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General Objectives and Functions of WRA
Personnel Management Program on the Center

Purpose of the Personnel Management Program

To develop personnel management program which will enable WRA to provide maximum services in the relocation centers with the most efficient and economical use of manpower, materials and money.

Objectives to be attained

1. To develop a sound and integrated organization, keeping staff at minimum size consistent with efficient and economical operation.

2. To develop sound employee morale through a program of non-financial incentives, training and counseling.

3. To provide qualified personnel to carry on all the services and operations required at the center.

4. To get the right man in the right job, whether it be appointive or evacuee.

5. To encourage proper work habits among evacuee and appointive personnel.

6. To measure and increase the efficiency of work operations and the personnel of the center.

7. To help employees understand their duties and responsibilities and their places in the organization.

8. To obtain complete evacuee interest and participation in the operations of the center and cooperation between evacuee and appointive staff.

Classification and organization functions to be carried on

1. To establish evacuee and appointive positions in accordance with the standard position descriptions and organization charts transmitted from the Washington office.

2. To recommend reassignment of proper duties to appointive and evacuee employees who have been misassigned.

3. To study relationships of positions in the same organization unit and across organizational lines.

4. To prepare recommendations and justifications for changes in standard positions and in the standard organization chart.

5. To prepare position descriptions and justifications for the establishment of new evacuee and appointive positions.

6. To conduct classification surveys to determine whether appointive and evacuee employees are performing duties in accordance with the standard position descriptions.

7. To study, ascertain and record adequate production standards for various types of work.

Classification and organization functions to be carried on (continued)

8. To prepare and maintain organizational, personnel and functional charts.

9. To study and report to the Project Director and to Washington the efficiency with which specific operations and activities are conducted. As far as possible to collaborate with the Budget Officer in carrying this out

10. To recommend changes in procedures and work methods.

11. To determine the number of employees, appointive and evacuee, required to provide the essential services and operations of the center.

12. To recommend additional activities of value to the center that can be undertaken to provide additional work for employable evacuees.

13. To review and recommend changes in the allocation of appointive positions and the compensation for evacuee positions.

Placement and training functions to be carried on

1. To recruit appointive personnel in conjunction with the Civil Service Commission, involving occasional trips to neighboring towns and cities.

2. To select and place qualified candidates in both evacuee and appointive positions after review of personal history and other records.

3. To orient new employees with respect to history, objectives and functions of WRA.

4. To reassign evacuee and appointive personnel who have been misplaced.

5. To administer the transfer program.

6. To install and administer the policies with respect to promotion and demotion.

7. To administer the employee relations program, involving the adjustment of grievances and complaints and to recommend changes in the employment and employee relations program and policies.

8. To counsel evacuee and appointive employees concerning personnel problems.

9. To conduct exit interviews with evacuee and appointive personnel to reduce turnover.

10. To administer, and train supervisors in, the preparation of efficiency ratings.

11. To regulate and review disciplinary action taken against evacuee and appointive personnel.

12. To administer the separation and furlough procedure and program in accordance with instructions from Washington office.

Placement and training functions to be carried on (continued)

13. To review qualifications standards developed in the Washington office and to recommend changes therein.

14. To administer various oral and written tests, in accordance with instructions from the Washington office, to appointive and evacuee candidates to determine their qualifications for various positions.

15. To arrange with Civil Service Commission for the administration of civil service tests to establish eligibility of evacuees for civil service positions.

16. To administer programs of non-financial work incentives, such as employees suggestion programs, contests, awards for outstanding services, etc.

17. To train:
    a. Foreman and supervisors in the elements of good supervision.
    b. Employees through an organized system of on-the-job training and in-service training.
    c. Apprentices in programs developed jointly with the vocational training specialists on the center.
    d. Understudies in anticipation of turnover.

18. Develop plans and administer the program concerned with housing for appointive personnel.

Transactions functions to be carried on

1. To install transactions procedures prescribed by Washington office for the appointment, promotion, transfer and separation of evacuee and appointive personnel.

2. To install and maintain required personnel records and files (appointive and evacuee.)

3. To prepare regular and special personnel (appointive and evacuee) reports for transmittal to Washington.

4. To maintain routine contacts with Regional Civil Service Commission on requests for certificates, requests for pre-audit and post-audit of qualifications in accordance with Civil Service Commission Circular No. 257, etc., and to prepare documents needed.

5. To prepare and distribute journals.

6. To assist operating officials in preparation of requisitions and other documents needed to initiate personnel actions.

7. To maintain attendance and retirement records and to complete data thereon.

8. To furnish authorative information on administrative regulations and policies, decisions of the Comptroller General, Civil Service rules and regulations, etc., with respect to personnel transactions.

WAR RELOCATION AUTHORITY

PERSONNEL MANAGEMENT CONFERENCE

DENVER, COLORADO, MAY 29-JUNE 3, 1944

SPECIAL COMMITTEE REPORTS

REPORT OF COMMITTEE ON OBJECTIVES OF PERSONNEL MANAGEMENT SECTION

RECOMMENDATIONS:

1. Analyze personnel management section on Project to:

   a. Determine if the section is organized in accordance with approved chart.

   b. Determine if staff is performing duties in accordance with job descriptions.

   c. Make adjustments where necessary due to staff shortage or special requirements of Center operations.

2. Analyze appointed personnel organization to:

   a. Determine if appointed personnel are performing duties in accordance with job descriptions.

   b. Determine if lines of authority are in accordance with Project organization as approved by Washington.

   c. Make necessary adjustments required by staff shortages or specific local conditions of Center.

3. Complete classification of evacuee jobs on Project in accordance with standard chart.

   a. Study title structure, and number of jobs, by division and sections.

   b. Determine if special classifications are needed for specific jobs, or if the present classifications are sufficiently flexible to cover assignments.

4. Develop special contacts and confer regularly with division and section heads to enable the personnel management section to have current information on overall personnel needs of the Center.

   a. Special contacts should include the Community Analyst, Internal Security Officer, Chief Project Steward, Attorney, and Reports Officer.

   b. Regular conferences should be held with all block managers, community council members, and others who can assist on labor relations problems.

5. Install training programs.

   a. Work with appropriate Center units on such programs as on-the-job training, apprenticeship training, vocational training, adult education, etc.

   b. Conduct orientation training for appointed personnel.

   c. Educate all appointed personnel on lines of authority and channels of procedure to be followed in personnel transactions such as employing or terminating evacuee or appointed employees.

STATEMENT OF POLICY FOR THE DEVELOPMENT OF A PROGRAM
OF TRAINING FOR APPOINTED AND EVACUEE PERSONNEL
OF THE WAR RELOCATION AUTHORITY

B

OBJECTIVES

A. A program of development for both appointed and evacuee personnel adequate to provide:

1. An understanding of the purposes, policies and operating program of the War Relocation Authority.

2. The knowledge, skills, habits, and attitudes necessary in the performance of the work required to carry out the program and meet the objectives.

3. The best utilization of the capacities and interests of individual employees through preparation for promotion to more difficult and responsible work or for transfer to work for which they are better suited.

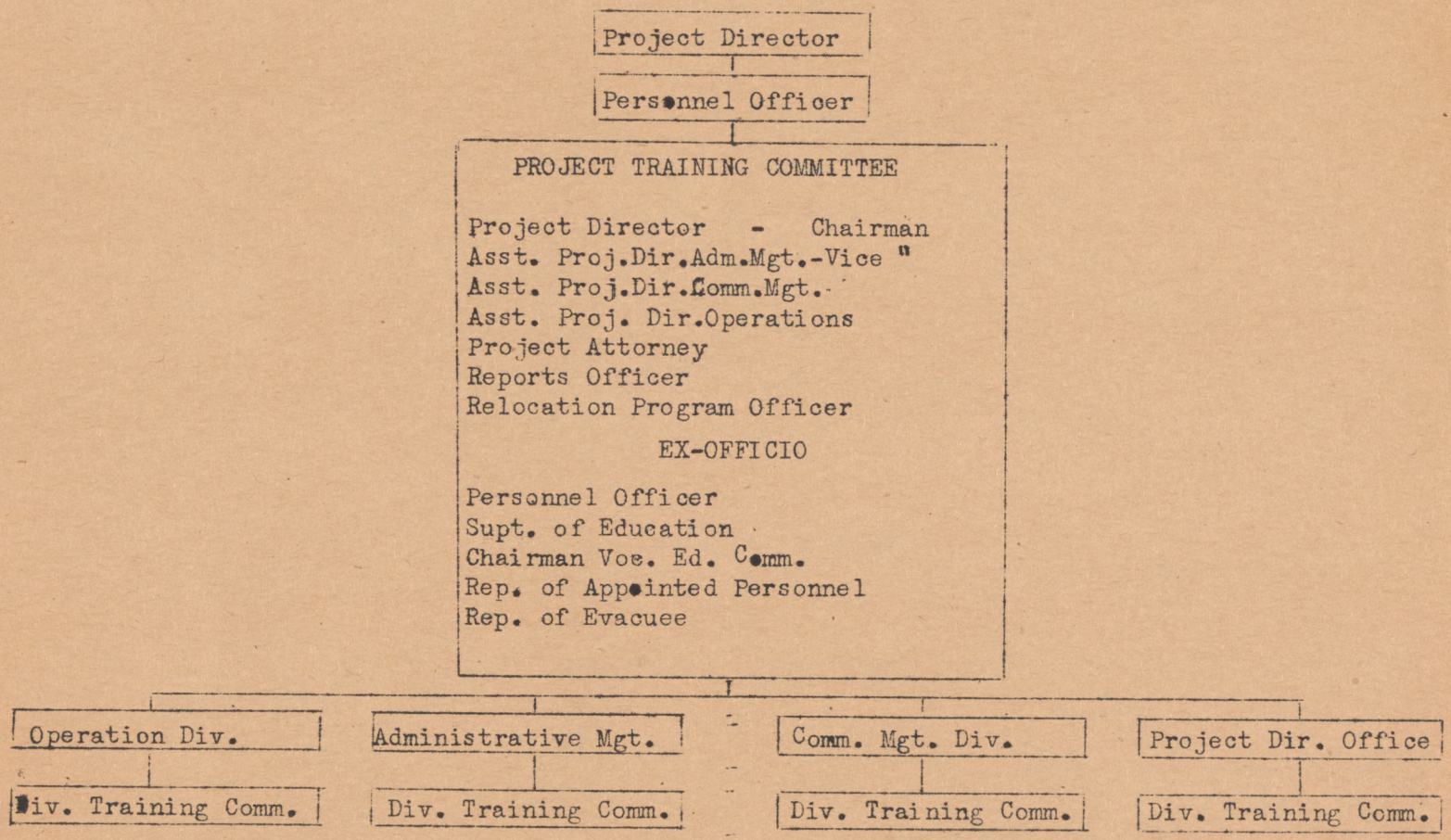
4. A high standard of morale and workmanship.

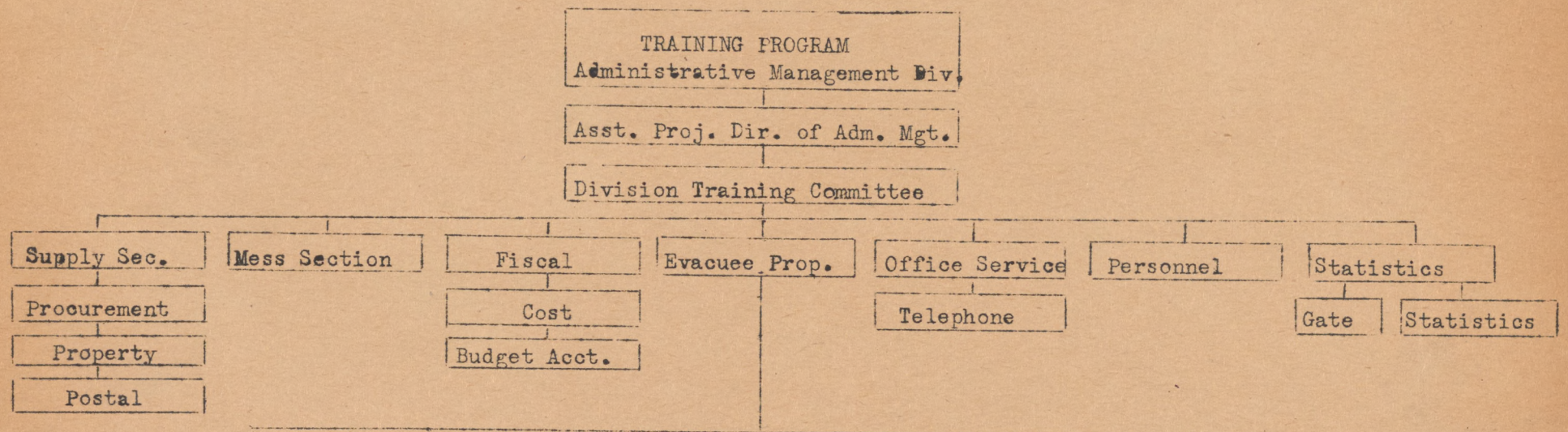
B. A program of in-service-training for employed evacuees, coordinated with the activities of the project educational systems, adequate to provide:

1. The maximum contribution of evacuee workers in accomplishing necessary project work.

2. A satisfactory preparation for successful employment after relocation.

PROJECT TRAINING PROGRAM





Suggestions for Division Training

1. General Policy of W.R.A.
2. Divisional responsibility.
3. Cooperation between Divisions.
4. Speakers from each other Division explaining their functions in general.
5. Discussion of Organizational Charts.
6. Discussion of functional chart.

Suggestions for Section & Unit Training

1. Each Section head hold training meetings for his units.
   - (a) Subjects for discussion. Purpose & philosophy of WRA.
   - (b) Cover each job description and discuss same.
   - (c) Study of manual relative to their section.
   - (d) Evacuee relationships.
   - (e) Preparation & discussion of functional & Flc charts.
   - (f) Relationships with other Sections and Divisions.
   - (g) General Standards of performance expected.

Mr. John G. Hunter

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STATEMENT OF FUNCTIONS OF THE APPOINTED PERSONNEL

I. RELOCATION PROGRAM OFFICER

A. Specific Functions Regularly Performed

1. Directs all activities of Relocation Division and interprets policies and procedures.

2. Plans programs and procedures for a relocation program in accordance with regulations, current procedures, policies, suggestions, and from personal ideas which will promulgate relocation and relocation thinking among the evacuees and the administrative staff. Directly or indirectly supervise all programs pertaining to relocation. Meets intermittently with the Community Council. Block Managers, and the Relocation Planning Commission in discussing plans and programs on relocation.

3. As Executive Secretary of the Relocation Committee calls meetings and prepares agenda and in general keeps the Project Director and members of the Relocation Committee informed as to the progress and plans of the Relocation Division. Also presents problems and difficulties of relocation to that committee.

As Executive Secretary of the Executive Board which is composed of both evacuees and administrative staff members also calls meetings and agenda for handling by Executive Board.

4. Maintains a contact between the Project and Relocation Supervisors and Officers. Receives information from various Area Officers and is responsible to see that this information is properly disseminated throughout the center. Receives relocation opportunities from the field and analyses these before passing on to the Relocation Adviser Section. Handles all correspondences between the Project and Relocation Officers other than details concerning job offers. Responsible for the handling of all cases that are ready for development after completion of the counseling program that is conducted by the Welfare Section of the Community Management.

5. Member of the Vocation Training Committee.

6. Chairman of the Hearing Board. Responsible for maintenance of a stop file in division and conduction of leave clearance hearing and transmission to Washington.

B. Files Maintained.

1. Specific files maintained covers letters to and from Relocation Area Officers and employers. Files contains correspondence with the Central Office in connection with relocation matters.

C. Office Procedures and Specific Method of Carrying Out Functions.

(Believe that item "A" may cover part of this procedure and steps for an evacuee to become a relocatee, which is also attached, to cover balance).

II. ASSISTANT RELOCATION PROGRAM OFFICER

A. Specific Functions Regularly Performed.

1. Assists the Relocation Program Officer as delegated in functions prescribed under item "A", description Relocation Program Officer.

2. Supervises the Relocation Adviser Section regarding selection of candidates for job opportunities as well as evacuees desiring to relocate on other than specific job offers.

3. Handles correspondence between Relocation Officers and the Project in connection with evacuees desiring to return to the center.

4. Exercises general supervision over the Leave Officer.

5. Responsible for all leave hearing dockets on receipt from Washington. Directs those cases which are sent to the field for hearing and arranges for leave clearance hearings on the Project and transmission of dockets to Washington. Keeps information as to status of all cases contained in stop file.

6. Acts in the capacity of Relocation Program Officer in his absence.

B. Files Maintained.

1. Generally responsible for files maintained by Relocation Adviser Section and Leave Officer Section.

2. Maintains files on leave clearance dockets.

C. Office Procedures and Specific Method of Carrying Out Functions.

(Same as Relocation Program Officer).

III. RELOCATION ADVISER

A. Specific Functions Regularly Performed.

1. Supervises the Junior Relocation Advisers who counsel evacuees who either have opportunity to relocate or who are interested and desirous of relocating.

2. Responsible for the dissemination of information as furnished by relocation areas.

3. Publicize job opportunities and other relocation opportunities as furnished by relocation areas.

4. Secures all necessary requirements necessary to assist the evacuees in relocating up to the point of actually making an application for leave.

5. Directly contacts relocation officer in securing approval of job and relocation opportunities and indefinite leave approvals.

6. Advises Relocation Officers of the availability of certain types of skills as well as advising of individual cases or family areas who are desirous of relocating in certain area.

B. Files maintained.

1. Maintains files for information as furnished by Relocation Officers as to opportunities, sentiment, housing, and other pertinent information.

2. Maintains files of job, professional and business opportunities in all areas.

C. Office Procedures and Specific Method of Carrying Out Functions.

(Same as Relocation Program Office).

IV. LEAVE OFFICER

A. Specific Functions Regularly Performed.

1. Accepts, prepares and process applications for indefinite leave, seasonal leave, and short term leave after cases

has been handled by Relocation Adviser Section.

2. Responsible for securing and maintaining negatives and/or photographs of evacuees.

3. Accepts application for and issuance of ration books.

4. Takes application for relocation grants. Prepares vouchers for submission to Finance Section.

5. Issuance and preparation of government request for transportation.

6. Prepares Government Bill of Lading for shipment of property.

7. Is responsible for securing authority of Bureau of Immigration and Naturalization in case of parolees. Handles correspondence with United States District Attorney in alien cases. Is responsible in keeping the residents of the center informed as to leave regulations and other governmental regulations concerning both citizens and aliens.

B. Files Maintained

1. The stop file which carries the name of every person who is ineligible for release or whose case will require special authorization such as a parolee.

2. A file containing all necessary documentation regarding rationing.

3. File containing picture and/or negatives of all residents of the center.

4. A leave file which contains all types of application for leave and either offer of employment, hospitality offer, hostel invitation, or business or other relocation proposition opportunities. Also contains copies of applications for cash grant, ration books, evacuee property form WRA-156, Bill of Lading form, authorization for travel form, and date of departure form. In addition, this file will also carry information on dates of admission for visiting purposes, reinductions, and any other information pertaining to leave of the individual.

C. Office Procedures and Specific Method of Carrying Out Functions.

(Same as Relocation Program Officer).

SUPPLEMENTAL STATEMENT OF FUNCTIONS AND PROCEDURES COVERING

ITEM "C" OFFICE PROCEDURES IN CARRYING OUT FUNCTIONS

In order to facilitate the securing of leaves and the preparation of documentation for the release of evacuees and to assist evacuees in every manner possible on relocating, the Relocation Division has streamlined procedures and have reduced the number of steps necessary to six. Under this plan the evacuee only has to make a decision as to what they want to do, where they want to go, and when they want to go.

Formerly evacuees had many things to do before they were finally ready to go, and under this system the Relocation Division takes the responsibility and carries the entire load from the beginning to the end. It is not presumed nor intended that the Relocation Division assume any responsibility or functions of any other division or section within a Division, but it does assume the responsibility that formerly and normally would be performed by an evacuee desiring to relocate. Before numerating or describing the steps necessary I want to say a word about the relocation program as it operates within the center.

This Project has a Relocation Planning Commission which is composed of twenty (20) evacuees, both Issei and Nisei, both male and female, who are representative of the Community Council, Block Managers, Church groups, Club groups, educational groups, and other representative groups of organizations within the center. Members of this Commission are considered leaders within the groups represented. The Executive Secretary of this Commission is an employee of the Relocation Division. We also have a Relocation Committee which is composed of fourteen (14) members appointed from the Administrative Personnel. The Relocation Program Officer is the Executive Secretary of this committee.

Finally we have the Executive Board which is composed of members of the Relocation Planning Commission and the Relocation Committee. The Relocation Planning Commission develops programs and plans and arranges for meetings in which an educational program can be had through sections of the Community Management Division and through the Relocation Division. The Relocation Committee develops programs and plans that are carried on within the various divisions through the appointed personnel. The executive Board correlate the programs of both these groups and solves problems or secures a solution for problems on relocation for the project as an overall.

The Relocation Program Officer and the Executive Secretary of the Relocation Planning Commission are the guiding factors in the conduction of the planning and the programs. After evacuees have had the opportunity and advantage of this program and they are relocation minded, they then will take the first of the six steps, which are as follows:

I. Relocation Advisory Section.

An evacuee who is desirous of relocating as well as an evacuee who have already plans for relocating, contacts this Section. Here he is interviewed by a Junior Relocation Adviser. He is goven counsel in regards to his relocation plans and he can secure any information he desires that he thinks is necessary for successful relocation. After he has made up his mind what he wants to do, where he wants to go, and when he wants to go, the interviewer then secures the necessary information which will enable the evacuee to become a relocatee. If he has a job, the Division will secure approval of the job and his leave from the Relocation Officer of area concerned. If he wishes a hospitality invitation or a hostel invitation, the invitation is secured. The interviewer then secures from the evacuee the following information:

a. When does he wish to leave?
b. Is he presently employed or unemployed on the project?
c. Does he have property that is charged to the Housing Section?
d. Does he have property that will require special crating and packing? Will he have need for crates to be delivered to his home for his own packing? Does he have property in storage on the project or in the west coast? Does he desire to have any or all of the property shipped to his point of relocation?
e. How many members of the family will be going and is there any special welfare case through a physical or old age disability.
f. Determination as to the best metjod of routing and transportation.

With this information the evacuee is then ready for step 2.

II. The Evacuee then completes his application for leave.

III. He then makes application for ration books.

IV. He is then fingerprinted, and his picture taken, if it is not already on file. In most cases there will be a photo or negative on file and if there isn't, this will be one of the first thing that will be taken care of so that by the time he has completed the other steps the photograph will be developed ready to be applied to the leave card.

V. He makes his application for a relocation grant (if eligible) and also his request for government transportation.

He is then advised that he may return to his home and that he

will be picked up at his home on the date of his departure in which he will be given all of the necessary documents together with his cash grant.

When the evacuee has proceeded to the end of the fifth step the Relocation Division then proceeds as follows:

1. If unemployed, checks with the Personnel Division to confirm the fact. If employed, arrange through his Supervisor for his termination and release of government property he may have in his possession.

2. Advises the Housing Section of the Community Management that the evacuee is leaving on a certain date and request that they furnish information as to property in his possession.

3. If he has property that will require special crating and packing, this property will be picked up at his home at which time he will be given a receipt and will be delivered to the Operation Division for the crating. If he has need for crates to be delivered to his home, a request will be made out to the warehouse and crates delivered to his home. If he has property that is stored on the project or on the west coast, the Evacuee Property Office will be so advised. The Relocation Division will prepare WRA-156 and send to the Evacuee Property Office where it will be determined if the evacuee is eligible for payment of shipment of the property by the government and the amount of poundage that the government is liable for, and the amount of poundage the evacuee is required to pay for in excess of his eligibility. After all property has been cared for through crating and otherwise, the Relocation Division will be advised and they will arrange to have the property picked up at the home, at the warehouse, and at the crating shop where it will be transported to the depot and weighed and the freight rate ascertained. The Relocation Division will then prepare a government Bill of Lading and secure proper signature and route to Property Division together with the form WRA-158.

4. The Welfare Section is advised in order that they may make arrangements for clothing allowance cash and if there is a welfare case (physical or old age) involved the Social Welfare Department will make arrangements and authorizations to the Relocation Division for handling under special conditions.

5. The Relocation Division will prepare voucher for the Relocation Grants and will also prepare the Travel Authorization form. They will also secure the transportation tickets.

VI. On the date of departure the Relocation Division will send a car to the home of the evacuee where he and his family will be picked up. At the same time they will pick up any property that has been charged to the Housing Section of the Community Management.

They will then be taken to the Relocation Division Office where they will be given their leave permit, ration books, copy of the Bill of Lading, copy of form WRA-156, transportation tickets, and any other special documents, such as those required by the Bureau of Immigration and Naturalization Service in case of parolees, together with written instructions in both English and Japanese with regards to any regulations on the outside and general instructions for a successful relocation. The cash grant will also be secured for them.

They will then be taken to the Assistant Relocation Program Officer or the Relocation Program Officer where they will be given final counseling and instructions. From there they will be transported to the rail head from where they will depart.

Formerly evacuees in relocating had to make many contacts with other Sections and Divisions and a multitude of things to do. Under this plan they need to take only two trips to the Relocation Division. The first, when they decide they are going to relocate, and second, the date they are to leave as the Relocation Division handles all of the other matters for them. This should avoid confusion and assure that all details are covered and should expedite the issuance of leaves. In short a resident enters one door as an evacuee and leaves by another door as relocatee.

Personnel

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JOB DESCRIPTION

ASSISTANT RELOCATION ADVISOR:

Under the supervision of the Relocation Advisor, interviews individuals and family residents as to their future plans including relocation and occupational opportunities. Furnishes pertinent information available on outside communities. On the basis of this information, assists families or individuals in the completion of permanent plans for reestablishment in normal communities. Is responsible for family counseling and completion of records and forms in relation to all phases of social service both on the project and in connection with Welfare Agency Assistance upon relocation. Conducts investigations on cases involving dependent, neglected, and delinquent children or minors. Is responsible for the determination of need, amount of assistance, and the issuance of assistance to needy evacuees both on the project level and for the purposes of assistance in furthering relocation plans. Is responsible for the coordination of all services to families within the assigned district and in this connection assumes responsibility for obtaining consultation and other services from specialized sections and divisions of the administration, such as, the Evacuee Property Officer, the Project Attorney, Community Activity Supervisor, and Community Analyst. Is responsible for the current maintenance of control cards as a key to the case load of the assigned district and for the preparation of relocation summaries for individuals and for families relocating. Works with evacuee leaders and groups within the district to which assigned in obtaining support for, and in developing joint plans to meet the problems of the residents in that district in carrying out relocation plans. Assist residents within the assigned district in counseling with selective service problems, particularly as they refer to family relocation. Is responsible for advice on repatriation, assistance in

working out details of furloughs, dependency benefits and other related incidental tasks in the field of social service. Arranges transfers between centers. Is responsible for furnishing material for monthly reports and specific reports when called for.

RELOCATION ADVISOR:

Under the supervision of the Assistant Relocation Program Officer. Supervises a group of Assistant Relocation Advisors in all phases of social service within a specified area on the project. Supervises a program of financial assistance and other welfare services both on the project level and in preparation for resettlement.

ASSISTANT RELOCATION PROGRAM OFFICER:

Supervision as assistant to the Relocation Program Officer and has responsibility for colaborating plans and development of programs for the stimulation of relocation and in maintaining standards of assistance and services within a specified district on the project. Supervises the work of the advisors and their staffs in carrying out the Relocation Program and in maintaining good welfare standards in carrying out an assistance program on the project level. Supervises the total program of financial assistance and is responsible for inservice training. Works through correspondence and other means to Field Relocation Officers in carrying through the relocation plans of residents of the project.

ADMINISTRATIVE ASSISTANT:

Is responsible directly to the Relocation Program Officer for supervision of the Leave Officer and the Project Relocation Office so far as coordinative functions are concerned on a procedural basis. On an assignment schedule, is responsible to the Relocation Program Officer for liason work in developing community participation in planning and carrying out the relocation program. Is available to the Relocation Advisor and Assistant Advisor in a consultative capacity in developing group work activities within districts to stimulate and carry out relocation thinking on the part of the residents of the center.

WAR RELOCATION AUTHORITY

Washington

September 28, 1945

PROCEDURE FOR DELAYED PLACEMENT OF W.R.A. PERSONNEL

.1 In order to accomplish its scheduled liquidation, the War Relocation Authority must retain the services of as many of its employees as possible. So that employees who remain with the Authority until their services are no longer needed may not thereby suffer loss of opportunity for further suitable Government employment, the following procedure for delayed placement of WRA personnel has been adopted by the Authority. This program will be carried out with the help of civil service representatives who are being detailed to the WRA to take direct and positive action in helping locate suitable job opportunities for WRA personnel through interviews with regional civil service representatives and field representatives of federal agencies. The WRA will assign personnel representatives to the centers to interview employees and to keep the Washington Personnel Management Section supplied with current information as to the employees' desires. The Washington Personnel Management Section will, in turn, keep the civil service representatives supplied with current information.

.2 The delayed placement program shall be under the direction of the Washington Employment Officer of the Personnel Management Section.

A. The Employment Officer shall make certain that all requests for placement assistance coming to the attention of the Washington Office are channeled to the appropriate civil service representative.

B. The Employment Officer shall coordinate the work of the various civil service representatives and shall make certain that they are supplied with all available information necessary to carry out an effective placement program. This will include Forms 57, abstracts of employees' education and experience, reference lists of personnel, notifications concerning changes in the desires of employees concerned and information regarding organization and location of WRA offices.

C. The Employment Officer will supervise and coordinate the work of members of the WRA staff who are assigned to placement work at the centers.

D. He will contact federal and public agencies in the District of Columbia to arrange for placement of WRA personnel and to bring to their attention the Authority's placement program and WRA personnel who will be available for possible transfer to field offices of those agencies.

E. He will furnish the centers with copies of the abstracts of education and experience of persons employed at each center to be available as a ready-source of information which can be furnished upon request.

.3 In order that the qualifications of WRA employees may be brought to the direct attention of regional civil service offices and federal offices in the field, representatives from the Civil Service Commission have been detailed to the War Relocation Authority.

These employees shall work with the WRA as a part of the WRA Personnel Management Section and shall follow administrative directions from the WRA in so far as the objective of placement of its employees is concerned but will also function as liaison representatives of the Civil Service Commission in their dealings with other federal agencies and with the regional offices of the Civil Service Commission.

A. The official headquarters of the civil service representatives shall be Washington, D. C. Their names, field stations, and territories served are as follows:

Name	Field Station	Address	Territory Served
Harold E. Finnegan	Washington, D. C.	W.R.A. Barr Bldg.	Territory east of the Mississippi River, with the exception of the State of Mississippi.
Marvin W. Jackson	St. Louis, Mo.	W.R.A. Paul Brown Bldg.	Territory east of the borders of New Mexico, Colorado, Wyoming, and Montana and west of the Mississippi River, and the State of Mississippi.
Herbert F. Nye	Seattle, Wash.	W.R.A. Walker Bldg.	Washington, Oregon, Idaho, Montana, Utah and Wyoming.
Stewart R. Allen	Denver, Colo.	W.R.A. Midland Savings Bldg.	California, Nevada, Arizona, New Mexico, and Colorado.

B. Each civil service representative shall be furnished with one set of Form 57 applications and ten copies of abstracts of education and experience of those employees who have indicated a preference to continue or to secure employment in one of the states within the area for which he is responsible. Each will also be furnished with an alphabetical list and an occupational list of all employees who have requested placement assistance and three copies of abstracts

for all such employees other than those who have requested placement in his area.

C. (1) The civil service representatives will work directly with regional civil service officials and federal agencies in their areas in the development of job opportunities. They will be furnished with supplementary data by the Washington Office and by representatives of the WRA Personnel Management Section assigned to WRA centers and other field offices, in accordance with Section .4.

(2) The civil service representatives will leave with each regional and branch regional office of the Civil Service Commission visited a set of abstracts for all employees who have indicated their desire for placement within the area served by each office.

(3) Information regarding job opportunities coming to the attention of the civil service representatives for which they have no immediate candidates will be transmitted to the Washington Employment Officer.

.4 Representatives of the WRA Personnel Management Section shall be assigned to centers from two to four weeks before the scheduled closing date to interview WRA employees in order to secure current information as to their desires in the matter of further employment.

A. Employees who have not previously requested placement assistance, in accordance with the Director's memorandum of March 17, 1945, but who wish this assistance shall be requested to complete three copies of Form 57 and indicate their preferences as to type of work and location. Notification will be made immediately to the Washington Employment Officer who will have prepared from the official personnel record an abstract of the employee's education and experience. Copies of the abstracts will be forwarded by the Washington Employment Officer to the civil service representatives and to the center at which the individual is employed. The personnel representative on duty at the center will be instructed as to the location of the civil service representative to whom the completed application forms should be sent.

B. Employees who desire to transfer to WRA offices will be called to the attention of the Employment Officer in Washington immediately, together with a statement of their preferences of location.

C. Notification shall be made to the civil service representatives by the Washington Employment Officer of those employees who have decided that they no longer wish to continue in the government service.

.5 A. Each civil service representative shall submit to the Washington Employment Officer by telegram or teletype on Thursday of each week his proposed itinerary for the ensuing two weeks. Approval of the itinerary by the Washington Employment Officer will be by telegram or teletype and any change in itinerary will be reported to the Washington Office in the same manner.

At the end of each week each civil service representative will submit to the Washington Employment Officer a report showing the agencies contacted by him during the week, the type of vacancies which exist at the various offices visited, and known placements made.

B. Each personnel representative shall submit a daily teletype report to the Washington Employment Officer of changes in plans of employees as disclosed by the day's interviews and other information which will be of assistance in furthering the placement program.

C. Each Project Director shall submit to the Washington Office at the end of each week a report showing disposition of project personnel.

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When the Civil Service Liaison Representatives contact various WRA offices they should be given every possible consideration that would be provided to other WRA employees such as desk space, telephone and telegraph service, stenographic assistance as may be necessary, and the handling of mail and correspondence.

* * * * * * * * *

D. S. Myer

Director

Per

48732

Corr
encl

Board
Legal

UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of the Secretary
Washington

September 6, 1944

Seen
9/13

WAGE FIXING PROCEDURES, FIELD EMPLOYEES
WAR RELOCATION AUTHORITY, DEPARTMENT OF THE INTERIOR

For the purpose of determining the prevailing rate of wages to be paid certain classes of field employees of the War Relocation Authority and to enable the payment to such employees of time and one-half for work in excess of 40 hours per week, the following procedure is established:

I

Wage Board

A Wage Board, composed of three representatives of the Department, is hereby established to determine prevailing wages for similar work in the locality of their employment for persons employed by the Government in the various trades and occupations excluding employees whose wages are fixed on an annual basis pursuant to the Classification Act of 1923, as amended, and to make recommendations with respect to such wages to the Secretary of the Interior.

II

Procedure to be Followed by Board

In determining the prevailing wages of various trades and occupations being considered by the Board, the Board shall procure evidence of the wages and compensation being paid to and prequisites received by those employed in these trades and occupations from local contractors, Federal agencies (including wage scales currently being paid pursuant to minima established pursuant to the Davis-Bacon Act), private industrial employers, and others employing labor in the locality, whether pursuant to union agreements or otherwise. Hearings for the purpose of adducing evidence of wages paid in the locality may be held when, in the judgment of the Board, this is required in order to determine the prevailing rates of wages.

Based on the evidence procured as to prevailing wages and the perquisites of employment in the locality in the classifications under consideration by the Wage Board, the Board shall make its recommendations to the Secretary of the Interior as to the rates of wages to be paid to the Government employees of the classes above specified. The wages recommended shall become effective upon approval by the Secretary unless otherwise directed by the Secretary of the Interior: Provided, That the Secretary of the Interior may direct the Board to reconsider any recommendation in whole or in part when, in his judgment, the recommended wage does not accord with the evidence procured as to the prevailing wage in the locality or when there is insufficient evidence to support the wage recommended.

III

Effective Period of Approved Wage Determinations

Any wage rate fixed in the manner above provided shall remain in effect until that rate has been supplanted by a different rate determined by the Wage Board with the approval of the Secretary of the Interior. Unless directed by the Secretary of the Interior to do so at other intervals, the Wage Board shall review wage rates at twelve-month intervals, beginning with the effective date of the first schedule of wages made in accordance with the procedure herein provided: Provided, That the Secretary of the Interior may direct a review at any other time when, in his judgment, this is desirable.

Unless otherwise ordered, the Board shall be composed of these departmental representatives:

Ervin J. Utz, who shall act as Chairman of the Board; Earl D. Brooks, Member of the Board, selected from the War Relocation Authority; and Francis J. Olsen, Member, selected from the Office of the Secretary of the Interior.

C. H. Powers, alternate Chairman of the Board; and Meyer Weinger, alternate Member, and Elizabeth Nicholson, secretary to the Board, selected from the War Relocation Authority.

Harold L. Ickes

Secretary of the Interior.

Fair Labor Practice Board

TERMINATION PROCEDURE

(Supplement to Termination Procedure Administrative Instructions)

All terminations must be served in writing to the person being terminated on the regular form. In order to be official, the signature of the department head shall be required.

TYPES OF TERMINATIONS:

I. Termination for relief from duties. (discharge)
II. Termination for reduction of personnel.
III. Termination for supplementing labor shortage.
IV. Termination due to resignation.
V. Termination due to illness.
VI. Termination due to leaving project.
VII. Termination due to emergency or other duties.

The type of termination should be stated with the specific reasons for same.

I. TERMINATION FOR RELIEF FROM DUTIES. (DISCHARGE)

Termination shall be made for negligence, refusal to follow legitimate and reasonable order, insubordination, deliberate laziness, deliberate misrepresentation, subverting execution of legitimate orders, and malicious miscarriage of orders.

The mere fact that a worker makes suggestions to his superior protests an order, or complains about the manner an order is issued shall not be sufficient grounds for discharge.

II. TERMINATION FOR REDUCTION OF PERSONNEL

Realizing that certain types of work fluctuate in volume reflecting itself in the necessity for increasing or decreasing required personnel it is desirable to base these reductions in as just and equitable manner as it is reasonably possible. One week's written notice prior to termination with advice to contact placement.

In such reductions the following basis shall be considered:

A. SENIORITY

Within reason, those first assigned to the given type of job to be curtailed shall in the order the time assigned to the job and performing the job be reduced. Subsequent employees to be reduced first.

B. QUALIFICATIONS AND ABILITY TO PERFORM JOB.

It is reasonable that those proving themselves of better capability or cooperativeness should be preferred for retention.

The judgment of qualifications shall rest within the discretion of the head of the given department.

III. TERMINATION FOR DIVERSION TO SUPPLEMENT LABOR SHORTAGE

Where the termination is for reason of diverting personnel to perform other required work, the qualifications of the person terminated to do the other work shall be considered.

The worker to be transferred should be notified in sufficient advance, however, ~~to be notified~~ of the job to which he is requested to be transferred.

The factors of Seniority and qualifications of the present job prior to transfer shall be considered.

Provisions should be made for the transfer, between the department head and the Placement Office. It is an undesirable practice to terminate workers without affecting sufficient opportunities for the transfers.

IV. TERMINATION DUE TO RESIGNATION

Obviously no explanation need be given where the given Department Head accepts the resignation.

V. TERMINATION DUE TO ILLNESS

This procedure is covered in the WRA Administrative Instructions

VI. TERMINATION DUE TO LEAVING PROJECT

Obviously no explanation is needed.

VII. TERMINATION DUE TO EMERGENCY OR OTHER REASONS

This termination may be due personal reasons, emergencies in the workers home or family status that must be attended to, or to miscellaneous causes. A brief description should be made.

MAJOR OCCUPATIONAL GROUPS AND DIVISIONS

0 Professional and managerial occupations
- 0-0 through 0-3 Professional occupations
- 0-4 through 0-6 Semiprofessional occupations
- 0-7 through 0-9 Managerial and official occupations

1 Clerical and sales occupations
- 1-0 through 1-4 Clerical and kindred occupations
- 1-5 through 1-9 Sales and kindred occupations

2 Service occupations
- 2-0 Domestic service occupations
- 2-2 through 2-5 Personal service occupations
- 2-6 Protective service occupations
- 2-8 through 2-9 Building service workers and porters

3 Agricultural, fishery, forestry, and kindred occupations
- 3-0 through 3-4 Agricultural, horticultural, and kindred occupations
- 3-8 Fishery occupations
- 3-9 Forestry (except logging) and hunting and trapping occupations

4) Skilled occupations
5)
6) Semiskilled occupations
7)
8) Unskilled occupations
9)

Three-Digit Occupational Groups
Professional and Managerial Occupations

Professional Occupations

0-01 Accountants and auditors
0-02 Actors and actresses
0-03 Architects
0-04 Artists, sculptors, and teachers of art
0-06 Authors, editors, and reporters
0-07 Chemists, assayers, and metallurgists
0-08 Clergymen
0-11 College presidents, professors, and instructors
0-12 County agents and farm demonstrators
0-13 Dentists
0-15 Engineers, chemical
0-16 Engineers, civil
0-17 Engineers, electrical
0-18 Engineers, industrial
0-19 Engineers, mechanical

0-20 Engineers, mining
0-22 Lawyers and judges
0-23 Librarians
0-24 Musicians and teachers of music
0-25 Pharmacists
0-26 Physicians and surgeons
0-27 Social and welfare workers
0-28 Statisticians
0-30 Teachers, primary school and kindergarten
0-31 Teachers (secondary school) and principals
0-32 Teachers and instructors, n.e.c.
0-33 Trained nurses
0-34 Veterinarians
0-38) Professional occupations, n. e.c.
0-39)

Semiprofessional Occupations

0-41 Aviators
0-42 Chiropractors
0-43 Decorators and window dressers
0-44 Commercial artists
0-45 Dancers and chorus girls
0-46 Designers
0-48 Drafstmen
0-50 Laboratory technicians and assistants
0-52 Healers and medical service occupations, n.e.c.
0-53 Optometrists
0-56 Photographers
0-57 Athletes, sports instructors, and sports officials
0-61 Radio operators
0-62 Showmen
0-64 Surveyors
0-65 Embalmers and undertakers
0-66 Technicians, except laboratory
0-68) Semiprofessional occupations, n.e.c.
0-69)

Managerial and Official Occupations

0-71 Hotel and restaurant managers
0-72 Retail managers
0-73 Wholesale managers
0-74 Buyers and department heads, stores
0-75 Floormen and floor managers, stores
0-79 Inspectors, managerial and official
0-81 Advertising agents
0-83 Officials of lodges, societies, unions, etc.
0-85 Credit men
0-87 Managers and superintendents, buildings
0-88 Ship captains, mates, pilots and engineers
0-91 Purchasing agents and buyers, n. e. c.
0-92 Conductors, railroad
0-94 Public officials, n. e. c.
0-95 Inspectors, public service, n. e. c.
0-97)
0-98) Managers and officials, n.e. c.
0-99)

Clerical and Sales Occupations

Clerical and Kindred Occupations

1-01 Bookkeepers and cashiers, except bank cashiers
1-02 Bookkeeping machine operators
1-03 Checkers
1-04 Clerks, general
1-05 Clerks, general office
1-06 Financial institution clerks, n.e.c.
1-07 Hotel clerks, n.e.c.
1-08 Insurance clerks, n.e.c.
1-10 Printing and publishing clerks, n. e. c.
1-11 Railroad clerks, n. e. c.
1-12 Clerks in trade, n. e. c.
1-15 Collectors, bills and accounts
1-16 Correspondence clerks
1-17 File clerks
1-18 General industry clerks
1-20 Library assitants and attendants
1-23 Messengers, errand boys, and office boys and girls
1-24 Telegraph messengers
1-25 Office machine operators
1-26 Paymasters, payroll clerks, and timekeepers
1-27 Post office clerks
1-28 Mail carriers
1-31 Express messengers and railway mail clerks
1-32 Physicians' and dentists' assistants and attendants
1-33 Secretaries
1-34 Shipping and receiving clerks
1-36 Statistical clerks and compilers
1-37 Stenographers and typists
1-38 Stock clerks
1-41 Telegrapher operators
1-42 Telephone operators
1-43 Baggagemen, transportation
1-44 Ticket, station, and express agents, transportation
1-45 Weighers
1-48 Agents and appraisers, n. e. c.
1-49 Clerks and kindred occupations, n. e. c.

Sales and Kindred Occupations

1-51 Auctioneers
1-52 Salesmen, brokerage and commission firms, n. e. c.
1-55 Canvassers and solicitors
1-56 Demonstrators
1-57 Salesmen, insurance
1-58 Newsboys
1-61 Hucksters and peddlers
1-63 Salesmen, real estate
1-65 Salesmen, stock and bond
1-70 Sales clerks
1-75 Salespersons
1-80 Salesmen, to consumers
1-85)
1-86) Salesmen and sales agents, except to consumers
1-87)
1-96 Sales clerks, dry cleaning and laundry
1-97 Shoppers

Service Occupations

Domestic Service Organizations

2-01 Day workers
2-02 Laundresses, private family
2-03 Housekeepers, private family
2-04 Housemen and yardmen
2-05 Cooks, domestic
2-06 Maids, general
2-07 Nursemaids
2-08 Parlormaids
2-09 Miscellaneous servants, private family

Personal Service Occupations

2-21 Bartenders
2-22 Bellmen and related occupations
2-23 Boarding-house and lodging-house keepers
2-24 Maids and housemen, hotels, restaurants, etc.
2-25 Housekeepers, stewards and hostesses
2-26 Cooks, except private family
2-27 Waiters and waitresses, except private family
2-28 Ship Stewards
2-29 Kitchen workers in hotels, restaurants, railroads, steamships, etc. n.e.c.
2-32 Barbers, beauticians, and manicurists
2-34 Bootblacks
2-36 Guides, except hunting and trapping
2-38 Midwives and practical nurses
2-40 Attendants, recreation and amusement, n. e. c.
2-42 Attendants, hospitals and other institutions, n. e. c.
2-43 Attendants, professional and personal service, n. e. c.
2-44 Camp attendants.
2-45 Doormen
2-47 Apprentices to service occupations
2-48 Ushers

Protective Service Occupations

2-61 Guards and watchmen, except crossing watchmen
2-62 Crossing watchmen and bridge tenders
2-63 Firemen, fire department
2-65 Policemen and detectives, except in public service
2-66 Sheriffs and bailiffs
2-68 Soldiers, sailors, marines, and coast guards, n. e. c.

Building Service Workers and Porters

2-82 Charwomen and cleaners
2-84 Janitors and sextons
2-86 Porters, n. e. c.
2-91 Pullman porters
2-92 Baggage porters
2-95 Elevator operators

Agricultural, Horticultural, and Kindred Occupations

3-01 Cash grain farmers
3-02 Cotton farmers
3-03 Crop specialty farmers
3-04 Dairy farmers
3-05 Fruit farmers
3-06 General farmers
3-07 Animal and livestock farmers
3-08 Poultry farmers
3-09 Truck farmers
3-11 Farm hands, grain
3-12 Farm hands, cotton
3-13 Farm hands, crop specialty
3-14 Farm hands, dairy
3-15 Farm hands fruit
3-16 Farm hands, general farms
3-17 Farm hands animal and livestock
3-18 Farm hands, poultry
3-19 Farm hands, vegetable
3-30 Fruit and vegetable graders and packers
3-31 Blight control laborers and bindweed eradicators
3-32 Irrigation occupations
3-35 Farm mechanics
3-36 Farm couples
3-37 Farm managers and foremen
3-38 Nursery operators and flower growers
3-39 Nursery and landscaping laborers
3-40 Gardeners and grounds keepers, parks, cemeteries, etc.
3-41 Hatchery men
3-42 Laborers, hatchery
3-43 Stablemen
3-44 Barn bosses
3-47 Cotton ginners
3-48 Technical agricultural occupations, n. e. c.
3-49 Agricultural occupations, n. e. c.

Fishery Occupations

3-87 Fishermen and oystermen
3-88 Sponge and seaweed gatherers
3-89 Fishing occupations, n. e. c.

Forestry (Except Logging) and Hunting and Trapping Occupations

3-91 Forestry occupations, except logging
3-96 Hunting and trapping guides
3-97 Hunters and trappers

Skilled, Semiskilled, and Unskilled Occupations

Note.- A number of the following occupational groups extend across two or more of the skill levels. These levels are differentiated by the first digit of the code number, the other digits remaining constant for the entire occupational group. If the first digit be an even number, the first digit of the other skill levels of the occupation group will likewise be even. This relationship also holds true when the first digit is an odd numeral

4 and 5 indicate the skilled levels
6 and 7 indicate the semiskilled levels
8 and 9 indicate the unskilled levels

In the following list of code numbers, where occupational groups extend over two or more of the skill levels, the index digit of each skill level is given. Thus, 4,6,8-00 indicates that there are skilled, semiskilled, and unskilled levels within the occupational group, whereas 4,6,00 would indicate that only the skilled and semiskilled levels are represented.

Occupations in Manufacturing and Related Activities
(4,6,8-00 through 5,7,9-18)

Occupations in Production of Food Products

4-01	Bakers
4,6,8-02	Occupations in production of bakery products, n. e. c.
4,6,8-03	Occupations in production of beverages
6,8-04	Occupations in canning and preserving of foods
4,6,8-05	Occupations in production of confections
4,6,8-06	Occupations in processing of dairy products
4,6-07	Millers, grain, flour, feed, etc.
4,6,8-08	Occupations in production of grain-mill products, n. e. c.
4,6,8-09	Occupations in slaughtering and in preparation of meat products
4,6,8-10	Occupations in production of miscellaneous food products

Occupations in Manufacture of Tobacco

4,6,8-12	Occupations in manufacture of tobacco products

Occupations in Manufacture of Textiles

4,6,8-14	Occupations in manufacture of knit goods
4-15	Weaver, textile
4-16	Loom fixers
4,6-18	Nonprocess occupations, in manufacture of textiles, n. e. c.
4,6,8-19	Occupations in manufacture of textiles, n. e. c.

Occupations in Production of Fabricated Textile Products

4,6,8-21	Furriers and occupations in fabrication of fur goods, n. e. c.
4-23	Milliners
4,6,8-24	Occupations in manufacture of hats and caps, n. e. c.
4,6-25	Dressmakers and seamstresses
4-26	Tailors and tailoresses
4,6,8-27	Occupations in fabrication of textile products, n. e. c.

Occupations in Production of Lumber and Lumber Products

4,6-29	Inspectors, scalers, and graders, logs and lumber
4,6,8-30	Lumbermen, raftsmen, and woodchoppers
4,6,8-31	Sawmill occupations, n. e. c.
4-32	Cabinetmakers
4,6,8-33	General woodwork occupations, n. e. c.
4,6-8-34	Planing mill occupations, n. e. c.
4,6-35	Upholsterers
4,6,8-36	Occupations in manufacture of furniture, n. e. c.
4,6,8-38	Cooperage occupations, n. e. c.
4,6,8-39	Occupations in manufacture of miscellaneous finished lumber products, n. e. c.

Occupations in Production of Paper and Paper Goods

4,6,8-41 Occupations in manufacture of paper and pulp
6,8-42 Occupations in manufacture of paper goods

Printing Occupations

4,6-44 Compositors and typesetters
4-45 Electrotypers and stereotypers
4-46 Lithographers
4-47 Photoengravers
4-48 Pressmen and plate printers, printing
4,6,8-49 Occupations in printing and publishing, n. e. c.

Occupations in Production of Chemicals and Chemical Products

4,6,8-50 Occupations in production of paint and varnish
4,6,8-51 Occupations in production of rayon and allied products
4,6,8-52 Occupations in production of industrial chemicals
4,6,8-53 Occupations in production of chemical products, n. e. c.

Occupations in Production of Petroleum and Coal Products

4,6,8-55 Occupations in refining of petroleum
6,8-56 Occupations in production of miscellaneous petroleum and coal products

Occupations in Production of Rubber Goods

4,6,8-57 Occupations in production of rubber goods

Occupations in Manufacture of Leather and Leather Products

4,6,8-59 Occupations in manufacture of leather
4-60 Shoemakers and shoe repairmen, not factory
4,6,8-61 Occupations in manufacture of boots and shoes
4,6,8,62 Occupations in manufacture of leather products other than boots and shoes

Occupations in Production of Stone, Clay, and Glass Products

4,6,8-65 Occupations in production of glass and glass products
4,6,8-66 Occupations in production of clay products
6,8-67 Occupations in production of cement, concrete, gypsum, and plaster products
4-68 Stonecutters
4,6,8-69 Occupations in stoneworking, n. e. c.
4,6,8-70 Occupations in production of asbestos products, abrasives, and polishing products

Metalworking Occupations

4-71 Jewelers, watchmakers, goldsmiths, and silversmiths
4,6,8-72 Occupations in manufacture of clocks, watches, jewelry, and articles of precious metals, n. e. c.
4-73 Engravers
4,6,8-74 Occupations in electroplating, galvanizing, and related processes

4-75 Machinists
4-76 Toolmakers and die sinkers and setters
4,6-77 Filers, grinders, buffers, and polishers (metal)
4,6,8-78 Machine shop and related occupations, n. e. c.
4-80 Tinsmiths, coppersmiths, and sheet metal workers
4,6-81 Molders
4,6,8-82 Foundry occupations, n. e. c.
4,6-83 Boilermakers
4,6,8-84 Structural-and ornamental-metal workers
4,6-85 Welders and flame cutters
4,6-86 Blacksmiths, forgemen, and hammermen
4,6,8-87 Heat treaters, annealers, and temperers
4,6-88 Occupations in mechanical treatment of metals (rolling, stamping, forging, pressing, etc.), n. e. c.
4,6-90 Ore dressing occupations
4,6-91 Furnacemen, smelters, and pourers
4,6,8-92 Occupations in production of ferrous and non ferrous metals, n. e. c.
4,6,8-93) Occupations in fabrication of metal products, n. e. c.
4,6,8-94)
4,6-95 Inter-industry metal working occupations, n. e. c.

Electricians and Occupations in Manufacture of Electrical Equipment

4-97 Electricians
4,6,8-98 Occupations in manufacture of radios and phonographs
4,6,8-99 Occupations in manufacture of electrical machinery and accessories, n. e. c.
5,7,9-00 Occupations in manufacture of miscellaneous electrical equipment, n.e.c.

Occupations in Manufacture of Transportation Equipment

7,9-02 Occupations in manufacture of automobiles, n.e.c.
5,7,9-03 Occupations in building of aircraft, n. e. c.
5,7,9-05 Occupations in building transportation equipment (except automobiles and aircraft), n. e. c.

Occupations in Manufacture of Miscellaneous Products

5-08 Opticians, lens grinders, and polishers
5,7,9-09 Occupations in manufacture of professional and scientific apparatus, n.e.c.
5,7,9-10 Occupations in manufacture of fabricated plastic products
5-12 Piano and organ tuners
5,7,9-13 Occupations in manufacture of miscellaneous products.

Miscellaneous Manufacturing Occupations

5,7,9-16 Painters, except construction and maintenance
5,7-17 Pattern and model makers, except paper
5, 7-18 Dyers

Occupations in Nonmanufacturing Activities
(5,7,9-20 through 5,7,9-61)

Occupations in Extraction of Minerals

5,7,9-20 Occupations in production of petroleum
5,7-21 Miners, and mining-machine operators
5,7,9-22 Occupations in extraction of minerals, n. e. c.

Construction Occupations

5,7-23 Construction machinery operators, n. e. c.
5,7-24 Brick and stone masons, and tile setters
5-25 Carpenters
5,7-26 Cement and concrete finishers
5,7-27 Painters, construction and maintenance
5-28 Paperhangers
5-29 Plasterers
5-30 Plumbers, gas fitters, and steam fitters
7-31 Roofers and slaters
5,7,9-32 Construction occupations, n. e. c.
5,7-33 Asbestos and insulation workers

Transportation Occupations

7,9-35 Routemen
5,7-36 Chauffeurs and drivers, bus, taxi, truck, and tractor
5,7-37 Teamsters
5,7-38 Brakemen, railroad
5-39 Conductors, bus and street railway
5,7-40 Motormen,(vehicle), except railroad, railway, and bus
5-41 Locomotive engineers
5-42 Locomotive firemen
5-43 Motormen, street, subway, and elevated railway
5,7-44 Switchmen, railroad
7-45 Gatemen, and train callers
7,9-47 Longshoremen and stevedores
5,7,9-49 Transportation occupations, n. e. c.
7,9-48 Sailors and deckhands, except U. S. Navy

Communication and Utility Occupations

5-51 Power station operators
5,7-53 Linemen and servicemen, telegraph, telephone, and power
7,9-54 Occupations in furnishing utilities, n. e. c.

Trade and Service Occupations

5,7-55 Motion picture projectionists
5,7,9-56 Amusement, recreation, and motion picture occupations, n. e. c.
5,7,9-57 Occupations in laundering, cleaning, dyeing, and pressing apparel and other articles
5,7-58 Meatcutters, except in slaughtering and packing houses
5,7,9-59 Occupations in trades and services, n. e. c.
7-60 Attendants, filling stations and parking lots.

Public Service Occupations, n.e.c.

5,7,9-61 Public Service occupations, n. e. c.

Miscellaneous Occupations
(5, 7, 9-63 through 5, 7, 9-89)

7,9-63)	
7,9-64)	Nonprocess occupations in manufacturing, n. e. c.
7,9-65)	
7-68	Packing, filling, labeling, marking, bottling, and related occupations n. e. c.
7-70	Firemen, other than process firemen
7,9-71	Oilers of machinery
5,7-72	Engineers, stationary
5,7-73	Cranemen, derrickmen, hoistmen, and shovelmen
5,7-74	Blasters and powdermen
5,7-75	Drillers, extraction of minerals and construction
5,7-76	Inspectors, n. e. c.
5,7,9-77	Glaziers
5-78	Millwrights
5,7-79	Mechanics and repairmen, railroad and carshop
5-80	Mechanics and repairmen, airplane
5,7-81	Mechanics and repairmen, motor vehicle
5,7,9-83	Mechanics and repairmen, n. e. c.
5,7-84	Tool sharpeners and dressers
7,9-85	Garage laborers and car washers and greasers
5,7,9-86	Photographic process occupations
7,9-87	Chainmen, rodmen, and axmen, surveying
5,7-88	Warehousing, storekeeping, handling, loading, unloading, and related occupations, n. e. c.
5,7,9-89	Miscellaneous occupations, n. e. c.

Foremen
(5-91 through 5-99)

5-91)	Foremen, manufcaturing
5-92)	
5-93	Foremen, extraction of minerals
5-94	Foremen, construction
5-95	Foremen, transportation, communication, and utilities
5-97	Foremen, services, amusements
5-99	Foremen, N. e. c.

Apprentices
(7-93 through 7-99)

7-93	Carpenters' apprentices
7-94	Machinists' apprentices
7-95	Electricians' apprentices
7-96	Plumbers' apprentices
7-97	Apprentices to other construction and hand trades
7-98	Apprentices to printing trades
7-99	Apprentices to other trades

ENTRY OCCUPATIONAL CLASSIFICATION

Professional, Technical and Managerial Work

0-X1. Artistic work
0-X2. Musical work
0-X3. Literary work
0-X4. Entertainment work
0-X6. Public Service work
0-X7. Technical work
0-X8. Managerial work

Clerical and Sales Work

1-X1. Computing work
1-X2. Recording work
1-X4. General Clerical work
1-X5. Public Contact work

Service Work

2-X1. Cooking
2-X3. Child care
2-X5. Personal Service

Agricultural, Fishery and Forestry Work

3-X1. Farming
3-X8. Fishery work
3-X9. Forestry work

Mechanical Work

4-X2. Machine trades
4-X6. Crafts

Manual Work

6-X2. Observational work
6-X4. Manipulative work
6-X6. Elemental work

WRA-122 Rev.

WAR RELOCATION AUTHORITY

Budget Bureau No.: 13-R002
Approval Expires: 6/30/44

Monthly Report

For Month Ending____194___

EMPLOYMENT - I

Center_____

LEAVE APPLICATIONS (This Month):	Received	Granted	Denied
Indefinite Leave With Clearance (Exclude Student Leaves)	_____	_____	_____
Indefinite Leave Without Clearance (Exclude Student Leaves)	_____	_____	_____
Student Leaves	_____	_____	_____
Seasonal Work Leaves	_____	_____	_____
Short Term Leaves	_____	_____	_____
Passes Other Than Short Term Leave	_____	_____	_____

PROJECT EMPLOYMENT (Evacuee):

Number Registered for work but Not Employed: Men_____ Women_____ Total_____

Part-Time Employees of WRA: Students____ Apprentice & Trainee____ Other____ Total_____

Number Employed on Project but Not Paid by WRA: Community Enterprises_____ Industrial_____ Other_____

Number Not Registered for Employment: Employable: Men____ Women_____ Unemployable: Men___ Women_____

HOURS OF WORK: Length of Standard Work Day_____ Length of Standard Work Week_____
(List exceptions made to standard work hours and reason for such exception.)

FAIR PRACTICE COMMITTEE: Number Committee Members____ No. Cases Handled This Month_____

Number of Cases Pending_____ Number of Cases Referred to Project Director_____

UNEMPLOYMENT COMPENSATION: Amount Paid in Benefits During Month_____

Number Receiving Unemployment Compensation During Month: Men_____ Women_____ Total_____

TRANSPORTATION GRANTS: Total Amount of Travel Grants Authorized This Month_____

Number Individuals for Whom Grants Made_____ Average Amount Per Individual_____

VOCATIONAL TRAINING: Number of Classes_____ Enrollment: Men_____ Women_____ Total_____
(Give type of training class and enrollment of men (M) and women (W) in each.)

_____ M___ W_____ _____ M___ W_____ _____ M___ W_____

_____ M___ W_____ _____ M___ W_____ _____ M___ W_____

_____ M___ W_____ _____ M___ W_____ _____ M___ W_____

_____ M___ W_____ _____ M___ W_____ _____ M___ W_____

(OVER)

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EVACUEE EMPLOYMENT AT PROJECT (End of Month Figures):

	$12 Scale		$16 Scale		$19 Scale		
	Male	Female	Male	Female	Male	Female	Total
1. Project Administration							
Executive							
Fiscal							
Legal							
Community Government							
Post Office							
2. Employment							
Placement							
Leaves							
Labor Relations							
3. Transportation and Supply							
Warehousing							
Motor Pool							
Mess Operations							
a. Kitchen Help							
b. Waiting Service							
c. Steward (supply)							
4. Agriculture							
Crop Production							
Land Subjugation							
Livestock Production							
5. Public Works							
Building Construction							
Maintenance							
a. Janitorial (inside)							
b. Grounds Maintenance							
6. Community Services							
Education							
Recreation							
Public Welfare							
Housing							
7. Health and Sanitation							
Hospital							
Other							
8. Reports and Press							
9. Internal Security							
10. Fire Protection							
11. Community Enterprises							
12. Other (specify)							
_____							
_____							
_____							