

YALE COLLEGE  
NEW HAVEN, CONNECTICUT

WILLIAM C. DE VANE, *Dean*  
RICHARD C. CARROLL, *Assistant Dean*

October 9, 1942

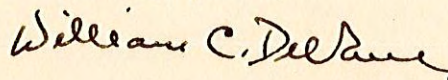
TO WHOM IT MAY CONCERN:

I write to recommend Howard Marshall Holtzmann as a suitable person for the Naval Reserve.

Mr. Holtzmann attended Yale from September 26, 1938 to June 8, 1942 and received the Bachelor of Arts degree on the latter date. He has stood consistently in the top quarter of his class and has done brilliantly in some fields. Through his major, History, the Arts, and Letters, he has coordinated a very broad field and has done this excellently.

In matters of conduct, Mr. Holtzmann has an entirely clear record. He has won the respect and the liking of his classmates and the faculty. I judge him to be a person of highest integrity and loyalty. He has won several prizes in speaking and writing. I recommend him most heartily to you.

Very truly yours,



William C. De Vane,  
Dean of Yale College.

HEADQUARTERS NEW YORK FIGHTER WING  
P. O. Box 58, Station O  
New York 11, N. Y.

30 October 1943

REPORT OF PROCEEDINGS OF A BOARD OF OFFICERS

Proceedings of a Board of Officers which convened at the New York Fighter Wing, P. O. Box 58, Station O, Information Center, New York 11, N. Y., pursuant to paragraph 20, Special Order 254, HEADQUARTERS NEW YORK FIGHTER WING, dated 12 September 1943, copies of which are attached as exhibit "A".

The Board met pursuant to the foregoing orders at the New York Fighter Wing, New York 11, N. Y., at 1345 EWT on 28 October 1943.

MEMBERS PRESENT:

Major FITZHUGH QUARRIER, S. C.,	0-325316	President
Major WEBSTER C. BRIGHT, A. C.,	0-476523	Member
Major ERNEST L. MITCHELL, A. C.,	0-463477	Recorder

The Board met for the purpose of conducting preliminary examinations of applicants for Officer's Candidate School. The following EM appeared before the Board:

<u>RANK</u>	<u>NAME</u>	<u>ASI</u>	<u>ORGANIZATION</u>
S/Sgt.	Edward Conologue	12153284	608 Sig. Co. AW Reg.
S/Sgt.	John Raymond Grant	12149407	608 Sig. Co. AW Reg.
Sgt.	William Bertles, Jr.	32713805	608 Sig. Co. AW Reg.
Sgt.	Maxwell O. Pugh	32768453	608 Sig. Co. AW Reg.
Pfc.	John P. Browne, Jr.	34537634	Hd. & Hq. Sq.
Pfc.	Howard Holtzman	32701454	608 Sig. Co. AW Reg.

The orders appointing the Board and the substance of the regulations under which it was convened were read by the Recorder. Each EM was asked if he desired to challenge any member of the Board for cause and they replied in the negative. The applicants were then sworn and were examined to determine fitness to attend Officer's Candidate School. The Candidates' applications were examined by the Board. Each EM was accorded full opportunity to submit evidence in his behalf and to testify in person.

FINDINGS:

The Board having carefully considered the evidence before it finds:

That, STAFF SERGEANT EDWARD CONOLOGUE, 12153284, possesses excellent qualifications for Army Air Corps Administration Officer's Candidate School. His excellent record in connection with organizing, instructing and supervising the Army Air Forces Ground Observer Corps indicates that he possesses the necessary qualifications to become a worthy officer and is recommended with confidence.

That, STAFF SERGEANT JOHN R. GRANT, 12149407, possesses excellent qualifications for Army Air Force Administration Officer's Candidate School. In civil life he had charge of 60 employees in the office of the New York Times. His splendid recommendations and excellent record and success in his Army assignments indicates that he has the necessary qualifications to become a worthy officer and is recommended with confidence.

That, SERGEANT WILLIAM BERTLES, JR., 32713805, possesses excellent qualifications for Army Air Corps Administration Officer's Candidate School. His military training of 2 years in the Royal Cadet Corps while a student in Bermuda, his scholastic standing and the ability he has shown in handling his Army assignments indicates he has the necessary qualifications to become a worthy officer and is recommended with confidence.

That, SERGEANT MAXWELL O. PUGH, 32768453, possesses superior qualifications for Army Air Corps Administration Officer's Candidate School. His civilian experience in selecting and training 50 to 60 clerks each month and as General Supervisor over 300 employees while employed by the Prudential Life Insurance Co., Newark, N.J., together with his superior record of achievement in organization work in the Army has demonstrated his ability in leadership and administration. His poise, appearance, tact and mature judgement is a definite indication that he would make an outstanding officer, and is recommended with enthusiasm.

That, PRIVATE FIRST CLASS JOHN P. BROWNE, JR., 34537634, possesses very satisfactory qualifications for Army Air Corps Administration Officer's Candidate School. His present military assignment, letters of recommendation, and previous military training indicates that he has the necessary qualifications to become a worthy officer and is recommended.

That, PRIVATE FIRST CLASS HOWARD HOLTZMAN, 32701454, possesses superior qualifications for Army Air Corps Administration Officer's Candidate School. His outstanding scholastic standing together with his superior work in the organization, instruction and administration of the Army Air Forces Ground Observer Corps, definitely demonstrates his ability. He has shown superior ability in handling numerous problems requiring initiative and good judgement. He possesses the necessary qualifications to make a superior officer and is recommended with enthusiasm.

RECOMMENDATIONS:

In view of the above findings the Board recommends:

That, the applications of the above EM be forwarded "Approved" to the final selection Board for action.

The Board adjourned at 1545 EWT, on 28 October 1943.

*Ernest L. Mitchell*  
ERNEST L. MITCHELL,  
Major, Air Corps,  
Recorder.

*Fitzhugh Quarrier*  
FITZHUGH QUARRIER,  
Major, Signal Corps,  
President.

*Webster C. Bright*  
WEBSTER C. BRIGHT,  
Major, Air Corps  
Member.

CONCERNING - HOWARD MARSHALL HOLTZMAN

CONCERNING HOWARD MARSHALL HOLTZMAN

Home Address: 671 East 17th Street  
Brooklyn, New York

College Address: 1455 Pierson College  
Yale University  
New Haven, Conn.

Washington Address: Shoreham Hotel  
c/o Col. Harry Plotz

In the belief that there may be a place for trained men who have developed their capacities and understanding by liberal education, and who have acquired certain basic skills useful for leadership I volunteer my services to the United States Navy. To this end I respectfully submit the following qualifications:

I - STATEMENT OF BASIC EDUCATIONAL GOALS

My training for the Navy has been planned with certain fundamental goals in view. It is not for me to state the degree to which these goals have been attained - that is indicated in the records and recommendations which follow. However, a recapitulation of my over-all aims may provide a descriptive index to my background. The results which I have tried to achieve are:

(1) Capacity for sound, incisive, well-ordered thought.

My education has aimed at developing this capacity through the analysis and statement of complex factual situations, and their solution in a precise, logical conclusion.

(2) Capacity for effective expression.

I have tried to acquire an ability to read quickly and comprehensively, and to handle words clearly, concisely and directly, both in writing and in speech.

(3) Proficiency in Foreign Languages.

Since the outbreak of war in the Pacific I have begun a study of the Samoan language, and as a result am assured that I can quickly master the out-lying dialects of such other strategic Polynesian groups as the Ellice, Tonga, and Fiji Islands. I also have a moderate command of French.

(4) Understanding of American Institutions and their social, political and economic problems.

A knowledge of governmental procedure and legal forms may be of distinct practical use to an officer in achieving efficient administration. I have taken steps to obtain such knowledge.

(5) Practical experience in dealing with men and handling administrative problems.

Theoretic training as outlined above is of little use if isolated in an academic cloister. It must be carried forward into actual application and the skills provided by it must be used as a foundation in dealing with practical administrative problems. It is directly useful to combine this with experience in handling men individually and in groups. Through summer-time employment in executive positions of responsibility I have had the opportunity to develop talents along these lines.

(6) Conclusion.

My training has had for its goal proficiency in rigorous thought and exact statement combined with promptness and efficiency in carrying out assigned tasks.

Whatever degree of success I may have achieved in attaining these goals is indicated in the evidence presented on the following pages. Here will be found a summary of my



scholastic career at Yale University, a listing of academic honors and extra-curricular activities. These are followed by several letters of recommendation, divided into two groups. The first group, written by Yale faculty members, is concerned with intellectual and moral qualities. The second group of credentials attests to experience in more direct practical business relationships.

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## II - SUMMARY OF SCHOLASTIC CAREER

The emphasis of my education at Yale has been upon the coordination of related facts. I have had practice in meeting large-scale factual problems logically and in solving them by fereting out their primary causes. This mental disciplining has been gained mainly in the department of History, and Arts and Letters, which is my major field of concentration. Here I have studied modern history and related to it the literary and artistic out-put of our period.

I have undertaken seminar courses designed to sharpen powers of exposition and precise argument. Several classes in Government at the Yale Law School have taught me legal form and given me some amount of political insight.

I have learned by these means to value the mental habit of viewing situations in their wide contexts with reference to the lessons of the past, the actualities of the present, and the potentialities of the future. This is, I believe, a foundation for effective action.

III - ACADEMIC HONORS

Such academic honors as I have won have been mainly in the fields of speaking and writing. The list follows:

- De Forest Prize (Gold Medal) Yale's oldest award, given annually to the Senior "who shall write and pronounce an English oration in the best manner".
- Ten Eyck 2nd Prize (\$75) A speaking prize awarded to members of the Junior class.
- Buck Prize Finalist The result of a sophomore oratorical contest.
- Lloyd Mifflin Prize (\$225) Given to a member of Yale College for a "research thesis". My topic was "Propaganda in the Theatre".
- Chi Delta Theta Honorary Literary Fraternity.
- Dean's List I have been continuously cited on this role from the end of Freshman Year to the present.

#### IV - EXTRA-CURRICULAR ACTIVITIES

My extra-curricular activities reflect primarily experience in executive positions and practice in speaking and writing. The principle activities are as follows:

Yale Daily News Columnist (3 years)

Executive Board of the Yale Dramatic Association

Varsity Crew Squad (coxswain)

Executive Board of the Kohut Forum (social service)

Yale Literary Magazine Staff

Political Union (debating)

V - EMPLOYMENT RECORD

During the past two summers I have been employed in managerial positions at summer theatres:

1940 - Press Agent and Assistant Manager of the Lippit Theatre, Providence, Rhode Island.

Employer: Lauren Kenyon Woods, 393 Hope Street, Providence, Rhode Island.

Duties: Full charge of publicity; management of box office; superintendence of living quarters and eating facilities for a company of 25 employees, requiring hiring of help, purchasing of supplies; the owner lived off the premises and I was in full charge during his frequent absences.

Salary: \$10 per week plus room, board, expenses.

1941 - Company Manager of the Red Barn Theatre, Locust Valley, Long Island, one of the largest and best established summer theatres in the vicinity of metropolitan New York.

Employer: Alexander H. Cohen, 214 West 42nd Street, New York City.

Duties: Chief executive in charge of a company of 35 employees; full charge of promotion and publicity in local newspapers, New York dailies, and national magazines; responsible for a budget in excess of \$1500 per week; large-scale purchasing of advertising and supplies; complete management of theatre and production staffs; author of a column of theatre news syndicated in nine Long Island newspapers.

Salary: \$25 per week, plus room, board, expenses.

VI - LETTERS OF RECOMMENDATION

(Underscored portions refer to qualifications  
in Section I)

YALE COLLEGE  
NEW HAVEN, CONNECTICUT

WILLIAM C. DE VANE, *Dean*  
RICHARD C. CARROLL, *Assistant Dean*

March 4, 1942

To Whom it May Concern:

I write to recommend Howard Marshall Holtzmann as a suitable person for the Naval Reserve A-V-S.

Mr. Holtzmann has attended Yale since September 1938 and will without question take his B.A. degree this June. He has stood consistently in the top quarter of his class and has done brilliantly in some fields. Through his major, History, the Arts, and Letters, he has coordinated a very broad field and has done this excellently. He is at present studying Samoan dialects and this course may make him very useful.

In matters of conduct Mr. Holtzmann has an entirely clear record. He has won the respect and the liking of his classmates and the faculty. I judge him to be a person of highest integrity and loyalty. He has won several prizes in speaking and writing. I recommend him most heartily to you.

Very truly yours,

*William C. De Vane*

William C. De Vane,  
Dean of Yale College.

THOMAS W. COPELAND  
1566 TIMOTHY DWIGHT COLLEGE  
NEW HAVEN, CONNECTICUT

March 7, 1942.

To whom it may concern:

Mr. Howard Holtzmann, a member of the Class of 1942 in Yale College, has been a member of my seminary course in Literary Criticism during the last year. This is a course for specially qualified students, and both its written work and its oral discussions are designed to develop powers of exposition and logical argument. Mr. Holtzmann has done the work of the course brilliantly; his present stand is an A. He has both an eager and a well disciplined mind. He is highly regarded by other members of the group.

*Thomas Copeland*



## *Yale University Art Gallery*

THEODORE SIZER  
*Director*

New Haven Connecticut

12 March 1942

To Whom It May Concern

I have known the bearer, Howard M. Holtzmann, for the past three years during which time I have been able to observe his conduct and his character both as a student in my classes and as a member of my college. I believe that the high quality of his academic work indicates an ability to deal with facts and so to handle material that in every instance the effort will result, as it has in the past, in constructive work on his part. It is my conviction that the training he has received in the department of History, the Arts and Letters involving the correlation of these related but independent fields of study has particularly well fitted him for a position requiring not only a sense of responsibility but also administrative work of a mature and intelligent character.

*George Heard Hamilton*

Instructor in the History of Art  
and Fellow of Pierson College



27 SIXTH AVENUE

BROOKLYN, N. Y.

STERLING 3-2501

March 17, 1942

To Whom It May Concern:

During the summer of 1941 I had the opportunity both of working with Howard Holtzman and seeing him at work with others. In my personal dealings with him Mr. Holtzman showed himself to be prompt, responsible and cooperative. He is a hard worker and an effective one. On many visits to the Red Barn Theater I observed him performing his duties as Company Manager. There he appeared to be an efficient administrator whose leadership in a large organization was sincerely respected.

Sincerely,

*Arnold Beichman*  
Arnold Beichman

# BROOKLYN EAGLE

BROOKLYN-NEW YORK



100 YEARS OLD OCTOBER 26, 1941

March 17th., 1942

To whom it may concern:

I made the acquaintance of Mr. Howard Holtzman last summer. At that time he was acting as executive manager for the Red Barn Theater at Locust Valley, New York. I found Mr. Holtzman both efficient and cooperative in his relations with this newspaper, and incidentally the Red Barn Theater to be one of the best managed summer stock companies which I had occasion to visit. I consider him a young man of high executive insight and ability.

Robert Francis

Drama Department

Telephone  
Glen Cove 498



# GLEN COVE ECHO

Printers and Publishers since 1875

ECHO BUILDING, 21 WEST GLEN STREET

Glen Cove, Long Island, N. Y.

March 17, 1942.

TO WHOM IT MAY CONCERN:

This is to certify that during my association with Mr. Howard Marshall Holtzmann I have found him to be an unusually capable young man with considerable resourcefulness and executive ability.

Last Summer Mr. Holtzmann served as public relations director and general manager for a large summer stock company, playing in an adjacent community. As editor of the Echo, I had considerable contact with the group and its liason man, Mr. Holtzmann. During that time I found him to be, not only a most tactful, likeable personality, but an extremely able writer.

Any further information that I possess concerning Mr. Holtzmann, I will be glad to furnish upon request.

Signed:

*Thomas C. Hoge*  
Editor--Glen Cove Echo



## SEPARATION QUALIFICATION RECORD

SAVE THIS FORM. IT WILL NOT BE REPLACED IF LOST

This record of job assignments and special training received in the Army is furnished to the soldier when he leaves the service. In its preparation, information is taken from available Army records and supplemented by personal interview. The information about civilian education and work experience is based on the individual's own statements. The veteran may present this document to former employers, prospective employers, representatives of schools or colleges, or use it in any other way that may prove beneficial to him.

1. LAST NAME—FIRST NAME—MIDDLE INITIAL				MILITARY OCCUPATIONAL ASSIGNMENTS			
Holtzmann Howard M				10. MONTHS	11. GRADE	12. MILITARY OCCUPATIONAL SPECIALTY	
2. ARMY SERIAL No.	3. GRADE	4. SOCIAL SECURITY No.		3	Pvt	Basic	521
32 701 454	S/Sgt	Unknown		15	Sgt	Air Observation Instr	518
5. PERMANENT MAILING ADDRESS (Street, City, County, State)				18	S/Sgt	Public Relation Spec	274
671 East 17 St Brooklyn (Kings) NY							
6. DATE OF ENTRY INTO ACTIVE SERVICE	7. DATE OF SEPARATION	8. DATE OF BIRTH					
31 Dec 42	1 Feb 46	10 Dec 1921					
9. PLACE OF SEPARATION							
Separation Unit Mitchelfield NY							

### SUMMARY OF MILITARY OCCUPATIONS

13. TITLE—DESCRIPTION—RELATED CIVILIAN OCCUPATION

PUBLIC RELATION SPECIALIST 274

Was NCO in charge Public Relations Office Continental Air Forces. Prepared speeches and public statements for general officers of C.A.F.. Handled public relations policies for recruitment. Demobilization, unification of the armed forces. Handeled special projects concerning race relations and Negro interests. Served 36 months in U.S..

MILITARY EDUCATION

14. NAME OR TYPE OF SCHOOL—COURSE OR CURRICULUM—DURATION—DESCRIPTION

CIVILIAN EDUCATION

15. HIGHEST GRADE COMPLETED

5 Yrs Coll

16. DEGREES OR DIPLOMAS

A B

17. YEAR LEFT SCHOOL

1942

OTHER TRAINING OR SCHOOLING

20. COURSE—NAME AND ADDRESS OF SCHOOL—DATE

21. DURATION

18. NAME AND ADDRESS OF LAST SCHOOL ATTENDED

Yale University NewHaven Conn

19. MAJOR COURSES OF STUDY

Law

CIVILIAN OCCUPATIONS

22. TITLE—NAME AND ADDRESS OF EMPLOYER—INCLUSIVE DATES—DESCRIPTION

Student      Yale University      1938  
                  NEWHAVEN CONN      1942

ADDITIONAL INFORMATION

23. REMARKS

24. SIGNATURE OF PERSON BEING SEPARATED

*Howard M. Holzmann*

25. SIGNATURE OF SEPARATION CLASSIFICATION OFFICER

*I P Murray*

26. NAME OF OFFICER (Typed or Stamped)

I P MURRAY 2ND LT AC