

F3.14

67/14
C

109B Barber
Parker VP

DEPARTMENT OF THE INTERIOR
War Relocation Authority
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

January 4, 1945

AREA ADMINISTRATIVE & FISCAL MEMORANDUM NO. 1

MEMORANDUM TO: District & Area Staff

FROM: Robert M. Cullum
Relocation Supervisor *RMC*

SUBJECT: New Standard Leave Forms and Attendance
Reports Effective January 1, 1945

Enclosed herewith is a supply of the new Standard Forms for reporting absences and submitting Time and Attendance Reports.

SF-72, Time and Attendance Report: Prepare one copy at beginning of each pay period by inserting the headings and the names of all employees in your office. Appropriate notations must be made from day to day by the Time Clerk and initials secured where required. At the end of each reporting period, it should be totaled and checked by the Time Clerk, signed by the Relocation Officer, and forwarded to the Area Office. Blank columns at the right should be used for recording compensatory time earned and used.

SF-71, Application for Leave: This form will be used for the reporting of non-routine leave only.

Definition of Non-Routine Leave

1. Annual leave in excess of 12 days.
2. Sick leave requiring a medical certificate (in excess of three days)
3. Leave for medical, dental, or optical treatment.
4. Extended leave without pay.

The following are classed as Routine Leave:

1. Annual leave of 12 days or less.
2. Sick leave not requiring a medical certificate (three days or less).
3. Compensatory leave of 12 days or less.
4. Court Leave
5. Military Leave

Routine leave must be initialed by the employee in the space provided on the Time and Attendance Report. In those cases

of sick leave which do not require a medical certificate, the employee must sign the certification on the reverse side of the Time and Attendance Report.

When a Form SF-71 is filed, the notation "SF-71" should appear in the space provided for the employee's initials.

With this pay period, you will no longer be required to submit Daily Attendance Report Form OEM-615, or Form OEM-396. However, each office should continue to use the Daily Attendance Report Form for maintenance of its record of attendance for subsequent daily posting to Form SF-72. In directing continued use of Form OEM-615, I am mindful of its value in keeping an acknowledged record of time off, tardinesses, absence on official business and the like.

Since no written record of advance approval of leave is to be kept, each Relocation Officer in Charge should take great care to check the Time and Attendance Report, SF-72, before signature. The signature of the supervisory official in each office will be accepted as evidence that all leave taken, and all overtime put in, has been properly approved; each officer will be accountable at this point. It should be emphasized that the new reporting method does not represent a change in leave regulations. As before, overtime and annual or compensatory leave should be approved in advance. Likewise, there are the same administrative remedies available in case of infraction of the leave regulations.

The Attendance Report and Forms SF-71 must be submitted immediately after the close of each pay roll period (1st - 15th and 16th - 31st).

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
✓ Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh
cc: H. Rex Lee - Washington, D. C.

1126 Rand Building
Buffalo 3, New York

January 8, 1945

Mr. Robert M. Cullum
Relocation Supervisor
960 Union Commerce Building
Cleveland 14, Ohio

Dear Mr. Cullum:

Reference is made to Area Administrative & Fiscal Memorandum No. 1 dated January 4 concerning new standard leave forms and attendance reports effective January 1, 1945.

This memorandum refers to form SF-72, Time and Attendance Report. We received a supply of Form OER-615 which we had been using until now. Is this form and form SF-72 the identical forms? If not, we shall appreciate receiving the new forms.

We received the form SF-71, Application for Leave.

Sincerely yours,

George E. Graff
Relocation Officer

GEGraff:ty

4

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

February 15, 1945

AREA ADMINISTRATIVE AND FISCAL MEMO. No 2

MEMORANDUM TO: District and Area Staff

FROM: Robert M. Cullum *mc*
Relocation Supervisor

SUBJECT: Monthly Automobile Report

Effective with the February report, it will be necessary to record on Form DI-120 the number of gas coupons on hand at the beginning of the month, the number received during the month, and the number on hand at the end of the month. These items can be inserted at the bottom of the summary sheet, Report--Equipment Operation Data, just before the certification. The monthly report will show the number used, which will be the difference between items 1 plus 2 and 3.

According to our records, district offices had the following number of coupons on hand as of January 31, 1945:

Columbus	29 coupons	Cleveland	15 coupons
Cincinnati	18 "	Detroit	26 "
(plus 25 issued on 2/9/45)			

*Based on January automobile reports

In the future, the Area Office will assume responsibility for furnishing additional coupons whenever the monthly report indicates that the supply is too small to carry the district office for the following month.

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
✓ Western New York District - Buffalo
Western Pennsylvania - Pittsburgh
cc: H. Rex Lee - Washington, D. C.

pg 13
RHS George
my Jovelman
Terry
File

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

March 9, 1945

AREA ADMINISTRATIVE AND FISCAL MEMO. NO. 3

MEMORANDUM TO: District and Area Staff
FROM: Robert M. Cullum
Relocation Supervisor *RMC*
SUBJECT: Travel Vouchers

In the last few months we have noted a considerable number of incorrect computations of per diem. Some of these have been over while others have been under the proper charges.

Observance of the following rules may help in computing per diem:

1. Where departure and return to official station is within the regular office hours, no per diem may be claimed.
2. Where the time away from official station is less than 24 hours, and either begins before or terminates after working hours, per diem is based on actual hours away, with a quarter day being allowed for each 6 hours or fraction thereof.
3. Where the time away from official station exceeds 24 hours, per diem should be based on quarter days. A quarter day may be claimed for any fraction of time within a quarter. The quarters are divided as follows:

12:00 mid. n.	- 6:00 a.m.
6:00 a.m.	- 12:00 noon
12:00 noon	- 6:00 p.m.
6:00 p.m.	- 12:00 mid. n.

We also note that where reimbursement is sought for telephone calls the proper certification as to the official nature of the calls is sometimes being omitted. Paragraph 68 of the Government Travel Regulations reads as follows:

"68. Local Calls - Charges for local telephone calls on official business will be allowed. The expense account shall show the number of such calls, rate per call, total amount expended each day, and that the calls were on official business."

AREA ADMINISTRATIVE AND FISCAL MEMO. NO. 3 - continued

Charges for long-distance calls on official business will be allowed provided a statement is furnished showing the name of the party with whom communication was held, the points between which service was rendered, the date, time occupied, the amount paid on each call, and that the calls were on official business.

Your observance of these simple rules will help to eliminate unnecessary delays in processing vouchers for payment.

DISTRIBUTION:

Central Ohio District - Columbus
Michigan District - Detroit
✓ Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh
H. Rex Lee - Washington, D. C.

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

March 12, 1945

AREA ADMINISTRATIVE AND FISCAL MEMO. NO. 4

MEMORANDUM TO: District and Area Staff
FROM: Robert M. Cullum
Relocation Supervisor *PMC*
SUBJECT: Certificates of Receipt
(Form WRA-357)

This is to remind you that all Certificates of Receipt, Blue copy of Purchase Order, Form 357, should be routed promptly to the Area Office upon receipt of items.

With further reference to Purchase Order Form WRA-357, it is requested that any copy VII (property copy) received in the District be forwarded immediately for Area Office use.

DISTRIBUTION:

Central Ohio District - Columbus
Michigan District - Detroit
✓ Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh
cc: H. Rex Lee, Washington, D. C.

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

March 14, 1945

AREA ADMINISTRATIVE AND FISCAL MEMO. NO. 5

MEMORANDUM TO: District and Area Staff

FROM: Robert M. Cullum
Relocation Supervisor

SUBJECT: Time and Attendance Report
(Personnel Memorandum No. 15)

Your attention is called to Personnel Memorandum No. 15 dated March 7, 1945. This memorandum instructs all Relocation Offices to airmail directly to Washington on the 1st and 16th of each month, the original of the Time and Attendance Report, Form 72. Failure to do so will delay the pay checks.

A carbon copy of the Time and Attendance Report should be forwarded to the Area Office for use of the time clerk in posting leave records for this area.

This instruction becomes effective March 30, 1945. Please note that the report should be airtailed at the beginning of business on the 1st and 16th. This means that each time clerk must complete her postings and have the report ready for mailing at the close of business on the last day of each pay period.

DISTRIBUTION:

Central Ohio District - Columbus
Michigan District - Detroit
Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
✓ Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh

cc: H. Rex Lee - Washington, D. C.

108B

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

March 23, 1945

AREA ADMINISTRATIVE AND FISCAL MEMO. NO. 6

MEMORANDUM TO:

District and Area Staff

FROM:

Robert M. Cullum
Relocation Supervisor

SUBJECT:

Gasoline Coupons

The quarterly mileage ration approved by OPA for this area is based on actual travel performed during the month preceding each period.

As each monthly automobile report is received in the area office a check will be made to see if sufficient coupons remain to take care of a normal month's travel. If not, additional coupons will be sent. Where greater than average travel is contemplated, a request should be submitted with the monthly report for coupons to cover. When an unusual or extensive trip is planned, the area office should be notified as soon as possible so that steps may be taken to apply for supplemental ration, if this should be necessary.

The current ration period will be up on March 28, 1945. When new coupons are distributed, all unused coupons from the current period should be returned at once to the area office.

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
✓ Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh

cc: Mr. H. Rex Lee, Washington, D. C.

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

March 31, 1945

AREA ADMINISTRATIVE AND FISCAL MEMO. NO. 6

MEMORANDUM TO: District and Area Staff

FROM: Robert M. Cullum
Relocation Supervisor.

SUBJECT: Quarterly Report on Penalty
Matter Mailed.

Robert M. Cullum

The quarterly report on Penalty Matter is again due for the period January 1 - March 31, 1945. Please mail your report directly to Washington, sending a carbon copy to the Area office.

For your information we quote the Manual Section pertaining to the above:

Manual Section 20.8.3H-6b:

Quarterly, beginning December 31, 1944, each mailing point of WRA will report by letter to the Washington Finance and Supply Officer the combined total number of pieces of all penalty matter mailed during that quarter. For this purpose it is permissible to count all outgoing mail every day during one representative week during the quarter and use that figure as a basis for arriving at the number of penalty pieces mailed. If this method is used, care should be taken to make certain that a truly representative week is used.

Please complete and forward this report to Washington by April 10.

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
✓ Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh

cc: H. Rex Lee - Washington, D. C.

506 Ninth-Chester Building
Cleveland 14, Ohio

April 17, 1945

Washington Finance & Supply Officer
Barr Building
Washington 25, D.C.

Dear Sir:

For the quarter of October 1, 1944, to December
31, 1944, there were 175 pieces of Penalty Matter
mailed from the Northeastern Ohio District Office.

Sincerely yours,

Dorothy G. Barber
Relocation Officer

By William C. Cameron
Relocation Officer

WCC:tn

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Building
Cleveland 14, Ohio

April 17, 1945

AREA ADMINISTRATIVE & FISCAL MEMO NO. 7

MEMORANDUM TO: Area and District Staff

FROM: Robert M. Cullum
Relocation Supervisor

Robert M. Cullum

SUBJECT: Routing of Evacuee Travel Vouchers and
Washington copies of Bills of Lading

Effective at once, it will no longer be necessary to route Evacuee Travel Vouchers and Washington copies of Bills of Lading (and supporting Form WRA-156) through the Area Office.

It was felt that Area checking would root out minor errors in these forms and we therefore made the request that they be routed through this office. Forms are now coming to the Area Office in good order and you are now authorized to send the documents referred to, directly to the Finance and Supply Section in Washington.

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
✓ Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh
cc: H. Rex Lee - Washington

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

April 18, 1945

a for you

AREA ADMINISTRATIVE AND FISCAL MEMO NO. 8

MEMORANDUM TO: All District Offices

FROM: Robert M. Cullum
Relocation Supervisor

Robert M. Cullum

SUBJECT: Leave Record Cards for Districts

Attached hereto are Leave Record Cards for use of the District offices. You will find posted annual and sick leave balances as of March 31, 1945. Each district time clerk should post all leave taken by employees in her office at the end of each pay period. The area office will prepare a summary of leave balances on a quarterly basis, and at that time the district office records may be reconciled with those of the area office.

We believe the keeping of this record will eliminate the necessity for contacting the area office each time it is necessary to secure current leave balances.

Distribution:

Central Ohio District	- Columbus
Michigan District	- Detroit
Northeastern Ohio District	- Cleveland
Southern Ohio District	- Cincinnati
Western N. Y. District	- Buffalo
Western Pa. District	- Pittsburgh

cc: H. Rex Lee - Washington, D. C.

WAR RELOCATION AUTHORITY
RECORD OF LEAVE
R 1945
WRA-350
(16-10-44)
EMPLOYEE NUMBER
EMPLOYEE NAME

EMPLOYEE NAME										EMPLOYEE NUMBER										BALANCE PICKUP																		
George E. GRAFF																				DATE		ANNUAL		SICK														
																				D	M	M	D	M	M	D	M	M										
DATE	ACTION			GRADE			SALARY			TITLE			DIVISION																									
1945	JAN.			FEB.			MAR.			APR.			MAY			JUNE			1945	JULY			AUG.			SEPT.			OCT.			NOV.			DEC.			1945
DATE	D	M	M	D	M	M	D	M	M	D	M	M	D	M	M	DATE	D	M	M	D	M	M	D	M	M	D	M	M	D	M	M	DATE						
1																1															1							
2																2															2							
3																3															3							
4																4															4							
5																5															5							
6																6															6							
7																7															7							
8																8															8							
9																9															9							
10																10															10							
11																11															11							
12																12															12							
13																13															13							
14																14															14							
15																15															15							
16																16															16							
17																17															17							
18																18															18							
19																19															19							
20																20															20							
21																21															21							
22																22															22							
23																23															23							
24																24															24							
25																25															25							
26																26															26							
27																27															27							
28																28															28							
29																29															29							
30																30															30							
31																31															31							
MONTHLY SUMMARIES																																						
RECAP.		JAN.			FEB.			MAR.			APR.			MAY			JUNE			JULY			AUG.			SEPT.			OCT.			NOV.			DEC.			
		D	M	M	D	M	M	D	M	M	D	M	M	D	M	M	D	M	M	D	M	M	D	M	M	D	M	M	D	M	M	D	M	M				
ANNUAL LEAVE																																						
BAL-BEG. OF MO.		84																																				
EARNED		16																																				
TOTAL		100																																				
USED																																						
BAL-END OF MO.																																						
SICK LEAVE																																						
BAL-BEG. OF MO.		68																																				
EARNED		10																																				
TOTAL		78																																				
USED																																						
BAL-END OF MO.																																						
L.W.O.P.																																						
FIRST HALF																																						
TIME																																						
AMT. DED																																						
SECOND HALF																																						
TIME																																						
AMT. DED																																						

[illegible]

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Building
Cleveland 14, Ohio

April 21, 1945

AREA ADMINISTRATIVE & FISCAL MEMO NO. 9

MEMORANDUM TO: All District Offices
FROM: Robert M. Cullum
Relocation Supervisor
SUBJECT: Emergency Purchases

Robert M. Cullum

This memorandum is being prepared to clarify emergency purchases on the open market. (Open market: Purchase not covered by regular Government contract.)

As stated in Manual Section 20.6.9, the area office is authorized to write purchase orders on the open market for emergency purchases not exceeding \$25.00 in cost. The definition of an emergency is as follows:

The word "emergency" is defined as a situation that demands immediate attention to protect health, life or Government property, or to insure the uninterrupted operation of an essential service. The simple determination that an item is necessary is not sufficient to place it in the category of an "emergency" unless one of the circumstances mentioned above is present.

Effective at once, all emergency purchases must be cleared first with the Area Office and a confirming purchase order number secured before such purchase is made. Complete information on the article to be purchased, price, etc. must be given so that the Area Office will have sufficient information to write the purchase order and get it into the mails on the same day. Wherever possible, several vendors should be contacted to insure a fair price to the Government.

The only exception to the above will be in the case of an emergency purchase while in travel status (outside of official station). In accordance with Paragraph 79 of the Government Travel Regulations emergency purchases incident to travel will be allowed when the necessity and nature of the expense are clearly, fully, and satisfactorily explained. Receipts must be secured and attached to the travel voucher.

Central Ohio - Columbus
Michigan - Detroit
Northeastern Ohio - Cleveland
Southern Ohio - Cincinnati

Western N. Y. - Buffalo
Western Pa. - Pittsburgh
cc: H. Rex Lee, Washington D C

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

June 16, 1945

6/18
Completed 7/4/45

AREA ADMINISTRATIVE AND FISCAL MEMO #10

MEMORANDUM TO: All District Offices
FROM: Robert M. Cullum
Relocation Supervisor
SUBJECT: Reports on Penalty Matter
due June 30, 1945

Robert M. Cullum

Your attention is called to Administrative Notice No. 265 dated June 5, 1945, subject, "Identification of Penalty Mail On and After July 1, 1945". For your convenience, we have prepared a work sheet containing space for the three reports required in this Notice.

Noted on calendar

Within the next few days, rubber stamps will be supplied by the area for overstamping of penalty matter not bearing the identifying symbols, "FMGC", "GPO" or the Permit No. 1036.

Please forward the completed sheet to this office by July 5, at the latest.

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
✓ Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh
cc: H. Rex Lee, Washington, D. C.

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Great Lakes Area

sent report 7/4/45

REPORTS ON PENALTY MATTER DUE JUNE 30, 1945

N. Y. Office

1. Report on Penalty Matter used during quarter ending June 30, 1945:

No. of penalty pieces mailed during quarter April 1, 1945 to June 30, 1945: 566

.....

2. Inventory of Penalty Matter on hand as of June 30, 1945:

Envelopes, all sizes	<u>190</u>
Labels	<u>487</u>
Form WRA-148	<u>0</u>
Others (if any)	<u>0</u>
TOTAL PIECES	<u>677</u>

.....

3. Report on Overstamping:

Small envelopes overstamped	<u>1</u>
Med. size " "	<u>1</u>
Large " "	<u>340</u>
Labels " "	<u>181</u>
Forms 148 " (1036)	<u>201</u>
TOTAL PIECES OVERSTAMPED	<u>724</u>

Date Overstamped June 20, 1945

NOTE: All three reports are due in the Area Office not later than July 5, 1945. Please submit promptly as District Reports must be consolidated before final report is made to Washington.

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

May 30, 1945

AREA ADMINISTRATIVE & FISCAL MEMO NO. 11

MEMORANDUM TO: All District Offices
FROM: Robert M. Cullum
Relocation Supervisor
SUBJECT: Government Bills Of Lading

Robert M. Cullum

Your attention is called to the section in the Government Bill of Lading concerning pick-up service at origin:

Pick-up service at origin _____ by the Gov't
"was" or "was not"
or its agent.

If the Government or the evacuee shipper makes the pick-up or delivery, or hires a drayman or cartage company other than the carrier designated on the Bill of Lading to pick-up or delivery the shipment in lieu of the carrier, such pick-up or delivery would be by the Government or its agent.

This information is needed in Washington to determine whether the additional charge for pick-up and/or delivery service is to be allowed in payment of the carrier's bill.

In the future, please instruct evacuees how to complete the Consignee's Certificate of Delivery at the bottom of the form where the same instructions would apply concerning delivery service at destination.

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
✓ Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
Western New York District - Buffalo
Western Pennsylvania - Pittsburgh
cc: H. Rex Lee - Washington D. C.

10213
6-7-45

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

June 6, 1945

AREA ADMINISTRATIVE & FISCAL MEMORANDUM NO. 12

Sm. Lamm
Ms. Mace
Mr. Lamm
BK Betty
File

MEMORANDUM TO: Area and District Staff

FROM: Robert M. Cullum *Rmc mk*
Relocation Supervisor

SUBJECT: Overstamping of Penalty Matter
by July 1, 1945

Effective July 1, 1945, the Postoffice will no longer accept penalty matter not bearing the notation GPO (Government Printing Office) or PMGC (Postmaster Government Contract) on envelopes and labels, and the Permit No. 1036 on reply cards duplicated by WRA (Forms 148, a, b, and c).

All envelopes, labels and cards which do not bear the notations listed above must be overstamped by July 1 in accordance with Manual Section 20.8.3H-(4). Will you therefore use as rapidly as possible all penalty matter which do not have the proper notation.

Detailed instructions for overstamping will be forthcoming very shortly.

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
✓ Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh
cc: H. Rex Lee - Washington, D. C.

July 11, 1945

AREA ADMINISTRATIVE AND FISCAL MEMO NO. 13

MEMORANDUM TO: All District Offices

FROM: Robert M. Cullum *Robert M. Cullum*
Relocation Supervisor

SUBJECT: Federal Employees Pay Act of 1945

ms ~~Goodman~~
J. Moore ~~Green~~
J. Moore ~~Sumner~~
~~Clark~~ ~~Baker~~
Clark Terry
Jill

Under the Federal Employees Pay Act of 1945, the base salary for classified positions have been increased effective July 1, 1945. The basic work week is forty hours and all hours in excess will be on overtime basis. The administrative work week for field offices has been established as 48 hours consisting of six 8 hour days with the sixth day being the overtime day. Absence from duty on authorized leave with pay during the first five days shall be charged as annual or sick leave and will not reduce the amount of overtime compensation if work is performed on the sixth day. No leave of any kind may be charged for the overtime ~~day~~. If employee is absent on the overtime day, he receives no pay for that day.

Area Relocation Supervisors may authorize irregular or occasional overtime on compensatory time basis provided employee requests same in writing otherwise such overtime must be paid for automatically. All per annum employees, who have not attained the maximum rate of compensation for the grade in which positions are allocated shall be advanced successively to the next higher rate within the grade at the beginning of the next pay period following the completion of each 12 months of service where compensation increments are less than \$200 per annum or completion of 18 months of service where compensation increments are \$200 or more provided employee received an efficiency ratings of good or better than good. Administrative payrolls will be on a bi-weekly basis and will be paid on the second Thursday after the close of the pay period. The first bi-weekly pay period will be July 1 to 14; the second pay period, July 15 to 28, and so forth. Payment for period ending the 14th will be made on the 26th, for the 28th on August 9.

Distribution:

Central Ohio District - Columbus Southern Ohio Dist. - Cin.
Michigan District - Detroit Western N. Y. Dist. - Buffalo
✓ Northeastern Ohio District - Clev. Western Pa. Dist. - Pittsburgh
cc: H. Rex Lee - Washington, D. C.

NOTE: Except in cases of extreme emergency, please do not authorize overtime pending Area conference.

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

July 11, 1945

AREA ADMINISTRATIVE AND FISCAL MEMO NO. 14

MEMORANDUM TO: All District Offices
FROM: Robert M. Cullen
Relocation Supervisor
SUBJECT: Time and Attendance Report
Effective 7-1-45

In accordance with the Federal Employees Pay Act of 1945 effective July 1, 1945, our present method of submitting the Time and Attendance Report will have to be changed. Since our regular tour of duty will be from Monday through Friday with Saturday as the overtime day, it will be necessary for you to submit your attendance reports before the payroll is prepared in order to determine who is entitled to a full salary check. Our first pay period will be from July 1, 1945 through July 14, 1945 and you will be paid for this period on July 26, 1945, and every other Thursday thereafter.

In order that Washington may prepare the payroll in time to have the checks forwarded to the area office for distribution to the district offices by the 26th, it will be necessary for us to send a teletype to Washington not later than Monday noon following the close of the reporting period, the names of all persons not entitled to a full salary and reasons therefor. This information will be obtained from your Time and Attendance Reports.

* On July 14, 1945 and every second Saturday thereafter, all district offices should submit in duplicate the Time and Attendance Report to the area office. The area office will retain one copy of the Time and Attendance Report to use for posting to the master leave card and forward the other copy to Washington.

On Standard Form 72, Time and Attendance Report, it will be necessary for you to draw a line through the days printed on the form and on the next blank line show the inclusive days each pay period begins and ends. On the 15th and 30th

7/12
4
apd for
you

Robert M. Cullen

cont. -p2 .. AREA ADMINISTRATIVE & FISCAL MEMO NO. 14

column you will show the total base pay hours worked and
on the 31st column you will show the total overtime hours
worked. ① If an employee was on duty five days of regular
time and two days of overtime you will place a check in
both columns but ② if an employee worked only one day of
overtime during the reporting period you will put the figure
8 instead of the check in the overtime column. If an em-
ployee does not report at all on the overtime day you will
draw a dash in the appropriate column.

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh
cc: H. Rex Lee, Washington, D. C.

TIME AND ATTENDANCE REPORT

SAMPLE

Form approved.
Budget Bureau No. 50-R023.

See reverse side for certification of sick leave.

16-42354-1

Code
✓—Full day worked
A—Annual leave
S—Sick leave
O—Other leave with pay
W—Leave without pay

SUS—Suspension
AWL—Absence without leave
C—Compensatory overtime leave
CT—Compensatory time worked
OT—Paid overtime worked

Period ending	Division	Relocation	Section or other unit	Great Lakes Area	Location	Extension												
July 14, 1945					Detroit, Mich													
NAME	TIME ABSENT															Total	BPH	OTH
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Last Name First	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
1. JONES, Mary	✓	✓	✓	✓	4A	8A	✓		✓	✓	✓	✓	✓	✓	✓			
SMITH, Mary	Sunday	✓	✓	✓	✓	✓	—	Sunday	✓	✓	✓	✓	✓	✓	8			
3. SMITH, Roy	✓	✓	✓	✓	✓	✓	4	✓	✓	✓	✓	✓	✓	✓	12			
4.																		
5.																		
6.																		
7.																		
8.																		
9.																		
10.																		

REMARKS:

I CERTIFY that attendances and absences recorded above are correct and that all overtime and leave were approved in accordance with existing laws and regulations.

TOTALS:

Supervisor.

[illegible]

Prepare one copy to be available on the first day of each reporting period, listing name of each employee, exactly as it appears on official records.

MAINTENANCE

- (a) A check mark (✓) indicates a full day's work (normal tour of duty). For part-time employees always show the exact number of hours worked.
- (b) Number of hours absent, followed by the proper symbol to denote type of absence.
(The use of additional codes, i. e., T—tardiness; OB—official business; CO—Court leave, etc., is optional.)
- (c) When reporting number of hours of authorized overtime worked, show in addition to check mark for regular attendance, the number of hours of overtime worked followed by symbol for the type of overtime, for example:

✓
4 ст

The lower half of each box is to be filled in as follows:

8A	8A
	88

On the last day of the reporting period:

1. Enter totals of each type of absence for each employee in summary columns; also totals of authorized overtime. Total all summary columns (The three blank summary columns are provided for use in reporting totals of compensatory overtime leave, compensatory time worked, paid overtime worked, or such other additional items as the agency may wish to add.)
2. Enter under "Remarks" any necessary explanatory matter which cannot be shown in the body of the form.
3. Report will be certified by the supervisor or other authorized person and submitted promptly to the central leave or pay-roll office as directed.

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

July 13, 1945

7/14
no end of
time spent in
as it is

AREA ADMINISTRATIVE AND FISCAL MEMO. NO. 15

MEMORANDUM TO: All District Offices

FROM: Robert M. Cullum
Relocation Supervisor

SUBJECT: Overtime effective July 1, 1945

You have our teletype of July 13 relative to accrediting overtime. Attached hereto is a statement showing a number of hours accredited as of July 1 to each employee in your office. We assume this may be taken as compensatory time off on any day except Saturday and so shown on your Time and Attendance Report. We are asking Washington confirmation of this assumption. If it should prove incorrect, the worst that will happen will be a charging of compensatory time to annual leave and a direct cash payment of compensatory time.

During the period from July 1 to July 11 when we operated without knowledge of these rules, some unforeseen situations may arise. Leave taken on Saturday, which it may have been assumed would be charged to either compensatory or annual leave, will result simply in no payment, with no charge against leave of any kind. At the same time, overtime put in other than on Saturday will be reported for direct payment. Until agency policy is clarified, I urge that such overtime be kept to the absolute minimum.

Where evening work is required, I suggest that time-off be allowed during the same day so that the total time shown on the payroll will remain eight hours.

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
Northeastern Ohio Dist. - Cleveland
Southern Ohio District - Cincinnati
Western New York District - Buffalo
Western Pennsylvania Dist. - Pittsburgh
cc: H. Rex Lee, Washington, D. C.

COMPENSATORY TIME POSTED AS OF July 1, 1945

District: Buffalo Office

<u>Name</u>	<u>Hours</u>
1. George E. GRAFF	5½
2. Shizue M. ASAI	3½

JUL 23 1945

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

leg B - Barker
Ferry
File

July 21, 1945

AREA ADMINISTRATIVE & FISCAL MEMO. NO. 16

MEMORANDUM TO: All District Offices
FROM: Robert M. Cullum, Relocation Supervisor
SUBJECT: Annual Report of Motor Vehicles
(Fiscal Year 1945)

Robert M. Cullum

Attached hereto is Budget Bureau Form A-30 partially completed for the automobile maintained in your district.

Please complete Items 10b, 11, 12 and 13 as follows:

Item 10b Gallons Fiscal Year: Report the number of gallons used during the fiscal year 1945.

Item 11. Mileage driven fiscal year: Report the mileage the vehicle was operated during the fiscal year.

Item 12. Mileage driven since new: Report the accumulated life-time mileage including that reported under Item 11.

Item 13. Cost of operation: This item should be limited to expenditures for the following subjects:

- (1) Fuel.
- (2) Motor lubricating oil.
- (3) Tire and tube replacement and repairs.
- (4) General lubrication including flushing and refilling of transmission, differential, wheel bearings and clutch bearings, repacking of springs, etc.; the lubricants used in replenishing these assemblies; and the servicing of air cleaners, including the oil used.
- (5) Appearance, including both labor and materials for washing, polishing, waxing and paint jobs.
- (6) Operating, maintenance, and repair items such as repair parts and materials, repair labor, towing, brake adjustments, motor tune-up, tightening of chassis, and any similar operation required periodically to maintain the vehicle properly; tire chains, anti-freeze, replacement of accessories and of batteries, replacement of oil filter cartridge, battery charging, and battery rental, storage charges, parking fees and tolls.

cont.

Area Administrative & Fiscal Memo. No. 16 - p2

No itemization is required. If actual figures are not available, please use an estimate. Do not include such items as depreciation, original purchase price of accessories and special equipment, and operators' salaries.

It is suggested that all figures be pencilled in at the extreme right of each line. A check will be made against the figures reported on the monthly automobile reports on file in the Area Office before the final figures are inked in.

This card must be returned to this office by August 5.

Attachment

Distribution:

Central Ohio District - Columbus

Michigan District - Detroit

~~Northeastern Ohio District - Cleveland~~

Southern Ohio District - Cincinnati

Western New York District - Buffalo

Western Pennsylvania District - Pittsburgh

cc: H. Rex Lee - Washington, D. C.

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

July 25, 1945

AREA ADMINISTRATIVE & FISCAL MEMO. NO. 17

MEMORANDUM TO: All District Offices *Robert M. Cullum*
FROM: Robert M. Cullum, Relec. Supvr.
SUBJECT: 1946 Fiscal Year Appropriation Number

The 1946 Fiscal year appropriation number and title is as follows:

1461710.001 - Salaries & Expenses
1461710.003 - Administration ^{ve} Travel
1461710.004 - Printing and Binding

*Noted
7/26*

The code for the Great Lakes Area (B3), and the Allotment Symbols remain the same:

B3 01.1	Personal Services
B3 02.1	Administration ^{ve} Travel, tokens, street car passes, etc.
B3 03	Transportation of things
B3 04	Communication Services
B3 05	Rents & Utilities
B3 06	Printing & Binding
B3 07.2	Other Contractual Services
B3 08	Necessary supplies
B3 09.2	Equipment

*street car tokens, passes,
ferry tickets, etc.*

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
✓ Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh
cc: H. Rex Lee, Washington, D. C.

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

August 8, 1945

Correction To: AREA ADMINISTRATIVE & FISCAL MEMO. NO. 17
FROM: Robert M. Cullum
Relocation Supervisor *R.M.C.*
SUBJECT: 1946 Fiscal Year Appropriation Number

A recent decision by the Comptroller General, dated May 29, 1945, has been rendered on expenditure for street car tokens, passes, ferry tickets, etc. which changes the objective classification and appropriation limitation to which these items may be charged. Will you therefore make the following changes in Area Administrative and Fiscal Memorandum No. 17 dated July 25, 1945:

B3 02.1 Administrative travel
B3 07.2 Other Contractual Services (including street car tokens, passes, ferry tickets, etc.)

*Made correction
8/9*

DISTRIBUTION:

Central Ohio District - Columbus
Michigan District - Detroit
Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
✓ Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh
cc: Mr. H. Rex Lee, Washington, D. C.

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Building
Cleveland 14, Ohio

July 25, 1945

AREA ADMINISTRATIVE & FISCAL MEMO NO. 18

MEMORANDUM TO:

All District Offices

FROM:

Robert M. Cullum, Reloc. Supvr.

SUBJECT:

Minimum Charge for Irregular
(Occasional) Overtime

Effective at once the minimum charge for authorized irregular overtime shall be one hour. This is in keeping with Standard regulations covering annual and sick leave. When overtime performed is less than 30 minutes, no credit shall be granted; if 30 minutes or more, one hour shall be credited.

All existing fractions will be dropped or raised, as the case may be, if not taken by July 28, 1945.

The attached "Authorization for Overtime" should be submitted with your attendance report whenever authorized overtime is performed. May I remind you again that irregular or occasional overtime must be kept at an absolute minimum.

Distribution:

Central Ohio District - Columbus
Michigan District - Detroit
✓ Northeastern Ohio District - Cleveland
Southern Ohio District - Cincinnati
Western New York District - Buffalo
Western Pennsylvania District - Pittsburgh
cc: H. Rex Lee, Washington, D. C.

NOTE: Prepare "Authorization for Overtime" in triplicate.
(One copy will be returned for your files.) A
separate authorization must be prepared for each
day's work.

JUL 27 RECD

Joe B. Baker
W.C.C. Cullum
W.D. George

H.E. Titus

Robert M. Cullum

L.M. Gurni
B.K. Betty

Terry

Jh

AUG 22 1963

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

AREA ADMINISTRATIVE & FISCAL MEMORANDUM NO. 19

MEMORANDUM TO: All District Offices
FROM: Louise M. Noble
Acting Reloc. Supvr.
SUBJECT: Irregular Overtime

Inasmuch as some confusion seems to exist in the matter of Irregular Overtime, we wish to review briefly the regulations covering this phase of work. Please note that new instructions are also included.

1. Irregular or occasional overtime must be kept at an absolute minimum in all of the offices of the Great Lakes Area. Effective immediately "irregular" overtime will be approved in the Area Office.
2. When irregular overtime is performed, the attached form "Authorization for Overtime" will be prepared in triplicate and initialed by the head of the office in the lower right-hand corner. The Area Supervisor will sign the forms as "Approving Officer". This is in keeping with recent instructions from Washington.
3. Authorizations for Overtime must be prepared on a daily basis. It is permissible to list employees on one set providing they all worked on the same day.
4. Authorizations for Overtime will be submitted in triplicate to the Area Office along with the Attendance Report at the end of each 14-day pay period. One copy of the Authorization will be returned to the District Office after approval by the Area Supervisor.
5. Irregular overtime may be taken in compensatory time off, at straight time, at the option of the employee. This request, however, must be in writing. If this request is not made in writing by the employee, he will be paid automatically at time-and-a-half.

DISTRIBUTION:

Central Ohio District - Columbus	Michigan District - Detroit
Northeastern O. Dist. - Cleveland	Southern Ohio Dist. - Cin.
Southern Ohio District	Western N. Y. Dist. - Buf.
Western Pennsylvania Dist. - Pgh.	cc: H. Rex Lee, Washington, D.C.

WAR RELOCATION AUTHORITY
Great Lakes Area
960 Union Commerce Bldg.
Cleveland 14, Ohio

A M P L E

AUTHORIZATION FOR OVERTIME

I hereby certify that the following employees were authorized to and did work overtime for the number of hours indicated on, August 20, 1945.

<u>Name</u>	<u>Time</u>	<u>Total of Hours</u>
Shigeko Korenaga	7 - 9 p.m.	2 hours
Lee A. Marsa	7 - 9 p.m.	2 hours

Instructions:

Prepare daily.

Prepare in triplicate.

Forward 3 copies to Area Office.
(1 to be returned)

(Leave blank)

(Approving Officer)

WBY