# DUTIES OF THE PERSONNEL DIRECTOR

The Personnel Director who is responsible to the Board of Directors; and who performs the duty as the coordinator for the Board of Directors has performed the following duties:

1. Chairman of the Employee Relations Committee.

2. Chairman of the Consultants to the Employee Relations Committee.

3. Kept all records of the minutes and proceedings of the meetings and special developments in writing.

4. Conducted Employee Training Discussion Groups. (Two cycles which required one month has already been completed. The new classes should start very shortly with a very definite (planned) program of imparting cooperative knowledge and also to impart news of new developments in the local Cooperative.)

5. Took care of necessary negotiations, called meetings, made personal contacts, kept well posted on all activities, etc.

Due to the fact that I had endeavored to perform the duties of two positions, that of Director of Personnel and Director of Education, it has been physically impossible to do justice to both positions. Therefore, the responsibilities of which I wanted to perform but did not have the time for are:

1. Keep a file of persons desiring local Co-op employment. (Persons listed as eligible should be approved by the Employee Relations Committee before they are employed if practical.)

2. To keep a file of persons desiring relocation jobs.

3. Together with the Employee Relations Committee, a definite policy on how much authority the Personnel Director has, should be made. (Will the General Manager continue to hire and discharge all Co-op employees?)

4. The Personnel Director should visit the various stores, offices and service departments to make personal contacts with the employees to create better fellowship and to hear the personal opinions of the employees.

5. In each store a smoking or resting room should be provided where the employees may rest, smoke and have refreshments since they cannot do so behind the counters. Co-op literature should be provided there for educational purposes.

6. The function of the Personnel Director in parts are closely related with the Educational Director. Therefore, the two directors should work very closely together to harmonize and to assist each other.

7. The Research Director is also closely connected with the two and should be consulted for research material for study groups, discussion groups, locating more material, etc.

8. The coordination of all departments iv vitally essential for the benefit of the entire organization.

9. (There are letters on file from some of the regional cooperative wholesales which provide information of sources for more material for Personnel work.)

10. Letters have been written to other cooperative wholesales to which replies are pending.

Much can be done to assure amiable relationship between the Board of Directors and the employees to assure the community satisfactory service.

10. We have disposed of the matter of reclassifying some of the positions of the Co-op. There is the matter of bonuses for persons who are only getting $16.00, but deserving consideration. Regarding this, the WRA regulations; and whether or not it is advisable to award bonuses is a matter to be studied further. Records are on file for information on the items stated above.

At the present time, a program is practiced to close the canteens on Wednesday mornings so that the store workers will have a half day off once each week; the same as the Co-op office employees. To earn the half a day, the employees must work longer hours each working day to put in the minimum requirement of 44 hours per week in accordance with the WRA regulations.

This plan apparently is not entirely acceptable to the employees. I presume that this matter will necessitate further study and consideration. The whole plan was instituted with the hope of pleasing the employees, but if it is not serving as such, it may not be advisable to continue. Further studies with the Consultants and the Employee Relations Committee should bring out a solution to this matter.

I believe that the Personnel Director and the Employee Relations Committee will be faced with the problem of settling the various demands of the employees tactfully.

One of the agreed policy of the Employee Relations Committee is:

Not to make any decisions in the presence of the Consultants. During the presence of the Consultants' representatives of the employees, the Committee will act as the hearing board. Then the matter can be studied further within the Committee for the final decision and recommendation to the Board of Directors.

The Committee, is acting in behalf of the Board of Directors, specializing in the employees welfare for the benefit of all concerned, all and final decisions are in the hands of the Board of Directors.

The Committee gives all matters due deliberation and report or recommend its findings to the Board of Directors.

The problems of the store employees and the problems of the service department employees are peculiarly different. Therefore, this matter should be considered at all times.

The Employee Training Discussion Groups are primarily for the store employees. No such program has been worked out for the service department employees for three reasons.

1. All service department employees are very busy. Their time can not be taken away from work like the store employees.

2. Because most of the complaints have been directed to the store employees, this needed first attention.

3. An employees training discussion group befitting both the store employees and the service department employees in one gathering is impractical. Therefore, the one needing the most attention was taken up first.

If feasible, a similar discussion group may be considered by the new Personnel Director and the Committee if found necessary and practical.

Close coordination with the General Manager is vitally important.

/s/ N. Honda

P A C I F I C  T E L E T Y P E

NO. 7 WRA TO TULE LAKE  12-12-42  1230P

E. L. SHIRRELL

IN CONNECTION ABOLISHMENT REGIONAL OFFICE ALL PERSONNEL RECORDS WILL BE FORWARDED TO WASHINGTON ON OR ABOUT DECEMBER 21. IT IS URGED THAT YOU ADVISE IMMEDIATELY WHAT PERSONNEL MATTERS YOU DESIRE TO HAVE CLEARED BEFORE RECORDS ARE MOVED. THIS APPLIES PARTICULARLY TO EXTENSIONS OF TEMPORARY APPOINTMENTS, NON PAYMENTS OF SALARY, RECOMMENDATIONS FOR CIVIL SERVICE CLASSIFICATION UNDER THE RAMSPECK ACT AND JOURNALS NOT RECEIVED.

EFFECTIVE IMMEDIATELY ALL REQUESTS FOR THE ESTABLISHMENT OF NEW POSITIONS, REALLOCATION OF ALREADY ESTABLISHED POSITIONS, AND CHANGES IN ORGANIZATIONAL STRUCTURE MUST BE MADE TO THE DIRECTOR, WASHINGTON, D. C.

IF YOU HAVE NOT ALREADY DONE SO SUBMIT A LIST OF ALL YOUR VACANCIES TO THE LOCAL REPRESENTATIVE OF THE CIVIL SERVICE COMMISSION SO THAT HE MAY ASSIST YOU IN RECRUITING. ALSO FURNISH THE WASHINGTON OFFICE WITH A SIMILAR LIST INCLUDING MEDICAL AND EDUCATIONAL POSITIONS.

CONTINUE TO SUBMIT RECOMMENDATIONS FOR PERSONNEL ACTIONS TO WRA OFFICE SAN FRANCISCO UNTIL FURTHER NOTICE.

HARVEY M. COVERLEY

MRS. BUSSELLE

Tule Lake Project
Newell, California

PWO

March 30, 1943

TO THE DIRECTOR

REPORT FROM: The Committee on Working Hours and Labor Efficiency

The committee appointed by the Director on March 26 for the purpose of making recommendations regarding hours of work and labor efficiency, met in the Public Works Office, Tuesday, March 30 at 1:15 P.M. Present were Messrs. M. C. Cooke, Fred Conner, Frank Smith, C. E. Zimmer and F. W. Slattery, Chairman.

The first work of the committee concerned memorandum submitted by the Director, which transmitted a copy of a memorandum by Mr. Paul Fleming to the Director regarding the release of workers for the purpose of supplementing their education through various courses offered by the Adult Educational Department. To this is attached a letter of transmittal by Director Coverley to Project Attorney Anthony E. O'Brien. Project Attorney's reply to the Director was also included.

Mr. Cooke opened the discussion by stating his problems in connection with this particular matter. Mr. Smith and Mr. Zimmer also commented regarding the interference which they might suffer if the proposed arrangements were permitted to any extent.

Mr. Conner raised the question as to whether or not the matter of in-service training should not be held in abeyance until the entire employment situation had been more carefully examined. This arrangement was agreed upon and subject of employment in general was taken up for discussion. Mr. Conner gave us his understanding of the present coal unloading situation and expressed the opinion, until this matter had been definitely clarified, little progress could be made by other divisions. Motion was made by Mr. Cooke, seconded by Mr. Zimmer that we request the Director and Assistant Director to furnish the committee with a statement, setting forth the exact conditions under which the coal crew operates and indicate the

the method of enforcement to be employed. Upon a vote the motion was carried unanimously. The discussion was then resumed on the matter of in-service training and was the pleasure of the committee that further action be with-held on this phase of the discussion until a reply had been received from the Director and Assistant Director, regarding the matter of coal crew policy. It was suggested the entire subject be again discussed at the meeting of division chiefs on Friday, April 2.

This report is respectfully submitted.

F. W. Slattery, Chairman
Committee on Work Hours and Labor Efficiency

FWS:dm
cc: Mr. M. C. Cooke
Mr. F. L. Conner
Mr. Frank Smith
Mr. C. E. Zimmer
File

June 22, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: PAY-AS-YOU-GO INCOME TAX

The Current Tax Payment Act of 1943 provides, among other things, that income taxes shall be withheld from salaries and wages paid with respect to payroll periods beginning on or after July 1, 1943. The tax to be withheld will be at the rate of 20 percent on the amount by which the employee's wage payment exceeds his or her family status withholding exemption. The amount of the exemption will depend upon the employee's family status.

Herewith is Form W-4, Employee's withholding Exemption Certificate. It is necessary that you sign this form and submit it to the Personnel section after you have check marked the appropriate box or square at the right of the form which will indicate the exemption you claim. You should also indicate the number of dependents claimed.

This form must be returned to the Personnel section not later than June 28. Should you fail to furnish this signed certificate, we will withhold tax from the total amount of your wages.

Ruth F. Bussello

Ruth F. Bussello
Personnel Section

WAR RELOCATION AUTHORITY
TULE LAKE PROJECT

OFFICE MEMORANDUM

Date: Sept. 9, 1943

TO: Causasian Personnel

FROM: Personnel Housing

SUBJECT: Survey

In accordance with Mr. Best's memo of Sept. 8, Mrs. Gunderson, Mrs. Desper, and Mrs. Bello have been assigned to take a survey of housing facilities on the Project. Will you kindly give these ladies an appointment at your home so that they may take the required survey.

Please check the date and the hour most convenient and return immediately to Personnel Housing. Thank you.

| Day | Hour A. M. | P. M. |
|---|---|---|
| Monday, Sept. 13 | 8:30 | 1:00 |
| Tuesday, Sept. 14 | 9:00 | 1:30 |
| Wednesday, Sept. 15 | 9:30 | 2:00 |
| | 10:00 | 2:30 |
| | 10:30 | 3:00 |
| | 11:00 | 3:30 |
| | 11:30 | 4:00 |
| | | 4:30 |

Ralph E. Peck

Ralph E. Peck, Pesonnel Housing

Hancock, Dexter

WAR RELOCATION AUTHORITY
TULE LAKE PROJECT
NEWELL, CALIFORNIA

October 1, 1943

MEMORANDUM TO: EMPLOYEES IN SINGLE APARTMENTS
FROM: PERSONNEL HOUSING
SUBJECT: MAID SERVICE

The maid service provided is for your convenience. Cooperation on your part by picking up and caring for you person affects will make it possible to give more satisfactory service.

Inside of drawers, desks, and closets will not be dusted or cleaned. This is for the protection of the maids as well as residents. If there are other objects that are not to be disturbed please leave word for the maid and she will leave it alone.

Cleaning services provided:

| Daily: | Weekly: |
|---|---|
| General cleaning. | Vacuuming of floors and furniture |
| Making of beds. | Mopping of floors |
| Dusting floors and furniture. | |
| Cleaning bathroom. | |

K P Borst

Mr. Borst

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

November 16, 1943

MEMORANDUM TO: Mr. John Bigelow

SUBJECT: Personnel

Mr. George B. Lueck entered on duty at this project Decemeber 16, 1943, as Associate Fire Protection Officer, CAF-9, $3200 per annum, and he is still employed in this position. Prior to appointment with WRA, Mr. Lueck was employed by the United States Forest Service, Mt. Shasta, California, as Carpenter, $1.00 per hour.

Dr. Reece M. Pedicord entered on duty with WRA January 7, 1943, as Prinicpal Medical Officer, P-6, $5600 per annum, a position which he still holds at the present time. Prior to Dr. Pedicord's employment with the WRA he was in private practice at Wheeling, West Virginia.

Mrs. Evea E. Adams entered on duty at this project September 1, 1942, as Elementary School Teacher, CAF-3, $1620 per annum. On July 1, 1943, she received a change in status to Secondary School Teacher, P-1, $2000 per annum, a position she holds at the present time. Prior to her employment with the WRA, Mrs. Adams was a teacher in the Trinity County Elementary School, Weaverville, California.

Mr. Benjamin F. Gerry entered on duty at this project as Procurement Officer, CAF-9, $3200 per annum, May 16, 1943. On July 1, 1943, Mr. Gerry's title was changed to Property & Supply Officer, CAF-9, $3200 per annum. On November 1, 1943, Mr. Gerry received a promotion to Procurement Officer, CAF-11, $3800 per annum, a position which he holds at the present time. Prior to his appointment with the WRA, Mr. Gerry was employed by the Douglas Aircraft Co., Inc., Los Angeles, California, as Expeditor, $1.00 per hour, working between buyers and outside vendors.

Mr. Edward H. Borbeck entered on duty at this project March 6, 1943, as Assistant Chief, Internal Security, CAF-7, $2600 per annum. On July 1, 1943, Mr. Borbeck received a transfer of position and change inttitle to Associate Internal Security Officer, CAF-7, $2600 per annum. On August 1, 1943, Mr. Borbeck's status was changed and he was promoted to Associate Internal Security Officer, CAF-9, $3200 per annum, a position which he held until the date of his resignation, November 5, 1943. He gave as his reasons, "Due to conditions, the family was unable to continue loving on the project."

Mr. Ralph E. Peck entered on duty at this project August 28, 1942, as Project Steward, CAF-9, $3200 per annum. On December 1, 1942, the position was re-allocated to Project Steward, CAF-11, $3800 per annum. On July 1, 1943, the title of this position was changed to Senior Institutional Manager, CAF-11, $3800 per annum, a position which Mr. Peck held until he submitted his resignation effective as of the close of business, November 6, 1943, giving as his reason a desire to return to work for his former employer. Prior to his employment with the WRA, Mr. Peck was employed by Twaits-Morrison-Knutson as Camp Manager, at a salary of $350 per month.

Mr. John J. Donovan entered on duty at this project September 10, 1943, as Associate Construction Superintendnet, CAF-9, $3200 per annum, by transfer from U. S. Department of Interior, National Park Service, Lassen Volcanic National Park, Mineral, California, where he was employed as Construction & Maintenance Superintendent, $2600 per annum. On December 1, 1942, Mr. Donovan received a change in status to Construction Superintendent, CAF-11, $3800 per annum, a position which he holds at this time.

Mr. Floyd B. Stone entered on duty at this project September 19, 1943, as Chief Garage Foreman, CPC-10, $2600 per annum. On July 1, 1943, the title of this position was changed to Assistant Equipment Maintenance Supervisor, CAF-7, $2600 per annum, a position which Mr. Stone held until the date of his resignation which was 12 o'clock noon, November 1, 1943. Mr. Stone neglected to sign a resignation prior to leaving the project. However, the undersigned is of the opinion that his resignation was the result of continued absence from the project to do other work which was not connected with the project while ona leave-without-pay status. Prior to his employment with WRA Mr. Stone was Shop Foreman at a salary of $200 per month with Glenn Pruitt, Dorris, California.

Mr. Charles S. Warren entered on duty at this project August 24, 1943, as Assistant Farm Superintendent, CAF-9, $3200 per annum, a position which Mr. Warren held until he submitted his resignation effective 9 a.m., April 10, 1943, giving as his reason that he had a 400-acre farm under cultivation and due to labor shortage his presence was necessary at home. Prior to his employment with WRA, Mr. Warren was Superintendent of a ranch at a salary of $300 per month for Lisky Brothers, Klamath Falls, Oregon.

Mr. Noble C. Wilkinson entered on duty at this project October 28, 1942, as Assistant Project Steward, CAF-9, $3200 per annum, a position which he held until he submitted his resignation effective as of the close of business May 8, 1943, giving as his reason his intnention of going back to farming. Mr. Wilkinson, prior to employment at this project, owned and operated a slaughterhouse in Tulelake, California.

Mr. Ernest R. Rhoads entered on duty at this project June 6, 1942, as Fire Chief, CAF-7, $2600 per annum on on excepted appointment not to exceed four months. On August 16, 1942, Mr. Rhoads' appointment was converted to War Service Appointment, Indefinite, with change in status and promotion to Associate Fire Protection Officer, CAF-9, $3200 per annum. On November 1, 1942, Mr. Rhoads' position was re-allocated to that of Fire Protection Officer, CAF-11, $3800 per annum, a position which he held until the date of his resignation - November 4, 1943, in which he set forth as his reasons for resigning that he could not provide adequate protection to the people under the present circumstances as the equipment was being systematically destroyed and that pressure was being applied for the express purpose of rendering fire protection facilities useless. Prior to his employment at this project, Mr. Rhoads was on retired service pension from May, 1928, with the Los Angeles Fire Department. Prior to retirement, Mr. Rhoads was on an annual salary of $3600 and his duties consisted of fire prevention, organizing and public speaking on general safety.

Clifford L. Payne entered on duty at this project November 1, 1943, as Internal Security Officer, CAF-7, $2600 per annum, a position he held until the date of his resignation which was the close of business November 6, 1943, giving as his reasons the lack of trust, confidence and dis-organized condit on that existed here and that his inability to carry out his duties as a police officerwould not permit him to retain his self-respect. Prior to Mr. Payne's employment at this project he was Deputy Sheriff at a slary of $221.66 a month with the Vancouver Housing Authority, McLaughlin Heights, Vancouver, Washington.

Mr. Charles K. Wiese entered on duty at this project February 22, 1943, by transfer from the United States Engineers where he was employed as Princiapl Inspector, CAF-7, $2600 per annum. He was transferred to this project as Head Storekeeper, CAF-7, $2600 per annum. On July 1, 1943, Mr. Wiese was promoted to Senior Property & Supply Officer, CAF-9, $3200 per annum, a position which he held until the date of his resignation October 31, 1943, in which he gave as his reason that he did not fell that it was to his best interest to sign a bond which was required by the Washington office.

Mr. Clifford R. Kallam entered ondduty at this project May 11, 1942, as Farm Superintendent, P-4, $3800 per annum. On July 1, 1943, Mr. Kallam received a change in status and promotion to Senior Agricultural Administrator, P-5, $4600 per annum, a position which he holds at the present time. However, the undersigned is of the opinion that Mr. Kallam is at present on terminal leave, but records on file in the Personnel Office do not bear out this opinion. Prior to Mr. Kallam's employment at this project he was self-employed, farming.

Miss Seemah Battat was transferred to this project from the San Francisco office effective June 1, 1943, as Assistant

Clerk-Stenographer, CAF-3, $1620 per annum, a position which she held until November 1, 1943, when she was promoted to Clerk-Stenographer, CAF-4, $1800 per annum. Inasmuch as Miss Battat was a transfer to this project, records on file in this office do not contain a record of her former employment.

Mr. John C. Stubbs entered on duty May 1, 1942, as Supply Officer, CAF-9, $3200 per annum, by transfer from the U.S. Department of Agriculture, Agricultural Marketing Administration, Los Angeles, California, where he was employed as Junior Administrative Assistant, CAF-7, $2600 per annum. Change in status and promotion effective August 22, 1942, to Senior Procurement Officer, CAF-11, $3800 per annum, a position which he held until his resignation effective close of business June 30, 1943. His reason for resigning was given as personal reasons but the undersigned has been informally advised that bad health was the real reason for this action. On July 1, 1943, Mr. Stubbs was given a temporary 30-day appointment as Hospital Administrator, CAF-9, $3200 per annum, which expired July 31, 1943. On September 27, 1943, Mr. Stubbs was appointed to a chart position of Cost Accounting Clerk, CAF-5, $2000 per annum, which position he held until his resignation November 4, 1943, giving as his reason lack of confidence in Dillon Myer and his WRA policies.

Mr. Roy S. Campbell was employed at this project July 14, 1942, as Carpenter, $1.35 per hour. This appointment was terminated December 31, 1942 and he was re-appointment January 1, 1943 as Carpenter at $1.37½ per hour, which position he held until June 30, 1943, when he received a transfer of position, change in title and change in grade from unallocated to per annum basis as Chief Construction Foreman, CPC-10, $2600 per annum, which position he still holds.

Daniel H. Cox

Daniel H. Cox
Personnel Transactions Officer

TULE LAKE CENTER

January 3, 1944

MEETING CALLED BY MR. FAGAN to discuss personnel matters and to have Mr. Markley present facts of relocation programs:

Present: Messrs. Fagan, Bello, Gorton Lowery, Primm, Smith, LeMaitre, Hoover Mooney, Dick Tracy, Mrs. Lowery, Mrs. Bagley, V. Barbul.

* * * * * * *

Mr. Fagan asked above section and Unit Heads to instruct their employees not to linger too long in the rec hall and to observe working hours more closely - it seems that 12:45 PM was usually stretched to 1 PM.

- - - - - -

No compensatory time will be authorized unless permission granted by Mr. Best - in other words, the Section Head cannot tell his employee to work two hours longer one day and then stay away some following day to make up for lost time.

* * * * * *

MR. MARKLEY:

"Information to evacuees is going to become a most important factor in this Center. Information will have to be given out by individual who come in contact with evacuess.

IF QUESTIONS COME UP THAT YOU CANNOT ANSWER YOU MUST KNOW WHERE TO SEND EVACUEES TO OBTAIN CORRECT ANSWER.

Information Committee is to be appointed and Coordinator of Information will issue written statement when policy to be followed is determined.

Numbered bulletins are to be issued currently and files of these must be kept by people designated. A loose-leaf handbook would be good as pages can be added or replaced. Post Exclusion Bulletins will arrive from Washington and these also should be added to file. Material will be issued to colonists in Japanese and English and administrative personnel should also keep this in their file in order to be completely informed as to what the evacuess have been told.

Individual Problems: If no answer is found in files above mentioned, a written quetion should be routed to the committee for answer, which sometimes has to be obtained from Washington..

A Relocation Office will be established and combined with Leave office.

DO NOT CONFUSE RELOCATION PROBLEMS WITH POLICY PROBLEMS.

Free, Excludee and Detention Lists are made up by the Army - WRA is in no way responsible for these lists and people who have questions along this score should be referred to Army. They have right to appeal to Army Hearing Board but WRA will merely help them get in touch with army but will have no actual connection with hearing. This is very important.

BULLETINS TO BE DISTRIBUTED TO: Merle Mooney - Dick Tracy - E. K. Gorton - George Smith - Ray Hayward - Harry Kirkman - Clara Kirkman - Primm, Harry Black, Mrs. Lowery Lee Lampson - Mr. Fagan.

14/ Jackie Burton Howard Blair

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

January 9, 1943

MEMORANDUM TO: All Caucasian Employees

FROM: Personnel Section

All Caucasian employees who did not work Saturday afternoon, December 26, are requested to put in a leave card chargeable to annual leave. However, it is anticipated that some arrangement may be made whereby employees will be paid for the overtime because of the fact we were not notified in time to be on duty.

Ruth F. Busselle

Ruth F. Busselle
Personnel Officer

TELETYPE

Newell, California
January 24, 1944

Dillon S. Myer
Director
War Relocation Authority
Washington, D. C.

Attn: Duncan Mills

Reurtt 1-20-44 Internal Security clerical positions. Because of increasing importance and additional work that of that section, two positions Clerk Stenographer, CAF-4, to perform the following duties, have been requested:

Under the general supervision of the Internal Security Officer, performs work of highly technical and confidential nature including:

Receives correspondence concerning parolees from internment camps desiring entrance to Tulelake, checks Internal Security records, requests information from Statistics and Welfare Sections, and prepares recommendation of acceptance or disapproval subject to approval of supervisor.

Reviews Internal Security daily reports, preparing report of any material that might constitute a case; submits report to Washington.

Writes report on interviews of all men entering or leaving stockade, maintains files.

Checks records of all evacuees desiring to return to work, prepares recommendation, and after further necessary approval received, issues passes to those approved for work.

Interviews evacuees with requests, determines whether requests warrants attention of supervisor. This requires great deal of diplomacy and discretion in order to avoid indignation.

Receives all telephone calls from individuals reporting information they feel is important enough to warrant investigation. Makes recommendations.

Records all evacuees entering or leaving Project submits daily admission and departure report to Statistics Section.

Receives telephone requests for information, prepares reports when information cannot be given verbally.

Acts as Desk Sargeant during day, receiving ring-in reports every hour of Internal Security Officers, maintains, daily time sheet, dispatches officers to points of duty, records speedometer readings of patrolmen, receives all visitors and other phone calls.

Maintains records on all correspondence, reports, marks and maintains records on all contraband material maintained in office.

B.

Takes and transcribes dictation of correspondence, interviews and reports, editing when necessary.

Peforms relates duties, including dispatching of all outgoing mail as facilities of Central Mail and Files not used.

SIGNED

Project Director

JMB:vn Subj.
Chron
Desk Copy

Report

TULE LAKE CENTER
Newell, California

March 7, 1944

MEMORANDUM TO: All Division Heads and Section Chiefs

FROM: James H. Wells
Assistant Project Director

SUBJECT: Personnel Classifications

Miss Betty Nicholson from the Washington Personnel Office has been detailed to this Project for an indefinite period to assist our Personnel Office in Classification work and reviewing present job descriptions.

This work is absolutely necessary in order that our personnel allocations may conform with Civil Service standards and regulations. Since November, administrative and evacuee personnel have been placed rather hurriedly in order to get the job done, and in some cases without consideration to the rights of a Federal employee or to standard allocated positions.

This will protect their interests, particularly in seeing that they are performing the work for which they are employed, and seeing that they are paid just wages and rates in conformance with Civil Service standards.

Miss Nicholson will be stationed in the Personnel Office and available for any questions or assistance you may desire at any time. She also will probably call on various employees from time to time during her detail in requesting information that will be necessary to prepare correct classification data. It will be appreciated if you would notify your employees and give Miss Nicholson cooperation in this matter.

(Signed)

James H. Wells
Assistant Project Director

MEMORANDUM TO: All Male Employees

SUBJECT: Draft Classification

FROM: Frank D. Fagan
Acting Personnel Officer

In order that our records may be brought up to date, please note at the bottom of this letter and return to the Personnel Office, your draft classification and date of notice.

Frank D. Fagan

Frank D. Fagan
Acting Personnel Officer

NAME: _____

DRAFT CLASSIFICATION: _____

DATE OF NOTICE: _____

3/10/44

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

3/20/44

Memorandum: To All Personnel

From: Frank D. Fagan

Subject: Classification Survey

You have already been advised of the classification survey being made by Miss Nicholson.

Position description forms are being distributed to all Personnel and should be completed and returned to the Personnel Office no later than March 22, 1944. In some cases Miss Nicholson may request personal interviews in order to clarify or obtain further information.

Where positions are discovered to be classified at too high a grade, the grade will be corrected but no salary reduction effected.

Your cooperation is asked in filling out the Position Description forms and returning them to the Personnel Office as soon as possible.

If you have any questions please call Miss Nicholson on extension 53.

Instructions for filling out Position Description Form OEM-27a

Please read carefully before completing the attached forms.

The forms are to be completed by each employee in his own words without reference to job descriptions previously prepared. Job descriptions need not be long but should describe fully the job being done.

It is important that all the information requested on form OEM-27a and the attached supplement be given in order that forms will not have to be returned for additional information. Where questions do not apply to your job a statement to that effect should be given.

Number of copies - Original and two copies. Wherever possible forms should be typed. If more space is needed plain bond paper may be used and attached to the form.

Items 1 through 4 are to be left blank.

Item 5 - Give your name, grade, and salary.

Item 13 - Describe briefly each distinct task and the amount of time spent on each task each week.

Item 14 - Describe in detail each task mentioned in item 13.

Item 17 - In describing supervision exercised over others such terms as "close supervision", "immediate supervision", "indirect supervision", etc. should not be used without further describing the nature of the supervision.

Item 18 - Sign all three copies and give them to your immediate supervisor for his review and signature.

Item 19 - to be filled in by the immediate supervisor after a careful review of the job description and signed by him in item 20.

Item 21 - Signature of the Assistant Project Director in charge of the Division.

SUPPLEMENT TO FORM OEM-27a

Please fill in the information requested and attach to Form OEM-27a.

1. What, if any instructions do you receive as to how any part of your work is to be done? From whom are such instructions received (name and title)? In what detail are instructions given?

2. In performing your duties, what decisions are you permitted to make without reference to higher authorities?

3. What parts of your work are checked or reviewed by others, for what purpose and by whom (name and title)?

4. What parts of the work of others do you check or review, for what purpose?

5. Describe any reports you prepare and sources of information used.

6. List machines and equipment you operate and estimate proportion of time spent each week in operating such machines and equipment. What is is your responsibility for the maintenance or repair of the same?

7. Describe any conditions present in the location and nature of your work such as surroundings, dust, gases, temperature, dangers or accident hazards which you consider unfavorable or disagreeable.

8. What are your regular working hours each day and estimate amount of overtime required each week. Explain necessity for overtime.

9. Are you subject to call for emergency or other special work? If so, how often and nature of such work?

10. Names and titles of persons doing work similar to yours in the same Unit.

Name _____

Title _____

Grade _____

March 10, 1944

Bagley Personnel

Personnel

UNITED STATES
DEPARTMENT OF THE INTERIOR

WAR RELOCATION AUTHORITY

WASHINGTON

November 11, 1944

Mr. Ray Best
Project Director
Tule Lake Segregation Center
Newell, California

Dear Mr. Best:

In recent months it has been the practice to recruit for all Counselors in the Welfare Section (P-4, P-3 and P-2) through the Central Office of the Civil Service Commission. The reason for this was two-fold: First, because the Commission did not permit simultaneous recruitment by both the Central Office and the regional offices for any specific position; and second, because of the scarcity of qualified Welfare personnel in areas in which the projects are located.

The Commission has now approved our request to have recruitment for Counselors decentralized in order to permit the centers to recruit through the regional offices of the Commission. It will continue to be necessary, however, to have prior administrative approval from Washington on any Welfare appointment.

In evaluating experience of applicants for positions in the Welfare Section, it should be kept in mind that except for the position of Counseling Aide, SP-6, only experience in welfare agencies as social workers or similar positions is qualifying. Experience in related fields such as teaching and nursing does not qualify. If the applicant does not have the training in social work specified in the job description, he must have experience sufficient in length and quality to compensate for the lack of training. It is essential that at least one reference be secured in order to evaluate the quality of the applicant's experience.

The Washington office will continue to forward to the centers for consideration Forms 57 for such applicants as come to their attention. If the center wishes to appoint a person whose application has been referred by the Washington office, certification will

be requested by the center from the regional Civil Service office, and the center will advise Washington of the action taken. In such cases, of course, it will not be necessary to request prior administrative approval from Washington, except to comply with established procedure on positions of $3200 and above.

For your information, there is attached a summary of the new standards recently established by the Civil Service Commission for the position of Junior Counselor and made available by the Commission to its regional offices. Your attention is called particularly to the requirement that an applicant must have had at least one year of experience in supervision or performance of social case work.

It is hoped that this change in practice will result in more efficient and expeditious handling of Counselor appointments.

Very truly yours,

Earl D. Brooks

Earl D. Brooks
Acting Personnel Officer

Enclosure

4 yr exp

AB = 2 yr
AM grad SW - {1 yr = 1 yr exp
2 yr = 2 yr
min - 2 yr grad SW = ok
with no exp.

RATING SCHEDULE FOR COUNSELOR, P-2

War Relocation Authority

DUTIES

(Reference is made to approved position description dated 10/1/44)

NUMERICAL BASIS OF RATING

(See standard rating scale)

MINIMUM REQUIREMENTS

General Experience: Applicants must have had at least 4 years of responsible experience in any one or any combination of the types of qualifying experience.

Specialized Experience: Included in or supplementing the required general experience, applicants must have had at least 1 year of experience in the supervision or performance of social case work services in an agency such as described under Item 1 of types of qualifying experience.

Examples of qualifying experience:

1. Administration, supervision, consultation in, or performance of social case work services in a public or private welfare agency of acceptable standards in the following fields; family welfare, public assistance, child welfare, medical social work, or psychiatric social work.
2. Supervision or performance of probation, parole, or clinical services in the treatment of delinquency in juvenile courts, domestic relations courts, training schools, reformatories, penal institutions, and guidance clinics.
3. Social welfare planning in an agency primarily concerned with coordination and improvement of social work programs.
4. Experience in intake and certification for work relief progress; vocational guidance or placement service as rendered in vocational rehabilitation or youth training programs.

Note: To be qualifying, the applicant's training and/or experience must have demonstrated a knowledge of the principles and practices of social case work and of public welfare administration, skill in dealing with individuals, and freedom from racial prejuidices.

Substitution of education for experience: Undergraduate study in a college or university of recognized standing with specialization in such pertinent fields as social work, sociology, psychology, economics, political science, social legislation or social research may be substituted for part of the required experience on the basis of one year of study for six months of experience up to a maximum of two years. In addition, graduate study in such pertinent fields as named above may be substituted year for year for the required experience, up to a maximum of two years.

PAGING SUPERVISOR TYPE (GENERAL), PS-2

for Salaries and Wages

PURPOSE

(Reference is made to approved position description dated 10/1/44)

SUPERVISOR, PAGING OR MAILING

(See standard rating guide)

MINIMUM QUALIFICATIONS

General Experience: Applicants must have had at least 6 years of responsible experience in any one or any combination of the types of qualifying experience.

Specialized Experience: Included in or supplementing the required general experience, applicants must have had at least 1 year of experience in the supervision or performance of social case work in an agency such as Social Security Board Type 1 or types of qualifying experience.

Examples of qualifying experience:

1. Administration, supervision, consultation in, or performance of social case work services in a county or private welfare agency or accepts the standards in the following fields: family welfare, public assistance, child welfare, medical social work, or psychiatric social work.

2. Supervision or performance of probation, parole, or criminal service in the treatment of delinquents in juvenile courts, domestic relations courts, training schools, reformatories, penal institutions and guidance clinics.

3. Social welfare planning in an agency primarily concerned with coordination and improvement of social work programs.

4. Experience in training and orientation for work relief programs vocational guidance or placement services as required in vocational rehabilitation or work training programs.

Note: To be qualifying, the applicants' training and/or experience must have demonstrated a knowledge of the principles and practices of social case work and of public welfare administration, skill in dealing with individuals, and tact. Graduate Social Work Education.

Substitution of education for experience: [illegible] study in a college or university of recognized [illegible] social work education in such particular fields as social work, sociology, psychology, economics, political science, social legislation or public welfare may be substituted for part of the required experience on the basis of one year of study for six months of experience [illegible] two years. In addition, graduate study in such particular fields as noted above may be substituted year for year for the required experience up to a maximum of two years.

NON-QUALIFYING EXPERIENCE

1. Experience confined to routine follow-up of persons on probation or parole with no responsibility for social treatment.
2. Superintendents of institutions; matrons, teachers, attendants, recreation workers and others giving direct care to inmates of institutions; supervisors of such staffs.
3. Vocational or educational guidance and personnel counseling in a group work agency, public school, or university.
4. Hospital or clinic workers who show no responsibility for carrying out social treatment.
5. Church workers whose major emphasis is practice in the field of religion or on neighborly activities rather than on social case work.

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

December 26, 1944

To - All Appointive Staff

OIL SERVICE

Due to the shortage of oil cans, it is impossible for the Maintenance Division to supply oil cans for each room and apartment.

At the present time, stoves are being filled by the Maintenance crew from the truck, which is inconvenient to certain members of the staff.

Please indicate below whether you wish oil service, or wish to fill your own stove from an oil can.

This request must be answered in order that you may be given the oil service desired. Please return this sheet with your answer, to the Personnel Office.

Frank D. Fagan
Personnel Officer

| | Yes | No |
|---|---|---|
| Do you want your stove serviced from the truck | ☐ | ☐ |
| Do you have an oil can for your own use | ☐ | ☐ |

_____
Name

TO: All Appointive Personnel

SUBJECT: Garage

All persons who are now occupying garages or are interested in securing a garage for storage of a private car, the following information must be furnished to Personnel Housing not later than November 5, 1943.

Do you have a garage? ☐ Yes ☐ No If so give location._____.

Do you wish to be placed upon the availability list for a garage? ☐ Yes ☐ No

In accordance with existing regulations, a charge of $2.50 per month will be made for all garages, effective November 15, 1943.

Name_____ Center Address_____

Remarks_____

adm. mgmt
personnel

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

WASHINGTON

JAN 12 1945

Mr. Ray R. Best
Project Director
Tule Lake Segregation Center
Newell, California

Attention: Personnel Officer:

Dear Mr. Best:

It is time to begin work that will bring about more valid annual efficiency ratings than we have been able to secure heretofore. It may be said generally that our past ratings have not been as well administered as they should have been. The rush of daily business has sometimes made it necessary to neglect the proper planning, training, administering, and review of efficiency ratings.

Because of the importance of this year's ratings--the last regular rating to be given in WRA for most employees and the official rating that will be in force when our people transfer to other agencies--we cannot afford to take short cuts but will have to administer the ratings with the utmost objectivity and uniformity. The Civil Service Commission informs us that there will be no changes in the forms or the system of administering ratings this year. Because of that your training problem will be somewhat simplified. There is a new supplemental book available for rating and reviewing officials or supervisory personnel-an aid in selecting and rating the italicized elements on the right side of the rating form. Since these books are not likely to be available in the field, we have ordered a sufficient number for your supervisors and will forward them when they arrive. It will be necessary for you to procure all the other forms needed.

It is requested that you take the following action at once:

(1) Appoint an efficiency rating committee for the coming year, and report its membership to this office.

(2) Requisition the necessary forms.

(3) Plan efficiency rating training meetings that are to be conducted next month.

B



43909

(4) Organize the administration of ratings so that the time schedule (see Handbook instructions, 20.1.146) can be met.

(5) Submit copies of special forms and a monthly report of progress to this office.

Very truly yours,

Earl D Brooks

Earl D. Brooks
Personnel Officer

UNITED STATES
DEPARTMENT OF THE INTERIOR

Personnel

Tule Lake Center
Newell, California

FEB-8'45

Safety Council
War Relocation Authority
U.S. Department of the Interior
Barr Building
Washington, D.C.

Attention: Mr. Earl D. Brooks

Gentlemen:

Following is the January report of the Tule Lake Safety Council:

1 - Motor Accidents:
Number of accidents - 4
Causes - Carelessness of operators
Amount of Damage - Not to exceed $100.00
Personal Injury - None

2 - Fires:
Number of fires - 1
Causes - Carelessness. Smoking in bed.
Amount of Damage - $2.00
Personal Injury - None

3 - Other Accidents:
Evacuee employee, while using jointer-planer in Shop #356, sustained loss of two fingers. All safety precautions had been taken. The man using the machine was not an experienced operator and was using the machine without authority.

The following instructions have been issued by the Safety Council, in accordance with memorandum of Project Director (copy attached). Members of the sub-committees of the Council who made the initial investigations and recommendations will check at subsequent dates to see that instructions have been complied with and are being maintained:

B

P-Safety

1 - To Mr. Kenneth Harkness, Superintendent of Education, instructions to discontinue repairing and overhauling (for instruction purposes) of "live" cars now in the High School Repair Shop, using for such further activity only such WRA "dead" automotive equipment as may be turned over to the Shop.

2 - To Mr. Lionel Perkins, Supervisor, Business Enterprises, instructions as to installation of safety measures in Tofu Factory, i.e., safety guard over power-driven belts and pulleys on the machinery, and use of metal ash box at hot water heater.

3 - To Mr. Ted Bulpin, Equipment Maintenance Supervisor, instructions at to installation of safety measures at the Garage, i.e., guards over air compressors and exposed belt and fly wheel; protective guard rails around three machines in Machine Shop and around exposed fly wheel and belts; appropriate signs at all emery wheels warning operators against using them without goggles and providing goggles to all operators.

4 - To Mr. J. J. Donovan, Construction and Maintenance Superintendent, instructions as to installation of safety measures at Cabinet Shop, i.e., guard rails at mortise machinery in Building 354, at power saw in building south of Building 354, and at two machines in Building 356; removal of accumulation of wood shavings and dust around machines on floor; provide goggles and post appropriate warning signs at emery wheels in Buildings 353 and 356. Also instructed to try to secure and install an air compressor and equipment for removal of accumulated wood dust out of machinery.

5 - To Mr. W. Jarrett, Farm Superintendent, instructions as to installation of safety measures in farm area, i.e., guard rail and warning signs at emery wheel in Maintenance Shop; installation of non-combustible floor protection under heating stoves in Maintenance Shop and Farm Office.

6 - To Mr. J. B. Cook, Acting Chief Internal Security, request that barriers be placed where required to prevent use of road at end of Fifth Street, pending completion of survey of all project roads by sub-committee.

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If you have any suggestions to offer the Tule Lake Safety Council for future reports, we should be pleased to receive them.

Very truly yours,

Frank D. Fagan
Executive Secretary
Tule Lake Safety Council

Enclosure-1

2-8-45 FDF:HCE
cc-Subj, Chron, Desk

UNITED STATES
DEPARTMENT OF INTERIOR

Tule Lake Center
Newell, California

Personnel

Mr. Dillon S. Myer
Director
War Relocation Authority
U. S. Department of Interior
Barr Building
Washington, D. C.

MAR 27 '45

ATTENTION: Earl D. Brooks

Dear Mr. Myer:

There is enclosed a description for the position of Jr. Administrative Assistant, CAF-5, proposed for the Evacuee Property Section on this Center.

Since the speeded up program for relocation has begun, it is planned to locate the Evacuee Property Section in the same building with that office in order that it may serve as a feeder for Relocation. That is, persons with property would seem to be likely relocatees, and the employees in the Evacuee Property office will be able to suggest to these persons, an interview with a Relocation Officer. In this way, we feel the relocation program may be materially aided. The evacuees employed in the Property Office at present would be unable to assist in this way, inasmuch as they are constantly under pressure from the colony, and would be hesitant, for their own security and others, to encourage relocation, even though they might be in sympathy with the program.

Therefore, it is requested that the position of Jr. Administrative Assistant, CAF-5 and Clerk Stenographer, CAF-4, be established, and the evacuee position of Evacuee Property Supervisor, two Clerk Stenographers, and Clerk (Receptionist) be abolished. It is intended that the Jr. administrative Assistant act as an assistant to the Evacuee Property Officer, relieving him from other than the most difficult cases and administrative problems. The Administrative Assistant, too, will be in a position to refer persons to the Relocation Advisors as much as possible. We are not requesting the position of Assistant Evacuee Property Officer on this Center, inasmuch as it is felt that an Administrative Assistant would be more effective in the program at this time. The Clerk Stenographer is needed in lieu of the two evacuee stenographers at present on the staff.

Copy (classif.)

Therefore, because the Evacuee Property Office will be so closely allied with the relocation program, and as it would be difficult if not impossible for present evacuee employees to encourage the program, approval of the proposed positions as soon as possible will be appreciated.

Sincerely,

R. R. Best
Project Director

Enclosure-1
3-27-45
JMB:gm
Subj.
Chron.
Desk
cc: Washington D.C.

U.S. Department of Interior
War Relocation Authority
Tule Lake Center
Administrative Management Division
Evacuee Property Section

Jr. Administrative Assistant CAF-5

Under the general supervision of the Evacuee Property Officer, but to a large extent on his own responsibility, performs the following duties.

Interviews and advises evacuees concerning property, relieving supervisor of the routine cases; obtains information and prepares summary of cases requiring supervisor's attention or decision. Advises evacuees on the desirability of relocation, particularly when property arrangements can be made so that a return to their former residence would be advantageous, and refers persons to Relocation Advisers whenever possible.

Supervises and organizes the administration of the office, including the maintenance of records, training clerical help in the work of the office; initiates and dictates special correspondence, performs related duties as assigned.

Desirable qualifications: Experience in interviewing or counselling; working knowledge of transportation procedures.

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

IN REPLY, PLEASE REFER TO:

Info Classif. Rec. 4-13-45 MB

personnel

APR 6 - 1945

Mr. Ray R. Best
Project Director
Tule Lake Center
Newell, California

Dear Mr. Best:

This is in reference to your letter of March 27, 1945, requesting the establishment of the position of Administrative Assistant, CAF-5, in the Evacuee Property Section.

Your request for this position has been disapproved because the standard position approved for all relocation centers and which includes the duties proposed in your description for Administrative Assistant, CAF-5, is the position of Clerk-Stenographer, CAF-4.

We are approving for your center, therefore, one position of Clerk-Stenographer, CAF-4, in lieu of the Administrative Assistant position requested. Ten copies of the standard description are enclosed.

Very truly yours,

Earl D. Brooks

Earl D. Brooks
Personnel Officer

Encs. 10

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Pers (Classif)

UNITED STATES
DEPARTMENT OF INTERIOR

Tule Lake Center
Newell, California

Dillon S. Myer, Director
War Relocation Authority
Barr Bldg., 910-17th St. NW
Washington, 25, D. C.

MAY 10 1945

Attention: Earl D. Brooks, Personnel Officer

Dear Mr. Myer:

The following questions have arisen in this center in connection with annual and sick leave regulations on which we should like to have clarification. The following cases are cited:

Case #1. Mrs. A, who has been employed by this Authority for two years, requests sick leave, annual leave and leave without pay for maternity purposes, until September, 1945. What is the procedure to be followed where the employee is indefinite abo t return to duty?

Case #2. Mrs. B entered on duty on January 1, 1943 and on April 1, 1945 requested leave for maternity purposes to run approximately four months. At the time Mrs. B leaves she has to her credit 16 days annual leave and 12 days sick leave. Mrs. B has requested that she be placed on sick leave and on annual leave and at the expiration of annual leave to be placed on leave without pay until such time as she decided to return to duty.

How would this be handled where the employee definitely states she will not return to duty with this Authority, but wishes to be carried on LWOP in case she decides to transfer ~~to transfer~~ to another Government agency?

What procedure should be followed when in a case similar to Mrs. B's, the employee states she will not return to duty, but is entitled to her sick leave. What is the effective date of journalization?

B

Pers. (Procedure)

It will be appreciated if you will answer the above questions as soon as possible, in order that this office might know the correct procedure to follow in future cases of this category.

Sincerely,

R. R. Best
Project Director

UNITED STATES
DEPARTMENT OF INTERIOR

Tule Lake Center
Newell, California

AIRMAIL

Mr. Dillon S. Myer
Director
U. S. Department of Interior
War Relocation Authority
Barr Building
Washington, D. C.

May 16, 1945

Attention: Earl D. Brooks

Dear Sir:

Reference is made to my letter of March 27, 1945, and your reply of April 6, 1945, regarding the establishment of an additional appointive position in the Evacuee Property Section, Relocation Division.

After careful and thorough discussion with Mr. Sheldon Lowery, Evacuee Property Officer, and Mr. William K. Holland, Relocation Officer, it has been determined that the position of a Junior Evacuee Property Officer, CAF-7, meeting the qualifications suggested and performing the duties described in the attached position description, be established for the following reasons.

It is now essential, due to the increase in property actions for segregees, that the Evacuee Property Officer have a competent Assistant to assume much greater responsibility than could be assigned to a Clerk-Stenographer, CAF-4, the establishment of which you approved in your letter of April 6, 1945. This assistant must be experienced in all but the most technical and legal aspects of property and real estate negotiations and competent to act independently in arranging a considerable volume of varied property cases.

The present incumbent of the Evacuee Property Officer, CAF-11 position, Mr. J. Sheldon Lowery, has been at this center approximately 26 months in this position. Because of his personal acquaintance with a large number of evacuees and his knowledge of their property problems, he is in a position to give an unusual amount of assistance to the Relocation of many evacuees. However, utilization of his services in assisting in the Relocation program is entirely dependent upon the filling of a Junior Evacuee Property Officer position, which will permit his having time for contacting evacuees and facilitating their relocation. This fact has particularly been emphasized in the Relocation monthly report for April 1, 1945.

Pers (Class)

This proposal was discussed in detail with Mr. Robert Dolins, Assistant Head Center Liason Section, of the Relocation Division, while he was at this Center. Mr. Dolins verbally recommended approval of the establishment of the additional position requested in this letter.

The Standard Job Description for a Junior Evacuee Property Officer, CAF-7, which was revised May 1, 1945, and received today does not describe the duties of the position needed nor do the qualifications as to experience meet those which the encumbent of the proposed job must have. We are therefore requesting that careful consideration be given to the attached job description. An employee performing the duties described therein and meeting the qualifications suggested will permit adequate execution of the Evacuee Property Section Program.

It will be very desirable to fill the CAF-7, proposed Junior Evacuee Property Officer position by June 1, 1945. It will be necessary also to fill the CAF-4, Clerk-Stenographer position as soon as possible. The Personal Services Estimate Sheet for the 4th Quarter, 1945 Fiscal Year and 1st Quarter, 1946 Fiscal Year, are being revised and preparted accordingly.

Your early consideration and approval of the establishment of the position requested will be appreciated.

Sincerely,

R. R. Best
Project Director

RCL:bv
5-15-45
Subj
Desk
Chron

POSITION DESCRIPTION

Dept. of Interior
WRA
Tule Lake Relocation Center
Relocation Division
Evacuee Property Section

Date Allocated_____

Title: Assistant Evacuee Property Officer

CAF-7

Description:

Under the supervision of the Evacuee Property Officer, CAF-11, serves as his assistant in taking care of evacuee property matters for residents of the relocation and segregation center.

Is responsible for directing the work of one of the two offices established in the administrative area and the colony to service the needs of nearly 18,000 residents. Advises evacuees as to the disposition of their property including sales, leases, rentals or storage for the purpose of utilizing the property and to protect the residents rights in use, management or storage of it, referring only more complex, technical, or difficult cases to supervisor. Incumbent deals with a variety of property including various types of retail store, agricultural areas, homes, manufacturing establishments and the like. Except for most difficult cases, is responsible for initiating the disposition or management of the property, maintaining liaison with the Evacuee Property Officers in Area Offices in concluding the transactions. Advises evacuees on the desirability of relocation, particularly when property arrangements can be made so that a return to their former residence would be advantageous and refers persons to Relocation Advisers whenever possible. Supervises preparation of Forms WRA 155 and 156, determines routing of baggage and freight of all evacuees relocating from center, sees that items are properly checked, making certain the relocatee is properly instructed for rechecking en route where necessary. Serves as Officer in charge of Evacuee Property in absence of supervisor.

Desirable Qualifications:

Education: Graduation from High School

Experience: Five years of responsible clerical experience including experience in establishing and maintaining property records, files, office management, routing of baggage and freight, business procedures, real estate sales and leases, banking procedures, varied correspondence, and accounting or auditing practice.

Applicant must have demonstrated the ability to meet and deal satisfactorily with the public and particularly be familiar with business, real estate activities, transportation and related business fields.

Admin. mgmt personnel.


UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

IN REPLY, PLEASE REFER TO:

Mr. Ray R. Best
Project Director
Tule Lake Center
Newell, California

MAY 24 1945

Dear Mr. Best:

This is in reference to your letter of May 16, 1945, requesting the establishment of the position of Junior Evacuee Property Officer, CAF-7.

Your request for the position has been disapproved for several reasons. While we realize there is a definite need for an assistant to Mr. Lowery, we feel that his workload can be relieved only by a person highly qualified to serve as an advisor to the evacuees regarding their property management and to conclude transactions for its disposition. These responsibilities justify the reestablishment of the Assistant Evacuee Property Officer position, CAF-9. Also, the justification presented in your letter and the proposed position description with the desirable qualifications, which we notice to be a combination of the descriptions for the CAF-9 position allocated September 1, 1944, and the CAF-7 position, warrant the approval of a CAF-9 position in lieu of your request.

We, therefore, authorize the reestablishment of the position of Assistant Evacuee Property Officer, CAF-9, allocated September 1, 1944, with the recommendation that it be filled immediately to handle the increasing workload due to relocation.

If you feel that staff in addition to the CAF-11, CAF-9, and CAF-4 positions is required to handle the work, we suggest you make further recommendations in the first quarter budget for the 1946 fiscal year.

Very truly yours,

Earl D. Brooks

Earl D. Brooks
Personnel Officer

49305

Pers. (clerk)

adm. mgmt.
Personnel


UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

IN REPLY, PLEASE REFER TO:

JUL 6 1945

Mr. Harry L. Black
Acting Project Director
Tule Lake Center
Newell, California

Dear Mr. Black:

This is in reference to your letter of June 12, 1945, further concerned with the establishment of the ppsition of Junior Evacuee Property Officer, CAF-7. We regret our delay in answering your request but our time for the past several weeks has been completely consumed in reviewing first quarter budgets going to the field.

Your request for the establishment of the position of Junior Evacuee Property Officer, CAF-7, is not being approved at this time because we still feel that we do not have sufficient information to properly determine the correct allocation of the proposed position.

To give just consideration of your request we would appreciate further information in the form of a job statement prepared by the person on detail and reviewed by Mr. Lowery which should include the following type of information: (1) percentage of time spent on evacuee property work, (2) the type of evacuee property assignments received, whether assignments are specific, general, etc., (3) the steps involved in handling an evacuee property case, (4) how much review by supervisor is given while carrying out assignments, whether review and advice received is continual while case is being processed, whether supervisor reviews case on completion, etc., (5) what type of evacuee property problems come up in absence of supervisor, do these problems involve final decision before return of supervisor, etc., (6) percentage of time spent on other work besides evacuee property cases and type of work performed.

51158

With the above information we feel that a grade allocation may be finally determined for your proposed position.

Very truly yours,

Mark T. Benson

Mark T. Benson
Acting Personnel Officer

UNITED STATES
DEPARTMENT OF THE INTERIOR

Tule Lake Center
Newell, California

Personnel

JUN 27 1945

Mr. Dillon S. Myer
Director
War Relocation Authority
U.S. Department of the Interior
Barr Building
Washington, D.C.

Attention: Mr. Raymond R. Best

Dear Mr. Myer:

Reference is made to our letter dated June 12th and to previous communications with your office relative to the establishment of Junior Evacuee Property Officer position, CAF-7. The necessity for this position has been carefully described and the need for its being filled is imperative.

It will be appreciated if you will give further consideration to our request for the establishment of this position and give us telegraphic authorization therefor.

Very truly yours,

Harry L. Black
Acting Project Director

6-26-45
LAL:HCE
cc-Chron, File

Pers

UNITED STATES
DEPARTMENT OF THE INTERIOR

Personnel

Tule Lake Center
Newell, California

VIA AIR MAIL

OCT 2 - 1945

Mr. Dillon S. Myer
Director
War Relocation Authority
U.S. Department of the Interior
Barr Building
Washington, D.C.

Attention: Charlotte K. Dixon

Dear Mr. Myer:

It is requested that the position of Payroll Clerk, CAF-4, $2100, be established in the Payroll Unit of the Personnel Section of this Center, in addition to the present position of Payroll Clerk, CAF-4.

Duties of the Payroll Unit are varied, important and exacting, as evidenced by the following detail of responsibilities:

Preparation of the payroll involves detailed examination and computation of approximately 275 individual time sheets.

Each time sheet must be checked for correctness as to title, spelling of name, account number, work week, and tour of duty.

Hours worked must be checked to ascertain that the basic hours, regular overtime, irregular overtime, and night hours are properly indicated and added, and that each time sheet is properly certified by the Timekeeper and Section Head.

Where overtime has been worked it is necessary to check to see that the time sheet is accompanied by proper authorization for such overtime, as well as by leave slips for the past week.

Each time sheet is checked for compliance with the rules and regulations established by Public Law 106,

Personnel Classif

decisions of the Comptroller General, and administrative policy. Basic salary, overtime and night differential are then computed.

Further handling and computation is necessary in deductions for bonds, retirement, tax, quarters and subsistence, as well as miscellaneous deductions for hospitalization, etc., which items are deducted from the gross salary.

Time sheets for employees on a $2100 per annum basis or less must be checked to ascertain that the guaranteed minimum regulations are being followed, and adjustments are made when necessary.

The payroll, which comprises some 20 pages for this Center, is then typed.

The above duties must be completed in three days so that the Finance Section may have the time sheets and the typed payroll for auditing purposes. When the audit is completed the totals are typed in, and the payroll balanced. The completed payroll must be in the mail by Friday following the end of the pay period to assure payment of salaries on the following Thursday.

On receipt of the payroll from Portland, individual earning statements must be prepared to accompany the checks, and the payroll data posted to the individual earning cards.

Besides the actual work of preparing payrolls -- regular, hourly and supplemental -- the present Payroll Clerk performs the following duties:

Maintains leave records, annual, sick and compensatory.

Prepares leave transcripts for employees transferring to other agencies and certifies leave cards, SF Form 70.

Averages approximately two hours a day answering employees' questions concerning their bonds, leave, checks, and in maintaining constant liaison with employees and their supervisors to insure all requests for leave being properly filed in this office. Leave records are balanced at the end of each month.

For the ten work days in each payroll period, prepares bond schedules and requests bond plates. All schedules are checked with payroll and refunds computed for partial bond accumulations. Checks bonds before distribution and handles the returns for reissue of bonds incorrectly issued.

The heavy turnover in personnel at this Center further increases the volume of work in our Payroll Unit, in that a greater number of lump sum payments must be computed, and each resignation entails cancellation of bonds and completion of Notices of Resignation for the Transactions Unit. W-2 tax slips are prepared and mailed to each terminating employee. By the same token, for each new appointment the Payroll Unit orders bond plates and sets up new leave cards and individual earnings cards.

Since July 1, 1945, at which time Public Law 106 became effective, it has been necessary to detail the Transactions Clerk into the Payroll Unit in order that checks may be received on time. This assistance is no longer possible as journals must be prepared currently so that Washington may be advised at all times as to the status of personnel at this Center. The Personnel Transactions Officer is performing the work of Personnel Technician, which duties have been assumed in addition to the actual Transactions work. The Transactions Clerk, therefore, cannot be spared from the Transactions Unit, if work in connection with Transactions is to be performed currently and accurately.

The fact that the Personnel Section is now operating on a 40 hour work week means that the same amount of work must be completed in two days less time which, in turn, means that the payroll for the fourteen days period and the multitudinous duties described hereinbefore must be completed in ten work days.

Preparation of the payroll is further complicated by the irregular tours of duty established for such positions as Internal Security Officers, Telephone Operators, Health Staff, Firemen, Motor Pool employees, etc. Changes in tours of duty and reports of overtime must be reported to Washington and, although this is a job of no consequence in itself, a thorough knowledge of procedures is necessary, and it adds to the work to be done by the now overworked Payroll Clerk.

The position of Payroll Clerk, CAF-4, is requested because we feel that the responsibility of the job, the degree of knowledge of procedures and accounting methods necessary, and the necessity for comprehension and attention to details is properly allocated to a CAF-4 grade. This request is based on the further fact that the qualifications required to do this work are of a higher calibre than they were prior to July 1, 1945 and, there-

fore, a CAF-3 would not alleviate the situation. In addition, the volume of work has increased and will continue to do so.

Attached is position description for the Payroll Clerk CAF-4, revised.

Inasmuch as the Personnel Section is operating under extreme handicaps which eventually, and possibly in the near future, might cause the accumulation of a backlog of Personnel Transactions work, your immediate telegraphic approval is requested.

Sincerely,

R. R. Best
Project Director

Enclosure-1

10-1-45
FDF:HCE
cc-Chron, File

~~THIS IS TL 74 GA PLS~~

personnel
Administration

File
Personnel Classification
5-21-45
cl.

13 TL SF PBA 5-18-45 1242P

16 SF WAR VIA TWX/ 5-18-45 3P
R R BEST NEWELL CALIF
POSITION DESCRIPTIONS FOR JR EVACUEE PROPERTY OFFICER, CAF-7, AND EVACUEE PROPERTY CLERK CAF-5 SENT YOUR CENTER IN ERROR. POSITIONS NOT APPROVED.

48914

Per class

EARL D BROOKS WRA WA

DM 310P

Personnel
admin mgmt

187 TL 74 SF PBA 7//6-7-45 1102A
181 SF WAR VIA TWX/ 6-7-45 1145A
R R BEST NEWELL CALIF
REURTT 6-4 -45 RE JUNIOR EVACUEE PROPERTY OFFICER POSITION, CAF-7. WE DO NOT UNDERSTAND YOUR REQUEST IN VIEW OF 6-4-45 TELETYPE WHICH INDICATES STENOGRAPHY PLUS OTHER DUTIES WHICH WAS NOT MENTIONED IN YOUR LETTER WITH JUSTIFICATION AND DESCRIPTION. THEREFORE, IN ORDER WE MAY PROPERLY REVIEW YOUR REQUEST PLEASE FORWARD DETAILED DESCRIPTION OF DUTIES AS ACTUALLY BEING PERFORMED BY PERSON ON DETAIL.
E D BROOKS WRA WA
CORRN PILED WD SHD READ OF RPT DESCRIPTION OF DUTIES
LP1155A
1125A KH

File
Personnel Classification
6-15-45
cl.
49686

END ACK PLS
END
TSFFFFFFFFFFFFFFB
THIS IS TL 74 GA PLS

Per class