

May 31, 1943.

Re: Jacob A. Smith

Recorder, Class No. 21,
MAC - OCPS,
Medical Replacement Training Center,
Camp Pickett, Virginia.

Dear Sir:

I am very happy to recommend for your consideration Jacob A. Smith, who was a student in my class. Smith was a sophomore in Education, with a major in Physical Education, at the University of Kansas, when he was inducted into the Army last January or February.

Smith was a good student and was especially well liked by the other students of the University. He is one of the higher type of colored boys. He seems to know how to cooperate and win the friendship and respect of the men on the campus. He is clean, has good habits, his integrity is unquestioned, and his loyalty is positive. He had initiative and in my opinion has the determination to accomplish any given task that might be assigned to him.

I have a high regard for this young man and feel that he will make good.

Very sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

NON-COMMISSIONED OFFICER AND OFFICER CANDIDATE PREP SCHOOL
MEDICAL REPLACEMENT TRAINING CENTER
CAMP PICKETT, VIRGINIA

MAY 26 1943

Dr. Forrest C. Allen
Physical Education Professor
University of Kansas
Lawrence, Kansas

Sir:

Your name has been given by Jacob A. Smith as a source from which this office would be able to procure a letter of reference regarding this soldier's character, habits, integrity, loyalty, initiative, and all-around ability to accomplish any given task and produce results. It will be necessary for this soldier to procure these references in order to secure an appointment to an officer candidate school, and you can well appreciate that they are necessary in order that only those men possessing these qualifications shall be recommended for this school. Any information regarding this soldier that you can furnish this office will be greatly appreciated.

It is requested that, if possible, this information be furnished to this office as promptly as possible in order that his application for attendance at this school may be acted upon promptly. Any information given us will be held in strict confidence.

Very truly yours,



C. H. WALSH
Major, Med Adm C
Officer in Charge

ADDRESS REPLY TO:

Recorder, Class No. 21
MAC - OCPS
Medical Replacement Training Center
Camp Pickett, Virginia

May 13, 1943.

Mr. Willard C. Sutherland,
Local Employment Service,
National Recreation Association,
315 Fourth Avenue,
New York City.

Dear Mr. Sutherland:

When your letter of March 1st was received at my office I treated it as a circular, for which I am sorry. There is so much printed material that comes from your Association that it was put aside with the circulars and only today I discovered that you were asking regarding the efficiency of J. Kennard Kennedy. I am answering at once.

I have known this young man from childhood. His family lived in Lawrence, Kansas, he went through the elementary and high schools here. He then enrolled at Baker University, at Baldwin, Kansas, and later at Pittsburg State Teachers College where he graduated. He has been in the Kansas City, Missouri, public schools, and then served later at Madison, Wisconsin, playgrounds and public schools.

Young Kennedy is a very personable, energetic and hard-working young man. I would recommend him because he has been very successful in the places where he has worked. I firmly believe that he knows the theory as well as the practice of organizing a recreational project. I think he has the ability to promote, organize, deputize and supervise.

Young Kennedy has a family of two children, and I would say that he is a very stable young man. I am happy to recommend him.

Very cordially yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

NATIONAL RECREATION ASSOCIATION

Founded 1906 AS THE PLAYGROUND ASSOCIATION OF AMERICA

315 FOURTH AVENUE

NEW YORK CITY

March 1, 1943

Dr. F. C. Allen
Kansas University
Lawrence, Kansas

Dear Dr. Allen

J. Kennard Kennedy

has registered with the National Recreation Association for employment service. Your name has been given as one possessing knowledge of the applicant's qualifications, character and ability.

The types of positions which come to our attention include:

1. Superintendent, the chief officer in charge of a department or division and its personnel.
2. Assistant Superintendent
3. Supervisor of Programs for Girls and Women
4. Director of athletics and boys' and men's activities
5. Director of Community Center (Civilian or soldier)
6. Supervisor of Playgrounds
7. Playground Director
8. Supervisor of music, drama, arts and crafts, social recreation and nature.
9. Director of Adult Education
10. Director of Recreation for Industry
11. Director of Recreation at Housing Projects

Such positions call for promotion, organization and community leadership ability in the candidate. Initiative, desire to be of service to others, creativeness and ability to work cooperatively with all kinds of people are also important requisites.

Your frank and confidential opinion of the applicant in terms of the above qualities and in terms of the applicant's capacity for work will be appreciated.

Sincerely yours



Willard C. Sutherland
Local Employment Service

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OTTO T. MALLERY
PHILADELPHIA, PA.

May 11, 1943.

Mr. E. C. Bergeson,
Asst. to the Director of Personnel Service,
American Red Cross,
1709 Washington Avenue,
St. Louis, Missouri.

Dear Mr. Bergeson:

In reply to your inquiry regarding Otto Dean Unruh, of Bethel College, Newton, Kansas, beg to state that I have known Mr. Unruh for some fifteen years. I had him on my varsity basketball team when he was a student here at the University of Kansas.

He is a very clean, capable and conscientious young man. He is loyal to the extreme, is sincere and honest. He does not use narcotics nor alcoholics in any way. I will recommend him without reservation or evasion. He is in a school of Dunkards and they are very clean and sincere people. He does not have that extreme polish that some people have, but he has character to an unusual degree. You can count on an indefatigable and honest fellow. He would be an extremely fine influence with young men and would cooperate with his superiors in every possible way. He is a fine, capable young man.

Sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.



AMERICAN RED CROSS

MIDWESTERN AREA

1709 WASHINGTON AVENUE

ST. LOUIS, MISSOURI

May 7, 1943.

Dr. F. C. Allen
Kansas University
Lawrence, Kansas

Re: Otto Dean Unruh
Bethel College
North Newton, Kansas

My dear Sir:

Mr. Otto Dean Unruh is an applicant for employment with the American Red Cross and is being considered for a position as Assistant Field Director in a Military or Naval camp. He has given your name as reference and states that you will be able to inform us concerning his qualifications for such a position. To assist you in making a fair evaluation we are enclosing a statement which briefly describes the duties involved and the qualifications desired for this position.

Since we wish to give this application immediate consideration, we would appreciate an early reply. You understand, of course, that whatever information you make available to us will be held strictly confidential.

Yours very truly,

E. C. Bergeson

Assistant to the Director
Personnel Service

Enc.:
ARC-821



GENERAL GUIDE FOR SELECTING FIELD DIRECTORS AND ASSISTANT

FIELD DIRECTORS FOR MILITARY AND NAVAL STATIONS

GENERAL Field directors and assistant field directors are assigned by the American Red Cross to military and naval stations, both within and without continental United States. Assistant field directors are on the staffs of and under the direct supervision of the field director.

Field directors are selected mainly from among assistant field directors who have proven, through satisfactory work as assistants, their ability to serve as field directors.

Candidates for positions must be in good physical health as evidenced by a physical examination performed by a physician of good standing within the American Medical Association. They must be citizens of the United States and must be able to furnish a certified copy of a birth certificate or other proof of citizenship. Their records as citizens must be satisfactory to the military authorities as well as to the American Red Cross.

RESPONSIBILITY AND DUTIES OF FIELD DIRECTORS IN MILITARY AND NAVAL WELFARE SERVICE OF THE AMERICAN RED CROSS

A field director:

1. Is accredited to the commanding officer of the station and interprets all Red Cross services to him and to his subordinates
2. Is responsible for all Red Cross activities at the station
3. Supervises his staff in handling personal and social problems of able-bodied or hospitalized service men and their families. A preponderant part of such service requires skillful correspondence with Red Cross chapters in man's home communities
4. Leads in organization of Red Cross fund-raising activities at the station
5. Arrange for instruction in first aid and water safety for service men
6. Assists in disaster relief if necessary
7. Interprets military and naval welfare activities to individuals and groups in adjacent communities
8. Represents Military and Naval Welfare Service when necessary at Red Cross chapter institutes, conferences, and similar meetings
9. Serves where necessary in Veterans Administration offices to assist chapters in presenting claims of ex-service men or their dependents for government benefits, or administers the work of an assistant in performing this service
10. Assists in the formation of Camp and Hospital Service Councils and coordinates their activities.

AGE AND SEX

Men only are considered for these positions. Applicants should be between the ages of 30 and 50. Those with outstanding qualifications who are outside these age limits may be given consideration. Men of selective service are not considered unless they have dependents or are eligible for deferment for other valid reasons. Proof of such deferment is necessary.

EDUCATION, TRAINING, AND EXPERIENCE

Graduation from a standard college or university is desired. (In exceptional instances, outstanding experience over a long period may be acceptable in lieu of such graduation.) Training in a graduate school of social work and successful experience in a social agency as a case worker and supervisor, or closely related experience, are desired.

Since, in some instances, the work of a field director is essentially of an administrative and executive nature, proven ability in law, education, consular service, business personnel management, military service, insurance counselling, etc., will be considered in lieu of the above. In general, however, such experience should have been supplemented, at least on a volunteer basis, by active participation in community activities of a social welfare nature such as Boy Scouts, Red Cross Chapters, Community Chests and Councils, health agencies, municipal housing developments, settlement houses, etc.

PERSONAL QUALIFICATIONS

The field director must have an outgoing friendly personality, a sense of humor, dignity, poise, and maturity. He must have executive, supervisory, and leadership ability. He must have racial and religious understanding. He must recognize and accept military regulations. He must be able to recognize and accept the fact that Red Cross represents the public in its service to the military stations. He must be able to work harmoniously with other members of his staff and with the men who seek his assistance. Since a field director is accredited to the commanding general and must interpret Red Cross services to him and to other officers of high rank, he must have those qualities of appearance, intellect, integrity, and personality which will enable him to develop and maintain their respect and confidence.

REFER TO NO.

**BUREAU OF NAVAL PERSONNEL
NAVY DEPARTMENT**

NOPSL-18- dm(21196-43) OFFICE OF NAVAL OFFICER PROCUREMENT
ST. LOUIS, MISSOURI

May 4, 1943

Address Reply to:
The Office of Naval Officer Procurement, 210 North 13th Street, St. Louis, Missouri, and not to the signer of this letter.

Dear Dr. Allen:

Reference: JOHNSON, William Claude, 1112 Sanford Avenue, St. Louis, Mo.

Application for commission in the U. S. Naval Reserve.

In placing this important matter before you, it is sincerely regretted that a personal letter can not be sent, but to do so would make it necessary to divert energy now focused on other wartime duties.

The conscientious thought given your reply to this request may affect the welfare and safety of many men, as the man about whom we are writing may eventually be in a position of command. Therefore, the requested information is of more than usual significance, and will have an important bearing on the final decision.

Please complete the enclosed questionnaire so as to indicate the applicant's qualities. Although we have itemized several questions which we would like answered, we urge you to give us complete information at the bottom of the sheet concerning his character, personality, standing in his community, and your opinion as to his desirability for appointment. If significant, distinguish between facts and opinions from your own knowledge and those based on extraneous information.

A return envelope is enclosed. This information is officially requested and will be treated as strictly confidential by the Navy Department. Please accept our thanks for your assistance.

Very truly yours,

Dr. F. C. Allen
Coach & Athletic Supervisor
University of Kansas
Lawrence, Kansas

W. D. Donahue
W. D. Donahue
Lieutenant (jg), USNR
By direction.

NOTE: This is a very urgent and important matter and this man's application will be held up pending your reply. Therefore, it would be sincerely appreciated if you would give this your immediate attention.

draw attention
abridged if you would like this time-
long letter. Therefore, if you are sincerely
this man, a subscription will be held in building
NOTE: This is a very urgent and important matter and

Enclosure: Kansas
University of Kansas
Center of American Studies
Dr. E. C. Allen

By direction
President (JG) N. S. N. S.
M. D. D. D.

M. D. D. D.

Very truly yours,

accept our thanks for your assistance.
Sincerely, 43
tion is officially recognized and will be treated as
a letter of introduction is enclosed. This informa-

28
5
sion information.
How long our knowledge and those based on experi-
ence, particularly between those and obvious
obvious as to the quality of the information. If
personally, standing in the community, and long
at the bottom of the great concerning the subject,
answered, we will be able to give us complete information
we have received several questions which we would like
so as to indicate the subject, a letter. Although
Please complete the enclosed questionnaire

Final decision.
difference, and will have an important bearing on the
the requested information is of more than mere sig-
nificance, as it is a question of command. Therefore,
man, as the man from whom we are writing may
to the request may affect the matter and safety of
the consequences should be given long

drawn energy now focused on other wartime duties.
not be sent, but to do so would make it necessary to
it is sincerely requested that a personal letter can
be placed this important matter before you.

Subscription for commission in the U. S. Navy Reserve.

Reference: JOHNSON, William Claude, 1115 2nd St. N.E., Wash., D.C.

Dear Dr. Allen:

May 11, 1942

Dr. Louis H. Johnson

MOBGT-18- 9th (JUDGE-12)

OFFICE OF NAVAL OFFICER PERSONNEL

NAVY DEPARTMENT

BUREAU OF NAVAL PERSONNEL

NOTE:
This is not to be sent to the office of the
1115 2nd St. N.E., Wash., D.C.
The Office of Naval Officer Personnel
Address Reply to:

REFER TO NO.

May 6, 1943.

Mr. Charles G. McCallister,
Asst. Director of Employment,
American Red Cross,
National Headquarters,
Washington, D. C.

Dear Mr. McCallister:

I regret exceedingly that I have mislaid your letter of March 17th regarding Mr. Thomas Anderson Cox of 1142 Amidon Avenue, Wichita, Kansas. I realize how important these inquiries are and I would not for anything have laid it aside intentionally. I beg your humble pardon for my negligence.

Regarding Thomas Cox, I beg to state that I have known him for some 15 or 18 years. He was a wrestler on our varsity wrestling team and made a great record, being a champion in his weight, I think two years.

He has been in Wichita, Kansas, for a number of years and has done some fine welfare work there. He has sound judgment and is a very sincere and earnest young man. There certainly is no question about his unswerving loyalty to the United States. He is clean, personable, has executive ability, his integrity is unquestioned, and his habits are above reproach.

Thomas Cox did not work for me but I would not hesitate in the least to employ him. I think he is a very satisfactory young man. I would recommend him without reservation.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH



AMERICAN RED CROSS

NATIONAL HEADQUARTERS

WASHINGTON, D. C.

March 17, 1943

Dr. Phogg Allen
University of Kansas
Lawrence, Kansas

Re: Mr. Thomas Anderson Cox
1142 Amidon Avenue
Wichita, Kansas

My dear Dr. Allen:

We are considering the person mentioned above for a position in connection with our program of Services to the Armed Forces. This assignment may take the applicant outside the continental United States.

The enclosed statement describes the qualifications required and the responsibilities involved in the assignment. Because of the varied nature of the work to be undertaken we are seeking persons who possess qualities of flexibility, leadership, sound judgment, and the ability to establish and maintain harmonious relationships. Since the duties of the position involve close contact with the military personnel there must be no question of the applicant's loyalty to the United States.

For your guidance in replying, it is suggested that the following be among the points covered: ability, integrity, loyalty, habits, personableness. Do you consider applicant qualified for the position? If so, why? What are the applicant's outstanding qualifications? State your relationship to applicant. If employer, what position did the applicant hold? Was work record satisfactory? Would you re-employ?

We cannot make a final decision until we have heard from all references, and for this reason we should like to have your confidential reply at your earliest convenience.

Very truly yours,

Charles G. McCallister
Assistant Director of Employment

Encl. ARC 822



GENERAL GUIDE FOR SELECTING ASSISTANT FIELD DIRECTORS

FOR RECREATION FOR MILITARY AND NAVAL STATIONS

GENERAL Men recreation workers are assigned with various military units outside the Continental United States. They are known as assistant field directors for recreation.

Candidates for positions must be in good physical health as evidenced by a physical examination performed by a physician of good standing with the American Medical Association. They must be citizens of the United States and must be able to furnish a certified copy of a birth certificate, or other proof of citizenship. Their records as citizens must be satisfactory to the military authorities as well as to the American Red Cross.

RESPONSIBILITIES AND DUTIES

The assistant field director for recreation:

1. Is responsible to and will work under the immediate direction of the American Red Cross field director.
2. Serves when needed in planning, organizing and promoting recreation activities such as sports, games, social recreation, entertainments, workshops, arts and crafts, music, dramatics, libraries, game rooms, etc.
3. Serves when needed in conducting recreation leadership training for soldiers assigned to recreation duty.
4. Serves when needed in organizing and conducting recreation activities on board ships while enroute from the United States to an insular or foreign base.
5. Makes suggestions from his field experience to the national headquarters for the improvement of policies, standards, and procedures relating to station recreation programs for the able-bodied service man.

AGE AND SEX

Men only are considered for these positions. Applicants should be between the ages of 30 and 50. Those with outstanding qualifications who are outside these age limits may be given consideration. Men of selective service age are not considered unless they have dependents or are eligible for deferment for other valid reasons. Proof of such deferment is necessary.

EDUCATION, TRAINING AND EXPERIENCE

Graduation from a standard college or university and having taken work in two or more of the following fields: education, group work, recreation, physical education, sociology, and public welfare administration. In exceptional instances, outstanding experience over a long period of time may be acceptable in lieu of such graduation.

Three years of full-time work in leisure-time activities with a responsible public or private agency, of which two years shall have been in the actual leadership of individual and group activities, and of which one year shall have been work of a supervisory and administrative nature.

Such experience must have given an understanding and appreciation of the various activities conducted on the playgrounds, in service clubs and community centers; a familiarity with methods of planning, equipping, and maintaining play areas and facilities; an ability to organize people in recreation activities and to train volunteer leaders; an ability to interpret and discuss recreation problems with lay and professional groups.

PERSONAL QUALIFICATIONS

The recreation director must have an outgoing friendly personality, a sense of humor, dignity, poise, and maturity. He must have executive, supervisory, and leadership ability. He must have a high degree of enthusiasm, originality, and flexibility. He must have racial and religious understanding and accept military regulations. He must be able to recognize and accept the fact that Red Cross represents the public in the service to the military bases. He must be able to work harmoniously with other members of the Red Cross staff. He must have those qualities of appearance, intellect, integrity, and personality which will enable him to work with the Army personnel and maintain their respect and confidence.

THE AMERICAN NATIONAL RED CROSS

WASHINGTON, D. C.

November 10, 1942.

Mr. Murray Brown,
1423 West 10th St.,
Topeka, Kansas.

Dear Murray:

Thank you very much for your kindness in coming over to practice last night. It was good also to see your wife.

I am enclosing the letter you requested, and am very happy to do this small favor for you. Here's wishing you lots of luck now and hereafter.

Very cordially yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

P.S. Dick O'Neil, a Kansas varsity player in 1931-'32-'33, writes me from Oil Center, New Mexico, asking information about getting into physical education work in the armed forces. Will you kindly write Dick, at Box 66, Oil Center, N. Mex., telling him the source from which your inquiry came? I will appreciate it if you will answer him direct.

F.C.A.

November 10, 1942.

To Whom It May Concern:

I am very happy to recommend to you Mr. A. M. Brown, a young man whom I have known for ten or twelve years. I knew him when he was a student at Rockhurst College in Kansas City, Missouri, and also during his college days at Central Missouri State Teachers College, Warrensburg, Missouri, from which he graduated in 1938.

He then entered the University of Kansas in 1941-42 to do graduate work. He had a fellowship here in the School of Education during that time. He was assistant in Physical Education and was my freshman basketball coach last year.

He is a fine gentleman, is highly intelligent and very dependable. He is extremely well versed in all branches of intercollegiate athletics, having participated in football, basketball, baseball and track. In addition to this he has served as an official with eminent satisfaction. His experience is not of the mere accidental type but is founded upon knowledge and training. He has the faculty of getting along with people.

Brown is clean, personable and loyal. He has an exceptionally fine physique and he keeps himself in fine physical trim. He does not use alcoholics or narcotics. He is clean of mind and body, and I would recommend him without reservation as possible officer material.

Very sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

August 6, 1942.

Major Merrick,
Wyandotte County Court House,
Kansas City, Kansas.

Dear Major Merrick:

I am happy to recommend to you Charles Bradford Black, a student and athlete at the University of Kansas, who is making application for appointment as aviation cadet.

Black is one of our star all-round athletes in football, basketball and track. He has been working at the Sunflower Ordnance Works at DeSoto, Kansas. He has taken his first screening test from the local draft board last Wednesday, August 5th.

Black is six feet four inches tall, and weighs 120 pounds. He is a fine looking young man and has possibilities of real leadership. He is popular with his teammates and has a way of getting along with his fellows. In my opinion he has qualities that should make a fine officer. His scholastic record is above average. Black attended the University of Wisconsin in his freshman year, and his sophomore and junior years have been spent at the University of Kansas. His high school work was done at Topeka, Kansas, and Southwest High School, Kansas City, Missouri. His father, C. B. Black, is district representative of the Alemite Company. The family's residence for the past two years has been Lawrence, Kansas.

Black is loyal, intelligent, and knows the meaning of discipline. I am very happy to recommend him to you.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

July 8, 1942.

To Whom It May Concern:

It is a pleasure to recommend Mr. Neal M. Wherry who is, as I understand, applying for a commission in the service.

I have known Neal Wherry for over fifteen years, during the time that he was principal at Holton, Kansas, High School, and during his incumbency as principal of the Lawrence Memorial High School here.

He is a man of dynamic energy and many resources. He is intensely interested in civic affairs and has done a valuable and vicarious service in this regard. He is clean, capable and resourceful, and is intensely loyal to his superiors and to this nation.

His large experience has imminently well qualified him to work with men, and his ability to do so is attested by the fact that he is past president and past district governor of Rotary, and at the present time he is serving as a member of the Douglas County Selective Service Board.

I am very happy to recommend him without reservation or evasion. He is a splendid citizen.

Very sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

July 8, 1942.

Mr. Neal M. Wherry,
Lawrence, Kansas.

Dear Neal:

It is a pleasure for me to write the enclosed
letter in your behalf.

With best wishes for your continued success,
I am

Very cordially yours,

Enc.

Director of Physical Education,
Varsity Basketball Coach.

December 8, 1942.

To Whom It May Concern:

I am very happy to recommend for your consideration Mr. Lawrence William Johnson, of Osage City, Kansas, who is applying for V-7 classification.

I have known Lawrence Johnson for three years and know him to be a fine, clean, aggressive and dependable young man. Johnson played basketball, baseball and competed in track at the Miller, Kansas, High School with outstanding success. He entered the University of Kansas in 1940 and played on my freshman basketball team.

Johnson is a pre-medic at the present time and is doing superior work in an academic way. He comes from a fine family. His parents have always impressed upon him the necessity of hard work and honesty. His father came in to the University a number of times and I was impressed with the rugged character of this man.

Johnson knows the meaning of loyalty and team work. In my opinion he is officer candidate material. I am very glad to recommend him to you as a clean, purposeful and intelligent young man.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

September 5, 1942.

Corporal Lester B. Kappelman,
Company D,
Reception Center,
Fort Leavenworth, Kansas.

Dear Lester:

Your brother brought your letter in the office this morning and we are hastening to get this recommendation in the mail for you. I assure you it is a pleasure for me to write in your behalf.

Lots of good luck to you, Kap.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

September 5, 1942.

To Whom It May Concern:

I am very happy to write in behalf of Corporal Lester B. Kappelman, of the Fort Leavenworth Reception Center.

I have known Lester Kappelman about fourteen years, since his elementary school days. He graduated from the University of Kansas with the A. B. degree in 1939. While attending the University he played on my varsity basketball team, lettering in that sport in 1937, '38 and '39. He also played on the varsity baseball team and earned his letter in this sport during the above mentioned years.

Kappelman is an intelligent, clean and resourceful young man. He is energetic and not afraid of effort. While in high school and in the University he worked much of the time to defray his school expenses. He is dependable and loyal, and knows how to take orders.

After leaving the University he worked for the Federal Work Projects Administration for two and a half years, first in the capacity of district supervisor of community service projects, and later as assistant state supervisor and state (Kansas) supervisor of recreation.

I am very glad to recommend Lester Kappelman without reservation or evasion.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AE

ATTENTION MRS. HULTEEN Below are a few miscellaneous facts which Dr. Allen wanted relative to writing a letter of recommendation for me. I would like for the letter to be addressed "To whom it may concern".

Reception Center
Lester B. Kappelman, Corporal, Company D. Ft. Leavenworth

Age 25 Inducted into Army April 15, 1942

Attended K. U. from 1935 through 1939. A. B. degree in journalism, and 15 hours of M. A. degree in political science completed.

Lettered three years each in varsity basketball and baseball, 37, 38, and 39.

Played professional baseball in summer 1939

Worked for Federal Work Projects Administration first in capacity as district supervisor of community service projects, and later as assistant state supervisor and state supervisor of recreation. ~~This~~ *2 1/2 years*
~~worked workxxxxxxx~~ *KANSAS* This work included not only technical administration of the program but also community organization, public relations, radio and newspaper publicity, personnel selection (more than 400 people were employed), and office administration. Assisted cities adjacent to military reservations to organize leisure-time programs for service men.
Have written articles for magazine publication.

(Please send the letter to me at the Address given upove).

Pardon the messy presentation of these facts, but I jotted them down in about five minutes time. Hope you can read them.

December 4, 1942.

To Whom It May Concern:

I am very happy to recommend for your consideration Forrest M. Hardacre, a graduate of the University of Kansas in 1938. He was one of our outstanding Physical Education majors.

Hardacre was a regular member of the varsity football team in 1935, '36, '37. He was an outstanding sprinter and track man, winning his letters in 1936, '37, '38. He has coached with exceptional success at Ness City, Kansas, and later at his home town, Smith Center, Kansas.

Hardacre was a member of many extracurricular organizations, having been a member of the Modern Choir, an organization that boasted some exceptional voices among its membership. He is versatile, aggressive and intelligent. He knows perfectly the word of loyalty as exemplified by his organization and activity. He gave his best at all times.

Hardacre is personable, clean and cooperative. He has an exceptionally fine physique and uses it constructively. I am happy to recommend him to you without reservation.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

NOPKC-12-jsg

BUREAU OF NAVAL PERSONNEL
NAVY DEPARTMENT
OFFICE OF NAVAL OFFICER PROCUREMENT

April 9, 1943

Dear Dr. Allen:

Reference: Richard Milan GODLOVE

In placing this important matter before you, it is sincerely regretted that a personal letter can not be sent, but to do so would make it necessary to divert energy now focused on other wartime duties.

The conscientious thought given your reply to this request may affect the welfare and safety of many men, as the man about whom we are writing may eventually be in a position of command. Therefore, the requested information is of more than usual significance.

Please tell us in detail what you can about this applicant, touching particularly on leadership, character, initiative, judgment, personality, standing in his community, and nature of his work. If significant, distinguish between facts and opinions from your own knowledge and those based on extraneous information.

A return envelope is enclosed. Your reply will be kept in strictest confidence and will have an important bearing on the final decision. Please accept our thanks for your assistance.

IMMEDIATE REPLY
REQUESTED

Very truly yours,

F. D. Kelly

F. D. KELLY,

Lt. (jg), D-V(\$), USNR

Dr. Forrest C. Allen
Univ. of Kansas
Lawrence, Kansas

REFER TO NO.

NOPKC-12-jsg

BUREAU OF NAVAL PERSONNEL
NAVY DEPARTMENT
OFFICE OF NAVAL OFFICER PROCUREMENT
KANSAS CITY, MISSOURI

Address Reply to:
The Office of Naval Officer Procurement,
Second Floor, Finance Building,
1009 Baltimore Ave., Kansas City, Missouri,
and not to the signer of this letter

April 22, 1943

Dear Mr. Allen:

Reference: Forrest Marion Hardacre

Application for commission in the U. S. Naval Reserve

In placing this important matter before you, it is sincerely regretted that a personal letter cannot be sent, but to do so would make it necessary to divert energy now focused on other wartime duties.

The conscientious thought given your reply to this request may affect the welfare and safety of many men, as the man about whom we are writing may eventually be in a position of command. Therefore, the requested information is of more than usual significance, and will have an important bearing on the final decision.

Please complete the enclosed questionnaire so as to indicate the applicant's qualities. Although we have itemized several questions which we would like answered, we urge you to give us complete information at the bottom of the sheet concerning his character, personality, standing in his community, and your opinion as to his desirability for appointment. If significant, distinguish between facts and opinions from your own knowledge and those based on extraneous information.

A return envelope is enclosed. This information is officially requested and will be treated as strictly confidential by the Navy Department. Please accept our thanks for your assistance.

IMMEDIATE REPLY
REQUESTED

Mr. Forrest C. Allen
Kansas University
Athletic Office
Lawrence, Kansas

Very truly yours,

F. D. Kelly

F. D. KELLY
Lieutenant (jg), USNR

REFER TO NO.

NOPKC-12-mrl

BUREAU OF NAVAL PERSONNEL
NAVY DEPARTMENT
OFFICE OF NAVAL OFFICER PROCUREMENT
KANSAS CITY, MISSOURI

Address Reply to:
The Office of Naval Officer Procurement,
Second Floor, Finance Building,
1009 Baltimore Ave., Kansas City, Missouri,
and not to the signer of this letter

March 17, 1943

Dear Dr. Allen:

Reference: Norman B. Sanneman

Application for commission in the U. S. Naval Reserve

In placing this important matter before you, it is sincerely regretted that a personal letter cannot be sent, but to do so would make it necessary to divert energy now focused on other wartime duties.

The conscientious thought given your reply to this request may affect the welfare and safety of many men, as the man about whom we are writing may eventually be in a position of command. Therefore, the requested information is of more than usual significance, and will have an important bearing on the final decision.

Please complete the enclosed questionnaire so as to indicate the applicant's qualities. Although we have itemized several questions which we would like answered, we urge you to give us complete information at the bottom of the sheet concerning his character, personality, standing in his community, and your opinion as to his desirability for appointment. If significant, distinguish between facts and opinions from your own knowledge and those based on extraneous information.

A return envelope is enclosed. This information is officially requested and will be treated as strictly confidential by the Navy Department. Please accept our thanks for your assistance.

Very truly yours,

F. D. Kelly

F. D. KELLY
Lieutenant (jg), USNR

Dr. Forrest G. Allen,
University of Kansas,
Lawrence, Kans.

March 26, 1943.

Mr. Richard W. Ferris,
Garnett, Kansas.

Dear Dick:

It is a pleasure for me to write the enclosed letter. I hope it helps you get the job done. Lots of good luck to you.

Cordially yours,

Director of Physical Education,
Varsity Basketball Coach.



Richard William Ferris

Attended University of Kansas from 1931-1935; did not graduate; played 2 years of football.

Went from here to Kansas City and entered the Williams Institute of Embalming. Finished there in October, 1935, and went to Garnett to manage his father's business. Has been there ever since.

While at K.U. was president of Acacia fraternity.

3 copies to be mailed to him at Garnett.

"To Whom It May Concern"

(He is making application for Naval Officer Procurement)

March 26, 1943.

To Whom It May Concern:

I am very happy to commend to you Richard William Ferris, of Garnett, Kansas, who attended the University of Kansas from 1931-1935. Ferris did not graduate but made a very fine record here. He played two years of football on the varsity. I believe his reason for leaving the University was to go into the mortuary business with his father.

He went from the University to Kansas City where he entered the William Institute of Embalming, where he finished in October, 1936. He returned to Garnett to be in business with his father, where he has been since.

While at the University Ferris was president of his Masonic fraternity, Sigma.

Ferris is a strong character. He is positive, and positively loyal to his superiors in every way. He knows how to cooperate, as his activity on the varsity showed. He is a fine specimen physically, and makes friends readily. His character is of the best and it is my opinion that he would be splendid officer material.

I am happy to recommend him without reservation. I came to know him intimately while he was at the University and he was one of our outstanding young men.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH