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PERSONNEL AUTHORITY AND RESPONSIBILITIES

FOR

WAR RELOCATION CENTERS

February 23, 1943
(Tentative)

SUBJECT: DELEGATION OF PERSONNEL AUTHORITY AND RESPONSIBILITIES TO
WAR RELOCATION CENTERS.

I. Purpose of these Instructions.

In order to facilitate the efficient functioning of the War Relocation Centers, the following authorities and responsibilities are delegated, effective March 16, 1943, to the Directors of the Relocation Centers and, in their absence, to Assistant Directors and Administrative Officers.

II. Classification of Positions.

The Washington office of War Relocation Authority will issue organization charts which will be supplemented by position descriptions and proper grade allocations for all positions. The Project Director may fill any of these positions at the grades shown in the charts. If it is desired to establish a position with duties and responsibilities different from those shown on the chart, the classification of the position will be submitted to the Director of the War Relocation Authority in Washington for approval.

III. Recruitment and Selection of Personnel.

Project Directors or their designees may select from among eligibles furnished on approval by the Civil Service Commission candidates to fill positions in grades below CAF-9. They will submit requests for eligibles to the CAS-CSC offices indicated in Section II - B for Civil Service recruitment or approval of eligible candidates and will refer to Washington for final approval qualifications of proposed appointees in grades above CAF-8.

IV. Changes in Status.

Project Division chiefs or other heads of comparable organizational units may initiate requests for promotions, transfers or other changes in status of employees and the Project Director may approve such actions, except that the following types of actions must be approved by the Director of the War Relocation Authority making such status changes effective.

1. All actions involving the filling of positions classified at CAF-9, P-3, or above by transfer, promotion or demotion of a Center employee. Such approval is not, however, required for the automatic within-grade salary advancements prescribed by law.
2. The transfer of persons to the Authority from another Governmental agency involving an increase of more than one professional grade or two CAF grades.
3. The appointment in the Authority, after a break in service, of former Federal employees at more than two CAF grades or one professional grade above that held by them in their last Federal employment.

4. Promotions involving an increase of more than two CAF grades or one professional grade.
5. Especially meritorious within-grade promotions authorized by the Meade-Ranspeck Act of August 1, 1941, Public Law No. 200.
6. Disciplinary actions based on improper conduct.

V. Separations.

Project Directors may accept resignations and grant releases to any project personnel. Project directors may terminate employees for unsatisfactory performance on their job in accordance with Civil Service Procedure outlined in Section II - C, except that such terminations involving employees in grades above CAF-8 must have the approval of the Director of War Relocation Authority. Any termination based on disciplinary action must have the prior approval of the War Relocation Authority Director.

VI. Records and Journalization.

Project offices will journalize all project actions, induct new employees, maintain personal records and prepare necessary reports.

PROCESSING OF PERSONNEL ACTIONS BY WAR RELOCATION
CENTERS.

I. Initiation of Personnel Actions and use of Forms OEM-28 and 27a.

A. Chiefs of divisions or similar organizational unit heads will recommend personnel actions to the Project Director through the Administrative Officer by the use of Form OEM-28, "Request for Personnel Action". (Exhibit A). Although it is permissible, in urgent cases, for the organizational unit heads to make oral requests to the Administrative Officer for personnel actions, these requests should always be confirmed by a Form OEM-28, properly signed by the Division Chief.

B. Preparation of Form OEM-28.

This form should be prepared in triplicate, a yellow, green and white copy. The yellow copy may be retained in the divisional files until the action is completed, and the green and white copies will be forwarded to the Administrative Officer. It is the duty of the Administrative Officer or his designee to give any necessary assistance to the division or section on the detailed preparation of the OEM-28.

C. Preparation of Form OEM-27a.

If the personnel action involves the placing of an employee in a position other than the one he occupies, or if the action involves the establishment of a new position not authorized on the organization chart,

PREPARE THREE COPIES.
RETAIN YELLOW COPY AND
FORWARD WHITE AND GREEN
COPIES TO PERSONNEL
OFFICE.

OFFICE FOR EMERGENCY
MANAGEMENT

REQUEST FOR
PERSONNEL ACTION

ACTION No. _____

APPROVAL

	Initials	Date
Personnel Officer _____		
Classification _____		
Recruitment _____		
Appointment _____		

ACTION REQUESTED

APPOINTMENT

1. Indefinite appointment.
2. Temporary appointment:
From _____ to _____
3. Extension of temporary appointment to _____
4. Reimbursable loan. 5 Nonreimbursable loan.

CHANGE IN STATUS

6. Promotion (to higher grade). 7. Demotion (to lower grade).
8. Transfer within the OEM.
9. Change in salary within grade.
10. Change in official station.

SEPARATION

11. Dismissal without prejudice.
12. Dismissal with prejudice.
13. Acceptance of resignation without prejudice.
14. Transfer to another Federal agency.
15. Other (specify) _____

CLASSIFICATION

If action involved is item 16, 18, or 19, this form must be accompanied by Form No. OEM-27, Position Description.

16. To establish a new position.
17. Number of positions to be established _____
18. To establish an additional position identical to Position

No. _____, held by:

(Name)

19. To review the classification of Position No. _____,

held by: _____
(Name)

20. To fill Position No. _____ formerly held by:

(Name)

21. Furnish names of qualified eligibles.

22. Name of employee or candidate:

(Last)

(First)

(Initials)

23. Proposed effective date:

PRESENT STATUS

(To be filled in for actions 3 to 14, inclusive, and 19)

24. Title: _____
 Per annum
 Per diem
25. Grade: _____ Salary: _____
 Without compensation
26. Department or agency: _____
27. Division: _____
28. Section: _____
29. Unit: _____
30. Official station: _____
(City) (State)

PROPOSED STATUS

(To be filled in for actions 1 to 10, inclusive, 14, and 19)

31. Title: _____
 Per annum
 Per diem
32. Grade: _____ Salary: _____
 Without compensation
33. Division: _____
34. Section: _____
35. Unit: _____
36. Official station: _____
(City) (State)

37. Remarks: (Special instructions, addresses, explanation of action, etc.)

(Date)

(Division Head or Designated Personnel Representative)

38. Approved:

(THIS SPACE FOR USE OF PERSONNEL OFFICE)

Title: _____ Position No. _____ Effective date: _____
Grade: _____ Salary: _____

an OEM-27a (Exhibit B), in original and four copies should be prepared. The second carbon copy should be retained and all other copies with the white and green copies of the OEM 28 forwarded to the Administrative Officer.

D. Washington Approvals

On any case which requires Washington approval, the green copy of the OEM-28 will be forwarded to the Personnel Management Section in Washington. If the case requires classification and budget approval, three copies of Position Description Form OEM-27-a shall be submitted. The green copy will be retained in Washington as a permanent record of approval in the central War Relocation Authority personnel file and the Relocation Center will be notified of approval by teletype or mail. All necessary approvals will be contained in the same communication.

II. Processing of Forms OEM-28

A. Classification.

The Administrative Officer will ascertain whether or not the position involved in the personnel action has been properly authorized and classified. Until this has been done the position may not be filled.

If the action does not involve the establishment of a new position and merely involves the placing of an employee in an existing position, the Administrative Officer will note this from the copies of OEM-27a and the third carbon should be forwarded to Washington for Washington personnel files.

If the action involves the establishment of a new position, the Project Director should make any corrections or additions he wishes to the description and submit the original, first and fourth carbon copies to the Director, as described under paragraph 2 of this section. Teletype approval will be given and the first carbon returned on confirmation. This carbon should be filed in the employee's personnel folder. If the position is vacant, the third carbon should be filed with the first carbon until someone is placed in the position.

Positions of the War Relocation Authority may be established in the following ways:

1. By the Use of Standard Descriptions, prepared by the Washington Personnel Office for use by all centers. These will give title, grade, salary, position description, number, whether or not it is an appointive, appointive-evacuee, or evacuee position, the position description itself, and desirable qualifications. There will also be shown the organization unit in which the position has been established. In the case of positions in grades CAF-4 and below, each individual job will not be described by individual descriptions. A series of standard descriptions will be furnished with which the Administrative Officer may compare the duties and responsibilities of positions and may use the standard description

if it describes work substantially the same as that involved in the position being classified.

Such descriptions were issued when the Centers were first established and were indicated on authorized organization charts. Additional descriptions have been and will be issued, accompanied by organizational charts showing their functional relationships. The numbers of each type of position will be indicated on the charts. Such positions may be established at any date on or following the approval date of the description. Positions filled for the first time are designated as new positions. When an employee has vacated the position, and another employee entered into it, the nature of the position is no longer new, but is designated as a vice action.

2. By Special Authorization from the Director. If the Project Director wishes to establish positions with different duties and responsibilities than those covered in the standard descriptions or to increase the maximum number of authorized positions, he will make his request to the Washington Personnel Office, accompanied by justification and modified position descriptions, if necessary, for those cases where the duties of the position have changed.

All correspondence concerning positions should include notations of the position description number, title, grade, approval date, and organizational location of the positions.

Every quarter the War Relocation Centers will be required to submit an organizational chart together with position descriptions for new positions. (Reallocation of an existing position to a higher or lower grade is to be considered as the establishment of a new position.) On the basis of these the Director will issue authorized organization charts and approved positions.

3. By requesting the exception of certain positions from the compensation schedules of the Classification Act of 1923, as amended. Section 5 of the Classification Act of 1923 provides that the compensation schedules of the Act "do not apply to employees in positions the duties of which are to perform or assist in apprentice, helper, or journeyman work in a recognized trade or craft and skilled or unskilled laborers, except such as are under the direction and control of the custodian of a public building..." Positions in the Centers so excepted are paid in accordance with prevailing wage rates. Authorization to establish and except such positions must be obtained from the Director by submitting the green copy of OEM-28 and two copies of OEM-27a.

The OEM-28 should specify the number of positions to be excepted and the length of time for which exception is requested. The request should be accompanied by a recommendation of the rate to be paid for the position, supported by a detailed analysis of prevailing rates, including rate paid by other governmental agencies in the area, private contractors, and all other pertinent factors.

Standard Description Numbers.

Effective March 16, 1943, all standard descriptions will be assigned a number prefixed by the letter X. Other position descriptions issued or approved by the Washington Personnel Office will be given a number when given classification approval.

B. Recruitment and Selection of Personnel.

- (1) Employment of Evacuees. All possible positions (those followed by E or AE in organizational charts) should be filled by the assignment of qualified evacuees, who will work under the employment policies of the Authority. Evacuees employed should meet the minimum qualifications ^{are to} set for appointive personnel insofar as possible. They ~~need~~ not be certified by the Civil Service Commission and their appointments will not be journalized.
- (2) Preparation of Civil Service Form 1890 "Request for Certification" (Exhibit C). Civil Service Form 1890 will be used in all cases for requesting certification of eligibles from the Civil Service Commission, and for requesting extensions of appointments, etc.

If Civil Service approval of a particular individual is desired, the Civil Service Form 1890 should be filled out as usual and under "Remarks" a request should be made for the inclusion on the certificate of the name desired. Civil Service Form 57, executed by the person concerned, should be attached to such request. For vacancies in positions at CAF-8, P-2, CPC-10 or below, Form 1890 will be prepared in duplicate, one copy for the appropriate Civil Service office and one copy for retention by the Center. For vacancies in positions above these grades, Civil Service Form 1890 should be prepared in triplicate, the additional copy for submission to the Washington Personnel Management Section.

- (3) Distribution of requests for Certification:

Form 1890 for vacancies in grades CAF-4 and below will be submitted as follows:

Manzanar - Thomas H. Osborne
CAS Regional Manager
1031 South Broadway
Los Angeles, California

Gila - Robert S. Davis, Civil Service Representative
Post Office Building
Phoenix, Arizona

Tule Lake - Mrs. Ida London Galton
CAS Representative
Bedell Building
520 S. W. Sixth Avenue
Portland, Oregon

- Minidoka - Edward R. Rice
Civil Service Representative
c/o U. S. Employment Service
Pocatello, Idaho
- Heart Mountain - Wayne E. Shroyer, Civil Service Representative
in Charge of C.S.C. - CAS Recruiting Office
Denver, Colorado
- Granada - Wayne E. Shroyer, Civil Service Representative
in Charge of C.S.C. - CAS Recruiting Office
Kittredge Building
Denver, Colorado
- Rohwer - Alfred J. Piatt, Jr., Civil Service Representative
in Charge of CSC - CAS Recruiting Office
Pyramid Building
Little Rock, Arkansas
- Jerome - Alfred J. Piatt, Jr., Civil Service Representative
in Charge of CAS - CAS Recruiting Office
Pyramid Building
Little Rock, Arkansas
- Delta - Edwin D. Ellis
Civil Service Representative
Salt Lake City, Utah

Requests for certification to vacancies in grades CAF-5 and up will be submitted as follows:

- Manzanar - Thomas H. Osborne
CAS Regional Manager
1031 South Broadway
Los Angeles, California
- Gila - Arch K. Jean
Regional Personnel Officer, CAS
Furniture Mart
1355 Market Street
San Francisco, California
- Tule Lake - Arch K. Jean
Regional Personnel Officer, CAS
Furniture Mart
1355 Market Street
San Francisco, California
- Minidoka - Herman E. Slotnick
Civil Service Representative
Boise, Idaho

- Heart Mountain - Wayne E. Shroyer, Civil Service Representative
in Charge of CAS - CAS Recruiting Office
Kittredge Building
Denver, Colorado
- Rohwer - Alfred J. Piatt, Jr., Civil Service Representative
in Charge of CSC - CAS Recruiting Office
Pyramid Building
Little Rock Arkansas
- Jerome - Alfred J. Piatt, Jr., Civil Service Representative
in Charge of CSC - CAS Recruiting Office
Pyramid Building
Little Rock, Arkansas
- Delta - Edwin D. Ellis
Civil Service Representative
Salt Lake City, Utah

Qualifications of all employees, whether occupying a position by original appointment, transfer or promotion, should be reviewed on the project for the conformance with Civil Service Departmental Circular 257 and the minimum requirements issued by the Washington Personnel Management Section.

C. Journalization and Review

After appropriate review for compliance with law, regulations and policy and the obtaining of necessary approvals, all actions will be journalized by the project personnel office and approved by the appointing officer. (Project Director, or, in his absence by the Assistant Director or Administrative Officer.) No journal is valid until approved by the appointing officer.

The following procedure describes the method by which the journal (Form OEM-1, Exhibit E) is prepared for approval of the Project Director. This process is known as "journalizing" a personnel action.

INSTRUCTIONS FOR FILLING OUT JOURNAL

The journal is a fanfold form, in original and seven copies. No abbreviations will be used on the journal except in the name of the month, state or position titles which are so well known that there would be no possibility of misinterpretation, i.e., "Junior Clerk". Each item on the sample journal is identified by a number corresponding to those listed below:

1. THIS ADVICE. In this block the date the journal is prepared will be typed.
2. OATH OF OFFICE. The date the oath is sworn to should be shown. This block is filled in only in the case of new appointments and transfers from non-OEM agencies, since they are the only types of actions which require oaths. For transfer purposes the following are considered OEM agencies:

WAR RELOCATION AUTHORITY
(Name of Project)
(Post Office Address)

(Date)

I hereby order and approve the attached personnel actions numbered
T-1 to T-5

Recommended:

(Administrative Officer)

Approved:

(Project Director)

Project Director.

1. War Relocation Authority
2. Central Administrative Services
3. Office of Civilian Defense
4. Office of Scientific Research and Development
5. War Production Board
6. Office of Coordinator of Inter-American Affairs
7. Office of Lend-Lease Admin.
8. Office of Defense Transportation
9. National War Labor Board
10. War Manpower Commission
11. Office of War Information

There is no legal basis for paying a new employee until the oath is taken. The oath may be sworn to after the journal is prepared, but the oath may not be taken prior to the date after "This Advice."

3. TO: The journal is addressed to the employee. His name should correspond on the journal to his customary signature. He should be instructed to use the same form of name in all Federal employment and to complete all personnel papers in the form of name used in previous Federal employment. A ruling of the Comptroller General requires that Federal pay rolls show an employee's first name in full, middle initial or initials, if any, and surname, as for example, John L. Jones, or John L. M. Jones. If he so desires, an employee may use his first initial and middle name in full, or he may use two full names, as, J. Milton Jones or John Milton Jones. In rare cases, individuals have no given name or names and use only letters, as JL Jones, or he may have a given name and no middle name or initials. In such cases, a statement should appear under "Remarks" to the effect that this constitutes the employee's full name. All personnel actions taken after the appointment should show the employee's name exactly as it is shown on the original appointment, unless the name is changed by marriage or court order. In cases of married women, "Mrs." should appear before the name. "Mr." and "Miss" need not be indicated.

4. NATURE OF ACTION

Indicate the type of personnel action being taken. The standard terminology to be used for the various types of actions is set forth in the section of this procedure which immediately follows. Actions may occur singly or in combination. As a rule, if two actions concerning an employee occur on the same day, they are written on the same journal.

5. EFFECTIVE DATE. This is the date on which the action is to be effective and is set by the personnel office, after any necessary conference with the Administrative Officer or operating unit. In cases of discharge this entry should read "C. O. B." (close of business) on the proper date unless the discharge is effective at some hour during the day, in which case the hour and minute should be given, as well as the date. A separation because of death is always effective at the close of business on the date on which the employee died. Leave without pay and furlough should show the beginning date, whether at the opening of business or at some hour during the day. The following more frequently occurring personnel actions may never be made retroactive, that is, effective on a date prior to that on which the action is journalized and approved by the Project Director: appointment, extension of appointment, readjustment, change in status involving either

a promotion or demotion. One key to this situation is whether or not the retroactive action will cost the Government money; if so, the action usually may not be retroactive. (NOTE: For the items 6 through 14, there is a "From" and "To" column on the journal. Under "From" is to be typed information concerning the employee's present status and under "To" is to be typed information concerning the status the employee will have upon approval of the personnel action involved. In the case of appointments, only the "To" side need be filled in. In the case of resignations, discharges, furloughs and leave-without-pay, only the "From" section will be filled in.)

6. POSITION: Use the approved classification title for the position and not the usual office title. This title will be obtained from the authorized position description.
7. GRADE AND SALARY. The approved classification grade will be shown for all allocated positions. After rate of pay indicate the pay basis, as per annum, (may be abbreviated as "P.A.") per diem w.a.e. (when actually employed) or per hour w.a.e.
8. OFFICE. Indicate the agency in this space. On actions affecting present employees, "War Relocation Authority" will always be shown. In case of transfer from another agency, the name of that agency will appear in the "From" section after the item "Office."
- 9, 10, and 11. The division, Section and Unit will be shown in accordance with the organizational chart of the project. If the chart does not show a break-down as far as the unit, it need not appear on the journal.
12. HEADQUARTERS. The headquarters will be shown as the post office address of the project.
13. DEPARTMENTAL OR FIELD. In all project cases "Field" will appear in this space.
14. POSITION NO. The number which has been assigned to the position description by the Personnel Office in Washington will be shown.
15. REMARKS. This space is provided for additional information, such as the reason for resignation. Remarks should be brief and should only be used when they will serve a useful purpose. Instances when remarks are necessary:
 1. Reason for change in name
 2. Reason for separation or resignation
 3. Reason for furlough, suspension, leave without pay
 4. Section of War Service Regulations under which an employee is transferred
 5. Reemployment benefits.

16. In the upper right hand corner of the journal, show the WRA action number, followed by a "T" if the appointment is temporary (one year or less) and "P" (permanent or indefinite) if the appointment is without time limit. A new series of numbers will be used each day. For example, the first journal written each day will bear the number "WRA-1-T" or "WRA-1-P". The addition of the letters "T" and "P" will facilitate the distribution of the Civil Service copies of the journal.
17. ISSUING OFFICE. In this space "WAR RELOCATION AUTHORITY" will be typed in caps followed by the name of the Relocation Center.
18. CIVIL SERVICE AUTHORITY. Indicate the Civil Service Certificate number, date of the certificate and the number of the Civil Service Regional Office; the date and file initials of the Civil Service letter of approval; the appropriate paragraph and sub-division of Schedule A appointments, as "Schedule A-1-10".
19. APPROPRIATION SYMBOL. Indicate the appropriation number furnished by the Fiscal Officer.
20. DATE OF BIRTH. Give month, day and year.
21. LEGAL RESIDENCE. Give the State only. This need not be indicated on journals after the original appointment.
22. Indicate "Male" or "Female". The letters "M" and "F" may be used. This need not be indicated on journals other than the original appointment.
23. NATURE OF POSITION. Place an "X" in the appropriate box. If a new position has been authorized and is being filled for the first time, place an "X" beside "New." If an employee is being appointed or promoted to a position formerly occupied by another employee, place an "X" in the "Vice" box. The "I.A." box will not be used for project positions.

This information is not necessary for separations, extensions of appointments, furloughs and similar actions.
24. NAME REFERENCE. If the position has not been occupied previously indicate "Vacancy" in this block. If the employee is being viced into a position occupied previously indicate the name of the employee who occupied that position. This information is not necessary for extensions of appointment, separations, furloughs, etc.
- 25, 26, and 27 are to be left blank.

28. Retirement deductions are not taken from the salaries of temporary employees, but are taken from the salaries of all indefinite project employees. On this basis, x-out the appropriate words in this sentence.
29. EMPLOYING OFFICER. The facsimile signature of the Project Director will be stamped in this space.
30. PERSONNEL OFFICER. The facsimile signature of the Administrative Officer will be stamped in this space.

STANDARD TERMINOLOGY TO BE USED AS "NATURE OF ACTIONS" ON JOURNALS, AND SOME REVIEW POINTS.

The following actions are usually taken singly, but occasionally they occur in combination and may be so written. Insert to the right of the term "Nature on action" on the journal form the full statement that is shown below.

1. Indefinite War Service Appointment

This will be used for original appointment to a position under the War Service Regulations, if the work to be done will last longer than one year. The duration of an indefinite appointment is generally considered to be for a period of the war and for six months thereafter. Persons appointed under the War Service Regulations do not acquire a Civil Service status by such service.

Trial Period -- The first year of an indefinite war service appointment is a trial period. At any time during the trial period (after completion of one month's service) the employee may be separated, if his performance on the job is not considered satisfactory.

An efficiency rating will be made at the completion of ten month's service for employees serving a trial period. Any leave without pay lengthens the trial period by a period equal to that of the leave without pay.

No journal action is necessary for the retention of the employee after satisfactory completion of the trial period.

Prior Civil Service approval is necessary for such an appointment. If the appointment is made from a certificate of eligibles, the "Civil Service Authority" block on the journal must show the certificate number, date, and Civil Service Region. If the appointment is not made from a certificate the code initials of the approving Civil Service official and date of approval will be indicated.

The responsibility for the selection of such employees rests with Relocation Center officials and no persons may be appointed in violation of the following established requirements:

No person may receive an indefinite appointment where two or more members of the family are already in the Federal Service. The standard application form has a question regarding members of family in the Federal Service.

Although it is not illegal to appoint a person who holds an elective office (unless the holding of such office would interfere with his work in the Authority*, a clear statement concerning the fact of office held, amount of time devoted in such office, whether or not the person intends to resign, etc., should appear with the qualifications of the person for review in Washington. Some State Constitutions prohibit the acceptance of a Federal position by a State Office Holder.

Membership in any political party or organization which advocates the overthrow of the Government by force or violence will prohibit the payment of salary or other money to the person holding such membership--application Form 57 has a question concerning this subject. If the applicant is presently employed by another Federal Department or Agency, his appointment in the Authority should be made by transfer and not under Regulation V.

If the applicant is on furlough from another department because of lack of work or funds, he is eligible for temporary appointment in the Authority, but his appointment may not be made indefinite unless he is absolutely separated from the other Department.

If the applicant has previous Federal service, his appointment should be made under Regulation VIII, and not under Regulation V.

Medical certificates should be reviewed and if there is reasonable doubt as to physical fitness for the job to be done the Medical Director of the Project should be consulted for recommendation regarding the employee's physical fitness.

All forms required in connection with an appointment should be reviewed for completeness.

Appointments may not be retroactive, that is, the employee may not be put to work before approval of the appointment by the Project Director (as indicated by his signature on the face sheet). In other words, the effective date may not be prior to the date the journal is prepared.

Only the "TO" side of journal is completed.

2. Temporary War Service Appointment, Not To Exceed (Date), Regulation V.

This will indicate the appointment of a person for a limited time not in excess of one year. It may be for any number of months desired, up to one year, according to the length of time the particular job will require.

It is suggested that if a determination can not be made as to the duration of the work that Civil Service approval be obtained for one year- under such circumstances, a three months appointment may be extended for an additional period without obtaining additional Civil Service approval.

The Civil Service authority for a temporary appointment is indicated on the journal in the same manner as for an indefinite appointment.

If it is observed that the applicant is employed in another Federal position, the transfer to a temporary position should not be made, since a person transferring from an indefinite to a temporary appointment loses any leave to his credit at the time of the transfer.

A temporary appointment for "30 days" or "60 days" is interpreted as being 1 or 2 calendar months.

Temporary appointments may not be retroactive.

Fill in "TO" side of journal.

Review points listed for an indefinite appointment are the same for a temporary appointment, with the exception that the restriction as to members of family in the Federal Service is not applicable.

3. Indefinite War Service Appointment, Reg. VIII.

This will be used for the appointment of a person who has had previous Federal Service. It is not necessary to determine whether or not the person is eligible for reinstatement.

Civil Service authority and review points are the same as those listed for indefinite appointments under Regulation V. (Sample 1).

4. Temporary War Service Appointment Not to Exceed (date), Reg. VIII.

This will be used for the appointment for one year or less of a person who has had previous Federal Service.

Civil Service authority and review points are the same as those listed for temporary appointments under Regulation V. (Example 2).

5. Excepted Appointment Not to Exceed (Date).

All excepted appointments in the War Relocation Authority will be for a period not to exceed one year.

No alien may be employed under excepted appointments. The following appointments listed below, which are excepted from Civil Service approval of qualifications, may be used at the Centers. Relocation officials should, however, assure themselves that the appointees are qualified for the jobs.

(a) 30 day Emergency Appointments. War Service Regulation V, Section 4 reads as follows, "Emergency appointment without examination, (a) in cases of an extreme emergency, when positions must be filled without delay, and when time does not permit the securing of prior authority, emergency appointments for, not to exceed 30 days, may be made without examination and without specific authority of the Commission. This authority shall not apply to positions in Washington, D. C., or to positions in cities where regional offices or branch regional offices of the U. S. Civil Service Commission are located. Such appointments may not be extended beyond the thirty-day period, without the expressed prior approval of the Commission. (b) Notwithstanding the provisions of this section all existing special agreements between the Commission and any department or agency are continued in effect till further notice, except in such appointments will be made initially under the executive order, No. 9063. Approval of the Commission or the District Manager or his representatives must be obtained for continuation of such appointments beyond the period authorized by such agreements, (c) Except as provided in sub-sections A and B of this Section, appointment without examination may be made only with expressed prior approval of the Commission."

Emergency appointments may be made to any type of position, but should be resorted to only in individual cases of unforeseen emergency. Cities which are headquarters for Civil Service regional or branch regional offices are listed in Departmental Circular No. 323, Revised, Supplement No. 9, and are as follows: Boston, New York City, Philadelphia, Winston Salem, Atlanta, Cincinnati, Chicago, Pittsburgh, Washington, D. C., Cleveland, Dayton, Detroit, St. Paul, St. Louis, New Orleans, Seattle, San Francisco, Denver, Omaha, Kansas City, Dallas, Los Angeles, Salt Lake City. Emergency appointments may not be made in these cities.

No emergency appointments may extend for more than 30 days without prior approval of the Commission. In such cases, if it appears that the service of the employee will be required for more than 30 days, steps should be taken immediately to obtain Civil Service approval for his continuance for a temporary or indefinite period, or a request for certification of eligibles should be submitted.

Civil Service authority for such appointments will be indicated on the journal as Regulation V, Section 4. Fill in "To" side of journal.

- (B) Schedule A-1-6 appointments for intermittent work, total salary not to exceed \$540 per year.

Schedule A-1-6 reads as follows:

"6. Any person receiving from one department or establishment of the Government for his personal salary compensation aggregating not more than \$540 per annum whose duties require only a portion of his time, or whose services are needed for very brief periods at intervals, provided that employment under this provision shall not be for job work such as contemplated in Section 4 of Rule VIII. Appointments under this paragraph for duty in Washington, D. C., may be made only with the express prior approval of the Commission when in the opinion of the Commission the use of existing registers or the establishment of new registers is impracticable. The name of the employee, designation, duties, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition, when payment is not at a per annum rate, the total service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service. The additional employment under similar conditions of such a person by another department or establishment of the Government will be subject to the approval of the Commission."

Schedule A-1-6 appointments may be made for any type of personnel except unskilled laborers (See Schedule A-1-14, Paragraph D, below). The justification in each case rests in the nature of the work, not the exigencies of the particular situation. That is, unless the work is inherently part-time, or intermittent, a temporary or indefinite war service appointment should be made, on a W.A.E. basis if appropriate.

Schedule A-1-6 appointments may not exceed one year in duration. Not more than \$540 may be paid in salary during any one year.

The "report of changes" referred to has reference to the journal copies. Therefore, on journals for separation of A-1-6 employees at other than per annum rates, the total service rendered and the distribution of such service during the year will be shown under "Remarks."

Fill in "To" side of journal.

- C. Under this schedule are positions of Schedule A-1-10 appointments of skilled laborers and tradesmen for construction or repair work.

Schedule A-1-10 reads as follows:

"Temporary, part-time, or intermittent employment of mechanics, skilled laborers, and tradesmen on construction or repair work in the field service, in places where there is no local board of examiners of the Civil Service Commission for the employing establishment, and where the commission deems it impracticable to establish registers of eligibles. Seasonal employment of a recurring nature are not authorized under this paragraph."

It has been determined that there is no local board of examiners at any of the Centers and that the Civil Service Commission deems it impracticable to establish registers of eligibles at the Centers for filling these positions.

Schedule A-1-10 appointments are limited to six months, and may not be made to work of a seasonal or recurring nature.

Fill in "To" side of journal.

(D) Schedule A-1-14 appointments of unskilled laborers.

Schedule A-1-14 reads as follows:

"14. Unskilled laborers at any city, locality or establishment where the Labor Regulations were not in effect on July 1, 1941. The Commission, with the concurrence of the department or agency concerned, may include within the classified civil service unskilled laborer positions at any such city, locality, or establishment."

It is suggested that an appropriate number of laborers be appointed under these provisions to serve on a w.a.e. basis. Employees available on call can then be directed to work as needed, without the necessity of appointment and separation for each job.

Cities in which the Labor Regulations were in effect on July 1, 1941, are indicated on the attached list. In those cities, unskilled laborers may be appointed only from names supplied by the Civil Service Commission. In all other places, unskilled laborers may be employed under Schedule A-1-14 without Commission approval.

Appointments under Schedule A-1-14 may not exceed one year.

Fill in "To" side of journal.

FORMS REQUIRED FOR SCHEDULE A APPOINTMENTS.

The oath and affidavit will be executed and will be retained in the employee file at the Center. One copy of Form 2390 (Fingerprint Chart) will be executed and sent to the Personnel Management Section for forwarding to the Federal Bureau of Investigation, instead of being submitted to the appropriate Civil Service Regional Office as in other cases. If desired, an application on standard Form 60 and 57 may be executed by the applicant, and a physical examination may also be required. Neither of these forms is mandatory insofar as the Washington office is concerned. ~~The Commission copy of the journal for Schedule A-1-10 appointments will be sent to the Personnel Management Section for forwarding to the Washington office of the Commission.~~

6. Extension of Temporary War Service Appointment Not to Exceed (Date).

This action is used to extend a temporary appointment for an additional period, depending upon the length of time the employee's service will be required. It may be used to extend either Regulation V or Regulation VIII appointments. Prior approval of the Civil Service Commission is necessary unless approval of the original appointment was for one year.

Extensions may not be retroactive. A tickler file on temporary appointments should be maintained.

Fill in "To" side of journal.

7. Temporary War Service Appointment made Indefinite.

This action will be used to extend a temporary appointment (under Regulation V or Regulation VIII) for War Service duration.

Prior approval of the Civil Service Commission must be obtained and extensions may not be made retroactively.

Fill in "To" side of journal.

8. War Service Appointment by Transfer from (Name of Agency)

This action is used when a transfer is made from a non-OEM agency or department. For transfer purposes, all agencies except those listed below are considered non-OEM agencies;

War Relocation Authority (WRA)	Office of Lend Lease Administration (OLL Adm.).
Central Administrative Services (CAS)	Office of Defense Transportation (ODT)
Office of Scientific Research and Development (OSRD)	National War Labor Board (NWLB)
War Production Board (WPB)	War Manpower Commission (WMC)
Coordinator of Inter-American Affairs (CIAA)	Office of War Information (OWI)

Prior approval must be obtained from the Civil Service Commission for transfers from all agencies except those listed above.

If an appointment by transfer is at a higher salary, the promotional requirements listed in Departmental Circular No. 257, Supplement 4 must be observed.

The War Service Regulation and Section under which the transfer was approved must be listed under "Remarks" on the journal. This information may be obtained from the Civil Service Transfer Certificate.

If reemployment rights are granted, that information should also be shown.

9. Transfer Between (OEM Agencies)
(WRA Organizational Units.)

This action is taken when a transfer occurs between OEM agencies. (See example 8 for a list of these agencies) or between organizational units within the Authority.

In each type of transfer a release must be obtained from the office from which the employee is transferring. In organizational changes within the Centers, an oral release is sufficient.

This action is not to be confused with "Appointment by Transfer from Non-OEM Agency" or a "Change in Official Station." Transfers are frequently combined with other actions, such as changes in status and official station.

Prior Civil Service authority is not necessary for transfers between OEM agencies. The Commission's letter of October 6, 1941, is indicated as the authority unless a promotion is involved which necessitates prior approval in accordance with Departmental Circular 257, S. 4.

10. Change in Official Station: This action is used to record a change in official station within the Authority. Such a change may be from one Center to another, from a field office to a Center, or from Washington, D. C. to a Center. Other actions are frequently combined with changes in official station, such as a change in status and transfer.

A release must always be obtained from the office in which the employees is currently employed, including information as to whether reemployment rights are granted. These releases should be obtained by teletype whenever possible.

If a change in official station involves no expense to the government for travel or movement of household goods, no additional forms need be completed, and a journal may be prepared immediately.

If such a change does involve expense to the government, either for travel or for movement of household goods, approval of the Director of the War Relocation Authority must be obtained in advance of the effective date.

The receiving Center must furnish the following information by teletype to the Personnel Management Section in Washington.

1. Name of employee.
2. Title, grade, and salary of present position and new position.
3. Present official station.
4. Proposed effective date.
5. Transfer is in the interest of the Government and not for personal convenience of employees.

6. Travel (is) (is not) at government expense.
7. Movement of household goods (is) (is not) at government expense
8. Method travel. (For example (a) by common carrier (b) common carrier, including air line.)
9. Per diem allowance while enroute.
10. Release has been obtained.

Change from a Field Station to a Relocation Center

On the basis of the teletype mentioned a Form 598 will be prepared in Washington in original and six copies. Upon approval of the Form 598 by the Director, a teletype of approval will be sent to the project. The action may be journalized by the Center at that time. This may be done retroactive to the effective date approved by the Director. The Washington Personnel Office will distribute the Form 598 as indicated below:

To releasing Center or to CAS Personnel Office servicing releasing WRA field or employment office.

- (1) Original for delivery to employee
- (2) Copy for personnel files
- (3) Copy for payroll

To receiving Center:

- (1) Copy for personnel file
- (2) Copy for payroll
- (3) Copy for the Fiscal office

One copy will be retained in the Washington Personnel Management Section. Two copies of the journal will be transmitted to the releasing office.

Change from Washington to a Relocation Center

The same procedure will be followed insofar as the Center is concerned. The Washington Personnel Management Section will prepare the Form 598 in original and seven copies, the extra copy being sent to the Fiscal office. When the Form 598 is received in the releasing office, the leave and retirement record cards and the personnel folder will be sent to the receiving office. Civil Service Authority is the letter of October, 6, 1941.

11. Change in Status: This action is used for a change in designation or grade or both, with or without change in salary. Change in status may represent an increase or decrease in salary.

The Civil Service authority for a change in designation, grade or salary is the Commission's letter of October 6, 1941, which granted prior authority to make such changes, after the employee had served thirty days of his trial period, provided the qualifications listed in Departmental Circular 257 are met. The exceptions listed in Supplement 4 of

Departmental Circular 257, must have individual prior approval of the Commission.

Changes in status before an employee has served thirty days of his trial period must have the Commission's prior approval.

Changes in status for temporary employees must have prior approval of the Commission also.

Cases should be carefully reviewed from the qualification standpoint.

A salary change can only be made effective at the beginning of the pay period, immediately following the pay period in which the change is approved. This action is frequently combined with other actions, such as transfers, or changes in the field station.

Fill in only that portion of the "From" section which indicates the change being journalized.

12. Promotion

This action is used only in cases of promotion, under the provisions of the Mead-Ramspeck Law, which provides for automatic within-grade salary advancements for other than temporary employees.

Employees who receive less than \$3800 per annum are eligible for within-grade advancements after serving for eighteen months without a promotion. Employees occupying positions which pay \$3800 and above are eligible for within-grade advancements after completing thirty months of service.

Automatic Within-Grade Salary Advancements occur quarterly on January 1, April 1, July 1, and October 1.

This is an action which may be journalized retroactively, since these promotions are mandatory under law.

On "From" side of journal fill in only the item which is being changed.

The space for Civil Service Authority will remain blank.

13. Change in Name From (Give Former Name)

This action is to record a change in name due to error in typing the name on a journal already issued, to marriage or court action. After marriage, a female employee should be carried on the rolls under her given name, initial and surname of husband. For example: "Mrs. Ruth G. Moore", not "Mrs. James L. Moore".

In case of divorce, or other change of name by court action, no journal action can be taken until the employee furnishes a copy of the court order, which is placed in the Project Personnel File. In some jurisdictions, the divorce decree restores a woman's maiden name - in others, a separate court order is issued for the restoration of maiden name.

Name changes will be made effective on the first day of the pay period following the change. They may be combined with other actions. Reasons for the action should be indicated briefly under "Remarks".

Fill in "TO" side of journal.

14a. Three Months at a Time. Furlough to (Date) Inclusive.

A furlough is an absence from duty not requested by the employee. For example, an employee may be furloughed when lack of work on which he is engaged or lack of funds for that particular work make it necessary to reduce the force. If it is thought that the service of the employee may be needed again within a few months, it is advisable to furlough him instead of separating him, because it is much easier to journalize a return to duty from furlough than it is to get a new appointment approved. All furloughs, even for short periods, should be journalized. It is suggested that employees be furloughed for not less than 1 month, as they can be returned to duty at any time needed. The effective date should include all annual leave to the employee's credit. Employees should be notified, (preferably in writing,) as far in advance as possible of contemplated furloughs. Selection of employees for furlough must be made in accordance with separation registers, which are prepared according to length of service, efficiency rating, etc. If it should become necessary to prepare separation registers, the Washington Personnel Office may be consulted on method of preparation.

All furloughs for reduction in force must be approved by the Director and the OEM-28 - forwarded to Washington. It must be accompanied by the separation register.

The reasons for the furlough must appear in the "Remarks" section of the journal.

Temporary employees should not be furloughed. If a temporary employee is needed only intermittently, his appointment should be on a per diem and not on a per annum basis.

Only the "From" section is filled in for this action.

14-b. Furlough (Military Service) is granted to any employee (except temporary) who leaves his civilian position and enters any branch of the Armed Forces by enlistment or otherwise. When his resignation for military service is received, a check should be made to determine whether he realizes his right to a furlough. If he insists upon resigning, that action may be taken instead of a furlough.

Regardless of whether or not an employee resigns, he is considered to have been in furlough status during the period of his military service, and upon application within 40 days of the satisfactory completion of such service is entitled to reemployment in his former position or one of like status and pay. If his former position no longer exists he may apply to the Civil Service Commission for entry of his name on the Reemployment list.

Project Directors may issue releases to employees of the Centers to accept commissions in or enlist in the Armed Forces. These releases may be granted immediately, but, if possible, sufficient notice should be given to train a replacement.

Since an employee entering military service is entitled to receive salary compensation for all or part of his annual leave while he is also being paid by the Armed Forces, or may elect to have his leave carried over until he returns to his civilian position, or may take his annual leave. Salary payment representing his annual leave will not be made in a lump sum, but he will be carried in an active duty status until his leave expires, receiving regular salary payment at the regular semi-monthly pay periods. If the employee wishes to take his annual leave, the effective date of furlough will be at the expiration of such leave. If he does not wish to take his annual leave, the furlough will be effective at the beginning of the day on which he entered military or naval service. A statement as to his preference in taking leave must appear on the ODM-28.

This is also applicable to employees who enter the Women's Auxiliary Corps or Reserve.

Fill in "From" side.

15. Leave Without Pay to (Date) Inclusive

This is an action to grant a voluntary request for absence from duty after the employee has exhausted his annual or sick leave (in case of illness).

Up to and including 30 days' l.w.o.p. may be approved administratively on the basis of a leave slip by the person who ordinarily approves leave. Leave without pay in excess of 30 days must be approved by the Project Director and journalized. In such cases, the effective date shown on the journal should include the entire period of l.w.o.p. and not just that portion in excess of 30 days. Leave slips, signed by the employee, should accompany the ODM -28 requesting l.w.o.p.

Additional periods of leave without pay in the amount of 30 days or more must also be journalized.

Leave without pay is not granted employees desiring to engage in outside work.

L.W.O.P. may be granted to temporary employees as well as indefinite employees.

The CSC has placed a limit of one year on leave without pay for any reason whatsoever.

Briefly state the reason for action under "Remarks".

Fill in "FROM" side of Journal.

16. Suspension to (Date)

Pending investigation of charges against an employee or the consummation of proceedings for removal due to misconduct, neglect of duty, fiscal irregularities, etc., an employee may be suspended from duty.

Project Directors may approve suspensions for a period not to exceed one week. If it is desired to extend this suspension for a longer period, prior approval must be obtained from the Director.

Action should not be taken retroactively to suspend an employee who has worked in good faith during the period involved. Action to suspend should be taken currently.

Upon approval of an additional suspension by the Director, the action taken will be "Extension of suspension to (Date)".

Suspensions used as a disciplinary measure must have prior approval of the Director.

Give brief statement of reasons under "Remarks". in Journal.

Fill out "FROM" side of journal.

17. Return to Duty

This action is used to restore to duty after an employee has been on leave without pay, furlough or suspension. Since the Act of August 18, 1941 extended reemployment benefits to members of the Armed Forces, the nature of action in those cases would be "Return to Duty (Act August 18, 1941)".

Fill in "TO" side of journal.

18-a. Separation.

This action is used for the termination of appointment, of either temporary or indefinite employees in good standing. A temporary employee may be separated at any time during his temporary appointment.

Employees separated for reduction in force must be selected in accordance with Civil Service Commission separation register procedure. Instructions for preparation of separation registers may be obtained from the Washington Personnel Office, should the need arise.

Employees should be notified in writing of contemplated separations. This notice should, if possible, be delivered to the employee 15 days prior to the time of leaving active duty.

The effective date of separations should include all Annual Leave to the employee's credit.

The reason for action should be stated briefly under "Remarks", as "Completion of Work", or "Expiration of Temporary Appointment", for temporary employees, and "Lack of Work" or "Lack of Funds" for indefinite employees.

Separations for cause (misconduct or unsatisfactory service) must be approved in advance by the Director. In such cases, the "Remarks" portion of the Journal should record briefly the reasons or circumstances surrounding the separation, in order that the CSC may determine the employee's eligibility for re-employment and separation benefits under the Retirement Act.

Fill in "FROM" side of Journal.

18-b. Separation by Death of (Name)

This action is to effect the removal of an employee's name from the rolls by reason of death. The action should be addressed to the Director in the space on the fanfold provided for "Name". The effective date of this action is always at the close of business of the day upon which the employee died. If an employee dies at 12:15 AM on March 15, 1943, the effective date would be close of business March 15, 1943.

Fill in "FROM" side of journal.

18-c. Separation by Transfer to (Name of Agency).

This action is taken when an employee transfers to a non-OEM agency or other Federal department. In case of transfer, an employee should not be requested to submit a resignation.

Project Directors, may, at their discretion, authorize releases for transfers to other agencies. It is not the intention of the Authority to refuse to release any employee. However, the general welfare of the Relocation Centers should receive primary consideration. In vital positions, where health and safety at the Centers are involved, Project Directors should refuse to release incumbents until suitable arrangements are made for recruitment and training of a replacement. Employees should be requested to give a reasonable amount of notice of their proposed transfers. The time necessary for replacement purposes will vary with individual cases.

A check should be made with the employing agency to determine the exact date the employee entered on duty there, in order to avoid dual payment of salary.

Under "Remarks" on the journal, the section of the War Service regulation under which the transfer is effected should be shown, together with information as to reemployment rights, if any. This information may be

taken from the copy of the Civil Service transfer certificate, which is furnished to the agency from which the employee transferred.

The effective date of separations by transfer need not include all annual leave due the employee.

Complete "FROM" section of journal.

19. Resignation

This action is to record the acceptance of a resignation of an employee. Resignations must be voluntary and supervisors may not request resignations. Employees should be requested to give sufficient notice to allow for recruitment and training of a replacement.

One copy of Form OEM-11 must accompany the OEM-28.

The date of resignation should include all leave due the employee. The effective date is the hour and minute at which the leave expires.

If an employee resigns to accept a position in another Federal Department or Agency, the date of reporting for duty in the new employment should be checked with the new agency to avoid dual payment of salary. In the case of a transfer to another agency, a resignation is unnecessary.

The Journal should indicate briefly the reason for resignation, as "To return to school", "Other employment", etc.

If an employee is involved in an investigation, or disciplinary case, or has a current efficiency rating of "Unsatisfactory", those facts should appear briefly under "Remarks".

Complete "FROM" section of Journal

20. Cancellation of (Nature of Action) dated (Date of Journal).

This action is to cancel an action previously journalized. If the action has not been consummated, that is, approved and journals distributed, it is unnecessary to process a cancelling action, as the Journal copies can be destroyed.

Strict adherence is necessary to rules, regulations and Comptroller General's decisions governing retroactive actions. The termination of an appointment or the acceptance of a resignation should not be canceled, after the effective date has passed, for the purpose of effecting the separation at a later date. Neither may a separation action be canceled after the effective date has passed to permit retention of an employee on the rolls.

No action may be cancelled after the effective date has passed which would have the result of reducing the salary of the employee concerned. For example, if an employee is promoted effective November 1, 1943, the promotion can not be revoked after the effective date has passed.

Only that portion of the employee's status which has been changed (as in a change in status) need be shown on both the "FROM" and "TO" boxes

21. Amendment of (Nature of Action) dated (Date of Journal)

This is an action taken to correct an error made in the preparation of some item on the Journal.

Admendments may not be made to include in original actions any item which is not within the authority delegated to project officials, and may not be used to change effective dates.

Amended journal will be prepared with the correct information shown on either the "To" or "From" side of the journal, whichever is appropriate. The "From" side is not to be used to show incorrect information which appeared on the journal being amended.

If incorrect journals have not been distributed at the time an error is discovered, amended copies are unnecessary as the original journal may be corrected.

Amendments should be kept at an absolute minimum, since the necessity for amendments usually is indicative of lack of careful check of the journal.

22. Change in Effective Date of (Nature of Action) from (Date).

This action will be used to change the effective date of an action previously taken by the field employment officer. The information appearing in the "from" and "to" blocks should be exactly the same as appeared in the action for which the date is being changed.

Regulations and decisions of the Comptroller General prohibit changing the effective date of an original appointment, a change in salary, or the acceptance of a resignation retroactively (that is, after the effective date or the date the action was taken by the appointing authority.) For example, the effective date of appointment of an employee is approved as September 15, 1941. After that date has passed, no action may be taken by the appointing authority to make the effective date of the appointment prior to September 15, 1943. If the appointing officer accepts an employee's resignation on October 15, 1943, to be effective October 31, 1943, no action to change the effective date to one later than October 31 after that date has passed.

PROCEDURE FOR EFFECTING REIMBURSABLE AND NON-REIMBURSABLE DETAILS OF EMPLOYEES

Public Law 678 requires that constituent agencies of the Office for Emergency Management and the Office of Price Administration shall obtain prior approval from the Bureau of the Budget for all work to be performed or services to be rendered for them by any other agencies of the Government, whether or not the performance of such work or services involves the transfer of funds or reimbursement of appropriations.

The Bureau of the Budget has ruled that specific approval will not be required for:

1. The detail of employees from one agency to another where such detail involves less than 60 man days per person; except where transfers or reimbursements involve printing and binding, traveling expenses, or the purchase of motor propelled passenger-carrying vehicles.
2. The detail of employees between OEM agencies.

A request for the loan of an employee of another government agency, whether or not such loan involves prior approval of the Bureau of the Budget, should be initiated by the use of Form OEM-28. The information listed below should be included either on the requisition or on a statement attached thereto.

1. Name, title, grade and salary of employee to be detailed.
2. Type of loan, i.e., reimbursable or non-reimbursable.
3. Period of time for which the employee is to be detailed and whether he will serve full or part-time.
4. Name of lending agency.

In accordance with Decision 13 C.G., 234, of the Comptroller General an official request in letter form for the employee's service will be sent to the lending agency. Sufficient copies of the letter will be prepared to provide for the following distribution:

The original and two copies to the lending OEM agency or other Governmental agency, in case of reimbursable loans. If reimbursement is not involved, only the original and one copy should be prepared. One copy will be returned to the Center, indicating the lending agency's approval of the loan, and the other copy will be returned to the Center with the adjustment voucher when it is submitted.

One copy to the employee file at the Relocation Center.

The period of detail begins with the date of departure from the lending agency and extends to the date of return and includes time spent in travel status.

The procedure for requesting extensions of reimbursable or non-reimbursable loans is the same as outlined above for original loans.

Loans for a period of less than 60 man days per person may not be extended beyond 60 days without prior approval of the Bureau of the Budget.

Bureau of the Budget approval will be obtained by the Personnel Management Section in Washington. In such cases, the green copy of the OEM-28 will be submitted in sufficient time to allow for Bureau of the Budget approval, which requires approximately ten days.

D. Approval of Journal.

The journal will have no validity until approved and signed by the appointing officer (Project Director or, in his absence, the Assistant Director or Administrative Officer). His approval is obtained as follows:

1. Separate the white Civil Service copies of the journal according to kinds of positions (temporary or indefinite).
2. Type two cover sheets, one for temporary appointments and one for indefinite appointments in accordance with the sample attached (Exhibit).
3. The Administrative Officer should sign the face sheet as recommending officer and the Project Director should sign as the approving officer.
4. Upon return of the face sheets from the Project Director, they will be filed chronologically in a folder. The Civil Service copies will be attached to the appropriate file and all journal copies stamped with the name of the Administrative Officer and Project Director.
5. If the date of oath and effective date do not coincide with the date of journal approval (signing of face sheet), these dates may be stamped or typed on the journals upon induction of the employee. The journals will then be distributed in accordance with Section E of this procedure.

E. Distribution and use of the Journal

Journals are distributed by the project personnel office as follows:

1. The original (white) to the employee.
2. Second sheet (blue) will be retained in the project personnel office, with required forms, which will make up the employee file.
3. Third sheet (white) to the Civil Service Commission. For temporary appointments, except under Schedule A-1-10, this copy is sent direct to the Civil Service Regional Director, accompanied by the fingerprint chart. These copies will be submitted once each month by the 10th of the month. For indefinite and Schedule A-1-10 appointments, this copy will be forwarded to the Civil Service Commission in Washington through the Personnel Office. They will be submitted at the close of each day. *A-1-10 to CSC region in type file*
4. Fourth sheet (blue) to fiscal office of Center for payroll purposes.
5. Fifth sheet (pink) to the Personnel Management Section in Washington, accompanied by one copy of the application, Form 57 or 60.
6. The sixth sheet (yellow) will be furnished the employee to present to his supervisor upon reporting for duty. If any employee is allowed to begin work without presentation of this journal copy, the supervisor is personally liable for the payment of his salary.

7. and 8. The last two copies of the journal will be retained in the personnel office of the project and may be arranged in such order as will facilitate the preparation of any reports or other requested information concerning the employee.

F. Required Forms

The following Forms are required in various types of appointments:

- Form 57, 60, or short application for employment.
- Form OEM-714 - combination oath of office and affidavit.
- C.S. Form 2390 - Fingerprint Chart
- C.S. Form 124b - Declaration of Appointee
- Forms 2806-1 and 3308 - Designation of Beneficiary. Although these forms are not technically required, all employees subject to the Retirement Act should be urged to complete them.
- C.S. Form 2413 - Medical Certificate

At the time an appointee is notified of his selection for appointment, he should be informed of the necessity for a medical examination and requested to submit the completed Form 2413 at the time of induction. He should be advised to obtain the form from the Civil Service representative or secretary at the local post office and have his examination completed before reporting for duty.

In urgent cases the appointee may be inducted without the medical examination but he should be instructed to have the examination as soon as possible. The medical certificate will be reviewed at the Center to determine whether the employee's health is such that his employment would institute a hazard to himself or others. In doubtful cases, a member of the Center medical staff may be called upon for a decision as to the appointment or retention of an employee. Medical certificates are not mandatory for temporary employees although they may be required to have medical examinations at the discretion of the project offices.

The attached chart indicates the forms required for each type of appointment and their proper routing. The letters in the columns designated for each form have the following meaning:

- "W" - indicates that one copy of the form is to be sent to the Washington personnel office.
- "I" - indicates that one copy of the form is to be sent to the Investigations Office.
- "C" - indicates that one copy is to be sent to the Civil Service Commission.
- "F" - indicates that one copy is to be retained in the personnel file of the Center

FORMS REQUIRED

Types of Appointment	**Application Form 50,67 or Short Form	2390 Fingerprint Chart	*Beneficiary Forms 2806-1 3008	Oath Affidavit OEM-714	Declaration of Appointee 124-B	Medical Certificate 2413
(1) Indefinite WSA, Reg V or Reg Vlll From C. S. Certificate	WIF <i>37 d</i>	C	C	F	F	F
Indefinite WSA-Name suggested for Certificate	WIFC	C	C	F	F	F
(2) *Temporary WSA, Reg V or Reg Vlll From C. S. Certificate	WIF	C	-	F	-	-
Temp. WSA - Name suggested for Certificate	WIFC	C	-	F	-	-
(3) Appt. by Transfer From C. S. Certificate	WIF	-	C	F	-	-
Appt. by Transfer - Name suggested for Certificate	WIFC	-	C	F	-	-
(4) Temp. Excepted Appt. 30 day Emergency	WF	C	-	F	-	-
(5) Temp. Excepted Appt. Sch. A-1-6	WF	C	-	F	-	-
(6) Temp. Excepted Appt. Sch. A-1-10	WF	C	-	F	-	-
(7) Temp. Excepted Appt. Sch. A-1-14	WF	C	-	F	-	-

* These forms are technically optional with the employee, but he should be encouraged to complete them.

** Application forms will not be furnished for investigation on temporary appointments for six months or less.

G. Records

Organization Charts

1. Organizational charts of each Center will be maintained. All changes will immediately be indicated on these charts in order that they will be current at all times.

2. Organizational File

Standard job descriptions and approved Forms 27a for other positions not covered by standard descriptions authorized will be filed organizationally. Loose-leaf books will be used to facilitate quick reference. The name of the employee occupying the position and date of incumbency will be entered on each sheet. When the position is filled by another employee, his name and date of incumbency will also be indicated. For standard descriptions of positions such as school teachers, where the same standard position description is used for several employees, such as school teachers, a sheet should be attached to the description and the name of each employee occupying such position in the particular organizational unit should be entered on this sheet, with dates of incumbency. If the same position occurs in several organizational units, the position description will be filed in each portion of the book representing the organizational units. It is very important that this organizational file be kept current, accurate and in good condition at all times, since no card or other organizational file will be maintained.

3. Service Record Card (Exhibit)

A service record card will be maintained on Standard Form 7 for each appointive employee, and will be filed alphabetically. If the employee has had previous Federal service, the date of the last promotion (as indicated on the questionnaire sent to last place of employment) will be entered in the top right hand corner and an "X" placed in the box entitled "Previous Government Service." If the employee has had no previous Federal service, "None" will be entered in the top right hand corner. Efficiency ratings (year and rating) will be posted in the columns provided for "Appropriation" and "Civil Service." A quick review of the information thus provided will facilitate the determination of those employees who may be eligible for within-grade salary advancements under the Mead-Ramspeck Act.

4. Employee Personnel Folders

A separate folder will be maintained for each appointive employee of the Center and will contain all papers and correspondence relative to his appointment, changes in status, etc. as well as any other matters relating to personnel.** These folders will be filed alphabetically.

5. Application Files

No application file should be maintained. Applications received should be referred to the Civil Service Commission.

**This material will be arranged as shown below, date mentioned first on the bottom, the next on top of that, etc.

- (1) Copies of Form 57 and/or Form 60.
- (2) Journal copies by date, the latest one on top

On the right hand side of the folder:

- (1) Medical Certificate
- (2) Declaration of Appointee (Form 124b)
- (3) Oath and Affidavit
- (4) Any applications other than Forms 57 or 60
- (5) Any correspondence concerning the employee which took place prior to appointment
- (6) Job description
- (7) White copy of Form OEM-28
- (11) Any other papers, such as request for appointment to Civil Service Commission and the Commission's authority to appoint, by date, with latest one on top.
- (12) Efficiency ratings, filed chronologically within the file.

As subsequent actions are journalized, papers, such as Form OEM-28, are arranged as above, on top of the material for earlier actions. All this material is fastened at the top.

H. Investigation Procedures

Applications of all new employees appointed for a period in excess of six months must be submitted for investigation purposes. Applications will be classified into A, B and C categories depending upon the relative importance of each case, as follows:

- A. Cases requiring immediate investigation, either prior to or within a few days after appointment.
- B. Cases in which investigation should be carried out within 5 or 6 weeks.
- C. Cases in which investigations may be deferred.

1. Submittal of Applications for Investigation

All applications classified in the A and B categories will be submitted daily to the appropriate CAS Regional Personnel Office for transmittal to local credit offices for investigation. "C" applications will not be investigated unless a specific need for investigation arises. "C" applications will be retained in the applicant's file at the Relocation Center.

2. Preparation of Forms

(a) 3 x 5 Card

A 3 x 5 card (Exhibit) will be prepared by the Center for each application which is being submitted for investigation. This card will contain the following information:

- a. Name of employee (last name first)
- b. E.O.D. (Entrance on Duty) Date
- c. Title
- d. Grade
- e. Salary
- f. Employing Agency (OEM, WRA)
- g. Headquarters
- h. Category of case (A or B)

The lower portion of the card will not be completed by the Center. The case number, date and name of investigating agency will be inserted in the Regional Personnel Office.

(b) Submittal Letter

Letters which will be used by the CAS Regional Personnel Offices for transmittal of applications to the credit agencies will be prepared by the Centers (Exhibit). Every letter will contain the following information concerning each employee:

- a. Name of employee
- b. Title
- c. Employing agency
- d. Official station
- e. Official station
- f. Grade
- g. Salary
- h. Type of appointment, if other than War Service.

The date of the letter, name of agency to which letter is being sent and the Case No. will not be filled in by the Center, as this information will be inserted in the CAS Regional Personnel Office.

These letters will be prepared in original and 4 copies. One copy will be retained by the Center and the original and three copies will be submitted to the CAS Regional Personnel Office for distribution, as follows: original to investigating agency, 1 copy for CAS files and 2 copies for the Investigation Office in Washington. More than one name may be included in each letter, if desired, provided sufficient copies are prepared to allow for submittal to the Washington Investigation Office of two copies for each employee mentioned.

EXHIBIT A

Name of Employee		EOD 1-1-43	
Morgan, John William			
Title		Grade	Salary
Senior Analyst		CAF-11	\$3800
Agency	Office		
OEM CAS	Houston, Texas	"B"	
ACTION		DATE	
Application Received			
Submitted To			
Returned to Investigations Office			
Sent to Supervisory Officer			
Acknowledgment Received			
Form OEM-139 (10-31042)		STATUS OF CHARACTER INVESTIGATION	

Actual Size 5" x 3"

Form OEM-749-L
(1-11-43)

Executive Office of the President
OFFICE FOR EMERGENCY MANAGEMENT
Washington, D. C.

Division of
Central Administrative Services

January 1, 1943

Mr. John Doe
Dun & Bradstreet, Inc.
1340 New Hampshire Avenue
Dallas, Texas

Dear Sir:

is
Attached for investigation (are) the application forms(s)
filled out by the individual(s) mentioned below.

Inasmuch as an early completion of the investigation(s)
has been requested, it will be appreciated if the case(s) can
be expedited and the complete report(s) forwarded to the Chief,
Investigations Office, Division of Central Administrative
Services, Washington, D. C.

Case No.	Name, Title of Employee	Employing Agency	Official Station	Grade, Salary, Type of Appt.*
DB-VIII-15	Morgan, John Wm. Sr. Analyst	OEM, CAS	Houston, Texas	CAF-11 \$3800

Sincerely yours,

John Smith
Regional Personnel Officer

Attachment(s)

*All appointments are War Service unless otherwise indicated

(c) Federal Bureau of Investigation File Check Form

Simultaneously with the submittal of the applications to the CAS Offices, a Federal Bureau of Investigation file check form (Exhibit) will be prepared in quintuplicate. The form will include as much of the following information concerning each employee as is obtainable.

- a. Name
- b. Present address
- c. Previous cities of residence or employment
- d. Date of birth
- e. Place of birth, if foreign born
- f. Height
- g. Weight
- h. Color of hair
- i. Color of eyes

The case number and date of this form will be inserted in the CAS Regional Personnel Office. No entry will be made on the form under remarks. All five copies of the form will be forwarded to the CAS Regional Personnel Office.

Form OEM-644
(8-21-42)

Executive Office of the President
Office for Emergency Management
INVESTIGATIONS OFFICE
Washington, D. C.

FILE CHECK OF FEDERAL BUREAU OF INVESTIGATION RECORDS

DL- DB-VIII-15 DATE Jan. 1, 1943

Name: Morgan, John William

Present Address: 1122 North Fifth Street, Houston, Texas

Previous Addresses: Chicago, Illinois; Cleveland, Ohio; Pittsburgh, Penna.

Date of Birth	Jan. 1, 1909	(If foreign born indicate place of birth)
Height:	5 ft. 5 in.	London, England
Weight	160 lbs.	Color of Hair: black
		Color of Eyes: brown

REMARKS:

October 6, 1941

APPENDIX 2 - DEPARTMENTAL CIRCULAR

Sir:

In order to expedite action on personnel transactions, the following authorities are hereby granted to your agency for the duration of the emergency:

PROMOTIONS AND CHANGES IN ASSIGNMENT

The Civil Service Commission hereby grants prior authority to your agency for the promotion or reassignment of probational and permanent employees with a classified civil service status, both in Washington and in the field, who have served thirty days of their probational period and have had training or experience in the occupational areas of the positions to be filled. The Commission will not require any definite amount of training or experience, but the operating officials responsible for making such promotions or reassignments and the Personnel Officer of your agency must be satisfied that the employees proposed for promotion or reassignment have sufficient training or experience to perform satisfactorily the duties of the position to be filled.

The promotion or reassignment will be reported on the regular report of changes. In view of the fact that persons promoted or reassigned under this authority will not be eligible for transfer to any other Federal agency or department or for reinstatement without such further tests of fitness as may be deemed necessary by the Civil Service Commission, the report of changes should be clearly noted by the appointing officer to show that the promotion or reassignment has been effected under the provisions of this letter. This may be done by including the following notation: "C.S.C. letter of October 6, 1941". In addition to reporting the promotion or reassignment of the regular report of changes, a Form 375 should be submitted within thirty days after promotion or reassignment under this authority in those cases where the line of work is different, such as the promotion of employees from clerk to stenographer, chauffeur to surveyman, etc. Form 375 is not required to be submitted, however, in connection with changes which did not require the prior approval of the Civil Service Commission before issuance of the authority contained in this letter, such as the promotion of employees from junior to senior typist, junior to senior stenographer, etc. In any case where the appointing officer is in doubt as to whether the Form 375 should or should not be submitted under the foregoing instructions, the Form 375 should be submitted.

For all positions in the field service where the recommended change is one which under present regulations may be authorized by appointing officers in the field, the Form 375 will be submitted to and retained by the District Manager for purposes of post audit by the District Manager or his representatives. If the recommended change is one which is required to be authorized by the central office

of your agency, the Form 375 will be routed to the Civil Service Commission, Washington, D. C., through the central office of your agency. The Form 375, submitted in all cases where required, should bear the following notation: "Change in status - C.S.C. letter of October 6, 1941".

Such promotions or reassignment may be made only after the employees have completed at least thirty days of their probational period, regardless of whether the promotion is to a position in the same line of work or in a different line of work, if the promotion or reassignment is to a position involving different designation, duties, grade or salary.

The Commission will insist on a proper observance of the standards set forth in this letter.

The authority outlined above in connection with the promotion or reassignment of classified employees who have served thirty days of their probational period and have had training and experience in the occupational areas of the positions to be filled may, however, be applied on the same basis and under the same standards and procedures to the promotion or reassignment of employees appointed under authority of Executive Orders 8257 of September 21, 1939, 8564 of October 8, 1940, and 8458 of June 27, 1940 (Emergency Replacement List) after thirty days of service.

The authority granted herein does not apply to the promotion or reassignment of temporary employees (other than those appointed under the Executive Orders indicated above) or of unskilled laborers without a classified civil service status serving outside the labor regulations.

By direction of the Commission:

Very respectfully,

L.A. Moyer /s/
L.A. Moyer
Executive Director
and Chief Examiner

CITIES IN WHICH LABOR REGULATIONS WERE
IN EFFECT ON JULY 1, 1941

Atlanta, Ga.
Baltimore, Md.
Boston, Mass.
Brooklyn, N. Y.
Buffalo, N. Y.
Chicago, Ill.
Cincinnati, Ohio
Cleveland, Ohio
Columbus, Ohio
Covington, Ky.
Denver, Colo.
Detroit, Mich.
Honolulu, T. H.
Indianapolis, Ind.
Jeffersonville, Ind.
Kansas City, Kans.
Kansas City, Mo.
Los Angeles, Calif.
Louisville, Ky.
Milwaukee, Wis.
Minneapolis, Minn.

Newark, N. J.
New Orleans, La.
Newport News, Va.
New York, N. Y.
Norfolk, Va. and vicinity
Oakland, Calif.
Omaha, Nebr.
Philadelphia, Pa.
Pittsburgh, Pa.
Portland (also South
Portland), Maine
Portland, Ore.
Providence, R. I.
St. Louis, Mo.
St. Paul, Minn.
San Antonio, Tex.
San Francisco, Calif.
San Juan, P. R.
Seattle, Wash.
Toledo, Ohio
Washington, D. C.

Per

APRIL 15, 1943

WAGE CLASSIFICATION FOR
PROJECT OCCUPATION

PREPARED BY
PLACEMENT OFFICE

CLASS C \$19.00

2600 - 3200

	2	Accountants
	1	Acting Asst. Mgr. (Co-op)
2600	1	Acting Superintendent (Housing)
	1	Administrative Asst. (Leaves)
	2	Adjustment Board (Housing)
2600	2	Application Transmittal Clerk
2600	1	Architecture
2600	1	Asst. Architecture
2600	1	Asst. Electrical Engineer
	2	Asst. Fire Chief
2600	1	Asst. Sant. Engineer
	2	Barber Mgr.
	2	Beauty Operator Mgr.
	2	Block Mgr.
	1	Captain (Fire) Bus. Mgr. (Newspaper)
1680	2	Chef
2600	1	Chemical Engineer
3200	1	Chief Accountant
2300	2	Chief Blacksmith
	2	Chief Disbursement
	2	Chief Dispensary Clerk (Other)
	2	Chief Inspector
	2	Chief Operator (Telephone)
	2	Chief of Party
	3	Chief Timekeeper
	1	Colonist Teacher
	2	Coordinator
	2	Cost Accountant
	2	Dairy Goods Mgr.
	2	Dark Room Technician
	1	Dentist
	2	Dental Mechanic
	1	Doctor
	2	Dry Goods Mgr.
	1	Editor Project Newspaper
	1	Editor
	1	Electrical Design Engineer
	2	Executive Secretary
	3	Fire Captain
	1	Fire Chief
	2	Fish Buyer
	2	Flower Shop Mgr.
	2	Foreman of Art Department
	2	Foreman of Blacksmith
	2	Foreman of Carpenter
	2	Foreman of Landscape Gardener
	2	Foreman of Mechanic
	2	Foreman of Maintenance
	2	Foreman of Painter
	2	Foreman of Service Station
	2	Foreman of Sign Painter
	2	Foreman of Warehouse
	2	Foreman of Farm

2	General Ledger Accountant
2	General Office Mgr.
2	General Radio and Repair Mgr.
2	General Warehouse Mgr.
/	Graduate Chemist
/	Graduate Dietitian
/	Graduate Lab. Technician
/	Head Mechanic Block Manager
	Head Secretary
2	Head Storekeeper
2	Head Timekeeper
	Head Tractor Driver
/	Insurance Counselor
2	Jeweler Mgr.
2	Jr. Asst. Clerk in Charge
2	Jr. Leave Section Officer
2	Labor Coordinator
/	Landscape Engineer
2	Legal Asst.
/	Legal Aid Division Head
2	Lieutenant
2	Mail Order Mgr.
2	Music Instructor
2	News Editor
2	Newspaper Distributor Mgr.
/	Nite School Counselor
2	Office Mgr.
/	Optometrists
/	Pharmacist
/	Physo-Theropist
/	Project Acting Pharmacist Supervisor
/	Physician
2	Registrar
2	Research Asst.
2	Sr. Foreman Airport
2	Sr. Foreman Bath House Boiler
2	Sr. Foreman Carpenter
2	Sr. Foreman Coal
2	Sr. Foreman Electrical
2	Sr. Foreman Highway
2	Sr. Foreman Lumber
2	Sr. Foreman Maintenance
2	Sr. Foreman Plumber
2	Sr. Foreman Sanitation
2	Sr. Foreman Stove Repair
2	Sr. Foreman Utility
2	Sr. Clerk
2	Sr. Auditor
2	Sr. Property Clerk
2	Sr. Stenographer
2	Sr. Secretary

2	/	Sr. Personnel Officer (Housing)
2	/	Sr. Rationer
2	/	Sr. Timekeeper
	/	Social Worker
2	/	Statistician <i>Statistician</i>
2	/	Store Clerk Mgr.
2	/	Supervisor Entertainment
2	/	Supervisor Assistant
2	/	Supervisor Airport Laborer
2	/	Supervisor Atheletic
	/	Supervisor Carpenter Laborer
2	/	Supervisor Chief Clerk
2	/	Supervisor Club Activity
	/	Supervisor Evacuee Personnel Property
2	/	Supervisor Food Control
2	/	Supervisor Handicraft
	/	Supervisor Kitchen
	/	Supervisor Nursery School
	/	Supervisor Outside Employment
	/	Supervisor Post Office
2	/	Supervisor Property Clerk
	/	Supervisor Ration Division
2	/	Supervisor Recreation
2	/	Supervisor Sanitation
2	/	Supervisor Sewing Unti
2	/	Supervisor Steno-Pool
2	/	Supervisor Steward Warehouse
	/	Supervisor Timechecker
2	/	Supervisor Waitress
2	/	Translator
	/	X-Ray Technician

CLASS \$16.00

3		Accounting Clerk
4	3	Airport Laborer
		Ambulance Driver
	2	Artist
4	2	Asst. Chemist
		Asst. Clerk
4		Asst. Dietitian
	3	Asst. Lab. Technician
	3	Asst. Registrar
	2	Asst. Steward
4		Asst. Storekeeper
	2	Asst. Teacher
	3	Attendance Clerk
	2	Bacteriologist
	2	Baker
	3	Barber
	3	Beautician
	3	Blacksmith Helper
	3	Blade Operator
	3	Block Beautifier
4		Boilerman
4		Boilerwoman
	2	Bookkeeper
		Business Mgr.
	3	Butcher
	3	Canteen Clerk
	3	Carpenter
4		Carpenters Helper
	2	Cartoonist
4		Chauffeur
4		Chemist Helper (3) <i>Chicken Raiser</i>
	3	Clerk-Steno
4		Clothing Welfare
	3	Coal Sampler
	3	Cooks
4		Cooks Helper
	3	Coordinator Secretary
4	3	C.O.D. Clerk
	2	Cost Accountant
4		Day Watchman
	2	Dental Asst.
	3	Dietitian
4		Dishwasher
4		Dispensary Clerk
	2	Draftsman
	3	Dry Cleaners Clerk
	2	Electrician Helper
	3	Entertainer
	2	Fair Labor Practice Board
	3	Farm Laborer
	3	Filing Clerks
4		Fire Fighters
	3	Florist
	3	Furniture Painter

3		Grease Trap Cleaner	
		Garbage Can Washer	
3		Garage Aide Garbage Checker Aide	
4		Gas Station Attendant	
3		General Office Clerk	
4		Grave Digger	
3		Guidance Clerk	
4		Groundman	4 Handy Boy
3		Head Waitress	
3		Highway Laborer	
3		Hog Raiser	
3		Hostel Caretaker	
3		Irrigation Laborer	
4		Janitor	
4		Janitress	
1	2	Jeweler Asst.	
4		Jr. Clerk	
3		Knife Sharpener	(2) Lab. Technician
4		Laundress	(3) Landscaping
4		Laundry Worker	
3		Leave Section Clerk	
3		Lumber Piler	
3		Librarian	
	2	Male Attendant	
3		Maid and Linen Girl	
4		Mail Carrier	
3		Mail Order Clerk	
3		Maintenance Carpenter	
3		Mechanic Helper	
	2	Mechanic Typewriter Fixer	
4		Mechanic Helper	
4		Messenger	
3		Mimograph Operator	
	2	Midwife	
	2	Movie Project Operator	
3		Nite Watchman	4 News boy
3		Nurses Aide	
	2	Nursery Teacher	
3		Office Clerk	
	2	Optical Bench Man	
4		Pass Inspector	
	2	Photographer	
3		Photographer Asst.	
3		Playground Constructor	
3		Plumbers	
4		Porters	
3		Postal Clerk	
4		Pot Washers	
	2	Radio Repair Man	
3		Receiving Clerk	
3		Receptionist	
	2	Recreation Leaders	
	2	Refrigerator Mechanic	
3		Reporters	
4		Rock and Mason Helpers	
3		Rodman	
4		Salvage Man	
4		Sanitary Laborer	
4		Sander	

3		Sanitary Inspector	
3		Seamstress	
	2	Secretary	
3		Service Station Attendant	
3		Sewage Disposal Operator	
3		School Testing Assit.	
	2	Sign Painter	3 Shoemaker
	2	Statistician	
3	2	Statistical Clerk	
	2	Steam Engineer	
	2	Stenographer	3 Sterilization Wkr.
3		Storekeeper	
3		Stove Repair Man	
3		Student Teacher	
3		Swamper	
3		Switch Card Operator	
		Telephone Operator	
4		Tin Can Sorter	
4		Tractor Driver	
4		Tray Girl	
	2	Transit Man	
4		Truck Driver	
	3	Typist	
4		Utility Man	
	2	Watch Repair Man	
4		Waitress	
4		Usherette	
	3	Verifier	
4		Warehouseman	
4		Warehouse Tally Clerk	
4	3	Warehouse Stock Clerk	
4		Warden	
	3	Water Pump Man	
4		Timechecker	
4		Weather Bureau Stud.	

CLASS A \$12.00

Apprentice Carpenter
Apprentice Mechanic
Apprentice Storekeeper

WAR RELOCATION AUTHORITY

Washington, D.C.

STANDARD EVACUKE EMPLOYMENT SCHEDULE*

Part I.

Job Titles and Compensation Rates

(tentative)

July 1, 1943.

_____ Project.

*Issued pursuant to Administrative Instruction No. 27 (Revised).

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WAR RELOCATION AUTHORITY
Washington

Office of the Director

July 10, 1943

To: Project Directors

Subject: Standard Evacuee Employment Schedule, Part I.

Attached hereto is Part I of a Standard Evacuee Employment Schedule, Job Titles and Compensation Rates (Tentative). Part II, consisting of the job descriptions, will be sent you within the next week or two.

This Standard Schedule is the third of the steps we are taking to rationalize employment on the projects. The first step was to analyze labor needs, as directed by my memorandum of May 11, 1943. The second step was to limit the number of jobs on each project. Now, we want to place the classification and description of jobs on a uniform basis for all projects, and establish the number of persons to be employed at each type of work. This is the purpose of the present Schedule of Job Titles and Compensation Rates. I want to emphasize that it is not our purpose, in this undertaking, to eliminate any desirable activity, whether administrative, productive, educational, or cultural, but only to achieve efficient practices in employment.

This Schedule is not mandatory at the present time. It is issued in tentative form in order to give each project an opportunity to study it and recommend changes. At a later date we expect to issue a definitive schedule which will have mandatory effect. We fully recognize that the present tentative schedule will not fit any project very closely, and in some respects, it may be very wide of the mark. It should serve, however, as a basis for reorganizing project employment and as a starting point for constructing a definitive schedule. The Schedule has been reviewed by all Division and Section Heads concerned and represents the collective judgment of the Washington office on the basis of available information.

I wish you would have this Schedule carefully studied in each Division on your project and make whatever recommendations you think appropriate. Please indicate where jobs should be eliminated, new jobs added, compensation rates changed, or a different number of incumbents provided for any job. Each recommendation for an additional job or for a larger number of incumbents or a higher compensation rate in any job, should be

supported by a description of the job and the amount of work and responsibility involved. In making your recommendations, please bear in mind that we are concerned to standardize only the normal, operating requirements of the projects. Seasonal and emergency needs are provided for by the Project Directors' authority to exceed their quotas by ten percent, when necessary.

Special mention should be made of trainees and part-time workers in relation to this Standard Schedule. We have not attempted at this time to set up any trainee jobs (\$12 rate) but have merely marked with a "T" those jobs which we felt might have training possibilities. In completing and revising this Schedule according to your needs, I wish you would consider setting up a number of trainee jobs in the appropriate places. My thought here is that there are many young workers in the projects who should have an opportunity to work and acquire some useful skills, although they would not be qualified for \$18 or \$19 jobs in the lines at which they desired to work. Such jobs might entail a combination of work and attendance at training classes. The compensation rate will be \$12. Part-time workers should be considered distinct from trainees. Probably they can be accommodated with the ten percent overage allowed to Project Directors.

The present Schedule will be more intelligible when Part II reaches you within the near future. Lacking the job descriptions, some explanatory remarks are in order.

The job titles and compensation rates are standard for all projects. The number of incumbents assigned to each job has been estimated separately for each project. In response to my memorandum of May 11, the projects reported a very wide variety of jobs. In setting them into a standard pattern some violence was necessarily done to project organization. Job titles were changed and duties were shifted around. We have tried to provide for every function recommended in the project reports but occasionally some function will be found in a different place and under a different series of job titles than the project had recommended. If you do not find some particular function at first sight you will probably be able to discover it at some other place by considering the Schedule as a whole.

The job code numbers are assigned in accordance with the WRA Handbook on Position Control, Exhibit 1, page 7, as revised, with the 500 series designating evacuee jobs. Jobs marked "classified" are those appearing on the project organization charts as WJ positions. These are to be filled either by evacuees or by appointed personnel, but not both. Evacuees employed in these classified jobs are not to be included in the maximum which has been established for evacuee employment but the total number of incumbents in such

jobs must not exceed the limitations established by the approved project organization chart. Evacuees filling classified positions must meet minimum qualifications for appointment to such positions. Positions marked "T" are suggested for in-service training courses to be supplemented by adult education courses as and if required.

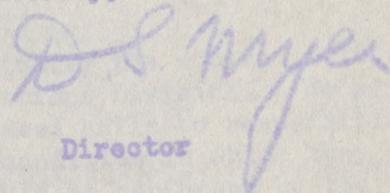
Under Community Activities, jobs have been established for athletic supervisors and handicraft instructors on the basis of one instructor for each kind of sport or each craft. Any other instructors should be on a voluntary basis.

Teachers in the schools will receive the \$19 rate when they have the necessary credentials required for appointed teachers and are appointed to classified teacher jobs, elementary or secondary. All other evacuee teachers (without credentials) are designated assistant teachers at the \$16 rate.

In the Standard Schedule, practically the entire janitor force has been transferred to the Operations Division. We suggest that groups using recreation and mess halls be responsible for leaving the buildings in the same condition in which they were found. Regular janitor work should be performed by the Operations Division janitor crew. Janitor jobs have been set up outside the Operations Division only for the schools and the hospital. Gardeners have likewise been transferred to the Operations Division. Typewriter repair and sewing machine repair services have also been placed under the Operations Division in Construction and Maintenance.

The timekeeping force has been reduced on the basis that unit foremen and supervisors should be responsible for keeping daily attendance sheets and submitting them at the end of each day to the division timekeeper who will consolidate and submit required time cards, assignment slips, etc., to the Finance Section.

Sincerely,



Director

Attachment

OFFICE OF THE PROJECT DIRECTOR

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
1-501	Stenographer	\$16	(1 act as receptionist)
1-503	Central Block Manager	19	
1-504	Block Manager	19	
1-505	Block Clerk	16	

Total evacuee personnel

LEGAL DIVISION

<u>Job Description</u> <u>Code Number</u>	<u>Job Title</u>	<u>Compensation</u> <u>Rate</u>	<u>Number of</u> <u>Incumbents</u>
^{wj} Classified	Secretary	\$19	
1-a-501	Attorney	19	
1-a-502	Legal Clerk	16	
1-a-503	Stenographer	16	

Total evacuee personnel

REPORTS DIVISION

Administrative Reports Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
1-b-501	Reporter	\$16	(assemble reports + data for required reports)
1-b-502	Stenographer	16	
1-b-503	Messenger	16	

Total Evacuee personnel

REPORTS DIVISION

Documentation Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
1-b-504	Sr. Research Worker	\$19	
1-b-505	Research Worker	16	
1-b-506	Document Clerk	16	
1-b-507	Clerk-Typist	16	

Total Evacuee personnel

REPORTS DIVISION

Center News Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
1-b-508	Editor	\$19	
1-b-509	Artist	16	
1-b-510	Stencil Cutter (Japanese)	16	
1-b-511	Mimeograph Operator	16	
1-b-512	Proof-reader	16	
1-b-513	Reporter	16	
1-b-514	Sports Reporter	16	
1-b-515	Translator	16	
1-b-516	Stencil Clerk-Typist	16	

Total Evacuee Personnel

EMPLOYMENT DIVISION

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
1-c-501	Stenographer	\$16	
1-c-502	Messenger	16	
1-c-503	Chairman, Advisory Employment Board	19	
1-c-504	Stenographer	16	

PLACEMENT SECTION

Classified	Assistant Placement Officer	19	
1-c-505	Junior Placement Officer	19	
1-c-506	Information Clerk	16	
1-c-507	Interviewer-Counselor	16	
1-c-508	Clerk-Typist	16	
1-c-509	File Clerk	16	
1-c-510	Stenographer	16	

LEAVE SECTION

1-c-511	Junior Leave Officer	19	
1-c-512	Leave Clerk	16	
1-c-513	Interviewer	16	
1-c-514	Clerk-Typist	16	
1-c-515	Information Clerk	16	
1-c-516	Stenographer	16	

COMMUNITY MANAGEMENT DIVISION

Office of the Assistant Project Director

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classified	Secretary	\$19	
2-501	Messenger	16	

Total Evacuee Personnel

COMMUNITY MANAGEMENT DIVISION

Internal Security

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
2-a-501	Captain of Police	\$19	
2-a-502	Inspector	19	
2-a-503	Desk Sergeant	19	
2-a-504	Investigator	19	
2-a-505	Police Officer	16	
2-a-506	Stenographer	16	

COMMUNITY MANAGEMENT DIVISION

Health Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classified	Medical Officer	\$19	
"	Medical Social Worker	19	
"	Dietician	16	
"	Sanitarian	19	
"	Laboratory Technician	19	
"	X-ray Technician	19	
"	Assistant Chief Nurse	19	
"	Head Nurse	19	
"	Sr. Staff Nurse	19	
"	Jr. Staff Nurse	19	
2-b-501	Secretary	19	
2-b-502	Stenographer	16	
2-b-503	Clerk-Typist	16	
2-b-504	Typist-Receptionist	16	
2-b-505	Record Librarian	16	
2-b-506	Clerk-Typist	16	
2-b-507	Sanitary Inspector	16	
2-b-508	Stenographer	16	
2-b-509	Laboratory Assistant	16	
2-b-510	X-ray Technician's Asst.	16	
2-b-511	Dentist	19	

COMMUNITY MANAGEMENT DIVISION

Health Section

(Cont'd)

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
2-b-531	Sr. Property Clerk	\$19	
2-b-532	Jr. Property Clerk	16	
2-b-533	Clerk-Stenographer	16	
2-b-534	Sr. Cost Acct'g Clerk	19	
2-b-535	Nurses Aide & Attendant	16	
2-b-536	Housekeeper	19	
2-b-537	Head Janitor	19	
2-b-538	Janitors & Maids	16	
2-b-539	Ambulance Driver	16	
2-b-540	Dietetics Aide	16	
2-b-541	Optometrist	19	
2-b-542	Ward Clerk	16	
2-b-543	Messenger	16	

COMMUNITY MANAGEMENT DIVISION

Health Section
(Cont'd)

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
2-b-512	Dental Aide	\$16	
2-b-513	Chief Pharmacist	19	
2-b-514	Pharmacist	19	
2-b-515	Supervisor of Hospital Laundry	19	
2-b-516	Laundry Worker	16	
2-b-517	Linen Storekeeper	16	
2-b-518	Seamstress	16	
2-b-519	Chef	19	
2-b-520	Head Cook	19	
2-b-521	Cook	16	
2-b-522	Kitchen Helper	16	
2-b-523	Dishwasher & Potwasher	16	
2-b-524	Waitress	16	
2-b-525	Pantry Man	16	
2-b-526	Baker	19	
2-b-527	Sr. Storekeeper	16	
2-b-528	Clerk-Typist	16	
2-b-529	Warehouseman	16	
2-b-530	Timekeeper	16	

COMMUNITY MANAGEMENT DIVISION

Education Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
<u>Office of the Superintendent</u>			
2-c-501	Secretary	\$19	
2-c-502	Timekeeper	16	
2-c-503	Truck Driver	16	
2-c-504	Head Janitor	19	
2-c-505	Janitor	16	
<u>Adult Education</u>			
2-c-506	Stenographer	16	
2-c-507	Assistant Teacher	16	
<u>Secondary School</u>			
Classified	*Secondary School Teacher	19	
"	*Vocational Teacher	19	
2-c-508	Assistant Teacher	16	
2-c-509	Stenographer	16	
2-c-510	Clerk-Typist	16	
2-c-511	Property Clerk	16	
2-c-512	Librarian	16	

*(to be filled only by accredited evacuees)

COMMUNITY MANAGEMENT DIVISION

Education Section (Cont'd)

<u>Job Description</u> <u>Code Number</u>	<u>Job Title</u>	<u>Compensation</u> <u>Rate</u>	<u>Number of</u> <u>Incumbents</u>
Classified	Elementary School Teacher	\$19	
2-c-513	Assistant Teacher	16	
2-c-514	Home Visiting Teacher	16	
2-c-515	Nursery Teacher	16	
2-c-516	Nursery Matron	16	
2-c-517	Stenographer	16	
2-c-518	Copy Clerk	16	
2-c-519	Librarian	16	

Total Evacuee Personnel

COMMUNITY MANAGEMENT DIVISION

Welfare Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classified	Junior Counselor	\$19	
2-d-501	Counselor (Qualified See CAF-7 Minimums)	19	
2-d-502	Counseling Aide	16	
2-d-503	Stenographer	16	
2-d-504	Clerk-Typist	16	
<u>Housing</u>			
2-d-505	Storekeeper	16	
2-d-506	Housing Supervisor	19	
2-d-507	Sr. Housing Clerk	16	
2-d-508	Clerk-Typist	16	
<u>Clothing</u>			
2-d-509	Sr. Clothing Clerk	19	
2-d-510	Record Clerk	16	
2-d-511	Clerk-Typist	16	
2-d-512	Rationing Clerk	16	

COMMUNITY MANAGEMENT DIVISION

Community Analysis Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
2-e-501	Research Assistant	\$19	
2-e-502	Senior Clerk	16	
2-e-503	Clerk-Stenographer	16	

Total Evacuee Personnel

COMMUNITY MANAGEMENT DIVISION

Community Activities Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
2-f-501	Asst. Community Activities Supervisor	\$19	
2-f-502	Office Secretary	19	
2-f-503	District Supervisor	19	In charge of sponsoring new District activities; coordinates district activities; supervises use of Recreation Hall etc.
2-f-504	Stenographer	16	
2-f-505	Timekeeper	16	
2-f-506	Publicity Worker	16	
2-f-507	Art Production Worker	16	
2-f-508	Sr. Property Clerk	19	
2-f-509	Community Activities Coordinator	19	
2-f-510	Public Address Technician	16	
2-f-511	Director of Movies	19	Not necessary if Movies under Community enterprise
2-f-512	Movie Projectionist	16	
2-f-513	Truck Driver	16	
2-f-514	Maintenance Assistant	16	-assist Truck Driver - work on stages, move chairs + equipment between blocks as needed. Miss. labor
2-f-515	Director of Community Entertainment	19	
2-f-516	Asst. Director of Community Entertainment	16	
2-f-517	Dance Director	16	Arranges community dances.

COMMUNITY MANAGEMENT DIVISION

Community Activities Section (Cont'd)

<u>Job Description</u> <u>Code Number</u>	<u>Job Title</u>	<u>Compensation</u> <u>Rate</u>	<u>Number of</u> <u>Incumbents</u>
2-f-518	Director of Clubs & Organizations	\$19	} Include Boy Scouts etc.
2-f-519	Club Advisor	16	
2-f-520	Director of Adult Activities	19	
2-f-521	Adult Activity Leader	16	- Includes production of dramas
2-f-522	Director of Music	19	
2-f-523	Director of Arts & Crafts	19	
2-f-524	Handicraft Instructor	16	
2-f-525	Playground Director	19	} Transferred to CAS for summer
2-f-526	Playground Supervisor	16	
2-f-527	Director of Men's Athletics	19	
2-f-528	" " Women's "	19	
2-f-529	Asst. Athletic Director	16	
2-f-530	Athletic Supervisor	16	
2-f-531	Librarian	19	
2-f-532	Assistant Librarian	16	
2-f-533	Toy & Game Librarian	19	
2-f-534	Toy & Game Instructor	16	

Total Evacuee Personnel

COMMUNITY MANAGEMENT DIVISION

Evacuee Property Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
2-h-501	Evacuee Property Supervisor	\$19	
2-h-502	Evacuee Property Clerk	16	
2-h-503	Property Checker	16	
2-h-504	Clerk-Typist	16	
2-h-505	Stenographer	16	

Total Evacuee Personnel

COMMUNITY MANAGEMENT DIVISION

Community Government Section

<u>Job Description Code No.</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
2-1-501	Chairman, Community Government	\$19	
2-1-502	Executive Secretary Community Government	19	
2-1-503	Clerk-Stenographer	16	
2-1-504	Clerk-Typist	16	
2-1-505	Messenger	16	

Total Evacuee Personnel

OPERATIONS DIVISION

Office of the Assistant Project Director

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classified	Secretary	\$19	

Total evacuee personnel

OPERATIONS DIVISION

Agriculture Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classified	Assistant Farm Superintendent	\$19	
Classified	Foreman	19	
	<u>Office</u>		
3-a-501	Office Manager	19	
3-a-502	Cost Clerk	19	
3-a-503	Stenographer	16	
3-a-504	Timekeeper	16	
3-a-505	Senior Bookkeeper	16	
3-a-506	Clerk-Typist	16	
3-a-507	Storekeeper	16	
	<u>Farm</u>		
3-a-508	Unit Foreman	19	
3-a-509	Farmer	16	
3-a-510	Farm Worker	16	
3-a-511	Irrigators	16	
3-a-512	Fence Crew	16	
3-a-513	Threshing Machine Operators	16	
3-a-514	Beansprout Grower	16	

OPERATIONS DIVISION

Agriculture Section (cont'd)

OPERATIONS DIVISION

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
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<u>Job Description</u>	<u>Livestock</u>	<u>Compensation</u>	<u>Number of Incumbents</u>
<u>3-a-515</u>	<u>Livestock Superintendent</u>	<u>19</u>	

3-a-516	Livestock Unit Foreman	19	
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3-a-517	Livestock Workers	16	
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	<u>Nursery</u>		
3-a-518	Foreman	19	

3-a-517	Livestock Workers	16	
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3-a-519	Nurseryman	16	
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3-a-518	Foreman	19	
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3-a-519	Nurseryman	16	
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General

3-a-522	Insecticide Man	19	
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3-a-523	Agricultural Chemist	19	
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3-a-524	Equipment Repairman	16	
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3-a-522	Insecticide Man	19	
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3-a-525	Food Preservation	16	
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3-a-523	Worker	19	
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3-a-524	Equipment Repairman	16	
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3-a-525	Food Preservation Worker		Total Evacuse Personnel
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Total Evacuse Personnel

OPERATIONS DIVISION

Industry Section

OPERATIONS DIVISION

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Industry Rate</u>	<u>Number of Incumbents</u>
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3-b-501	Plant Supervisor	\$12	
<u>3-b-502</u>	<u>Unit Foreman</u>	<u>Rate</u>	<u>Number of Incumbents</u>

3-b-503	Technician	19	
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3-b-501	Plant Supervisor	12	
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3-b-504	Industrial Worker	16	
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3-b-505	Repairman	16	
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3-b-506	Cost Clerk	16	
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3-b-507	Clerk-Stenographer	16	
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3-b-505	Repairman	16	
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3-b-506	Cost Clerk	16	
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3-b-507	Clerk-Stenographer	16	
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Total Evacuee Personnel

Total Evacuee Personnel

OPERATIONS DIVISION

Engineering Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
3-c-501	Stenographer	\$16	
3-c-502	Senior Cost Clerk	19	
3-c-503	Cost Clerk	16	
3-c-504	Senior Property Clerk	19	
3-c-505	Clerk Typist	16	
3-c-506	Timekeeper	16	
3-c-507	Messenger	16	
<u>Design & Drafting Unit</u>			
3-c-508	Stenographer	16	
3-c-509	Draftsman	16	
<u>Irrigation-Drainage & Roads Unit</u>			
Classified	Chief Construction Foreman	19	
3-c-510	Water Control Operator (sewage)	16	[Sewage Disposal Plant]
3-c-511	Road & Bridge Truck Driver	16	
3-c-512	Motor Patrol Operator	16	
3-c-513	Engineer's Assistant	16	
Classified	Senior Construction Foreman	19	

OPERATIONS DIVISION

Engineering Section (cont'd)

<u>Job Description Code Number</u>	<u>Job Titles</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
3-c-514	Pump House Man	\$16	
3-c-515	Tractor Operator	16	
3-c-516	Irrigation Workers	16	
3-c-517	<i>Water Purification</i> Plant Plant Worker	16	
3-c-518	Survey Crew	16	
<u>Construction & Maintenance Units</u>			
Classified	Foreman Mechanic	19	
Classified	Carpenter Foreman	19	
3-c-519	Carpenter (Housing Construction, Hospital, Miscellaneous)	16	
3-c-520	Supervisor of Grounds	19	
3-c-521	Gardener Foreman	19	
3-c-522	Gardener	16	
3-c-523	Electrician Foreman	19	
3-c-524	Electrician	16	
3-c-525	Electrician (hospital)	16	
3-c-526	Refrigeration Mechanic	16	
3-c-527	Construction Foreman	19	

OPERATIONS DIVISION

Engineering Section (cont'd)

<u>Job Description Code Number</u>	<u>Job Titles</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
3-c-528	Skilled Construction Worker	\$16	
3-c-529	Construction & Maintenance Worker	16	
3-c-530	Painter	16	
3-c-531	Communications Technician	16	
3-c-532	Plumber Foreman	19	
3-c-533	Plumber	16	
3-c-534	Greaseball Man	16	
3-c-535	Stove & Cooler Maintenance	16	
3-c-536	Disposal Foreman	19	
3-c-537	Disposal Worker	16	
3-c-538	Janitor Foreman	19	
3-c-539	Janitor	16	
3-c-540	Light Equipment Repairman	16	(sewing machine, typewriter, etc)
3-c-541	Storekeeper	16	
3-c-542	Warehouseman	16	
3-c-543	Night Watchman	16	

OPERATIONS DIVISION

Engineering Section (cont'd)

<u>Job Description Code Number</u>	<u>Job Titles</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
3-o-544	Truck Driver	\$16	
3-o-545	Mechanic (Heavy Equipment)	16	

Total Evacuee Personnel

OPERATIONS DIVISION

Fire Protection Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
3-d-501	Fire Chief	\$19	
3-d-502	Fire Captain	19	
3-d-503	Fire Inspector Supervisor	19	
3-d-504	Fire Inspector	16	
3-d-505	Fireman	16	
3-d-506	Clerk-Stenographer	16	

Total Evacuee Personnel

OPERATIONS DIVISION

Motor Transport & Maintenance Division

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classified	Motor Pool Supervisor	\$19	
Classified	Foreman Mechanic	19	
Classified	Senior Mechanic	19	
Classified	Junior Mechanic	19	
3-e-501	Senior Cost Clerk	19	
3-e-502	Cost Clerk	16	
3-e-503	Clerk-Stenographer	16	
3-e-504	Truck Driver Foreman	19	
3-e-505	Truck Driver(Heavy duty)	16	<i>Semi-trucks</i>
3-e-506	Truck Swamper(Heavy duty)	16	
3-e-507	Truck Driver(Light duty)	16	
3-e-508	Truck Swamper(Light duty)	16	
3-e-509	Station Attendant	16	<i>Supplemented by Part time.</i>
3-e-510	Garage Foreman	19	
3-e-511	Mechanic	16	

OPERATIONS DIVISION

Motor Transport & Maintenance Division (cont'd)

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
3-e-512	Utility Man	\$16	<i>Assistant Mechanics</i>
3-e-513	Dispatcher (truck)	16	
3-e-514	Dispatcher (Passenger)	16	
3-e-515	Night Watchman (Garage)	16	
3-e-516	Stenographer	16	
3-e-517	Timekeeper	16	
3-e-518	Storekeeper	16	<i>Parts Warehouse</i>

Total Evacuee Personnel

ADMINISTRATIVE MANAGEMENT DIVISION

Office of Assistant Project Director

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classified	Secretary	\$19	

Total Evacuee Personnel

ADMINISTRATIVE MANAGEMENT DIVISION

SUPPLY SECTION

Procurement Unit

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classified	Assistant Procurement Officers	\$19	
4-b-534	Supervisor Procurement Unit	19	
4-b-535	Procurement Clerk	19	
4-b-536	Priority Clerk	16	
4-b-537	Clerk-Typist	16	
4-b-538	Stenographer	16	

Total Evacuee Personnel

ADMINISTRATIVE MANAGEMENT DIVISION

SUPPLY SECTION

Postal Service Unit

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
4-b-539	Postal Clerk	\$16	
4-b-540	Carrier Clerk	16	

Total Evanesce Personnel

ADMINISTRATIVE MANAGEMENT DIVISION

SUPPLY SECTION

Office of Supply Officer

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
4-b-501	Stenographer	\$19	

Total Evacuee Personnel

ADMINISTRATIVE MANAGEMENT DIVISION

SUPPLY SECTION

Mess Management Unit

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classified	Steward	\$19	(Menus)
"	Assistant Steward	19	
"	Storekeeper	16	
4-b-502	Stenographer	16	
4-b-503	Senior Cost Accounting Clerk	19	
4-b-504	Senior Property Clerk	19	
4-b-505	Clerk-Typist	16	
4-b-506	Timekeeper	16	
4-b-507	Inventory Clerk	16	
4-b-508	Chief Supervisor of Kitchens	19	
4-b-509	Chief Pantry Inspector	19	
4-b-510	Head Rationer	19	
4-b-511	Staple man & Delivery Clerk	16	
4-b-512	Truck Dispatcher	16	
4-b-513	Truck Driver	16	

ADMINISTRATIVE MANAGEMENT DIVISION

Supply Section

Mess Management Unit (Cont'd)

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
4-b-514	Truck Swamper	\$16	
4-b-515	Warehouse Supervisor	19	
4-b-516	Warehouse Worker	16	
4-b-517	Head Butcher	19	
4-b-518	Butcher	16	
4-b-519	Ice Man	16	
4-b-520	Bread Man	16	
4-b-521	Foreman, Laundry	19	
4-b-522	Laundry Worker	16	
4-b-523	Seamstress	16	
4-b-524	Mess Hall Supervisor	19	
4-b-525	Cook	19	
4-b-526	Cook's Helper	16	
4-b-527	Head Baker	19	
4-b-528	Head Waitress	16	
4-b-514	Truck Swamper	16	
4-b-515	Warehouse Supervisor	19	
4-b-516	Warehouse Worker	16	
4-b-517	Head Butcher	19	
4-b-518	Butcher	16	
4-b-519	Ice Man	16	
4-b-520	Bread Man	16	
4-b-521	Foreman, Laundry	19	
4-b-522	Laundry Worker	16	
4-b-523	Seamstress	16	
4-b-524	Mess Hall Supervisor	19	
4-b-525	Cook	19	
4-b-526	Cook's Helper	16	
4-b-527	Head Baker	19	
4-b-528	Head Waitress	16	

ADMINISTRATIVE MANAGEMENT DIVISION

SUPPLY SECTION

Mess Management Unit (Cont'd)

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
4-b-529	Waitress	\$16	
4-b-530	Pantry Clerk	16	
4-b-531	Dishwasher & Potwasher	16	
4-b-532	Timekeeper	16	

Total Evacuee Personnel

ADMINISTRATIVE MANAGEMENT DIVISION

Finance Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
4-c-501	Clerk-Stenographer	\$16	
4-c-502	Messenger	16	

BUDGET AND ACCOUNTS UNIT

4-c-503	Clerk-Stenographer	16	
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Accounts

Classified	Assistant Fiscal Accountant	19	
"	Junior Fiscal Accountant	19	
"	Fiscal Accountant Clerk	19	
4-c-505	Senior Accounts Clerk	19	
4-c-506	Accounts Clerk	16	
4-c-507	Clerk-Stenographer	16	
4-c-508	Clerk-Typist	16	

Audit

Classified	Assistant Audit	19	
4-c-509	Senior Audit Clerk	19	
Classified	Audit Clerk	16	

ADMINISTRATIVE MANAGEMENT DIVISION

Finance Section (Cont'd)

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
4-c-510	Record & File Clerk	\$16	
4-c-511	Clerk-Stenographer	16	
4-c-512	Clerk-Typist	16	

Cost Accounting & Property Control

4-c-511	Clerk-Stenographer	16	
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Cost Accounting

Classified	Junior Cost Accountant	19	
"	Senior Cost Clerk	19	
4-c-514	Timekeeper Supervisor	19	
4-c-515	Timekeeper	16	
4-c-516	Cost Clerk	16	
4-c-517	Clerk-Stenographer	16	
4-c-518	Clerk-Typist	16	
4-c-519	File Clerk	16	

Property Control & Warehousing

4-c-520	Clerk-Stenographer	16	
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ADMINISTRATIVE MANAGEMENT DIVISION

Finance Section (Cont'd)

Property Control

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classified	Property Officer	\$19	
"	Senior Property Officer	19	
4-c-521	Property Clerk	16	
4-c-522	Clerk-Stenographer	16	
4-c-523	Clerk-Typist	16	
4-c-524	File Clerk	16	

Warehousing

Classified	Storekeeper	19	
"	Assistant Storekeeper	16	
4-c-525	Receiving Clerk	16	
4-c-526	Warehousemen	16	
4-c-527	Clerk-Typist	16	

Total Ev-cuss Personnel

ADMINISTRATIVE MANAGEMENT DIVISION

Office Services Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classified	Office Manager	\$19	
"	File Clerk	16	
"	Telephone Operator	16	
4-d-501	Messengers	16	
4-d-502	Mail Clerk	16	
4-d-503	Clerk-Typist (Teletype)	16	
4-d-504	Chief Mimeograph Unit	19	
4-d-505	Mimeograph Operator	16	
4-d-506	Clerk-Typist	16	
4-d-507	Stencil Gutter	16	
4-d-508	Supply Clerk	16	- <i>Administrative Warehouse</i>
4-d-509	Clerk-Typist	16	

Total Evacuee Personnel

ADMINISTRATIVE MANAGEMENT DIVISION

Statistics Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
Classification	Statistician	\$19	
4-E-501	Chief Statistical Clerk	16	
4-E-502	Statistical Clerk	16	
4-E-503	Clerk-Typist	16	
4-E-504	Messenger	16	

Total Evancees Personnel

ADMINISTRATIVE MANAGEMENT DIVISION

Personnel Section

<u>Job Description Code Number</u>	<u>Job Title</u>	<u>Compensation Rate</u>	<u>Number of Incumbents</u>
4-F-501	Payroll Clerk	\$19	
4-F-502	Clerk-Stenographer	16	
4-F-503	Clerk-Typist	16	

Total Evancee Personnel