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## INTRODUCTION

Within the following few pages, we have attempted to briefly describe the general established procedure of the Operations Unit of the Community Education Section. In setting up the policies of Operations, it has not been our aim to be dictatorial; however, we do believe that certain minimum rules and regulations of procedure must be established in order to maintain the high degree of efficiency necessary in our huge task of servicing all branches of our department.

Your wholehearted cooperation is solicited in order to facilitate our work so that we may be of better service to the entire Community Education Section.

ROBERT MAGGIORA  
Chief of Operations Unit  
Community Education Section



## OFFICIAL AUTHORIZATION

All requisitions and documents submitted to the Operations office, in order to be considered official, must be signed by the Section Head within whose department the request originated. The following signatures only will be considered as official:

1. Director of pre-school nurseries
2. Principal of elementary school
3. Principal of secondary school
4. Director of Adult Education
5. Superintendent of Education

Your cooperation is requested on this matter as there can be no exception to the above rule.



## SUPPLIES AND EQUIPMENT

### A. Requisitions:

1. For supplies normally available in the education storeroom, warehouse #120.
  - a. All requests for supplies should be submitted on the education storeroom requisition form in duplicate to the Operations office, recreation hall #3.
  - b. The anticipated needs for approximately one week should be submitted by Tuesday of each week so that delivery on these items can be made on Thursday and Friday.
2. For supplies not available in the education storeroom, but available on the Project.
  - a. All requests for items not available in education storeroom but available on the Project, should be submitted in duplicate on the Community Education requisition form CEO-1.
  - b. If the item requested falls within the category of non-expendables or semi-expendables, the Operations office will authorize the issuance of form WRA 109. Inasmuch as it is necessary for the original requestor to sign for items of this nature upon receipt, he will be notified when delivery is ready and truck service will be provided so that he may call for them himself.
  - c. If items requested are of an expendable nature, the Operations office will authorize the issuance of form WRA 96, and the requisition will be filled by the senior property clerk of the Operations office and delivery will be made accordingly.
3. For Supplies not available on the Project.
  - a. All requests for items not available on the Project should also be submitted in duplicate on Community Education form CEO-1.
  - b. If the purchase of these items may be authorized from the budgetary standpoint, the Operations office shall issue form WRA 7 requesting for the purchase of these items and the requisition shall be processed through the proper channels. When shipment has been received, the proper party shall be notified and delivery, or authorization for delivery, will be made depending upon the nature of the item.

### B. Requests for construction work or other services to the Public Works Division:

1. All requests of this nature should be submitted to the Operations office, rec. hall #3, on the Community Education request form CEO-1.



## CLEARANCE UNIT

A Clearance Unit has been established in the Operations Office in order to facilitate and expedite all pass requests for travel beyond the Project area. The following procedure should be followed to the letter in requesting clearance:

### A. Passes to Delta for Official Business Only

1. All pass requests must be submitted, in duplicate, on the pass request form of the Internal Security Division, with the approval of the respective Section Head
2. Pass requests must be submitted to the Clearance Unit of the Operations Office, at least thirty-six (36) hours in advance
3. The following schedule should be observed in submitting all pass requests:  
Monday: Elementary & Pre-School Sections  
Tuesday: Secondary Section  
Wednesday: Adult Section  
Thursday: ) Groups whose program demand  
Friday: ) passes for official business on these days
4. One person only may be permitted to go, unless the nature of the business warrants the services of two people
5. The responsibility of determining the necessity of passes rests with each Department Head, inasmuch as the Clearance Unit is a processing unit only. However, the Operations Department reserves the right to reject passes in order to conform with all administrative instructions

### B. Group Passes for Special Events

1. All requests for passes for large groups shall depend upon the approval of the Project Director
2. All pass requests must be submitted in duplicate to the Clearance Unit of the Operations Department, at least four (4) days in advance
3. Detailed information as to name, address, and I.D. Number of all members of the group must be submitted with the pass request
4. Detailed justification must be attached to the pass request
5. Groups requesting passes must arrange for private transportation. No WRA cars may be used.



## BUILDING AND GROUNDS

### A. Maintenance and Truck Service:

1. All request for truck service and maintenance must be submitted on truck service request form CE-2.
2. Twenty-four (24) hours notice for jobs requiring only an hour or two of service.
3. One week's notice for jobs requiring a full day or more.
4. Jobs requiring a particular special skill cannot be handled. In most instances, labor must be furnished by group submitting request.
5. Pick-up and delivery service will be instigated throughout camp each afternoon. All requests for any articles or supplies to be picked up and delivered, must be submitted before noon of the day on which service is expected.
6. For your own protection, we advise that all requests be made in writing so that there is not the confusion inherent in verbal agreements.

### B. Janitorial Service:

1. All matters concerning janitorial service should be directed to the Operations office at Recreation Hall #3. ) ?

### C. Building Assignment:

1. Assignment of building space shall be made through the operations office, subject to approval of section head of the department concerned. ) *watch terminology*
2. All applications should be made either to the respective section head, or to the operations office. where proper clearance is obtained, a building permit will be issued.



## PUBLIC SERVICE

- A. Finance: The Operations Unit of Community Education Section has set up a finance department wherein any section may use the facilities for the purpose of depositing community funds. Obviously, the handling of any community money warrants serious consideration, and therefore, we believe that this additional service will be of value to all departments concerned.
- B. Phonograph Records: There are approximately 300 phonograph records on file at the operations office and are available to any groups within the community desiring their use for private parties or dances. Requests for their use should be submitted to the Operations office directly at Recreation Hall #3.
- C. Folding Chairs: 300 folding chairs are now available for any group requiring them for an event.

in view of the fact that the use of folding chairs requires efficient and proper handling, we urge you to cooperate with us and follow the regulations stated below:

- 1. A written request must be submitted twenty-four (24) hours in advance to the Operations Section of the Community Education Division at Recreation Hall #3.
  - 2. We will only be responsible for delivering and picking up of chairs.
    - a. Setting up of chairs will rest entirely upon the group using same.
    - b. Chairs should be stacked properly, ready for return.
  - 3. Party to whom chairs are loaned will be held responsible for condition and possible loss of same.
- D. Game Equipment: A limited amount of game equipment such as bingo sets are available for use by any groups in the community. Requests for their use should be made directly to the Operations office.



NOW THAT YOU HAVE READ IT ALL  
AND DIGESTED IT TO THE CORE.....  
WHAT D'YA SAY WE DOUBLE CHECK  
AND READ IT THROUGH ONCE MORE ! !



CE - 2

COMMUNITY EDUCATION SECTION  
OPERATIONS DEPARTMENT

TRUCK SERVICE REQUEST

Date \_\_\_\_\_

Date Wanted \_\_\_\_\_

Time \_\_\_\_\_

Requested by \_\_\_\_\_

Work to be done \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Time Started \_\_\_\_\_

Time Completed \_\_\_\_\_

Signature \_\_\_\_\_



• te: \_\_\_\_\_

INTERNAL SECURITY DIVISION

No. \_\_\_\_\_

Rec'd by I.S.: \_\_\_\_\_

PASS REQUEST

Date: \_\_\_\_\_ Hour \_\_\_\_\_

Original: Internal Security

1st Copy: Issuer

Checked by: \_\_\_\_\_

Carrier's Sig. \_\_\_\_\_

TO:

FROM:

Type of pass requested:

Visitor

☐

Travel

☐

Work

☐

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Method of Travel: \_\_\_\_\_ Reason: \_\_\_\_\_

• From: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

To: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Requested by: \_\_\_\_\_ Division Chief

(see over)

Authorized by: \_\_\_\_\_



Check One

Group ☐ Shopping  
I ☐ Business mission  
☐ Emergency  
☐ Unusual

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Group ☐ Educational  
II ☐ Athletic  
☐ Entertainment  
☐ Group Outing

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Group ☐ Funeral  
III ☐ Marriage  
☐ Personal Family Affairs

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Group ☐ Official Business  
IV for Project Operations

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