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WAR RELOCATION AUTHORITY

Washington

MEMORANDUM

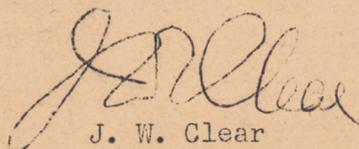
June 15, 1943

TO: All Project Directors

SUBJECT: Allotment Ledger Accounts

In line with the revised organizational charts there is transmitted herewith a chart of Allotment Ledger Accounts.

These accounts vary from those prescribed in the preliminary Finance Manual and correspond to the accounts which will be prescribed in the official Finance Manual when released. This advance information is being released in order that the accounts may be correctly established as of July 1, 1943, for the ensuing fiscal year.



J. W. Clear
Budget & Finance Officer

01.1 Personal Services (Indefinite Appointed)

One Account (total project)

01.2 Personal Services (Without regard to Civil Service)

By divisions based on specific allotments

01.3 Personal Services (Evacuee)

Project Management (Including Project Director, Employment, Legal Division, Reports Division)

Community Management Division
Health
Education
Internal Security
Community Activities
Welfare
Other Community Management Division

Operations Division
Fire Protection
Industry
Agriculture
Engineering Section
Motor Transport & Maintenance
Other Operations Division

Administrative Management Division
Finance
Supply Section (other than Mess)
Mess
Other Administrative Management Division

01.4 Personal Services (Temporary Employees)

Project Management
Community Management Division
Operations Division
Administrative Management Division

02 Travel

Project Management
Community Management Division
Operations Division
Administrative Management Division

- 03 Transportation of Things
One Account (total project)
- 04 Communication Services
One Account (total Project)
- 05 Rents and Utility Services
Project Management
Community Management Division
Operations Division
Administrative Management Division
- 06 Printing and Binding
One Account (total project)
- 07 Other Contractual Services
Project Management
Community Management Division
Operations Division
Administrative Management Division
- 08 Materials and Supplies
Project Management (Including Project Director,
Employment, Legal Division, Reports Division)

Health
Education
Community Management Division
Internal Security
Community Activities
Welfare
Other Community Management Division

Fire Protection
Industry
Operations Division
Agriculture
Engineering Section
Motor Transport & Maintenance
Other Operations Division

Administrative Management Division
Finance
Supply Section (other than Mess)
Mess
Other Administrative Management Division

09 Equipment

Project Management (Including Project Director,
Employment, Legal Division, Reports Division)

Community Management Division
Health
Education
Internal Security
Community Activities
Welfare
Other Community Management Division

Operations Division
Fire Protection
Industry
Agriculture
Engineering Section
Motor Transport & Maintenance

Administrative Management Division
Finance
Supply Section (other than Mess)
Mess
Other Administrative Management Division

10 Lands & Structures

One Account (total project)

11 Grants

Project Management
Community Management Division

16 Loans

One Account (total project)

WAR RELOCATION AUTHORITY
WASHINGTON

January 8, 1944

Memorandum to: Project Directors

Subject: Standard Evacuee Employment List
Third-Quarter, Fiscal Year.

In preparing the evacuee personnel budget for the third quarter we have had two objectives:

- (1) to provide the basic uniformity of personnel organization required for administration of a coordinated program; and
- (2) to permit the maximum flexibility possible within this basic organizational pattern.

To achieve the first objective the following guide lines have been established. Most of these have been in effect for the last two quarters but merit review at this time.

(1) Standard positions have been established to be used on all centers. Attached with this memorandum is a revised list of the titles of these positions, their code numbers, and their salary rates. This list is to be considered authoritative and supersedes any previous releases. The titles listed should be used in all official correspondence, personnel actions, etc. Position descriptions have been prepared for these positions or are in the process of preparation. Evacuees may be employed only in positions provided for on this list.

(2) A ceiling has been set as to the total number of evacuees who may be employed on each center. This ceiling may not be exceeded without prior approval from Washington.

(3) Allotments of funds for OI.3 have been made on an activity basis and are subject to the same requirements as all other allotments to centers.

(4) The number of \$19 positions on each center is limited to 15% of the total number of evacuee positions.

Within these limitations the centers have been authorized to make certain determinations.

(1) Unless otherwise specified, each center may determine the number of each type of authorized position it requires. The recommendations included on the list of authorized positions may be varied from without prior approval as long as no definite restriction has been placed on the individual position. To assist in determining centers' needs we have provided certain advisory standards of employment such as the number of janitors per block, the number of cooks per mess hall, the number of pupils per teacher, etc. These standards were used

in evaluating third-quarter requests and will be the yardsticks for subsequent allotments.

(2) Recommendations for establishment of positions not included on the authorized list may be submitted to the Washington Office. These should be accompanied by descriptions and justifications.

(3) A 15% margin of adjustment between activities is permitted for 01.3 allotments as for all other allotments.

Major Organizational Changes: In reviewing the schedules you will notice that the Mess Operations Unit and the Education Section have been reorganized this quarter. The new Mess Organization was discussed by Chief Project Stewards at the Gila meeting with Mr. Harding, head of the Washington Mess Operations Unit. Several of the budget requests submitted by the centers did not conform to the new organization; however, we have in all such cases converted requests to the standard organization. Wherever possible, we have approved center recommendations making only such changes as were required to maintain necessary uniformity.

In the case of the Education Section, we have prepared a completely new organization knowing that the new procedure permits you to make such adjustments as may be required. Allotments are based on uniform application of standards which are being transmitted in detail to the Education Section.

The new organization provides for the establishment of the new position of Classified Teacher. Heretofore we have limited the \$19 rate to teachers who qualify for certification in the state. However, under the new organization a limited number of positions may be established at the \$19 rate for teachers having two years of college and training including at least 12 semester hours of approved education courses or their equivalent. Please note that the experience requirements for this position must be adhered to strictly and that the Classified Teacher must carry the same load as an appointive teacher.

The new education organization also places the vocational training work in a sub-unit in the Education Section separate from the adult education program.

It should be noted that although the schedule designates all clerical assistants in Education Section as Clerk-Stenographers, this was done merely to simplify the list. The center is expected to determine whether a Clerk-Stenographer, a Clerk-Typist or a Clerk is required.

Messengers, Heavy Power Equipment Operators, and Secretaries: The Messenger Service function has been centralized in the Office Services Section. This should be brought to the attention of all divisions, so that they will understand why no messengers have been authorized for individual organizational units.

The salary for the Heavy Power Equipment Operator has been raised from \$16 to \$19. However, the description for this position indicates that the only positions which may be classed as Heavy Power Equipment Operators are those concerned with draglines, motor patrol vehicles, bull dozers, and Caterpillar type tractors. All other equipment operators not specifically provided for including truck drivers must be paid at the \$16 rate.

The policy has been set that no additional \$19 secretarial positions shall be authorized. In the future, the only \$19 secretarial positions will be those in which an evacuee is filling a position which could be authorized as an appointive position; i.e., the secretary to one of the Assistant Project Directors, the Internal Security Officer, the Attorney or the Counselor. All other stenographic positions shall be compensated for at the \$16 rate. However, to permit this change to become effective with the least possible disruption of present relationships, we are authorizing the continuation of present incumbents in presently established \$19 secretarial positions. Upon termination of the present incumbents these positions shall be abolished and Clerk-Stenographer positions at \$16 shall be substituted in their places.

Clerical Specifications: All typing and stenographic positions and the more unspecialized clerical positions have been uniformly titled as Clerk-Typists, Clerk-Stenographers and Clerks and have been assigned a number in the 900 series. In the future, there will be only one Clerk-Typist description, and one Clerk-Stenographer description, and one general Clerk description for use in all divisions. The 900 number indicates that these are specifications for center-wide use. From time to time, additional positions will be added to the specification series and you will be notified accordingly. This is a step in the direction of simplifying evacuee position classification and providing for more freedom in assignment of duties. It will be largely the responsibility of the Personnel Management Section with the cooperation of the various divisions to determine where typists and stenographers are required and to establish such positions.

Change in Code Numbers: To coordinate the evacuee position code with the position control code system the Personnel Management Section code has been changed from 4-g to 4-f and the Evacuee Property Section code has been changed from 4-h to 4-g.

Change in Title: The title of the position in the Welfare Section formerly known as Counselor has been changed to Senior Counseling Aide. This was done to eliminate confusion with the title of the appointive Counselor.

Appointive Positions Which May Be Filled By Evacuees: We have discontinued the use of the term "classified" to distinguish positions which are identical with those authorized for appointive personnel. In the future, all such positions will be given numbers in the 800 series. In doing this we should like to clarify the use of appointive positions for evacuee personnel.

There are two conditions under which appointive positions may be filled by evacuee personnel.

(1) If a position has been authorized for an appointive incumbent but no Civil Service employee has been appointed it may be filled by an evacuee meeting the minimum qualifications without prior authorization from Washington unless specific instructions have previously been issued to the contrary. Unless otherwise indicated by special notice or by listing on the authorized schedule the salary rate for such a position will be \$19. No charge will be made against the evacuee personnel ceiling in this case. Should such employment require a transfer of funds from 01.1 to 01.3 a request to the Washington Office will ordinarily be considered favorably.

(2) Positions identical with appointive positions which have been given an 800 number and listed on the evacuee schedule may be used in the same manner as any other authorized evacuee position. The duties of these positions will conform to those described for appointive positions of the same title. Such positions must be charged against the evacuee personnel ceiling.

Where the center feels that an appointive position which has not been authorized for evacuee employment should be so authorized, it should send a recommendation and justification to that effect to the Washington Office. If the recommendation is accepted an 800 number will be assigned, and the position will be established on the authorized schedule.

Apprentice Positions: No positions have been included in the authorized evacuee position list at the \$12 rate. All positions listed are full grade positions requiring mastery of the duties involved. However, a separate allotment has been made to continue the vocational training program outlined in Memorandum No. 5 issued by the Vocational Retraining Committee October 26, 1943. This allotment, both of funds and positions, is separate from and in addition to allotments made for regular evacuee personnel requirements.

Authorized Evacuee Position List: Attached is a list of all authorized evacuee positions, their code numbers, salary rates and recommendations as to the number of each to be established on your center. It will be followed as soon as possible by a detailed explanation of revisions of your requests and by descriptions for new positions. We suggest that the list and the explanations be discussed by the Personnel Management Section with the Divisions involved, so that they may be informed as to Washington's policies and recommendations. This suggestion is in response to comments that information submitted to the Administrative Management Division is not always transmitted to other Divisions concerned.

The total number of positions entered on the last sheet of the list is your evacuee personnel ceiling for the third quarter. In some cases this varies somewhat from the figure given you in the third-quarter allotment document. Where this is the case the total on the attached list supersedes the previous figure.

We welcome any suggestions you may have concerning this quarter's evacuee personnel budget. We are making every effort to

provide a system of evacuee personnel management that will meet all the operating requirements of the Authority.

/s/ LELAND BARROWS
EXECUTIVE OFFICER

June 13, 1944

The effective date of the leave regulation is June 1, 1944.

(1) Vacation leave can not be taken in advance of date earned, so that no vacation leave can be taken between June 1st and July 1st.

(2) Sick leave under the new regulation is limited to 15 days a year. It can be taken anytime within this limit.

(3) Leave without pay in excess of 6 days requires the approval of the Assistant Personnel Officer and normally would not exceed 12 days.

(4) All leave applications to be prepared in triplicate. Submit to the following.

- 1st copy-----Division
- 2nd copy-----Timekeeper
- 3rd copy-----Personnel Office

一九四四年六月十三日
 休暇・病欠等の勤率に因る新規のたの
 通行適用の事等あるに注意を通知
 中とす

◎ 休暇は七月八月割合を前借使用の出来
 ませぬ

◎ 病欠勤率は一年十五日間を限り傷
 病から七日も勤せぬ

◎ 無給欠勤(主供者承認)は十五日間
 以上は人事課の承認が必要で十二日間
 以上超過者系ありはありおしす

◎ 凡そのお勤申込書は一紙に三通り
 必要とす

事務課のバーの事務係に同存
 せんとす

From
 Engineering Sec.



THE SECRETARY OF THE INTERIOR
WASHINGTON

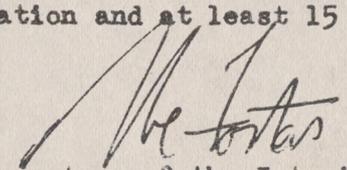
AUG 16 1944

MEMORANDUM for the Personnel of the Department of the Interior
(Departmental and Field).

Like all previous bond drives in the Department, the Fifth War Loan Drive, which closed July 31, was a success. It is a grand feeling to know that you may be depended upon when the Government asks for your help to finance the war. Sharing responsibility makes any burden lighter, and the returns show that all bureaus and offices of the Department participated.

Our continuing effort in the war bond program is the Pay Roll Savings Plan, and while those who are participating are giving a good account of themselves, the Department's percentage of participation is low. The Departmental Service is 83.8 per cent and the Field Service is 85.7 per cent. Combined for the Department, it is 85.4 per cent. We have not been able to reach 90 per cent participation after two years operation of the plan.

By this memorandum, I am asking administrative heads of all bureaus and offices to cause a complete recanvass to be made with a view to bringing each employee under the plan. If employees realize the benefit to themselves, and the service to their country, there should be no hesitancy in reaching the desired goals of at least 90 per cent participation and at least 15 per cent allotment of gross pay rolls.


Acting Secretary of the Interior.

Personnel

Spurriel

Excerpts from:

MEMORANDUM TO: Charles F. Ernst, Project Director
Central Utah War Relocation Project

Ralph P. Merritt, Project Director
Manzanar War Relocation Project

Leroy H. Bennett, Project Director
Gila River War Relocation Project

Elmer L. Shirrell, Project Director
Tule Lake War Relocation Project

Harry L. Stafford, Project Director
Minidoka War Relocation Project

SUBJECT: Interim Procedure for the Handling of Personnel Matters
at the Project Level.

In order that the personnel work at your project may proceed smoothly and without unnecessary delay following the abolishment of the Regional Office on December 14, the following procedures are prescribed and are to be placed into effect immediately:

1. All recommendations for personnel actions to be prepared on Form OEM-28, a copy of which is attached, and sent directly to Mr. Arch Jean, Regional Personnel Officer, Office for Emergency Management, San Francisco, California, with all necessary attachments. Additional copies of Form OEM-28 are being forwarded under separate cover. Requests for personnel action on Form OEM-28 should conform to the terminology given in Civil Service Form 2822, a copy of which is also attached. Mr. Jean's office will review the recommendation to see that the action recommended is in accordance with law and regulation determining, of course, the existence of a vacancy, appropriate grade of position, etc. Mr. Jean's office will also review the qualifications of persons proposed to see that they meet the minimum standard established for each position. If a proposed appointment action is approved Mr. Jean will wire his approval and you may thereupon enter the appointee on duty.

2. Under no circumstances are projects to enter employees on duty without the prior approval of OEM. Should this be done, Project Directors will be held financially responsible for the payment of salary to the appointee covering the period during which no OEM approval had been given. This ruling, of course, does not apply to persons appointed for temporary periods of time under schedule A-1-6, A-1-10, and A-1-14 of the Civil Service Rules and Regulations, or Regulation 5, Section 4 of the War Service Regulations where the appointing authority has been vested in the Project Director.

WAR RELOCATION AUTHORITY
PERSONNEL OFFICE INSTRUCTIONS
PERSONNEL SECTION

INSTRUCTION #1

SUBJECT: Prior Approval Office for Emergency Management and Bureau of the Budget Required to Establish any Administrative Services Position in the War Relocation Authority.

The Appropriation Act making available funds for the use of the War Relocation Authority, provides that the constituent agencies of the Office for Emergency Management (except the War Shipping Administration) shall not establish in the District of Columbia or in the field, fiscal, personnel, procurement, space allocation or procurement, duplicating, distribution, communication or other general services, wherever the Director of the Bureau of the Budget determines that the Division of Central Administrative Services can render any such services.

Because of this ruling it will not be possible to establish additional positions in the activities mentioned above without first getting the approval of the Division of Central Administrative Services, Office for Emergency Management and the Bureau of the Budget, Washington, D. C.

Reference: Mr. Leland Barrow's letter of August 8, 1942, addressed to Mr. E. R. Fryer.



Vaughn B. Ferguson
Personnel Officer



WAR RELOCATION AUTHORITY
PERSONNEL OFFICE INSTRUCTIONS
PERSONNEL SECTION

INSTRUCTION #2

SUBJECT: DETAILS - UNDER APPROVAL

The Bureau of the Budget has given blanket approval to the Office for Emergency Management and its constituent agencies to arrange details of not more than sixty working days without specific prior approval from the Bureau of the Budget, if such details involve no reimbursement in travel expenses to the agency from which the employee is detailed.

Details for a longer period or details involving the reimbursement under the objective classification listed in Section 203, of the Current Appropriation Act, and extensions of original sixty day details require prior approval by the Bureau of the Budget. When it is necessary to secure the approval of the Bureau of the Budget in connection with any given detail, a letter should be prepared addressed to the Director, War Relocation Authority, Washington, D. C., Attention Mr. Edward B. McMenamin. He will secure the necessary approval.



Vaughn B. Ferguson
Personnel Officer

