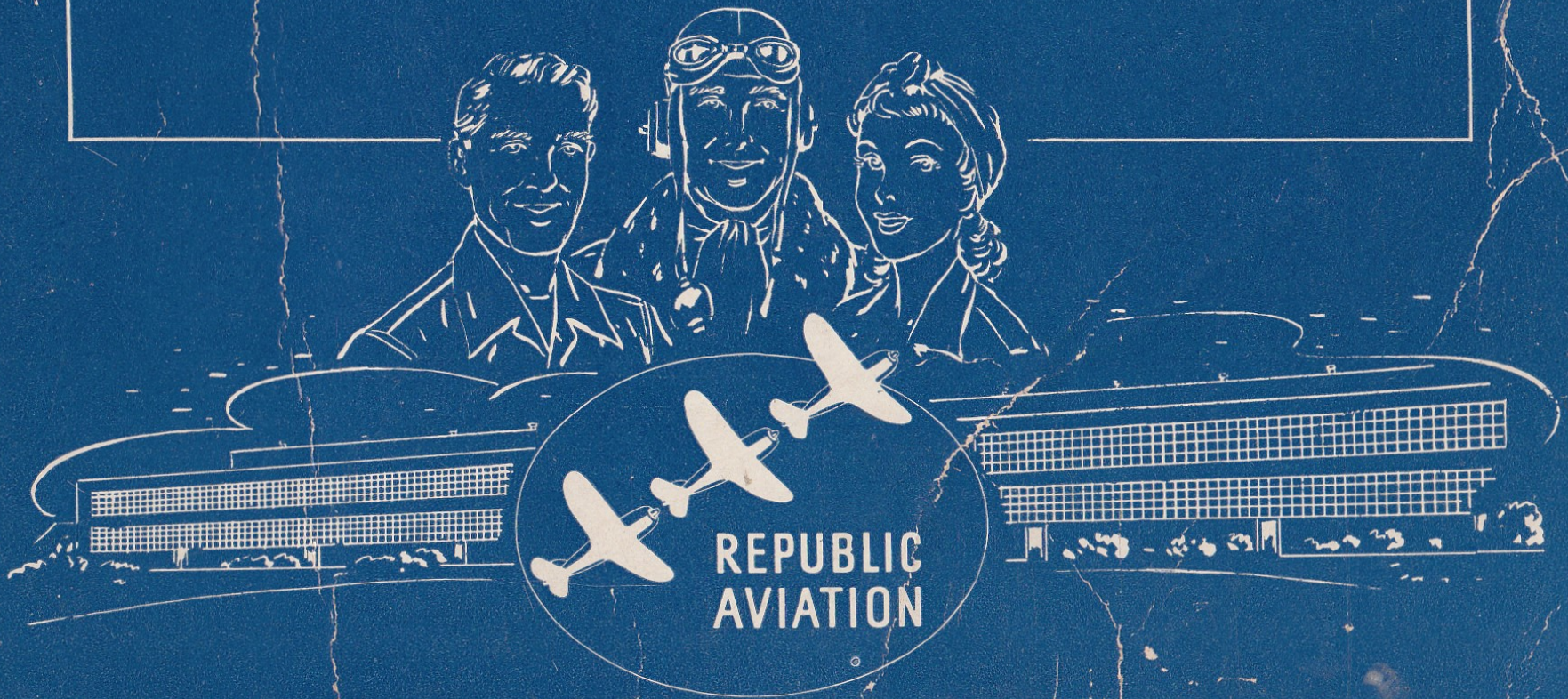


You and your job at  
Republic Aviation Corporation



# We have only just begun . . .

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It has been well said that this is a war—not of machines—but of men. American man and woman power, mobilized as never before, is waging this fight for human decency and freedom. And on “V” Day, none will have a greater right than we men and women of Republic Aviation to say: “We did our part to make this Victory possible.”

To earn *your* right to say that, I know you will give your best at all times. Good conduct, good workmanship and a full work week are all that are asked of you. But we do ask that—and your husbands, brothers and sons at the battle fronts are counting on it.

So let's *really* go, RACERS. *We have only just begun.*

*Fred Marchet*

*President*

REPUBLIC AVIATION CORPORATION

# This book will help you



The more you know about your Company, what it stands for and how it operates—the better you'll be able to answer any question that may arise in connection with your job.

That's why this book was prepared. It tells you many things you'll want to know about your job at Republic. It can be a good friend.

The first part of this book deals with the conditions under which you work—the many advantages you enjoy at Republic—the Company's responsibilities to you—your rights and privileges—matters that concern your personal welfare, pay, insurance, health and security—opportunities for fun and recreation.

The second part is devoted to your responsibilities toward the Company and your fellow employees. As you know, when a group of people come together for work or play, some "rules of the game" must be set up for the benefit of the whole group. This is doubly necessary in an industrial plant where the safety and convenience of a great many people may be endangered by the thoughtless action of just one. Especially, as is the case here, when the plant is producing a vital weapon during wartime.

But first you will want to know about your Company—and the next few pages will tell you about its history, its part in the war effort, and its future.

# Our Company . . . *its policies*

---

Republic Aviation Corporation is independently owned and managed. Its 4000 shareholders, individual investors, both large and small, who live in all 48 states and in hundreds of towns and cities, establish by vote the policies of the Company.

These policies are:

- I. To provide the United States with the best possible military aircraft in the largest possible quantities.
- II. To deal fairly and generously with the people who work for the Company. (For example, regular profit-sharing bonuses were paid to all employees for three years before the common stock-

holders, in 1943, received their first return on their investment.)

- III. To provide conservative, sensible and business-like management, so as to afford the largest possible measure of protection to the security of employees and the investment of stockholders.

- IV. To assume all the responsibilities of good citizenship.

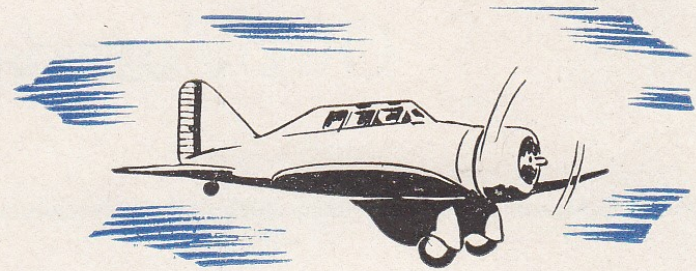
The successful future of Republic Aviation means security and advancement for you. Because you have an important stake in it, the information about *Your Company* presented in the next few pages will interest you.

# Our Company . . . *its history*

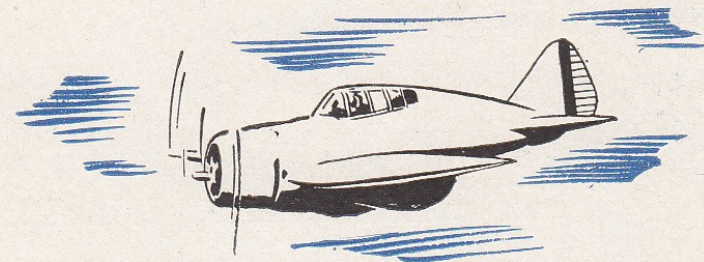
Since it was founded in 1931, Republic Aviation Corporation (originally named Seversky Aircraft Corporation) has been known throughout the world for excellent engineering, painstaking, high-quality workmanship and the speed built into all of its aircraft.

The United States Army Air Forces has always received a major share of all the Republic planes produced. However, the Company also has built planes for export to South America, Europe, Asia, and for private purchasers.

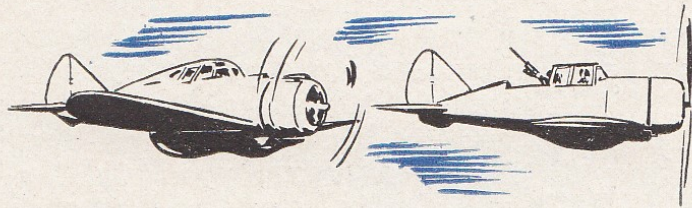
In keeping pace with aeronautical developments, the Company has designed and manufactured many varied types of planes during its history. Among its outstanding designs have been the airplanes sketched and described on these facing pages.



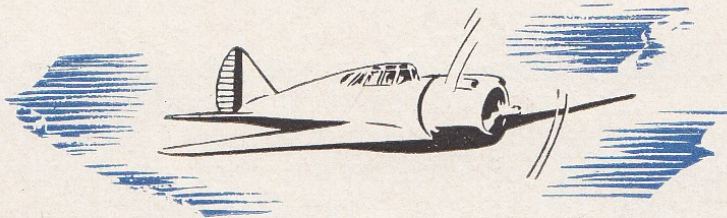
**BT-8 Trainer**—a low-wing, all-metal monoplane trainer for the U. S. Army, first produced in 1935. Many of our leaders in this air war had their flight training in this plane and still swear by its ruggedness, tested qualities and safety features.



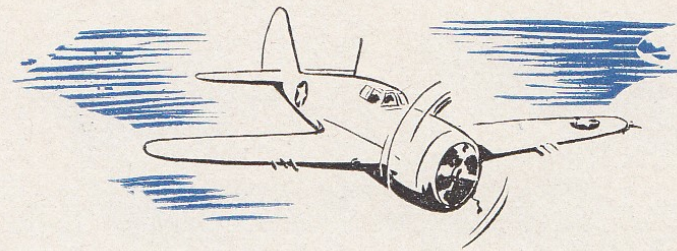
**P-35 Pursuit**—a low-wing speedy fighter for the U. S. Army. The nation's fastest plane for several years. First produced in 1937, it represented a pioneer use of the now common practice of flush-riveting.



Swedish EP-1 and 2-PA—single seater and two-seater designs developed in 1939 from the P-35. Both had speed, long range and considerable attacking power. These were successfully built and exported, the United States securing a large number of the later planes of these types.



P-43 "The Lancer"—a high-altitude fighter with turbo-supercharging and fine flying characteristics which was produced in considerable numbers for the Army Air Forces and the Chinese Air Force in 1941 and 1942.



P-47 "The Thunderbolt"—one of the outstanding fighter airplanes of the present war, it has distinguished itself in combat as the world's fastest and highest-flying combat plane. Its speed exceeds 400 miles per hour, it is most heavily armed with many guns, and its fine design and structural qualities have been demonstrated through dives at speeds over 800 miles an hour—faster than man has ever travelled before.

In recent years, Republic has concentrated on high-altitude high-speed fighter aircraft. This forward-looking program, adopted in 1938 and 1939, has enabled the Company to produce an entirely new type of aircraft for warfare in the substratosphere, a new battleground which now dominates aerial operations of the war. This new phase of air war has proved the correctness of Republic Aviation's early engineering policy and program.



**THE REPUBLIC P-47 THUNDERBOLT.** The Thunderbolt is 35 feet long and 41 feet from wing tip to wing tip. It weighs nearly seven tons, as much as 5 average automobiles. Yet it is flown easily by one man, who operates all

controls as well as its battery of heavy guns, designed to rip any enemy aircraft into bits. It has been calculated by engineers that the guns of a Thunderbolt release force equivalent to that with which a five-ton truck, traveling 60 miles an hour, would strike a brick wall. Thunderbolts have dived at speeds as great as the speed of sound and have climbed more than eight miles into the sky. The designer of the plane is Alexander Kartveli, Republic Aviation's vice-president and chief engineer, but many other members of Republic Aviation's large engineering department have made important contributions.

## Our Company today

Since the outbreak of the war, Republic has devoted all its facilities to the production of planes for our Government.

To do this job, the number of employees multiplied more than one hundred times. The floor area of Republic plants was increased ten-fold. By mid-year 1943, the Company was delivering more airplanes every day than it did in the entire year of 1939.

The cracking of production quotas, coupled with the acknowledged excellence and tactical importance of Thunderbolts in combat, has given Republic Aviation a proud position



A. MARCHEV  
*President*

C. H. MILLER  
*Vice-President*

M. I. PEALE  
*Vice-President*

A. KARTVELI  
*Chief Engineer*

H. W. FLICKINGER  
*Vice-President*

in the forefront of the nation's war effort. The award of the Army-Navy "E" to the Farmingdale plant in 1943 and to the Evansville plant in 1944 is evidence of the recognition which our war effort has received.

In carrying out its wartime assignment, Republic Aviation has grown into a centralized organization almost equal to that of a large city. In the plant, you will find a hospital employing several doctors and many nurses,

our own ambulance service, a cafeteria organization serving thousands of meals daily, a police department with scores of trained men, a professional fire department, a weekly newspaper, our own railroad station, a network of roadways, a sewage plant, a power-generating plant and a central-heating unit larger than those of most municipalities.

The men shown on this page have important jobs to do in directing your Company's affairs.

JOHN J. RYAN  
*Vice-President*

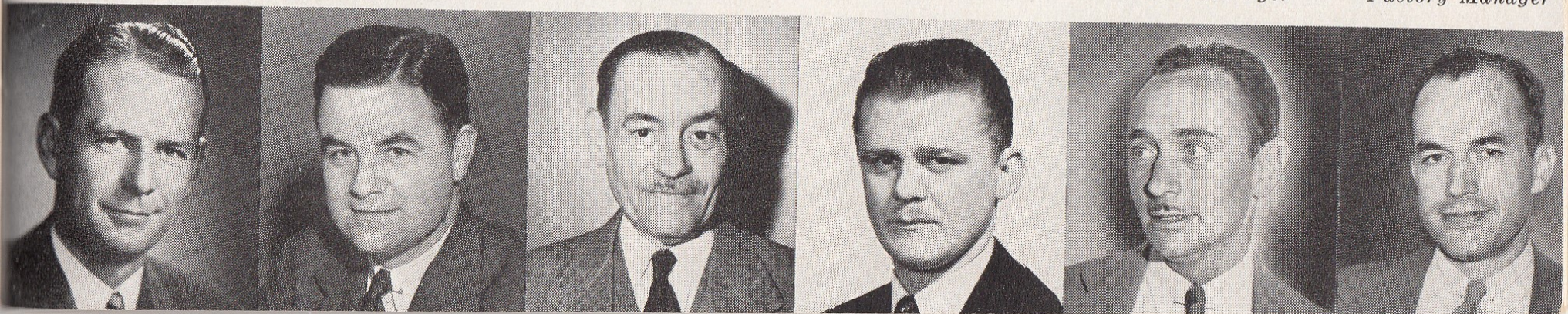
THOMAS DAVIS  
*Secretary-Treasurer*

A. J. PICKERING  
*Assistant Treasurer*

M. G. VECKMAN  
*Asst. Sec'y-Treas.*

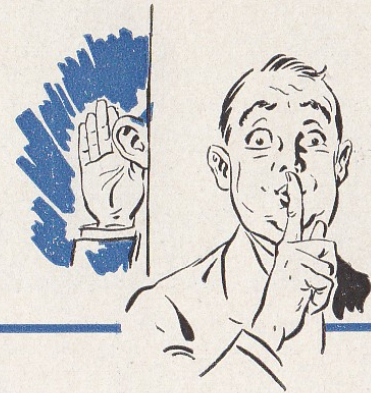
H. E. LASKER  
*Works Manager*

I. J. KEOUGH  
*Factory Manager*



# Your first duty as an American . . .

## *The Enemy is Listening*



Because we are at war, the enemy is constantly listening. He's trying with every trick he knows to get information to use against us. He wants to know what *you* know.

*Don't tell him!*

He wants especially to know:

1. How many planes we are turning out.
2. How these planes are made.
3. How they perform.
4. Plans for future models and production.

Don't discuss these things with anyone, *not even members of your own family*. They might innocently pass information on until it eventually reaches the enemy.

In fact, to be on the safe side, better not talk at all about your work at Republic. Remember: *The enemy is listening.*

**We Are Subject to The Espionage Act**  
Our work is classed as "Secret" by the

United States Government. Therefore, we are subject to the penalties imposed by the Espionage Act, which says:

"Whoever, **LAWFULLY OR UNLAWFULLY**, having possession of, access to, control over, or being entrusted with any document, writing . . . sketch, photograph, photographic negative, blueprint . . . . model . . . . or note relating to the national defense, wilfully communicates or transmits or attempts to communicate or transmit the same to **ANY PERSON NOT ENTITLED TO RECEIVE IT** or through gross negligence permits the same to be removed from its proper place of custody or delivered to anyone in violation of his trust, or to be lost, stolen, abstracted or destroyed, **SHALL BE PUNISHED BY A FINE OF NOT MORE THAN \$10,000 OR BY IMPRISONMENT FOR NOT MORE THAN TWO YEARS OR BOTH.**"

*The Act further provides that:*

“Whoever, with intent or reason to believe that it is to be used to the injury of the United States, communicates . . . . to any foreign government . . . . or agent . . . . either directly or indirectly . . . . any information relating to the national defense . . . . (or) . . . . any information with respect to the movement, numbers, description or disposition of aircraft . . . . shall be punished by death, or by imprisonment of not more than thirty years.”

AT ALL TIMES, REMEMBER—

### Cameras and Firearms

Government regulations do not permit employees or visitors to bring cameras, firearms or explosives into the plant. Unauthorized picture-taking is prohibited on the plant grounds.

### Care of Property

Take good care of the property of the Company or the U. S. Government. Do not mar or deface it. Refrain from handling the property of your fellow employees. Do not borrow parts, tools or materials to take home. Any wilful destruction or theft will be prosecuted to the fullest extent of the law.

### Let 'Em Alone

Interrupting the work of the man or woman next to you is annoying and often dangerous. So concentrate on what you are doing and refrain from bothering others. This is one of the commonsense rules of safety and efficiency.

### Subversive Beliefs

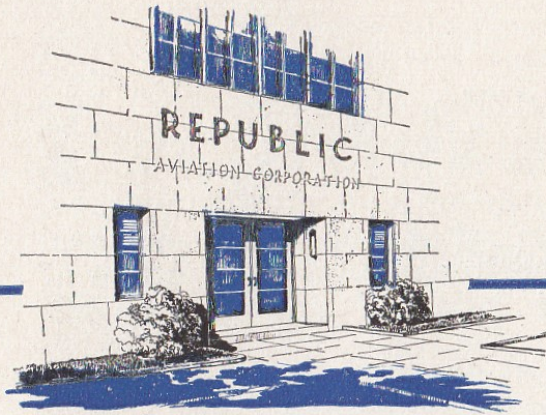
We are fighting for Freedom and Democracy. Therefore, the Company will not knowingly hire or retain in its employ any person who believes in the overthrow of our form of government.

### Sabotage

The law provides severe penalties for stealing or injuring the property of the United States or the property of manufacturers under contract for the Army or Navy. These penalties may include fines up to \$10,000 and imprisonment for ten years.

### Official Photos

The Company has a photographic staff which takes many pictures daily for production, engineering or public relations purposes. It will be appreciated if you will cooperate with these fellow-employees when authorized to do so by your superior.



## You are welcome . . .

### *Your first day*

Remember your first day at Republic Aviation? You had a good deal to attend to in your contacts with the Employment Office, including such matters as:

1. Application and Personnel Record
2. Citizenship status
3. Physical examination
4. Availability for employment
5. References and Work Record
6. Selection and Placement Interview
7. Tool box requirements
8. Badge photograph and fingerprinting
9. Signing the Espionage Act
10. Women's dress requirements

You may have thought these formalities were quite a lot to go through with. Nevertheless,

wartime regulations make them necessary and they are handled as quickly as possible. Getting you over those hurdles is part of the job of our Employment Office people. They try to see that your first impression of Republic Aviation is a good one.

You'll remember, too, the "Introduction Talk" you heard on your first day or shortly thereafter. New employees, meeting in groups to hear this talk, learn many things about Republic Aviation which later they find useful in their work. Women meet also with a member of the Women's Personnel Staff to discuss special problems.

Older Republic employees and supervisors make a habit of putting newcomers at ease and making them welcome. If you are new here, we think you will find many instances of this friendly attitude.

# Things you should know



## ***Your Badge***

Your badge number is the same as your clock number. Your badge must be worn at all times while you are on company property. If you forget to bring your badge, you'll be required to obtain a temporary one, which *must be approved by your supervisor.*

You'll be able to identify supervisory ratings by these badge colors: *Group foreman*—gold top and bottom; *foreman*—half gold;—*supervisor, department or divisional head*—all gold.

Take care of your badge. If you lose it, you will be charged for it. Do not lend it to anyone or tamper with it in any way.

## ***Proper clothing***

Dress as neatly as the circumstances of your job permit. Coveralls, shirts and trousers may be purchased from the Tool Crib at reasonable prices. These garments will protect your regular clothing. They display the Company

name. And please don't wear the emblems or insignia of other companies in the plant.

## ***Watch the bulletin boards***

The bulletin boards are used for important Company announcements—such as regulations, recreational activities, etc. Keep an eye on them. Often you'll learn something to your advantage. Posting of notices of any kind, anywhere in the Plant, must be approved by the Industrial Relations Department.

## ***Personal messages***

While we'd like to oblige, we simply haven't the facilities to handle mail or personal messages. The same applies to telephone calls. Exceptions will be made only in case of emergency.



# Your job at Republic

## ***Job transfers***

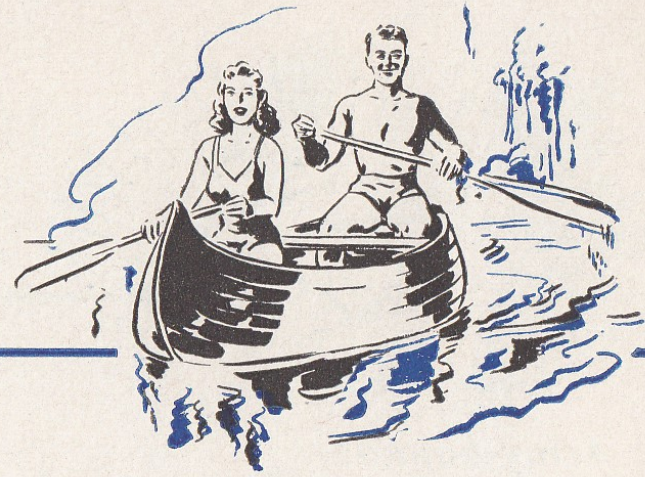
We try, of course, to keep square pegs out of round holes. Yet we have to consider the fact that a production loss results when an employee who is trained on one job changes over to learn a new one.

That's why each application for a transfer is considered as an individual case . . . . and that's why all transfers cannot be approved, much as we'd like to oblige you. If you want a transfer, talk to your foreman or supervisor about it first. If he says "okay," the next step is to consult a Personnel Relations Counselor, who will give you a "Transfer Application Blank" on which you may make formal application for a new job. You should not talk with another foreman or supervisor until you have first done this.

Occasionally, it is necessary to shift personnel to new jobs because of production changes. When this happens, individual preferences are followed when possible. Naturally, your qualifications for another job must be given careful consideration, too.

## ***Your service record***

Your personnel record shows how long you have been with the Company. In case of layoffs, if all other qualifications are equal, those with the longest service records are laid off last. This rule applies within departments and within job classification. Your service record will not be affected by layoffs, military service, etc. But naturally, you will not be paid for the time you were off the payroll.



### ***Service awards***

A silver pin is given to each RACER who completes one year of continuous service; a gold pin is awarded after five years of accumulated service; ten years of accumulated service is rewarded by the presentation of a gold pin with a special inset. These pins are replicas of the Republic winged emblem which is now famous the world over.

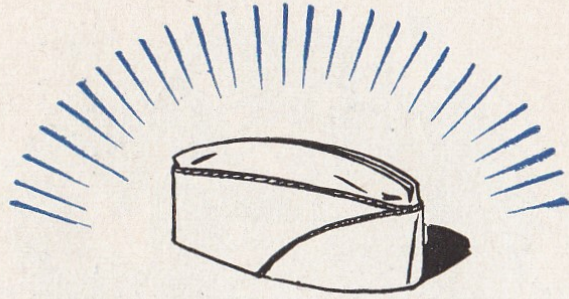
### ***Vacations***

Our vacation policy is on an annual basis and is announced before May 1st of each year. In recent years, all persons with a year's service who work on an overtime basis have received the equivalent of a week's vacation with 40 hours of base pay. Such pay

did not include shift premiums.

Others received vacation allowances in proportion to their time of service. Those who are not paid for overtime received the equivalent of two weeks paid vacations if they had a year's service. Proportionate allowances were given for lesser service.

In 1944 your Company successfully applied to the National War Labor Board for approval of a more generous vacation plan. Under this plan your vacation allowance, if you have a year's service, will be straight time for the number of hours you regularly work each week. If you have less than a year of service with Republic, your allowance will be in proportion to your service. When production schedules permit, it is hoped that you can take your vacation days in time off.



### ***Army bound?***

Are you about to be inducted? Then, it will be worth your while to get in touch with Republic Aviation's Selective Service Office. This office operates to assure the fullest consideration of the respective needs of Republic production and the Armed Forces. Both require the best and fullest use of man and woman power.

So, if you have personal problems connected with the Armed Forces, or if you wish to discuss your individual status under Selective Service Regulations, you will be welcome at the Selective Service Office. They may be able to help you. And remember this: *it is the sincere belief of the Management of Republic Aviation that properly qualified persons who are trained in our operations are helping most to win the war by giving their full efforts to producing Republic fighting aircraft.*

Men and women who leave for the Armed Forces (including Merchant Marine) receive their accumulated vacation bonus and are eligible for the adjusted compensation bonus paid during the year.

### ***Military vacation bonus***

Men or women who enter the Armed Forces of the United States at any time will be paid their accumulated vacation bonus to date, as calculated by the regular vacation plan.

### ***Where do you live?***

It is very much to your advantage to have your correct address on file with the Personnel Relations Office. If your pay is to be mailed to you—if you are ill—if anything happens to you while at work—if, after your employment ends, the Company wishes to get in touch with you, then a wrong address may cause you difficulty or inconvenience. So, for your own protection, *always* notify the Personnel Relations Office, when you change your home address or when there is a change in your marital or dependency status.

# Conditions of Employment



## ***Equal pay for equal work***

Republic Aviation has had a job classification program since 1941. This method grades the relative importance of all jobs and insures equal pay for equal work. Each job is analyzed according to the following factors:

*Education*

*Experience*

*Initiative and ingenuity*

*Physical demand*

*Mental or visual demand*

*Responsibility for equipment or process*

*Responsibility for material or product*

*Responsibility for safety of others*

*Responsibility for work of others*

*Working conditions*

*Unavoidable hazards*

Where *your* job falls in the plan depends upon how many of these factors are required in your work and the degree in which they are required. Each factor is worth so many points, and the total of these points is

the value of your job. This work is handled by trained job analysts, who consult frequently with the men who handle each type of work.

In accordance with wartime wage stabilization, you are entitled to merit increases within the ranges established for each job. This is possible because our job classifications have been approved by Federal authorities and because they were in effect before the wage stabilization order.

## ***Pay days and overtime***

If you are eligible for overtime pay, you will be paid in cash on a weekly basis. Factory employees are paid on Thursdays, office employees every Friday. The factory pay week begins on Saturday, the office pay week on Sunday.

If you are paid in cash, you will hand the paymaster a signed pay receipt, which is attached to your time card.

Republic Aviation pays time and one-half for all work done in excess of 40 hours in one week or eight hours in one day, unless you are on the non-overtime payroll. Double time is paid for work done on the seventh consecutive day worked in a pay week. In case of a shortage in your pay, notify your timekeeper who will investigate and see that any error is corrected.

### ***Pay advances***

If you have serious money trouble, the Republic Welfare Fund, Inc., may be able to help you. If you have pressing financial obligations you should make satisfactory arrangements with creditors so that the Company will not become involved in problems which are not rightly its affair. The Company has no desire to interfere in the private affairs of employees.

### ***Absences***

During the war, serious attention has been given to the problem of absenteeism in war plants. Absenteeism is defined as any absence from regular work. Here, every effort is made to discourage absences caused by trivial or unnecessary reasons, since an absent employee delays the war effort by the loss of his (or her) day's production.

Republic Aviation, however, recognizes that there are reasons why absences are sometimes unavoidable. If you are not well you should not work, for you cannot do your best work and your illness may be aggravated by exposure or fatigue. So, if you are ill, the best place for you is home.

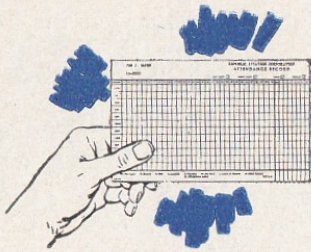
Occasionally, important personal problems will cause you to miss work, such as illness in the family, moving your home, funerals, etc. When you must be absent for reasons like these you may be sure of friendly consideration if you take the problem up with your superior in advance.

### ***Report your absence promptly***

You are expected to report every absence to the Personnel Relations Office or your Supervisor, as early on the day of your absence as possible. This gives us a chance to make arrangements to have your work taken care of while you are away.

If you are ill, ask someone to report for you. Reports of absence may be made by letter, by personal contact or by telephone. When telephoning, ask for the "Absentee Clerk."

An attendance record card is kept for you in the Personnel Relations Office. If you are absent and do not report your absence, this is marked on your record. A reported absence



and the reason for it will also be indicated. A number of unreported absences on your card is regarded as evidence of a poor attendance attitude and an unwillingness to cooperate on our mutual job.

If you have a perfect attendance record for six months, from January to June or from July through December, this will be credited to you on your personnel record.

### ***Sick leave***

Republic Aviation's Sick Leave Program is for your benefit—if you are ill and thus stand to lose pay, Republic will guarantee you compensation for a reasonable number of lost days each year. As with most of Republic's employee benefits, this policy is on the honor system and you collect only if you have the hard luck to be sick.

If you are paid for overtime, you are entitled to five days of sick leave a year, a day being considered eight hours pay at your regular rate, including your shift premium, if any. However, sick leave hours are counted

toward overtime pay and thus can mean time-and-one-half for you for the same number of hours.

If you have not worked for Republic Aviation for a year, you may receive sick leave in proportion to your service. The schedule in such case is:

<b>Length of Service in Months</b>	<b>Sick Leave Allowance</b>
<i>Less than 2 months</i> . . . . .	<i>None</i>
<i>2 months &amp; under 4 months</i> . . . . .	<i>1 day</i>
<i>4 months &amp; under 7 months</i> . . . . .	<i>2 days</i>
<i>7 months &amp; under 10 months</i> . . . . .	<i>3 days</i>
<i>10 months &amp; under 12 months</i> . . . . .	<i>4 days</i>

If you do not receive pay for your overtime work, you may receive sick leave pay for absence up to two weeks at one time. It is a part of Republic's regulations that absences and their cause must be reported. Therefore, in order to receive sick leave pay, you must report your illness during the first day for which you expect to receive sick pay. If you fail to report, you will not be paid.

### ***Leave of absence***

Leave of absence will be granted, subject to reinstatement if work is available, on approval of your Supervisor and the Industrial Relations Department. Not all leave-of-absence requests can be granted. Refer all such questions as far in advance as possible to your Supervisor or the Personnel Relations Division.

Women who are pregnant may work as long as their doctors or Republic's staff physicians will permit, usually from four to six months. They may request leave of absence subject to reinstatement 12 weeks after the baby is born.

### ***Jury duty***

If you are called for jury duty, the chances are you can be excused from serving because of the importance of your war work. Get in touch with the Personnel Service Office to arrange to be excused.

### ***Termination of employment***

A Serious Matter—to be avoided, if possible.

To end your employment with Republic Aviation is a very serious matter, both for you and us, whether you leave voluntarily or

are released by the Company. In either case, you have the right to an "exit interview" with the Personnel Relations Office. A sincere effort will be made to get at the full facts of the case in order to insure that both you and your employer get a square deal.



### ***The Government says—"hold that job"***

The Government has stabilized employment to discourage casual shifting from one job to another, since job shifting is a serious handicap to war production. Under this policy, it may be necessary for your employer to deny you a release to take another job. If you wish to resign, however, this question will be carefully and fairly considered during the exit interview.

On the other hand, you may be discharged for cause. If so, you have the right to a considerate and unprejudiced hearing—at which time you will have every opportunity to tell your side of the story.

If your employment is ended, you are handed an exit instruction slip which gives full directions for checking out tools, passes, etc., and for obtaining an exit interview and your final pay.

In case you resign, advance notice is necessary if you wish to receive your final pay on the day you leave.

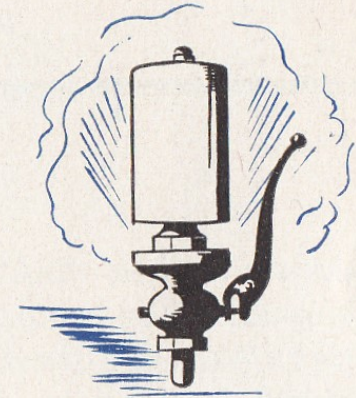
The law makes it a criminal action for an employee to withhold identification passes, etc., when leaving a war production plant job.

### ***Punching in and out***

Time clocks are provided for the purpose of keeping necessary payroll records. This is done by recording the attendance of each employee on a time card, which must be punched by the clock when reporting for work and on leaving the plant. It is a serious breach of regulations to punch anyone's card but your own. You need not punch in and out at noon unless otherwise requested. Please leave the plant as soon as you have punched out at the end of your shift.

### ***What the whistles mean***

Whistles signal all shift starting times, the beginning and end of rest periods, the beginning and end of lunch periods and the closing time of each shift. Train yourself to listen for the whistles, whether starting to work or going to a rest period. You will not only save your own but the Company's time. Such signals are given as a long blast, lasting about ten seconds. Three minutes before the opening and closing of a shift and before the end of a lunch period, a warning whistle is blown. This signal is a short blast lasting about three seconds. Promptness is a necessary part of good production practices. You are requested to be thoroughly familiar with the hours of work assigned to your shop or office and to be on the job at work at all assigned hours. The period between a warning whistle and the end of a shift is regarded as a "clean up" period during which you should put your work place in order.



# Our good neighbor policy

As a member of this Long Island community, Republic has certain community responsibilities. We take them seriously. We do everything we can to consider at all times the interests of our neighbor village and industries.



In turn, these neighbors of ours do the same for us. They are most cooperative and helpful. They are deeply conscious and proud of the wartime contributions of their home industries. Through this interest in our welfare, they have helped with such matters as adequate housing, suitable shopping and transportation arrangements. In addition, fine recreation facilities are made available to all Republic employees.

If you have any problems or suggestions connected with these community services, please see the Personnel Service Office about them.

# Transportation and traffic

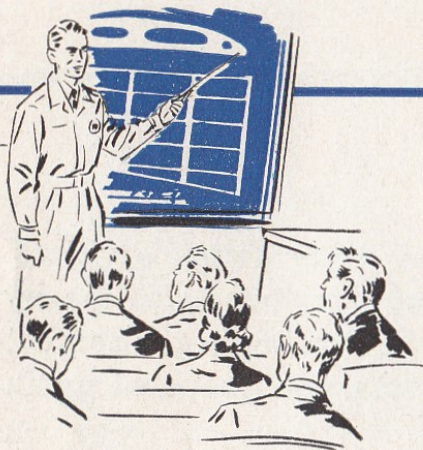
Because of gasoline shortages, RACERS are expected to do everything they can to help—by car-pooling, common sense protection of their cars and the use of trains or buses whenever possible. All transportation problems should be taken up with the Transportation Section of the Personnel Service Office.

With thousands of cars in and out of our parking lots daily, we have quite a traffic problem. You can get in and out faster if you obey traffic directions

and always respect the other fellow's rights. You will save time and precious gasoline by obeying police directions, driving in the correct aisles of the parking lots and cooperating in every way possible.



# Advancement through Training



Republic wants you to make more money by advancing yourself.

We have grown into the efficient organization we are today only because Supervisors have been developed—people who could take over greater responsibilities in leading and directing their fellow employees. There are always opportunities for promotion in a progressive organization.

To help you learn and qualify for such advancement, our Training Division offers many courses—for Group Foremen, Foremen, Supervisors and for the highest levels of operating supervision. The most advanced is the course in “Republic Principles and Methods

of Supervision,” which has been offered to those who hold management positions.

To qualify for supervisory training courses you must be recommended by your Supervisor. His selection is likely to be based upon your experience, ability, knowledge of your job, your leadership qualities and the regard and respect which you command in your present position.

Other courses on blueprint reading, welding, inspection and other specialties are also given. Thousands of RACERS have taken the Job Instructor Training Course. You may apply for these latter courses by getting in touch with the Training Division; they will be glad to answer your questions on training or advancement.

# The Personnel Office serves in your behalf

## PERSONNEL RELATIONS DIVISION

Your personal welfare, your recreation and your advancement on the job are the direct concern of the Personnel Office of Republic Aviation's Industrial Relations Department.

This service is divided into two branches. One takes care of the daily, business side of your job—personnel records, counselling on transfers, exit interviews, shop difficulties and grievances, and the activities of the Republic Victory Councils. All this is handled by the *Personnel Relations Division*.

## PERSONNEL SERVICE DIVISION

Other important activities designed to aid you are carried on by the *Personnel Service Division*. Its counsellors take care of the various programs established for your welfare, convenience and recreation . . . the group insurance plan, sports, social events, War



Bond sales, housing, transportation, rationing, and Republic Welfare Fund. The Selective Service Section operates from this office.

Republic's personnel counsellors are always ready to advise you, if you desire, on any personal problems, whether or not these have to do with your job. They can be counted on to offer any possible assistance in times of emergency or difficulty. Do not hesitate to ask them for advice or help.



# Your Ideas May Be Worth Money

## ***Republic's Suggestion Plan***

More than three hundred RACERS submit entries to the Republic Suggestion Award Division each month. Prizes in War Bonds or cash are given for ideas that are used to increase production or to build greater morale.

To submit an idea, get an entry blank from the nearest "Suggestion Box." Fill this blank out. Carefully explain the idea and its value to production or morale. Drop it in the Suggestion Box. Your idea will be thoroughly investigated and considered if it is found to have merit.

Don't bother to make up an actual device or tool. This will be done by the Tool Department if it is needed. Your drawing or description is enough to tell whether or not your suggestion can be used.

Winners of Suggestion Award Prizes become eligible for election to the Republic Victory Council.

## ***Republic's Patent Compensation Plan***

If you have any suggestions on how to improve aircraft design or construction, by all

means tell us about them. It will pay you to do so.

For example, if a patent is granted on an idea submitted by you, the Company will pay you a cash sum immediately. In addition, you'll receive ten percent of any proceeds received by the Company as royalties for sale of the patent.

One word of advice with respect to patents. Don't spend your own money for patenting or perfecting ideas that have to do with aircraft. Under the employment agreement, which is used throughout American industry, it is the responsibility of the Company to shoulder these expenses. Furthermore, under the law and by the terms of the employment agreement, all inventions by employees automatically become Company property.

This requirement is necessary to protect the Company and to safeguard the war effort. An employee naturally learns many things in the course of his work here that belong to the Company. Therefore, any inventions developed as a result of this knowledge must also, in fairness, belong to the Company if our products are to retain their supremacy in the aircraft field.

# Republic Aviation News

## REPUBLIC AVIATION NEWS

Farmingdale, Long Island, N. Y.

Friday, July 16, 1943

Vol. IX, No. 11

### RACERS Will Be Honored Tomorrow At Presentation of Army-Navy "E"

In recognition of the high production achievements of Republic Aviation Corporation and all its personnel, the Army-Navy "E" Award will be presented at 3:15 p. m. tomorrow from the main assembly plant. To honor Major General Ralph Royce, commanding general of the First Air Force and hero of the 20th Army Air Corps, and his team, Major General Royce will present the award to the Republic team. Major General Royce and his team accomplished the feat of producing 100 Thunderbolts in 100 days.

## REPUBLIC AVIATION NEWS

Farmingdale, Long Island, N. Y.

Friday, April 3, 1942

Vol. V, No. 8

### Thousands of "Lucky 7" Sponsors Cheer Acceptance of Gift Plane

Proudly and enthusiastically, the men and women of the Republic Aviation Corporation today accepted a gift plane from the thousands of "Lucky 7" sponsors. The plane, a Republic Thunderbolt, was presented to the United States Army Air Forces through the auspices of the "Lucky 7" Sponsors.

## REPUBLIC AVIATION NEWS

Farmingdale, Long Island, N. Y.

Friday, March 5, 1943

Vol. VIII, No. 4

### Shop 75 Banner Winner

### Senators Praise Production Laud Spirit RACERS

Senator Wagner tops whole plant attendance for last week. Aims to keep flag flying. Chalking up attendance of 98.8 per cent for the week ending last Friday, workers of Shop 75 earned the "Best Attendance Banner" and will attempt to keep it in possession for the other Republic shops.

The "Farmingdale Way" of building fighting airplanes was praised by United States Senators who last week visited the local plants of Republic Aviation Corporation and who declared, after they might well learn lessons from the production accomplishments of the workers.

Photo: The Attendance Banner is Ours. We'll keep it.

## REPUBLIC AVIATION NEWS

Farmingdale, Long Island, N. Y.

Friday, August 6, 1944

Vol. X, No. 1

### RACERS Exceed July Largest Yet

Sends Congratulatory  
Top All Records  
Republic's  
Production

## REPUBLIC AVIATION NEWS

Farmingdale, Long Island, N. Y.

Friday, Aug. 20, 1943

Vol. X, No. 3

### Thunderbolts Down 17 Nazi Promote 5 New

Kaltenborn Visitor Here

## REPUBLIC AVIATION NEWS

These words—"Published weekly by and for all employees of Republic Aviation Corporation"—which appear at the head of the editorial column, tell the story of Republic's newsy newspaper, Republic Aviation News. What's "cooking"? Every Friday RACERS catch up with events of interest, from the latest exploits of Thunderbolts to personal items.

## Good Eats



All of us have different tastes in food and different ideas about what a good meal should be. To operate a cafeteria to please everyone today, with food rationing, shortages of equipment and materials, and the scarcity of trained restaurant employees is no easy task.

In order to give you the highest quality of good, nourishing food at the lowest possible

prices, Republic Aviation retains an experienced restaurant operator.

No effort has been or will be spared to improve constantly the quality of meals and to provide appetizing dishes of wide variety. You'll find "good eats" served in pleasing surroundings in the cafeteria in the Administration Building. The menus are always inviting.

Lunch carts in the factory serve hot dishes, coffee, tea, sandwiches, fruits and desserts. Vending machines in the factory dispense milk, soft drinks, package cakes and candy, so you can get a snack at any time of the day. Returns from these vending machines are used to support the Republic Welfare Fund, Inc. (See Page 16).





## “What are you doing after hours?”



Chances are when you finish work you like to play. If you don't you ought to try it. You will find that it's fun playing with the people you work with. The facilities are here. All you have to do is use them.

A well-rounded athletic and social program has existed at the plant for many years. Under wartime conditions it has been difficult to carry on some of these activities. But in general, the recreational program con-





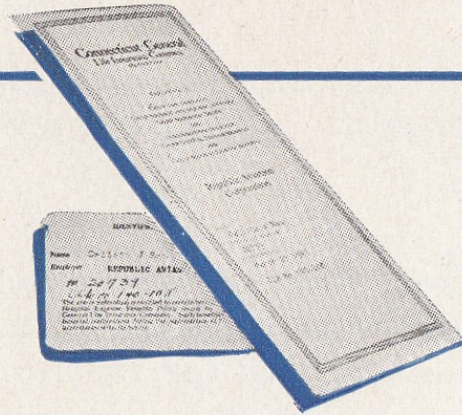


tinues to expand because of the enthusiastic participation of more and more RACERS.

This program is directed by the Activities Supervisor and his staff, working as a part of the Personnel Service Office. New recreational ideas are gladly welcomed.

Because of constant changes, it is impossible to list here all the recreational opportunities open to you. A weekly calendar, "*What's Cooking*," will tell you "what's what" in the fun department. It's posted on all bulletin boards.

Shop, Plant or Department dances are held frequently. Parties, shows, dinners and outings are scheduled on the Plant Social Calendar. If you wish to plan an affair, you can get help and expert advice from the Activities Supervisor or one of his staff.



## Insurance Opportunities

Republic Aviation's employees have their own Group Insurance and Hospitalization Plan, in which more than 90% of all RACERS participate. During the past two years it paid out \$251,970 to beneficiaries. Membership is entirely voluntary.

The Plan affords unusually broad protection against many of life's dangers—death, dismemberment, accidental injury, loss of income through illness or other disability, hospital and surgical expenses. It also offers hospitalization protection for all members of your immediate family. Read your policy or consult the Personnel Service Division for the terms of the policy and other information.

If you decide to participate, your premiums are deducted from your pay. The amount you

may carry depends on your regular base earnings. The average premium is about one-half hour's pay per week.

The Company pays about one-quarter of your premiums; you pay the rest. The Connecticut General Life Insurance Company, underwriters of the Plan, pays substantial dividends to those who belong to it. For the past few years these have averaged nearly ten weeks of free insurance each year for each Plan member.

In addition, Republic carries full employees' compensation insurance. This policy protects you against the cost of medical expenses, loss of time, etc., resulting from accidents in the Plant. This policy does not cost you anything.

## Avoid risks . . . follow these commonsense suggestions

**Don't Take Chances.** One of the smartest things you can do is walk, not run, at all times. It's also a good idea to stay on the walks around the plant and in the shop. Don't take short cuts or go through dangerous places to save time.

**Jokes Can Hurt.** Some people just can't take practical jokes. Furthermore, some of the most innocent pranks have caused serious injuries. So, please, no funny business.

**Watch Those Wheels.** A machine would just as soon chew your arm off as not. So don't give it a chance to grab you. Avoid wearing loose, floppy clothes, big rings or watch chains. Take every precaution. You'll stay healthy a lot longer.

**Good Housekeeping.** You'll feel a lot better about your work and be a lot safer, too, if you keep your work place clean. Rubbish and

oil slicks invite fires. Tools or materials left in walks or passageways cause nasty falls. Use the receptacles provided for rubbish.

**Report Unsafe Conditions.** Be sure to tell your foreman when you see any unsafe or unsatisfactory conditions about the plant. We try to avoid accidents by removing the causes. You can help.

**Your Eyes are Priceless.** We can't emphasize this too strongly—wear your goggles. We'd rather have you smash your goggles than your eyes. Also, be sure to wear safety gloves, safety shoes, respirators, masks, protective clothing when they are necessary. The one time you forget is likely to be the time you'll regret.

**Guard Yourself.** Before starting a machine, see that its safety guards are in place. And never, *never* remove a guard or tamper with

it in any way. We don't want to have to notify "the next of kin."

**Careful of that Tool.** It just doesn't pay to use a defective tool or one that isn't suited for the task. You may not only injure a machine . . . you might hurt *you*.

**When Oiling.** Oiling a machine that is running is a good way to tie yourself into knots. Play safe. Lubricate, adjust or repair only when your machine is motionless. And don't change machine parts unless the power is shut off.

**Overloading is Dangerous.** Better not give your machine more load than it can handle. It might hit back at you.

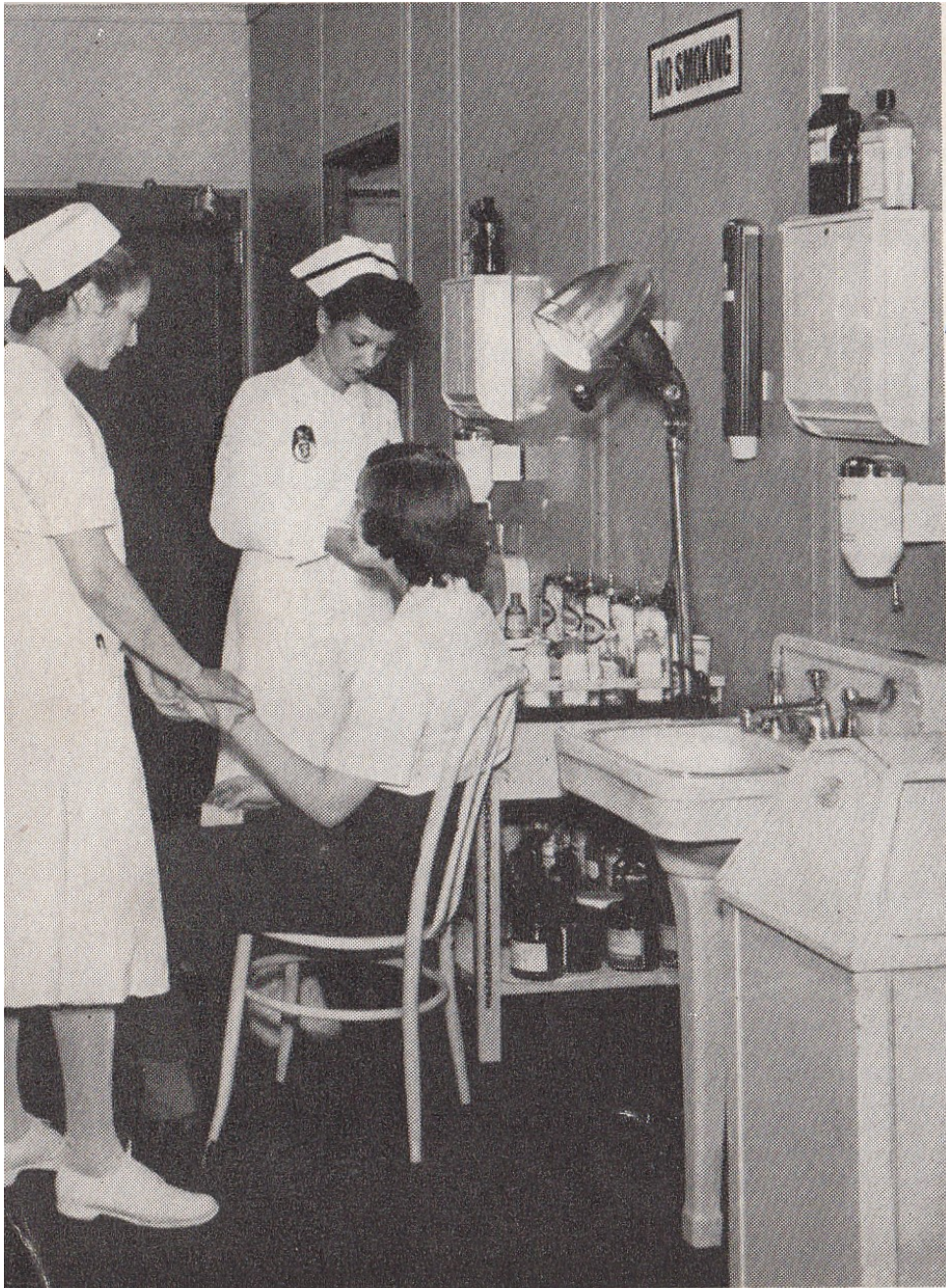
**Walk—Don't Ride.** We know from experience around here that it's bad luck to hop rides on trucks or scooters in the plant. Don't do it. We'd rather have you take a little longer and arrive all in one piece.

**If You Lift—Lift Right.** You can rupture yourself if you don't lift right. So, when lifting heavy objects, bend your knees, keep your back straight and lift with your legs. And if you want to pull something—don't. Push it instead. It's safer.

**Strange Machinery.** Operating a machine you don't know anything about is a good way to get a quick trip to the hospital. Be sure, before you start, that you understand your machine and know how to operate it safely. The safe way is the only right way. When in doubt—ask first.



**You can Always—ASK!** Never hesitate to ask if you don't know. When in doubt, ask your Foreman. That's what he's there for.



# For your Protection

## *Your health*

Our hospital, open 24 hours a day, is staffed with four or more full time physicians and more than twenty nurses. It is one of the finest industrial dispensaries in the country, being fully equipped for nearly any emergency.

## *Prompt treatment pays*

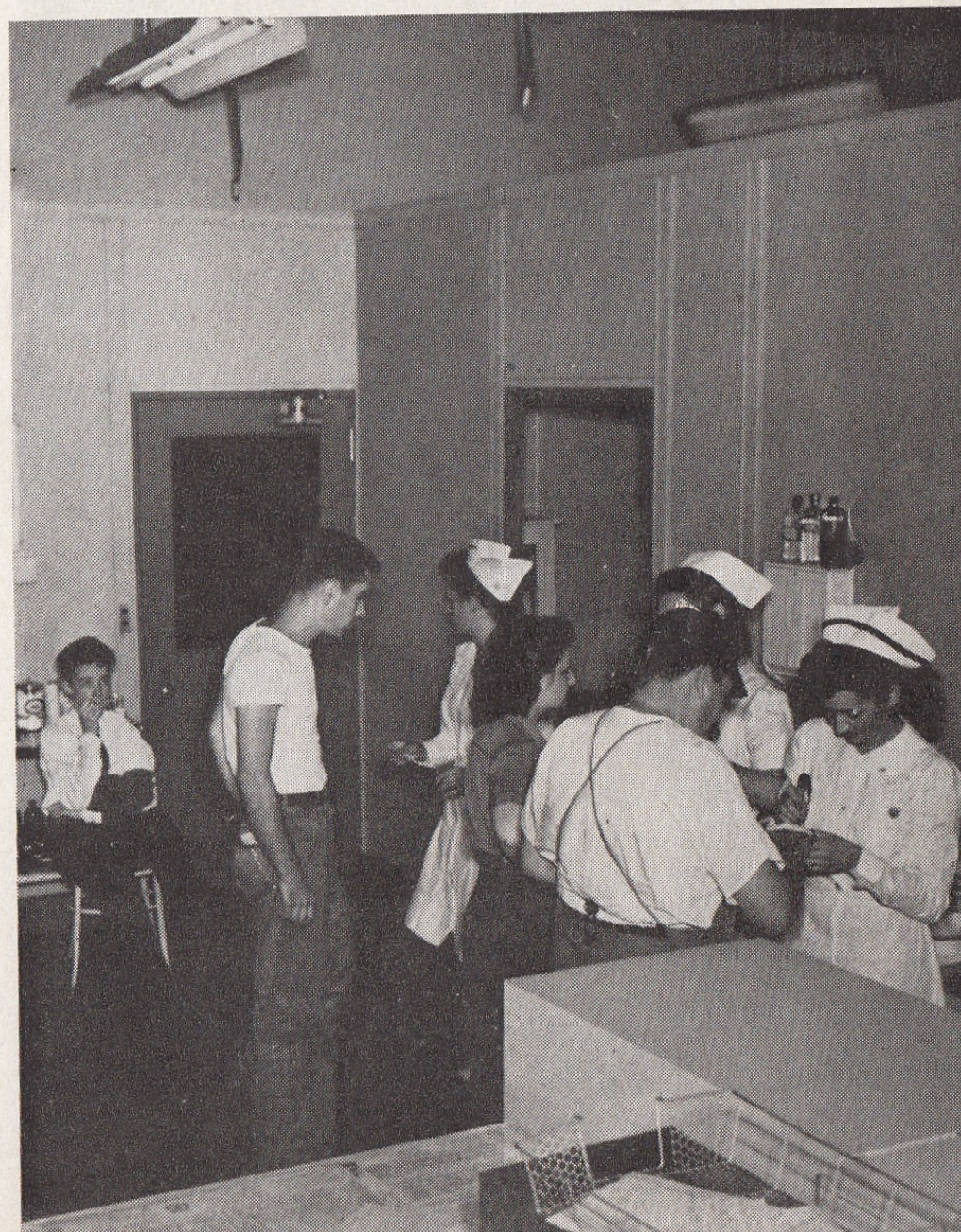
When an injury does occur, *it is absolutely essential that it be treated at once.* For we have learned that injuries, even rather serious ones, which receive prompt treatment, result in much less pain and lost time than if treatment is delayed. Serious and painful conditions result when accidents are not reported and then are treated too late, after infection has set in. Even slight cuts or other

minor hurts can become serious if they are not immediately looked after. Therefore, for your own sake and the sake of your share in the war effort, go to the hospital immediately whenever you are injured, even slightly. You will probably have to make only one trip. But if you delay, you may have to make many trips.

“Amateur” treatment through the use of personal first aid kits is not permitted in the plant. Don’t try to treat small injuries yourself. This may lead to painful infection and serious trouble. Our doctors and nurses can handle your injuries much better than you can do it yourself—give them a chance every time.

### *Contagious diseases*

Naturally, you would not like to work near someone who has a disease which you might catch. Therefore, contagious disease cases are promptly removed from the plant. Persons who have had a contagious disease must report to the Medical Division before they may return to work.





## Women at Republic

Women employees at Republic receive the same scale of pay as men on the same jobs. Republic's policy of *equal pay for equal work* applies to all. Because you may have had no mechanical experience is no indication that you lack mechanical ability. So you are given full opportunity and full responsibility as a Republic employee.

This doesn't mean that five-foot-two, one-hundred pound girls will be called upon for work that requires a six-foot, two hundred pound man! It means that they'll be given the job that is best suited to their skill and strength.

## ***Advancement***

There is no question about advancement. The fact that you are a woman is no barrier to a better job and more pay as you acquire skill and knowledge.

You may think at times that your progress is slow. Don't fret about it. Remember that you may have a background of thimbles, needles, and scissors, while the average man has a background of saws, hammers and broken-down cars and alarm clocks. You have to catch up with him before you are really skillful on mechanical work. This catching-up isn't done in a few weeks. So be patient.

## ***Getting set on the job***

Is this your first job in a war industry? If it is, you may have trouble getting used to the change it will make in your life.

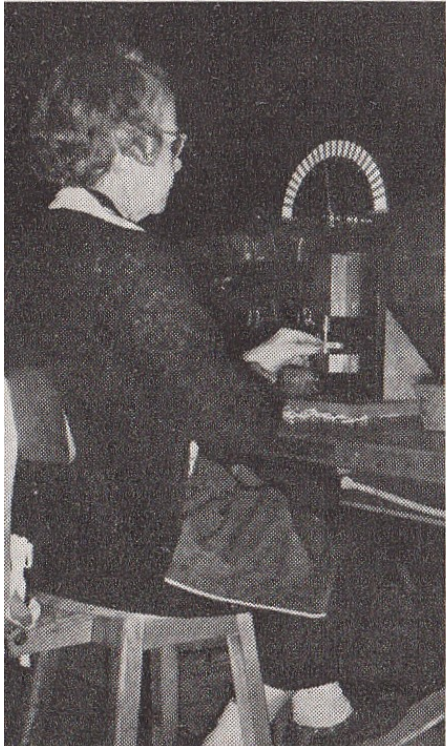
Men have always known that if they got up in the morning and ate a breakfast someone else prepared, went out and did a day's work, came home and read the evening paper and ate a dinner served to them by someone

else, they had about all they could do and keep fit.

And they were right. But many women haven't yet learned that. For instance, you might think you can take care of your home, do the shopping, get your hair set occasionally, take care of the family social responsibilities, perhaps do the sewing, washing and ironing —then go out and get a job on the side. You just *might* be able to manage it *if* it were an ordinary job that keeps you away from home eight hours a day and *if* it didn't take much exertion.

But here you have an entirely different proposition. You have a job in a man's industry, on a wartime schedule that may keep you away eleven to twelve hours a day.

If you expect to meet the demands of this job and still keep up your home duties and personal affairs, you are expecting too much of yourself. If your family has not yet learned to share the home work, they must learn now. If you have never sent out your laundry or hired someone to do the cleaning, you must do so now. For these are the natural expenses that go with a war job.

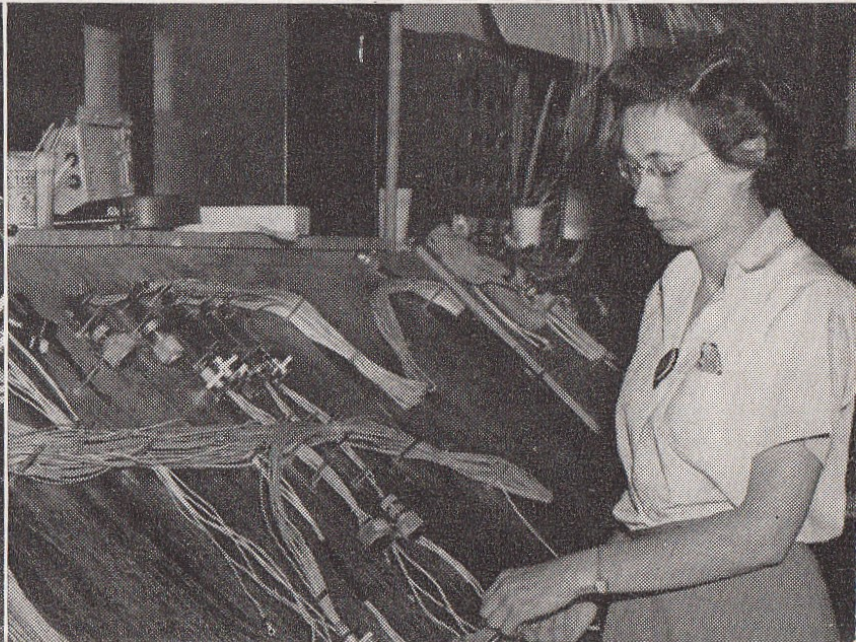
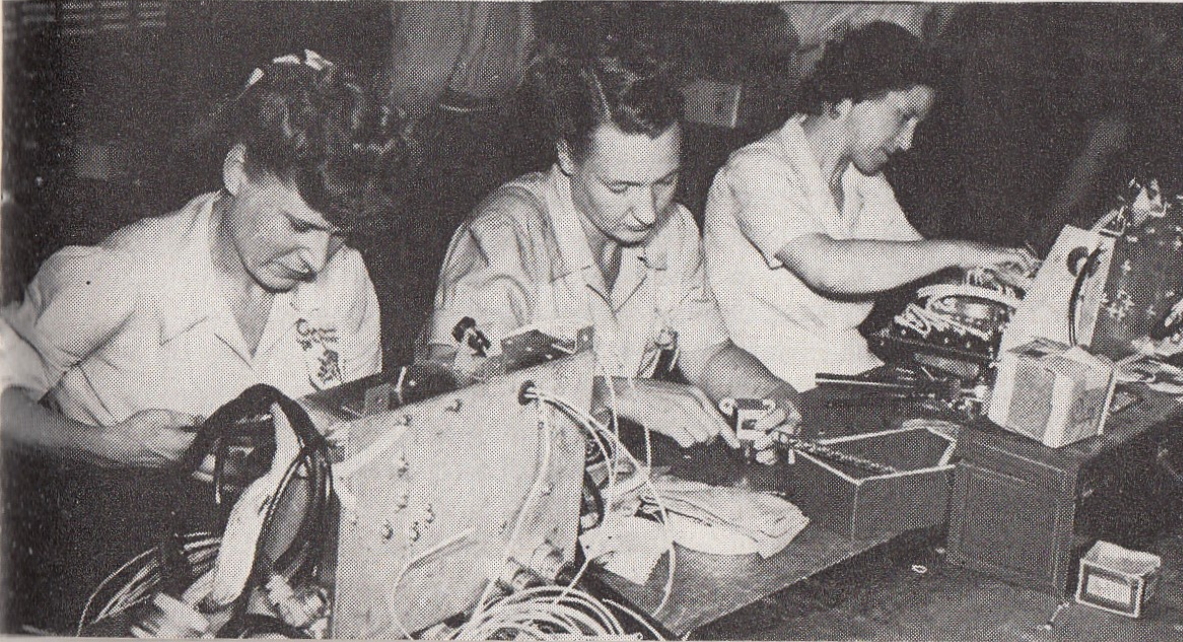
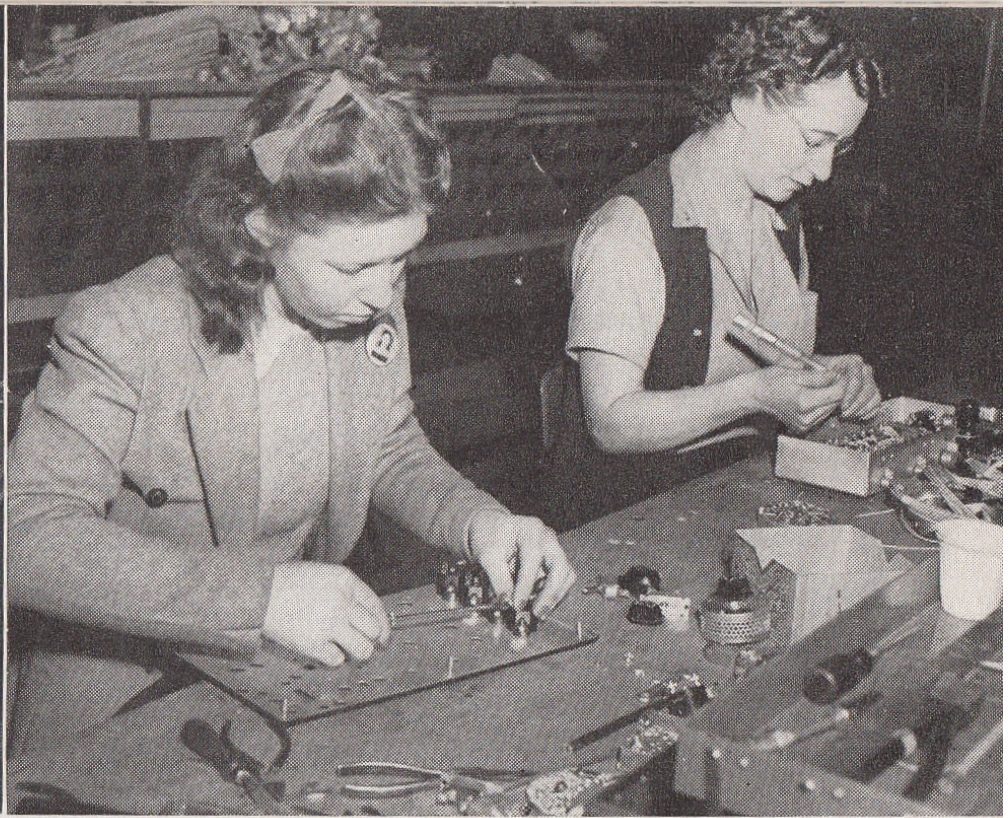


If you are single and have frequent dates, you may have to cut down to one or two dates a week. And if you think *that's* tough, just remember how much the boys who man the planes and ships and guns would give for just one or two dates a week!

Then there are sleep and food. You are going to need more sleep and more good, wholesome food than you have needed for a long time. You probably came here with soft muscles and tender hands. You are going to need plenty of vitamins, minerals and calories while you are getting into condition for your work. Be a regular patron of the milk machines you see scattered through the plant. Try to get to the cafeteria for a hot lunch. Drink plenty of milk. Or bring with you or buy from the lunch carts a well-balanced meal every day. You'll find it pays big dividends in better health and better work.

### *What to wear*

If you want to be "well-dressed" at Republic here's what you'll wear: sturdy, practical work clothes that can take a beating and



still look neat and attractive. You know the regulations—

Slacks and blouse

Sturdy shoes

Hair covering at moving machinery

Good, strong cottons, vat-dyed and pre-shrunk, are recommended.

Blouses should be as roomy and practical as a man's shirt, permitting free action of the arms and shoulders.

Hair coverings—turbans, bandanas, caps—anything that keeps your hair out of moving machines. You don't want to lose your hair and a piece of your scalp with it.

Shoes—no open toes, no open heels, no high heels. You can now buy safety shoes with plastic or steel toe guards. Most safety shoes have "nurse's heels"—1¼ inches high. Whether you need toe guards or not, be sure you have good support for your arches and the right shape heel for safety, comfort and support. You can get an extra ration stamp for safety shoes—thus saving your regular stamp for dress-ups!

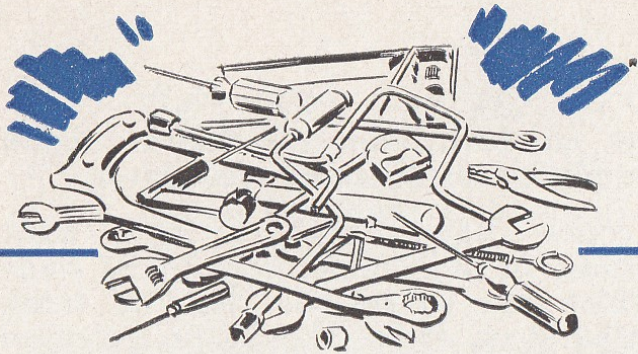
Now about jewelry. Naturally, you won't wear bracelets or necklaces. But what about that ring? It might cost you a finger or even a hand if you wear it on the job. So *don't* wear it while working. And besides, if you really think anything of it, you won't take a chance on getting it scratched and worn, as might easily happen.

### ***Rest rooms***

You have free access to rest rooms at all times. Matrons are there to assist you if you need help. They will give you hospital passes if you need them and can't go to a timekeeper. They will also refer to Personnel any personal problem you take up with them, if you wish.

The matrons aren't allowed to treat you or take care of you if you are ill. We have nurses and a hospital for just that purpose. So if you are ill enough to lie down the matron will either send you to a hospital or call a nurse.

Please play fair and do not spend unnecessary time in the rest rooms.



## Your Tools

Your value to the Company and your rate of pay depend not only on the amount of work you produce but also on the amount of material you save. If you can get more finished work from a certain lot of material your progress will be quicker and chances for promotion more frequent.

You will be able to do this only if you use the proper tools for your particular job and see that they are kept in good condition. So treat them with the respect they deserve. Tool breakage is usually the result of carelessness.

The same care should be given to machinery, which should be kept clean and properly lubricated. Ask your foreman about this and, if at any time anything doesn't seem right to you, be sure to tell him at once.

The Employment Division gives new employees a list of tools needed for a particular job. Please be careful not to lose Company tools as it will be necessary to charge you for them. If your own tools are lost or stolen

you will be out of pocket. Take care of them.

If you should leave the Company for any reason you'll need a "tool clearance" from the Tool Crib.

### *Here are a few "Don'ts":*

Don't borrow tools from fellow employees.

Don't try to repair tools or equipment. You *may* do further damage without intending to. The Company maintains a Tool Shop for the repair of all Company-owned tools. So, report all damaged tools or turn them in for repairs.

Never operate a machine unless you are assigned to it by your foreman, or in any case unless you are completely familiar with it. You may seriously injure yourself or the machine if you do.

# Rules of the Game

---

As was pointed out in the beginning of this book, whenever large numbers of people are brought together to work as a team, there must be some "rules of the game," so that everybody knows what he can and cannot do. Here at Republic, we try to keep those rules as few and simple as possible.

Here is our policy on shop and office discipline:

1. Establish reasonable rules of conduct necessary to the orderly operation of the business.
2. Assure that employees understand the rules and the need for them through frank talks by supervision.
3. Secure compliance with these rules of conduct by explanation and understanding.
4. Make use of disciplinary action only when rules of conduct are broken.
5. Apply disciplinary standards fairly and consistently on the basis of the facts in each case.

6. Show no favoritism or discrimination in applying disciplinary standards.

You, of course, have a right to know what are the rules of the game. There are some things which are so serious that we think anyone who does them should be released at once, because the doing of them shows the person is indifferent to his responsibilities as a member of the team. There are other things which you should not do, but on these, it is only fair to give an employee another chance before being released. In such cases there is a penalty for breaking the rule, based on the frequency with which the rule is broken.

It is the policy of Republic to release an employee at once where facts show any of the following:

1. Misrepresentation or withholding of facts in securing a job.
2. Wilful neglect of duty or refusal to carry out orders or instructions.
3. Wilful sleeping on duty.
4. Any conduct contrary to common decency or morality, such as:
  - a. making advances, indecent remarks or proposals to another employee,
  - b. assault with intent to injure,

- c. dishonesty, stealing, fighting or gambling,
  - d. disorderly conduct or "horse play" which endanger employees,
  - e. use of threatening or abusive language.
5. Bringing liquor, narcotics, firearms, explosives, weapons of any kind, cameras into or on plant premises. (Does not apply to authorized use of firearms or cameras).
  6. Reporting for work under the influence of liquor or narcotics or their use while on plant premises.
  7. Wilful disregard of any safety or traffic rule, regulation, or instruction in or on plant premises.
  8. Destruction, abuse or unauthorized removal from the plant premises or disposition of any property which does not belong to the employee.
  9. Wilful refusal to comply with instructions, directions or commands issued by members of the Plant Protection Force or military forces in or on the plant premises.
  10. Violation of the Espionage Act. Wilfully hindering or limiting production; sabotage.
  11. Offering or taking a bribe or gratuity in exchange for a job, or to obtain any action or change of status with the Company.
  12. Soliciting or taking a bribe or gratuity in connection with any negotiations or transactions.
  13. Punching, signing or recording the time of another employee for the purpose of creating a false record. (Both employees shall be discharged).
  14. Unauthorized altering or changing in any way of any Company or Government record.
  15. Wilfully entering into or on plant premises without an authorized identification badge.
  16. Making of malicious or derogatory statements about the Company, its products, employees or performance.
  17. Unauthorized or false statement on any subject concerning the Company, its products, employees, policies, production or other phase of its activities.

Employees who do any of the following have an opportunity to show their willingness to observe the rules before being released.

When an employee does any of the following he or she may be cautioned or given a

Acts or Conduct	1st Time	2d Time	3d Time
1. Inefficiency or lack of application .....	Caution	Caution	Release
2. Loafing, inattention to duties .....	"	3 days	"
3. Carelessness .....	"	"	"
4. Unauthorized sale of anything in or on plant premises .....	"	"	"
5. Soliciting of any type at any time on Company premises .....	Caution	Release	
6. Posting, distribution or circulation of unauthorized notices, posters, handbills, placards, cards, etc., on or in plant premises.	Caution	Release	
7. Smoking on plant premises, except in accordance with current smoking regulations .....	3 days	6 days	Release
8. Absent more than three working days without notification to the Company .....	Caution	Release	
9. Chronic absence or tardiness .....	"	"	
10. Sleeping on duty (not wilful) .....	3 days	Release	
11. Use of profanity ....	Caution	3 days	Release
12. Disobedience (where wilful refusal to follow instructions is not involved) .....	Caution	3 days	Release

disciplinary lay-off according to the seriousness and frequency of the act or conduct:

Acts or Conduct	1st Time	2d Time	3d Time
13. Neglect of duty (not wilful) .....	Caution	3 days	Release
14. Failure to report accident or injury to Medical Division ....	Caution	6 days	"
15. Disregard or violation of instructions, orders, requests or commands of plant protection, fire or military forces on or in plant premises (not wilful) .....	3 days	6 days	Release
16. Entering plant premises without proper identification badge (not wilful) .....	Caution	3 days	
17. Failure to punch or sign time in or out ..	"	Caution	
18. Failure to report any condition of health which may endanger other employees .....	"	Release	
19. Violation of safety or traffic regulations (not wilful) .....	Caution	6 days	Release
20. Failure to use safety equipment or comply with safety rules ....	"	3 days	
21. Failure to follow special instructions of Medical or Safety Divisions .....	"	6 days	Release
22. Leaving job during working hours without permission .....	"	6 days	Release

Remember that it is Republic's policy to make use of disciplinary action *only* when rules of conduct are broken.

These rules are listed here in order that you may know exactly what they are. They are the "yardstick" for disciplinary action which Republic's supervision uses. The list above may appear long, but remember that it must cover many types of operations in a large, vital plant. These rules are plant-wide; they assure fair and consistent application, when required, regardless of what your job is or where you work in the plant.

They are based on one of Republic's fundamental policies, which says: Treat persons in like situations alike.

### ***Adjusting personal problems or grievances***

If anything in connection with your work here at Republic isn't going along to your satisfaction, you should bring it to the attention of your supervision in any of several ways. Republic has a clearly defined grievance procedure to assist you in doing this.

Here's how it operates:

Let's assume that you have a problem which you want action on. There are just four simple steps to follow:

**First**—Talk it over with your immediate superior.

**Second**—If he cannot help you find a satisfactory answer to your problem, you are free to take the matter to any level of supervision you choose. (Your immediate superior will arrange this for you, or you may do it directly.)

**Third**—You may, if you choose, take the matter up with the Industrial Relations Department through its Personnel Relations Division, where trained counselors will assist you and your supervision in adjusting the difficulty.

**Fourth**—If, after following the three steps outlined above, you have not obtained a satisfactory answer, you may appeal your case to the Industrial Relations Review Board, where it will be judged fairly and impartially on its individual merits. The Board is made up of the Director of Industrial Relations, his assistant on your shift, and the highest ranking member of management responsible for the part of the plant in which you work.



## To protect you and your plant

Naturally, we have certain rules for the protection of all of us and of the plant itself. Some of these are simple, common sense regulations that are standard practice almost anywhere. Others have been added because we are at war and because it is vitally important to deny our secrets to the enemy.

### ***Smoking***

Smoking is permitted only during lunch or rest periods and then only in certain designated areas. Otherwise, no smoking, please.

### ***Plant guards***

We have provided a corps of uniformed guards to protect the plant and you from intruders, sabotage and accidents. They are

highly trained and know their jobs. You are expected to obey them. But if you believe at any time that one of them is taking unfair advantage of his authority, or is discourteous, you should notify the Personnel Relations Manager.

### ***Visitors***

Because of the secret nature of our work here at Republic and the strictness of government regulations, it is impossible for us to allow employees to bring relatives or friends into the Plant. We regret this, but are sure you will understand why this rule is necessary.

### ***Employee and Company property***

Deliberate destruction, defacing, or theft of property belonging to other employees or to



the Company will be prosecuted to the fullest extent of the law.

### ***Regular hours***

Punching in and out at odd hours causes confusion and nearly always holds up production. So we'll have to ask you not to leave early or come in late unless special authorization is granted, as in case of an emergency.

### ***Package inspection***

The plant guard may ask to see the inside of your lunch box or to inspect any bundle or article you may be carrying. Don't resent this action. He is acting under orders given for your protection and that of your fellow employees. A pass is required to take articles out of the plant.

### ***The flying field is out of bounds***

Our hangars and flying field are not safe places for you to be. Furthermore they hold secrets our enemies would like to know. So, for the duration the hangars and flying field must be closed to all who do not have express permission to go there.





## Miscellaneous Regulations

### ***Report mistakes promptly***

To “cover up” a mistake or poor workmanship may endanger the life of a pilot. There is no difference between such conduct and deliberate sabotage. Report any mistakes you make—it is a part of your duty to your country and to the men who fly Republic planes.

The Plant is a busy and congested place. Loitering for considerable periods before or after your regular shift time cannot be permitted. Please leave promptly when your work day is over.

### ***Criminal charges***

An employee charged with a crime is subject to suspension pending determination of his guilt or innocence. Dismissal will follow

conviction in any court of record. However, Republic Aviation does not bar from employment persons who have been convicted of misdeeds but who have discharged their debt to society.

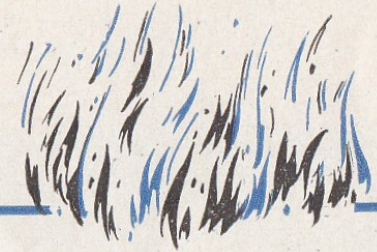
### ***Penalties for violations***

If you violate any of the regulations in this book you may be warned or disciplined. Further violations after warnings will necessarily mean disciplinary action, but for serious misconduct no warning will be given. Disciplinary action may mean suspension or dismissal.

### ***Lost and found***

Our Police Department operates a Lost and Found office at Police Headquarters. If you find (or lose) anything, tell them about it.

# Fire



You have a real personal stake in doing everything possible to prevent fires. A serious fire not only may result in injury and loss of personal property, but also might cause temporary loss of production and your earnings. Here's what you can do to help prevent fires:

Keep your own area clear of rubbish and oil.

Smoke only in places where it is permitted. When you are through smoking, be sure your cigarette, pipe or cigar is out.

Keep aisles and passageways clear of rubbish and obstructions that might interfere with fire-fighting equipment.

Leave all fire-fighting equipment undisturbed. (For example, don't hang things on a sprinkler pipe.)

Report immediately any leakage in the sprinkler system or any other defect in fire-fighting equipment.

Learn how to use fire extinguishers. If you don't know, ask your supervisor who will be glad to instruct you.

Always tell the watchman when an extinguisher has been used so that it may be recharged and restored to service.

## *What to do when a fire starts*

Report fires immediately to Police Headquarters:

## *Call extensions 287 or 532*

The Company's Fire Brigade will reach you promptly.

Use an Extinguisher on the blaze—but do this only if you know how.

Do not leave your work unless you are operating an extinguisher or until you are ordered to do so.

Keep out of the way of the Fire Brigade and assist them only if requested to do so.

## The R. S. O.



Farmingdale is the home base of many members of the U. S. Army Air Forces. Some are stationed at the Republic field and others are at school, learning to care for the Republic Thunderbolt in service. All who work at Republic Aviation have demonstrated a very warm friendship for these service men whose duty is so closely related to our own.

The most practical demonstration of this feeling is through the R. S. O.—the Republic Service Organization. The R. S. O. is supported through the voluntary, unsolicited contributions of thousands of RACERS, most of whom contribute \$1 a year to its treasury.

With these funds, the R. S. O. operates its Center in Farmingdale where, every night, a cordial welcome, hospitality and good eats are provided to the service men of this area. Republic girls volunteer to act as hostesses and keep the R. S. O. functioning. If you want to help, the Personnel Service Office will tell you whom to see in the R. S. O. organization.

# Your future—and ours



It's just plain, good common sense to look ahead and plan for the future. What, then, does the future hold for you at Republic Aviation? Let's put the cards on the table, face up.

Your management subscribes to the principle that "the future is what you make it." Republic Aviation's after-war program is now being planned. Policies for the future are already taking shape. Here's what you can count on:

First, Republic Aviation will hold to its policy, established long before our entry into the war, of maintaining a leading position as producers of military airplanes for the U. S. Government and friendly foreign governments.

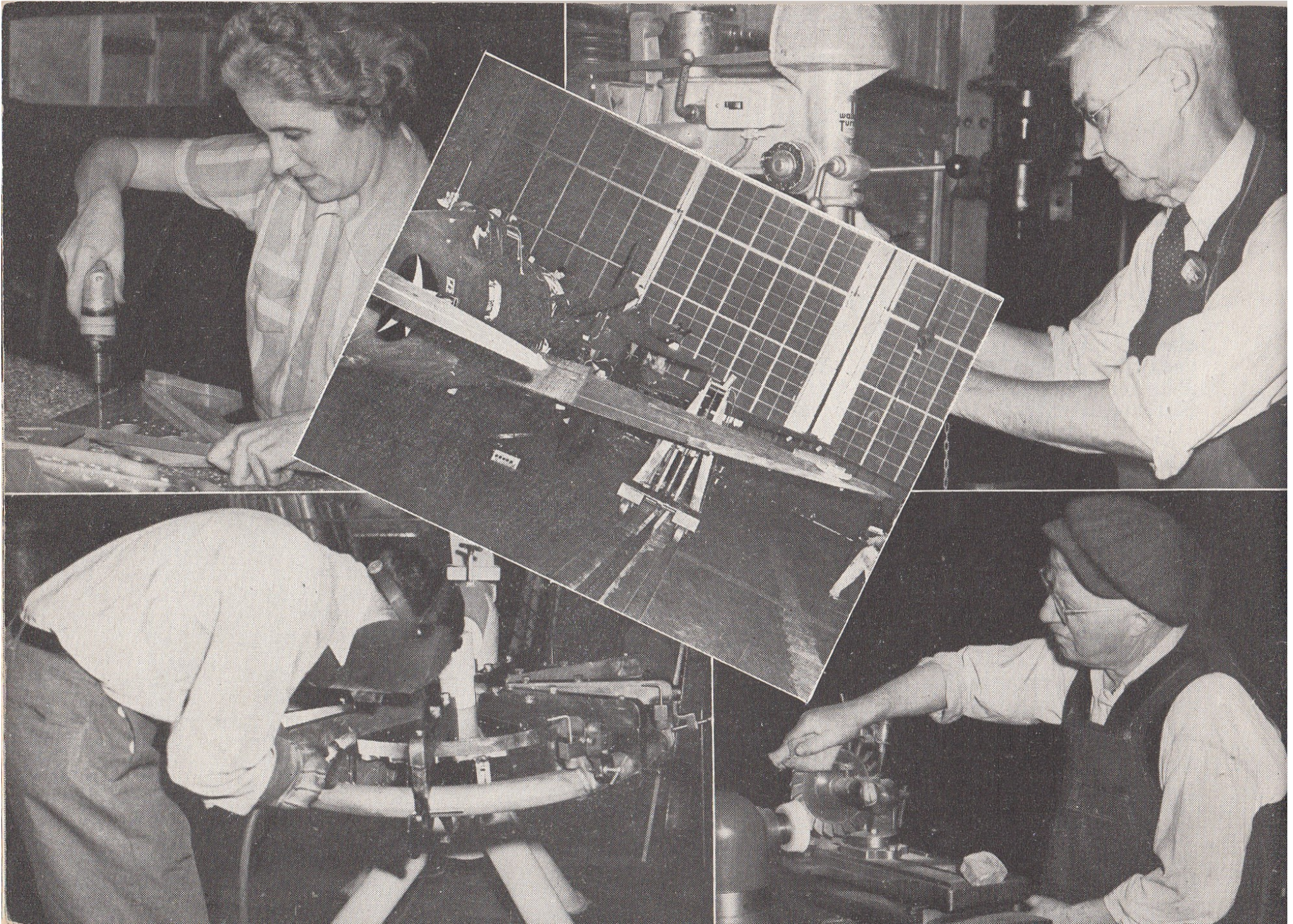
Secondly, Republic Aviation plans to enlarge the scope of its aircraft manufacturing program and to become an important factor as a supplier of the peacetime needs of aviation in ways to

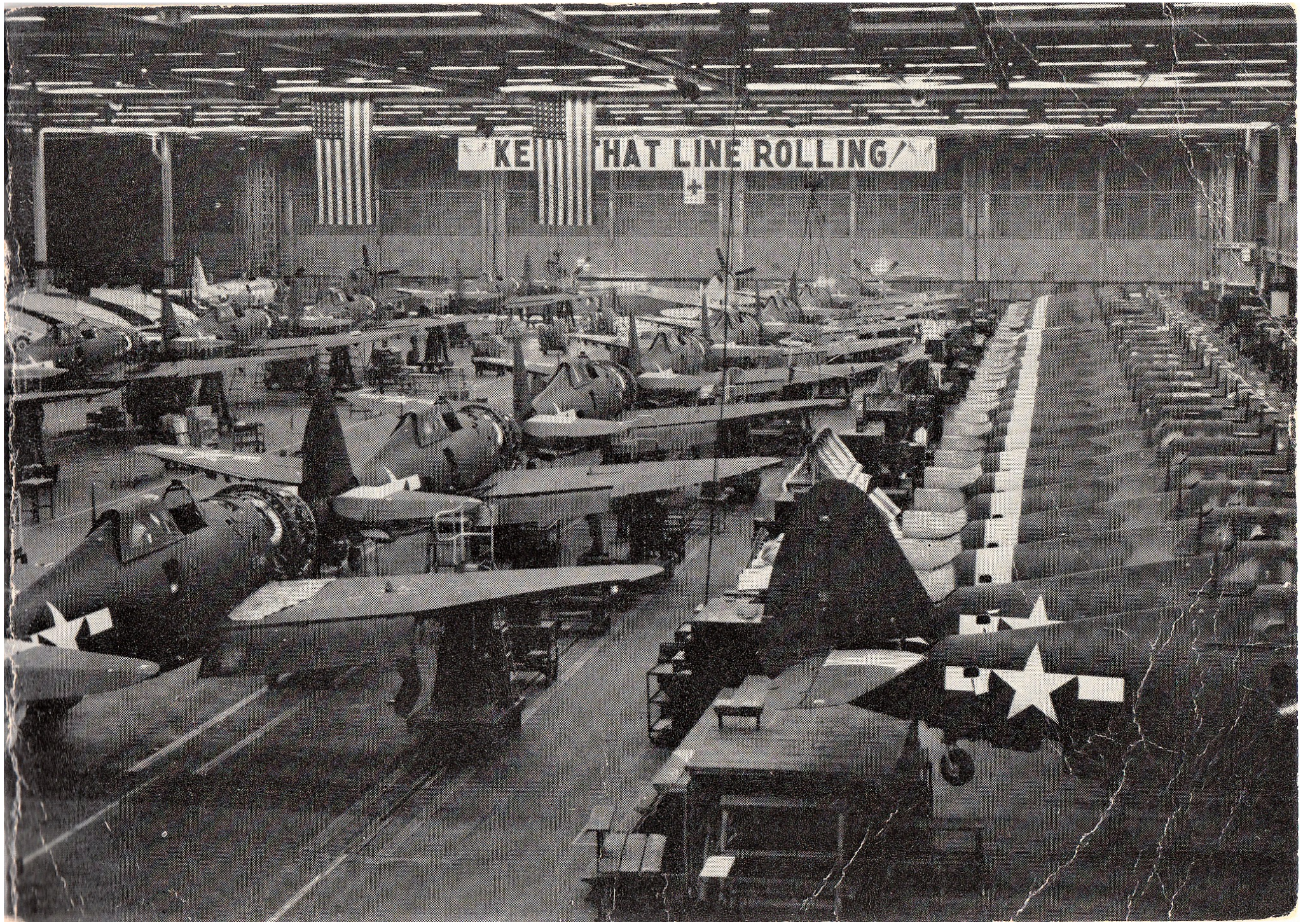
be announced at a suitable future date.

Thirdly, Republic Aviation will make every effort after "V"-Day to provide continued employment and opportunity for advancement to a substantial number of RACERS.

If you would like to know what your chances will be to continue as a peacetime member of Republic Aviation, ask yourself: "How am I doing my job now?" If you can honestly say that your record warrants your being placed well up in your division, then the chances are that your future at Republic is bright.

Your best "plan" for the future is to keep your eye on the ball—to do your part to the utmost in getting out more and more Thunderbolts to waiting pilots overseas and to continue learning all you can about building airplanes. Republic will need trained, loyal employees after the war.





KEEP THAT LINE ROLLING

