulars
CONSTANTLY	Use knowledge of Navy organization
	Attend official social functions

A summary of the answers to the question, "In which items do you feel yourself to be inadequately prepared at present?", indicated that the largest amount of inadequacy was felt for the following:

	Use of letter forms in correspondence
	Summary Court procedure
GREATEST	Procedure for Boards of Investigation
	Use of Finance and Supply Instructions and circulars
PRESENT	Terminology concerning aircraft, weapons, or engine parts
INADEQUACY	Conduct of a Captain's Mast

BRIGHTENING THE STERN OF A "JEEP IN THE DEEP" ARE THE SMILES OF
THESE TWO SPAR CADETS AT THE U. S. COAST GUARD ACADEMY, NEW LONDON, CONN.



Use of memoranda forms in correspondence
Knowledge of Aids to Navigation

COURSE CONTENT
AS SUGGESTED
BY REPORTING
OFFICERS

An important purpose of the questionnaire was to learn what information the Spar officers thought should be taught to future women officer candidates during the training period. The report on the questionnaire organized the returns in the form of answers to the question, "How much information should Spar officers have?", and the items were

listed in the order of the frequency of their mention or emphasis, greatest first.

How much information should Spar officers have

LEARNED WELL

OR

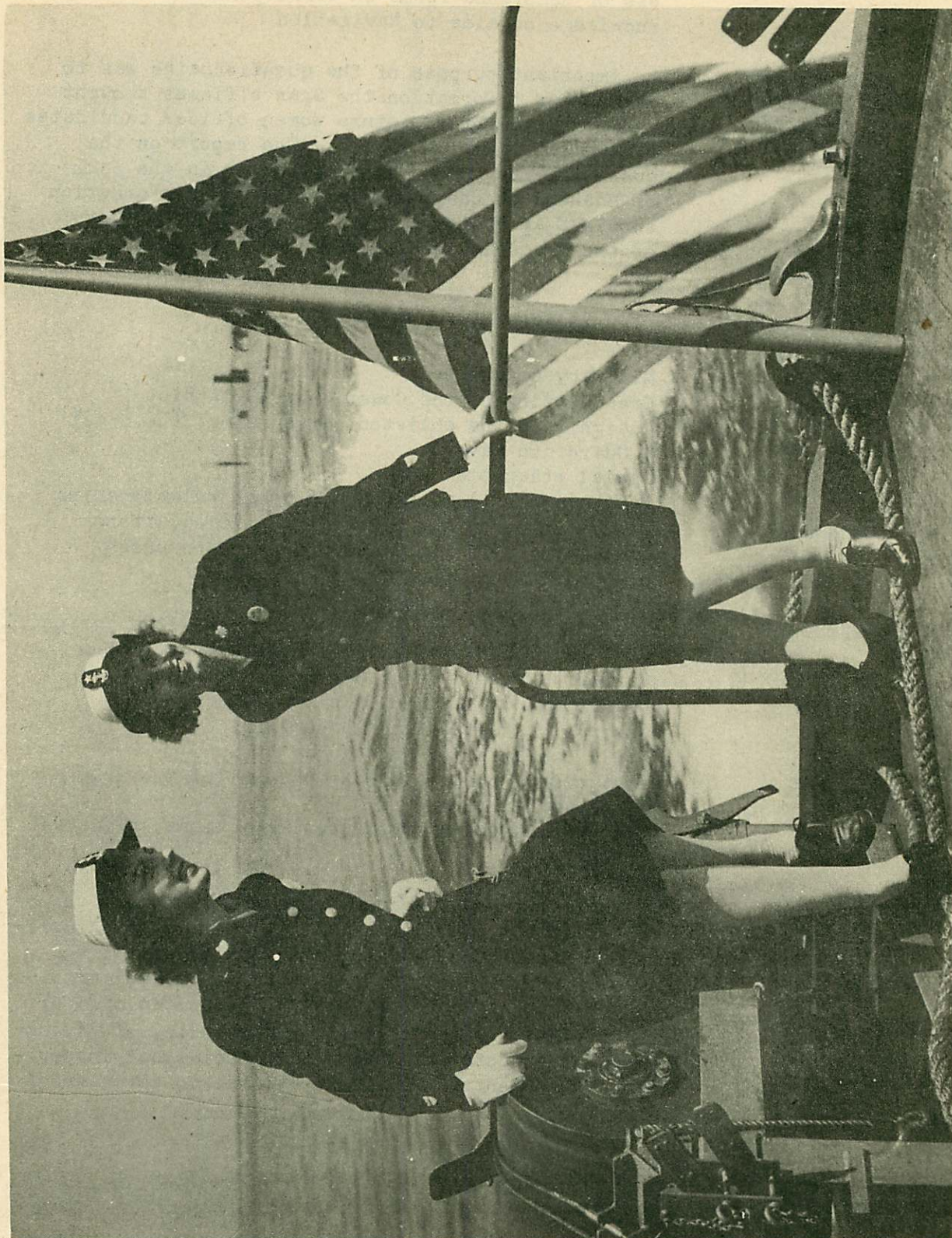
THOROUGHLY

Military etiquette
Organization of the Coast Guard; District
Insignia of the enlisted personnel of the Coast
Guard and Navy
Social etiquette
Psychology of leadership and human relationships
Organization of the Coast Guard; Headquarters
Organization of the Coast Guard; shore units
History of the Coast Guard
Types of Coast Guard vessels
Educational opportunities open to enlisted personnel
Service health problems and how to handle them
Current events
Background of our entrance into the war
Recreational needs and leadership
Drill commands and procedures
Insignia of the enlisted personnel of the Army
and Marine Corps
Ceremonies such as reviews, inspections, official
visits

OFFICER
INDOCTRINATION
CURRICULUM
REVISED

Even before the results of the questionnaire on Spar officer training had been received, the curriculum of the Spar officer training course at the Coast Guard Academy had been broadened and improved the better to meet the needs of the women officer candidates.³⁰ However, the basic policy of giving general indoctrination and not specialized instruction remained in effect. The lengthening of the course to seven and a

THESE TWO SPAR CADETS TAKE A TRIP ABOARD AN 83-FOOT COAST GUARD PATROL CRAFT



half weeks in January, 1944, had made possible a longer period in which the candidates could be processed and introduced to military life. The additional time also made for a longer teaching period in which the candidates could become more familiar with service history, regulations, and policies. One of the important changes in the academic curriculum decreased the amount of instruction time and emphasis on terminology concerning aircraft, weapons, and engine parts, on information about Navy ships, on information about Aids to Navigation, and information on the structure of ships, and increased the amount of instruction time and emphasis on Coast Guard correspondence, regulations, and policies. As a result of the information secured from the questionnaire, the academic curriculum was reorganized to provide additional time for instruction in correspondence and administration. A new course, Administration, was set up to include not only the old Law and Correspondence Courses but also additional subject matter based on Personnel Instructions, Personnel Bulletins, and Finance and Supply Instructions. It seems obvious from the report on the training questionnaire returns that a Spar officer training curriculum must place considerable emphasis on instruction in Coast Guard administration and correspondence. Women officers of the Coast Guard, it appears, handle a great deal of paper work and do a considerable amount of personnel supervision.

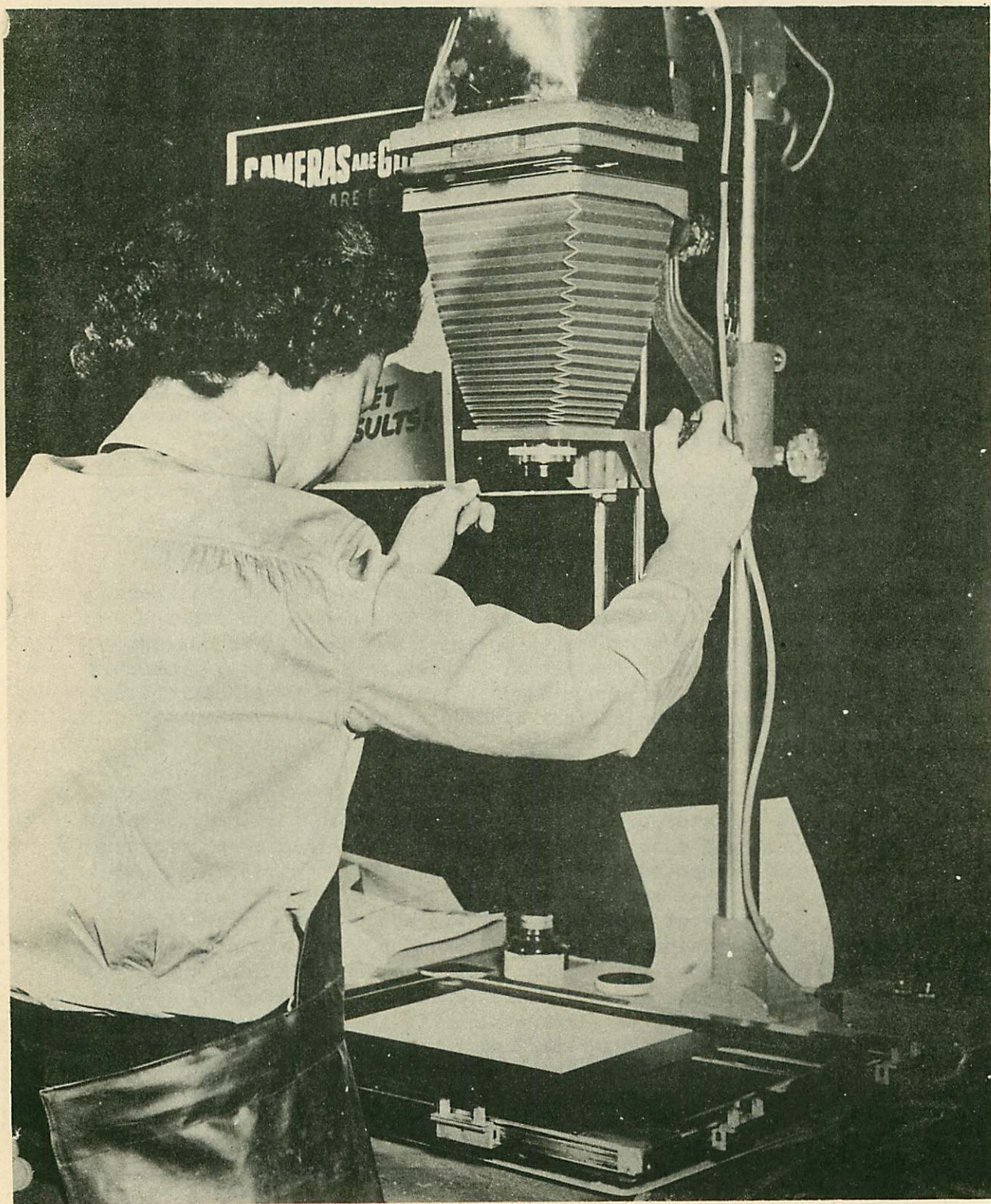
LECTURES BY
SPAR OFFICERS
FROM THE FIELD

An excellent method both of presenting information on leadership and on Coast Guard administration was the practice, begun in May, 1944, of having two experienced women officers ordered temporarily to the Spar officer training school to instruct each class as it was about to be commissioned in the fine points of Coast Guard personnel policies and general administration. Coming at the end of the formal course, this material, presented in the form of lectures and group discussions, was of particular value in bridging the gap between officer candidate training and actual experience in the field.

OFFICER
TRAINING PROGRAM
CURTAILED

During the two years in which women officer candidates of the Coast Guard have been trained, a total of about 930 women completed their courses and were commissioned. Late in the fall of 1944, Headquarters reached the decision that a complement of about 920 women officers would meet the needs of the service. The decision was then made to stop the training program for women officers. Training of Spar communications officers ended with the group completing their special training on November 6, 1944. The last general duty officer class was commissioned on November 1, 1944, and the last class of Spar pay and supply officers was commissioned on December 5, 1944. Whenever the needs of the service require additional Spar general duty officers or Spar communication or pay and supply officers, the necessary training programs will be reestablished.

A SPAR HAS TAKEN OVER IN A PHOTOGRAPHIC LABORATORY
RELIEVING A COAST GUARDSMAN FOR MORE ACTIVE DUTY



C-67820

C. SUMMARY FIGURES

SUMMARY OF THE TRAINING RECEIVED BY MEMBERS OF THE WOMEN'S RESERVE

December 1, 1942 - February 1, 1945

Enlisted Personnel

Recruit training in Navy Schools 1882
Recruit training in Coast Guard Schools 7500
Grand Total Recruit Training: 9382

Specialized training in Navy Schools
Yeoman, storekeeper, and radioman 830
Sound motion picture technician 38
Link trainer operator 22
Parachute rigger 18
Chaplain's assistant 13
Air control tower operator 12
Total 933

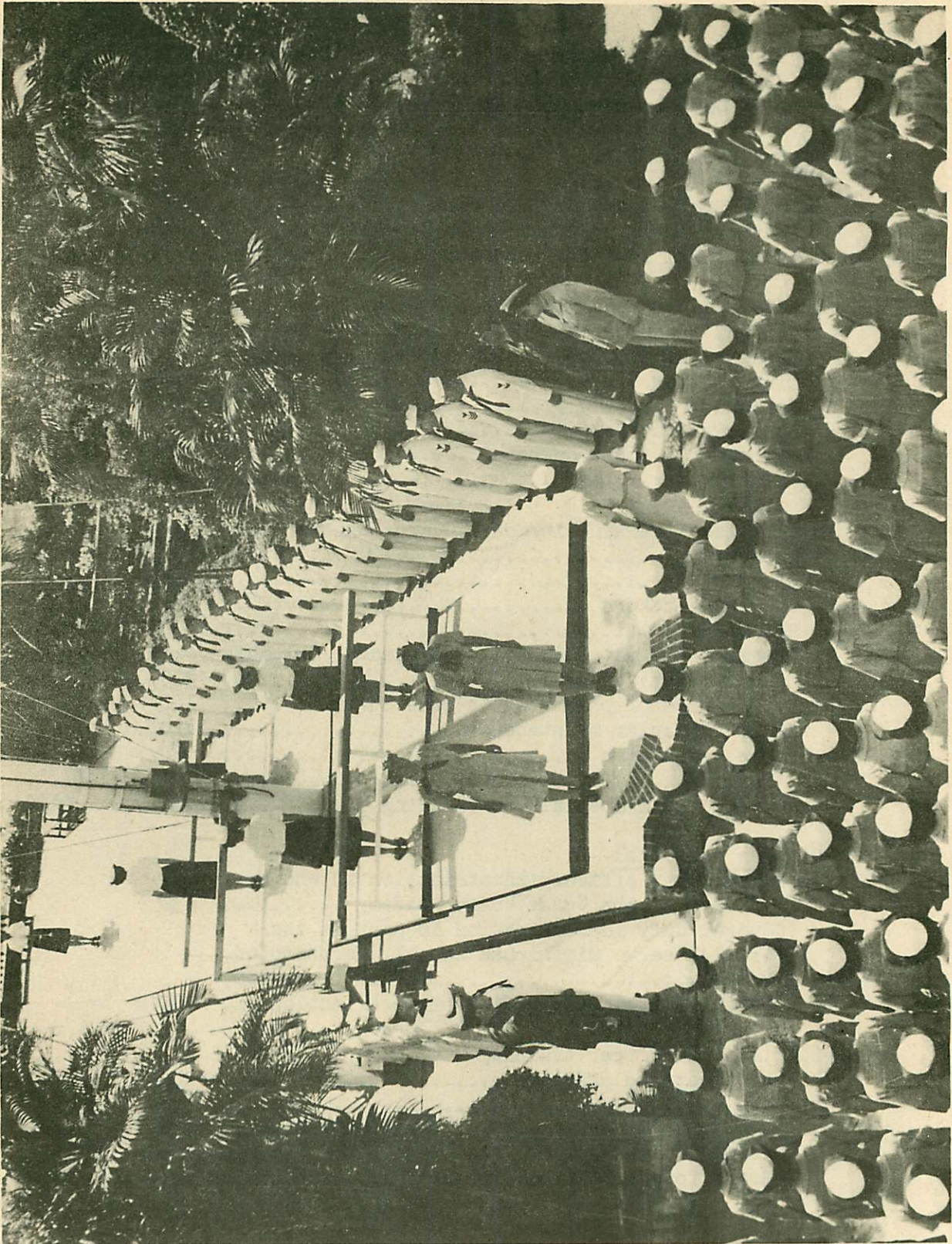
Specialized training in Coast Guard Schools
Yeoman 2362
Storekeeper 1543
Cooks and bakers 425
Radioman 330
Pharmacist's mate (School of Pharmacy, Columbia
University) 200
Supervision of pharmacist's mate strikers 160
Motor vehicular maintenance 120
Radio technician 28
Total 5168
Grand Total Specialized Training 6101

Officer Personnel

General duty officer indoctrination in whole
or part at the Coast Guard Academy 830
(General duty indoctrination in part at the
Naval Reserve Midshipman School, Northampton,
Mass. 200)
Total General Duty Officer Indoctrination ... 830

Specialized officer training
Communications officers 201
Loran 2
Pay and Supply 106
Total Officer Specialized Training 309
Grand Total: Officer Training 936

MEMORIAL DAY - 1944 USCG TRAINING STATION - PALM BEACH



6.5

SUMMARY OF
SPECIALIZED
TRAINING

It should be remembered, in connection with the above figures, that some individuals received more than one type of training. For example, all of the pay and supply officers had previously received recruit training and most of them also received storekeeper instruction. Of the 830 officer candidates who completed the general duty officer indoctrination course, 183 had previously received recruit indoctrination and many of these 183 had also received some enlisted specialized training. Of the total of 936 women who received officer indoctrination, 33% received additional specialized officer training either as communications officers or as pay and supply officers. Of the 9,382 women who received recruit training, about 65% also received specialized training of some kind. Of the enlisted women who did receive specialized training, 88% received their training in the three traditionally feminine occupations of office work, food preparation, and hospital work. Only 12% of the enlisted Spars who received special training received it in such fields as radio repair and transmission, motor vehicular maintenance and parachute rigging.

THESE COAST GUARD SPARS ARE AT WORK IN THE PARACHUTE RIGGING LOFT AT
THE COAST GUARD AIR STATION, ELIZABETH CITY, N. C.

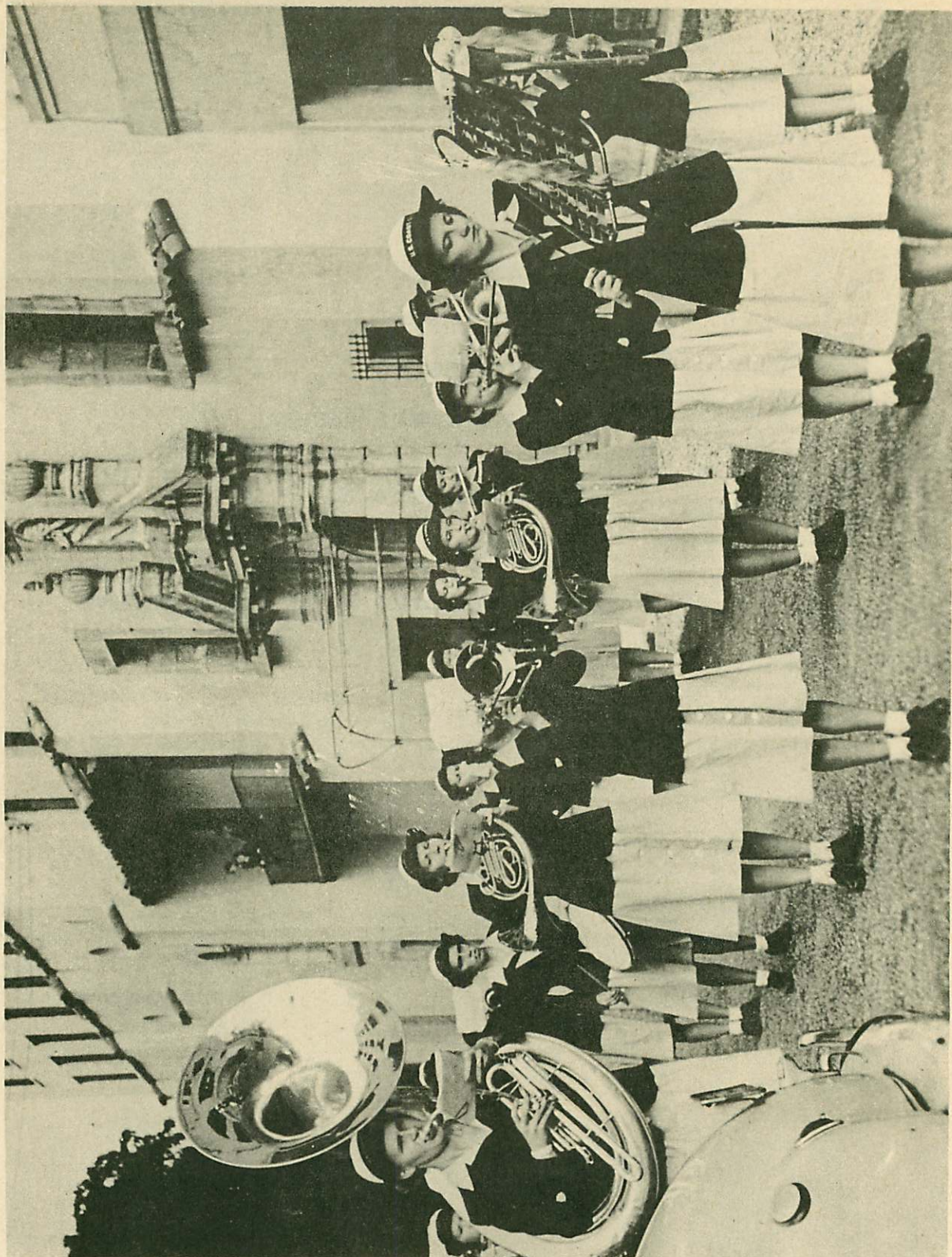


CHAPTER IV

THE UTILIZATION OF THE MEMBERS OF THE WOMEN'S RESERVE

- A. ENLISTED PERSONNEL
- B. OFFICERS
- C. ADMINISTRATION OF THE WOMEN'S RESERVE

AT PRACTICE TIME MEMBERS OF THE SPAR BAND, U. S. COAST GUARD TRAINING STATION,
PALM BEACH, FLA., WEAR REGULATION UNIFORM JACKETS OVER PLAY SUITS, AND SOCKETTES



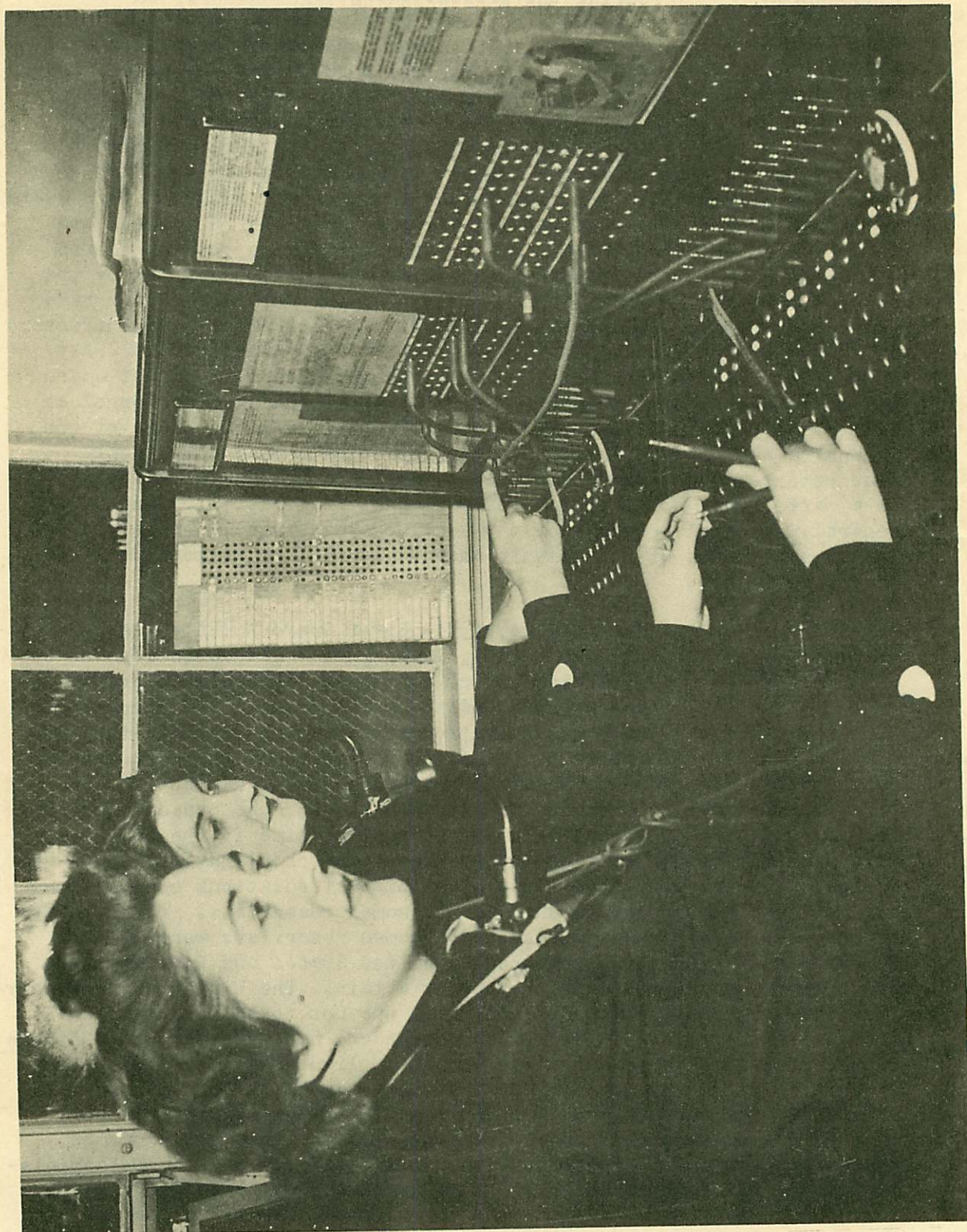
PERSONNEL
NEEDS OF A
VERSATILE
SERVICE

During the present emergency and war, the Coast Guard has not only carried on its varied and lengthy list of normal peacetime functions, but has more than carried a full share of participation in the nation's war effort. Officers and men of the United States Coast Guard have seen action in all sectors of this war and have contributed their skill in various kinds of war activity. Transports and cargo ships have been manned as well as amphibious craft of all kinds. Coast Guard ships and men have guarded the sea lanes against the submarines and ships of the enemy. At home, the great seaports and coastal shores have been guarded against fire, sabotage, and possible attack by the enemy. Both the personnel and the ships of the Merchant Marine have been under the supervisory inspection of the Merchant Marine Inspectors of the Coast Guard. All of these and other activities of the Coast Guard have required personnel. During the war years the Coast Guard has increased in size from 28,000 officers and enlisted personnel as of December, 1941, to a present total of about 172,000. Some of the expansion was hurried as needs outstripped the formal complement requirements. The story of the utilization of the women reservists is a part of the total picture of personnel utilization. Many of the general personnel problems of the service are naturally reflected in the experience of the Women's Reserve as will be evident from the survey to follow.

SPARS TO
RELEASE MEN
FOR SEA DUTY

The passage of the Coast Guard Women's Reserve Act on November 23, 1942, gave legal authority for the establishment of a Women's Reserve as a branch of the regular Coast Guard Reserve. The purpose of this new Women's Reserve was to expedite the war effort by releasing officers and enlisted men for duty at sea. The Women's Reserve, thus authorized, was not to be permanent but was to continue in existence during the present war and for six months thereafter, or until an earlier time if the Congress, by concurrent resolution, or the President, by proclamation, should so decide. The act contained certain definite stipulations on the procurement and assignment to duty of the women reservists. Twenty years of age was the minimum age required. Women reservists were limited to shore duty within the continental United States and were limited as to the commissioned rank they might attain. The highest rank authorized was lieutenant commander and there was not to be more than one officer in the grade of lieutenant commander, nor more than 18 officers in the grade of lieutenant. The number of lieutenants (junior grade) was not to exceed 35 per cent of the total number of commissioned officers. Furthermore, the act declared that "the military authority of officers commissioned under the provisions of this title may be exercised over women of the Reserve only and is limited to the administration of the Women's Reserve." The type of duty to be performed by the women reservists was described in general terms as follows:

AFTER INDOCTRINATION A TWO-PLACE SWITCHBOARD AT A COAST GUARD AIR STATION ON THE WEST
COAST IS AN EASY BIT OF DUTY FOR SPARS MARJORIE LAKE (FOREGROUND) AND FRANCES HEYNE



"Members of the Women's Reserve shall not be used to replace civil-service personnel but shall be composed of women trained and qualified for duty in the shore establishment of the Coast Guard to release male officers and enlisted men of the Coast Guard service for duty at sea."

HEADQUARTERS
ANTICIPATES
EXTENSIVE USE
OF SPARS

In anticipation of the passage of the Act, Headquarters on September 18, 1942, had sent a directive to all Chiefs of Divisions at Headquarters, District Coast Guard Officers, and Commanding Officers of Independent Shore Units outlining the Coast Guard's policy with respect to the utilization of the women reservists and asking for estimates of the number of officers and enlisted personnel who could be used.¹ This letter stated that the purpose of the Women's Reserve would be to release male officers and enlisted men for duty at sea. Since the purpose of the Women's Reserve was to replace men in every possible position ashore, the commanding officers were directed to make a careful survey of their units to ascertain how many women reservists could be used. Headquarters directed that no consideration be paid to the fact that there might be, at the moment, no place at sea for the men who could be replaced. The time might come, it was stated, when men in certain ratings that could be filled by women would have to be trained for another rating. The housing problem was recognized in this Headquarters letter as an important factor in the utilization of women reservists. Women reservists, it was stated, could be used wherever the present male personnel was on subsistence and quarters, as in district offices, section bases and some Captain of the Port offices, and at units, such as training stations, where separate housing accommodations could be provided. It was not considered practical to use them at units where they would have to be given quarters and subsistence allowances in order to replace men not then receiving such allowances.

SUGGESTED
TYPES OF WORK

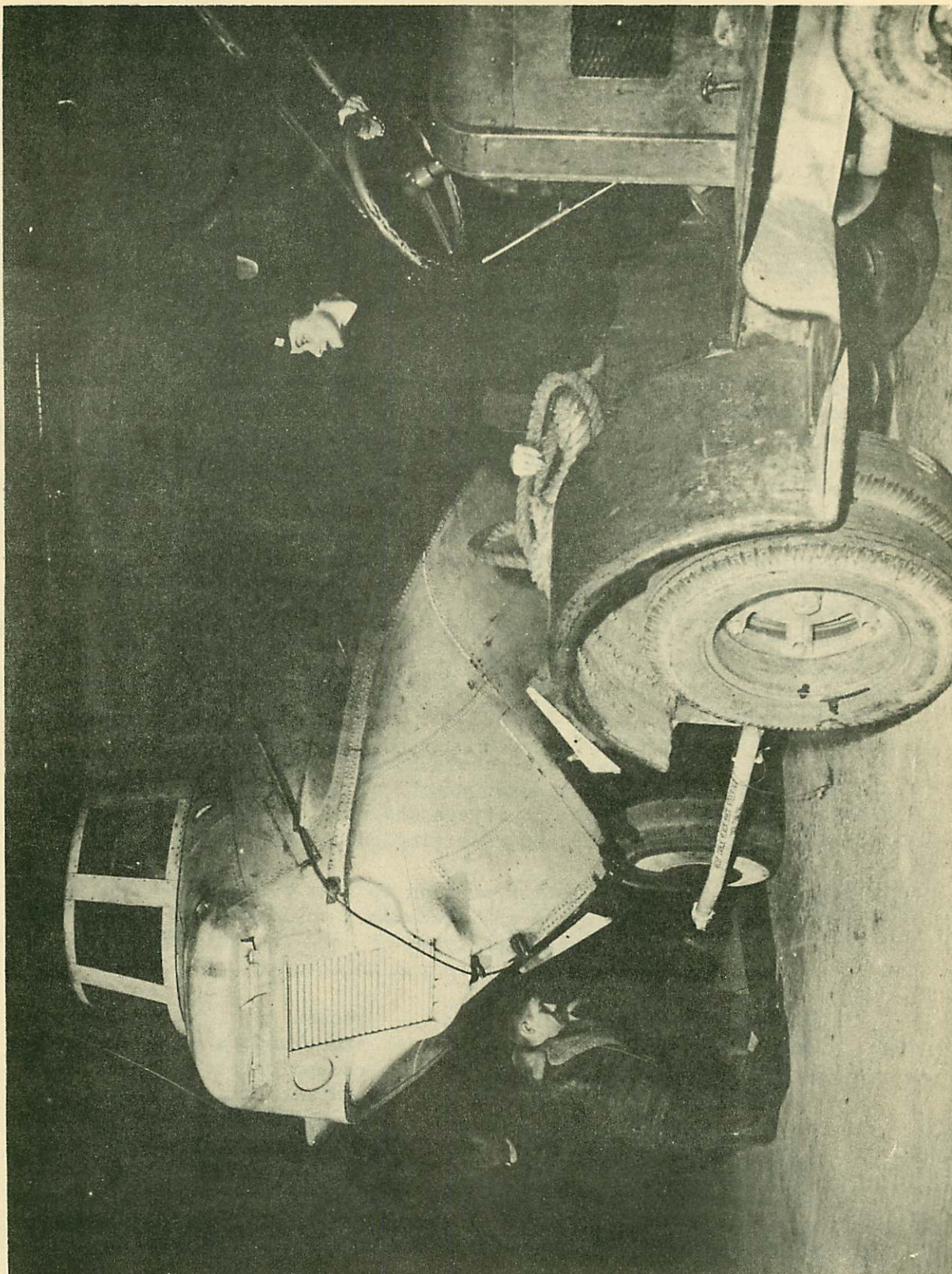
The letter went on to list a few of the positions in which enlisted women could be used. Included as suggested types of work for enlisted women reservists were the following:

messengers and orderlies
mail clerks
telephone operators
teletype operators
radio operators
signalmen
photographers
drivers of light motor vehicles

yeomen
storekeepers
receptionists
pharmacist's mates
cooks and stewards
Chaplain's assistants
welfare officer's assistants

It was stated in this Headquarter's letter of September, 1942, that

SPAR JANE SPERACINO, SEAMAN SECOND CLASS OF SULFUR SPRINGS, TEXAS, IS SHOWN BACKING A
TOW-JITNEY IN TO COUPLE ON TO A COAST GUARD FLYING BOAT



there were positions also for officers of the Women's Reserve. Some would be needed for administrative purposes, such as in Personnel, Pay and Supply, Identification, and other departments, and some could be used for technical duties such as coding officers and legal officers.

SURVEY
REQUESTED

The addressees of the letter were directed to survey their commands and report to Headquarters how many women officers and enlisted personnel could eventually be used. Since the reason for the establishment of a Women's Reserve was to replace men in every possible position ashore, Headquarters directed that consideration be given to determining how many men currently assigned could be replaced by women as well as how many vacancies were then existing. It was stated further that the time might come when men in certain ratings that could be filled by women would have to be trained for another rating. Women reservists sent out for duty would be fully trained and competent. The women were not to be used to replace civil service personnel.

TRAINED, RATED
PERSONNEL
REQUESTED

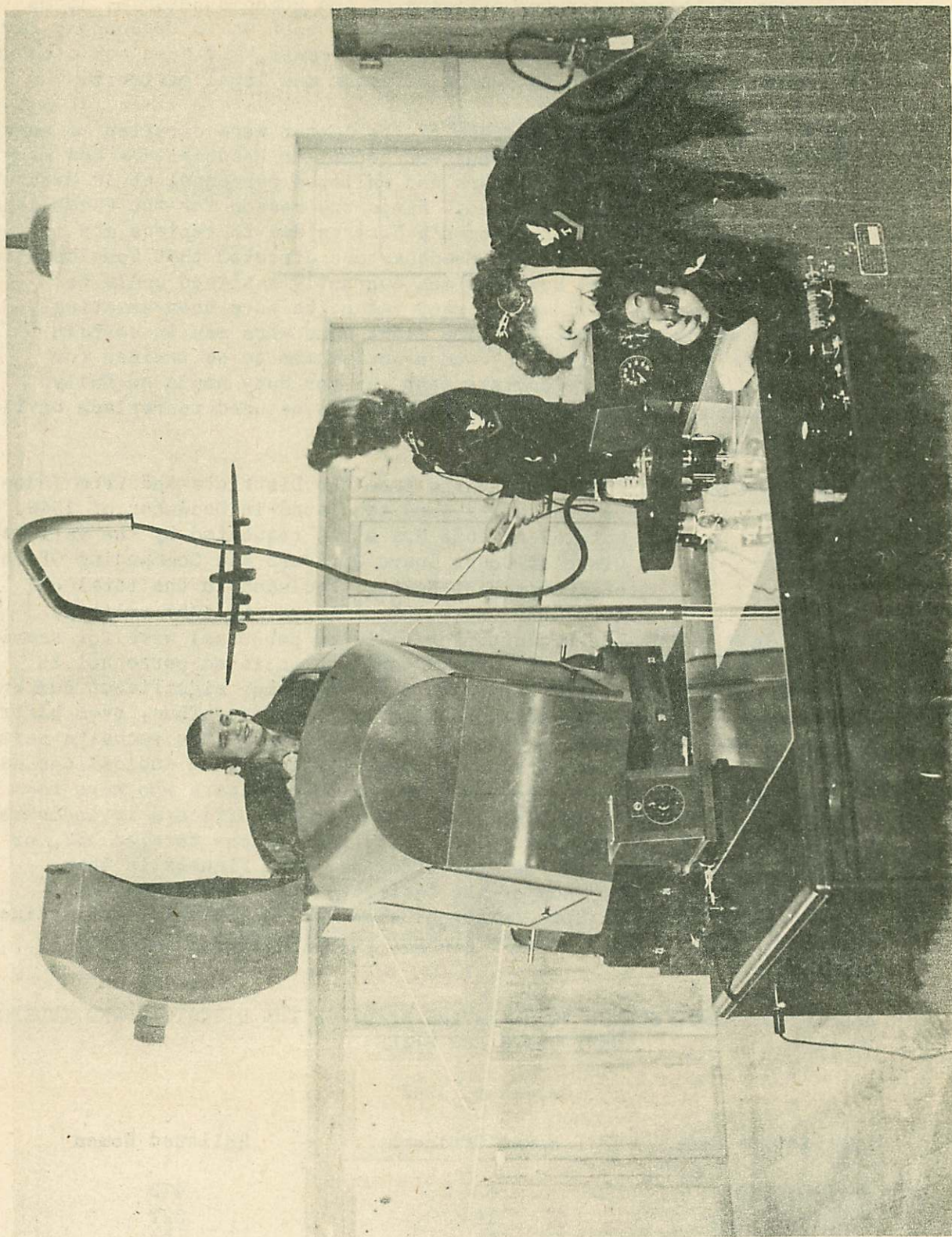
When the returns from the Districts and from Independent Units were tabulated in December of 1942, a total of 4556 Spars was requested by the various District Coast Guard Officers and Commanding Officers of Independent Units. Included in the total of 4556 Spars were 199 officers and 4357 enlisted women. Only 14% of the requests for enlisted personnel were for seamen. Seventy-two per cent of the requests were for enlisted personnel in the yeomen and storekeeper ratings. The only other significant number of requests was for radiomen and pharmacist's mates. Thus, even before any Spars were available for assignment, over 85% of the requests were for trained personnel, preferably rated. There were no indications as to the type of duty to be performed by the 199 officers who were requested. The uneven distribution of requests for officers is indicated by the fact that the requests of four Districts alone totaled 127, or 60% of all field requests for Spar officers. The figures in this initial survey of the needs of the Districts and Independent Units under Headquarters for Spar personnel show very definitely that trained enlisted personnel were in much greater relative demand than women officers.

RESULTS OF FIRST SURVEY TO DETERMINE NEEDS OF THE DISTRICTS AND INDEPENDENT UNITS FOR SPARS

December, 1942

District or Unit	Women Officers	Enlisted Women
Boston, 1ND	53	472
New York, 3ND	19	527
Philadelphia, 4ND	26	172
Norfolk, 5ND	8	104

WITH THE LINK TRAINER AS THEIR CLASSROOM, SPAR SPECIALISTS THIRD CLASS MIRIAM WILSON OF
BELL, CALIFORNIA (center), AND RHODA THOMAS OF MARSING, IDAHO, INSTRUCT MALE STUDENTS
AT THE COAST GUARD AIR STATION, SOUTH SAN FRANCISCO, IN INSTRUMENT AND "BLIND" FLYING



District or Unit	Women Officers	Enlisted Women
Charleston, 6ND	0	121
Miami, 7ND	29	508
New Orleans, 8ND	7	125
St. Louis, 9ND	18	369
Chicago, 9ND	0	197
Cleveland, 9ND	1	257
Long Beach, 11ND	10	600
San Francisco, 12ND	0	0
Seattle, 13ND	0	175
Coast Guard Yard	0	56
Atlantic City Trasta	0	38
Manhattan Beach Trasta	18	306
Groton Trasta	0	148
Curtis Bay Trasta	0	43
St. Augustine Trasta	0	58
Academy	8	42
Potomac River Command	2	30
Inspectors	0	9
Totals	199	4357

It should be noted that several units, although indicating they could use a total of 18 officers and 463 enlisted Spars, nevertheless requested that because of an absence of housing facilities no women reservists be sent to them. These units included Coast Guard Training Stations at St. Augustine, Manhattan Beach, Alameda, Curtis Bay and the Yard at Curtis Bay.

RESULTS OF FIRST SURVEY TO DETERMINE NEEDS OF THE DISTRICTS AND INDEPENDENT UNITS FOR SPARS BY RATES

December 1942

Chief Yeomen	78	Chief Photographer's Mates	1
Yeomen, 1c	270	Photographer's Mates, 1c	2
Yeomen, 2c	465	Photographer's Mates, 2c	4
Yeomen, 3c	157	Photographer's Mates, 3c	13
Total Yeomen	1,970	Total Photographer's Mates	20
Chief Storekeepers	60	Officer's Stewards, 1c	4
Storekeepers, 1c	195	Officer's Stewards, 2c	3
Storekeepers, 2c	312	Officer's Stewards, 3c	9
Storekeepers, 3c	622	Total Officer's Stewards	16
Total Storekeepers	1,189		
Chief Radiomen	4	Radio Technicians, 1c	4
Radiomen, 1c	34	Radio Technicians, 2c	3
Radiomen, 2c	38	Radio Technicians, 3c	9
Radiomen, 3c	131	Total Radio Technicians	16
Total Radiomen	207		

SPAR NANCY FAIRCHILD, CONTROL TOWER SPECIALIST THIRD CLASS, OF BOIS, IDAHO, SIGNALS A COAST GUARD AMPHIBIOUS PLANE FROM HER GLASS-WALLED CONTROL TOWER



Chief Pharmacist's Mates	1
Pharmacist's Mates, 1c	14
Pharmacist's Mates, 2c	24
Pharmacist's Mates, 3c	61
Total Pharmacist's Mates	100

Surfmen	43
Seamen, 1c	172
Seamen, 2c	177
Apprentice Seamen	281
Total Seamen	630

Chief Commissary Stewards	0
Ship's Cooks, 1c	20
Ship's Cooks, 2c	15
Ship's Cooks, 3c	27
Total Ship's Cooks	82

Misc. Requests	84
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DIVERSITY IN REQUESTS

An examination of the above requests made by the Districts and Independent Units shows considerable difference of opinion as to the ratings in which enlisted women might be utilized. For example, of the 207 radiomen requested, about half were requested by two Districts alone. Only 3 Districts and 2 Independent Units requested Spar radiomen. Only three indicated a need for Spar cooks. The requests for Spar pharmacist's mates show a somewhat better spread but only 4 Independent Units and 7 Districts reported such a need. The requests for Spar yeomen, storekeepers, and seamen were quite well distributed, however.

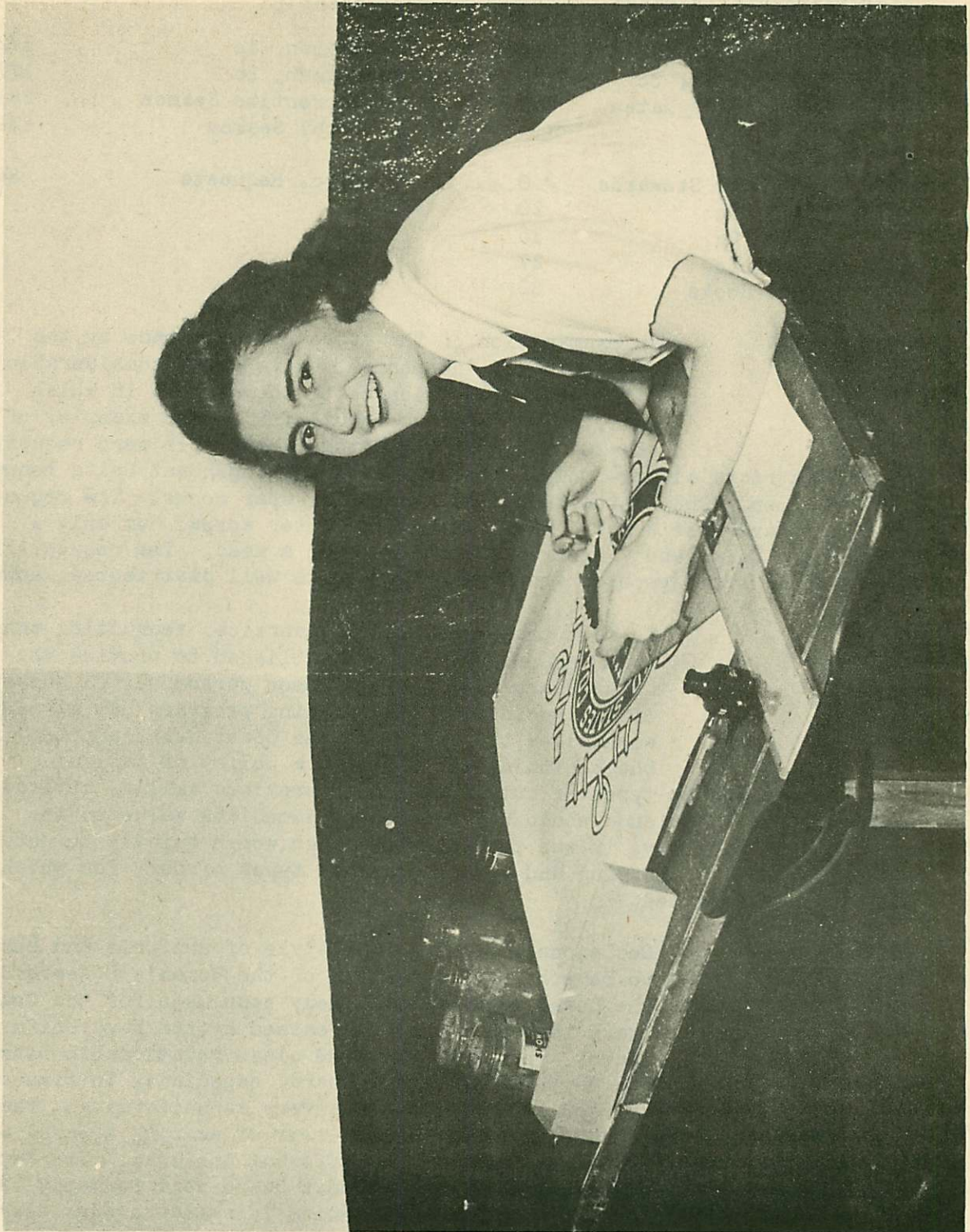
TRAINING ADAPTED TO NEEDS

To meet these needs of the service, recruiting and training programs were established to provide the Coast Guard with trained women personnel. A survey of the recruiting and training programs has already emphasized the fact that the Coast Guard adopted in the beginning and followed a policy of assigning women reservists to types of duty where their previous skills, aptitudes, training, and experience would be of the most immediate value to the service. In this way, it was possible to assign women quickly to duty without extensive training and to use women in types of duty for which they were best fitted.

UNIFORMS SAME AS WAVES; INSIGNIA DIFFERENT

Decisions as to type and style of uniforms and gear to be worn by the members of the Women's Reserve of the Coast Guard have largely been made for the Coast Guard through decisions reached by the Navy Uniform Board. This is due to the close relationship between the Navy and the Coast Guard, especially in time of war, and by custom and regulation for such matters as uniforming. The Spars, therefore, wear the same uniform and items of wearing apparel as do the Waves. The differences are due to different insignia. The lapel buttons worn by Spars are replicas of the Coast Guard seal formerly used on the shore uniform of the men. Enlisted women in seaman grades wear on their upper sleeve badges to designate their grade. These badges

SPAR ATTACHED TO GRAPHIC ARTS SECTION, DCGO, ST. LOUIS, MO.,
IS SHOWN PAINTING A COAST GUARD SURFMAN'S SHIELD



consist of short slanting white lines equivalent to the white lines around the cuff of the enlisted man's jumper. Coast Guard Headquarters is largely responsible for sponsoring this recognition for enlisted women in the seaman grades. Originally the Navy had made no provision for seaman badges. When the Spars were established, it was decided by the Coast Guard that the women officers would wear above the stripes on their sleeves the traditional gold shield of the Coast Guard line officer. This was quite in contrast to the original policy of the Navy. It was not until the latter part of 1944 that the Navy authorized its women line officers to wear the traditional star, and then it was a blue star, not gold.

UNIFORMING POLICIES

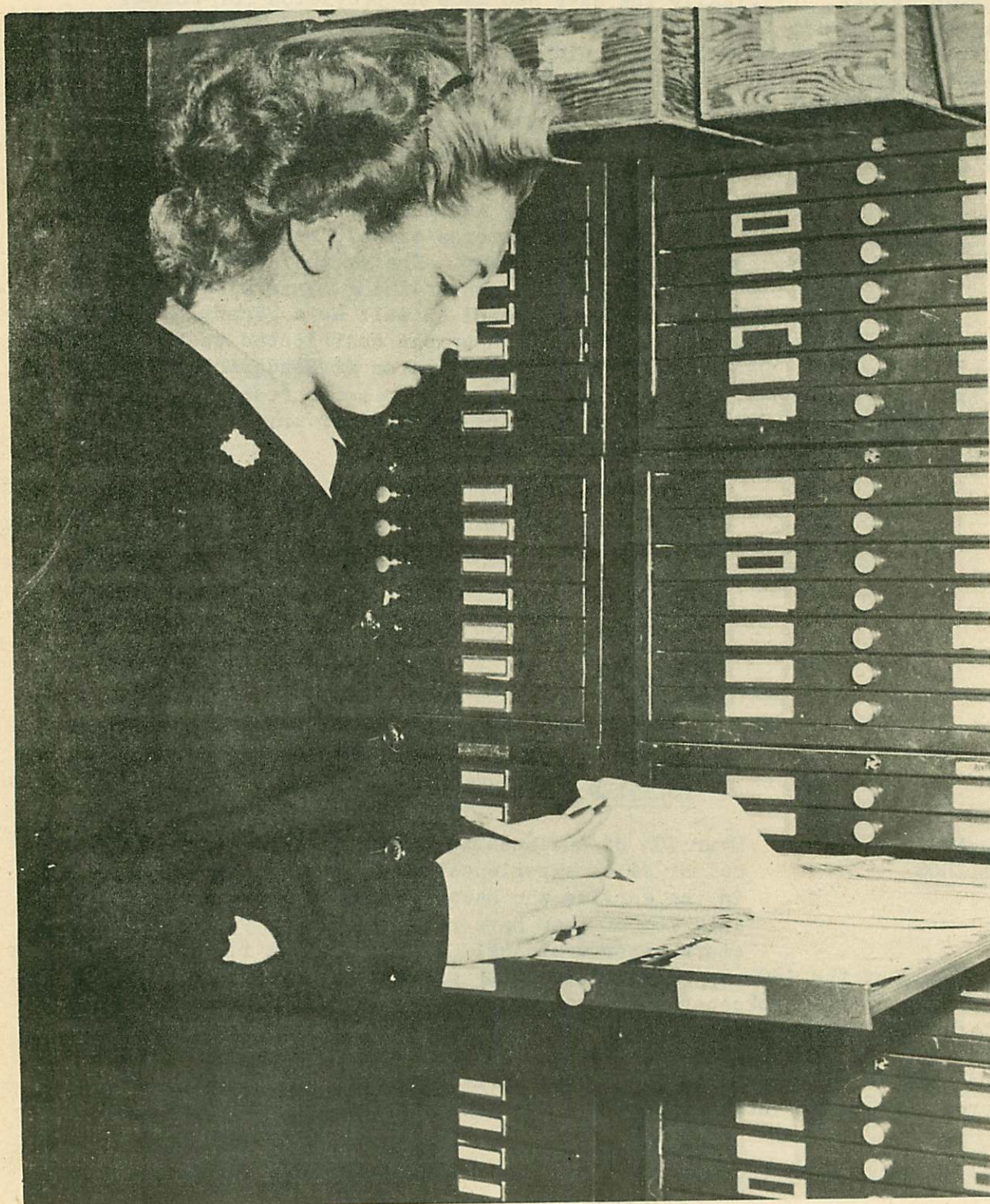
The original policy was to outfit Spars through the use of the retail stores established as uniforming outfitters by the Navy. The establishment by the Coast Guard of its own training centers for officers and enlisted personnel as well as a general dissatisfaction with the payment of retail store prices contributed to the decision in the summer of 1943 whereby the Supply Division at Headquarters undertook the provision of uniforms and equipment for women reservists to be sold through Coast Guard clothing lockers and at cost prices. This policy subsequently has proved most satisfactory.

A. ENLISTED PERSONNEL

WOMEN IN RATINGS

Over 60% of enlisted women have had civilian clerical or sales experience and of the enlisted women in the service who have received specialized training, 75% of them have received either yeoman or storekeeper training. At the present time, February 1, 1945, of the 4600 Spars who hold petty officer ratings, almost 70% are in either storekeeper or yeoman ratings. Only 6% of currently rated Spars hold ratings in either of the Artificer Branches or in the Aviation Branch. The Coast Guard has trained and used women primarily in office and hospital work, and in galley and barracks duty. Only a very small percentage of the women reservists has received training or assignment

SPAR FILES THE COAST GUARD CORRESPONDENCE IN ONE OF THE MANY OFFICES
IN THE COUNTRY WHERE SPARS HAVE REPLACED COAST GUARDSMEN FOR SEA DUTY



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in any of the technical or mechanical rates. In thus following the traditional prewar pattern of civilian womanpower employment, the Coast Guard has been conservative. Training and administrative costs were kept to a minimum by this policy of using women in the lines of activity in which they were best suited and most experienced. It was originally planned that the procedure for making the assignments to duty for the women reservists would be very much along the same pattern as prevailed for the men except for the added consideration of available quartering and messing facilities. Much of the history of the utilization of Spars can be written around the problem of how to make effective use of the women reservists and yet maintain service personnel policies.

FIRST DUTY
ASSIGNMENTS
REPORTED

The first general reports on the assignment to duty of the women reservists appeared in June, 1943, in studies prepared for the Women's Reserve Division.² As of May 31, 1943, a total of 798 enlisted Spars were assigned to active duty. Of the 263 Spars who were then rated, no less than 243 were either yeomen or storekeeper petty officers, third class.

Enlisted

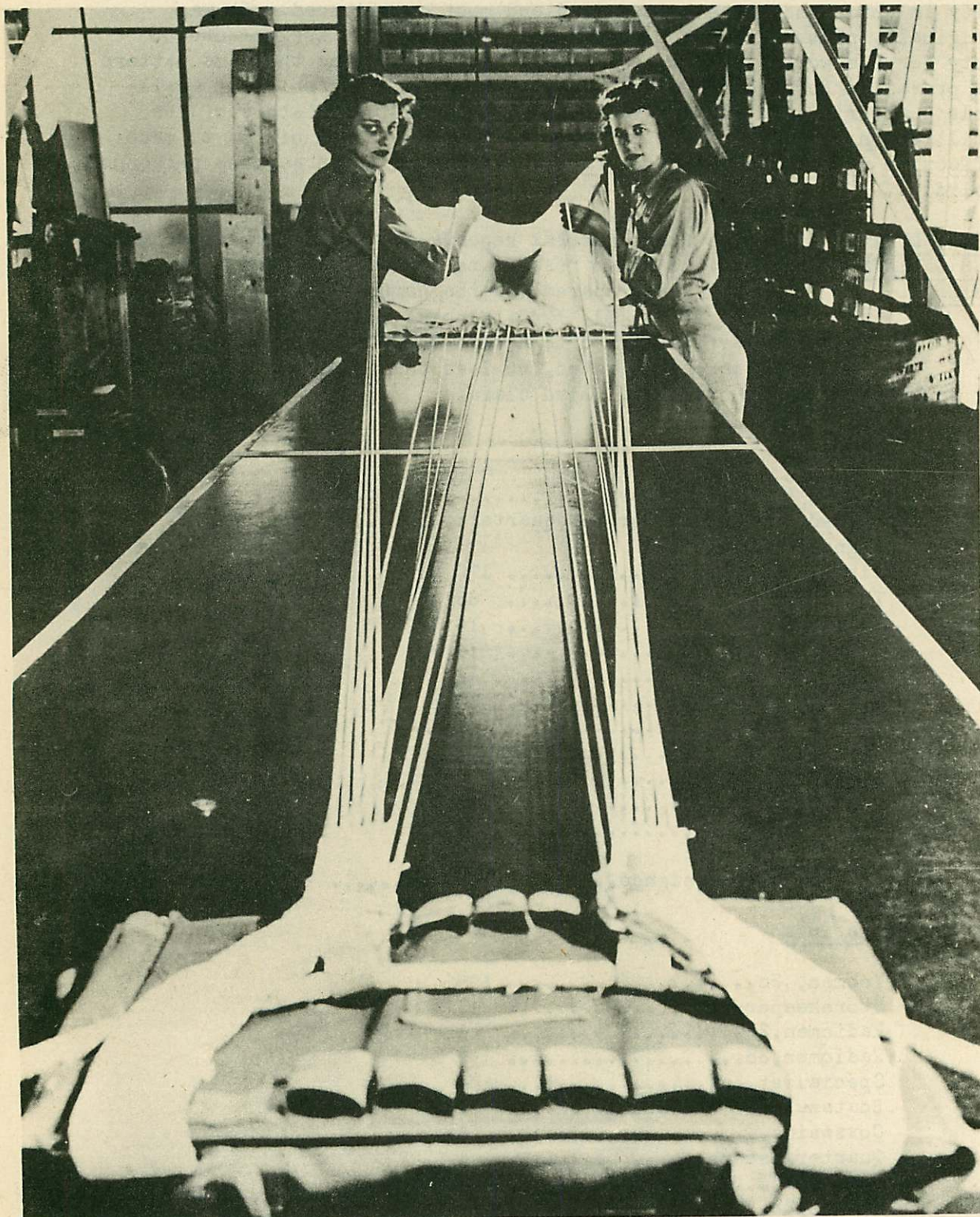
Assigned to Headquarters.....	280
Assigned to Units under Headquarters.....	96
Assigned to Districts	
First ND.....	170
Third ND.....	68
Fourth ND.....	14
Fifth ND.....	14
Sixth ND.....	11
Seventh ND.....	20
Eighth ND.....	9
Ninth ND.....	56
Eleventh ND.....	24
Twelfth ND.....	10
Thirteenth ND.....	26
Total Enlisted Assigned.....	798

In Ratings

Yeomen, 3c.....	196
Storekeepers, 3c.....	47
Radiomen, 2c.....	1
Radiomen, 3c.....	9
Specialist, 3c.....	4
Boatswain's mate, 2c.....	1
Coxswains.....	4
Quartermasters.....	1
Seamen, 1c.....	103
Seamen, 2c.....	432
Total.....	798

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PARACHUTE RIGGING IS ONE OF THE MOST EXACTING JOBS THAT A WOMAN
CAN BE CALLED ON TO PERFORM IN THE ARMED FORCES



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DISTRIBUTION
OF RATINGS

A Report on the assignment of enlisted Spars commented that the majority of enlisted women were doing the work of yeomen or storekeepers and were already rated as third class petty officers or were striking for such ratings.³ One group of storekeepers was composed of IBM specialists. Additional radiomen were in training. Some of the women reservists were receiving supervised in-service instruction preparatory to assignment as potential pharmacist's mate strikers. Qualified Spar draftsmen, it was thought, would probably be rated as carpenter's mates. Coxswains were assigned to supervisory duties in Spar barracks. Special billets such as telephone operators, teletype operators, drivers, file clerks, and building escorts were being filled by Spar seamen.

RATING
PROBLEMS

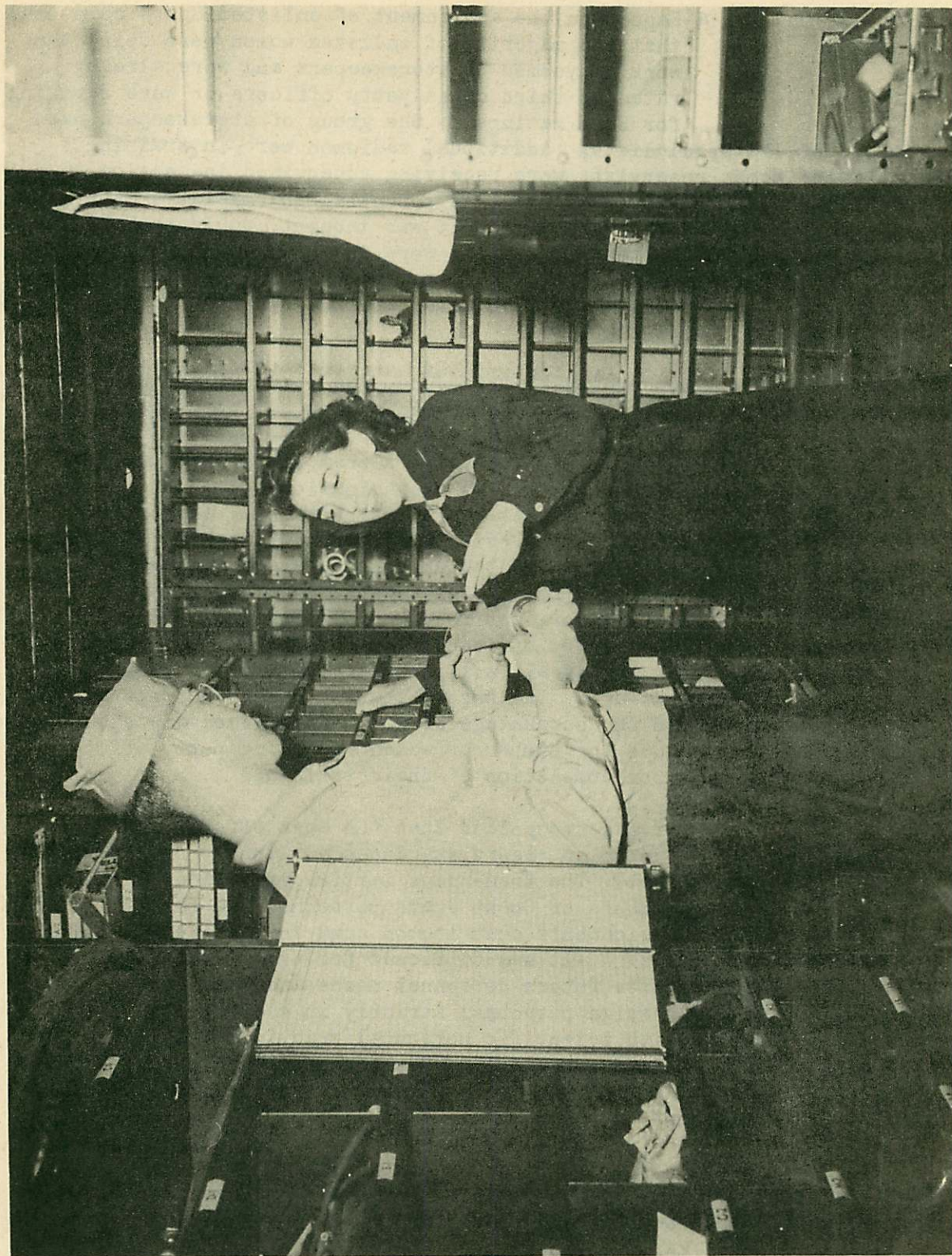
According to this June, 1943, report on enlisted Spars, advancements in rating had been the subject of considerable controversy. The policy was then adopted by Headquarters that qualifications for advancement and the examinations would be the same as for men with the exception that questions pertaining to duty afloat would be omitted. It had become evident early in the spring of 1943 that the enlisted women possessed the experience and training to enable them to meet the rating requirements in several specialties with relative ease. It was therefore entirely natural for enlisted women to expect to be rated as petty officers within a relatively short time even though only about 50% of all enlisted personnel was authorized to be in petty officer ratings. The report stated that Headquarters was taking steps to reduce the percentage of women then receiving specialized training and thus reduce the number of women receiving petty officer ratings immediately upon completion of their training.

ASSIGNMENT
POLICIES

It was recognized that the most effective use of the women reservists depended largely on good placement. The tremendous wartime expansion in the numbers of Coast Guard personnel and the variety of assignments contributed some inevitable confusion to personnel procedures. It was difficult for the Coast Guard to anticipate in advance its future personnel needs and therefore difficult to allocate and assign personnel strictly in accordance either with complements or with scientific personnel practices. A policy of careful placement of Spar personnel had been recommended by the Women's Reserve Division as an important factor both in utilization and in morale. The statement of the assignment policy recommended is as follows:⁴

"Careful placement of personnel is admittedly vital from the standpoint of both the service and of the individual. The Spars are of value to the service only insofar as they perform their duties effectively. Nothing undermines an

CHIEF STOREKEEPER EXPLAINING WORK TO A NEW SPAR STOREKEEPER



individual's morale more quickly and makes her less effective on the job than being detailed to an assignment in which her abilities are not fully utilized. It is recognized that in any assignment the needs of the service must come first. Therefore, in order to be able to meet those needs with effective personnel every effort is made to place the individual in the job in which she may make her maximum contribution to the service and, at the same time, derive satisfaction from knowing that her capabilities are being used to the full."

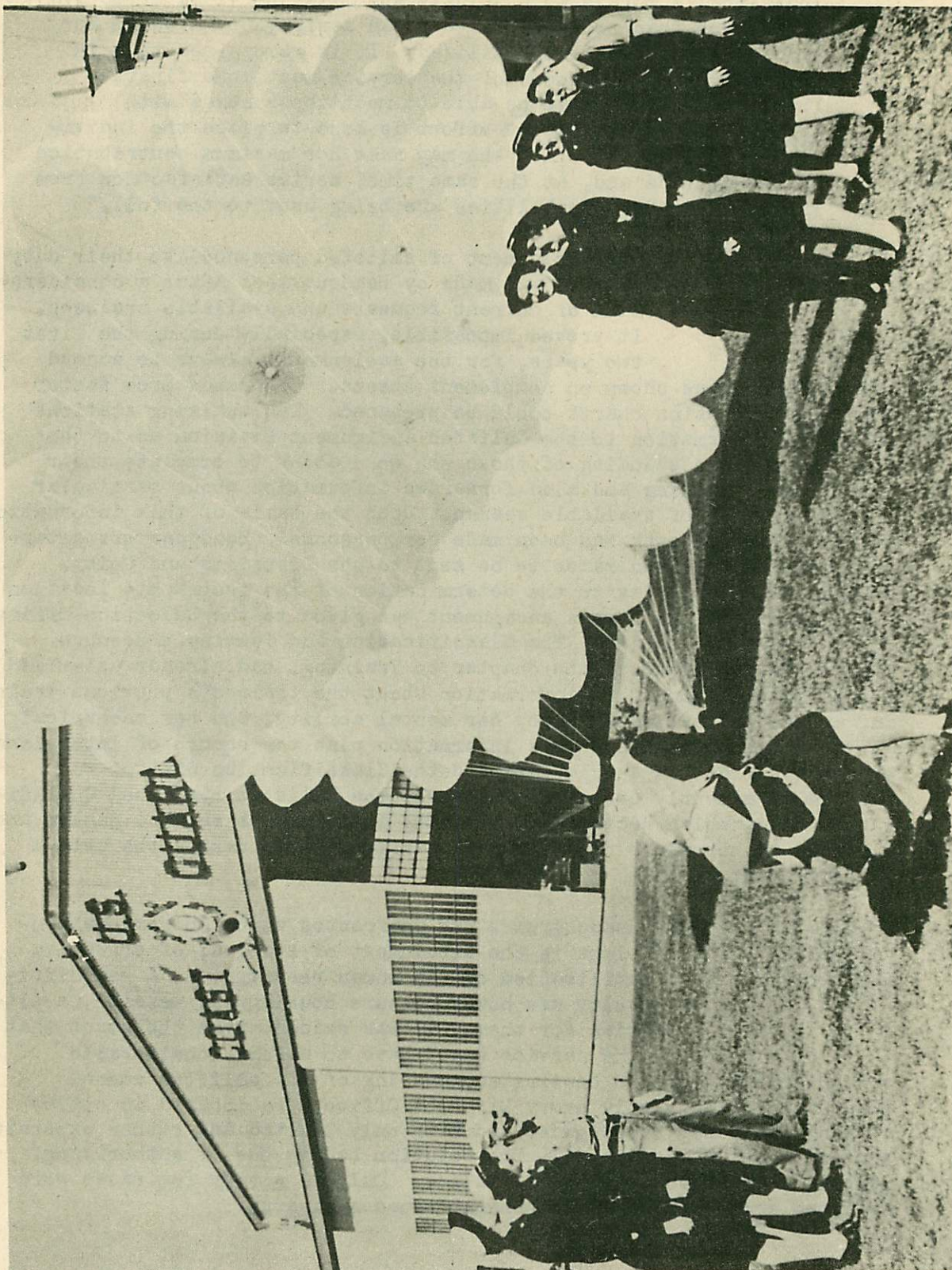
ASSIGNMENT PROCEDURE

The assignment of enlisted personnel to their duty station was made by Headquarters after a consideration of current requests and available trainees. It proved impossible, especially during the first two years, for the assignments always to accord with vacancies as shown on complement sheets. The needs grew faster than the allocation charts could be prepared. The training stations forwarded information to the Enlisted Assignment Division as to the number and class standing of those who were about to complete their specialized training and also forwarded information about particular civilian skills of available seamen. Upon the basis of this information and whatever requests had been made for personnel, Headquarters determined the numbers and rates to be sent to the Districts and Units. Considerable leeway as to the determination of the geographic location of an individual trainee's assignment was given to the Selection Officer at the Training Station. The Classification and Testing procedure, previously described in the chapter on Training, had already assembled a considerable amount of information about the trainee's previous training and vocational experience, her mental ability, and her mechanical and clerical aptitudes. This information plus the record of interviews with classification specialists and the Classification Officer was entered permanently upon a record card, the Enlisted Personnel Qualification Card, which became a part of the individual's service jacket and was used at her place of active duty assignment in making the actual job placement.

HOUSING FACILITIES LEASED

Headquarters was confronted with two serious problems in the attainment of its goal of effective utilization of the women reservists. A key difficulty was how to secure housing and messing facilities for them. It was evident from the start that the service would have to assume considerable responsibility for the housing and messing of the enlisted women. Headquarters and nearly every District Office were located in cities already seriously overcrowded and with only limited and rather expensive private housing facilities. The solution became one of authorizing Districts to lease housing facilities. Only in a very few cases were enlisted women housed in government owned quarters.

SAR OPAL JEAN EVANS, SEAMAN SECOND CLASS, FROM MORROW, OHIO, TRIES THE PULL OF A
REGULATION PARACHUTE AT A U. S. COAST GUARD AIR STATION WHERE SHE IS ON DUTY



RELUCTANCE TO
RELEASE MEN

A second very important difficulty was the problem of securing the use of women reservists in all posts where they could be used efficiently and especially where men could be released for sea duty.

The original survey made in the winter of 1942-43 shows that the District Coast Guard Officers and Commanding Officers of Shore Units varied considerably in their views as to how many Spars could be used and in what kinds of work. Individual differences of opinion continued to characterize the thinking of commanding officers. Many men officers were reluctant to release their men and some of the men were reluctant to be released. It was necessary for Headquarters to prod the District Coast Guard Officers and Commanding Officers of Independent Units not only to use women to fill existing vacancies but also to assign them as reliefs for men, and then make the men available for sea duty. A continuing uncertainty as to just how many women reservists could be used led to a series of upward revisions of estimates and to a series of changes in the recruiting and training programs.

EFFECTIVE
UTILIZATION
REQUIRES
PLANNING

Illustrative of the problems faced jointly by Headquarters, by District Coast Guard Officers, and by individual commanding officers in their efforts to make effective use of Spar personnel is a sample problem that confronted the commanding officer of one of the Coast Guard air stations.⁵ In July, 1943, he reported to Headquarters that Spars could be

used on his station but that there would have to be provision by the government to house and mess the women. But he went on to say he did not want to request plans and permission for such a building or alteration until he knew how many Spars could be sent to the station. At this time, midsummer of 1943, enlisted Spars were being trained in a very few specialties; as yeomen, storekeepers, radiomen, cooks and bakers, and as pharmacist's mate strikers. In answer, Headquarters stated no information could be given at that time as to how many enlisted Spars could or would be assigned to the station. It was stated that the assignment would depend on whether the projected use of the Spars met the specific points of Headquarter's policy regarding the use of Spars:

- (1) Whether the Spars would be used to relieve enlisted men;
- (2) Whether they could be used to advantage considering the difficulties and expense which may be involved in arrangements for housing and subsistence;
- (3) Whether the Spars would be available by the time they would be urgently needed.

It seems evident from this example that a considerable amount of study and negotiation was necessary before assignments to duty of enlisted Spars could be made in places where housing facilities were unavailable or where the men to be replaced had not previously been on quarters and subsistence. Effective utilization of Spars required considerable planning.

SKILLED SPAR BEAUTY OPERATORS AT THE TRAINING STATION IN PALM BEACH



SECOND SURVEY
ON SPAR NEEDS

The answers of the District Coast Guard Officers and Commanding Officers of Independent Units to the first request in the fall and winter of 1942, for estimates as to how many Spars might be used had not been particularly helpful or satisfactory to Headquarters. Some of the districts had made careful studies that time but others had made only a haphazard guess. One district had not replied and one had said it could not use any Spar officer or enlisted personnel. The Commandant, therefore, on July 31, 1943, sent out another request for a careful survey to be made of each District and Independent Unit to see how many Spars might be needed.⁶ The addressees of this Headquarters' letter were reminded that it was the desire of Headquarters to use women reservists wherever possible as reliefs for men.

INCREASED
REQUESTS
IN SECOND
SURVEY

The returns to this late summer 1943 survey of the needs of the service for Spars contain interesting data.⁷ Two districts, however, did not reply in time for their requests to form a part of the tabulation. Reports from the eleven Districts replying indicated a total need of 5200 enlisted Spars, a considerable contrast to the December, 1942, requests from the same Districts, requests that had totaled 2873. A comparison of these two sets of figures shows an increase of about 81% in the number of enlisted personnel believed needed. However satisfactory an overall increase of 81% in the requests for enlisted Spar personnel may seem, an examination of the actual returns still showed a very wide disparity among the Districts as to percentages of Spars requested in comparison to enlisted men.

DISTRICT AND INDEPENDENT UNIT REQUESTS FOR ENLISTED SPARS

District	August, 1943		
	Total Enlisted Complement (Ashore)	Enlisted Spars Requested Number	Percentage of total Complement
Boston, 1ND	8785	760	8.0
New York, 3ND	9709	684	7.0
Philadelphia, 4ND	3832	272	7.0
Norfolk, 5ND	5007	472	9.0
Charleston, 6ND	3080	No return	
Miami, 7ND	4881	609	12.0
New Orleans, 8ND	8750	No return	
Cleveland, 9ND	4907	318	6.0
Chicago, 9ND	2602	183	7.0
St. Louis, 9ND	2778	486	17.0
Long Beach, 11ND	4022	487	12.0
San Francisco, 12ND	4616	464	10.0
Seattle, 13ND	4333	465	10.0

Total Spar Enlisted Requests..... 5200

SPARS IN LIFEBOAT DRILL



DEMAND SHOWS
EFFECTIVE
PERFORMANCE

This substantial increase in requests by District Coast Guard Officers for Spar personnel shows with what genuine success the Women's Reserve was accomplishing its function of performing duties in the shore establishments of the Coast Guard and releasing male personnel for sea duty. Although in the summer of 1943 only about 2000 women reservists were on active duty, the work of these Spar pioneers was of sufficient quality to cause the District Coast Guard Officers to request more of them. Even though the figures were encouraging, the total number of Spars requested was still not up to the expectations of Headquarters. The variations among requests were considerable too. One District, St. Louis Ninth, asked for so many Spars that they totaled 17% of the total of that District's shore needs. But Cleveland Ninth asked for so few Spars that they totaled only 6% of the entire enlisted shore complement. The requests of three Districts (New York, Philadelphia, and Chicago Ninth) represented 7% of their total enlisted complement ashore, the requests of San Francisco and Seattle represented 10%, and the requests of Miami and Long Beach were equal to 12% of their shore enlisted complement.

PERSONNEL NEEDS
AND THE
COMPLEMENTS

80
The summer and autumn months of 1943 found the Coast Guard in need of personnel for duty outside the continental United States. The opening of allied offensives in both the Atlantic and the Pacific foreshadowed the need for trained personnel to handle small craft in making landings on enemy-held coasts and islands. As the months went on, the Navy and the Army called upon the Coast Guard for additional trained sea-going personnel to man vessels of all kinds. The women reservists answered a definite need of the service not only as replacements for male personnel but to fill new jobs due to the increased size and activity of the Coast Guard. A serious problem to the service during these months of growth in personnel was how to adjust the existing complement structure to the expanding needs for personnel. This problem appeared early in the Spar program, too. In most units, there were more personnel on board than the allocation charts provided. The assignment of Spars often tended to increase the disparity between the on board figures and the complement. For example, when a Spar was assigned preparatory to relieving a man, a certain amount of time was allowed in which she was to learn the job. This meant carrying two persons on the muster roll of the unit although there was actually only one billet allocated. Such difficulties were resolved in practice by a Headquarters' procedure of assigning Spar personnel in excess of complement and then authorizing the excess.

ADDITIONAL
BILLETTS FOR
SPARS

During the summer and fall, new types of training and duty were opened to the Spars and these additional kinds of assignment broadened the field in which the services of the women reservists could be utilized. Training for a few enlisted Spars was authorized as parachute riggers, link trainer operators, airport control operators, motion picture technicians, and

SPAR INDOCTRINATION IN LIFEBOAT DRILL



Chaplain's assistants. Increased training quotas were established for radioman training and for in-service supervised pharmacist's mate striker instruction. It is not surprising in view of these additional billets for enlisted Spars that an increased Spar complement was announced in mid-December, 1943. This new complement was to be 12,000 enlisted Spars and 1200 officers. These figures were considerably higher than previous estimates.

WOMEN
RESERVISTS
IN RELATION TO
CIVIL SERVICE

One of the restrictions on the use of Spars is that they cannot be used to replace civil service personnel. A Headquarters' letter of July 6, 1943, emphasized this fact by pointing out that the Act creating the Women's Reserve had definitely prohibited the use of members of the Women's Reserve as replacements of civil service personnel.⁸ Spars

were to be used for the following purposes:

- (1) To relieve officers and enlisted men for sea duty;
- (2) To perform duties for which no civil service personnel had been authorized;
- (3) To fill civil service positions as long as civil service personnel could not be obtained.

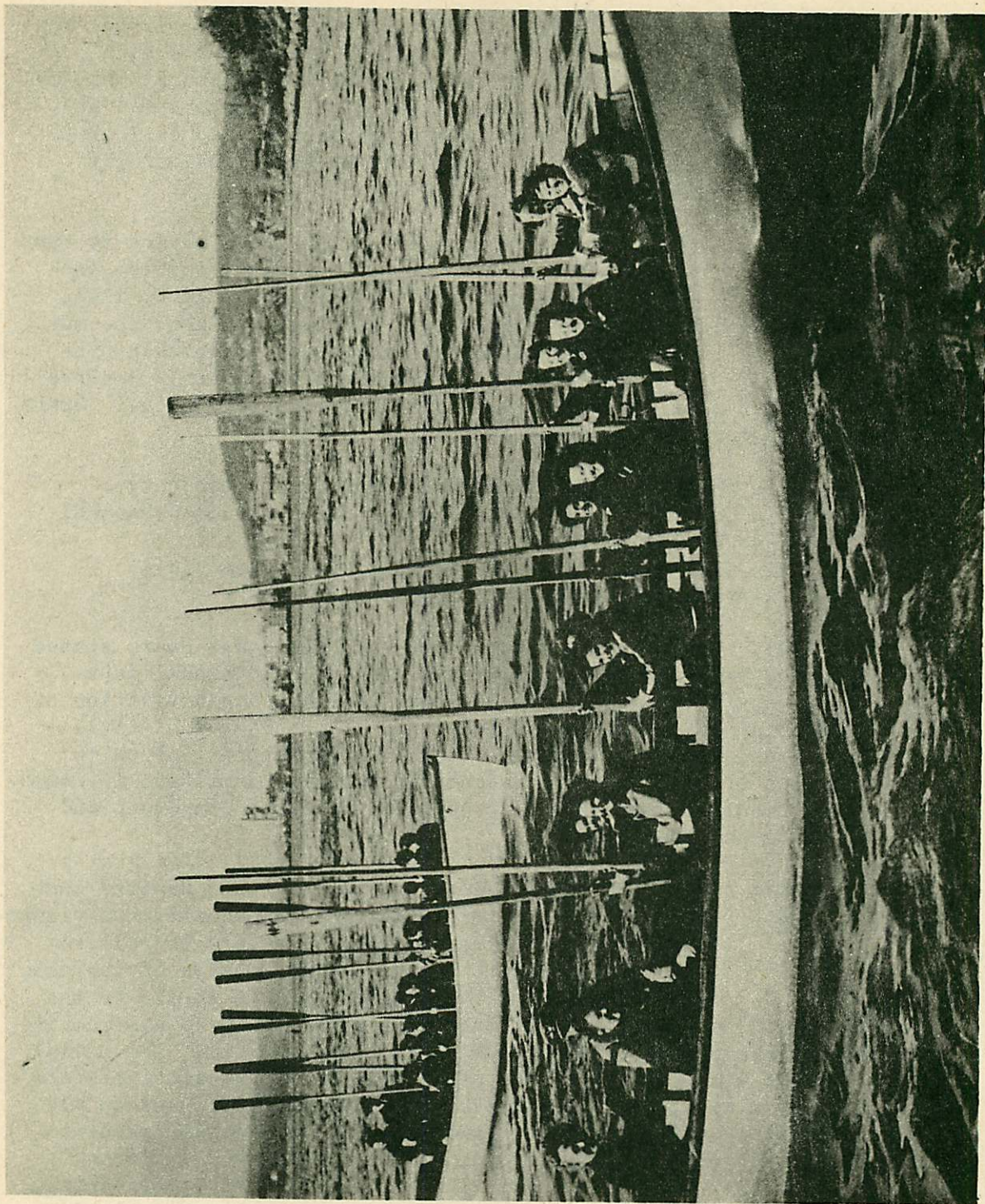
In a June, 1943, report to the Navy Department, the Coast Guard stated that Spars were being utilized to perform clerical and fiscal duty in additional positions which were necessary for the administration of Coast Guard affairs but which were in excess of the number of civil service employees authorized by the budget.⁹ The report went on to state that even if civil service budget figures had permitted, it would have been difficult or impossible to secure sufficient competent and qualified civil service employees.

SPARS ASSIGNED
TO REPLACE MEN

By midsummer of 1943, there were some reports that enlisted Spars were receiving inadequate work assignments and that the men whom they were to relieve were reluctant to teach them the duties of the job.

The Women's Reserve program and the morale of the Spars would both be jeopardized if the Spars were not given assignments making use of their intelligence, enthusiasm, and ability. The policy of Headquarters with respect to the utilization of Spars was therefore stated firmly in a letter dated October 15, 1943, and directed to all District Coast Guard Officers and Commanding Officers of Independent Units. Enlisted women were to be assigned to actual jobs and were to make men available for duty afloat. The directive stated that certain quotas of trained Spar yeomen and storekeepers would be available for assignment every month. After these trained Spars had been on active duty in a District office for 5 or 6 weeks, Headquarters would assume that an equivalent number of men in yeomen and storekeeper third class ratings would be available for reassignment.

SPARS MAN THE OARS



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NEW SPECIALIST
RATINGS

Naturally, many questions arose about the ratings in which Spars could be used and possible new ratings that might be authorized. Any hasty adoption of new specialist ratings was prevented by a service policy not to authorize a specialist rating unless at least 100 persons would be assigned to duties demanding qualifications designated by such rates. This policy had been adopted to lessen the administrative costs of too many small specialty ratings and to avoid having men frozen in shore specialties of little or no use at sea. However, from August to December, 1943, new specialist ratings in transportation, chaplain's assistant, and specialist (X), as well as hospital apprentice were authorized.

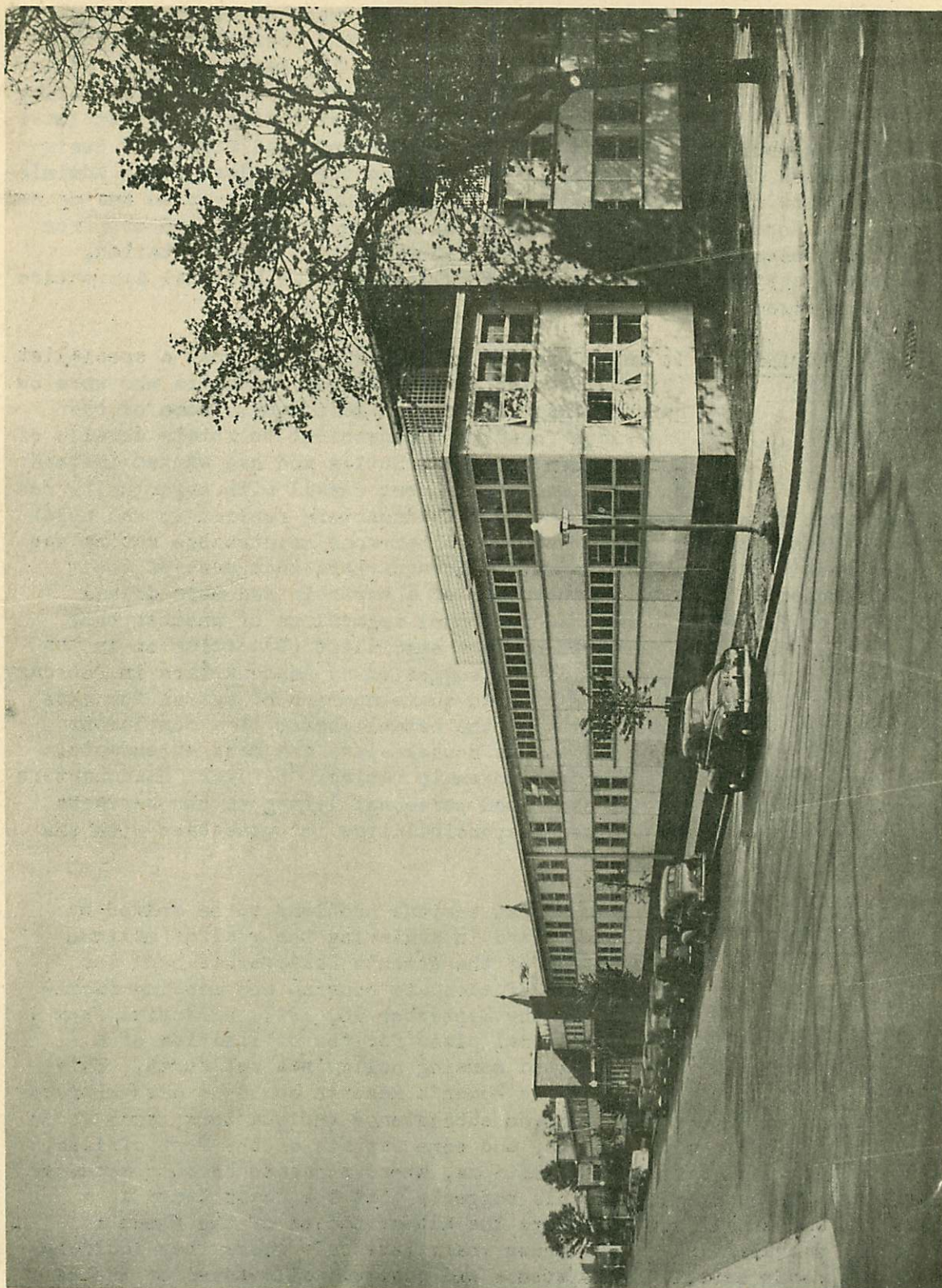
COXSWAIN RATING
FOR BARRACKS
DUTY

It was suggested in January, 1944, that a specialist (U) (WR) rating be established for Spars who were on barracks maintenance and mess duty. Some of the Districts found it inconvenient to rotate details of Spar seamen for these duties and had wanted instead to establish a permanent detail with opportunity for advancement in a maintenance rating. Headquarters replied in the negative to this proposal and no specialist barracks maintenance rating was authorized.¹⁰ It was pointed out by Headquarters that most of the duties connected with the maintenance of a barracks and mess detail would be performed by non-rated personnel regardless of whether they could look forward to advancement in a specialist (U) rating or in the boatswain's rate. Therefore it was suggested by Headquarters in February, 1944, that the problem of securing adequate numbers of seamen for mess and barracks maintenance be met by the establishment of a complement of seamen for regular assignment as housekeepers and mess attendants. Advancement would be through the coxswain rating. However, Headquarters stated that both rated and non-rated personnel living in the barracks were to assume certain limited responsibilities in connection with the operation of the barracks.

COAST GUARD
HOUSING NEEDED

One of the most serious problems to be solved by the Coast Guard in achieving the goal of maximum utilization of the Women's Reserve has been the procurement of adequate housing and messing facilities. In the September 18, 1942, directive from Headquarters outlining the original plans for the utilization of a Women's Reserve, a rather limited housing policy was set forth. This letter stated that members of the Women's Reserve could be used wherever the present male personnel were on subsistence and quarters, such as in District offices, section bases, and some Captain of the Port offices, and at units such as training stations, where separate housing accommodations could be provided. This suggests that the Coast Guard at a date two and a half months before the authorization of the Women's Reserve, was planning to use women reservists only where they could be put on already existing subsistence and quarters allowances or in the

SPAR BARRACKS IN WASHINGTON, D. C.



81

few cases where they could be housed in existing government housing converted for their use. However, early in 1943 it became obvious that housing, at least, would have to be provided for enlisted Spars. The shortage of suitable private housing facilities in the crowded seaport and lake cities where so much of the clerical work of the Coast Guard was centered and the lack of any social supervision both emphasized a need for Coast Guard operated barracks. To supply government quarters, the Districts and Headquarters found it necessary to enter into contracts with owners of hotels, schools, private homes in order to lease space to be used for sleeping, messing, and recreational purposes.

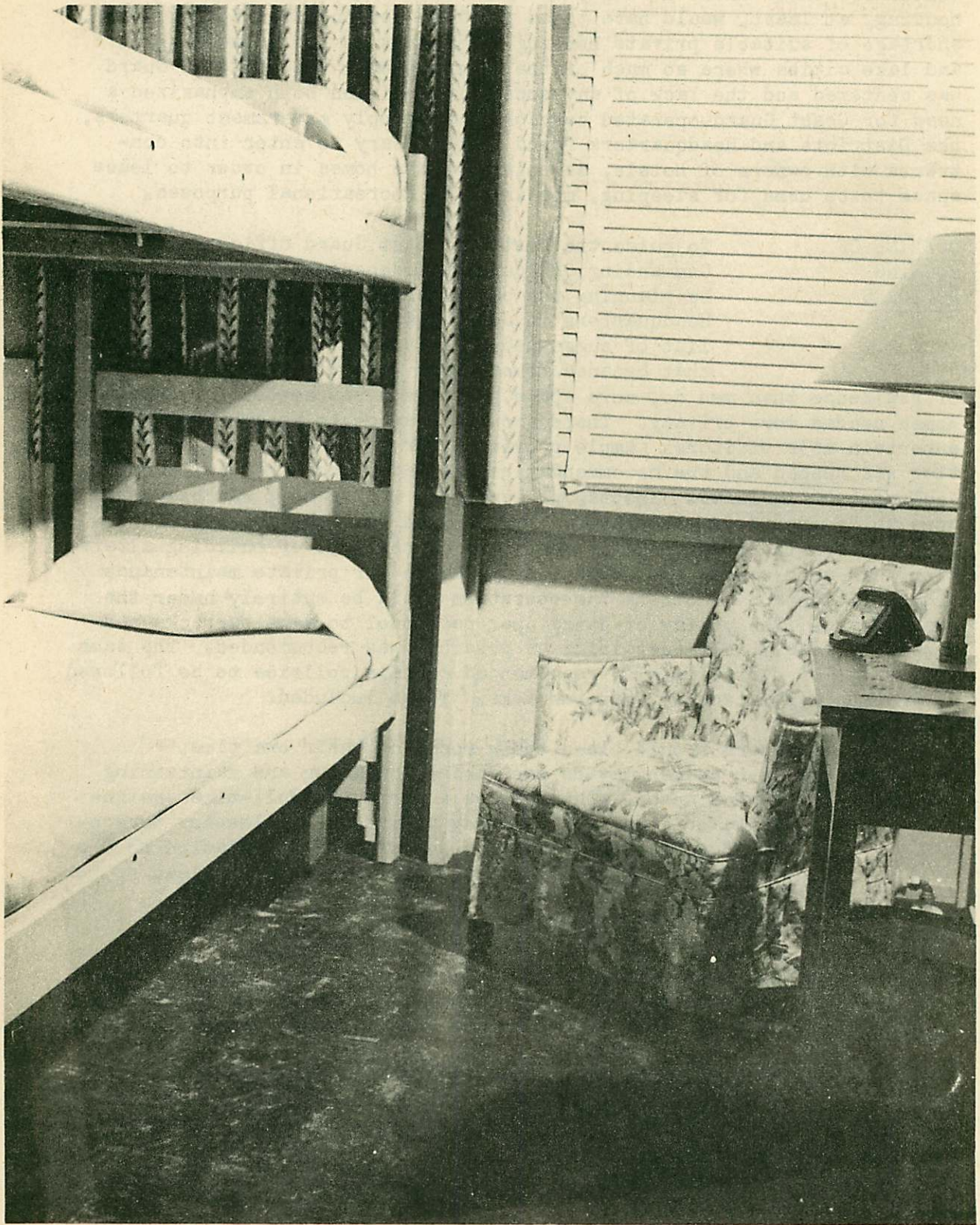
OUTLINE OF
HOUSING
POLICIES

To guide the District Coast Guard Officers and the Commanding Officers of Independent Units, who might be planning the establishment of Spar barracks, Headquarters in July, 1943, prepared in a letter a list of suggested policies. It was pointed out that because women spend more time in their places

of residence than men do, more space per person was needed for women. Women needed more privacy. There should be space in which women might entertain male visitors. Ample provision for laundry and drying facilities was needed and the recommendation was made, too, that sewing machine equipment be included. Sheets, pillowcases, mattresses, and blankets were to be provided. Headquarters recognized that the local situation would govern the conditions of the lease or the type of building alteration. In some cases, the lease would provide for private maintenance and operation and in others the operation would be entirely under the Coast Guard. The policy of using Spar personnel to make barracks and messes as nearly self-sustaining as possible was recommended. The same Headquarters' directive also recommended certain policies to be followed in the administration of Spar barracks. These included:

- (1) Spars should clean their rooms on their own time.
- (2) Spar seamen may be assigned to cleaning and maintaining common space. This can be a permanent full-time assignment, or some provision may be made for releasing personnel from regular duties to be assigned in rotation to this cleaning detail. Spars will not fire or clean furnaces.
- (3) Spars who are placed in a supervisory capacity over cleaning details may earn a coxswain rating.
- (4) The preparation of food and its service and galley cleaning may be either on a permanent or rotating basis.
- (5) Spar officers should be assigned as commanding officers of the barracks.
- (6) There should be a minimum of restriction compatible with the best interests and health of the group, the proper performance of duty, and the good name of the service.

QUARTERS FOR ENLISTED SPARS



ADDITIONAL
HOUSING
RECOMMENDATIONS

A further statement of suggested policy with respect to Spar housing was contained in a memorandum of October, 1943, prepared by the Women's Reserve Division for the Assistant Commandant.¹¹ It was recommended that with the exception of the Palm Beach Training Station no quarters be provided for officers except in situations where it was impossible for them to find quarters. Approval was expressed of the policy of not constructing barracks for Spars except in those areas where the housing shortage was so acute that government construction was the only alternative or in cases where the station was located in an area where private housing facilities could not be rented or leased. It was recommended that the service continue the policy of leasing hotels or clubs to house enlisted Spars. The memorandum recommended that in leasing private property for use as Spar barracks, the following points be followed:

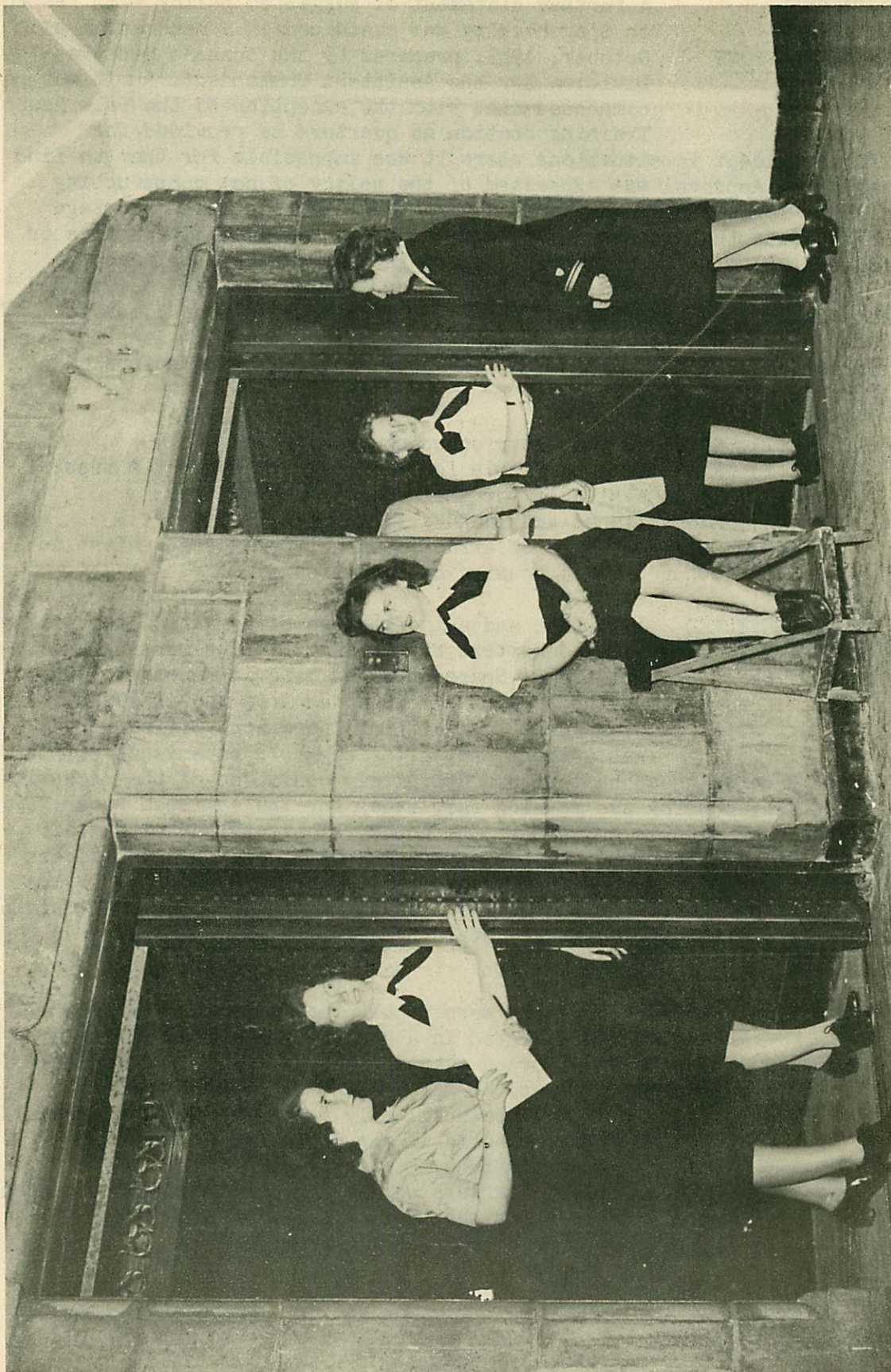
- (1) Not more than four occupants to a room;
- (2) Facilities available for the establishment of a mess;
- (3) Space available for the entertainment of men;
- (4) Recreational and laundry facilities;
- (5) Dormitory type of arrangement not be adopted unless no other kind of housing could be found.

LEASING PREFERRED
TO GOVERNMENT
CONSTRUCTION

A further and authoritative statement of the policy of Headquarters with respect to the housing and messing of Spars appeared late in December, 1943, in the form of a memorandum from the Assistant Commandant to the Chief Operations Officer.¹² It was evident that after a year's experience with a Women's Reserve, Headquarters was definitely convinced of the necessity of providing housing and messing facilities for the enlisted women. With the expansion in numbers of the women reservists and with their assignment to duty at both large and small units, commanding officers had pretty generally come to realize that it was necessary to provide government quarters. This memorandum of the Assistant Commandant stated the policies to be followed in obtaining quarters for enlisted Spar personnel:

- (1) Normally quarters were to be provided. Personnel were also to be subsisted in a general mess if practicable.
- (2) If government owned quarters were not already available, an attempt was to be made to rent suitable quarters.
- (3) Quarters were to be built only when government quarters were not available and it was impracticable to rent suitable accommodations.
- (4) Whether or not quarters were to be furnished was to depend upon conditions in the particular case rather than upon the number of personnel involved.

SPARS WHO ARE MEMBERS OF THE SHIP'S COMPANY, OR PERMANENT STAFF, AT THE
COAST GUARD TRAINING STATION AT PALM BEACH, FLORIDA OPERATE THE ELEVATORS



Emphasis was placed in this Headquarter's memorandum upon "the fact that quarters will be built only when suitable quarters may not be obtained by any other method."

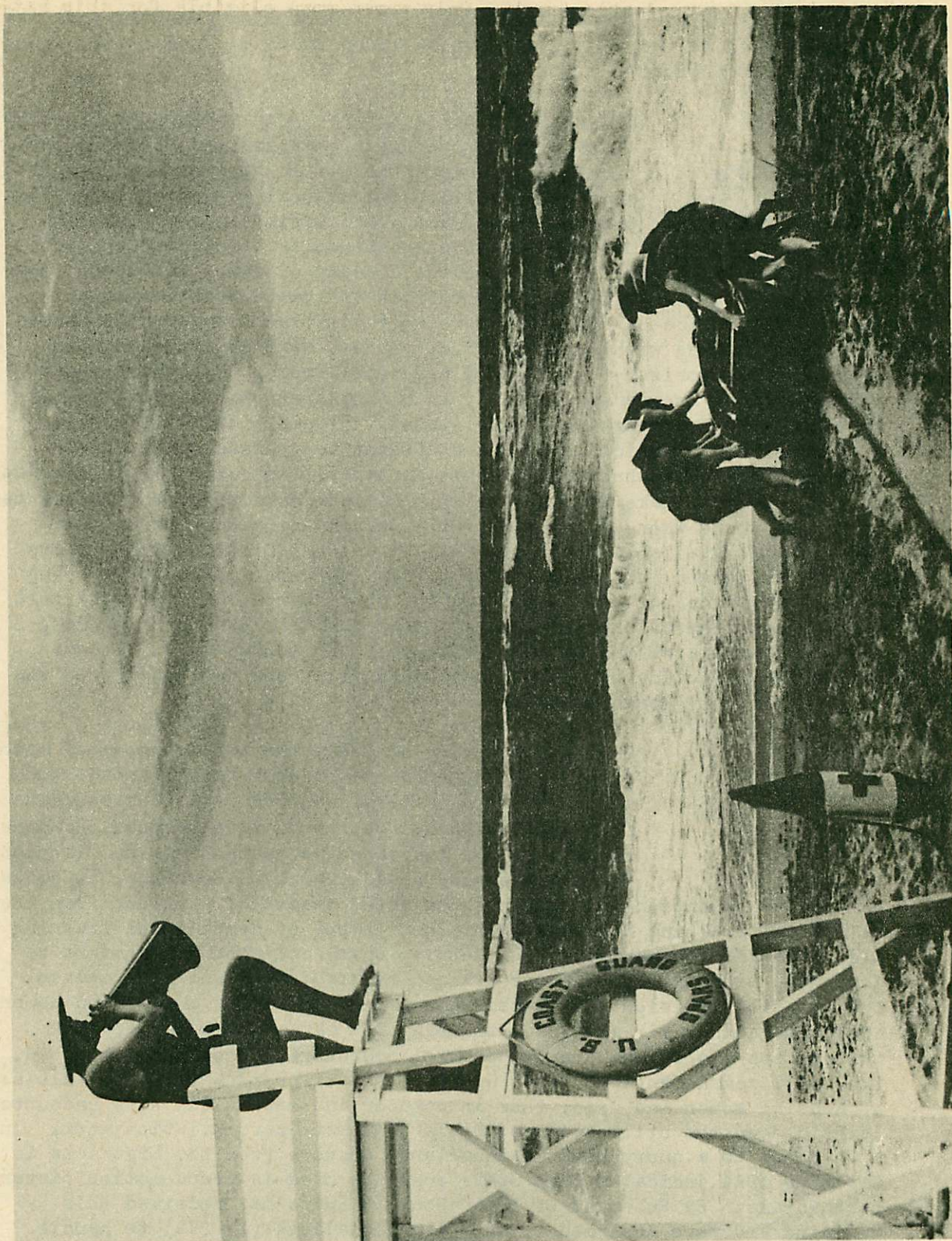
HOUSING
DECISIONS
LEFT TO DCGO's

However much Headquarters might approve of a policy of providing government quarters and food for enlisted Spars, nevertheless in line with the general service principle of decentralization of authority, the District Coast Guard Officers and Commanding Officers of Independent Units were given complete authority to decide whether to provide housing or not. In answer to a query from a District Coast Guard Officer as to whether he should attempt to provide quarters and messing facilities for Spars stationed at various places within the District or just make assignments with allowances authorized for quarters and subsistence, Headquarters replied that the answer was entirely in his discretion. Dated November 13, 1943, the Headquarters' reply stated: "It is within the jurisdiction of the District Coast Guard Officer to provide quarters and messing facilities where, as in this instance, they can readily be made available, or to make assignments with allowances authorized for quarters and subsistence where facilities for housing and messing cannot be readily made available." In the case of another District where Spars were being housed in dormitory style, Headquarters wrote disapproving of this practice but not forbidding the continuance. But Headquarters did ask that the effort be made, if other quarters were ever needed, to find quarters affording more privacy to the individuals. It was stated that a policy of housing two Spars to a room was considered the desirable one by Headquarters.¹³

MORE SPARS
NEEDED IN
ADDITIONAL JOBS

During the spring of 1944, the total number of Spars assigned to duty increased at a rate of about 300 a month. Headquarters received numerous requests from the Districts for rated and non-rated personnel. Because of the increased requests from the Districts for Spar seamen, Headquarters in December, 1943, had effected a reduction in the number of rated personnel sent out from the Palm Beach Training Station. Additional types of specialized training had increased the variety of billets to which enlisted women might be assigned, although the numbers trained remained very small. Because the Aviation Division had stated that a limited number of trained women could be used at air stations, training for parachute riggers, link trainer operators, and airport control operators had been established. The small complements of Coast Guard air stations plus the difficulties of housing women and using them in outdoor and mechanical work undoubtedly held down the utilization of Spars in Coast Guard aviation work. In a response to a query from Headquarters, answers from the Districts in March of 1944 indicated that Spars could be used as sound motion picture technicians. By February of 1945 about 38 Spars had received this training and were assigned to duty as Specialists (X) (VA) to handle

"THEY HAVE TO GO OUT ----"



motion picture projection work. Only women were eligible for this rating. About 13 Spars have received training and are now assigned as Specialists (W) as Chaplain's Assistants. Another type of duty to which qualified Spars were assigned was as mail clerk and so well suited were women to this kind of work that in February, 1944, Headquarters adopted the policy of permitting no more male advancements to or changes in the rate of Specialist (M) without previous authority from Headquarters. Other District requests were for women with specialized civilian training and experience to serve as coxswains in barracks, as photo laboratory technicians, as file clerks, as drivers.¹⁴

STABILIZATION
OF SPARS
SUGGESTED

The perennial problem of the Spar complement was discussed at a meeting of the Advisory Board on February 26, 1944. The difficulty then was how to correlate the recommendation of the Navy Manpower Survey Board that more Spars be utilized with the fact that there was already an excess of male personnel on board.¹⁴ In a memorandum to the Commandant, the Advisory Board suggested that the Spar complement be stabilized at 8000 enlisted and 800 officers (the strength then was 6533 enlisted and 518 officers). Allowing for an attrition of 65 per month and for a continuation of the recruiting quota of 400 a month, it was thought that the 8000 figure would be reached by July 15 and then all but the most productive recruiting stations could be closed. It was recommended to the Commandant that the Spar officer training course at the Academy be closed about July 15 and that enlisted recruit and specialized training be closed by February 1, 1945.¹⁵

COAST GUARD
NEEDS MORE
SEA-GOING
PERSONNEL

Hardly had this report been prepared when an important change was made in personnel estimates. The Coast Guard was asked to provide 13,000 additional men for Navy and Army manning programs. This necessitated the recruiting and training of more, not fewer, Spars and their use in every billet where they could release a man for duty afloat or overseas. In a letter of April 1, 1944, to all District Coast Guard Officers and Commanding Officers of Independent Units, the Commandant outlined his policy with respect to the use of members of the Women's Reserve and men physically unfit for sea duty. He referred to the critical shortage of men trained and qualified for duty afloat and to the fact that both the Navy and the Army were looking to the Coast Guard to supply personnel to man their ships. The Commandant stated:

"It is therefore obvious that the Coast Guard should make available for duty afloat as many of its personnel as possible and that Spars and male personnel physically unfit for sea duty should be used in the Coast Guard to the greatest possible extent, in order to make available for sea and combat duty as many of its personnel as possible.

THE SPACIOUS LOUNGE OF THE NEW MAIN SPAR BARRACKS IN WASHINGTON, D. C.



"Accordingly, Spars shall be used to replace male personnel on shore to the greatest extent possible. The minimum strength of enlisted Spars shall be 10,000. A resurvey of service requirements shall be made to determine whether or not this limit can be raised. I believe that it can."

SPAR ASSIGNMENT
RELATED TO
HOUSING

Although in the spring of 1944, the personnel needs of the Coast Guard were under survey by the Navy Manpower Survey Board, the results were not available until late in the fall. If Spars were really to be used in all cases where they could release male personnel for sea duty, then what was most needed in the spring and summer of 1944 was a careful survey of the housing conditions in relation to possible assignment of Spars. By April of 1944 it had come to be realized that the assignment of enlisted Spars to duty was dependent upon the availability of housing. Since the provision of housing was up to the discretion of the individual District Coast Guard Officers and Commanding Officers of Independent Units, the initiative was not in the hands of Headquarters. Very early in June, 1944, the Operations Planning Officer requested information from the Enlisted Assignment Division as to the geographic location of the future assignments to duty of enlisted Spars.¹⁶ Operations was then receiving numerous requests for Spars but requests that required special facilities for their housing and the expenditure of money and labor to make the quarters suitable. The funds available, it was stated, for such housing projects were limited and would not cover the anticipated demands.

OPERATIONS
SURVEY

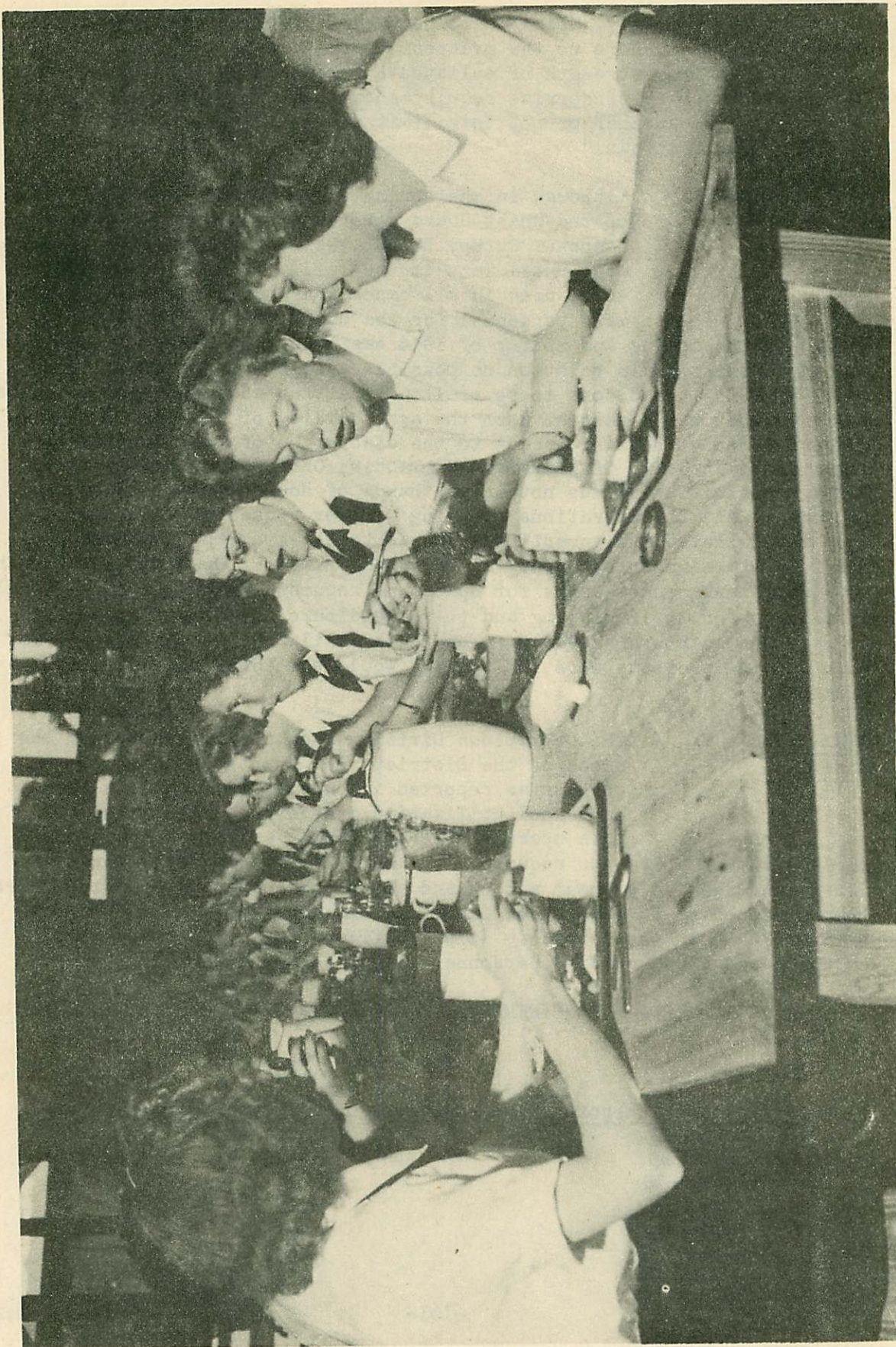
The Operations Division made its own survey of the needs of the Districts for Spar personnel and the results as reported in June, 1944, added to the personnel utilization confusion. As a result of this operational requirement survey, a total of 5,545 enlisted Spars was requested by the 12 Districts reporting.¹⁷ This figure was only about a thousand above the number of enlisted Spars then assigned to duty in those Districts and was less than the number of Spars then in the service. It was a figure far below the estimates on which the Headquarters' personnel plans had been based.

OPERATIONAL REQUIREMENTS OF THE DISTRICTS FOR ENLISTED SPARS

June, 13, 1944

<u>District Reporting</u>	<u>Number of Enlisted Spars Requested</u>
First ND	1109
Third ND	857
Fourth ND	312
Fifth ND	318
Sixth ND	191
Seventh ND	619

SPARS AT THE U. S. COAST GUARD TRAINING STATION AT PALM BEACH, FLORIDA, EAT IN A MESS HALL
THAT WAS FORMERLY THE GRILL ROOM OF THE PALM BEACH BILTMORE HOTEL



Eighth ND	304
Ninth ND (St. Louis)	352
Ninth ND (Cleveland)	547
Eleventh ND	486
Twelfth ND	No returns
Thirteenth ND	450
Total	5,545

SUBSISTENCE
AND QUARTERS
POLICY
LIBERALIZED

But however much District Coast Guard Officers and various commanding officers might differ as to the extent of utilization of the Women's Reserve, Headquarters in the summer of 1944 went ahead on a recruiting and training program designed to achieve an enlisted complement of about 10,000 and an officer complement of about 900. A Headquarters'

directive appearing on July 1, 1944, referred to the fact that one reason for the limited use of Spars in certain locations had been the difficulty of providing suitable messing and housing facilities. Since it was the policy of the Commandant to use Spars to the maximum extent possible in shore establishments, a generous policy of authorizing subsistence and quarters allotments was established by this directive. In cases where Spars could be used but where suitable Coast Guard housing or messing facilities could not be provided, either subsistence or quarters allowances or both could be authorized upon suitable application to Headquarters. This policy made it easier to assign Spars to places where government quarters were not available or to places where the small size of the Spar complement made government housing and messing uneconomical. The effect was to increase the area in which enlisted Spars might be assigned to duty.

SPARS ALERT TO
TRAINING COURSE
OPPORTUNITIES

It is already clear that Spars were of the most value to the Coast Guard in trained classifications. The Spars have been eager to study the necessary subject matter and to be advanced in their ratings. Thus the members of the Women's Reserve have been particularly interested in the

various training programs. They have responded with enthusiasm to the opportunities for upgrading and advancement offered by the Coast Guard Institute. To be sure, most of the women reservists have enrolled in the courses that were prerequisite to advancement in their chosen field of rating. The preliminary course, the "General Training Course for Spars" required for advancement to seaman, first class, is a general review of basic information about the Coast Guard, its history, purpose, and duties, and a presentation of certain helpful naval information. Then the women reservists are free to elect professional training courses and most of them select the courses in their specialties, such as the various yeoman or storekeeper courses. Current enrollment figures show that almost every enlisted Spar on active duty

TRACTORS OPERATED BY SPARS PULL THE BIG PBMs AT THE
U. S. COAST GUARD AIR STATION AT SAN DIEGO, CALIFORNIA



is enrolled in some course at the Coast Guard Institute. The courses are conducted in correspondence style and the student has the benefit in most courses of studying from a well-written and newly revised manual.¹⁸

DISTRICT
TRAINING
PROGRAMS

The Districts, too, have developed rather extensive training programs and some of their courses have been designed particularly for Spars or are courses in fields in which Spars are assigned. Already described in the chapter on Training are the District training programs in Motor Vehicular Maintenance, the Merchant Marine Court Reporter School, and the apprenticeship for personnel yeomen. A Headquarters' request in February, 1944, for information about District training programs, brought forth considerable detail about the various courses carried on entirely under District management. Since no more recent survey has been made of District training programs, it is necessary to use this year-old information. Two districts, the Sixth and the Thirteenth, made no reply and the Fifth said it had no training programs. The other nine continental districts had training programs varying from simple showing of educational films to quite specialized courses in vehicular maintenance, in pharmacist's mate instruction, and in office work and skills.¹⁹ It is probably true that most Districts have some training programs that include instruction suitable for Spars.

ENLISTED SPAR
ASSIGNMENT:
MAY, 1944

The work of the enlisted Spars was reviewed in a Headquarters' report of May 31, 1944.²⁰ During the period from May 31, 1943, to May 31, 1944, the Women's Reserve program, it was stated, had advanced from an experimental stage to one where its value had been proved. A total of 4748 enlisted Spars had been assigned during the twelve months and this brought the total number of enlisted Spars on duty on May 31, 1944 to 5546.

ASSIGNMENTS OF ENLISTED SPARS TO DISTRICTS AND INDEPENDENT UNITS
May 31, 1944

<u>District or Unit</u>	<u>Total assigned from</u> <u>May 31, 1943 to May 31, 1944</u>	<u>Grand Total</u> <u>as of May 31, 1944</u>
First ND	463	633
Third ND	525	593
Fourth ND	243	257
Fifth ND	253	267
Sixth ND	266	277
Seventh ND	449	469
Eighth ND	342	351
Ninth ND	694	750

SPAR COOK



Eleventh ND	389	413
Twelfth ND	258	268
Thirteenth ND	383	409
Independent Units		
Under Headquarters	117	213
Headquarters	366	646
Total	4,748	5,546

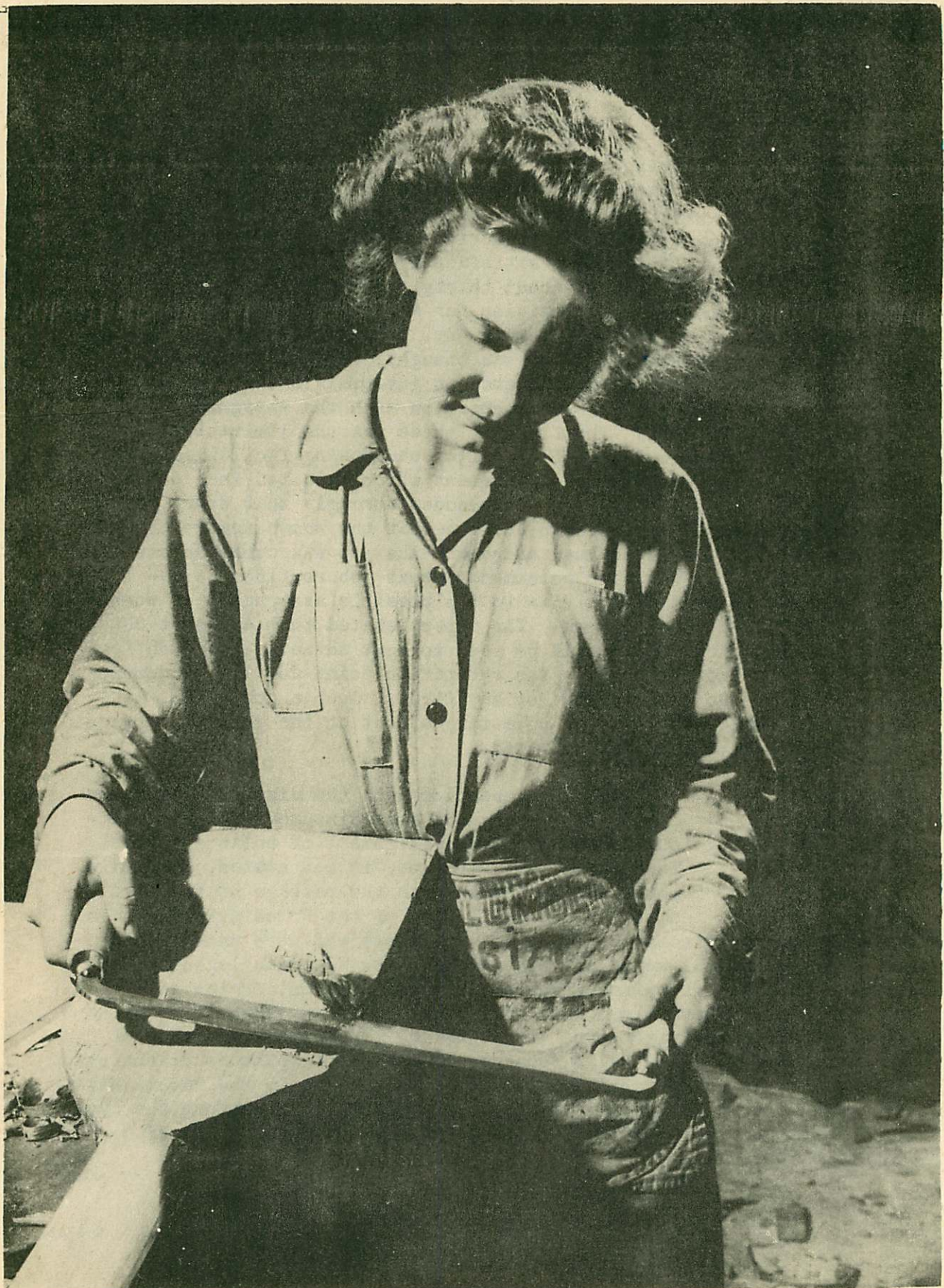
REPORT ON ASSIGNMENT

This May, 1944, report on the utilization of enlisted Spars commented that the original plan of sending within a short space of time all of the Spars requested by a District had been discarded in favor of the more satisfactory plan of assigning the Spars to the Districts in drafts of about thirty. It had been found easier to make housing and messing provision for small increments rather than for a major share of the whole complement. The assignment and replacement job was better done, too, it was thought, when relatively small drafts of enlisted Spars were assigned at intervals of time. The report described two problems in connection with the assignment of enlisted Spar personnel. The first of these was the limitation on the utilization of women because of insufficient housing facilities. The second was poor and ineffective placement which resulted in a definite lowering of morale. The report recommended strongly that every effort be made by Personnel Officers to be sure that the women reservists were placed where they would be busy and where the job was commensurate with their aptitude. It was also recommended that job routines be re-examined and analyzed with a view to the possible assignment of women to duties formerly done by men. The report stated that at least 80% of the duties in which women could be used to best advantage were duties performed by rated personnel. The saturation point for the placement of Spar seamen had been reached on May first. Such a condition, it was stated, could only have an upsetting effect on the general service policy of 50% rated and 50% nonrated.

NEED FOR CARE IN ISSUANCE OF DISCHARGES

Problems in connection with the discharge of women from the service were also discussed in this Headquarters' report on assignment of enlisted Spars. The number of discharges, it was stated, had quite naturally increased with the passage of time and with the growth in size of the Women's Reserve. It was mandatory to discharge all women reservists who were under twenty years of age and all women who became pregnant. Because legislation had been passed conferring considerable benefits upon service personnel separated under honorable condition, it was necessary that all persons discharged have the right type of discharge. The report stated that some were receiving medical discharges instead of inaptitude discharges. In cases of medical disability, the government might in the future have to pay out considerable sums of money in treatment. Therefore the type of behavior should be carefully considered and the proper type of discharge issued.

SPAR CARPENTER



PROGRESS REPORT
ON WORK OF
SPARS

On June 30, 1944, the yearly report of the Women's Reserve appeared.²¹ A total strength of 8055 Spar officers and enlisted personnel was reported: 764 officers and 7291 enlisted personnel. The report stated that the Headquarters' policy of assigning Spars on a one to one replacement basis was a most important factor both in the general acceptance of the Spars by the service and in the maintenance of Spar morale. General satisfaction was expressed in the report with the very great increase in the number and types of work assignments of the women reservists during the previous twelve months. This report stated that a major problem in the full utilization of Spars was the lack of adequate housing facilities. A distinct aid to the greater use of women reservists was the pending proposal to increase the allotment for subsistence and quarters allowances. In summary, it was stated:

"During the past year the Women's Reserve has advanced from the experimental stage to one of proved value. Whenever Spar personnel have been placed on duty the initial resistance to their use has disappeared and has been replaced, in most instances, by enthusiastic acceptance. Problems anticipated by Commanding Officers have failed to materialize when careful planning has been done in advance of the assignment of Spars to duty."

ENLISTED SPAR ASSIGNMENTS

July 1, 1944

Assigned to Headquarters.....	672
Assigned to Units under Headquarters.....	779
Assigned to Districts.....	4520
Total assigned.....	5971
In training.....	1320
Ordered to training.....	111
Grand Total.....	7291

COMPLEMENT
PROBLEMS

Complement problems consumed much of the attention of Headquarters during the summer and fall of 1944. The needs of the Navy and the Army for Coast Guard men qualified for sea duty were ever present as the tempo of our aggressive war against the Axis increased with the successful amphibious operations on the Atlantic coast and out in the Pacific. It was necessary to plan to make every man who was physically qualified for sea duty ready and trained for such duty. Full utilization of Spar personnel was to be expected as part of this personnel program. The perennial question remained: How many Spars and in what specialties? In June, 1944, the Enlisted Assignment Division

SPARS IN A LIFEBOAT



stated that in the future it was planned to make assignments of Spars only in accordance with authorized allowances. Since it was recognized that the questions of allowance and housing were interdependent, the determination of complements for Spars required careful study of both the utilization and the housing of Spars.²²

NEW SPAR
PERSONNEL
POLICIES

It was also necessary to formulate new personnel policies with respect to the percentage of rated and Spar personnel authorized. The Chief Personnel Officer in August, 1944, stated that the percentage of rated personnel allowed in the District Office would be increased to total approximately 80% of the complement.²³ Within the service as a whole, 50% of the enlisted personnel was still to be non-rated and 50% rated, but in view of the extreme variation in the types of duty performed, the percentage of non-rated personnel might range from approximately 20% in a District Office to 70% in a Beach Patrol unit. It was not possible, the Chief Personnel Officer stated, to use the formula set up for the service as a whole as a basis for the allowances authorized for each District. The distribution of such petty officers as were allocated was to be as follows:

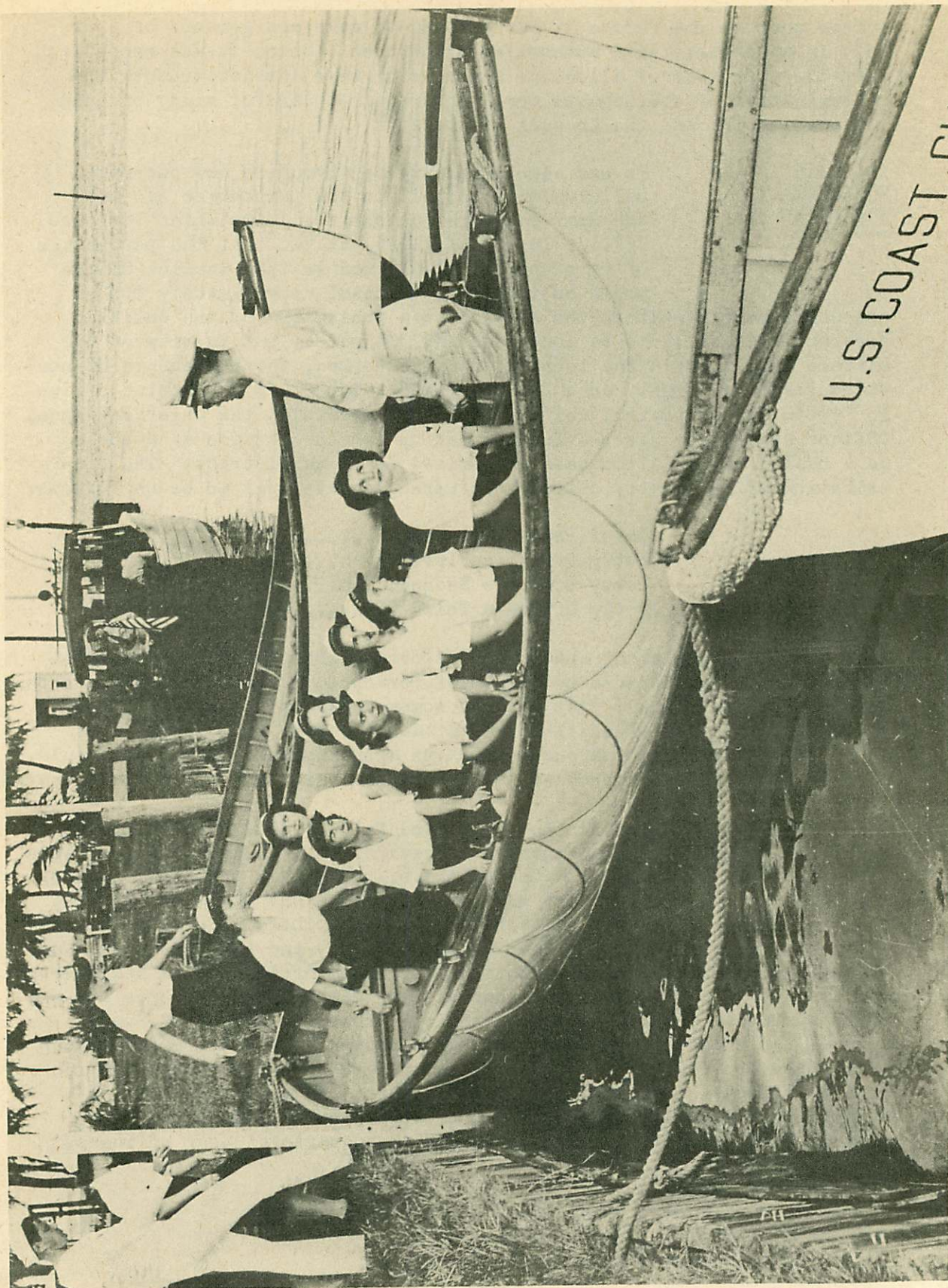
Chief Petty Officers.....	16%
Petty Officers First Class.....	24%
Petty Officers Second Class.....	28%
Petty Officers Third Class.....	32%

In order that complement sheets and reports might give the maximum information, it was decided by the Chief Personnel Officer that henceforth personnel reports would list men and women separately. It was stated that the percentage of enlisted men attached to the District Offices would be reduced from the current 50% to approximately 20%. This would, of course, afford an increased field for the assignment of enlisted Spars.

THREE SPAR
PERSONNEL SURVEYS
COMPARED

During the summer and fall of 1944, no less than three separate surveys of Coast Guard personnel were made.²⁴ One of these, the survey of District needs for Spars made by the Operations Division in June, 1944, has already been described. The second survey was the Navy Manpower Survey and the third was made by certain Districts in consultation with women officers from Headquarters. Needless to say, there was considerable variation in the figures for the three surveys. The following chart first shows the number of Spars actually on board at the time the Navy Manpower Survey was made of each unit; then the number of personnel recommended by the Navy Manpower Survey report; thirdly, the number of Spars requested under the Operations survey; and fourthly, the estimates of Spar personnel needs made by certain Districts after conferences with Headquarters' Spar officers.

LIFEBOAT DRILL



NUMBER OF ENLISTED SPARS RECOMMENDED BY VARIOUS SURVEYS

Midsummer, 1944

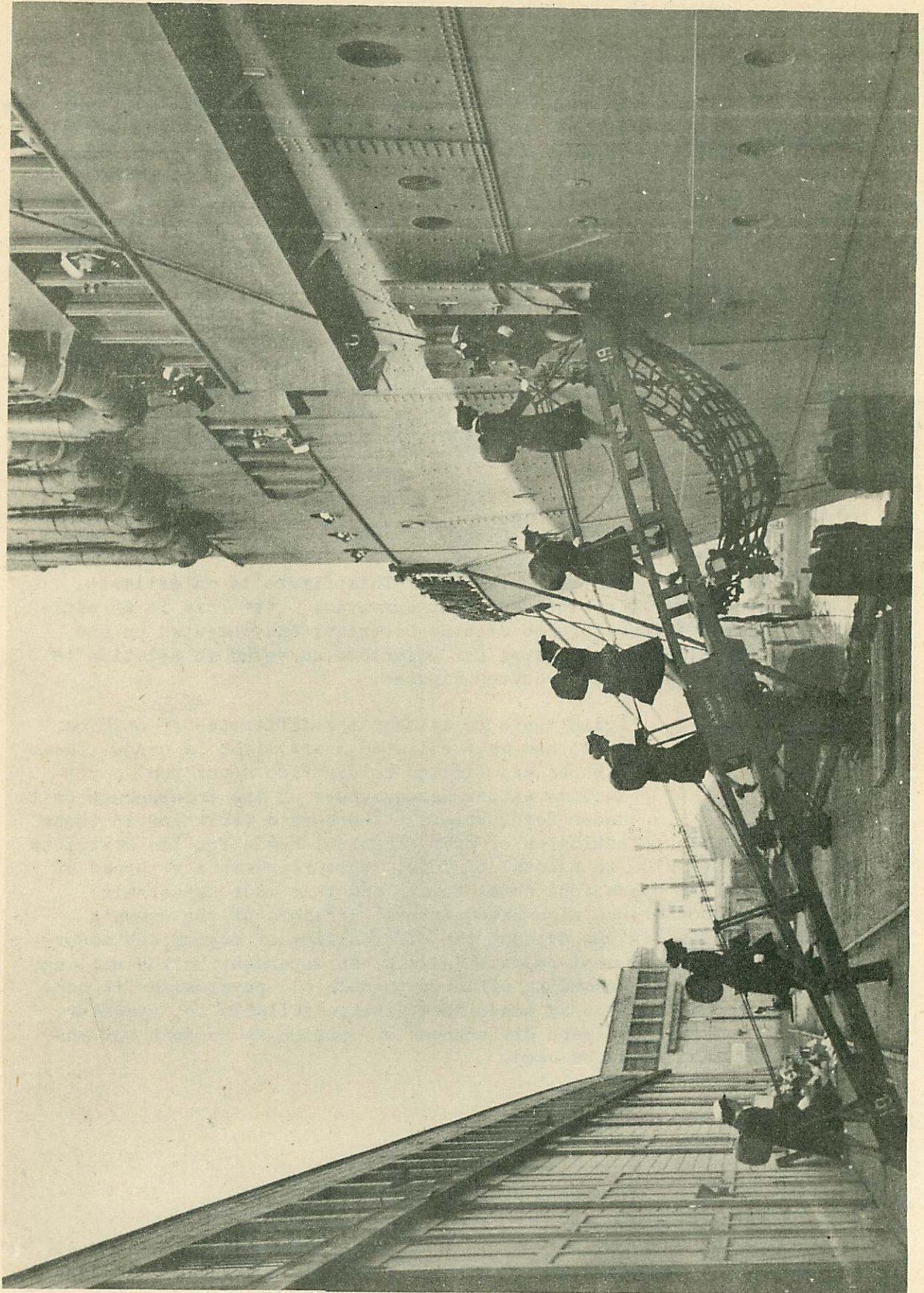
District	On Board at Time of NMB Survey		Navy Manpower Survey Received		Operations Survey	Conference Survey
	Male	Spar	Male	Spar	Spar	Spar
1ND	6740	541	4546	887	1109	xx
3ND	15025	461	11388	1251	857	1348
4ND	4512	190	3531	358	312	341
5ND	6984	151	5282	552	318	xx
6ND	4123	135	2534	204	191	xx
7ND	6159	646	3904	1108	619	xx
8ND	7079	249	4063	395	304	xx
9ND	5885	520	4106	602	899	1105
11ND	4988	328	4241	489	486	684
12ND	5106	129	3889	392	*150 (est)	605
13ND	5868	277	4050	513	450	666
						***2726
GRAND TOTAL FOR DISTRICTS	72469	3627	51534	5800	5695	7474

Notes: *No return from this District. This figure is an estimate.
 xxThe other Districts were not surveyed. *** This is an estimated figure for the missing Districts and computed on the ratio of the estimated for Districts surveyed in relation to the Navy Manpower Survey figures.

SURVEYS SHOW DIFFERING OPINIONS

Again there is evident the difference of opinion as to how many enlisted Spars might be used. These figures are limited to District needs and do not include either Headquarters or the Independent Units under Headquarters. There is a variation in these estimates of Spar personnel needs for the Districts from a total of 5700 to a total of 7500. This represents a spread of 1800 between the Operations total figure and that made by certain Districts in conference with Headquarters' officers of the Women's Reserve. Once again was evident the difficulties of making any accurate forecast of personnel needs. So much was dependent on the willingness of individual commanding officers to make all physically fit men, whose work could be done by women reservists, available for transfer. And, naturally, there were differences of opinion as to just how many women reservists could be used.

SPARS EMBARK FOR OVERSEAS



SPAR COMPLEMENT
STABILIZED

The decision of Headquarters in November, 1944, to fix the size of the Women's Reserve at 9000 enlisted and 920 officers and to continue recruiting and training only at a rate to cover attrition and special needs has been described. Coupled with the announcement by Headquarters that all future assignments and advancements of Spar personnel were to be in accord with published complements, the effect was to stabilize the complement of the Women's Reserve and to provide for orderly and planned advancements in rating.

SAME PERSONNEL
POLICIES FOR
NEGRO WOMEN

The decision by the Secretary of the Navy late in October, 1944, to authorize the enlistment of Negro women into the Women's Naval Reserve and into the Women's Reserve of the Coast Guard will not greatly affect the training and utilization policies of the Coast Guard. The present recruiting policy is to hold women Negro applicants to the same high qualifications as white women. It is likely, therefore, that the Negro women will have the same vocational interests and skills as the white women: predominantly in clerical and office work and will, therefore, receive the same type of assignment.

OVERSEAS
SERVICE
AUTHORIZED

An amendment to the basic act on September 27, 1944, removed some of the restrictions on the location of the service of women reservists. They could henceforth be assigned to duty in the Territories of Hawaii and Alaska and to the American Area, upon their prior request for such duty. For the women reservists of the Coast Guard, this meant the opening of three possible geographical areas of assignment: Alaska, Hawaii, and Puerto Rico. Headquarters decided, however, not to send any women reservists to the Tenth Naval District because of the unsatisfactory private housing and messing facilities and the absence of government barracks suitable for women.²⁵ Plans were made for the assignment of Spars to Alaska and Hawaii.

HAWAII PERSONNEL
ESTIMATES

Surveys of the two districts, Hawaii and Alaska, were made by Headquarters' Spar officers with a view to learning what type of work women reservists might do and in what numbers, where they could be housed and fed, and what were the local social and recreational facilities and conditions.²⁶ The Hawaii report indicated the Fourteenth District could use 142 enlisted Spars. About one-third of the requests were for yeomen, one-fifth for storekeepers, one-sixth for seamen, and one-twelfth for radiomen. It was found that the Navy could house both officer and enlisted Spars in Navy installations and that Navy recreational facilities would, of course, be open to Spars as well. Overcrowded conditions in Honolulu make private housing out of the question and also considerably limit the opportunities for commercial recreation.

DOWN THE GANGPLANK OF A FORMER LUXURY LINER, NOW IN SERVICE
AS A TRANSPORT, THE FIRST ENLISTED SPAR TO SET FOOT ON SOIL
OUTSIDE THE CONTINENTAL UNITED STATES IN THE HAWAIIAN ISLANDS



ALASKA PERSONNEL
ESTIMATES

The results of the Alaska survey were reported in mid-March, 1945, and indicated that a total of about 281 enlisted women could be assigned there, at the District Office in Ketchikan, and at Captain of the Port offices in Juneau, Seward, and Sitka.

Since the Navy does not plan to assign any Waves to Alaska, the Coast Guard will provide its own housing and messing facilities. Current plans include the conversion of existing barracks for use by the Spars.

SELECTION FOR
OVERSEAS
SERVICE

The act authorizing the assignment of women reservists to duty outside the United States provided that women reservists were to request such duty before being assigned. Headquarters formulated instructions governing the application and selection of the women reservists for overseas duty.²⁷ The

unfavorable aspects of duty outside the United States were pointed out as well as the fact that the term of service was expected to be for a minimum period of 18 months. Only those with good records, good physical health, a year's service, training and experience in types of duty requested, stability, good nature, and a strong desire to be of real service were to be selected by Headquarters for assignment outside the United States. In this directive giving the instructions for the application and selection of women reservists for duty overseas, it was stated that other services had found that a sincere desire to further the war effort to the best of one's ability in any capacity was the most important single factor in the successful performance of overseas duty.

CURRENT
ADMINISTRATIVE
PROBLEMS

This study of the utilization of enlisted Spars will conclude with a brief listing of some current problems as of mid-March 1945. One has been the close relationship between the assignment and utilization of Spars and their housing and messing. The service now pretty generally recognizes that wartime over-

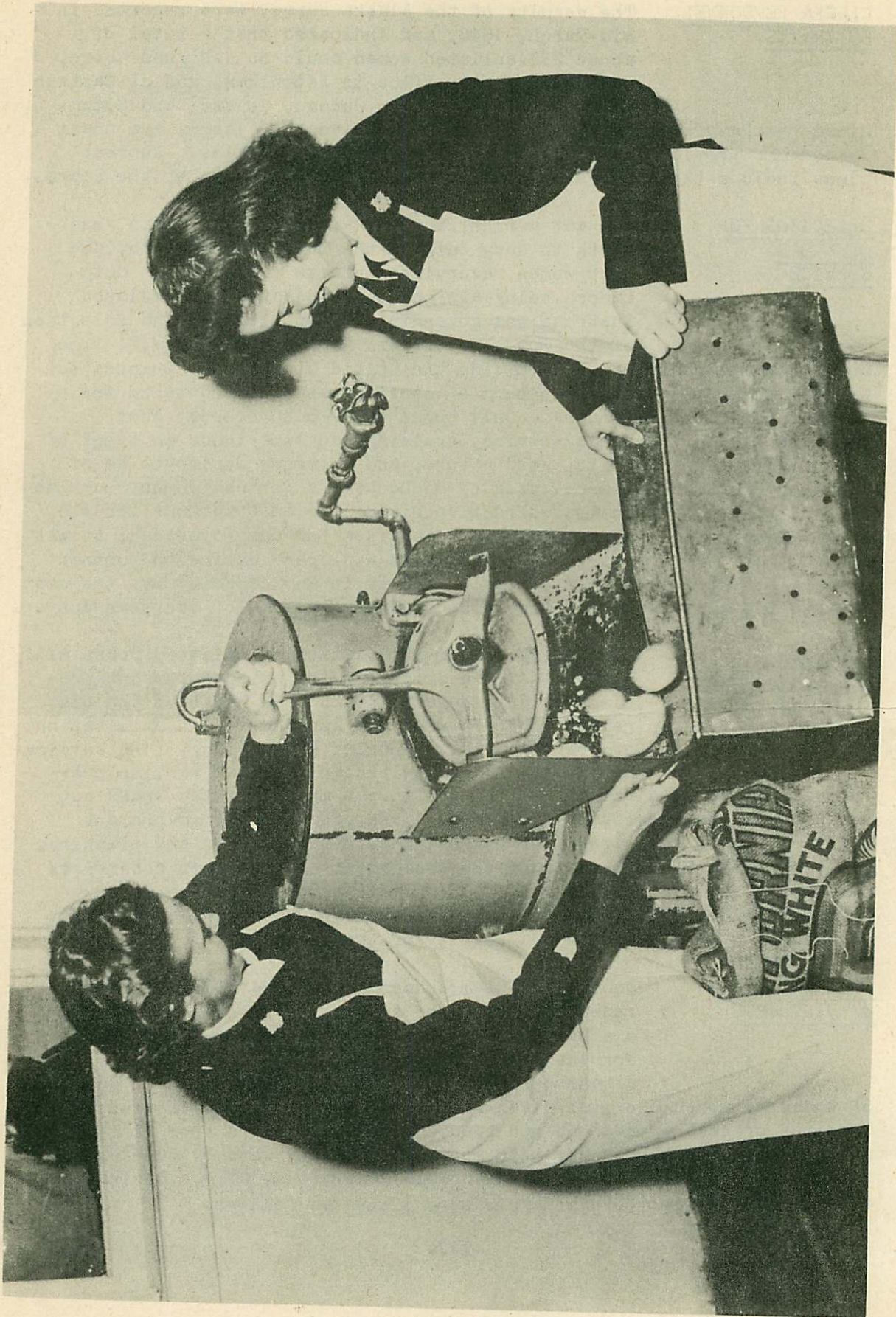
crowding makes it difficult and unwise to put many enlisted Spars out on quarters and subsistence allowance. The provision of government quarters, to be sure, requires a great deal of discussion and planning. A second problem centers around the assignment of the women reservists to duty. The full utilization of the women and the maintenance of morale in the Women's Reserve are both dependent on making assignments to use all of the training and ability of the women.

RATE AND CAUSE
OF DISCHARGE

Another problem concerns the separation of women reservists from the service. The present rate of discharge of enlisted women is 1 per 100 a month. For the month of February, 1945, there were 89 discharges among the 8912 enlisted women on duty.²⁸

Of these 89 women who were discharged, only 9 had been in the service 6 months or less whereas 66 had been in the Coast Guard from 12 to 25 months. The discharges for this month of February were by type as follows: Honorable, 18; Under Honorable Conditions, 67; Un desirable, 4. The causes for the discharges were listed as follows:

WITH AN AUTOMATIC POTATO PEELER THESE U. S. COAST GUARD SPARS FIND KITCHEN POLICE DUTY IS NOT HARD



Pregnancy.....	49
Physical Disability.....	18
Unsuitability.....	9
Unfitness.....	4
Dependency.....	3
Underage.....	3
Inaptitude.....	2
Own Convenience.....	1
Total.....	89

A question that will become more frequent in the future is whether to grant leave or a discharge or to place on inactive duty those women reservists who are married to service men and who wish to rejoin them for the purpose of making a home. The present policy is to grant a discharge to a woman reservist if her husband has received a medical discharge.

MAINTENANCE
AND GALLEY
DETAILS

Another current problem of some complexity is the assignment of women reservists to menial tasks in maintenance and galley billets. Enlisted women with experience or training in clerical fields do not relish duty involving physical labor at menial tasks. Nor is it an efficient use of manpower to assign a yeoman striker to permanent maintenance or mess duties. But the need for Spars as yeomen or storekeepers is diminishing whereas Spar seamen are needed for maintenance, galley, security watch, elevator operation, and other such nonrated jobs. Rotation of assignment between office and mess and maintenance details is one solution, though not always satisfactory in its administration. It has been suggested that girls be particularly recruited for maintenance, galley, security watch, and similar work.²⁹ Girls who are particularly well qualified physically and who have less educational background than those previously recruited. Such a group, if recruited for the kind of work under consideration, would find little opportunity to attain a petty officer status.

COMPARATIVE SPAR
COMPLEMENT
FIGURES

To show the growth of the Women's Reserve, there is attached a chart showing the enlisted on board figures at intervals from April, 1943, to January 1, 1945, and the present authorized Spar complement. These figures show a steady advance in the total size of the Women's Reserve and in the number of petty officers.

SPAR STOREKEEPER



C-678 20

ENLISTED SPAR COMPLEMENT FIGURES

RATINGS IN SERVICE

	On Board *April 1943	On Board *July 1943	On Board *Jan. 1944	On Board *JULY 1944	On Board *Jan.31 1945	Authorized Complement Jan. 1, 1945
SEAMAN BRANCH						
Chief Boatswain's Mates						14
Boatswain's Mates, 1c		2	2	3	10	43
Boatswain's Mates, 2c		1	5	13	26	55
Coxswains	2	9	49	50	44	91
Gunner's Mates, 1c.						3
Gunner's Mates, 2c.			1	1	1	4
Gunner's Mates, 3c.		2	4	3	1	6
Chief Quartermasters						1
Quartermasters, 1c						4
Quartermasters, 2c					1	7
Quartermasters, 3c		1	4	3	2	
Seamen, 1c	55	210	452	913	1513	2078
Seamen, 2c	431	1409	1545	1939	1929	632
Apprentice Seamen	1785	1184	1838	1743	716	300
TOTAL	2273	2818	3900	4668	4243	3238

ARTIFICER BRANCH

Electrician's Mates, 2c						1
Electrician's Mates, 3c			1			
Chief Radiomen						12
Radiomen, 1c			1	4	7	84
Radiomen, 2c	1	3	13	35	52	129
Radiomen, 3c	9	9	57	41	187	123
Carpenter's Mates, 2c						2
Carpenter's Mates, 3c			4		2	
Electrician's Mates, 2c(Tel)					1	
Electrician's Mates, 3c(Tel)			1			
Radio Technicians, 1c						3
Radio Technicians, 2c				1	1	7
Radio Technicians, 3c			3	2	1	11
Radarmen, 1c.					1	
Radarmen, 2c.					1	6
Radarmen, 3c.					6	6
Sonarmen, 3c.					1	
Printers, 2c.						2
Printers, 3c.					6	7
TOTAL	10	12	80	83	266	393

SPARS STATIONED AT THE COAST GUARD AIR STATION, SAN DIEGO, CALIFORNIA



	On Board *April 1943	On Board *July 1943	On Board *Jan. 1944	On Board *July 1944	On Board *Jan.31 1945	Authorized Complement Jan. 1, 1945
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ARTIFICER BRANCH (Engine Room)

Machinist's Mates, 3c						1
Motor Machinist's Mates, 2c						4
Motor Machinist's Mates, 3c				11	4	4
Firemen, 1c			7	4	7	7
Firemen, 2c			7		2	
			4			
TOTAL	0	0	18	15	13	16

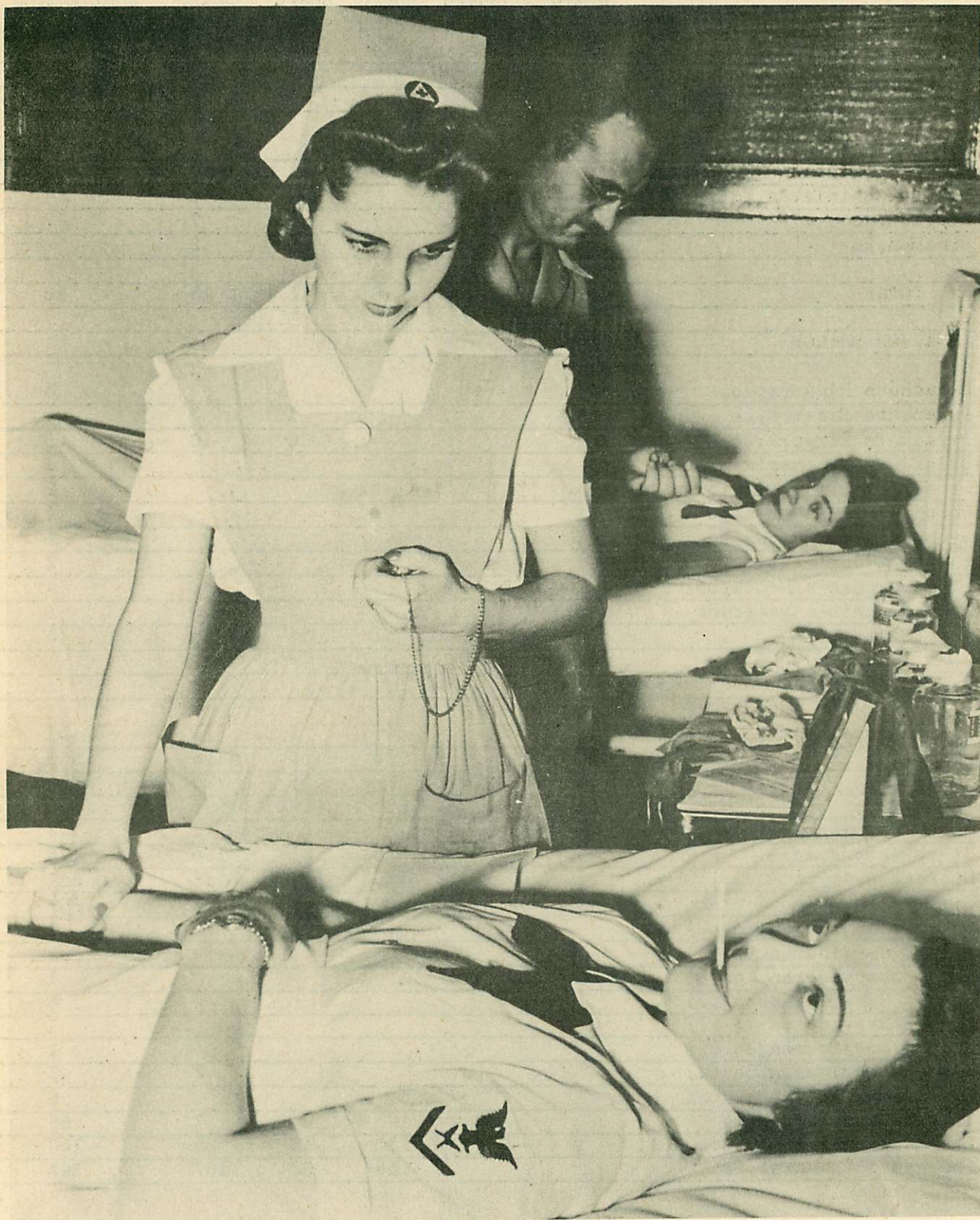
AVIATION BRANCH

Parachute Riggers, 1c.						3
Parachute Riggers, 2c				1	3	6
Parachute Riggers, 3c				10	10	9
Chief Aerographer's Mates						1
Aerographer's Mates, 1c						2
Aerographer's Mates, 2c						4
Aerographer's Mates, 3c						4
Photographer's Mates, 1c						2
Photographer's Mates, 2c					2	4
Photographer's Mates, 3c			1	3	3	8
TOTAL	0	0	1	14	18	43

SPECIAL BRANCH

Chief Yeomen				1	11	131
Yeomen, 1c			15	50	138	659
Yeomen, 2c		37	320	555	796	907
Yeomen, 3c	56	380	857	929	1095	816
Chief Storekeepers					1	106
Storekeepers, 1c			5	21	135	476
Storekeepers, 2c		22	150	303	453	651
Storekeepers, 3c	25	177	487	548	632	609
Ship's Servicemen, 2c (B)						1
Ship's Servicemen, 3c (B)						2
Ship's Servicemen, 2c (L)						1
Ship's Servicemen, 3c (L)					1	3
Ship's Servicemen, 1c (T)						1
Ship's Servicemen, 2c (T)						1
Ship's Servicemen, 3c (T)					2	3
Chief Pharmacist's Mates						6
Pharmacist's Mates, 1c					7	56
Pharmacist's Mates, 2c			10	18	23	100
Pharmacist's Mates, 3c		8	38	62	187	147

SPAR IN SICK BAY



	On Board *April 1943	On Board *July 1943	On Board *Jan. 1944	On Board *July 1944	On Board *Jan.31 1945	Authorized Complement Jan.1, 1945
Hospital Apprentice,1c			46	91	47	80
Hospital Apprentice,2c			25	29	54	25
Chief Musicians						1
Musicians,1c						6
Musicians,2c					5	10
Musicians,3c				14	11	9
Specialist,3c (PS)						1
Chief Specialist (PR)						1
Specialists,1c. (PR)					2	3
Specialists,2c (PR)					2	8
Specialists,3c (PR)					3	4
Chief Specialists (TR)					1	
Specialists,1c (TR)						20
Specialists,2c (TR)					9	77
Specialists,3c (TR)					27	164
Chief Specialists (CW)						2
Specialists,2c (CW)						1
Chief Specialists (C)						3
Specialists,1c (C)					4	12
Specialists,2c (C)					4	8
Specialists,3c (C)					4	8
Chief Specialists (I)						1
Specialists,1c (I)					8	6
Specialists,2c (I)					12	12
Specialists,3c (I)					20	29
Chief Specialists (M)						7
Specialists,1c (M)						13
Specialists,2c (M)					2	27
Specialists,3c (M)					13	31
Chief Specialists (R)						1
Specialists,1c. (R)					1	13
Specialists,2c (R)					3	11
Specialists,3c (R)					6	2
Specialists,1c (T)						7
Specialists,2c (T)					7	7
Specialists,3c (T)					10	3
Specialists,1c (W)						2
Specialists,2c (W)					1	4
Specialists,3c (W)					6	4
Chief Specialists (X)						6
Specialists,1c (X)			1	2	7	49
Specialists,2c(X)		1	1	22	30	123
Specialists,3c(X)		12	21	124	120	188
TOTAL	81	627	1976	2769	3900	5665

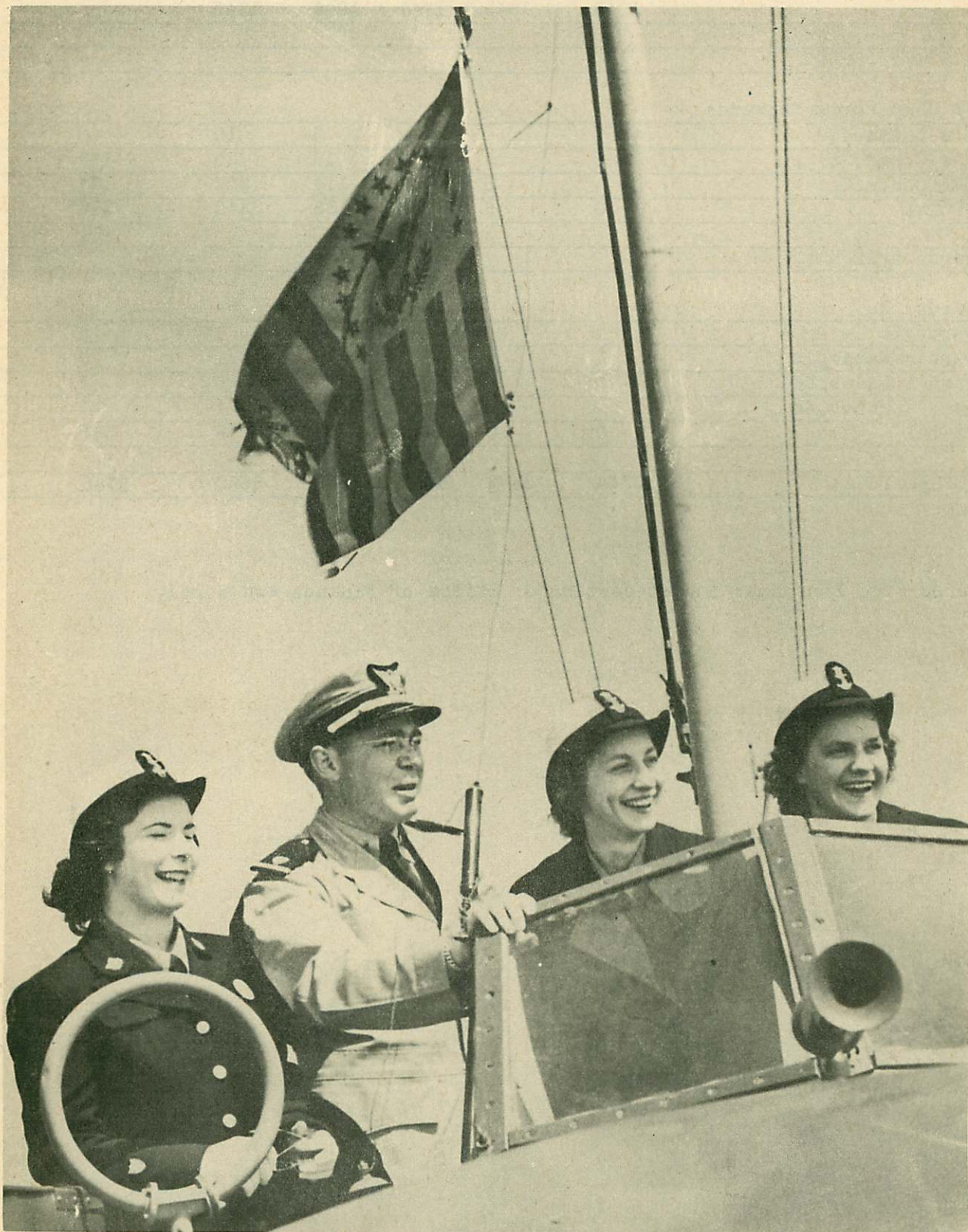
CHICKEN FOR SPARS SUNDAY DINNER



	On Board *April 1943	On Board *July 1943	On Board *Jan 1944	On Board *July 1944	On Board *Jan.31 1945	Authorized Complement Jan. 1, 1945
COMMISSARY BRANCH						
Chief Commissary Stewards					2	9
Ship's Cooks, 1c				5	10	60
Ship's Cooks, 2c			14	16	26	133
Ship's Cooks, 3c		5	56	114	202	174
TOTAL	0	5	70	135	240	376
Stewards Branch						
Stewards, 2c						1
Stewards, 3c					1	3
Steward's Mates, 1c			1	5	1	9
Steward's Mates, 2c			9	5	6	1
Steward's Mates, 3c				2	1	1
TOTAL	0	0	10	12	9	15
GRAND TOTAL	2364	3472	6055	7697	8690	9746

*Figures from Personnel Budget section of Office of Finance and Supply

THREE SPAR CADETS GET SALTY POINTERS FROM A SEA GOING ENSIGN
ON THE FLYING BRIDGE OF AN 83-FOOT U. S. COAST GUARD PATROL BOAT



B. OFFICERS

ORIGINAL SURVEY OF NEEDS

The first survey of the needs of the service for women officers was made in the fall of 1942 in answer to a request by the Commandant.³⁰ Headquarters stated that women officers could be used in administrative assignments, such as in Personnel, Pay and Supply, and Identification and could also be used for technical duties such as coding and as legal officers. The results showed that the District Coast Guard Officers and Commanding Officers of Independent Units believed they could use a total of 199 women officers.³¹ The uneven distribution of requests for officers is indicated by the fact that the requests of four Districts alone totaled 127, or 60% of the requests for Spar officers. Four Districts requested no Spar officers, and three requested less than 10 each. It seems obvious from this first survey that the District Coast Guard Officers were loathe to believe that women officers could be used effectively to replace men officers.

FIRST DUTY ASSIGNMENTS REPORTED

The first general report on the assignment to duty of the women reserve officers appeared in June, 1943, in a statement prepared by the Women's Reserve Division.³² As of May 31, 1943, a total of 181 Spar officers had been assigned to duty.

ACTIVE DUTY ASSIGNMENTS OF SPAR OFFICERS

May 31, 1943

Officers

Assigned to Headquarters	
General Duty.....	43
Communications.....	21
Assigned to Training Schools.....	53
Assigned to Offices of Naval Officer Procurement.....	41
Assigned to Field Units	
Personnel Duty.....	10
Communications.....	7
Misc.....	6
Total Officers assigned.....	181

In the report there was a statement of the assignment policy recommended by the Women's Reserve Division as follows:

"Careful placement of personnel is admittedly vital from the standpoint of both the service and of the individual. The Spars are of value to the service only insofar as they perform their duties effectively. Nothing undermines an individual's morale more quickly and makes her less effective

SPAR OFFICER ON THE BRIDGE



on the job than being detailed to an assignment in which her abilities are not fully utilized. It is recognized that in any assignment the needs of the service must come first. Therefore, in order to be able to meet those needs with effective personnel every effort is made to place the individual in the job in which she may make her maximum contribution to the service and, at the same time, derive satisfaction from knowing that her capabilities are being used to the full."

FACTORS
DETERMINING
OFFICER
ASSIGNMENT

The practical application of this policy of effort toward individual placement was demonstrated in the assignment of Spar officers.³³ The assignments of general duty officers were made first on the basis of the requests of the various units who listed the jobs they needed filled, and second, on the basis of the particular skills, background, experience, and training of the officers emerging from training. Communications officers, at the end of their specialized training, were allocated by the Communications Division at Headquarters on the basis of the needs of the various units, as were later pay and supply officers, at the end of their specialized training, allocated by the Office of Finance and Supply. Complement sheets were not considered too strictly as limiting factors in the assignment of personnel, either men or women, until their revision brought them in line with the true needs of the Service in January of 1945.

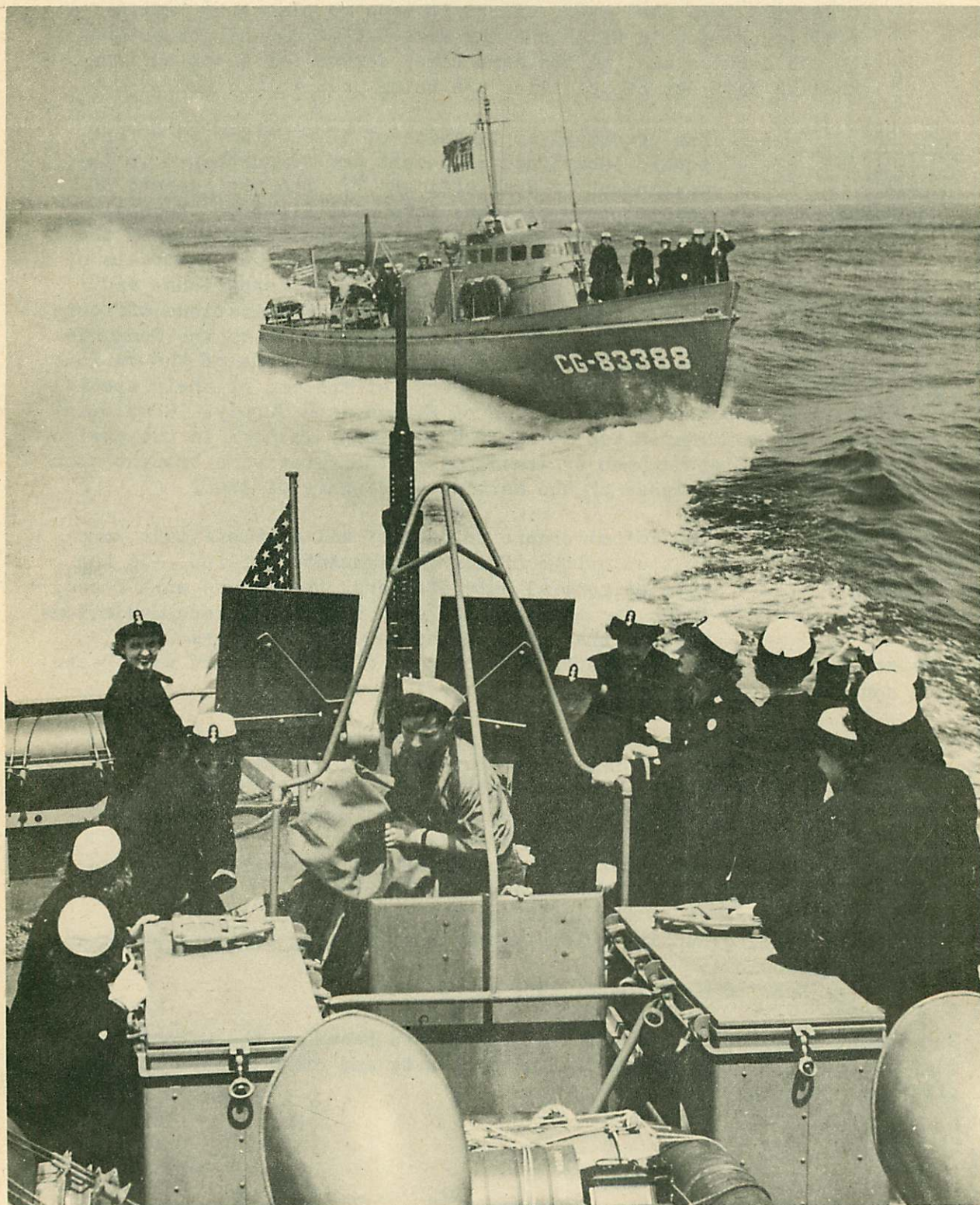
ASSIGNMENT
PROCEDURE

The actual orders to duty of all Spar officers were written by the Officer Assignment Division. In the case of general duty officers, the orders were based, in so far as possible, upon individual recommendations made to that Division by an officer of the Women's Reserve Division. The recommendations of this officer in turn were based upon consideration of the following factors:

- (a) Information concerning education and work experience as contained on forms filled out by the individual;
- (b) Recommendations and comments of the recruiting officer;
- (c) Recommendations and comments of the Interviewing Officer at the Officer Training School;
- (d) Information, course grades, psychological test scores, and reports on the candidate's training record;
- (e) Preference of the individual;
- (f) Small group interviews with the graduating officers whenever possible;
- (g) Knowledge of the billets to be filled.

Subsequent recommendations and assignments are based on the materials listed above plus the official fitness reports and other papers in the officers' jackets.

SPAR CADETS GET A PEEK AT THE EQUIPMENT ON A COAST GUARD "JEEP OF THE DEEP"
AS PART OF THEIR OFFICER TRAINING AT THE
U. S. COAST GUARD ACADEMY, NEW LONDON, CONNECTICUT



INDIVIDUAL
ASSIGNMENTS
ATTEMPTED

In order to let the units know what attempt had been made to match up their requests and the officers assigned to them, memoranda giving a brief summary of the individual officer's training and experience along with the suggested assignment within the unit were sent to the Districts prior to the arrival of the officers. The attempt to establish this type of individual placement was in a way foreign to the established practice of officer assignment in the Coast Guard as a whole where large numbers of men officers had to be assigned and where for practical purposes it had long been a dictum that any junior officer was able to learn any job that might be assigned to him. Moreover, Commanding Officers were accustomed to making assignments to duty of their own personnel. It did not always follow, therefore, that officers were assigned to the particular jobs which Headquarters may have had in mind for them in sending them to a particular District. The discretion for placement of personnel within the individual unit had to be left in the hands of the Commanding Officer as circumstances within that unit might have changed.

ADMINISTRATION OF
WOMEN OFFICER
ASSIGNMENTS

In order to follow the general policy of allocating the various activities of the women's program to the particular divisions normally carrying on those functions, the Director of the Women's Reserve, in mid-summer 1943, proposed that a Spar officer be attached to the Officer Assignment Division for the purpose of handling the assignment of Spar officers. The Chief of Officer Assignment Division concurred in this proposal. While the chiefs of both divisions recognized that such an appointment would be desirable from the point of view of consistent organization, certain practical considerations in favor of continuing the existing practice described above seemed to outweigh the more theoretical considerations of organization. The importance of the placement of Spar officers to the over-all Spar program could hardly be overestimated, yet, it was obviously not a full-time job; Spar officers with civilian placement experience were scarce and were needed urgently in the Districts as records and assignments assistants or general personnel assistants. This specific contact of the Women's Reserve Division with Spar officers was considered valuable to the Division as a means of keeping a finger on the pulse of the morale of the women in the organization and valuable to the individual officer as an item contributing to her satisfaction in belonging to a small service where individual consideration to placement could be given; officers of the Women's Reserve Division did considerable traveling throughout the Districts, which enabled them to discuss Spar officer needs and placement with personnel officers. As a result of these practical considerations, recommendations regarding assignment and re-assignment of Spar Officers are still made in most instances by the Women's Reserve Division, although the final authority for assignment to a station and the actual writing of orders rest with the Officer Assignment Division.³⁴

MARY ADKINS, SEA. 2/c, COLUMBUS, OHIO AND ENSIGN DORIS E. JACOBS,
SAULT STE. MARIE, MICH., STATIONED AT CLEVELAND, OHIO



BILLETS
REQUIRING
SPECIALIZED
TRAINING

Continuing efforts have been made by the Women's Reserve Division to learn what kinds of duty assignments are given to women officers and to what types of duty they might be assigned. An early Personnel Bulletin, No. 14-43, issued on February 1, 1943, described in some detail the billets available and the qualifications needed. There were two types of billets open for Spar officers: those in which "the requirements were general in nature," and those "requiring specialized training and experience". By far the largest number of billets, it was stated, fell in the classification of "requirements general in nature." The billets requiring specialized training were described in some detail and were classified under four main subdivisions: "Administrative"; "Communications"; "Personnel;" and "Technical." Administrative billets required a familiarity with office procedure, an ability to meet people pleasantly, and some maturity of judgment. Billets in communications required the ability to handle confidential material discreetly and with the qualities of patience and perseverance. Special service training was given to qualify officers for this type of duty assignment. Personnel billets required some training and experience in interviewing and counseling procedures and also some mastery of the technique of dealing with groups. There were technical billets requiring a special civilian work background or training along such lines as law, statistics, accountancy, investigative work, and home economics.

SECOND SURVEY
ON SPAR NEEDS

The answers of the District Coast Guard Officers and Commanding Officers of Independent Units to the first request in December, 1942, for estimates as to how many Spars might be used had not been particularly helpful or satisfactory to Headquarters. The Commandant, therefore, on July 31, 1943, sent out another request for a careful survey to be made of each District and Independent Unit to see how many Spars might be needed. The addressees of this Headquarters' letter were reminded that it was the desire of Headquarters to use women reservists wherever possible as reliefs for men.

REQUESTS FOR
OFFICERS
INCREASE

The returns to this late summer 1943 survey of the needs of the service showed a considerable increase in requests for Spar officers. A comparison of the Spar officer requests of the eleven Districts reporting shows a great increase in the number of Spar officers requested in the second survey. The eleven Districts reporting in this second survey indicated a need for a total of 456 Spar officers.³⁵ This was an increase of about 240% over the December, 1942, figure of 135 requests made by the same eleven Districts. Evidently, the ways in which Spar officers could be used were, in practice, many more than the commanding officers had thought originally.

SPAR CADETS LEARN THE STING OF SALT AIR AS PART OF THEIR TRAINING AT THE COAST GUARD ACADEMY, NEW LONDON, CONNECTICUT



DISTRICT AND INDEPENDENT UNIT REQUESTS FOR SPAR OFFICERS

August, 1943

District	Total Officer Complement (Ashore)	Spar Officers Requested	
		Number	Percentage of Total
Boston, 1ND	550	98	18
New York, 3ND	688	25	4
Philadelphia, 4ND	241	22	9
Norfolk, 5ND	599	39	7
Charleston, 6ND	353	No returns	
Miami, 7ND	366	83	23
New Orleans, 8ND	638	No returns	
Cleveland, 9ND	241	19	8
Chicago, 9ND	126	9	7
St. Louis, 9ND	345	39	11
Long Beach, 11ND	342	38	11
San Francisco, 12ND	341	31	9
Seattle, 13ND	324	53	16

Total Spar officer requests..... 456

INCREASED BILLETS FOR SPAR OFFICERS

During the summer and fall of 1943, new types of duty were opened to Spar officers and these additional kinds of assignment greatly increased the usefulness of the women officers. One of the most important additions was the establishment of a Pay and Supply Officers' Training School to prepare women officer candidates for duty as commissioned pay and supply officers. There had been increases, too, in the number of requests for trained Spar communications officers. The first estimate by the Chief of the Communications Division, early in January of 1943, had been that a total of 88 women ensigns could be used in communications assignments. About three months later, the estimates had been increased to total 106 women communications officers and at the end of May, the same year, 1943, the estimates were revised again to total 157 women ensigns as communications officers. Thus in a period of 5 months alone, the Chief Communications Officer increased his estimate as to how many trained Spar communications officers could be used from 88 to 157, an increase of about 80% over the original figure. It is not surprising in view of these additional billets for Spar officers that an increased Spar officer complement was announced by the Commandant late in December, 1943.³⁷ The letter commented on the satisfactory use of the members of the Women's Reserve in shore billets. The new officer quota was to be 1200.

SPARS RIDE "JEEPS OF THE DEEP"



RANK
LIMITATIONS
MODIFIED

Another development in December, 1943, reflected the increasing awareness and confidence of the American public in the work of the women in the various military services. Late in December, 1943, Congress removed most of the limitations on rank for women officers of the Coast Guard Reserve. The new provisions provided that the highest rank in the Women's Reserve was to be captain, and there was not to be more than one. But there were no longer any legal limitations on the number of women officers in the ranks below captain.

SPAR OFFICER
UTILIZATION
SURVEY OF
FIRST DISTRICT

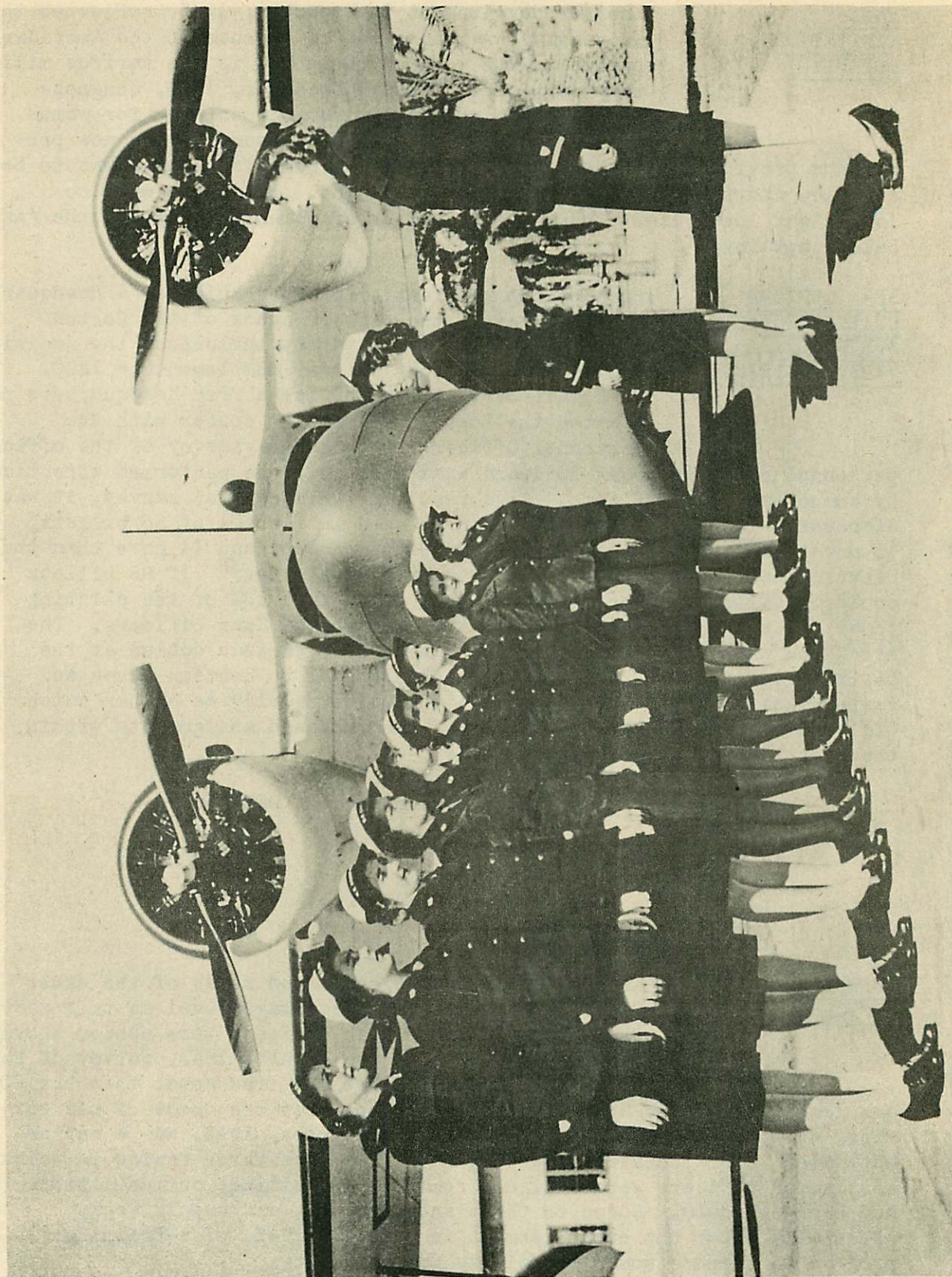
Perhaps the very satisfactory results of a Headquarters' survey of the officer needs of the Boston (First Naval) District partly influenced the decision to increase the Spar officer complement to 1200. In August of 1943, two officers from Headquarters had visited the Boston District to confer with the Personnel Officer and to make a survey of the officer personnel needs in order to learn what jobs could be performed effectively by competent Spar officers. As a result of this careful survey, it was discovered that Spar officers could be used in a total of 98 billets, 45 more than the original December, 1942, request, and 14 more than the District had prepared as its own tentative estimate.³⁸ If 98 billets could be filled by Spar officers, this meant that 18% of the existing total officer complement of the District might be Spar officers. The breakdown shows that 40 were to be assigned to various duties at the District Office; 7 to the Spar Barracks; and 51 to Section Bases and various units within the District with duties usually as either Watch Officers or Communications Officers. The proposed assignments within the District Office were as follows:

Operations	16	(14 as Communications Officers)
Personnel	10	
Finance	9	
Intelligence	2	
Law	2	
Office services supervision	1	

MORE SPAR
OFFICERS

If one increased the estimated needs of the other Districts at the same percentage level as this survey, then about 300 more Spar officers were needed above the requests made in the August, 1943, survey of the Districts. If this were the true need, then the 800 complement total for Spar Officers would not meet the needs of the service, and the 1200 figure, as adopted in December, 1943, was a better estimate. For a considerable length of time, the three fields in which most women officers were assigned remained recruiting, communications, and barracks duty. Added to these should be pay and supply work, especially after the establishment in October, 1943, of a training program to prepare women especially for that duty.

SPARS ASSIGNED TO THE U. S. COAST GUARD AIR STATION AT SAN DIEGO, CALIFORNIA,
SERVE AS DRIVERS, SWITCHBOARD OPERATORS, YEOMEN, AND STOREKEEPERS



EARLY PROMOTION
POLICY

A personnel Bulletin, No. 65-43, set forth the early policies for the promotion of officers of the Women's Reserve. Under the then existing limitations on the ranks to be held and the numbers within the ranks, the only promotions possible for women officers were individual ones based on special recommendations. Commanding officers were made responsible for initiating recommendations for these "spot" promotions. The value of the officer to the Coast Guard was to be the basis for the recommendation and among the factors to be considered in estimating this value were:

- (1) Responsibility of the assignment;
- (2) Efficiency in the performance of duties;
- (3) Previous work experience and amount of responsibility;
- (4) Educational qualifications;
- (5) Age. "While it is not desired to place rigid restrictions as to minimum age for promotion, it is suggested that 26 years be considered the minimum age for promotion to the rank of Lieutenant (j.g.) and 32 years for promotion to rank of Lieutenant."

PROMOTION
POLICY
LIBERALIZED

With the passage by Congress in December, 1943, of an act removing the limitations on the number of women officers who might hold ranks up to captain, a more liberal and standardized officer promotion policy was adopted by the service. A Personnel Bulletin, No. 3-44, appearing late in December, 1943, provided for future en bloc promotion of ensigns and lieutenants (junior grade) of the Women's Reserve. Alcoaasts relative to promotion in these ranks would henceforth include both men and women officers and the same eligibility requirements would be applicable. Promotion to ranks above that of lieutenant was stated to be limited to temporary appointments for officers holding particular positions where the need for rank was endorsed by the head of the office concerned. In actual practice, however, all of the promotions to April, 1945, above the rank of lieutenant have been unqualified out of line promotions, not limited to the period when the officer was holding a particular assignment.³⁹

MILITARY
AUTHORITY OF
WOMEN OFFICERS
LIMITED

One of the puzzlers in the two acts establishing the Women's Reserves of the Navy and the Coast Guard was the statutory limitation on the military authority of women officers. In the act creating the Women's Reserve of the Coast Guard, the bill read that the military authority of officers commissioned under the provisions of the act was to be exercised over women of the Reserve only and was limited to the administration of the Women's Reserve. One of the problems in both of the services was to determine just how much military authority the women officers did have. The first Coast Guard interpretation was in a January, 1943, memorandum from the Chief Counsel to the Chief Personnel Officer which favored a liberal interpretation to stop "short of placing commissioned

CHRISTMAS DECORATIONS AT SPAR BARRACKS



Spars in positions the duties of which would require them to issue orders to military personnel other than Spars or to do things which might in some way affect adversely the status of such personnel.^{#40} This opinion could see nothing wrong in assigning commissioned Spars to duties where the orders to personnel other than Spars would be by direction of her superior officer. A year later, in January, 1944, an Assistant Commandant's Order, No. 4-44, was issued to clarify the military authority of officers of the Women's Reserve. The order was declared to be a statement of the administrative policy to be followed by the Coast Guard in interpreting the limitations in the original act. The order quoted a directive signed by the Commandant in which the Commandant had pointed out quite definitely that the limitations on the military authority of women officers were limitations only on the authority that pertains to command. The Order quoted the Commandant as follows:

"In any efficient organization within the Coast Guard, the officer in command speaks and acts through his subordinates in relation to subjects which pertain to their respective duties. The act of such subordinate in connection with the duties to be performed is considered as being in legal contemplation the act of the officer in command, with the latter's full approbation and direction. The authority of such subordinate officer as a representative of the officer in command has full legal effect in the execution of his regulations, instructions, and policies. The fact that the subordinate is a member of the Women's Reserve does not alter the effect."

This interpretation made it permissible for women officers to be assigned to positions of real responsibility and authority provided they were assistants to a male officer who was in command. Therefore, a woman officer could be head of any unit and subdivision even though male personnel were attached provided that she was not actually in command. The Commandant's statement, quoted in this Assistant Commandant's Order of January 12, 1944, expressed it this way:

"An officer of the Women's Reserve may be in command of a unit to which only personnel of the Women's Reserve are assigned. An officer of the Women's Reserve may not be in command of a unit to which only male personnel or mixed personnel (men and women) are assigned; however, an officer of the Women's Reserve may be Executive Officer, Officer of the Day, or Watch Officer. She may also serve as a member of a court-martial."

LIEUT. LEA A. BURKE, FIRST SPAR OFFICER TO REPORT FOR DUTY IN THE 11TH NAVAL DISTRICT



SPAR OFFICER
ASSIGNMENTS

The twelve months' Progress Report of the Women's Reserve Division reported a total Spar officer strength of 764 as of June 30, 1944.

SPAR OFFICER ASSIGNMENTS
June 30, 1944

Assigned to Headquarters.....	116
Assigned to Units under Headquarters.....	91
Assigned to Districts.....	497
Total assigned.....	704
Officer candidates in training.....	60
Grand total.....	764

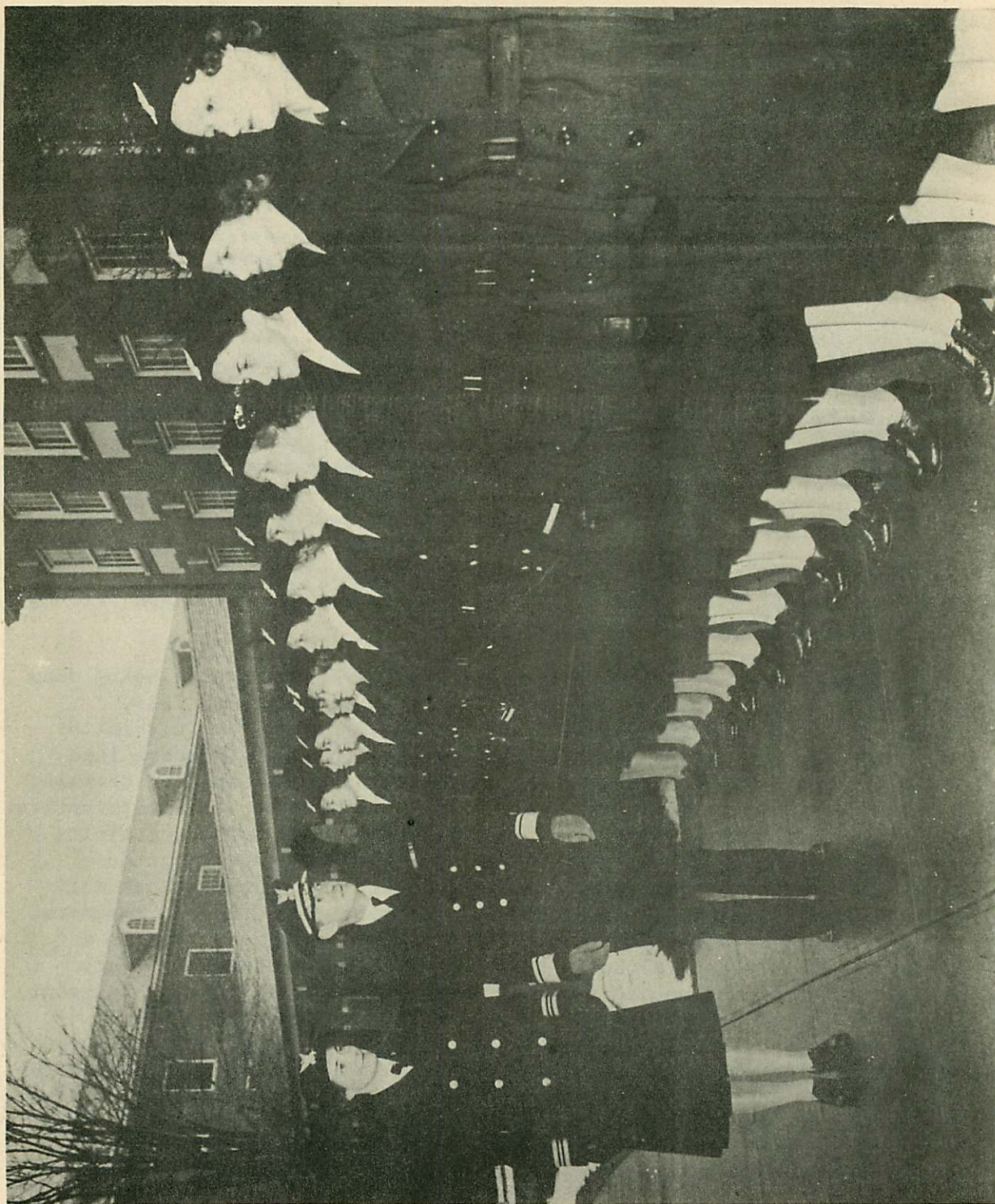
SPAR OFFICER
COMPLEMENT
STABILIZED

Late in August, 1944, the decision was reached to stop the training of women officer candidates in December, 1944, at which time a total of about 909 officers would be available for duty.⁴¹ This figure was considerably below the December, 1943, quota of 1200 women officers. However, this figure was at least 500 above the estimate that the District Coast Guard Officers had made in the winter of 1942-43 and represents a hard won tribute to the usefulness of the Spar officers.

SPAR OFFICER
BILLETS
DESCRIBED

An excellent picture of the kinds of work being done by Spar officers was given in a May 26, 1944, Memorandum for Recruiting Officers.⁴² This letter first divided the jobs held by Spar officers into two categories: (1) those for which special training within the Coast Guard, in addition to indoctrination, was required; and (2) those jobs for which no special service training was given or was required. The billets in the first category, those requiring special service training, were mainly in communications and pay and supply. However, the great majority of Spar officers, estimated by this report as about 75% of the officers then assigned, were in a great variety of "general duty" assignments. It was stated that any general duty officer needed a certain amount of maturity, sound judgment, and integrity of purpose. There were two general kinds of "general duty" assignments. One type consisted primarily of working with people in a counseling or recreational capacity and the other consisted primarily of office administrative work and the supervision of office personnel. Neither of these two general types of work was exclusively of one character or the other and both involved elements of supervision of personnel and a knowledge of the techniques of administration and management.

SPAR CADETS AT NEW LONDON



GENERAL DUTY
BILLET
DESCRIBED

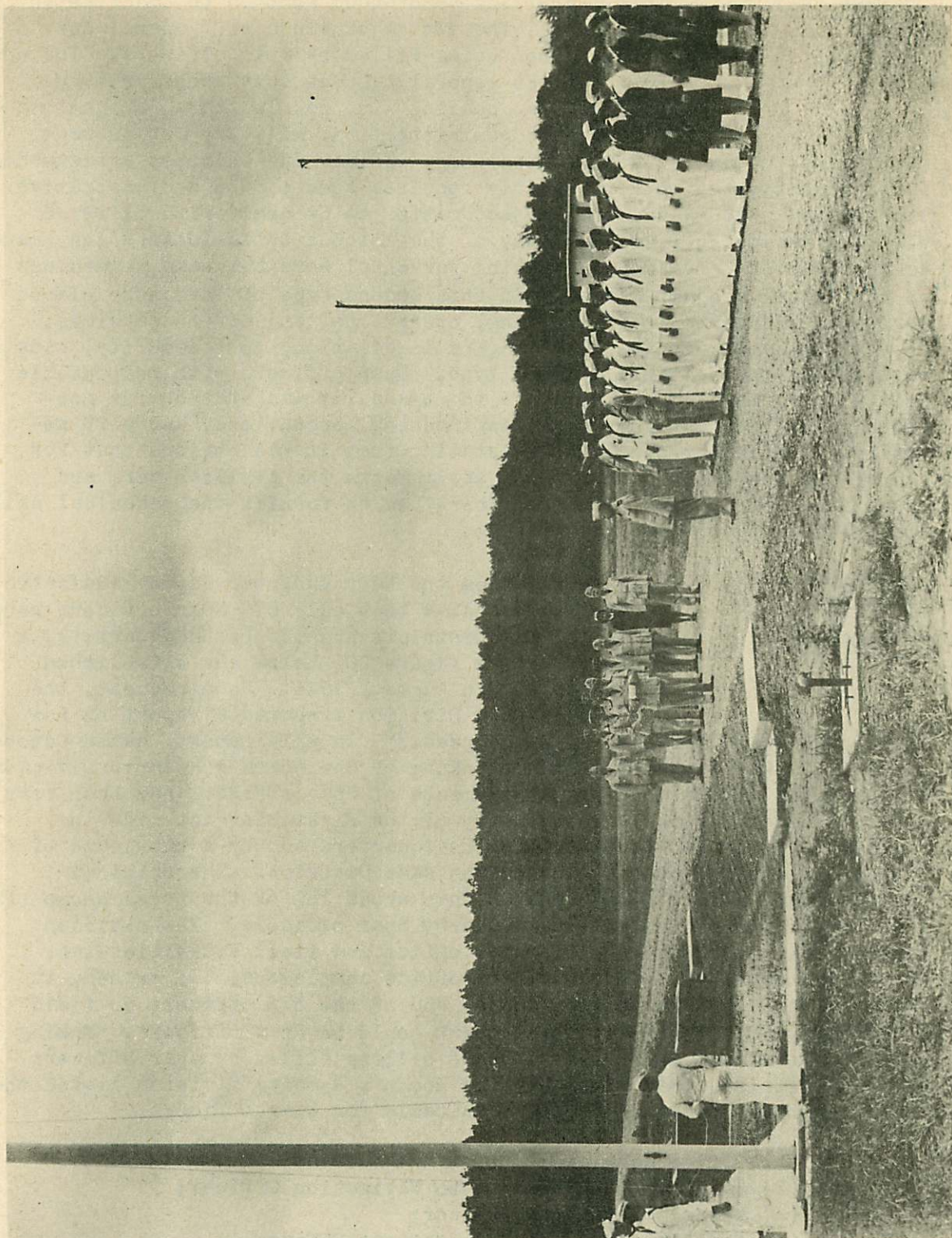
This Recruiting Memorandum went on to describe in some detail the two major kinds of "general duty" billets then being filled by Spar officers. Included in the first general type of duty whose primary activity was dealing with people, were assignments in barracks administration, military morale work, recruiting, public relations, training, officer and enlisted assignments. The second type of work preferably required some office administrative experience. Naturally, the subject matter to be dealt with differed with the various offices but many of the methods of administration, management, and supervision of working personnel were the same regardless of the actual subject matter. In this second type of work were placed certain assignments in engineering, operations, and office services. Many of the assignments held by Spars in aviation, port security, aids to navigation, were of this general type. Spar officers with responsible office management experience were in demand, it was stated, for non-technical office assignments in engineering, operations, and port security. The letter concluded by stating that it was obvious that for all of the so-called general duty assignments the civilian work and educational experience of the officers had to furnish the technical skills and the ability to deal with people.

SUGGESTED
BILLETS FOR
SPAR OFFICERS

The reports from the Navy Manpower Survey indicated in the fall of 1944 that only 570 Spar officers were needed by the Districts and 125 by Headquarters, a total of 695, a figure 200 below the established figure as set in August, 1944. Upon request, the Women's Reserve Division prepared a report on how additional women officers might be used.⁴³ In this report, dated October 4, 1944, it was stated that the thinking of the Women's Reserve Division with respect to the possible assignments of Spar officers had been very much influenced by the sample survey of the First District made in August, 1943, by two officers from Headquarters and by a knowledge of subsequent assignments as made by the same District. The original August, 1943, survey had estimated that about 18% of the total shore officer jobs of the District might be filled by Spar officers. The division between assignments in the District office and field activities was: of the 110 officers in the District office complement, 40, or 36%, it was believed could be Spar officers, and of the 375 officers in field activities, 58, or 15%, it was thought could be Spar officers. Making use of information about the kinds of billets filled by Spar officers in this District, this report by the Women's Reserve Division listed the following types of assignments as suitable for Spar officers:

- (1) Office Services;
- (2) Assistant to the Aids to Navigation Officer;
- (3) Vessel Operations Officer;
- (4) Assistant to Vessel Operations Officer;
- (5) Assistant to Personnel Officer;
- (6) Training Officer;
- (7) Assistant to Training Officer;

COMMISSIONING OF COAST GUARD RADIO STATION NMD, CLEVELAND, OHIO, 4 AUGUST, 1943



C-67820

- (8) Civilian Personnel Officer;
- (9) Clothing Officer;
- (10) Commissary Officer;
- (11) Intelligence Officer;
- (12) Law Officer;
- (13) Communications Officer.

PRESENT SPAR
OFFICER
ASSIGNMENTS

A report on the kinds of duty assignments of 918 Spar officers as of December 29, 1944, shows that the largest number, 345, or about 37% of the total, were in general duty assignments.⁴⁴ About 40% were in the two types of specialized assignments, communications and pay and supply. There were 213 Spar officers in communications duty, or 23% of the total number of Spars, and 156 in Pay and Supply duty, or 17%. Other important special categories of assignments were barracks with 74 Spar officers or 8% of the total, and recruiting (including the recruiting of men as well as women) with 66 women officers, or 7% of the total.

TYPES OF ASSIGNMENTS OF SPAR OFFICERS (December 29, 1944)

<u>Billet</u>	<u>Number of Spar Officers Assigned</u>	<u>Percentage</u>
General Duty	345	37%
Communications	213	23%
Pay and Supply	156	17%
Barracks	74	8%
Personnel Procurement	66	7%
Instruction (Training)	20	2%
Intelligence	17	2%
Public Relations	14	1%
WR Personnel Officer	13	1%
Total	918	

OFFICER TRAINING
REESTABLISHMENT
CONSIDERED

In August, 1944, it had been decided by Headquarters to stabilize the Spar officer complement at the approximate figure of 920 and the necessary steps had been taken to cease the recruitment of civilian officer candidates and to close the Spar officer training schools. On February 12, 1945, however, the Chief of the Women's Reserve Division recommended that Spar officer training be reestablished in order to provide enough new women officers to maintain the Spar officer complement at a total of 950.⁴⁵ This was an increase over the 920 figure and was designed to take into account the assignment of Spar officers to duty outside the continental United States and to duty with the Air-Sea Rescue Agency. Since the rate of separation of women officers from the service is at a current rate of about 6.5 per month, the Chief of the Women's Reserve Division

CHIEF GUNNER'S MATE ERMAN C. ADDISON, VETERAN OF THE BATTLE OF THE ATLANTIC AND SIX MAJOR INVASIONS IN THE PACIFIC, WELCOMING AS A CHIEF PETTY OFFICER, CHIEF YEOMAN ELIZABETH SEMANS RYDER, THE FIRST COAST GUARD SPAR IN THE SIXTH NAVAL DISTRICT



recommended that a new officer training program be established to supply women officers at a rate to cover attrition. It was planned that the officer candidates would be drawn exclusively from the ranks of enlisted personnel.

REQUESTS FOR
SPAR OFFICERS
OVERSEAS

An amendment to the basic act on September 27, 1944, removed some of the restrictions on the location of the service of women reservists. Upon their prior request, they could henceforth be assigned to duty in the Territories of Hawaii and Alaska, and to the American Area. Surveys of Hawaii and Alaska were made by Headquarters' Spar officers to learn what type of work the Spars might do and in what numbers. The Hawaii report indicated the Fourteenth District could use 15 women officers and the Seventeenth District requested 31 women officers. Selection of women officers to serve outside the continental United States has been made in accordance with the policy of selecting experienced women to fill definite billets.⁴⁶

CURRENT PROBLEMS
AFFECTING
OFFICER PERSONNEL

This study of the utilization of Spar officers will conclude with a brief listing of some current problems of mid-March 1945. One problem centers around effective assignment of the women officers to duty. The full utilization of the women and the maintenance of morale in the Women's Reserve are both dependent on making assignments that make full use of the training and ability of the women reservists. A second problem centers around promotion. Present opportunities for promotion from ensign to lieutenant (j.g.) and from lieutenant (j.g.) to lieutenant are limited. At the present time, at least 18 months of service in grade are necessary before ensigns are promoted to lieutenant (j.g.). There is no provision at present for any regular advancement of women officers above the rank of lieutenant.

SUMMARY OF WORK
OF SPAR OFFICERS

The contribution of the women officers to the war effort of the Coast Guard can be shown conclusively by figures that contrast the original estimates of District needs in the fall and winter of 1942 with present actual assignments.

COMPARISON OF DISTRICT SPAR OFFICER ASSIGNMENTS

<u>District</u>	<u>District Needs as Estimated in December, 1942</u>	<u>Actual Assignments March 31, 1945</u>
Boston, 1ND	53	90
New York, 3ND	19	73
Philadelphia, 4ND	26	28
Norfolk, 5ND	8	56
Charleston, 6ND	0	33

SPARS IN NAVY DAY PARADE, 1943

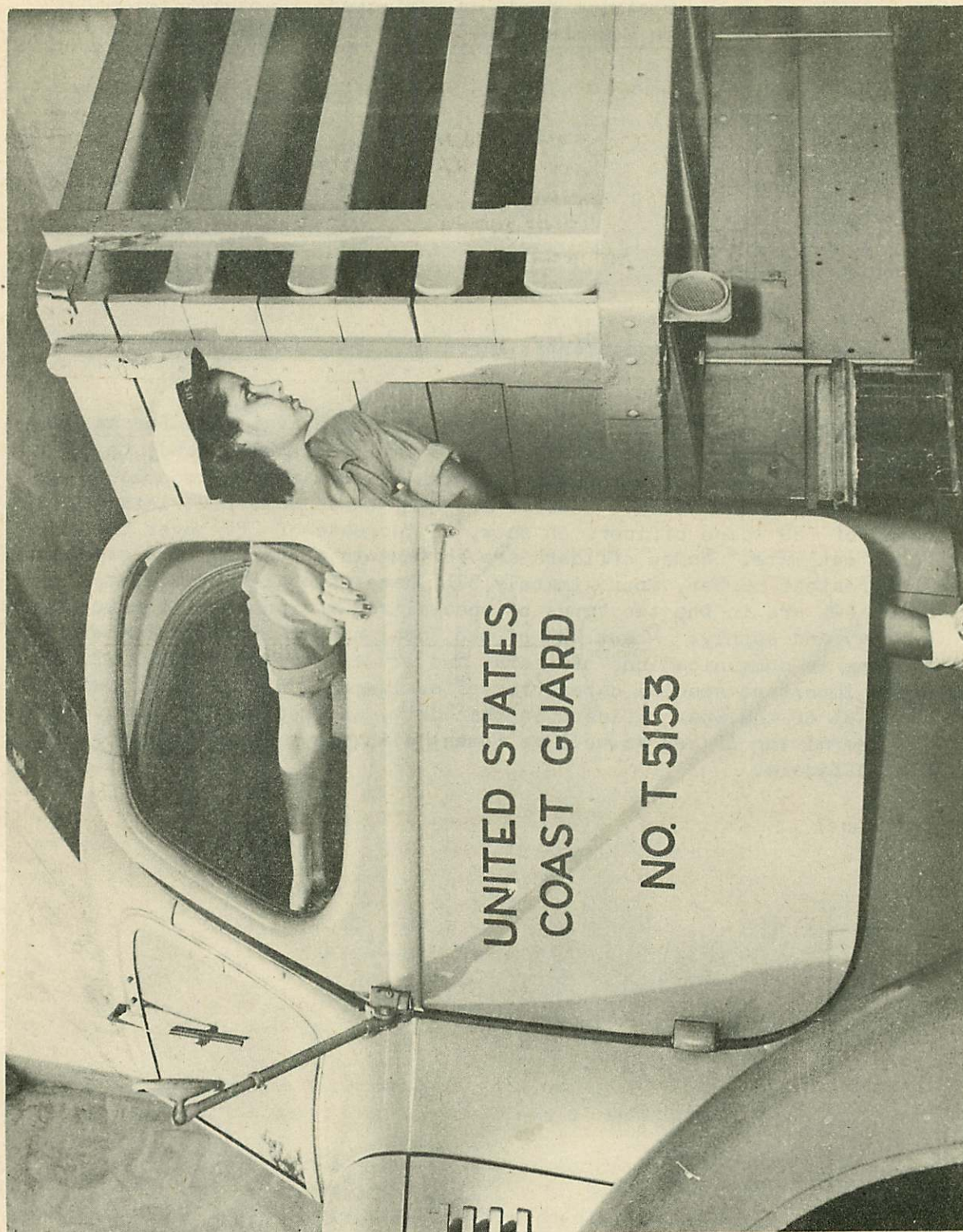


<u>District</u>	<u>District Needs as Estimated in December, 1943</u>	<u>Actual Assignments March 31, 1945</u>
Miami, 7ND	29	53
New Orleans, 8ND	7	54
St. Louis, 9ND	18	41
Chicago, 9ND	0	0
Cleveland, 9ND	1	53
Long Beach, 11ND	10	68
San Francisco, 12ND	0	51
Seattle, 13ND	0	59
	<u>171</u>	<u>659</u>

(Figures for Actual Assignments, March 31, 1945, from Women's Reserve Division)

In December, 1942, before any Spar officers were available for assignment, the District Coast Guard Officers estimated their needs to be 171 women officers. At the end of March, 1945, after 27 months of experience with the Women's Reserve program, these same Districts had a total of 659 women officers on duty, an increase of 285% over the original estimate. Women officers are serving in a variety of assignments. The greatest number, approximately 37%, have general duty billets. About 40% are in the two types of specialized assignments, communications and pay and supply. About 23% of the total number of Spar officers are serving as communications officers, and 17% as pay and supply officers. Other important special categories of assignments are barracks, with about 8% of the Spar officers in that duty, and recruiting (including the recruiting of men as well as women) with about 7% of the total of Spar officers.

SPAR TRUCK DRIVER



C. ADMINISTRATION OF THE WOMEN'S RESERVE

SPARS AN INTEGRAL PART OF COAST GUARD

The Women's Reserve has been administered as an integral part of the Coast Guard. This was in conformity both with the provisions of the Act creating the Women's Reserve and with the administrative policies of the Coast Guard. The Congressional Act provided that the Women's Reserve was to be administered in the same manner as provided for the Coast Guard Reserve except where Congress provided otherwise or where it was necessary to adapt provisions to the Women's Reserve. The Coast Guard Reserve Regulations were amended to contain the provision that the Women's Reserve was to be administered by the Commandant under the general direction of the Secretary of the Navy. The Reserve Regulations also provide that members of the Women's Reserve are to be subject to the laws and regulations for the government of the Coast Guard, including, as far as practicable and where they are not otherwise made inapplicable, all provisions of the regulations for the United States Coast Guard Reserve.

MINOR PERSONNEL MODIFICATIONS

The first two Personnel Bulletins that applied exclusively to the women reservists, Nos. 21-43 and 32-43, issued on February 10, and March 11, 1943, respectively, provided that both the advancement and the discharge of enlisted members of the Women's Reserve would be in accordance with existing provisions and instructions except where differences relating to sex made necessary a modification. Women were to be examined for advancement in the same manner as prescribed for enlisted men except that questions pertaining to duty afloat were to be omitted. In the case of discharges, it was necessary to add pregnancy as a cause for an immediate discharge, after a Board of Medical Survey had reported its findings. In June, 1943, Personnel Bulletin, No. 63-43 set forth the procedure to be followed in reporting any change in the marital status of a member of the Women's Reserve. It was important that the service have the correct legal name on its rolls for each Spar. Until December, 1943, there were definite legal restrictions on the number of women officers in the various ranks. Since there could not be more than one lieutenant commander, 18 lieutenants, and not more than 35% of the total commissioned personnel as lieutenants (j.g.), it was necessary to adopt a separate system for the promotion of women officers. However, in December, 1943, when Congress removed the restrictions on the number of women officers in the rank of commander and below, the policy for promotion of women officers through the rank of lieutenant was made the same as for the men officers.⁴⁷

ESTABLISHMENT OF WOMEN'S RESERVE DIVISION

An amendment to the Coast Guard Regulations provided for the assignment to duty at Headquarters of an officer of the Women's Reserve to serve as Director of the Women's Reserve, under the Commandant. In

SPAR BAND



C-67820

March, 1943, a draft was prepared by the Director of the Women's Reserve for a proposed Personnel Bulletin on the subject of the organization of the Women's Reserve Division.⁴⁸ Although this Bulletin was never issued, the draft gives a picture of the work of the Women's Reserve Division as developed by the head of it. This proposed Bulletin stated that because the Women's Reserve program was new and lacking in precedent, special care would be required by all officers dealing with Spar personnel to be sure to integrate the program into the Coast Guard. In general, it was planned that members of the Women's Reserve were to be treated in the same manner and subject to the same discipline as male personnel. The document stated that it was recognized "that there are special problems in connection with the quartering, messing, assignment, and discipline of the Women's Reserve." As experience was gained in dealing with the new program, it was expected that policies would be more clearly defined. The Director of the Women's Reserve was to be responsible for the formulation of major policies governing the activities of the Women's Reserve. The Bulletin also proposed that the Women's Reserve be administered by the Director of the Women's Reserve who would report to the Chief Personnel Officer. It was also planned that Headquarters would assign to each District Coast Guard Officer a Spar officer to assist in dealing with special problems arising in connection with Spar personnel and to counsel in individual problems. It was planned to assign Spar liaison officers to certain of the Divisions at Headquarters. In addition to duties with their Divisions, these officers were to keep the Director of the Women's Reserve informed and advised on all matters of policy in connection with the Women's Reserve.

DUTIES OF
WOMEN'S RESERVE
DIVISION

An official description of the duties of the Women's Reserve Division as they eventually developed appears in the U. S. Coast Guard Organization Manual, a publication appearing on January 1, 1944. There it is stated that the major responsibility of the Chief of the Women's Reserve Division, subject to the direction of the Chief Personnel Officer, was to keep informed of all developments regarding the conduct of the program for the procurement, training, and utilization of members of the Women's Reserve so that she might recommend changes in policies and procedures as necessary. Some of the specific duties were described as follows:

- (1) Initiate or review and recommend action on all policies and proposals for regulations, instructions, bulletins, and other directives dealing with matters affecting the Women's Reserve;
- (2) Assist the Chief Personnel Officer in coordinating those activities of the Office of Personnel that relate to the Women's Reserve;
- (3) Analyze all plans and procedures for carrying out the various aspects of the Women's Reserve program and submit appropriate recommendations pertaining thereto prior to their submission to the Chief Personnel Officer for decision;

NOBODY WANTS TO MURDER THE BUGLER AT THE U. S. COAST GUARD
TRAINING STATION AT PALM BEACH, FLA.



- (4) Keep informed, through field contacts and otherwise, of all activities in connection with the Women's Reserve program, advise the Chief Personnel Officer as to the manner in which the Women's Reserve program is fulfilling its objectives, and recommend required improvements in the conduct of the program.

ADVISORY ASPECT
OF WORK OF
WR DIVISION

The work of the Women's Reserve Division has centered closely around the two basic duties as described in the Organization Manual. The Division has endeavored on the one hand to keep informed of all developments regarding the Women's Reserve program and to make recommendations concerning policies and problems affecting the Reserve or individual members of it. Sometimes it has been necessary for the Women's Reserve Division to "sell" the women reservists to other officers in the Coast Guard. At all times, the Division has served as a clearing house for information about the Women's Reserve. Problems affecting the women reservists, such as their selection, training, housing, assignment to duty and advancement and promotion, recreation, discipline, punishment, and discharge, have been of the greatest concern to this Division. In all cases, the effort has been to develop policies and practices in accord with established Coast Guard procedures but tempered also to use with women.

WR PERSONNEL
OFFICER
AUTHORIZED

A Women's Reserve Personnel officer to advise with and assist the District Coast Guard Officers on matters pertaining to the Women's Reserve was authorized by the Commandant on March 7, 1944.⁴⁹ This Headquarters' letter authorizing the establishment of the Women's Reserve Personnel Officer for all District Office Staffs stated that the post was set up in order to provide for the more efficient administration of personnel matters as they related to members of the Women's Reserve. The functions of the Women's Reserve Personnel Officer were to be advisory in character and were designed to provide the District Coast Guard Personnel Officer with an assistant who was well-informed about the Women's Reserve program and whose advice on Spar personnel matters might be helpful to him. The duties of the Women's Reserve Personnel Officer were listed as follows:

- (1) To keep informed of all district matters and activities concerning members of the Women's Reserve and to make field trips and reports;
- (2) To collaborate with Coast Guard officers responsible for the procurement, training, assignment, housing, morale, and discipline of members of the Women's Reserve;
- (3) To make recommendations to or through the Personnel Officer.

APPENDICES

- I. NOTES LISTED BY CHAPTERS
- II. THE WOMEN'S RESERVE ACT AS AMENDED TO 20 JANUARY, 1945
- III. UNIFORM REGULATIONS FOR THE WOMEN'S RESERVE
- IV. FILE OF DIRECTIVES PERTAINING PARTICULARLY TO THE
WOMEN'S RESERVE

APPENDIX I

Notes Listed By Chapters

Chapter I:	The Establishment of the Women's Reserve of the United States Coast Guard	Page	222
Chapter II:	The Recruitment of the Women's Reserve	Page 223 - 224	
Chapter III:	The Training of the Women's Reserve	Page 225 - 226	
Chapter IV:	The Utilization of the Women's Reserve	Page 227 - 229	

NOTES
FOR

CHAPTER I: THE ESTABLISHMENT OF THE WOMEN'S RESERVE OF THE UNITED STATES
COAST GUARD

1. The military services needed women who could be assigned to any duty post and who would be under military discipline at all times. Civilian workers were less mobile, were not under military law, and were restricted in the handling of military materials.
2. The noun "spar" means a mast, yard, boom, gaff, etc., on a vessel. It was the father of Captain Mildred McAfee, the Director of the Waves, who suggested that each of the letters in the word spar stood for one of the four freedoms.

NOTES
FOR
CHAPTER II: THE RECRUITMENT OF THE WOMEN'S RESERVE

1. Letter from Commandant to Secretary of the Navy, November 20, 1942, with SECNAV'S indorsement.
2. Personnel Budget figures as prepared in December, 1942, for Chief Personnel Officer.
3. From material filed in the Women's Reserve Division Office.
4. Mimeographed circular (December 24, 1942).
- 4a. Originally, the plan was to require the minimum of a high school diploma for enlistment in the Women's Reserve, but due to the decision of the Navy to set the minimum at two years of high school, the Coast Guard also adopted the lower level. Material in Women's Reserve Division.
5. Report on Spar Procurement, March 15, 1943, files of Personnel Procurement Division.
6. Summary of Spar Recruiting from December 1942 to June 1943, files of Personnel Procurement Division.
7. IBID.
8. Copy in files of Personnel Procurement Division.
9. MEMORANDUM FOR RECRUITING OFFICERS, December 1, 1943.
10. Budget and Planning Monthly Reports, Spar Enlistments from July 1, 1943 to June 30, 1944, files of Personnel Procurement Division.
11. Summary, Reasons for Rejection of Spar Applicants (W-10), July 1, 1943, through December 31, 1943. Restricted. Personnel Procurement Division.
12. IBID.
13. MEMORANDUM FOR RECRUITING OFFICERS, January 4, 1944.
14. Headquarters' Letter from Commandant (CPR) to all DCGO'S, December 31, 1943.
15. Figures from Personnel Procurement Division files.
16. MEMORANDUM FOR RECRUITING OFFICERS, January 17, March 2, 1944.
17. Headquarters' Letter from Commandant (PPP) to the DCGO'S, May 8, 1944.

18. Material in the files of Personnel Procurement Division.
19. Report on "A Ten Point Program for Spar Recruiting," files of Women's Reserve and Personnel Procurement Divisions.
20. Memorandum from Lt. Comdr. Blair Walliser to Lt. Herring, August 8, 1944. Confidential.
21. Indorsement by Chief Personnel Officer on a memorandum from the Director of the Women's Reserve, October 14, 1944.
22. "Facts and Figures," compiled by Personnel Procurement, United States Coast Guard Headquarters, no date.
23. It is suggested by the Women's Reserve Division that a study be made of the underage enlistments and the enlistments of personnel misfits and psychoneurotics to see whether recruiting officers were really at fault. The validity of the judgment in the text awaits determination by such a study.

NOTES
FOR
CHAPTER III: THE TRAINING OF THE WOMEN'S RESERVE

1. Letter of Commandant to Secretary of the Navy, November 20, 1943, with indorsement by SECNAV.
2. Material in files of Women's Reserve Division.
3. Report of Women's Reserve Division, April 12, 1943, in Women's Reserve Division files.
4. IBID.
5. Report of Chief Personnel Officer and Director of the Women's Reserve to the Commandant, March 20, 1943.
6. "Training Program - U. S. Coast Guard Reserve (Women's Reserve)," May 31, 1943.
7. Material in files of Training Division.
8. Women's Reserve Training Officer to Personnel Budget, May 6, 1943.
9. Material in files of Training Division, June 26, 1943.
10. IBID.
11. Summary of Facts Concerning the Operation of the Women's Reserve of the United States Coast Guard Reserve for the period ending 30 June, 1943.
12. Material in files of Training Division.
13. "Training of Personnel," in files of Training Division, no date.
14. "Summary of Recruit School Schedule," October 1943.
15. Report in files of Training Division.

16. H/L (PT) to all DCGO's and Commanding Officers of Independent Units, November 22, 1943.
17. Commandant (PT) to Commanding Officer, Palm Beach Training Station, November 2, 1943.
18. Chief of Enlisted Assignments Division to Chief of Training Division, December 15, 1943.
19. Material in the files of Training Division.
20. Material in the files of Training Division.
21. Commandant (PT) to Commanding Officer, Palm Beach Training Station, August 22, 1944.
22. Report of Women's Reserve Division, April 12, 1943, in Women's Reserve Division files.
23. The Women's Reserve of the United States Coast Guard Reserve - Progress Report - December 1942 through May 1943.
24. Summary of Facts Concerning the Operation of the Women's Reserve of the United States Coast Guard Reserve for Period Ending June 30, 1943.
25. Material in Files of Training Division.
26. Outline of the Spar Officer Training Course at the Coast Guard Academy, May 1, 1944.
27. Memorandum from Chief Finance and Supply Officer to Chief Personnel Officer, July 23, 1943.
28. Letter of Chief Personnel Officer to DCGO's, July 31, 1943.
29. Final Report of Academic Officer (WR) on the "Questionnaire for Spar Officers" Sent Out by Spar Officer Training in May, 1944. Copy in Files of Spar Officer Training, U. S. Coast Guard Academy.
30. Material in the Files of Spar Officer Training, Coast Guard Academy.

NOTES
FOR
CHAPTER IV: THE UTILIZATION OF THE WOMEN'S RESERVE

1. Commandant's Letter to All Concerned, September, 1942.
2. In Files of Women's Reserve Division.
3. "Spar Activity, Within Enlisted Assignment Division; Progress Report for Period 23 November, 1942 to 31 May, 1943," in Files of Women's Reserve Division.
4. "Progress Report on the Women's Reserve of the United States Coast Guard - December, 1942 through May, 1943," in Files of Women's Reserve Division.
5. Headquarters' Letter to DCGO, 5th Naval District, July 14, 1943.
6. Headquarters' Letter to All DCGO's, July 31, 1943.
7. Material in Files of Women's Reserve Division.
8. Material in Files of Women's Reserve Division.
9. Material in Files of Women's Reserve Division.
10. Material in Files of Enlisted Assignment Division.
11. Material in Files of Women's Reserve Division.
12. Copy in the Files of the Women's Reserve Division.
13. Correspondence in Files of the Women's Reserve Division.
14. Material From Files of Enlisted Assignment Division.
- 14a. See Page 117.
15. Material in Files of Women's Reserve Division.
16. Operations Planning Officer to Chief, Enlisted Assignment Division, June 2, 1944.
17. Assistant Chief Operations Officer to Chief Personnel Officer, June 13, 1944.
18. Material in the Files of the Training Division.
19. Material in the Files of the Training Division.

20. "Duties of the Enlisted Assignment Division Pertaining to Members of the Women's Reserve; Progress Report for Year Ending 31 May, 1944"
21. "Women's Reserve Division: Annual Report, 30 June, 1944."
22. Chief of Enlisted Assignments Division to Operations Planning Officer, June 8, 1944.
23. Memorandum From Chief Personnel Officer to Director of Women's Reserve, August 12, 1944.
24. Figures Taken From Files of Women's Reserve Division.
25. DCGO, 10th Naval District to Commandant, July 25, 1944.
26. Confidential material in Files of Women's Reserve Division.
27. H/L to all DCGO's, October 2, 1944; Personnel Bulletins Nos. 129-44 and 136-44.
28. Confidential Material in Files of Enlisted Assignment Division.
29. Letter from DCGO, 4th Naval District to Commandant, February 22, 1945.
30. Commandant's Letter, September 18, 1942.
31. Material in Files of Women's Reserve Division.
32. In Files of Women's Reserve Division.
33. Material From the Women's Reserve Division.
34. Material From the Women's Reserve Division.
35. Material in Files of Women's Reserve Division.
36. Material in Files of Training Division.
37. H/L to all DCGO's, December 31, 1943.
38. Material in Files of Women's Reserve Division.
39. Information From Women's Reserve Division.
40. In Files of Women's Reserve Division.

41. Memorandum of Director of Women's Reserve to Chief Personnel Officer, August 11, 1944, and Indorsement of Chief Personnel Officer.
42. In Files of Personnel Procurement Division.
43. In Files of Women's Reserve Division.
44. Material in Files of Women's Reserve Division.
45. Memorandum of Director of Women's Reserve to Chief Personnel Officer, February 12, 1945.
46. Personnel Bulletin No. 129-44, October 2, 1944.
47. Personnel Bulletin No. 3-44, December 29, 1944.
48. Material in Files of Women's Reserve Division.
49. H/L to all DCGO's, March 7, 1944.
- 14a. The problem was further complicated by a wish on the part of some commanding officers to reserve places ashore for men officers and enlisted personnel on rotation duty. Information from Women's Reserve Division.

APPENDIX II

THE WOMEN'S RESERVE ACT AS AMENDED TO 20 January, 1945

(U. S. Code, Title 14 - Coast Guard; Subchapter IV - Women's Reserve)

REESTABLISHMENT AS A BRANCH OF COAST GUARD RESERVE: LAWS APPLICABLE.

Sec. 401. A Women's Reserve is hereby established which shall be a branch of the Coast Guard Reserve and shall be administered in the same manner as provided for the Coast Guard Reserve in all respects, except as may be necessary to adapt said provisions to the Women's Reserve, or as specifically provided herein.

RANKS AND RATINGS: NUMBER OF COMMISSIONED OFFICERS.

Sec. 402. Members of the Women's Reserve may be commissioned or enlisted in such appropriate ranks and ratings, not above the rank of captain, corresponding to those of the Regular Coast Guard, as may be prescribed by the Secretary of the Treasury, or by the Secretary of the Navy while the Coast Guard is operating as a part of the Navy: PROVIDED, That the military authority of officers commissioned under the provisions of this title may be exercised over women of the Reserve only and is limited to the administration of the Women's Reserve.

AGE QUALIFICATIONS.

Sec. 403. The Reserve established by this title shall be composed of members who have attained the age of twenty years.

DUTIES RESTRICTED: SHORE DUTY WITHIN THE AMERICAN AREA.

Sec. 404. Members of the Women's Reserve shall not be assigned to duty on board vessels of the Navy or Coast Guard or in aircraft while such aircraft are engaged in combat missions and shall not be assigned to duty outside the American area and the Territories of Hawaii and Alaska, and may be assigned to duty outside the continental United States only upon their prior request.

As used in this Act the term "American area" means the area geographically defined as follows:

East boundary; From the North Pole, south along the seventy-fifth meridian west longitude to the seventy-seventh parallel north latitude, thence southeast through Davis Strait to the intersection of the fortieth parallel north latitude and the thirty-fifth meridian west longitude, thence south along that meridian to the tenth parallel north latitude, thence, southeast to the intersection of the equator and the twentieth meridian west longitude, thence along the twentieth meridian west longitude to the South Pole.

West boundary: From the North Pole, south along the one hundred and forty-first meridian west longitude to the east boundary of Alaska, thence south and southeast along the Alaskan boundary to the Pacific Ocean, thence south along the one hundred and thirtieth meridian to its intersection with the thirtieth parallel north latitude, thence southeast to the intersection of the equator and the one hundredth meridian west longitude, thence south along the one hundredth meridian west longitude to the South Pole.

DUTIES RESTRICTED; REPLACEMENT OF MALE OFFICERS AND ENLISTED MEN IN SHORE ESTABLISHMENTS.

Sec. 405. Members of the Women's Reserve shall not be used to replace civil-service personnel but shall be composed of women trained and qualified for duty in the shore establishment of the Coast Guard to release male officers and enlisted men of the Coast Guard service for duty at sea.

DISABILITY OR DEATH IN LINE OF DUTY; BENEFITS TO BE SAME AS FOR MALE OFFICERS AND ENLISTED MEN; DEPENDENTS; EFFECTIVE DATE.

Members of the Women's Reserve of the Navy, Marine Corps, Coast Guard, or their dependents, shall be entitled to all allowances or benefits provided by law for male officers and enlisted men of such services with dependents: PROVIDED, That the husbands of such members shall not be considered dependents and the children of such members shall not be considered dependents unless their father is dead or they are in fact dependent on their mother for their chief support. This section shall be effective from July 20, 1942.

UNIFORMS AND EQUIPMENT.

Sec. 406. The Commandant of the Coast Guard shall fix the money value of articles of uniform and equipment which enlisted members of the Women's Reserve are required to have upon their first reporting for active duty: PROVIDED, That he may authorize such articles of uniform and equipment, or parts thereof, to be issued in kind, or in lieu thereof, the payment in cash of the money value fixed according to the foregoing, not to exceed \$200, to be made to such members so ordered to active duty, for the purchase of such articles of uniform and equipment.

TERMINATION DATE.

Sec. 408. The authority conferred by this Act for appointments and enlistments in the Women's Reserve shall be effective during the present war and for six months thereafter, or until such earlier time as the Congress, by concurrent resolution, or the President, by proclamation, may designate.

APPENDIX III

UNIFORM REGULATIONS FOR THE WOMEN'S RESERVE

29 December, 1942. Commandant's order making the Uniform Regulations, Women's Naval Reserve, 1942 apply to "Coast Guard personnel in relationship to the Coast Guard as they apply in the Navy, subject to such modifications as may be promulgated from time to time in order to adapt them to the needs of the Coast Guard."

10 May, 1943. Commandant's order making the Uniform Regulations, Women's Naval Reserve, 1943 apply to "Coast Guard personnel in relationship to the Coast Guard as they apply in the Navy, subject to such modifications as may be promulgated from time to time in order to adapt them to the needs of the Coast Guard."

Change No. 1 issued to describe distinguishing insignia and corps devices. It contained the statement that "further detailed description of uniforms may be obtained from Coast Guard Clothing Depot, New York, New York."

28 September, 1943. Commandant's directive addressed to all DCGO's and Units operating under Headquarters promulgating a directive from the Chief of Naval Personnel setting forth certain changes in the uniform for members of the Women's Reserve.

12 September, 1944. Change No. 2 to Uniform Regulations, Women's Naval Reserve, 1943, for Coast Guard Women's Reserve providing for the wearing of a shield on the sleeve of the seersucker dress by enlisted personnel.

16 January, 1945. Change No. 3 to Uniform Regulations, Women's Naval Reserve, 1943, for Coast Guard Women's Reserve providing for the wearing of Coast Guard insignia on garrison caps.

APPENDIX IV

FILE OF DIRECTIVES PERTAINING PARTICULARLY TO THE WOMEN'S RESERVE Briefly digested and arranged in chronological sequence

H/L TO ALL CONCERNED

Policies with respect to placement of members of the WR 18 September, 1942.

Probable that within a short period a Women's Reserve will be authorized as a branch of the Coast Guard Reserve. "The purpose of this organization will be to release male officers and enlisted men for duty at Sea."

Are certain limitations as to the utilization of the members of the contemplated Women's Reserve. (1) They can be used wherever the present male personnel is on subsistence and quarters, as in district offices, section bases, and some COTP offices, and at units, such as training stations, where separate housing accommodations can be provided. (2) "It is not considered practical to use them at units where they would have to be given quarters and subsistence allowances in order to replace men not now receiving such allowances."

It is believed that "when earnest consideration has been given to the matter, enough positions, both for rated and non-rated personnel, will be found to make the organization distinctly worth while." A few of the positions in which enlisted women can probably be used are:

messengers and orderlies	drivers of light motor vehicles
mail clerks	yeomen
telephone operators	storekeepers
teletype operators	receptionists
radio operators	pharmacist's mates
radio technicians	cooks and stewards
signalmen	Chaplain's assistants
photographers	welfare officers assistants

It is also believed that there are positions for officers of the Women's Reserve. "Some will be needed for administrative purposes, such as in Personnel, Pay and Supply, Identification and other departments, and some can be used for technical duties, such as coding officers and legal officers."

The addressees of the letter are directed to survey their commands and to advise Headquarters of the number of officers and enlisted personnel (both rated and non-rated) who can eventually be used. Since the purpose of the Women's Reserve is "to replace men in every possible position ashore," consideration should be given to determining how many men currently assigned could be replaced by women as well as how

many vacancies exist. The time may come when men in certain ratings that can be filled by women will have to be trained for another rating.

Headquarters intends that the women will be fully competent. "There will be a gradual infiltration as trained women become available and as additional possibilities are seen."

The women are not to be used to replace civil service personnel.

COMMANDANT TO SECNAV AND SECNAV'S ENDORSEMENT

Granting of approval for a joint procurement and training policy for the three naval women's reserves 20 November, 1942.

The letter, signed jointly by the Chief of Naval Personnel, the Commandant of the Marine Corps, and the Commandant of the Coast Guard, requests approval of a policy whereby members of the women's reserve of the Marine Corps Reserve and the women's reserve of the Coast Guard Reserve would be procured in the Offices of Naval Officer Procurement and would be trained, insofar as is practicable, in U. S. Naval Training Schools established for members of the women's reserve of the Naval Reserve. The advantages are stated to be uniformity in administration, procurement, and training, and the use of facilities already in existence. The Secretary of the Navy gave his approval.

PUBLIC LAW 773-77th CONGRESS (H.R. 7629)

An act to amend the Coast Guard Auxiliary and Reserve Act of 1941, as amended, to provide for a women's reserve of the Coast Guard. Approved 23 November, 1942.

The act was entitled "an act to amend the Coast Guard Auxiliary and Reserve Act of 1941, as amended, so as to expedite the war effort by providing for releasing officers and men for duty at sea and their replacement by women in the shore establishment of the Coast Guard, and for other purposes." A new title, "Title IV - Women's Reserve," was added to the basic Act (55 Stat. 9; USC title 14, Chapter 9) with the following provisions:

(1) A Women's Reserve is established as a "branch of the Coast Guard Reserve and shall be administered in the same manner as provided for the Coast Guard Reserve in all respects, except as may be necessary to adapt said provisions to the Women's Reserve, or as specifically provided herein." Sec. 401.

(2) Sec. 402 contained limitations on the ranks and number therein and on the military authority of the Women's Reserve.

- (a) Highest rank authorized was lieutenant commander and there could be only one; 18 senior lieutenants were authorized; the number of lieutenants (junior grade) could not exceed 35% of the total number of commissioned officers;
- (b) The military authority to be exercised was defined as follows in the form of a restriction or proviso:
- "...the military authority of officers commissioned under the provisions of this title may be exercised over women of the Reserve only and is limited to the administration of the Women's Reserve."
- (3) Members of the Women's Reserve had to be twenty years old. Sec. 403.
- (4) Members of the Women's Reserve were restricted to the performance of "shore duty within the continental United States only." They were not to be assigned to duty on board vessels of the Navy or Coast Guard or in combat aircraft. Sec. 404.
- (5) "Members of the Women's Reserve shall not be used to replace civil service personnel but shall be composed of women trained and qualified for duty in the shore establishment of the Coast Guard to release male officers and enlisted men of the Coast Guard service for duty at sea." Sec. 405.
- (6) There were several other provisions in order to revise the basic act to include women for pay purposes, etc., and for issue or cash payment of clothing allowance. Women members of the Reserve were to receive the sickness and death benefits as provided for temporary, not regular, members of the Reserve. Secs. 406, 407 and amends. to earlier secs.
- (7) The Women's Reserve was not to be permanent. "The authority conferred by this Act for appointments and enlistments in the Women's Reserve shall be effective during the present war and for six months thereafter, or until such earlier time as the Congress, by concurrent resolution, or the President, by proclamation, may designate." Sec. 403.

DIRECTOR OF WOMEN'S RESERVE TO CHIEF OF NAVAL PERSONNEL AND COMMANDANT
Amplification of cooperative plan of procurement and training for the
Women's Reserve 30 November, 1942.

The letter, signed jointly by the Directors of the Women's Reserves of the Navy and the Coast Guard, detailed the policies and procedures whereby cooperative procurement and training was to be carried on. Some of the more important:

- (1) A woman Coast Guard officer is to be detailed to the ONOP where assistance in interviewing is needed;
- (2) Enlisted Spars will be processed in the same way as waves except that their designations will be W-10;
- (3) Candidates for commissions (W-9 and W-P) will not be sworn in until after receipt of approval by Coast Guard Headquarters;
- (6) Training quotas will be agreed upon by the two Women's Reserve Directors;
- (7) Officer candidates will be trained at the WAVES school at Northampton and the Coast Guard may want to provide special additional instruction;
- (8) To provide women personnel immediately, 30 WAVE officer candidates and as many enlisted now in training who can be spared, may, if they so desire, transfer to the Women's Reserve of the Coast Guard.

COMMANDANT TO SECNAV AND SECNAV'S ENDORSEMENT

Regulations for the Women's Reserve Branch of the Coast Guard

17 December, 1942, forwarded to Secnav

29 December, 1942, Approved by Secnav

30 January, 1943, published in the Federal Register

See 27 September, 1944, entry for first Coast Guard circulation of these Regulations.

MEMORANDUM FROM CHIEF COUNSEL TO CHIEF PERSONNEL OFFICER

Defining the term "military authority" as used in the basic Women's Reserve Act 7 January, 1943.

Points out that the limitation of authority applies to women officers. Spars who are warrant or petty officers have the same authority as men in those grades. Believes that the term military authority "includes an officer's authority to require obedience to commands and orders, which are lawfully issued, regarding the conduct of military personnel, pursuant to the various laws which have been enacted for the government of the service." Is in favor of a liberal interpretation to stop "short of placing commissioned Spars in positions the duties of which would require them to issue orders to military personnel other than Spars or to do things which might in some way affect adversely the status

of such personnel." Does not think a Spar officer should sit as a member of a court or board unless the person on trial or under investigation is a Spar. Can see nothing wrong in assigning a commissioned Spar to duty where the orders to personnel other than Spars will be "by direction" of her superior officer.

PERSONNEL BULLETIN 14-43

Description of qualifications and billets suitable in the assignment of Spar officers 1 February, 1943

(omitted from PERSONNEL BULLETINS, 1941-1943)

A lengthy bulletin listing various billets to which women officers might be assigned and outlining useful civilian occupations and training. The billets are divided into 2 groups:

(1) General in nature;

(2) Those requiring specialized training and experience. Largest number of billets falls under (1). For this type of billet, a "good general background of education and experience" is mentioned as a needed qualification. Women need to be adaptable and able to learn quickly. It is further stated that "in general to be recommended for a commission, women over 40 years of age should have rather exceptional qualifications over and above the minimum requirements."

PERSONNEL BULLETIN NO. 21-43

Sets forth the procedure for the advancement of enlisted members of the Women's Reserve, 10 February, 1943.

The various instructions issued by Headquarters with respect to the advancement of enlisted men will apply to the advancement of members of the Women's Reserve. "'Spars' will be examined for advancement in the same manner as prescribed for enlisted men and the qualifications for each rate will be identical with the qualifications shown in Personnel Instructions and Personnel Bulletins, except that questions pertaining to duty afloat should be omitted therefrom."

PERSONNEL BULLETIN NO. 32-43

Procedure for the discharge of members of the Women's Reserve, 11 March, 1943.

The various instructions and regulations that apply to the discharge of enlisted men in the Coast Guard apply equally to members of the Women's Reserve.

In addition, members of the Women's Reserve will be discharged for pregnancy. A diagnosis of pregnancy for purposes of discharge may be established only by a Board of Medical Survey. Either the individual or the commanding officer may request the survey.

If a Board reports a diagnosis of pregnancy, an ordinary discharge under honorable conditions should be issued immediately without reference to Headquarters. This type of discharge will be issued regardless of marital status.

Cancelled by Personnel Bulletin 20-44, 7 February, 1944

COMMANDANT TO CHIEF OF NAVAL PERSONNEL AND BUPERS ENDORSEMENT

Requesting permission for the Coast Guard to establish its own schools for the training of members of the Women's Reserve, 23 March, 1943
29 March, 1943, approved by Chief of Naval Personnel.

The Coast Guard desires to change entirely the training procedure as set forth in the letter of 29 November, 1942. Two reasons now make it desirable for the service to establish its own schools for recruit and special training of Spar enlisted personnel:

- (1) Recommendation of House Naval Affairs Committee that Waves training

be dispersed which makes it reasonable for the Coast Guard to establish its own recruit training rather than have it scattered;

(2) Spar personnel is needed faster than the present cooperative training system can supply.

One reason makes it desirable that all the officer training be given at the Academy:

(1) To allow more time to secure accurate information on the capacities and performance of the cadets so that the assignment of officer personnel may be done carefully and intelligently.

It was requested that Communications training at the Waves school at Northampton continue to be available to the Coast Guard.

H/L TO ALL DCGO'S AND COMMANDING OFFICERS OF INDEPENDENT UNITS
Defines the medical and hospital treatment and compensation for disability or death for members of the Women's Reserve, 15 April, 1943.

The Act establishing the Women's Reserve as a branch of the Coast Guard Reserve provides that if any member of the Women's Reserve suffers disability or death from disease or injury incurred in line of duty while employed on active duty, she or her beneficiaries shall be entitled to all the benefits prescribed by law for civil employees of the United States who are physically injured, or who die as the result thereof. Members of the Women's Reserve or their beneficiaries are not entitled to receive the 6 months' death gratuity, retirement pay, or pensions as provided for men.

Complete instructions as to forms and procedures are contained in the United States Employees Compensation Commission Regulations.

Provisions cancelled by Act of Congress - approved 8 November, 1943.

PERSONNEL BULLETIN NO. 57-43

Policy and procedure of obtaining officer candidates from among enlisted personnel of the Women's Reserve, 18 May, 1943.

It is expected that a portion of each class entering the Academy for officer training will be selected from the enlisted personnel. The qualifications are outlined as:

(1) Six month's service, including the training period;

(2) No mark less than 3.5 in proficiency in rating and 4.0 in conduct for the immediately preceding 6 months;

(3) Recommendations of Commanding Officer who is to take into account "the candidate's qualities of leadership, her ability to get along with people and to adjust easily to unusual and frequently changing situations, and her emotional stability";

(4) Satisfactory health record and score on the officer candidate test.

During the officer training course, the enlisted candidate will retain her rating. If she fails the course, she will remain in her rating.

Cancelled by Personnel Bulletin No. 18-44.

COMMANDANT TO CHIEF OF NAVAL PERSONNEL

Confirming Coast Guard assumption of full responsibility for the procurement of Women's Reserve personnel, 31 May, 1943.

Letter confirms the telephone conversation of the same date. Effective 1 July, 1943, the Coast Guard will assume full responsibility for the procurement of Women's Reserve personnel. The Coast Guard will use its own recruiting and medical facilities. In advertising, will be governed by policies already established.

Appreciation is expressed to the Navy for its assistance in the procurement program.

PERSONNEL BULLETIN NO. 63-43

Describing procedure to be followed when marital status of member of Women's Reserve is changed, 2 June, 1943.

Procedure is described. Policy is adopted that "in no case will a member of the Women's Reserve be permitted to retain her maiden name after marriage."

PERSONNEL BULLETIN NO. 65-43

Sets forth the policies in the promotion of officers of the Women's Reserve, 4 June, 1943.

Under existing legislation, the only promotions possible are "spot"

and these of necessity will be limited in number.

Commanding officers will be responsible for initiating recommendations. It is stated that the value of the officer to the Coast Guard should be the basis of the recommendation and among the factors to be considered in estimating this value are:

- (1) Responsibility of the assignment;
- (2) Efficiency in the performance of duties;
- (3) Previous work experience and amount of responsibility;
- (4) Educational qualifications;
- (5) Age. "While it is not desired to place rigid restrictions as to minimum age for promotion, it is suggested that 26 years be considered the minimum age for promotion to the rank of Lieutenant (j.g.) and 32 years for promotion to the rank of Lieutenant."

Recommendations will be reviewed every 3 months by a Board at Headquarters.

Cancelled by Personnel Bulletin No. 1-44, 1 January, 1944

LETTER SIGNED BY JOINT ARMY NAVY PERSONNEL BOARD
"Joint Agreement for the Recruiting of Women for the Armed Services of
10 June, 1943," 11 June, 1943.

Sets forth certain principles to be followed:

- (1) Women are to be commissioned or enlisted in the armed services on principles generally analogous to those applicable to men;
- (2) Women who are employed by the Federal Government, or who have voluntarily terminated such employment within 60 days, need a release by the department or agency where employed;
- (3) Women who are employed (or who have voluntarily terminated such employment within 60 days) in certain activities such as production and design of aircraft, ordnance or Signal Corps equipment; shipbuilding; agriculture; wire and radio communications; technical research or teaching of war projects and subjects are not to be accepted if their work is important to the prosecution of the war. The local United States Employment Service will make a report.
- (4) Appeals in (2) and (3) can be made by the Armed Service affected to the Joint Army Navy Personnel Board.

MEMORANDUM FROM CHIEF FINANCE AND SUPPLY OFFICER TO DIRECTOR, BUDGET
AND REPORTS, NAVY

Present policy in regard to the use of Spars in lieu of civilians
25 June, 1943

"Spars are utilized to perform clerical and fiscal duty in additional positions which are required for the administration of Coast Guard affairs in excess of the number of civil service employees authorized by the Budget." Even if Budget figures permitted, it would be difficult or impossible to secure sufficient competent and qualified civil service employees.

Spars have worked out very well and there is no present clash or friction in using Spars and civil service employees on same type of work. The ratings of the Spars are made commensurate with the civil service classification of civil service employees doing similar work. The allocation of Spars at Headquarters is under the Chief of the Civilian Personnel Division.

H/L TO ALL CONCERNED

On the utilization of Spars, 6 July, 1943.

The act creating the Women's Reserve definitely prohibits the use of members of the Women's Reserve as replacements of civil service personnel. Members of the Women's Reserve are to be used as follows:

- (1) To relieve officers and enlisted men for sea duty;
- (2) To perform duties for which no civil service personnel have been authorized;
- (3) To fill civil service positions as long as civil service personnel cannot be obtained.

H/L TO ALL CONCERNED (RESTRICTED)

Policy on social engagements, 7 July, 1943.

This restricted letter contained the following statement of policy:

"In general, individual social engagements between members of the following groups of personnel are not considered desirable:

1. Commissioned Spars - Enlisted men.
2. Enlisted Spars - Commissioned men."

It is recognized that social occasions will arise where mingling of all these groups will be not only acceptable but desirable, as for

instance a service dance or reception. "The exercise of conscientious good judgment on the part of officers, both men and women, is urged, for upon them rests the responsibility for maintaining proper military relationship."

H/L (PWR) TO ALL DCGO'S AND COMMANDING OFFICERS OF INDEPENDENT UNITS
Policies with regard to Spar quartering and Messing 20 July, 1943.

The letter set forth suggestions for the use of those units which desire to establish Spar barracks and messes.

- (1) Because women spend more time in their places of residence than men do, more space per person is needed for women.
- (2) Women need more privacy.
- (3) There should be space in which women may entertain male visitors.
- (4) Ample provision is needed for laundry and drying facilities.
- (5) Sewing machine equipment is recommended.
- (6) Sheets, pillowcases, mattresses, and blankets should be provided.

The local situation, it is recognized, will govern the plan of operation. In some cases it will be a contract for maintenance and service, in others it will be Coast Guard operation. Spar personnel should be used to make barracks and messes as nearly self-sustaining as possible.

- (1) Spars should clean their own rooms on their own time.
- (2) Spar seamen may be assigned to cleaning and maintaining common space. This can be a permanent full-time assignment, or some provision may be made for releasing personnel from regular duties to be assigned in rotation to this cleaning detail. Spars will not fire or clean furnaces.
- (3) Spars who are placed in a supervisory capacity over cleaning details may earn a coxswain rating.
- (4) The preparation of food and its service and galley cleaning may be on either a permanent or rotating basis.
- (5) Spar officers should be assigned as Commanding Officers of the barracks.
- (6) There should be a minimum of restriction compatible with the best interests and health of the group, the proper performance of duty,

and the good name of the service.

PERSONNEL BULLETIN NO. 89-43

Further details on the procedure of obtaining officer candidates from enlisted personnel of the Women's Reserve, 27 July, 1943.

Personnel Bulletin No. 57-43 was supplemented by two provisions:

- (1) Applications may be forwarded to Headquarters at any time;
- (2) Interview reports will be forwarded on a form as provided by Headquarters.

Cancelled by Personnel Bulletin No. 18-44.

H/L TO ALL DCGO'S

Requesting information on the utilization of Spars, 31 July, 1943.

The Commandant's letter requests that the DCGO's make a thorough study of their units to see how many women could be used in accordance with the policies of Spar utilization. Both commissioned and enlisted personnel are to be surveyed.

LETTER SIGNED BY JOINT ARMY NAVY PERSONNEL BOARD

"Joint Army Navy Agreement concerning the Recruiting of Women for Women's Reserve of the Army, Navy, Marine Corps or Coast Guard"

16 September, 1943

18 September, 1943 forwarded to the Commandant by the Chief of Naval Personnel.

In general, the principles outlined in the 10 June, 1943 directive were reaffirmed and certain further additions made:

- (1) Each service could prepare and conduct national newspaper, magazine, radio, graphic material, and motion picture recruiting campaigns but both OWI and the WMC were to be informed of the projects and furnished copies of the material.
- (2) Was to be coordination and cooperation between the services and OWI and the WMC particularly with respect to local campaigns.

H/L TO ALL DCGO'S

Outlining the procedure on the replacement of male yeomen and storekeepers by Spars, 15 October, 1943.

Commencing 10 October, 1943, and continuing monthly thereafter, approximately 125 Spar yeomen and 100 Spar storekeepers will graduate from the schools at Palm Beach.

After these Spars have been on active duty in a district for 5 or 6 weeks, Headquarters will assume that an equivalent number of men in yeoman and storekeeper third class ratings are available for transfer and assignment to sea duty or to training for the purpose of a change in rating.

NAVY DEPARTMENT CIRCULAR LETTER

General information regarding return to civilian work upon termination of military service, 25 October, 1943.

Members of the Women's Reserve of the Coast Guard, established by the act of November 23, 1942, are entitled to reemployment benefits under the Service Extension Act of August 18, 1941, which provided that persons who, subsequent to May 1, 1940, had entered upon active duty in the land or naval forces, either by voluntary enlistment or otherwise, were entitled to the same reemployment benefits as persons inducted under the Selective Training and Service Act. This act of 1940 provides that any person joining the service who left a position in the employ of the United States government shall upon discharge be restored to his position or to one of like seniority, status, and pay.

FINANCE AND SUPPLY CIRCULAR NO. 237-43

Explains the changes made in the amended serviceman's Dependents Allowance Act extending benefits to enlisted members of the Women's Reserve, 26 October, 1943.

See circular for provisions.

LAW BULLETIN

Legal opinions on scope of authority of women officers, November, 1943 issue (but cancelled in December 1943 issue).

The Law Bulletin printed a digest of a memorandum from the Chief

Counsel to the Chief Personnel Officer, dated 23 November, 1943, which considerably limited the scope of authority of women officers. The digest in full: "The exercise of headship over a department in a military organization (the Coast Guard is in all its aspects a military organization) involves the exercise of military authority. This is forbidden by the statute in cases where the head of the department is an officer of the Women's Reserve and the subordinates assigned to duty in the department are other than women of the Reserve."

PUBLIC LAW 183-78th CONGRESS

An act to give members of the Women's Reserve the same compensation and disability benefits as provided for men. Approved 8 November, 1943

See section of the basic act as amended.

LAW BULLETIN

Cancelling the memorandum on authority of women officers as published in the November 1943, issue, December, 1943, issue.

The previous digest was "deleted" and it was stated that Headquarters would issue instructions on the subject.

PERSONNEL BULLETIN NO. 147-43

Revised procedure for obtaining officer candidates from among enlisted personnel (Women's Reserve), 8 December, 1943

The provisions of Personnel Bulletins 57-43 and 89-43 are to remain in effect subject to these changes:

- (1) Four months' service, including the training period;
- (2) Those who have been previously rejected on the basis of their low test score but whom the District Coast Guard Officer considers "particularly outstanding" may reapply and take the new test, OQT No.1;
- (3) The OCSE is no longer to be given; instead OQT No. 1 is to be administered (passing score:35).

Cancelled by Personnel Bulletin No. 18-44.

PUBLIC LAW 214 - 78th CONGRESS (H.R.1616)

An act to amend the Coast Guard Auxiliary and Rescue Act of 1941, as amended, to provide for additional officers and ranks in the Women's Reserve. Approved 23 December, 1943

Section 406 of the earlier Act was stricken out and old sections 407 and 408 renumbered as 406 and 407.

Old section 402 was cancelled and a new one added as follows:

- (1) The highest authorized rank was to be captain, of which rank there was to be only one;
- (2) Up to the rank of Captain as many officers might be commissioned as the Secnav prescribed;
- (3) As many enlisted members were authorized as the Secnav prescribed;
- (4) It was reiterated that the "military authority of officers commissioned under the provisions of this title may be exercised over women of the Reserve only and is limited to the administration of the Women's Reserve."

PERSONNEL BULLETIN NO. 3-44

Defining officer promotion policy for the Women's Reserve, 29 December, 1943.

Passage of recent act has removed limitations on the lower ranks and provides for one captain.

- (1) "In the future, promotions of ensigns and lieutenants (junior grade) of the Women's Reserve will be effected en bloc for temporary service. ALCOASTS relative to promotion in these ranks will include both men and women and the same eligibility requirements will be applicable.
- (2) "Promotion to ranks above that of lieutenant will be limited to temporary appointments for officers holding those positions where the need for rank is indorsed by the head of the office concerned and will be effective only while the officer concerned is serving in a specific duty assignment."

Personnel Bulletin No. 65-43 is cancelled.

H/L (CPR) TO ALL DCGO'S

Increasing the quota for the Women's Reserve, 31 December, 1943.

The quota has been increased from 8,000 to 12,000 enlisted women and from 800 to 1,200 officers.

Policy as to the use of Spars in the service was affirmed in these words:

"Since the Women's Reserve was created in November, 1942, the Spars have taken over many shore billets with very satisfactory results. A greater number of Spars available for this work will release many more Coast Guardsmen from duties that keep them ashore, enabling them to take their places in combat areas where their services are urgently needed."

PERSONNEL BULLETIN NO. 5-44

Policies and procedures for resignation by officers of Women's Reserve
10 January, 1944

Sets forth the procedure to be followed when an officer of the Women's Reserve wishes to resign.

If she becomes pregnant, she must submit her resignation promptly.

Other resignations will be considered on their merits. It will be Headquarters general policy to recommend approval only when it no longer appears advantageous to the service to retain the officer or when the personal circumstances of the officer have been greatly altered by events beyond her control. (Marriage will not in itself constitute cause for recommending approval of a resignation.)

ASSISTANT COMMANDANT'S ORDER NO. 4-44

Administrative clarification of the military authority of Women's
Reserve officers, 12 January, 1944

The order was declared to be a statement of the administrative policy to be followed by the Coast Guard in interpreting Sec. 402 of the basic act establishing the Women's Reserve.

The order then quoted in its entirety a directive signed by the Commandant and dated 7 January, 1944. This directive referred to the limitations on the military authority of women officers as found in the original act. The Commandant then stated that this limitation applies only to authority which pertains to command.

"An officer of the Women's Reserve may be in command of a unit to which only personnel of the Women's Reserve are assigned. An officer of the Women's Reserve may not be in command of a unit to which only male personnel or mixed personnel (men and women) are assigned; however, an officer of the Women's Reserve may be Executive Officer, Officer of the Day, or Watch Officer. She may also serve as a member of a court martial. (J.A.G. 26 November, 1943.)

"In any efficient organization within the Coast Guard, the officer in command speaks and acts through his subordinates in relation to subjects which pertain to their respective duties. The act of such subordinate in connection with the duties to be performed is considered as being in legal contemplation the act of the officer in command, with the latter's full approbation and direction. The authority of such subordinate officer as a representative of the officer in command has full legal effect in the execution of his regulations, instructions, and policies. The fact that the subordinate is a member of the Women's Reserve does not alter the effect."

PERSONNEL BULLETIN NO. 18-44

Procedure of obtaining officer candidates from among enlisted personnel of the Women's Reserve 1 February, 1944.

Procedure as outlined in this bulletin is substantially the same as previously. Earlier Bulletins 57-43, 89-43, and 147-43 are cancelled.

PERSONNEL BULLETIN NO. 20-44

Procedure for the discharge of members of the Women's Reserve, 7 February 1944

This Bulletin elaborates on the policy and procedure for the discharge of enlisted Spars.

It is mandatory to effect the discharge of a member of the Women's Reserve who is under 20 years of age when the fact is discovered. She is to receive a Special Order Discharge by reason of underage enlistment. The entry "not to be reenlisted without specific authority of the Commandant" is to be made on her service record and on the discharge certificate. Other details are given.

The procedure for discharge in case of pregnancy is again described. The "character of service" will depend on quarterly marks.

Other requests for discharge will be considered on their own merits. "It will be the general policy of Headquarters to approve a request for discharge only when it no longer appears advantageous to the service to retain the Spar, or when the personal circumstances of the Spar have been so altered by events beyond her control that the Service feels justified in releasing her. Marriage will not in itself constitute cause for approval of a discharge."

Cancelled by 57-44, 6 April, 1944.

H/L TO ALL DCGO'S

Establishment of the Women's Reserve Personnel Officer, 7 March, 1944

The letter provided for an addition to the staff of the District Personnel Officer to be known as the "Women's Reserve Personnel Officer." The purpose was "to provide for the more efficient administration of personnel matters as they relate to members of the Women's Reserve."

The main functions of the Women's Reserve Personnel Officer were set forth as follows (in the form of an amendment to the Coast Guard Organization Manual):

- (1) To have cognizance of all matters in the district relating to members of the Women's Reserve;
- (2) To keep informed about Women's Reserve activities and duties in the District and to collaborate with other officers in connection therewith;
- (3) To advise the Personnel Officer concerning specific personnel problems and policies affecting the Women's Reserve;
- (4) To make reports and recommendations.

PERSONNEL BULLETIN NO. 48-44

Transfer requests by Spar enlisted personnel, 16 March, 1944.

Sets forth the policies and procedures governing requests for transfer. As to policy it is stated:

- (1) Transfers of enlisted personnel (WR) will be kept at a minimum;
- (2) Mutual transfer requests will be given consideration provided "the request is prompted by serious reasons and provided that the efficiency of the Service will not be impaired";
- (3) It is anticipated that only one request for transfer will be approved during the current enlistment.

The procedure is described. The responsible officer should weigh the facts carefully and indicate in his endorsement the reasons for his recommendation.

H/L TO ALL DCGO'S (LESS 10, 13, 14)

Forwarding the 7 March, 1944 joint statement of Policy or Recruitment for the Women's Branches of the Armed Services, 22 March, 1944

A new recruiting agreement devised by a committee representing the four branches of the armed services, the WMC and the OWI is effective immediately. The armed services were to adopt the terminology describing "essential activities." The armed services in both local and national recruiting campaigns were not to single out women employed in essential activities. The WMC, through the United States Employment Service, would refer women not already in essential work or fully employed to the armed services. The armed services, in turn, would encourage their rejects to go to United States Employment Service. Close cooperation in recruiting was provided for between the armed services and WMC and OWI. Intensive local recruiting campaigns in critical labor areas were to be cleared with WMC Area Director.

H/L (A) TO ALL DCGO'S AND COMMANDING OFFICERS OF INDEPENDENT UNITS
Restatement of policy with respect to utilization of personnel
1 April, 1944

The directive contains a statement of the Commandant's policy relative to the use of officers and enlisted personnel unfit for duty afloat and of members of the Women's Reserve. There is a shortage of manpower in all the armed services. The Navy and the Army are

looking to the Coast Guard for additional assistance in manning vessels. All Coast Guard personnel possible should be made available for duty afloat and "Spars and male personnel physically unfit for sea duty should be used in the Coast Guard to the greatest possible extent."

The minimum strength of enlisted Spars is to be 10,000. A resurvey of service requirements is to be made to determine whether or not this minimum limit has to be increased. The Commandant is of the opinion that it can.

PERSONNEL BULLETIN NO. 57-44

Instructions concerning the issue of discharges, 6 April, 1944.

Previous special instructions concerning the discharge of members of the Women's Reserve are contained in Section 15 of this Bulletin.

Procedure for the disposition of homosexuals among members of the Women's Reserve is contained in the Commandant's (PEA-A5) letter of 8 March, 1944, file CG-700 (Confidential) to all DCGO's and Commanding Officers of Independent Units.

(Personnel Bulletin No. 69-44, 22 April, 1944, changed the names of various discharges but not the policies and procedures.)

LETTER FROM JOINT ARMY NAVY PERSONNEL BOARD

Establishing a committee on the women's reserves and services
16 May, 1944

The Board approved a proposal to establish a new committee on the Women's Reserves of the Army, Navy, Marine Corps, and Coast Guard. Membership was to consist of the Directors of the various Women's Reserves and associate members, male officers from the various services.

"The function of this committee shall be to consider problems and matters of policy relating to the Women's Reserves and to submit its findings and recommendations to the Joint Army Navy Personnel Board."

PERSONNEL BULLETIN NO. 91-44

Relation of the housing of enlisted Spars to their utilization
1 July, 1944

Headquarters has learned that one reason for the limited use of Spars

FINANCE AND SUPPLY CIRCULAR LETTER NO. 136-44

Increased allowances for Spar officers, 27 September, 1944

Under the provisions of an act of Congress approved September 7, 1944, an officer of the Women's Reserve is entitled to the same allowances and benefits as a male officer of the Coast Guard and Coast Guard Reserve in the case of a husband, child, or children, or a parent or parents in fact dependent on her for chief support.

PUBLIC LAW 441 - 78 CONGRESS (S.2028)

An act to amend the Coast Guard Auxiliary and Reserve Act so as to permit service of the Women's Reserve outside continental United States of America. Approved 27 September, 1944

Section 404 of Title IV of the basic act was amended to allow the assignment of members of the Women's Reserve to duty within the American area and the territories of Hawaii and Alaska provided they requested such duty assignments.

PUBLICATION OF REGULATIONS FOR WOMEN'S RESERVE
27 September, 1944

The Regulations were published on a sheet as "Chapter 10 - Women's Reserve" of the Regulations for the U. S. Coast Guard Reserve, as amended to August, 1944.

See 6 December, 1944, entry for current Regulations for the Women's Reserve.

PERSONNEL BULLETIN NO. 129-44

Policies governing the assignment of Spar officers to duty outside the continental United States, 2 October, 1944

It is now legal for members of the Women's Reserve to be assigned to duty in the American area, in Alaska, and Hawaii, if they have made a prior request. The Coast Guard contemplates assigning approximately 5 per cent of the total officer strength of the Women's Reserve to duty outside the continental United States. In selecting Spar officers to serve outside the United States, Headquarters will consider the following points:

in certain locations has been the difficulty of providing suitable housing and messing facilities. Since it is the announced policy of the Commandant (Assistant Commandant's Letter 1/4/44) that Spars are to be "utilized to the maximum extent in shore establishments," the use of Spars is not to be limited by the lack of housing facilities.

The Bulletin then outlines the procedure to be followed where Spars can be used but where Coast Guard housing or messing facilities are not available. Subsistence and/or Quarters Allowance can be authorized in these cases.

H/L (PMM) TO ALL DCGO'S

Establishment of predischage counsel, 14 July, 1944

The bulletin describes the need of effective predischage counsel and directs the District Coast Guard Officers to set up a procedure for the interviewing and counseling of potential discharges. Until trained personnel and more defined procedures can be provided, this is to be the duty of the Military Morale Officer.

"In discharges due to the pregnancy of unwed mothers of the Women's Reserve, an appropriate woman officer should be assigned to substitute for the Military Morale Officer. In these instances, the manner in which (the discharge) is executed and the attendant counsel may be the deciding factor in her future readjustment as a useful member of society. Preliminary consultation should be limited to the medical officer and should be of a highly confidential nature. Upon a decision as to the necessity of discharge, further action should be limited to the designated officer except for such stenographic help as may be necessary and for advice as to benefits accruing."

H/L (PEA-A) TO ALL DCGO'S AND COMMANDING OFFICERS (RESTRICTED)

Procedure in cases of venereal disease among enlisted personnel (WR)
17 August, 1944

The measures described in Personnel Bulletin No. 113-44 apply to members of the Women's Reserve. Transfer of members of the Women's Reserve to other stations after contraction and subsequent cure is considered desirable. Cases of reinfection are to be reported upon to Headquarters and the individual may be considered for discharge by reason of unfitness. Not to be any periodic inspection for venereal disease.

- (1) Written request of the individual officer for such an assignment;
- (2) Preference will be given to officers who have had one year of active duty by November 1, 1944;
- (3) Results of physical examination;
- (4) Character of service as shown by fitness reports, the recommendation of the District Coast Guard Officer, and the Commanding Officer;
- (5) Civilian experience and type of service assignment in relation to positions to be filled;
- (6) No dependency which requires the presence of the officer in the United States.

The term of service outside the United States is expected to be for a minimum term of 18 months.

PERSONNEL BULLETIN NO. 136-44

Instructions concerning the selection of Women's Reserve enlisted personnel for duty outside continental United States, 10 October, 1944

The Bulletin sets forth the policies and procedures governing the selection of Women's Reserve enlisted personnel for duty in the American area and in the Territories of Hawaii and Alaska.

Final selection will be made by Headquarters. An applicant must fulfill the following requirements:

- (1) Minimum of one year of active duty;
- (2) Excellent health record and satisfactory medical examination;
- (3) Minimum grade in Proficiency in Rating for the 6 months immediately preceding the application should be 3.2 or better;
- (4) Character of her service must be excellent under all conditions;
- (5) Ability to adjust to barracks life and to contribute to it;
- (6) Conduct grade must be 4.C and be evidence of the applicant's cheerful conformance to regulations;
- (7) No emotional, physical, or financial dependency;
- (8) Training and service in a rating needed in the overseas assignment;
- (9) Be certified to handle confidential assignments. The procedure and forms for application are included in the Bulletin.

COMMANDANT'S CIRCULAR NO. 20-44

Defining the military authority of Women's Reserve officers, 10 October, 1944.

A restatement of the Commandant's directive of 7 January, 1944 as

previously published in Assistant Commandant's Order no. 4-44 of 12 January, 1944.

See Assistant Commandant's Order No. 4-44, listed under 12 January, 1944.

H/L (OOG) TO ALL DCGO'S AND COMMANDING OFFICERS OF INDEPENDENT SHORE UNITS

Limiting the taking of small arms marksmanship courses by Spars,
6 November, 1944

Only those Spars who are required to carry arms in connection with these official duties will be given the small arms marksmanship course. They will be eligible for medal awards if they qualify in accordance with current rules.

AMENDMENT NO. 12 of COAST GUARD RESERVE REGULATIONS

Contains the revised and current regulations for the Women's Reserve
6 December, 1944

The purpose of the Women's Reserve, established by law as a branch of the Reserve, is to expedite the war effort by releasing officers and men from shore establishments for duty at sea and replacing them by qualified women. Members of the Women's Reserve, designated as "Spars," are to be female citizens of the United States, not under 20 years of age, who obligate themselves to serve in the shore establishments of the Coast Guard for the duration of the war and for six months thereafter unless sooner separated. The various ranks, grades and ratings shall correspond to those in the regular Coast Guard but not more than one captain. The Women's Reserve is to be administered by the Commandant under the general direction of the Secretary of the Navy. The Commandant may order an officer of the Women's Reserve to act as Director.

The military authority of commissioned officers of the Women's Reserve may be exercised over women of the Reserve only and is limited to the administration of the Women's Reserve. Spars are available for assignment to duty at shore units and in the Territories of Hawaii and Alaska, and in the American area upon their prior request. The Regulations list the qualifications for members of the Women's Reserve. The uniform allowance for Spar officers is to be the same as for men officers of the Reserve. The Commandant may issue articles of uniform to enlisted women or may make a payment in money, neither, however,

to exceed \$200. Members of the Women's Reserve or their dependents are entitled to all allowances or benefits provided by law for male officers and enlisted men except that husbands of members of the Women's Reserve are not to be considered dependents nor children of such members unless their father is dead or they are in fact dependent on their mother for chief support.

Members of the Women's Reserve are subject to the laws and regulations for the government of the Coast Guard, including, as far as practicable and where they are not otherwise made inapplicable, all provisions of the regulations for the United States Coast Guard Reserve.

H/L (PWR) TO ALL DCGO'S LESS LOND, AND COMMANDING OFFICERS OF INDEPENDENT UNITS

Recommendations concerning morale and discipline of Spars 16 March, 1945

This letter contains a detailed interpretation of Coast Guard regulations and policies as they apply to the discipline of Spars. It is stated that in matters of discipline, as in other matters, it is the general policy of the service to treat its male and female personnel alike. It is recognized, however, that minor modifications of policy are in some instances desirable. A major objective of disciplinary action should be the rehabilitation of the person for service. While a secondary function of disciplinary action is its effect as a deterrent, the offender should be punished strictly on the basis of the offense, not as an example.

The service recognizes that society continues to place upon women a greater responsibility for the maintenance of acceptable standards of conduct between the sexes than upon men. It is also recognized that violations in this area by women will more quickly bring discredit both upon the Spars and upon the Coast Guard than similar violations by men. It is the policy of the service, however, that official action shall, within reasonable limits, be comparable for men and women.

Certain suggestions are made with respect to procedure:

- (1) In cases of discipline involving a Spar, a mature woman officer should be consulted. A woman officer, the Woman's Reserve Personnel Officer if possible, should be present at any Captain's Mast involving a Spar.
- (2) Care should be exercised not to damage unnecessarily the self-respect of the woman to whom discipline is being administered.
- (3) Since brigs are not provided for women, there is no objection to restricting a woman to her own room or to a specified room in the barracks for brief periods of time.

- (4) It is to the advantage of the service to try various means of effecting adjustment to service life before recommending discharge. Recommendations for discharge should be made only when the best interests of the service will be served by severing the individual's connection with the service.
- (5) Spars should be advised of the advantages of competent counsel and urged to accept it.
- (6) When a member of the Women's Reserve is tried before a court or summoned before a board inquiring into the desirability of her retention, at least one officer of the Women's Reserve should be a member of the court or board.

Certain recommendations are made with respect to the maintenance of morale. Because Spars are prohibited by law from serving at sea and because many of them perform dull and repetitive jobs, it is imperative that a program be carried out which will give them some of the real flavor and spirit of the seagoing organization of which they are a part and will show them how their land-based jobs fit into the total picture of Coast Guard activity. The Military Morale Officer should be responsible for planning and executing this program. He should work in close co-operation with the Women's Reserve Personnel Officer and the Women's Reserve Representative.

Spar morale is almost universally high where the following conditions obtain:

- (1) The commanding officer has demonstrated his confidence in the women under his command and his belief in their ability to perform the jobs assigned. This factor is basic. Nothing can take the place of this attitude on the part of the commanding officer. Conversely, Spar morale is low where the commanding officer lacks confidence in the Spars under his command. This attitude is very quickly reflected by other male officers with the result that Spar morale is lowered and working efficiency is reduced.
- (2) Careful job assignment has been made in terms of the skills, training, and abilities of the individual.
- (3) Spars have actually replaced men in jobs.
- (4) Jobs have been assigned which require eight full hours of work every day.
- (5) Rotation has been provided on such types of duty as cleaning detail, mess detail, and the most routine kinds of filing and messenger work.
- (6) The policies and opportunities for advancement have been clearly understood by all personnel and have been administered without special privilege.

- (7) Opportunities for off-duty education have been made available. Particular effort should be directed towards encouraging Spars who have not completed high school to enroll in the courses available through the U. S. Armed Forces Institute and the Coast Guard Institute.
- (8) Careful attention has been given to providing satisfactory housing and messing. It has been found that where it is not possible to provide adequate living conditions Spars will cheerfully accept inconvenience if they believe that the commanding officer has made a sincere attempt to solve the problem and that their living conditions represent the best solution possible at the moment.
- (9) Mature Spar officers have been placed in positions involving the supervision of enlisted Spars. Experience has proved that very few women under thirty have the balanced judgment necessary to deal effectively with enlisted women from twenty to thirty-eight. Selection of immature Spar officers inexperienced in dealing with people has proved an invitation to trouble. Other qualifications being equal, it may be desirable to have a married woman in charge of Spars, but marriage in itself should not be considered sufficient qualification for a position of responsibility involving enlisted women.
- (10) The Women's Reserve Personnel Officer, or in outlying units the Spar officer in charge of enlisted Spars, has been given the full backing of the commanding officer and where her counsel has been sought regarding matters of morale and discipline.
- (11) A trained recreation officer with vision and imagination has been appointed. A satisfying recreational program is a major factor in reducing the incidence of discipline cases.