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CABLE ADDRESS: EMISSARIUS, NEW YORK

August 10, 1943

Dr. Forrest Allen
Head of Physical Education Dept.
Kansas University
Lawrence, Kansas

Dear Dr. Allen:

Miss Donis E. McDermond has given your name to us as a reference on her work and ability. She has applied for a position as a Director Assistant in one of our U.S.O. centers.

Our part in the defense program is to be of service to the thousands of women and girls in overcrowded communities adjacent to military camps or where defense industries have been newly established.

The Director of a U.S.O. center to provide this service must be a good organizer, a good group worker and good in her community relationships. She will need to be a person who can build a program quickly and direct the activities herself if necessary. Assistants to the Directors will carry special responsibilities for group work with business and industrial women or for health education or personal counseling or housing or for a recreational program for the men in camp and the girls of the locality.

Please give us any information you can on the applicant's personal qualifications for the position she is applying for as well as her demonstrated ability to carry our work. Does she have excellent health, endurance, and emotional balance?

Please state the reason for resignation if the applicant is in your employ and is resigning her position.

We are enclosing a blank for your use in replying to us.

Sincerely yours,

Jean Reynolds

Personnel Secretary
U.S.O. Division

Encl.