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WAR RELOCATION AUTHORITY

Handbook on Position Control

Based on Administrative Instruction No. 92

May 17, 1943

WAR RELOCATION AUTHORITY
Handbook on Position Control

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WAR RELOCATION AUTHORITY

Handbook on Position Control

May 17, 1943

I. Purpose

In order to comply with requirements of the Bureau of the Budget and to implement our program of position classification, it is necessary that a strict control be maintained of all appointed positions in the War Relocation Authority. Administrative Instruction No. , supplemented by this Handbook, establishes a procedure for a position control for organization, personnel management, and budgetary purposes.

II. Standards

- A. By June 30, 1943, each Center, Field Office, and Washington Division of the Authority must conform in organization and personnel to the standards set for it by the Director. These standards are outlined in the officially approved charts of the Authority. By conformance is meant that no position not on the approved chart will be occupied, although all positions shown need not be filled by appointed personnel, and that the organizational structure shall follow the chart.
- B. If a Center or Office wishes to depart from the approved chart, it may submit an alternate chart to Washington. If this alternate chart or a revision of it is approved by the Director, this will be the standard for the Center or Office instead of the first officially approved chart. On and after July 1, 1943, however, each unit of WRA must conform to whatever organization the Director has officially set for it.
- C. New job descriptions will be sent out. Journal actions must be prepared for all employees transferring them into the new positions by June 30. Each appointing office of WRA is responsible for preparing the necessary journals. No Directorial approval is needed for these journal actions where the transfer is to a position with the same general duties and responsibilities at the same grade and salary. The signature of the appointing officer on the Journal will constitute certification that the new position has the same general duties and responsibilities as that from which the incumbent is being transferred.

III. Allotment System

- A. Allotments for quarters beginning July 1, 1943, will be made to all Centers, Field Offices, and Washington Divisions by objective classifications and by activities. The allotment for personal services will in each case be based on the approved organization chart. Obligations must not be incurred in excess of allotments.

B. Adjustments in numbers of appointed personnel as between Sections may be made by Centers, and by Field Offices having more than one Section, without prior approval from Washington, under the following limitations:

1. There must be an approved and classified position to which a new appointment or transfer is to be made.
2. Such changes may not involve more than 10% of the total annual salary of the activity or activities.
3. Existing regulations on the appointment of personnel, such as the requirement of Directorial approval, must be observed.

IV. Changes

- A. At any time, either at the submission of new quarterly estimates, or during the quarter, a Center or Office may recommend a change in organization up to and including submission of a complete new organization chart. The request must be accompanied by charts showing all changes proposed, draft descriptions of the duties and responsibilities of new jobs, a new budget estimate, and narrative justification for the change. Each such request will be given full consideration, and if changes are authorized, changed or supplemental allotments will be issued to fit the new approved organization.
- B. The heads of Centers and Offices shall not make any changes, however, until Washington approval is secured, except as provided by Section III-B above.
- C. Classification of new jobs which fit into the existing approved organization may be requested at any time under the regular procedure for securing classifications. Such approved extra vacancies may then be filled without further clearance subject to the restrictions of Section III-B.
- D. The requirement of Washington Clearance in IV-A above applies to
 1. Classification of jobs outside the approved organization pattern, or
 2. Appointments involving more than 10% of the total annual salary of the activity affected; or raising the total amount encumbered for personal services above the approved allotment for personal services.

V. Organization Controls

- A. Budget Controls for the Relocation Centers will be maintained in the Finance offices of the Centers. For the San Francisco field office, and other Offices for which San Francisco has appointment authority, the budget controls will be maintained by the Administrative Services Unit of the San Francisco field office. For Washington, all other field offices, and the Leupp Center, the budget controls will be

maintained in the Washington Finance Section. These controls will consist of the following items:

Position Code Register (Form WRA-249)

Position Control file (Form WRA-102, Rev)

Personal Service Control Register (Form WRA-252)

Register of Personnel on Terminal Leave (Form WRA-250)

Personal Service Budget Analysis Report (Form WRA-251)

Detailed instructions on the maintenance of these controls are listed in Section VII below.

B. Personnel Controls supplementary to the Budget Control will be maintained in the Personnel Offices which journalize actions for the various units of WRA. These controls will consist of the following items:

An approved organization Chart

A looseleaf book of all approved job descriptions

Instructions on the maintenance of these controls will be found in Section VII below.

VI. Conformance

Fiscal Audits and Classification Surveys in the field will have as one purpose the determination of conformance with this Instruction.

VII. Maintenance of Organization Controls

A. Organization Charts

1. The current approved organization chart for the Center or Office should be maintained in the personnel office which services the Office. Unofficial copies may be given to responsible officials as requested. As additional positions are added within the existing framework, they shall be listed in the official chart. As positions are abolished, these shall be deleted from the official chart.
2. All charts will be dated. New ones issued will carry a new date and a notice of the old chart superseded. As new charts are received in personnel offices, the old ones should be destroyed, and the new ones placed on file.

B. Position Descriptions and Files

1. Each personnel office will receive copies of all officially approved position descriptions for the units serviced by that office. These position descriptions shall be filed organizationally in looseleaf books. As new positions are approved for an individual Center or Office, the description shall be filed in the appropriate place in the book. As positions are discontinued, the descriptions should be removed. Personnel offices may wish to include an Index sheet in the book as a cross-check on the completeness of the book's contents, or may use the official organization chart for this purpose.
2. The name of the employee occupying each position will be written on the appropriate description in the book, together with the date of entrance on duty. When the employee leaves the position the termination date will be entered. The same data shall be entered for succeeding incumbents of the position. If a position is vacated and not filled, the description shall remain in the book so long as the position is not abolished. If several persons occupy positions with identical descriptions in the same organization unit, such as teacher, one description shall suffice for the book. In this case, blank sheets should be stapled to the description for the original position for use in entering data on the several series of incumbents of the additional identical positions. If the identical positions are in separate organization units, such as clerk-stenographer, a separate description must be filed with each organizational unit in the book.
3. One Master position file for the entire Authority will be maintained in the Washington Personnel Office. This file will show positions number, allocation (classification) date, grade, name and salary of the incumbent, and dates of entrance on duty and termination. Copies of journals prepared in field personnel offices of WRA must be sent daily to Washington so that this master file can be maintained up to date.

C. Position Code Register

All classified positions of an office or center shall be coded in accordance with the accompanying charts of position codes, Exhibit I, attached. All personnel actions and position descriptions submitted to Washington shall bear the proper position codes.

1. Initial coding of positions.

The approved job descriptions which will accompany the official organization charts will bear the position code, except for the master code and the position number which shall be substituted by each office.

2. To establish the Position Code Register (See WRA Form 249, Exhibit II, attached).

- a. Set up a Register sheet or sheets for each service and grade under each organizational unit.
- b. Transcribe the position codes from the job descriptions to the proper Register sheets.

3. Assignment of new position numbers.

The Position numbers under each service and grade for each organizational unit constitute a series. Any particular position number of a given series will be assigned but once. Even though a pending classification action is not approved or is withdrawn, the position number will not be reused. New Position numbers will be assigned under the following conditions:

a. Classification of a new position.

At the time the Request for Personnel Action (OEM-28) is submitted to Washington, assign a position code to the proposed position using the next number open in the particular series for the position number.

b. Reclassification of an existing position.

- (1) At the time the action is submitted to Washington assign the next unused position number under the proposed new grade.
- (2) Enter the tentative title of the reclassified position in the Register against the new number.
- (3) Enter against the old position number in the column captioned "Reassignment" the full position code of the reclassified position.

c. Change of title by classification action (no change in grade).

- (1) At the time the action is submitted to Washington assign a new number from the same code series.
- (2) Enter the new tentative title in the Register against the new number.
- (3) Enter against the old position number in the column captioned "Reassignment" the full position code of the new titled position.

d. Transfer of position (no change in title or grade)

Enter the position title on the proper Register sheet under the organizational unit to which the position is being assigned, assign new number, and cross-reference in the reassignment column of the Register sheet from which the position is being transferred.

e. Additional Identical Position established for payment of Terminal Leave.

In order to make replacements in vacated positions prior to the expiration of terminal leave, the Decisions of the Controller General require that additional identical positions be established to avoid payment of compensation to two incumbents for the same position. When it is necessary to establish an additional identical position for this purpose, the additional position will be given the same position number as the original position, but bearing the suffix "a." The incumbent on terminal leave will be viced into the additional position, leaving the original position open for the new incumbent, and the additional identical position shall be abolished. Field appointing officers shall have authority to establish additional positions for this purpose but for no other. The Position Code Register will not be affected by the above, but the Position Control File will carry the additional identical position until expiration of the terminal leave. (See note under VII, O, 2, g, (2), (k).)

D. Position Control File

The position control will consist of a file of position control cards, (WRA Form 102 Rev., Exhibit III) for all budgeted positions. Approved classified positions not included in the number

of budgeted positions should either be carried in a section of the file separate from the budgeted positions or plainly flagged if carried with the budgeted positions. Such positions cannot be filled unless a suspension of a budgeted position is made or authorization for an additional budgeted position is made from Washington.

It is important that all position cards of superseded or abolished positions be retained in a suspense file, for the data recorded on them will be required for the purpose of compiling budget estimates for submission to the Bureau of the Budget.

For convenience of operation it is suggested that a visible file be used, although the design of the card permits the use of a loose file.

In making the postings described below, use the fourth line of the card, leaving the first three lines open for postings for previous fiscal years, the handling of which will be described in a later instruction.

1. To set up the control at the beginning of the fiscal year
 - a. From the position code register prepare cards for each budgeted position entering appropriate position codes, position titles, division or office, section or unit titles in the spaces provided. In the upper righthand corner in the spaces titled "Action," "Date," "Annual Salary" enter the data pertaining to the classification allocation of the position. The amount posted for annual rate should be base pay.
 - b. Column 1: Enter date the posting is made.
 - c. Column 2: Post the names of incumbents of occupied positions on the proper position cards.
 - d. Column 3: Set up 360 man days.
 - e. Column 5: Post the entry made to column 3.
 - f. Column 6: Post the base annual salary of the incumbent.
 - g. Column 7: Post the annual overtime payment.
 - h. Column 10: Post the entry made to column 6.
 - i. Column 11: Post the entry made to column 7.
 - j. Column 12: Post the total of columns 10 and 11.
 - k. Insert the cards in the file in their correct organizational unit. Vacancies should be plainly flagged until filled.

Note: Be certain to set up funds for any terminal leave that carries over into the new fiscal year.

2. Posting of subsequent actions

a. Appointments (Entering media -- copy of personnel journal)

- (1) Column 1: Enter date of posting
- (2) Column 2: Enter appointee's name with the entrance on duty date below.
- (3) Column 3: Enter the number of man days remaining in the fiscal year from the entrance on duty date.
- (4) Column 5: Increase the balance in this column by the posting made to column 3.
- (5) Column 6: Enter the amount of base salary required to carry the position from the date of entrance on duty to the end of the fiscal year.
- (6) Column 7: Enter the amount of overtime pay required to carry the position from the date of entrance on duty to the end of the fiscal year.
- (7) Column 10: Increase the balance in this column by the amount posted in column 6
- (8) Column 11: Increase the balance in this column by the amount posted to column 7.
- (9) Column 12: Post the total of the new balances in columns 10 and 11.
- (10) Post the transaction to the Personal Services Control Register. Enter on position card in column 13 reference to page and line of the Personal Services Control Register.

b. Reclassifications: (Entering media -- form OEM 28 and copy of Personnel journal)

- (1) Adjust old position card as follows:
 - (a) Enter in the space titled "Annual Salary" the code number the position will bear as reclassified.
 - (b) Column 1: Enter the date posted.

- (c) Column 2: On the line beneath the incumbent's name make a note as to the reclassification and the effective date proposed on the OEM 28.
- (d) Column 4: Enter the number of days remaining in the fiscal year from the proposed effective date of the action.
- (e) Column 5: Reduce the balance by the amount posted to column 4.
- (f) Column 8: Enter the amount of base salary required to carry the position at the old grade level from the proposed effective date of the action to the end of the fiscal year.
- (g) Column 9: Enter the amount of the overtime pay required to carry the position at the old grade level from the proposed effective date of the action to the end of the fiscal year.
- (h) Column 10: Reduce the balance carried in this column by the amount posted to column 8.
- (i) Column 11: Reduce the balance carried in this column by the amount posted to column 9.
- (j) Column 12: Post the total of the new balances of columns 10 and 11.
- (k) Post the transaction to the Personal Services Control Register. Enter on the position control cards in column 13 reference to the page and line of the Personal Services Control Register.
- (l) Remove position control card from the file of budgeted positions and file in a file of superseded positions.
- (2) Prepare a new position card reflecting the new position number and the new position title and make the following postings:
 - (a) Column 1: Enter the date of posting.
 - (b) Column 2: Enter the name of incumbent and on the next line the proposed effective date of the reclassification.
 - (c) Column 3: Enter the number of days remaining in the fiscal year from the proposed effective date.
 - (d) Column 5: Enter the amount posted in column 3.

- (e) Column 6: Enter the amount of the base salary required to carry the position from the proposed effective date to the close of the fiscal year.
 - (f) Column 7: Enter the amount of the overtime pay required to carry the position from the proposed effective date to the close of the fiscal year.
 - (g) Column 10: Enter the amount posted to column 6.
 - (h) Column 11: Enter the amount posted to Column 7.
 - (i) Column 12: Enter the total of the amounts of columns 10 and 11.
 - (j) File card in the proper place in the control file and flag to indicate action pending.
 - (k) Post the transaction to the Personal Services Control Register. Enter on the position control card in column 13 the reference to page and line in the Personal Services Control Register.
 - (l) When the personnel journal is received, check the effective date against the proposed effective date as recorded on the position control cards, and if different make the adjustments required on both the superseded and the new position control cards and on the Personal Services Control Register.
- (1) Enter on the new position control cards the date that the position was allocated and the base annual salary in the spaces provided.

Within grade increase. (Posting media -- copy of personnel journal).

- (1) Column 1: Enter date of posting.
- (2) Under the incumbent's name enter the effective date of the action.
- (3) Column 4: Enter the number of days remaining in the fiscal year from the effective date of the action.
- (4) Column 5: Decrease the balance in the amount posted to column 4. Draw a red line under the new balance.
- (5) Column 3: On the next line enter the number of days remaining in the fiscal year from the effective date of the action.

- (6) Column 5: Enter the amount posted in column 3.
- (7) Column 6: Enter the additional amount of base salary required to carry the position at the new rate from the effective date of the action to the end of the fiscal year.
- (8) Column 7: Enter the additional amount of overtime pay required to carry the position from the effective date of the action to the end of the fiscal year.
- (9) Column 10: Increase the balance by the amount posted to column 6.
- (10) Column 11: Increase the balance by the amount posted to column 7.
- (11) Column 12: Post the total of the new balances of columns 10 and 11.
- (12) Post the effective date and the new annual salary in the spaces provided in the upper righthand corner of the card.
- (13) Post the transaction to the Personal Services Control Register. Enter on the position control cards in column 13 reference to page and line in the Personal Services Control Register.

d. Reimbursable detail from another agency or office.

The cost of a reimbursable detail from another agency or office will be charged against funds available as shown in column 17 of the Personal Services Control Register.

A position control card will be prepared but no position control code will be assigned. Instead, the word "reimbursable" will be written in the spaces provided for the position code. Otherwise, the entries on the cards will be made in the same manner as for a regular appointment, except that the man days and funds will be set up only for the extent of the period of the loan. Upon completion of the reimbursable detail, the card will be removed from the control file and placed in a file of reimbursable detail completed. These cards must be retained as a permanent record.

e. Reimbursable detail to another agency or office.

- (1) Column 1: Post date of entry.
- (2) Column 2: Enter below incumbent's name a notation of reimbursable detail and the dates of its extent.

- (3) Column 4: Enter the number of days of the detail.
 - (4) Column 5: Decrease the balance by the amount posted in column 4.
 - (5) Column 8: Enter the amount of base pay which will be received as reimbursement.
 - (6) Column 9: Enter the amount of overtime pay which will be required as reimbursement.
 - (7) Column 10: Decrease the balance by the amount entered in Column 8.
 - (8) Column 11: Decrease the balance by the amount entered in column 9.
 - (9) Column 12: Enter the total of the new balances of columns 10 and 11.
 - (10) Post the transactions to the Personal Services Control Register. Enter on the position control card in column 13 reference to the page and line of the Personal Services Control Register.
 - (11) Flag the card.
- f. Transfers between sections and units. (Entering media -- copy of personnel journal)

The exchange of incumbents between positions will not affect the man days or funds but will only require making the necessary postings to column 2 of the proper position control cards.

Transfers of employees from one section or unit to fill an existing vacancy elsewhere in the organization will affect the records as follows:

- (1) Position being vacated by transfer.
 - (a) Column 1: Post the date entered.
 - (b) Column 2: Note the fact of the transfer and effective date.
 - (c) Column 4: Enter the number of man days required to carry the position from the effective date of the transaction to the end of the fiscal year.
 - (d) Column 5: Decrease the balance by the amount entered in column 4.

- (e) Column 8: Enter the amount of base salary required to carry the position from the effective date of the action to the end of the fiscal year.
- (f) Column 9: Enter the amount of overtime pay required to carry the position from the effective date of the action to the close of the fiscal year.
- (g) Column 10: Decrease the balance by the amount entered in column 8.
- (h) Column 11: Decrease the balance by the amount entered in column 9.
- (i) Column 12: Post the total of the new balance of columns 10 and 11.
- (j) Post the transaction to the Personal Services Control Register. Enter on the position control cards in column 13 reference to page and line of Personal Service Control Register.

(2) Position being filled by transfer.

The posting of this transaction will be handled in the same manner as for that of a new appointment. (See B, 2, a above)

g. Separations. (Posting media -- OEM-28 and personnel journal)

(1) Transfers to another agency or office.

Postings for this type of transaction will be handled in the same manner as in B, 2, b above.

(2) Resignations or terminations.

- (a) Column 1: Post date entered.
- (b) Column 2: Enter beneath the incumbent's name the date of last working date and the date of expiration of final leave.
- (c) Column 4: Enter the number of man days remaining in the fiscal year from the date of the expiration of final leave.
- (d) Column 5: Decrease the balance by the amount entered in column 4.

- (e) Column 8: Enter the amount of base salary required to carry the position from the date of expiration of terminal leave to the end of the fiscal year.
- (f) Column 9: Enter the amount of overtime pay required to carry the position from the date of expiration of terminal leave to the end of the fiscal year.
- (g) Column 10: Decrease the balance by the amount posted to column 8.
- (h) Column 11: Decrease the balance by the amount posted to column 9.
- (i) Column 12: Post the total of the new balances of columns 10 and 11.
- (j) Post the transaction to the Personal Services Control Register. Enter on position control cards in Column 13 reference to page and line of the Personal Services Control Register.
- (k) Post the terminal leave cost to the Register of Persons on Terminal Leave. (See Paragraph f on Register of Persons on Terminal Leave).

Note: Positions on which terminal leave is being paid may be filled before the expiration of terminal leave if funds are available. However, this must be accomplished by vice-ing the person on terminal leave into an additional identical position. The card for the additional identical position will be carried immediately below the original position and should be distinctly flagged. Postings should be made only to the original position card. The additional card should be removed immediately after the expiration of final leave.

The personal Services Control Register will reflect an additional filled position until the terminal annual leave has expired. The total number of filled positions may exceed the authorized positions by the number of persons on terminal leave.

(3) Leave without pay.

- (a) Column 1: Post date entered.
- (b) Column 2: Beneath the incumbent's name post the dates of the leave without pay.
- (c) Column 4: Post the number of days of leave without pay.
- (d) Column 5: Decrease the balance by the amount of column 4.
- (e) Column 8: Post the amount of base annual salary that would ordinarily be paid for the period of leave without pay.
- (f) Column 9: Post the amount of overtime pay that would have to be paid for the period of leave without pay.
- (g) Column 10: Decrease the balance by the amount entered in column 8.
- (h) Column 11: Decrease the balance by the amount posted in column 9.
- (i) Column 12: Post the total of the new balances of columns 10 and 11.
- (j) Post the transaction to the Personal Services Control Register. Enter on position control cards in column 13 reference to page and line of the Personal Services Control Register.

E. Personal Services Control Register

The Personal Services Control Register will serve as a summary control of the encumbrances of the position control file and will give the current status of the personal services budget as of the most recent action both as to positions filled and funds available. (See WRA Form 252, Exhibit IV)

- 1. To set up the control at the beginning of the fiscal year
 - a. Column 2: Post date of entry
 - b. Column 3: Enter the amount of allotment advice for the first quarter.
 - c. Column 4: Enter "First quarter allotment _____ positions \$ _____."

- d. Enter in block (a) under "Authorized positions" the number of positions authorized.
- e. Column 17: Enter the amount indicated on the advice of allotment as the estimated annual allotment.
- f. Column 4: Enter "Encumbrances as of July 1, 1943."
- g. Column 5: Count the number of filled positions in the position control file and post this figure in column 5.
- h. Column 6: Post the difference between the total authorized positions and the number of filled positions.
- i. Column 7: Post the total obtained by adding the balances in column 3 on the position control cards.
- j. Column 9: Carry over the amount posted in column 7.
- k. Column 10: Post the amount obtained by adding the balances in column 6 on the position control cards.
- l. Column 11: Post the total obtained by adding the balances in column 7 on the position control cards.
- m. Column 14: Carry over the amount posted in column 10.
- n. Column 15: Carry over the amount posted in column 11.
- o. Column 16: Post the total of columns 14 and 15 and check this amount by adding the balances in column 12 on the position control cards.
- p. Column 17: Post the allotment balance obtained by subtracting the total in column 16 from the amount of the allotment previously posted in column 17.

It may be that overtime funds will not be available at the time the control machinery is set up, and in that case column 17 will show a credit balance.

2. Posting subsequent actions.

As adjustments are made on the position control cards to reflect personnel actions, these adjustments will also be posted to the Personal Services Control Register. Columns 5 and 6 of the Personal Services Control Register will be increased or decreased by actions filling or vacating positions. Column 17 will be decreased by the amounts posted to columns 10 and 11 and increased by the amounts posted to columns 12 and 13.

F. Register of personnel on terminal leave

The purpose of this register is to accumulate the cost of annual leave by pay periods so that this figure will be readily available for purposes of the Personal Services Budget Analysis Report. (See WRA Form 250, Exhibit V)

The register will be posted whenever a resignation or termination occurs which involves the payment of terminal leave. The total cost of such leave will be broken down by pay periods for as many periods as leave extends.

At the end of a pay period the cost of terminal leave for that period will be obtained by simply adding the amounts in the column for the period. The number of persons on terminal leave will be obtained by counting the number of entries in the column for the pay period.

G. Personal Services Budget Analysis Report (See WRA Form 251, Exhibit VI)

1. Offices required to submit reports.

- a. Relocation Centers
- b. San Francisco Field Assistant Director's Office

2. Period to be covered by reports.

A report will be prepared at the close of each pay period. Reports will be prepared in duplicate and mailed to the Washington Finance Section not later than two days after the close of the pay period.

3. Organizational breakdown

- a. The reports of the Relocation Centers will be broken down by division and unit; subunits will not be shown.
- b. The San Francisco Office will prepare a separate report for each office receiving an allotment from Washington. The Field Assistant Director's Office will be reported in total. The Divisional Field Offices will be broken down to the Section level; the suboffices will not be shown.

4. Approval of Reports

- a. Relocation Centers

Reports from the relocation centers should be signed by the Project Director.

b. San Francisco

Reports from the San Francisco Office should be signed by the Field Assistant Director.

5. Preparation of the Report

a. Allotment

1. Authorized

Report the amount authorized projected on an annual basis as carried on the Personal Services Control Register.

2. Encumbered

Report the balance in column 16 of the Personal Services Control Register.

3. Balance

Authorized amount less encumbrance.

b. Positions

Column 2: Report the number of authorized positions for each organizational unit reported.

Column 3: Self-explanatory.

Column 4: Self-explanatory.

Column 5: Column 2 minus Column 4.

c. Encumbrances

Column 6: Report the figures obtained by adding the balances in Column 10 of the position control cards for each organizational unit reported.

Column 7: Report the figure obtained by adding the balances in Column 11 of the position control cards for each organizational unit reported.

d. Annual salary

Report the total base annual salary of all filled positions for each organizational unit reported.

e. Personnel on Terminal Leave

Report the figures obtained by closing out the proper column of the Register of Personnel on Terminal Leave.

f. Temporary Employees - Self-explanatory.

E. M. Rowan
Acting Director

EXHIBIT I

POSITION CODE CHARTS

All classified positions will be coded in accordance with the accompanying charts, and Position Control Cards will be filed according to the breakdown of the code system.

Examples of typical codes are as follows:

Washington Office

F	2	B	9.	2
				<u>Position number 2</u>
				<u>Grade 9</u>
				<u>C A F</u>
				<u>Finance Section</u>
				<u>Administrative Management</u>

Field Assistant Directors' Offices

A20 - B	14.	1
		<u>Position number 1</u>
		<u>Grade 14</u>
		<u>C A F</u>
		<u>San Francisco</u>

Divisional Field Offices

B	22.	B	9.	3	
					Position number 3
					Grade 9
					C A F
					Transportation Section
					Evacuee Assistance

Relocation Centers

X	4	b	B	4.	1	
						Position number 1
						Grade 4
						C A F
						Supply
						Administrative Management
						Jerome

Code Chart 1

Service Codes

<u>Service</u>	<u>Code</u>
P	A
CAF	B
SP	C
CPC	D

Code Chart 2

Washington Office

- A. Office of the Director
- B. Evacuee Assistance
- C. Relocation Planning
 - 1. Office of the Chief
 - 2. Statistical Section
- D. Reports
 - 1. Office of the Chief
 - 2. Information
 - 3. Project Liaison
 - 4. Documentation
- E. Office of the Solicitor
- F. Administrative Management
 - 1. Office of the Chief
 - 2. Finance
 - 3. Supply
 - 4. Personnel
 - 5. Office Services
- G. Employment
 - 1. Office of the Chief
 - 2. Project Employment
 - 3. Rural Employment
 - 4. Urban
 - 5. Leave
- H. Agricultural and Engineering
 - 1. Office of the Chief
 - 2. Agriculture
 - 3. Construction and Maintenance
 - 4. Fire Protection
 - 5. Irrigation and Roads
- I. Community Management
 - 1. Office of the Chief
 - 2. Community Analysis
 - 3. Community Organization
 - 4. Internal Security
 - 5. Education
 - 6. Health
 - 7. Welfare
 - 8. Business Enterprises
- J. Industrial
- K. Office of Indian Affairs

Code Chart 3

Offices of the Field Assistant Directors

A20 San Francisco

A21 Denver

A22 Little Rock

Code Chart 4

Divisional Field Offices

- B. Evacuee Assistance
 - 20 Exclusion Section
 - 21 Evacuee Property Section
 - 22 Transportation Section
- D. Reports
 - 20 Denver
- E. Legal
 - 20 San Francisco
- F. Administrative Management
 - 20 Finance
 - 21 Supply
- G. Employment
 - 20 Washington Field
 - 21 Cleveland
 - 22 Chicago
 - 23 Kansas City
 - 24 Denver
 - 25 Salt Lake City
- I. Community Management
 - 20 New York City

Code Chart 5

Relocation Centers

Master Codes

O	Colorado River
P	Manzanar
Q	Tule Lake
R	Gila River
S	Minidoka
T	Central Utah
U	Heart Mountain
V	Granada
W	Rohwer
X	Jerome
Y	Leupp

1. Project Director
 - a. Legal
 - b. Reports
2. Community Management
 - a. Internal Security
 - b. Health
 - c. Education
 - d. Welfare
 - e. Community Analysis
 - f. Community Activities
 - g. Business Enterprises
 - h. Evacuee Property
 - i. Community government
3. Operations
 - a. Agriculture
 - b. Industry
 - c. Engineering
 - d. Fire Protection
4. Administrative Management
 - a. Employment
 - b. Supply
 - c. Finance
 - d. Office Services
 - e. Statistics
 - f. Personnel

[illegible]

[illegible]

Б.ХНЛБЛГ V

OFFICE:	
PERIOD	
FROM:	TO:

ALLOTMENT		
AUTHORIZED	ENCUMBERED	BALANCE

[illegible]

