

RECRUITING KENTUCKY WORKERS FOR THE POTATO HARVEST

Recruitment, transportation and placement of Kentucky workers was the responsibility of Maine Extension Service Farm Labor Personnel. Recruitment in Kentucky was handled by the Maine personnel with the excellent cooperation of the Kentucky Extension Service.

Mr. W. T. Vickery of the Maine Farm Labor Program was in charge of recruitment. He arrived in Kentucky during August about two weeks previous to the other recruiters. With the assistance of Kentucky Extension officials he made all preliminary arrangements for the work. See Exhibit A. Counties in which recruitment was to proceed were determined, County Agents in these counties notified, dates for the recruiters visit in each county scheduled, and publicity for the notification of prospective workers distributed.

The first group of Maine recruiters arrived in Kentucky August 27. Recruiting started on the 29th. Mr. Vickery instructed each in methods to be used and provided the recruiter with his schedule for operation in the various counties. Only the eastern hill counties were worked as this was the only surplus area. Tobacco, which is a major crop in Kentucky, required all experienced tobacco harvest hands in other parts of the state.

The efficient organization of the program by Mr. Vickery resulted in a minimum of work for the recruiters. When the recruiter arrived in a county seat, he found the County Agent ready to welcome him. Publicity had been well distributed through the county and usually people were waiting at the county agent's office to sign up for the trip to Maine. The county agent had made necessary provision for the recruiter to work in his office and usually provided the services of a clerk for typing lists of workers recruited.

The recruiter's first task on arrival at the County Office was to establish himself in a convenient location for work in the office. A doctor was needed to make the necessary medical examinations. Usually the county agent had made a tentative arrangement with the local doctor or public health service and the recruiter needed only to confirm this arrangement and establish methods of procedure and reimbursement with the doctor.

If the county seat was not a railhead, it was the recruiter's responsibility to complete arrangements for the transportation of all workers to the nearest railhead on the day of entrainment.

From that point it was necessary only for the recruiter to remain in the office, make out applications, direct the worker to the doctor for examination, accept the completed application if the medical record was favorable, and give the worker the necessary instructions for meeting his train. At the completion of the recruitment period in that county, the recruiter paid the doctor for his services, reimbursed the clerk, obtained the county agent's release of the workers from the county and proceeded to the next base of operations.

The recruiter returned part one of the recruiting card to the recruiting supervisor together with a typed list of all people recruited and released by the county agent. From these lists and file cards the supervisor compiled the train lists which were delivered to the train escort at the time of departure.

Each worker on boarding the train surrendered the portion of his application form marked, "railroad ticket". He retained the portion marked "worker's identification card" and "local record card". As the railroad ticket bore the worker's number, this was the basis for determining the presence of worker on the train.

The assignment of workers to farms was accomplished enroute so that all workers were assigned when the train reached it's destination in Aroostook County. Procedure of assignment is shown on mimeographed sheet titled, "Assigning Procedure".

The careful thought and effort expended in the organization of all procedures for recruitment, assignment, transportation and placement were fully justified by the smooth operation of the entire Kentucky deal.

Without such an orderly arrangement of all procedures, the movement could have been hopelessly snarled as the supply of qualified personnel was not large and the amount of time available, particularly enroute to Aroostook, required that all work of assignment and other administrative details proceed with the greatest economy of time if the limited personnel were to complete the job.

MEMORANDUM OF UNDERSTANDING BETWEEN THE KENTUCKY AGRICULTURAL EXTENSION SERVICE AND THE MAINE AGRICULTURAL EXTENSION SERVICE REGARDING THE RECRUITMENT OF POTATO WORKERS FOR MAINE IN KENTUCKY - 1945

1. Maine Extension Service will endeavor to recruit men, women and youth to pick up potatoes in Maine. Employment will start in early September and continue until about October 31st. Employment is guaranteed for 75 percent of the working days between these dates by the Director of the Maine Agricultural Extension Service and the employing farmer. Family groups will be placed on the same farm together if the group does not exceed five in number. It will be necessary for groups containing more than five people to separate and work on nearby but separate farms. Males who wish to come without one parent must be 16 years of age and weigh at least 115 pounds.

Females wishing to come must be accompanied by a husband or a parent. Both male and female workers must be at least 16 years of age. No one can be accepted weighing less than 115 pounds.

2. All workers will be housed by the farmer. These housing accommodations may be either:
 - a. In the farmer's home or barracks house.
 - b. In the farmer's tenant house. This applies to family groups. Each family group must have one person who is willing to cook for the group and this person will be paid by the farmer. Women who come with a family group to cook will receive \$15 per week and board and room. This will include cooking seven days per week.
3. The minimum wage will be thirteen cents per barrel, including board and room for all workers.
4. Transportation costs and enroute subsistence will be paid by the Maine Agricultural Extension Service from railheads in Kentucky to point of detrainment in Maine. Return transportation from Maine will be furnished by the Maine Agricultural Extension Service to the same assembly railhead.
5. No Kentucky workers will be transported home prior to the return of an organized group excepting in cases of physical disability of the worker or in cases of emergency at the workers' home when the existence of such emergencies can be substantiated by the Extension Service in Kentucky.
6. Medical examination will be required by Maine Extension Service and eligibility from a health point of view given before acceptance. Workers are to be interviewed by a representative of the Maine Agricultural Extension Service.

7. The Extension Service of Kentucky will assist the Maine Extension Service by furnishing office space for interviews. The Maine Extension Service will make arrangement for medical examinations and for assembling workers for entrainment. They will also place and supervise the workers after their arrival in Maine.
8. The Kentucky County Agent concerned will sign statements of consent (EFL Form 9) for workers living in the county one year or more and engaged in agriculture. The Maine Extension Service is to provide each Kentucky County Agent with a list of workers accepted together with other pertinent information regarding the workers. Kentucky County Agents will be furnished an accurate list of all workers accepted by name and address, and name and address of nearest kin of each.
9. No worker employed in coal mines or in the lumber industry or who is skilled in harvesting tobacco can be accepted for this employment.
10. Kentucky Agricultural Extension Service is to cooperate and assist as outlined above. In no case is this understanding to interfere with the regular Kentucky Labor Program or the regular Extension work of Kentucky Agricultural Extension workers.

The Maine Extension Service will provide all interviewers, transportation to railheads, medical examinations of workers, and will in addition make all arrangements for these services. The Kentucky Extension Service will provide funds for their own Farm Labor personnel for travel allowances and for incidental expenses thereto. Funds for these purposes are provided through the "Section 3" agreement of each state with the War Food Administration.

/s/
 For the Director of Kentucky Extension Service

/s/
 For the Director of Maine Extension Service

MEMORANDUM OF UNDERSTANDING REGARDING RECRUITMENT
OF POTATO WORKERS FOR MAINE IN KENTUCKY 1945

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1. Conditions of Employment

- A. All workers will be housed by farmers. These housing accommodations may be:
 - 1) In the farmer's home or barracks house.
 - 2) In farmer's tenant house. This applies to family groups. Each family group must be willing to board itself or have one person willing to cook for the group at a wage of \$15 per week with room and board. Cooking is a seven days a week proposition.
- B. Minimum guaranteed wages - 13 cents per barrel with room and board or its equivalent.
- C. Nature of work - primarily picking up potatoes.
- D. Length of work - approximately from September 17 to October 20. Workers should plan to stay until the job is done.
- E. Clothing - all clothing must be furnished by worker. Heavy, warm, work clothes are needed with at least one change available.
- F. Family groups - groups of not more than five can be placed together. Larger groups will have to separate.
- G. Physical Requirements - not younger than 16 nor less than 115 pounds (unless in family group). Males most acceptable. In good physical condition as testified to by medical examination.
- H. O. P. A. ration books nos. 3 and 4 must be brought to Maine.

2. Recruitment

- A. All expenses incident to recruiting will be paid by the Maine Extension Service from "Section 3" funds. These expenses will include clerical hire, medical examination, hire of personnel for interviewing, transportation to railheads, and any other.
- B. Plan for recruitment:
 - 1) Mimeographed letter two weeks prior to recruitment to all Kentuckians in Maine last year telling them of the recruiting schedule.
 - 2) Development of recruitment schedule to allow a recruiting team of 2 or 3 members to remain at a county seat for a desirable length of time.
 - 3) Arrange for and finance medical examination of workers.
 - 4) Complete recruitment documents including work agreement in duplicate, recruitment cards, and such other documents as may be required by either Maine or Kentucky.
 - 5) Arrange for movement of workers from various points to railheads.
 - 6) Kentucky county extension personnel will furnish office space and assistance during the actual period of recruitment.

3. Transportation

- A. All expenses relative to transportation of recruited workers either intra - or interstate will be borne by the Maine Extension Service from "Section 3" funds or paid for directly by the Federal Extension Service.
- B. Arrangement for transportation will be made by agents of the Maine Extension Service or the Federal Extension Service.
- C. Schedules for moves will be definitely agreed upon at a later date but tentatively it would appear desirable to have them so arranged that they will arrive at Maine destinations on about Sept. 12, 14, 16 and 18. Individual moves should not exceed 400 workers.
- D. Return transportation will be in organized moves only excepting in case of physical disability of the worker or emergencies.

4. Medical Examination and Treatment

- A. All workers will be given a medical examination at the time of recruitment in Kentucky. The cost of such examinations will be borne by the Maine Extension Service.
- B. Medical treatment while in Maine will be furnished by the Maine Extension Service for emergency sicknesses or accidents.

8/17/'45
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COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF KENTUCKY

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UNIVERSITY OF KENTUCKY
COLLEGE OF AGRICULTURE AND HOME
ECONOMICS AND UNITED STATES
DEPARTMENT OF AGRICULTURE,
COOPERATING

August 18, 1944

EXTENSION DIVISION

To County Agents, Farm Labor Assistants and
Home Demonstration Agents in eastern Kentucky:

SUBJECT: Workers for harvesting the potato crop in Maine.

The Maine Extension Service will recruit workers in Kentucky for harvesting the Maine potato crop. Ten men to do the recruiting will arrive in Kentucky the first of next week and will visit counties for interviewing workers and explaining to them the conditions of employment at the times and places given below. They have orders from farmers for about twice as many workers as went from Kentucky last year. Present plans are to move these workers in three special trains from the first to the fourteenth of September. Workers will be employed singly and in family groups up to five. It is planned that the War Food Administration will transport the workers and provide subsistence en route. Complete details regarding the agreements and conditions for work will be explained by the Maine workers during the interview.

Farm Labor Assistants should start active work on this immediately. It is suggested that you send cards to those who have indicated their intentions of going to Maine this fall (and others if desired), giving the announcement somewhat as follows:

"Representatives of the Maine Extension Service will be in _____ county at the office of the county agent on _____ and _____ for the purpose of interviewing workers to go to Maine to harvest the potato crop. Conditions of employment, transportation and other details will be given at that time by them."

Brief announcements such as this may also be put in your local papers, made at meetings and in other public places.

It may be desirable in counties where more than 50 workers are expected to apply to invite only a part of the total number for each interview date. The dates and places are as follow:

Aug. 23 - Perry, Leslie, Knott counties	Sept. 5 - Rowan (also on the 7th)
" 24 - " " "	" 5 - Clay
" 25 - " " "	" 6 - "
" 28 - " " "	" 6 - Whitley (also on the 9th)
" 29 - " " "	" 6 - Carter (also on the 11th)
" 28 - Lawrence	" 5 - Greenup, Floyd and Martin
" 28 - Breathitt	" 6 - " " "
" 29 - Breathitt	" 7 - " " " , Rowan
" 29 - Magoffin	" 7 - Laurel (also on the 12th), Owsley
" 30 - Menifee	" 8 - Knox (also on the 13th)
" 30 - Letcher, Johnson	" 8 - Lee and Elliott
" 31 - " " "	" 9 - " " " , Whitley
" 31 - Morgan	" 11 - Wolfe, McCreary and Carter
Sept. 1 - Pike, Boyd	" 12 - Wolfe and Laurel
" 5 - McCreary (also on the 11th)	" 13 - Knox

Very truly yours,

Lawrence A. Bradford

Lawrence A. Bradford
Asst. State Farm Labor Supervisor

Orono, Maine
Date

Dear Kentucky Friend:

The weather has been fine here in Maine this summer, and the Aroostook potato crop will be a big one this fall. For the past two years our good friends in Eastern Kentucky have helped Aroostook farmers get their potato crop under cover. Once again the potato farmers of northern Maine will need extra help and are calling on Kentucky for assistance in picking up their potatoes.

You were in Aroostook last fall and we hope that you want to go back again this year. If you are like the average worker from Kentucky, you had a good time in Maine; you made some new friendships; you found the work hard but there was pretty good money in it.

Why not plan on going to Maine again this fall? Maine farmers have asked for some 2000 people from Kentucky. Tell your friends about Maine and ask them to plan to go up with you.

Some men from Maine will be in Eastern Kentucky during early September. Why not see one of these men and talk the whole thing over with him? Here is the visiting plan which will be followed. Plan on seeing one of the Maine men when they are at the County seat nearest you. Bring in your friends too who haven't been in Maine yet. They might like to go:

<u>County</u>	<u>County Seat</u>	<u>Date to be at County Seat</u>
List counties	County Seat	Sept. _____
Alphabetically		

Sincerely yours,

Smith C. McIntire
State Supervisor, Emergency Farm Labor
Maine Extension Service

INSTRUCTIONS ON MAKING OUT RECRUITMENT
MEDICAL RECORD CARD

The care with which the Recruitment and Medical Record Card are completed determines the effectiveness of the entire assignment program. Consequently, these instructions have been prepared in detail. It would be appreciated if these instructions could be followed rather exactly since it would expedite assignment to farmers on the receiving end.

1. As applicants (either men, women, or children) for work are interviewed, all black spaces on the card should be filled in. This should be done for the front of all three sections of the card.
2. Red spaces should be left blank.
3. Providing the applicant meets essential requirements (i.e. apparently physically able to do the work, not engaged in essential agricultural or industrial employment) he should be given the top card and told to have the medical record on the back of this card completed by doctor.
4. The applicant should be informed that once the doctor has completed the medical record the card should be brought back.
5. The interviewer should scan the medical record as compiled by the doctor. Assuming the doctor approves the applicant, and further assuming that no back, lung, or hernia difficulty is indicated the applicant should be accepted. The recruiter should retain the top section and give the balance of the card to the worker.
6. The number on the card identifies the worker. Cards given out should match as to number with the medical record card. The balance of card should be folded and placed in an envelope.
7. The worker should be told that this card admits him to train and should be kept carefully or otherwise there will be no opportunity to make the trip.
8. A typed list should be kept in four copies listing numerically all workers recruited at a given point. One copy of this list should be given to County Agent. Two copies should be given to the train escort. One copy retained by the recruitment supervisor.
9. The small ticket section of the card will be detached as worker boards the train.
10. Upon departure of train, escort should have in his possession a) typed list of workers, b) small transportation tickets, and c) Recruitment and Medical Record Cards.

Maine Extension Service
8/17/45

Code

1285

RECRUITMENT AND MEDICAL RECORD CARD

(Recruiter should fill in all black spaces)

Name..... Age..... Sex..... Draft.....

P.O..... County..... State.....

Next of Kin..... P.O.....

Accompanied by (indicate relationship if any and group leader)

.....

.....

.....

Assigned to:..... (Town) (Date)

Transferred to:..... (Town) (Date)

Transferred to:..... (Town) (Date)

Date Home..... (Town) (Date)

This part detached and kept by recruiter

Code

No. 1285

WORKER'S IDENTIFICATION CARD

Name..... Age.....

Sex..... Draft.....

P.O..... State.....

Next of Kin..... P.O.....

Railhead.....

Keep this card with you at all times

No. 1285

Railroad Ticket

Not good if
detached

Code

1285

LOCAL RECORD CARD

Name..... Age..... Sex..... Draft.....

P.O..... County..... State.....

Next of Kin..... P.O.....

Railhead.....

Assigned to:..... (Town) (Date)

Transferred to:..... (Town) (Date)

Transferred to:..... (Town) (Date)

Date Home.....

See back for medical record

WORK AGREEMENT
(Interstate Workers)

THIS AGREEMENT, made this _____ day of _____, 19____, between the Director of the _____ Agricultural Extension Service, herein- after called the "Director," and _____, of _____, State of _____, hereinafter called the "Worker," pursuant to the Farm Labor Supply Appropriation Act, 1944, as supplemented, and under authority delegated by the War Food Administrator,

WITNESSETH:

WHEREAS, the Director and the Worker mutually desire that the Worker shall be beneficially employed to alleviate the present shortage of agricultural labor and to aid in the successful prosecution of the war,

NOW, THEREFORE, in consideration of this and of the undertakings hereinafter stated, the Director and the Worker agree that:

1. The Worker shall accept transportation, subsistence, employment, and other things and services upon the terms set forth in this agreement; and shall execute such other agreements, vouchers, and instruments as the Director may require to effect those terms.

2. The Director shall furnish or cause to be furnished, and pay the costs of, the following things or services for the Worker (and when so stated, for the members of his family named on the back of this agreement, all of whom are herein called the "Family"):

a. Transportation for the Worker and the Family, and such baggage for them as may be transported without additional charge, (1) from _____, State of _____, herein called the "point of origin," to such place or places in the State of _____ as the Director shall determine to be suitable for the employment of the Worker; and (2) if the Director determines that the Worker has fulfilled his obligations hereunder, and upon the completion of the period of employment hereinafter prescribed, to the point of origin or such other place as the Director and the Worker may agree. If the transportation from the point of origin is not started prior to _____, 19____, this agreement and all obligations hereunder shall end without notice, unless the time for the transportation to start is extended by the Director and the Worker.

b. Such allowances, health and medical care, protection, shelter, and subsistence as the Director may determine to be necessary for the Worker and the Family during the transportation.

c. It is expected that the Worker will be employed as an agricultural worker for at least 75% of the workdays, hereinafter called the "specified percentage," from and including the day of the Worker's arrival at the first place for employment determined by the Director to and including _____, 194____, and such additional time as may be mutually agreed by the Director and the Worker, such entire period being herein called the "period of employment." If the Worker is not so employed, the Director shall pay or cause to be paid to the Worker a subsistence allowance of \$3.00 or \$1.60 and free meals and shelter with respect thereto for each workday within said specified percentage that he is not so employed. Each calendar day except one day in each seven consecutive days shall be considered a workday. No such subsistence allowance shall be paid for workdays in which the Worker is unemployed all or part of the workday of customary length as a result of his refusal to work, his illness, or his other physical incapacity. Except with respect to workdays in which the Worker is unemployed part of the workday of customary length as the result of his refusal to work, or his illness, or his other physical incapacity, fractional parts of workdays of customary length in which the Worker is employed but earns less than \$3.00, may be added together in determining the total days worked, and for such purpose each ten hours of work shall be counted as a workday worked. Any possible workday in which the Worker is employed less than the number of hours in a customary workday and earns \$3.00 or more, shall be considered a workday worked. The amount of the subsistence allowance, if any, shall be computed and paid at the end of the period of employment.

d. Such allowances, health and medical care, protection, shelter, and subsistence for the Worker and the Family during the period of employment as the Director may determine to be necessary and for which may be made such charge, if any, as the Director deems advisable.

3. The Worker's employment during the period of employment shall be upon the following terms:

a. The Worker shall do all work required of him during the period of employment by the employer or employers approved by the Director, in a good and workmanlike manner under the supervision and direction of such employer or employers. The worker shall do no work for any other employer or employers during the period of employment.

b. He shall be paid for his work at not less than the prevailing rate of wage for similar work under the same conditions and within the particular area of employment.

c. The Worker shall be provided shelter during employment, for which shelter reasonable charges may be made.

d. The Worker and the family shall not be required to purchase articles or services for consumption or use by them at any source not of their own choice except that the Director may require the workers to take advantage of housing facilities provided by the Director or the War Food Administrator and facilities supplying meals provided by the Director or the War Food Administrator in connection with such housing facilities, provided the total cost in respect to both such facilities is not in excess of \$1.40 per day.

4. If the Director determines that the Worker is unable or unwilling to work as required by this agreement, or otherwise has violated any of the terms hereof, this agreement may forthwith and without notice be terminated by the Director; however, if the agreement is terminated because of the Worker's inability as the result of illness or other physical incapacity, the Worker and the Family shall, nevertheless, be entitled to return transportation to their point of origin in accordance with paragraphs 2 a and 2 b above.

5. All rights, privileges, and powers conferred upon the Director herein may be exercised by him or by his representative or representatives.

IN WITNESS WHEREOF, this Work Agreement has been executed as of the date first above written.

Witnesses:

DIRECTOR OF AGRICULTURAL EXTENSION SERVICE

By _____

(Official Title)

Worker

TRANSPORTATION PROCEDURE

1. Federal Extension (Joy) arranges with American Association of Railroads for special labor moves.
2. Transportation arrangements made by Joy only on receipt of information from Orono.
3. Labor symbol will be assigned to each move.
4. No move of over 400 workers planned.
5. Vickory checks with general passenger agents of C. & O. and L. & N. to explain tentative schedules and an understanding of the size of move and pick-up points.
6. Arrangements from assembly points to railhead consisting of contacting local bus companies with special charters or use of regular routes to be done by Vickory or recruiters.
7. Vickory will call Joy from time to time informing him of the probable number of workers to be moved by railheads.
8. Financing:
 - A. Vickory, or recruiters, to purchase all intra-state transportation through use of tax-exempt slips and cash or Extension T.R. Tax should preferably not be paid, but if it has to be paid it will be accepted. If Extension T.R.s are accepted, companies would be told to bill the University of Maine, Maine Extension Service and to retain the issued T.R. for evidence.
 - B. Purchase of subsistence while in Kentucky to be made by recruiters with cash and such expenditures covered by receipts.
 - C. Inter-state (Rail) transportation and enroute subsistence purchased by escort through use of Federal Transportation Requests and forms 1034.
9. Personnel on Transportation.
 - A. Maine Extension Service personnel to railheads.
 - B. Escorts -- Personnel to be furnished by Maine Extension Service with instructions on procedures and regulations by Federal Extension officials in Kentucky.
 - C. Assigning personnel to be furnished by Maine Extension Service.
 - D. Nurses (one or two to a train) through Joy.

Maine Extension Service

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RESPONSIBILITY OF
TRANSPORTATION ESCORTS
INTERSTATE MOVES

The Escort has the following responsibilities insofar as interstate movement of workers is concerned:

A. IN STATE OF RECRUITMENT (Kentucky)

1. To be in state of recruitment at least 48 hours prior to move.
2. To immediately check with recruiting force regarding railroad arrangements (schedule, feeding, and nurses).
3. To contact Federal Extension representatives for instructions on federal regulations and procedure.
4. Notify ticket agents as to train routing and railheads.
5. To assist in loading train.
6. To provide himself with following materials:
 - a. Clip board
 - b. Indelible pencil
 - c. Supply of Federal Purchase Voucher forms (1034),
 - d. Book of receipt forms
 - e. Federal Receipt Forms (10 D)
 - f. Transportation Request Book
 - g. Identification (authorization) card.

B. ENROUTE (Kentucky to Maine)

1. Write transportation request covering correct number of workers to end points.
2. See that the workers are fed regularly on train.
3. Maintain order on the train.
4. Contact train conductors in case of any difficulty.
5. To keep officials in Maine posted by wire as to numbers on train, progress of train, and destinations.

C. ON ARRIVAL (Maine)

1. Wire Kentucky and Federal Extension (Barnard Joy--Federal Extension Service, Washington 25, D. C.). Wire should read "____workers delivered various Maine points on Sept. _____ at _____p.m. List workers delivered forwarded by mail."

Maine Extension Service
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ASSIGNING PROCEDURE

Materials Needed: Farmer Envelopes
 Destination Tags
 Recruiter Cards
 Recruiter List
 Card File (3X5)
 Collected Railroad Tickets
 Ring File

Recruitment and Medical cards and recruiter lists should be put onto the train at the embarkation point.

1. The railroad tickets collected at the loading points should be arranged in numerical order *and placed on the file ring.*
2. Recruitment-Medical Record cards should first be arranged alphabetically. Cards of workers who wish to be assigned in groups may be clipped together and filed under their leader's name.
3. Railroad tickets should be checked against recruiter list to determine who is on train.
4. Using recruiter list, all recruiter cards of workers not on train should be eliminated.
5. Assigners should go through the recruiters' cards and should first assign workers in the larger groups. Later workers who are in pairs or alone should be assigned. Assigners should record on recruiters' list the name of farmer to which the worker was assigned.
6. Assigners should go through the train and ask the name of the worker, check from the recruiters' lists the farm assigned to, take from the farmer envelope for each worker assigned, a tag on which is printed the name of the farmer. These envelopes containing the tags will have been prepared and filed alphabetically by towns prior to the train's departure. The color of the tag indicates the proper unloading point. On it should be recorded the number of the worker.
7. The local record card should be taken from the worker and placed in the farmer's envelope which is returned to the file.
8. Try to straighten out any difficulties by changing workers to other farmers upon the request of the worker. It is suggested that this could be done by asking workers not satisfied with the farmer to which they are assigned to find other workers who would like to exchange with them. Such alternates should be brought to the assigner who can then make the re-assignment by exchanging cards and tags.
9. Farmer envelopes should be kept arranged alphabetically by towns, so at the unloading point they can be given to the local agent.
10. The recruiter's cards with the assignments recorded on them should go directly to the Central Office.
11. Local Representatives should take charge when the train arrives and should control all train exits carefully checking the tag color of all workers unloaded. Persons not having tags of the proper color should not be permitted to detrain.

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