Orientation Notebook 10-28-68 to 11-8-68 Employment Documents of Jennifer Jess Young beginning her tour with the American Red Cross in Vietnam.

The Story of the Yellow Shirt from Vietnam
by Jennifer (Jenny) Young American Red Cross "Donut Dollie" VN 11/68 – 11/69

I signed up for a return trip to Vietnam in 1995, marketed to women who served in Vietnam. A few months before departure, I met a retired Army infantry officer who had gone back to Vietnam in 1993. He asked me if I would mind carrying a envelope of greenbacks to a Vietnamese friend in DaNang. He could tell from my itinerary that the Cham Museum would be the best meeting place. He wrote his friend and told me that I was to look for a cyclo driver holding a sign with my name when our mini-bus arrived at the museum. Everything worked as it was supposed to. This man had been an ARVN artillery officer and blackballed to a job of cyclo driver. His wife was with him, and she had made a personalized pink pillowcase for me to take back to the American infantry officer. It was polyester, ruffled and embroidered with his and his wife's name, their anniversary date, a big heart in the middle, etc. She asked if she could make me one, too. Alas, I said, I was not married so I couldn't use one. I told her that I would show the pillowcase to my travelmates on the bus to see if any of them might be interested. She was to meet us at our next stop, a DaNang restaurant. Just as I thought, no takers on the bus. When she arrived at the restaurant, I felt really discouraged telling her that no one needed a pillowcase. She then asked if I'd like a shirt made. Without a good excuse, I thought I should say yes this time. But since we were driving on to Hue that very afternoon --- how would I receive the shirt? She said, "I'll make it tonight and take the train to Hue tomorrow." I then got out my wallet to pay her, thinking that if I didn't ever see a shirt, losing the money wasn't going to break the bank. She said, "No. You don't have your shirt yet!!" She wanted me to leave one of my shirts with her for measuring, but I only had what I was wearing. So she had to take my measurements right then and there, using the small strip of paper in which the chopsticks at the lunch table had been wrapped. She asked for my color preference, so I said yellow. We agreed to meet in the lobby of my hotel in Hue the next evening. As our mini-bus drove out of DaNang, towards Hue, my bus mates told me to look out the righthand side. There, traveling right along side of us on the back of a motorcycle, was the seamstress, holding up two yellow swatches ..... asking me to choose which of the two I preferred. I signaled the brightest one, and they peeled off. The next day she arrived with my shirt. She chose to embroider my name along side a map of the entire country of Vietnam, a united North and South. She put the date of "1969" next to Saigon in the South and "1995" next to Hanoi in the North. Transaction completed. I had my favorite souvenir of the trip. I made sure I proudly wore it for our arrival in Hanoi.



# THE AMERICAN NATIONAL RED CROSS

MIDWESTERN AREA 4050 LINDELL BLVD., ST. LOUIS, MO. 63108 Telephone (Area Code 314) 652-3600

October 2, 1968

Miss Jennifer Young 436 South Park Avenue Webster Groves, Missouri

Dear Miss Young:

For your convenience and for our record, the information given below summarizes the several provisions contained in the employment offer which has been made to you.

FOSITION: Recreation Aide

BI-WEEKLY SALARY: \$202.05

Annually: \$5,253.30

SERVICE: Supplements

Supplemental Recreational

EFFECTIVE DATE : October 28, 1968

Activities Overseas

Expense of transportation from Webster Groves, Missouri to Washington, D.C., will be borne by the American Red Cross. Informational material on Red Cross travel regulations is attached. <u>Please read carefully</u>.

The attached American National Red Cross Check No. 762 in the amount of \$300.00, is to be used in paying travel and maintenance expenses as indicated. Also attached are three copies of Form 1810, which should be used in purchasing your transportation tax exempt.

You are to report to Personnel Services at National Headquarters promptly at 9:00 a.m. on October 28. The Headquarters Office is located at 17th and "D" Streets, Northwest, Washington, D.C.. Mr. Norman A. Durfee is the National Director, Personnel Services.

A hotel reservation will be made for you at the Presidential Hotel, 900 - 19th Street, Northwest, beginning the night of October 27. Due to the crowded conditions of hotels in Washington, all staff are requested to arrive at the hotel on time or notify National Headquarters or the hotel well in advance. Also to avoid cancellation prior to arrival, National Headquarters should be notified of the approximate arrival hour of any staff member who expects to arrive after 6:00 p.m. If a wire concerning changes in arrival time is likely to be sent on a weekend or after hours, it is suggested the wire be sent directly to the hotel.

The attached Travel and Advance Authorities should be in your possession when you report to National. At the time you clear in Washington, D.C., your \$300.00 advance will be reduced to \$100.00, so it is necessary that you take a very minimum of the \$100.00 in personal funds with you for personal and emergency expenses not reimbursable.

We hope you will find much satisfaction and enjoyment in your forth-coming assignment and we wish you the best of luck.

Sincerely yours,

Mrs D Llizabeth F. Munkres

Personnel Assistant

Enc.
Check No. 762 for \$300.00
Form 1810 (3)
Transportation Letter
Information on Travel and Maintenance
Copies Travel Authority (2)
ARC 2009 "Outside Conus"

# CERTIFICATE OF NONAFFILIATION WITH CERTAIN ORGANIZATIONS

TYPE OR PRINT ALL ANSWERS

Form approved. Bureau Budget No. 22-R152

PENALTY.—Failure to answer all questions, or any misrepresentation (by omission or concealment, or by misleading, false, or partial answers) may serve as a basis for denial of clearance for access to classified Department of Defense information. In addition, Title 18, United States Code 1001, makes it a criminal offense, punishable by a maximum of five (5) years' imprisonment, \$10,000 fine, or both, knowingly and willfully to make a false statement or representation to any Department or Agency of the United States. This includes any statement made herein which is knowingly incorrect, incomplete or misleading in any important particular.

NAME AND ADDRESS OF EMPLOYER

9/5/68

American Rational Red Cross, Washington, D.C. 20006

LAST NAME-FIRST NAME-MIDDLE NAME

Young Jennifer Jess

ANY OTHER NAME BY WHICH KNOWN (Alias or maiden)

#### **PROVISIONS**

The Department of Defense is responsible for assuring that contractor employees having access to classified Department of Defense information meet security standards. These standards include consideration of circumstances surrounding membership in, or association with, organizations identified below. Complete this form by placing your answer (Yes or No) after each question. If your answer to any question is "Yes," furnish full and complete information under "Remarks."

- 1. Are you now, or have you ever been, a member of any of the organizations identified in paragraph I below? \_ no
- 2. Are you now, or have you ever been, a member of any of the organizations identified in paragraph II below? \_\_no\_\_

- 5. Are you now engaged, or have you engaged since 1947, in the sale, gift, or distribution of any written, printed, or other matter prepared, reproduced, or published by any of the organizations identified in paragraphs I and II below or by any of their agents or instrumentalities? <u>no</u>
- 6. Have you ever submitted for publication material to the organizations identified in paragraphs I and II below, their agents, or instrumentalities? \_ no\_

REMARKS (Use the space provided below and attach additional sheets, if necessary, for a full detailed statement. If associated with any of the listed organizations, specify nature and extent of association with each, including dates, places, and credentials now or formerly held.)

#### CERTIFICATION

I CERTIFY THAT THE ENTRIES MADE BY ME ABOVE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

SIGNATURE OF WITNESS

SIGNATURE OR MARK OF EMPLOYEE

I. Membership, past or present, in any organization, association, movement, group, or combination of persons, (1) which advocates the overthrow of our constitutional form of government, (2) or which had adopted a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, (3) or which seeks to alter the form of Government of the United States by unconstitutional means.

II. Organizations designated by the Attorney General, pursuant to Executive Order 10450, as having interests in conflict with those of the United States are listed below:

Communist Party, U.S.A., its subdivisions, subsidiaries and affiliates.
Communist Political Association, its subdivisions, subsidiaries and affiliates, including—Alabama People's Educational Association.
Florida Press and Educational League.
Oklahoma League for Political Education.
People's Educational and Press Association of Texas.

Virginia League for People's Education.

Young Communist League.

Abraham Lincoln Brigade, Abraham Lincoln School, Chicago, Illinois, Action Committee to Free Spain Now, American Association for Reconstruction in Yugo-

Stayla, Inc.
American Branch of the Federation of Greek Maritime Unions.
American Christian Nationalist Party.
American Committee for European Workers' Relief.

American Committee for Protection of Foreign Born. American Committee for the Settlement of Jews in Birobidjan, Inc.

American Committee for Spanish Freedom.
American Committee for Yugoslav Relief, Inc.
American Committee to Survey Labor Conditions in

American Committee to Survey Labor Conditions in Europe.

American Council for a Democratic Greece, formerly known as the Greek American Council; Greek American Committee for National Unity.

American Council on Soviet Relations.

American Congtens.

American Jewish Labor Council.

American League Against War and Fascism.

American League for Peace and Democracy.

American National Labor Party.

American National Socialist League.

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American Patriots, Inc.

American Peace Crusade.

American Peace Mobilization. American Poles for Peace. American Polish Labor Council.

American Polish Labor Council.
American Polish League.
American Russian Institute American Russian Institute for Cultural Relations with the Soviet Union).
American Russian Institute of San Francisco.
American Russian Institute of San Francisco.
American Russian Institute of Southern California,
Los Angeles.
American Slav Congress.
American Women for Peace.
American Youth Congress.
American Youth Congress.
American Youth Gor Democracy.
Armenian Progressive League of America.
Associated Klans of America.
Association of Georgia Klans.

Association of German Nationals (Reichsdeutsche Vereinigung).
Ausland-Organization der NSDAP, Overseas Branch of Nazi Party. Baltimore Forum. Benjamin Davis Freedom Committee. Black Dragon Society. Boston School for Marxist Studies, Boston, Massachusetts chusetts.
Bridges-Roberton-Schmidt Desense Committee.
Bulgarian American People's League of the United
States of America. States of America.
California Emergency Defense Committee.
California Labor School, Inc., 321 Divisadero Street,
San Francisco, California.
Carpatho-Russian People's Society.
Central Council of American Women of Croatian
Descent (also known as Central Council of American Croatian Women, National Council of Croatian Women, National Council of Croatian tcan (roalian Women, National Council of Croatian Women).

Central Japanese Association (Beikoku Chuo Nipponjin Kai).

Central Japanese Association of Southern California.

Central Organization of the German-American National Alliance (Deutsche-Amerikanische Einheitsfront). tonal Alliante (Deutster-Immericanticle Limits)
front):
Cervantes Fraternal Society.
Choina Welfare Appeal, Inc.
Chopin Cultural Center.
Citizens Committee to Free Earl Browder.
Citizens Committee of Harry Bridges.
Citizens Committee of the Upper West Side (New York City).
Citizens Emergency Defense Conference.
Citizens Protective League.
Civil Liberties Sponsoring Committee of Pittsburgh.
Civil Rights Congress and its affiliated organizations, including:
Civil Rights Congress for Texas.
Veterans Against Discrimination of Civil Rights Veterans Against Discrimination of Civil Rights
Congress of New York.
Columbians. Congress of New York.
Columbians.
Comite Coordinator Pro Republica Espanola.
Comite Pro Derechos Civiles.
Committee to Abolish Discrimination in Maryland.
Committee to Aid the Fighting South.
Committee to Defend the Rights and Freedom of Pittsburgh's Political Prisoners.
Committee for a Democratic Far Eastern Policy.
Committee for Constitutional and Political Freedom.
Committee for Nationalist Action.
Committee for Nationalist Action.
Committee for Nationalist Action.
Committee for Peace and Brotherhood Festival in Philadelphia.
Committee for the Protection of the Bill of Rights.
Committee for World Youth Friendship and Cultural Exchange.
Committee to Uphold the Bill of Rights.
Committee to Uphold the Bill of Rights.
Commonwealth College, Mena, Arkansas.
Congress Against Discrimination.
Congress of the Unemployed.
Connecticut Committee to Aid Victims of the Smith Act.
Connecticut State Youth Conference. Act. Connecticut State Youth Conference. Connecticut State Youth Conference.
Congress of American Revolutionary Writers.
Congress of American Women.
Council on African Affairs.
Council of Greek Americans.
Council for Jobs, Relief, and Housing.
Council for Pan-American Democracy.
Croatian Benevolent Fraternity. Dai Nippon Butoku Kai (Military Virtue Society of Japan or Military Art Society of Japan).

Daily Worker Press Club.
Daniels Defense Committee.
Dante Alighieri Society (Between 1935 and 1940).
Dennis Defense Committee.
Detroit Youth Assembly. East Bay Peace Committee.
Elsinore Progressive League.
Emergency Conference to Save (founding body of the North American Spanish Aid Committee).
Everybody's Committee to Outlaw War. Everybody's Committee to Outlaw War.
Families of the Baltimore Smith Act Victims.
Families of the Smith Act Victims.
Federation of Italian War Veterans in the U.S.A.,
Inc. (Associazione Nazionale Combastensi Italiansi.
Federazione degli Stati Uniti d' America).
Finnish-American Mutual Aid Society.
Frederick Douglass Educational Center.
Freedom Stage, Inc.
Friends of the New Germany (Freunde des Neuen Deutschlands).
Friends of the Soviet Union. Garibaldi American Fraternal Society. George Washington Carver School, New York City. German-American Bund (Amerika-deutscher Volks-

German-American Republican League.

German-American Vocational League (Deutsche-Amerikanische Berufsge-meinschaft). Guardian Club. Guardian Club.

Harlem Trade Union Council.

Hawaii Civil Liberties Committee.

Heimuska Kai, also known as Nokubei Heicki,
Gimusha Kai, Zaibel Nihonjin, Heijaku Gimusha Kai and Zaibei Heimusha Kai (Japanese Residing in America Military Conscripts Association).

Hellenic-American Brotherhood.

Hinode Kai (Imperial Japanese Reservists).

Hinomaru Kai (Rising Sun Flag Society—a group of Japanese War Veterans).

Hokubei Zaigo Shoke Dan (North American Reserve Officers Association).

Hollywood Writers Mobilization for Defense.

Hungarian-American Council for Democracy.

Hungarian Brotherhood. Idaho Pension Union.
Independent Party (Seattle, Washington).
Independent People's Party.
Industrial Workers of the World.
International Labor Defense.
International Workers Order, its subdivisions, subsidiaries and affiliates. Japanese Association of America. Japanese Overseas Central Society (Kaigai Dobo Japanese Overseas Central Society (Kaigai Dobo Chuo Kai). Japanese Overseas Convention, Tokyo, Japan, 1940. Japanese Protective Association (Recruiting Organization) nriation).
Jefferson School of Social Science, New York City.
Jewish Culture Society.
Jewish People's Committee.
Jewish People's Fraternal Order.
Jikyoku Lin Kai (The Committee for the Crisis).
Johnson-Forest Group. nnsonites Jonnsonnes. Joint Anti-Fascist Refugee Committee. Joint Council of Progressive Italian-Americans, Inc. Joseph Weydemeyer School of Social Science, St. Louis, Missouri. Louis, Missouri.

Kibei Seinen Kai (Association of U.S. civizens of Japanese ancestry who have returned to America after studying in Japan).

Knights of the White Camellia.

Ku Klux Klan.

Kyfthaeuser, also known as Kyfthaeuser League (Kyffhaeuser Bund), Kyfthaeuser Fellowship (Kyffhaeuser Kameradichaft).

Kyfthaeuser War Relief (Kyffhaeuser Krieghshilfswerk). Labor Council for Negro Rights.
Labor Research Association, Inc.
Labor Youth League.
League for Common Sense.
League of American Writers.
Lictor Society (Italian Black Shirts). Macedonian-American People's League.

Mario Morgantini Circle.

Maritime Labor Committee to Defend Al Lannon.

Maryland Congress Against Discrimination.

Massachusetts Committee for the Bill of Rights.

Massachusetts Minute Women for Peace (not connected with the Minute Women of the U.S.A., Inc.).

Maurice Braverman Defense Committee.

Michigan Civil Rights Federation Michigan Civil Rights Federation. Michigan Council for Peace. Michigan School of Social Science. Nanka Teikoku Gunyudan (Imperial Military Friends Group or Southern California Was Veterans).

National Association of Mexican Americans (also known as Association Maximal Mexico-Americansa).

National Blue Star Mothers of America (not to be confused with the Blue Star Mothers of America organized in February 1942).

National Committee for the Defense of Political Prisoners. National Committee for the Defense of Political Prisoners.
National Committee for Freedom of the Press.
National Committee to Win Amnesty for Smith Act Victims.
National Committee to Win the Peace.
National Committee to Win the Peace.
National Committee to Min the Peace.
National Committee to Min the Peace.
National Conference on American Policy in China and the Far East (a Conference called by the Committee for a Democratic Far Eastern Policy).
National Council of American-Soviet Friendship.
National Council of American-Soviet Friendship.
National Labor Conference for Peace.
National Negro Labor Council.
National Negro Labor Council.
National Negro Labor Council.
Nationalist Party of Puerto Rico.
Nature Friends of America (tince 1935).
Negro Labor Victory Committee.
New Committee for Publications.
Nichibei Kogyo Kaisha (The Great Fujii Theatre).
North American Committee to Aid Spanish Democracy.
North American Spanish Aid Committee. Morth American Spanish Aid Committee.

North Philadelphia Forum. Northwest Japanese Association. Ohio School of Social Sciences. Oklahoma Committee to Defend Political Prisoners. Original Southern Klans, Incorporated. Pacific Northwest Labor School, Seattle, Washington.
Palo Alto Peace Club.
Partido del Pueblo of Panama (operating in the Canal Zone).
Peace Information Center.
Peace Movement of Ethiopia.
People's Drama, Inc.
People's Educational Association (Incorporated under name Los Angeles Educational Association, Inc.), also known as People's Educational Center, People's University, People's School.
People's Institute of Applied Religion.
People's Radio Foundation, Inc.
People's Rights Party.
Philadelphia Labor Committee for Negro Rights.
Philadelphia School of Social Science and Art.
Photo League (New York City).
Pittsburgh Arts Club.
Polonia Society of the IWO.
Progressive German-Americans, also known as Progressive German-Americans of Chicago.
Proletarian Party of America.
Protestant War Veterans of the United States, Inc.
Provisional Committee on Latin American Affairs. Pacific Northwest Labor School, Seattle, Washingwest Area.

Provisional Committee on Latin American Affairs.

Provisional Committee to Abolish Discrimination in the State of Maryland.

Puerto Rican Comite Pro Libertades Civiles (CLC).

Puertorriquenos Unidos (Puerto Ricans United). Quad City Committee for Peace. Queensbridge Tenants League. Revolutionary Workers League. Romanian-American Fraternal Society. Russian American Society, Inc. Russian American Society, Inc.

Sakura Kai (Patriotic Society, or Cherry Association, composed of veterans of Russo-Iapanese War).

Samuel Adams School, Boston, Mass.

Santa Barbara Peace Forum.

Schappes Defense Committee.

Schoel of Jewish Studies, New York City.

Seattle Labor School, Seattle, Washington.

Serbian-American Fraternal Society.

Serbian-Vidovdan Council.

Shinto Temples (Limited to State Shinto abolished in 1945).

Silver Shirt Legion of America 1945).
Silver Shirt Legion of America.
Slavic Council of Southern California.
Slovak Workers Society.
Slovenian-American National Council.
Socialist Workers Party, including American Committee for European Workers' Relief.
Sokoku Kai (Fatherland Society).
Southern Negro Youth Congress.
Suiko Sha (Reserve Officers Association, Los Angeles).
Syracuse Women for Peace. Tom Paine School of Social Science, Philadelphia, Pennsylvania.
Tom Paine School of Westchester, New York.
Trade Union Committee for Peace.
Trade Unionists for Peace.
Tri-State Negro Trade Union Council. Tri-State Negro Trade Union Council.

Ukrainian-American Fraternal Union.

Union of American Croatians.

Union of New York Veterans.

United Committee of Jewish Societies and Landsmanschaft Federations, also known as Coordination Committee of Jewish Landsmanschaften and Fraternal Organizations.

United Committee of South Slavic Americans.

United Defense Council of Southern California.

United Harlem Tenants and Consumers Organization. United May Day Committee.
United Negro and Allied Veterans of America. Veterans of the Abraham Lincoln Brigade. Voice of Freedom Committee. Walt Whitman School of Social Science, Newark, Walt Whitman School of Social Science, Newark, New Jersey.
Washington Bookshop Association.
Washington Committee to Defend the Bill of Rights.
Washington Committee for Democratic Action.
Washington Commonwealth Federation.
Washington Pension Union.
Wisconsin Conference on Social Legislation.
Workers Alliance (since April 1936). Yiddisher Kultur Farband. Yugoslav-American Cooperative Home, Inc. Yugoslav Seamen's Club, Inc.

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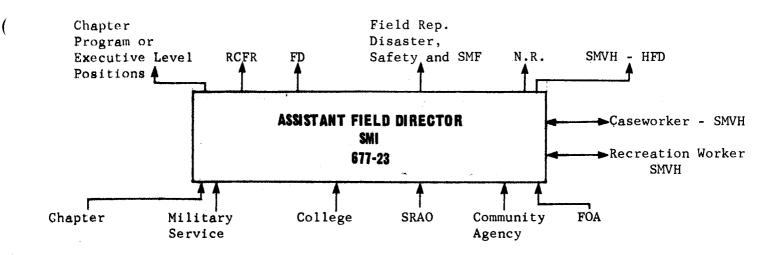
Missouri

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RELATION	NAME		ADDRESS ecosed" if no longer living)	PLACE & DATE OF BIRTH	PRESENT CITIZENSHIP	
father	Harry MelvingYoung	g, Jr.				
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20. HAVE YOU EYER BEEN ARRESTED, CHA ANY VIOLATION OF ANY FEDERAL LAW COURT MARTIALS, WHILE IN MILITARY: DO NOT INCLUDE TRAFFIC VIOLATIONS CHARGES MUST BE INCLUDED EVEN IF	SERVICE.	DO NOT INCLUDE ANYTHI	TE LAW, REGULATION OR ORDIN	IANCE? INCLUDE ALL				
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24. REFERENCES (Give five personal seference or persons living outside the United States.)	es, etating	business address of all retere	nces, if known. Do not include reli	stives, former employers,				
NAME	YEARS		1	1				
NAME.	KNO WN	STREET AND NUMBER	CITY	STATE				
Mr.&Mrs. Warren Michener	19		Webster Groves	Missouri				
			Menager Groves	MISSOULT				
Mr. &Mrs. Charles Quinn	20		Webster Groves	Misso ri				
Mr. &Mrs. W.B. Bickel	8	1	Makadan Bassasa					
			Webster Broves	Missouri				
Mr. &Mrs. J.T. McArtor	20	<u> </u>	Webster Groves	Misso <b>m</b> i				
Mr.&Mrs. Joseph Verby	15		Wahahan Charres	Bed managed				
25.LIST EACH FOREIGN GOYERNMENT, FIRM EMPLOYEE. (Il none, so indicate)	4. CORPO	RATION OR PERSON FOR W	Webster Groves	Missouri				
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20. REMARKS (Use the space provided below and	1 attach ad	iditional cheets, if nacessary,	for a full atatement)					
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·	_	CERTIFICATION		<u></u>				
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in good faith, with penalties up to five (5) years imprisonment and \$10,000 fine.  I certify that I am a citizen of the United States,								
I certify that I have read and understand each sentence of this Certification.								
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ORGANIZATION CHART OF THE AMERICAN NATIONAL RED CROSS OCTOBER 1966 (For training purposes only) HONORARY COUNSELOR HONORARY CHAIRMAN HONORARY TREASURER ATTORNEY GENERAL PRESIDENT OF THE UNITED STATES SECRETARY OF THE TREASURY **BOARD OF GOVERNORS** CHAIRMAN **EXECUTIVE ASSISTANT** PRESIDENT TO THE PRESIDENT ASST. TO THE EXEC. VICE PRES. ASSISTANT TO THE EXECUTIVE VICE PRESIDENT (DOMESTIC AREAS AND CHAPTERS) EXECUTIVE VICE PRESIDENT NATIONAL **SECRETARY SENIOR** GENERAL **PERSONNEL OFFICE** CHAIRMAN TREASURER AND MEDICAL **SUPPLY** OF **SERVICES SERVICES VOLUNTEERS COUNSELOR OFFICER OFFICE** OFFICE OF **INSURANCE COMPTROLLER** VICE PRESIDENT VICE PRESIDENT **VICE PRESIDENT VICE PRESIDENT** ASST. COMPTROLLER BLOOD PROGRAM • OFFICE OF FUND RAISING • OFFICE OF INTER-• SERVICE AT MILITARY • RED CROSS YOUTH • ASSISTANT TREASURER SERVICES NATIONAL SERVICES INSTALLATIONS SERVICE IN MILITARY AND • BUDGET OFFICER • DISASTER SERVICES OFFICE OF PUBLICATIONS VETERANS HOSPITALS • OFFICE OF ADMINISTRA-• CONVENTION OFFICE • TRAINING OFFICE • SERVICE TO MILITARY TIVE ANALYSIS, INFOR-• OFFICE OF PUBLIC NURSING SERVICES MATION, AND STATISTICS INFORMATION • SAFETY SERVICES • SUPPLEMENTAL RECREA-• GENERAL ACCOUNTANT TIONAL ACTIVITIES OVER-• LABOR CONSULTANT • OFFICE OF MACHINE SEAS RECORDS • SERVICE AT VA OFFICES • OFFICE OF COMMUNICA-TIONS AND REPORTING OVERSEAS AREAS (EUR. FE. ATL. CARIB.) DOMESTIC AREAS EASTERN, SOUTHEASTERN, MIDWESTERN, WESTERN AREA MANAGER **DEPUTY MANAGER** AREA CHAIRMAN STAFF OFFICES REGIONAL MANAGERS OF VOLUNTEERS DIRECTOR, PERSONNEL SERVICE DIRECTOR OF TRAINING ASSISTANT TO THE MANAGER, ADMINISTRATIVE UNIT ASSISTANT REGIONAL RECORDS AND REPORTS **MANAGERS** OFFICER SUPPLY OFFICER REGIONAL CHAIRMEN AREA DIRECTORS OF VOLUNTEERS DISASTER SERVICES • BLOOD PROGRAM **REGIONAL DIRECTORS** • RED CROSS YOUTH NURSING SERVICES DISASTER SERVICES • SAFETY SERVICES • BLOOD PROGRAM • PUBLIC INFORMATION • FUND RAISING • RED CROSS YOUTH • SERVICE TO MILITARY FAMILIES • NURSING SERVICES AREA LABOR CONSULTANT SERVICE AT MILITARY INSTALL-ATIONS AND SERVICE AT VET-• SAFETY SERVICES ERANS ADMINISTRATION • FUND RAISING OFFICES SERVICE IN MILITARY AND • SERVICE TO MILITARY FAMILIES VETERANS HOSPITALS CHAPTERS **BOARD OF DIRECTORS** SMI, SMVH, SVAO SECRETARY **CHAIRMAN** FIELD STAFF FIELD OFFICES **TREASURER** VICE CHAIRMAN EXECUTIVE SECRETARY, **CHAIRMAN** DIRECTOR, OR OFFICE OF VOLUNTEERS MANAGER \_\_\_\_\_\_ **GENERAL ACTIVITIES** COMMITTEES COMMITTEES EXECUTIVE COMMITTEE SERVICE TO MILITARY • FUND RAISING DISASTER
 BLOOD PROGRAM
 SAFETY SERVICES
 NURSING SERVICES
 YOUTH PROGRAM • PUBLIC INFORMATION • FINANCE

#### CAREER PROGRESSION CHART



#### DUTIES

Provides Red Cross casework and program services to servicemen and families on a military installation under supervision of an experienced SMI staff. May be assigned on TDY to Disaster or Fund Raising operation away from the installation.

#### ENTRANCE QUALIFICATIONS

College degree or equivalent experience in a military setting primarily in a personnel or leadership role or related business or agency experience

Acceptance of worldwide mobility

Demonstrated emotional stability, good physical condition, ability to work under pressure.

#### TRAINING REQUIREMENTS AFTER APPOINTMENT

- 1. Induction to the Job
- 2. Induction to the Service
- 3. Orientation to the American Red Cross
- 4. On the job training to include:
  - A. Development of skills on how to:
    - a. manage a small office
    - b. train new clerical staff
    - c. use supervision and consultation effectively in problem solving
    - d. one week observing operations in a chapter
    - e. bookkeeping
- 5. Off the job ARC training to include:
  - A. Principles of ARC Social Welfare
  - B. Disaster courses: Immediate
    Assistance For Families and
    Recovery Assistance for Families
  - C. Working with Volunteers
  - D. Public Relations and You
  - E. Fund Raising in the Contemporary Community

## THE RED CROSS MISSION

"The American Red Cross is the instrument chosen by the Congress to help carry out the obligations assumed by the United States under certain international treaties known as the Geneva or Red Cross Conventions. Specifically, its Congressional charter imposes on the American Red Cross the duties to act as the medium of voluntary relief and communication between the American people and their armed forces, and to carry on a system of national and international relief to prevent and mitigate suffering caused by disasters.

"All the activities of the American Red Cross and its chapters support these duties."

"Nationally and locally the American Red Cross is governed by volunteers, most of its duties are performed by volunteers and it is financed by voluntary contributions."

# TEN FACTS EVERY RED CROSS WORKER SHOULD KNOW ABOUT HIS ORGANIZATION

(Basic Concepts of the Red Cross)

- 1. Red Cross societies are established in countries that have signed international agreements (the Geneva Conventions) ensuring protection and assistance to noncombatants in time of war: the wounded, prisoners of war, civilians.
- 2. Each Red Cross society is a voluntary organization whose programs are designed to prevent and alleviate human suffering and are developed in accordance with the needs of the country.
- 3. In each country there is only one Red Cross society in which all may serve. It helps people according to their needs and makes no distinction of race, creed, class, or political beliefs.
- 4. The Red Cross is world wide. It provides a means by which people of many countries work together in meeting human needs and developing world understanding.
- 5. The American National Red Cross was chartered by the Congress of the United States --

- To assist the government in fulfilling obligations undertaken in signing the Geneva Conventions.
- b. To serve as a link between members of our armed forces and their families.
- c To provide relief for victims of disaster in this country and abroad and to plan for disaster preparedness.
- 6. In keeping with the broad Red Cross principles and with the provisions of the Congressional charter, American Red Cross programs of service are created according to human needs and are changed as changing conditions create new needs.
- 7. American Red Cross services provide:
  - a. Direct assistance to individuals and families in meeting crises and emergencies,
  - b. Instruction to promote health and safety.
  - Organization through which people can help one another, locally, nationally, and internationally.
- 8. The American National Red Cross carries its service into all parts of our country by authorizing (chartering) chapters.
- 9. Volunteer boards (national and chapter) determine what the American Red Cross programs of service will be and the policies by which these programs will be carried out by volunteer and paid staff working in partnership.
- 10. The basic funds for all American Red Cross activities are raised in the local communities through annual drives for members and funds. The Red Cross is accountable to the American people for the money it receives. Its accounts are audited by the Department of Defense and reported annually to the Congress and the public.

## THE CONGRESSIONAL CHARTER

## Section 3 (Purposes)

That the purposes of this corporation are and shall be -

First To furnish volunteer aid to the sick and wounded of Armed Forces in time of war, in accordance with the spirit and conditions of the conference of Geneva of October, eighteen hundred and sixty three, and also the treaties of the Red Cross, or the treaties of Geneva, of August twenty-second, eighteen hundred and sixty four, and July twenty-seventh, nineteen hundred and twenty-nine, to which the United States of America has given its adhesion, and also of any other treaty or convention similar in purpose to which the United States of America may hereafter give its adhesion.

Second And for the said purposes to perform all the duties devolved upon a national society by each nation which has acceded to any of said treaties or conventions

Third To succeed to all the rights and property which have been hitherto held and to all the duties which have heretofore been performed by the American National Red Cross as a corporation duly incorporated by Act of Congress June sixth, nineteen hundred, which Act is hereby repealed and the organization created thereby is hereby dissolved

Fourth. To act in matters of voluntary relief and in accord with the military authorities as a medium of communication between the people of the United States of America and their Armed Forces, and to act in such matters between similar national societies of other governments through the "Comité International de Secours," and the Government and the people and the Armed Forces of the United States of America

Fifth And to continue and carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures for preventing the same.