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Authority *NND 883078*

CIVILIAN PERSONNEL CIRCULARS

CIV - 5

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~~CIVILIAN PERSONNEL CIRCULAR NO. 18~~

~~(PAY OF WD EMPLOYEES RETURNING TO US)~~

~~CIV-6~~

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CIVILIAN PERSONNEL CIRCULAR)
 No. 1)

WAR DEPARTMENT,
 Washington 25, D.C., 3 January 1944.

Maintenance of retirement records of civilian employees outside United States.--1. Effective date and scope.-- The provisions of this circular are effective 1 January 1943, for all retirement records of War Department employees outside the 48 States of the United States, and the District of Columbia.

2. Establishment of Central Retirement Office.-- Civilian Personnel Regulation No. 85.16, Maintenance of Fiscal and Service Records for Retirement Purposes, 17 May 1943 (copy attached), prescribes that central retirement offices will be established; the function of which is to maintain a consolidated record of retirement deductions from the pay of civilian employees in the offices which they represent. The Civilian Retirement Records Branch, A.G.O., is designated as the Central Retirement Office for all installations outside the United States. All reports of retirement deductions prescribed below will be mailed to:

Civilian Retirement Records Branch, A.G.O.,
 Temporary Building X,
 Washington 25, D. C.

3. Transfer of records.-- The Central Retirement Office, Army Air Forces, will post Forms CSC-2806 from W.D., F.D. Forms No. 225 (Record of Retirement Deductions) to the date of establishment of W.D. Form No. 43 (Individual Earnings Record Card), or to the first pay roll period beginning January 1943, where Form No. 43 is not used, for all oversea personnel under the jurisdiction of Army Air Forces previous to that date. The completed Forms 2806 will be certified as to accuracy and forwarded to the Civilian Retirement Records Branch, A.G.O.

4. Maintenance of retirement records of civilian employees in Territory of Hawaii, Alaska, Panama, and Puerto Rico.-- a. The policies and procedures prescribed in Civilian Personnel Regulation No. 85.16 are extended to apply to all installations; outside the continental limits of the United States, which are operating under the revised pay roll procedures published in Circular No. 412, War Department, 1942, as amended. Such installations are located generally in Alaska, Territory of Hawaii, Panama, and Puerto Rico. In the event the revised pay roll procedure (Circular No. 412) is extended to additional installations, the provisions of Civilian Personnel Regulation No. 85.16 will likewise be extended.

b. Reports by certifying officers.

- (1) Instructions outlined in CPR 85.16 relative to procedures for quartermaster and ordnance installations will be disregarded.
- (2) All installations to whom CPR 85.16 is extended by this circular will prepare the Special Report on Form WD-51, covering the semiannual period from installa-

tion of W.D. Forms No. 43 through the last pay period reported on that form for June 1943, as prescribed in CPR 85.16-6b(5). For employees separated since the institution of Form No. 43, installations will submit Form WD-51 as prescribed in CPR 85.16-6b(6).

(3) Preparation of Form WD-51, Statement of Civil Service Retirement Deductions Withheld.

- (a) The instructions on Form WD-51 will be followed, except that references to "Force or Service" will be disregarded. Station and location will be indicated by APO number. Social Security numbers will be shown if available. If not available, and local identification numbers are used, they will be shown on the form in the space for "Social Security Number."
- (b) The original signed copy of Form WD-51 only need be forwarded to the Civilian Retirement Records Branch. In the case of transfers no copy of the form need be sent to the office to which the employee transfers.
- (c) The reason for separation should be clearly indicated in item No. 9 following "type of separation," in order that it may be determined whether or not the employee is entitled to a return of a tontine.
- (d) The method of computing tontine charge is explained in CPR 85, 16-7. It should be noted that the only instance when the tontine charge will be less than \$1.00 is in the case of an employee who has been employed a major fraction of the month, but because of the low salary received the total requirement deduction is less than \$1.00, in which case the entire deduction is charged to tontine.
- (e) Where deductions cover a period involving more than one fiscal year, retirement deductions and tontine should be shown by fiscal years.
- (f) If a report is submitted on Form WD-51 for an employee who is subject to the Retirement Act and no deductions are shown, the reason why there were no deductions should be clearly shown; for example, "LWOP for entire report period."
- (g) Reports on employees who have been furloughed should be included in the periodic reports called for with notation in "Remarks" block indicating date of furlough.
- (h) Reports covering separation by death or disability retirement should indicate the date pay ceased, under "Remarks."

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- (i) The original date of entrance on duty in the War Department should be shown in Item 6 on Form WD-51. If the employee was transferred from some other service of the War Department, the office from which transferred and the location of the station, or the APO number, should be shown under the "Remarks."
- (j) In the event final salary payment is made by the port of embarkation, a statement to that effect will be made under "Remarks."

5. Maintenance of retirement records of civilian employees in other countries.-- a. Disbursing officers and special disbursing agents stationed outside the continental United States are responsible for submitting retirement record reports for all civilian employees subject to the Retirement Act who are not being paid under the revised pay roll procedures published in Circular No. 412, War Department, 1942, as amended.

b. By Finance Circular 24 April 1943 (SPFDD 101/331467, Special), subject: Supplemental Accounting Procedure--effective May 1, 1943, disbursing officers were instructed to submit a retirement report on W.D., F.D. Form No. 4 (Revised). The first report covered the period from the first pay roll period beginning January 1943, to the last payment date in June 1943. The above-mentioned Finance Circular will hereafter be disregarded. Form No. 4 (Revised) will not be submitted for any period beyond the last payment date in June 1943.

c. Form WD-51 is prescribed for use throughout the War Department in making reports of retirement deductions. The form will be prepared in accordance with instructions under paragraph 4b (3). The disbursing officer will be construed to be the "Certifying Officer" for purposes of completing this form.

d. If W.D., F.D. Form No. 4 (Revised) has not been submitted for the last half of the fiscal year 1943, Form WD-51 will be submitted in lieu thereof. Upon separation of an employee from the jurisdiction of a disbursing officer, Form WD-51 will be submitted immediately covering the period from the last payment date in June 1943, to the date of separation. Reports of retirement deductions for the fiscal year 1944, and for each succeeding fiscal year, will be submitted following the last pay period in June of each year.

e. All retirement reports will be mailed to the Civilian Retirement Records Branch, addressed as indicated in paragraph 2.

6. Supply of forms.-- Form WD-51(Statement of Civil Service Retirement Deductions Withheld) will be procured through authorized supply channels. It may be reproduced locally when regular printed

(CP Cir. 1)

stocks are not available. Reproduction will be made on paper 5 by 8 inches similar to the attached sample copy.

(A.G. 313.2 (3 Jan 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

2 Incls.

Form WD-51.

Civilian Personnel Regulation No. 85-16.

1. _____ (Surname) (First name) (Middle name)		3. Social Security No.:
2. EMPLOYING OFFICE (force or service, station and location):		4. Date of birth:
		5. Sex (check one): <input type="checkbox"/> Male <input type="checkbox"/> Female
		6. E. O. D. date under certifying officer:
7. STATEMENT OF RETIREMENT DEDUCTIONS		
PERSON COVERED SHOW BEGINNING AND ENDING DATES	GROSS RETIREMENT DEDUCTIONS, INCLUDING TONTINE	TOTAL TONTINE CHANGE
8. IF EMPLOYEE TRANSFERS to the jurisdiction of another certifying officer within the War Department, complete the following:		
Force or service transferred to _____		
Station and location _____		Date of transfer _____
9. IF ABSOLUTE SEPARATION from the Department, complete the following:		
Type of separation _____		
Was separation involuntary? (Yes or No) _____		
If involuntarily separated, is delinquency or misconduct involved (Yes or No) _____		
Dept. or Agency transferred to _____		Date of separation from War Dept. _____
CHECK APPROPRIATE BLOCK BELOW		
<input type="checkbox"/> Employee is not indebted to the War Department for any reason.		
<input type="checkbox"/> Employee is indebted to the War Department (attach Form CSC 3037 or letter giving full details).		
10. REMARKS:		
11. CERTIFICATION: I certify that the deductions and statements shown hereon are correct and complete as shown on the records of this office.		
(Signature) _____		
(Date) _____	(Title) _____	
Form WD-51 (Approved May 17, 1943) STATEMENT OF C. S. RETIREMENT DEDUCTIONS WITHHELD WAR DEPARTMENT Incl. 1		

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1.	3. Social Security No.:
(Surname) (First name) (Middle name)	4. Date of birth:
2. EMPLOYING OFFICE (force or service, station and location):	5. Sex (check one): <input type="checkbox"/> Male <input type="checkbox"/> Female
	6. E. O. D. date under certifying officer:

7. STATEMENT OF RETIREMENT DEDUCTIONS

PERIOD COVERED SHOW BEGINNING AND ENDING DATES	GROSS RETIREMENT DEDUCTIONS, INCLUDING TONTINE	TOTAL TONTINE CHARGE

8. IF EMPLOYEE TRANSFERS to the jurisdiction of another certifying officer within the War Department, complete the following:

Force or service transferred to _____
 Station and location _____ Date of transfer _____

9. IF ABSOLUTE SEPARATION from the Department, complete the following:

Type of separation _____
 Was separation involuntary? (Yes or No) _____
 If involuntarily separated, is delinquency or misconduct involved (Yes or No) _____
 Dept. or Agency transferred to _____ Date of separation from War Dept. _____

CHECK APPROPRIATE BLOCK BELOW

- Employee is not indebted to the War Department for any reason.
 Employee is indebted to the War Department (attach Form CSC 3037 or letter giving full details).

10. REMARKS:

11. CERTIFICATION: I certify that the deductions and statements shown hereon are correct and complete as shown on the records of this office.

(Signature) _____

(Date) _____ (Title) _____

Form WD-51
(Approved May 17, 1943)

STATEMENT OF C. S. RETIREMENT DEDUCTIONS WITHHELD
WAR DEPARTMENT

Incl. 1

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INSTRUCTIONS FOR PREPARING FORM WD-51

1. SPECIAL REPORT (See CPR 85.16-6):
 - (a) The following items on Form WD-51 will be completed: 1, 2, 3, 4, 7, and 11.
 - (b) Items 5 and 6 will be completed if the employee entered on duty under the jurisdiction of the certifying officer during the period covered by the special report submitted for all employees.
2. SEPARATION REPORT:
 - (a) Items 1, 2, 3, 4, 7, 11, and either item 8 or 9, whichever is appropriate, will be completed.
 - (b) Items 5 and 6 will be completed on all cases of separation occurring on or before June 30, 1943. For separations occurring after that date, items 5 and 6 will be completed if the employee entered on duty under the jurisdiction of the certifying officer subsequent to a special report.

3. EXPLANATION OF CERTAIN ITEMS APPEARING ON FORM WD-51:

Item

1. Name should be shown as it appears on the pay roll vouchers. If employee has changed name in period reported, show changed name above former name.
7. Period covered (See CPR 85.16-6, b). Gross retirement deductions include the tontine charge as shown on Form WD-43 under column headed "CS Retirement" for the period covered by the report. Total tontine charge is computed as explained in CPR 85.16-7.
8. To be completed if employee leaves the jurisdiction of the present certifying officer but remains within the War Department. Show station and location of new employing office and date of transfer as it appears on "Notification of Personnel Action" (Forms ACCP-50, CP-50, etc.).
9. To be completed if employee is absolutely separated (by removal, drop, termination of appointment, resignation, etc.) from the War Department or transfers to another Federal Department or Agency. This information required to determine when tontine is returnable (See CPR 85.2-4, b). Separation is with delinquency or misconduct only when effected under CPR 60.2, or 60.10-2, c. If employee transferred to position outside of purview of the Retirement Act, indicate under remarks in item 10.
10. Use this block to supplement information shown elsewhere on the form or to explain unusual or exceptional cases.
11. The certification should be signed by certifying officer personally or by individuals authorized to sign for him, provided their initials appear below signature. A facsimile signature may be used if desired.

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Section 16

MAINTENANCE OF FISCAL AND SERVICE RECORDS FOR
RETIREMENT PURPOSES

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16-1. Policy.-- The policy of the Department is that retirement records for its civilian employees will be maintained so as to afford maximum protection of employees' retirement rights, at a minimum of operating expense for the Department. The policies and procedures prescribed herein will serve as the basis for the issuance of detailed procedures for the operation of retirement offices in the respective forces and offices.

16-2. Legal basis.-- Section 12 of the Civil Service Retirement Act of 1930, as amended, provides as follows:

Sec. 12. (a) Under such regulations as may be prescribed by the Civil Service Commission the amounts deducted and withheld from the basic salary, pay, or compensation of each employee for credit to the "civil-service retirement and disability fund" created by the Act of May 22, 1920, covering service during the period from August 1, 1920, to the effective date of this Act, shall be credited to an individual account of such employee, to be maintained by the department or office by which he is employed and the amounts deducted and withheld from the basic salary, pay, or compensation of each employee for credit to the "civil-service retirement and disability fund" covering service from and after the effective date of this Act, less the sum of \$1 per month or major fraction thereof, shall similarly be credited to such individual account.

16-3. Definitions.-- a. Certifying officer.-- The person who is charged with the responsibility of preparing and certifying pay rolls for an assigned group of civilian personnel, and of maintaining subsidiary records in support of such pay rolls and the employment represented thereby.

b. Retirement office.-- Each office in the Headquarters, Army Ground Forces, Army Air Forces, Army Service Forces; War Department General Staff; Office of the Secretary; Army War College; and The Inspector General, specifically assigned the responsibility for maintaining a consolidated record of retirement deductions from the pay of civilian employees in the forces and offices which they represent.

c. Special report.-- A report on War Department Form No. 51 (Statement of Civil Service Retirement Deductions Withheld), except as provided in paragraph 16-6b for Quartermaster Corps and Ordnance Department class IV installations, submitted by the certifying officer at the end of the fiscal year 1943, for all employees under his jurisdiction at that time, covering retirement deductions, tontine charges, etc. (see par. 6a).

d. Separation report.-- A report on Form No. 51 submitted by the certifying officer at the time of separation of an employee from his jurisdiction, covering retirement deductions, tontine charges, etc. (see par. 6 a).

e. Excess leave.-- All periods of leave in excess of 6 months in the aggregate in any calendar year. In computing excess leave, all periods of annual and sick leave, leave without pay, absence without leave, and furlough shall be included.

16-4. Plan for maintaining retirement records.--a. Retirement offices will be established as defined above.

b. Fiscal information only and such service record information as is prescribed herein will be maintained.

c. Forms CSC-2806 or similar records covering prior service in other agencies or departments will not be procured. Information will be maintained only for current War Department employment.

d. Forms CSC-2806 will be completed through the fiscal year 1942, both service and fiscal sides, and consolidated in the retirement offices as defined above.

e. W.D., F.D. Forms No. 225 (Record of Retirement Deductions) will be completed by Office, Chief of Finance, to the date War Department Forms No. 43 (see Cir. 412, WD, 1942) were established, and forwarded to the appropriate retirement office. (The Ordnance Department and Quartermaster Corps are excepted from this procedure; see par. 6a.)

f. Records of retirement deductions prior to the date of establishment of Form No. 43 will be posted by retirement offices to the fiscal side of Forms CSC-2806 from Form No. 225 or lists submitted by Ordnance Department and Quartermaster Corps Class IV installations, and such records will be subsequently posted to Forms CSC-2806 from reports from certifying officers.

g. Upon intradepartmental transfers of employees from the jurisdiction of one retirement office to that of another, Forms CSC-2806 will be completed to date of separation, certified as to accuracy of deductions, and transferred without request therefor to the other appropriate retirement office.

h. Upon absolute separation of an employee from the Department, Form CSC-2806 will be completed to date of separation, certified as to accuracy of deductions and any indebtedness, and forwarded to the Civil Service Commission, together with Form CSC-3005 (Application for Refund of Retirement Deductions), if such application is pending.

16-5. Responsibilities.--a. General.-- The policies, standards, and procedures prescribed herein will remain in effect subject to such subsequent revision and/or new instructions or policies as may be prescribed by the Secretary of War.

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b. Certifying or personnel officers are responsible for--

(1) Maintenance on War Department Forms No. 43 of retirement deductions for employees under their jurisdiction subject to the Retirement Act of 1930, as amended. Supporting information will be maintained to determine "Tontine" charges, any indebtedness to the Government at time of separation, and excess leave during a calendar year.

(2) Preparation, certification, and forwarding to the appropriate retirement office of reports in respect to the retirement deductions of employees under their jurisdiction. Such reports will be prepared and certified in accordance with the instructions prescribed herein.

(3) Notification to employees under their jurisdiction of their responsibilities, rights, and privileges under the Retirement Act of 1930 as amended.

(4) Assistance to employees under their jurisdiction in the completion of application for retirement, service credit, deposits, refunds, etc.

(5) Notification to employees approaching age of 70, of mandatory retirement requirements (see CPR 85.3-1) at least 90 days prior to reaching retirement age.

c. Retirement offices are responsible for--

(1) Establishing and maintaining, accurately and completely, consolidated records of retirement deductions, and for keeping such records current from reports received from certifying officers.

(2) Transfer of Forms CSC-2806 to other appropriate retirement offices upon intradepartmental transfers, and to the Civil Service Commission upon absolute separation.

(3) Receipt, examination, and processing to the Civil Service Commission applications for refund, retirement, service credit, deposit, etc.

(4) Furnishing of such information to the Civil Service Commission as may be required.

16-6. Details of operations.--a. War Department Form No. 51 (Statement of Civil Service Retirement Deductions Withheld).-- Form No. 51 is prescribed for use throughout the Department in making separation reports and the special report made at the end of the fiscal year 1943. Any installation or activity desiring to utilize present machine equipment in preparation of this form is authorized to redesign Form No. 51 to meet special conditions, provided all information on Form No. 51 is included and the arrangement of items is substantially the same. Duplication of such revised forms will be arranged locally.

b. Procedures by certifying officers.

(1) A record of gross retirement deductions by pay period will be maintained by certifying officers on War Department Forms No. 43.

(2) Tontine charges generally will be computed from information shown on Form No. 43. Otherwise, adequate records will be maintained from which tontine charges will be computed (see par. 16-7 for method of computing tontine).

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(3) The tontine charge for each employee will be computed at each semiannual closing of Forms No. 43 and noted below the closing totals in the retirement column, for example: "Tontine \$6.00".

(4) At the time of each semiannual closing of Forms No. 43 (see par. 7e, Cir. 412, WD, 1942) the totals of retirement deductions and tontine charges covering the preceding semiannual period will be carried forward to the Form No. 43 for the next semiannual period. Tontine charges carried forward will be shown in the remarks block or other space which will not interfere with the auditing of the Form No. 43. The period covered by the tontine charges as noted on the Form No. 43 should be clearly identified.

(5) Special report: A report of retirement deductions, tontine charges, etc., will be made on Form No. 51 at the time of the semiannual closing out of Forms No. 43 in June 1943. The report will include all employees for whom Forms No. 43 have been established, and for whom a separation report has not been submitted. Instructions on Form No. 51 will govern the preparation of the special report. All class IV Quartermaster Corps and Ordnance Department installations will submit a special report in list form covering the period from the beginning of the fiscal year 1943 to the semiannual closing of Forms No. 43 in June 1943, in lieu of a report on Form No. 51. All other installations will submit the special report on Forms No. 51 covering the semiannual period from installation of Forms No. 43 through the last pay period reported on that form for June 1943 (the time of the semiannual closing of Forms No. 43).

(6) Upon separation of an employee from the jurisdiction of the certifying officer, Form No. 51 will be completed immediately and forwarded to the appropriate retirement office, covering retirement deductions, tontine charges, etc. Instructions on Form No. 51 will govern the preparation of the separation report.

- (a) If separation is prior to the date of the semiannual closing out of the Forms No. 43 in June 1943, all class IV Quartermaster Corps and Ordnance Department installations will submit separation reports covering the period from the beginning of the fiscal year 1943 to date of separation. All other installations will submit a separation report covering the period from date of institution of Forms No. 43 or date of appointment, if later, to date of separation.
- (b) If separation is subsequent to the semiannual closing out date of Form No. 43 in June 1943, the period covered on the separation report, Form No. 51 will include the period from the date of closing Form No. 43 for June 1943 to the date of separation.

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- (c) In case of separations which have occurred prior to this regulation, it is necessary that information concerning retirement deductions from date of installation of Forms No. 43 to date of separation be available. Therefore, all installations and activities, with the exception of Army Air Forces installations, will submit a separation report on Form No. 51 (or Form No. 25 pending receipt of Forms No. 51) to the appropriate retirement office for all separations which have occurred since date of installation of Forms No. 43, unless a separation report covering all retirement deductions shown on Form No. 43 with other information as shown on Form No. 51 has been previously furnished the chief of the appropriate service. This report will be submitted even though a separation report has been submitted to the Chief of Finance in accordance with paragraph 9d(2), Circular No. 412, War Department, 1942.

(7) If the employee is indebted for any unearned leave at time of absolute separation from the service, the certifying officer will complete Form CSC-3037 (Statement of Account of Overdrawn Annual and/or Sick Leave) and forward it, together with the separation report on Form No. 51 to the appropriate retirement office. Where indebtedness is for other than annual or sick leave a letter will be prepared giving the details of the indebtedness, including citation of appropriation, disbursing officer, disbursing symbol, disbursing voucher number, and date of payment, which will be forwarded with the separation report.

(8) At the end of each calendar year or at time of separation, if the aggregate period of leave of an employee during that calendar year is in excess of 6 months, the form Notification of Personnel Action (Forms CP-50, AC, CP-50, etc.) will be prepared and distribution made in the same manner as for other personnel actions. A copy will not be submitted to the retirement officer. The form will show as "Nature of Action" the notation "Excess Leave, Calendar Year," and under "Remarks" will be shown the total amount of excess leave, for example: Annual leave, 26 days; sick 30 days; LWOP 150 days; AWOL 5 days".

c. Procedures by Office, Chief of Finance.

- (1) W. D., F.D. Forms No. 225 will be posted for all installations and activities, except for class IV Quartermaster Corps and Ordnance Department installations, through the date War Department Forms No. 43 were established, except for the Army Air Forces the posting will be beyond the date of installation of Forms No. 43, from separation reports. All postings and processing of Forms No. 225 for class IV Quartermaster Corps and Ordnance Department installations will cease immediately. When postings for other services are com-

pleted, Forms No. 225 will be certified as to accuracy and completeness and forwarded to the appropriate retirement office.

(2) Requests from the retirement offices for Forms No. 225 in connection with separations will be handled special; the postings being completed as soon as practicable and forwarded immediately to the requesting office.

(3) All separation reports now on hand will be handled special, postings being completed and Forms No. 225 forwarded to the appropriate retirement office. Separation reports covering a period for which Forms No. 43 have been maintained will be posted to Forms No. 225 only to date Forms No. 43 were established, except for Army Air Forces as indicated in (1) above. The Form No. 225, together with the separation report covering period beyond that posted, will then be forwarded to the appropriate retirement office.

d. Procedures for retirement offices.

(1) Forms CSC-2806 will be established in retirement offices, from separation and special reports as received, for all employees on the rolls of the Department on January 1, 1943, and those subsequently appointed, who are subject to the Retirement Act of 1930, as amended, unless the form has been previously established, and filed in the retirement office.

(2) All Forms CSC-2806 will be consolidated in the retirement offices, on which will be recorded retirement deductions.

(3) Forms CSC-2806 will contain the following information on the fiscal side only (except for Forms CSC-2806 for employees appointed prior to July 1, 1942, which will have the service record side completed through that date):

(a) Present name of employee and reference to any other name under which service has been rendered.

(b) Date of birth.

(c) Sex.

(d) Social Security number in the space "No. _____" in the upper left hand corner of the form.

(e) Date of present appointment in War Department in the columnar space in the upper right hand corner of the form.

(f) Date of absolute separation from the Department in space below the entry for appointment. (See (j) below as to posting cause of separation.)

(g) Place of employment (station and force) in the column entitled "Office."

(h) Postings by fiscal year or at time of separation of gross deductions, tontine charges, net deductions, balance forward, if any, and total credited to the employee.

(i) Upon transfer to jurisdiction of another retirement office, certification as to correctness of deductions signed by the chief of the appropriate retirement office.

(j) Upon absolute separation, certification as to correctness of deductions, any indebtedness for unearned leave, etc., and cause of separation. (Cause of separation will be shown in the "Remarks" column.)

(4) Upon receipt of W.D., F.D. Forms No. 225 and the special reports, the appropriate information thereon will be posted to Forms CSC-2806. Tontine will be computed for the period covered by Forms No. 225, from information on those forms, or from information requested from certifying officers in special cases.

(5) Upon receipt of notice on Form No. 51 from the certifying officer indicating transfer of employees to the jurisdiction of another retirement office, Form CSC-2806 will be completed to date of transfer, certified as to accuracy of deductions, and automatically forwarded without request to the other appropriate retirement office.

(6) Upon receipt of notice of absolute separation on Form No. 51, Form CSC-2806 will be completed to date of separation, certified as to accuracy of deductions, indebtedness, etc., and transmitted to the Civil Service Commission.

(7) Retirement offices will compare the postings on Forms No. 225 with the separation and special reports during the change-over period to the procedure prescribed herein, to avoid overlapping of postings.

e. Processing of applications for refunds, retirement, etc.

(1) Personnel or certifying officers will verify employees eligibility sufficiently in advance of reaching the mandatory retirement age of 70 to allow at least 90 days notice to the employee. A statement should be secured from the employee showing service claimed and forwarded to the appropriate retirement office for verification.

(2) Personnel or certifying officers will assist employees under their jurisdiction in completing applications for retirement, refund of deductions, application for service credit, etc. Completed applications will be forwarded to the appropriate retirement office in Washington.

(3) Retirement offices will examine such applications and if in order will transmit them to the Civil Service Commission, with completed Form CSC-2806 where necessary.

(4) Subsequent transactions on applications will be handled between the Civil Service Commission, the appropriate retirement office, and the personnel officer concerned.

16-7. Method of computing tontine (see sec. 2-4 of this regulation).-- Tontine is a charge against an employee's total retirement deduction account, made at the time of refund of deductions or adjudication of annuity claim. The tontine charge is \$1 for each calendar month, a major fraction of which the employee is in a pay status. A major fraction of a calendar month is defined as more than 1/2 of the total established tour of duty for the calendar month. The following rules govern:

- a. If the total retirement deduction is less than \$1, the entire deduction is charged as tontine. Otherwise, \$1 is charged.
- b. For employees paid on a per annum basis, 15 and a fraction

tontine

days in a pay status constitute the major fraction of a calendar month.

c. For employees paid on an hourly or daily basis, whose weekly tour of duty is 6 days, 13 and a fraction days in a pay status constitute a major fraction of a month.

d. For employees paid on an hourly or daily basis whose weekly tour of duty is 5 days, the number of regular workdays during each specific calendar month will be counted, and if the number of regular workdays actually worked exceeds $1/2$ of the total of regular workdays, tontine is charged.

e. If an employee is in a pay status in excess of 15 days but for a minor fraction of each of two consecutive months (10 days the latter half of one month and 10 days the first half of the next month), tontine is not charged for either calendar month.

CIVILIAN PERSONNEL CIRCULAR)
No. 2)

WAR DEPARTMENT
Washington 25, D.C., 4 January 1944.

Submission of claims for adjustment against employee's retirement account.-- 1. The Civil Service Commission has issued Retirement Circular No. 110, 6 October 1943, announcing its decision to cease for the duration of the present emergency the developing and reporting by the Civil Service Commission of Government claims amounting to \$10.00 or less in dual service cases and claims not involving theft or misappropriation of funds.

2. This circular has been erroneously interpreted in some instances as meaning that claims of indebtedness against employees amounting to \$10.00 or less could be completely disregarded and, in the case of overpayment, civilian pay roll certifying officers are relieved of further responsibility. This is not the case, as failure to develop a claim does not relieve the certifying officer of complete responsibility.

3. The intent of the circular is only to stop the developing by the Civil Service Commission itself of claims of \$10.00 or less not involving theft or misappropriation of funds. Claims which are fully developed by the Department, that is, indicating the amount of indebtedness (gross amount, retirement deductions, tax deductions, net amount), the period(s) involved, the appropriation number and symbol to be credited, etc., will be accepted and reported by the Civil Service Commission to the General Accounting Office for adjustment, irrespective of the amounts concerned.

4. All civilian personnel offices of the Department will therefore continue to forward fully developed claims to the appropriate headquarters retirement office for transmittal to the Civil Service Commission. Particular attention will be given to claims amounting to \$10.00 or less to determine that such claims are fully developed prior to submission to the appropriate headquarters retirement office. For additional information regarding submission of claims see CPR 120,7-7 (now in process of publication).

(A. G. 248.4 (4 Jan 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

CIVILIAN PERSONNEL CIRCULAR)
No. 3)

WAR DEPARTMENT,
Washington 25, D.C., 7 January 1944.

Statement of wages recorded in old-age and survivors insurance accounts under Social Security Act, as amended:--1. Many employees of the Department have previously served in positions in private industry and were covered under the Social Security Act of 14 August 1935, as amended, for old-age and survivors insurance. Many of these employees will return to private industry employment after the termination of hostilities. Under the law, every employer covered by the law is required to report the wages paid to his employees to the Bureau of Internal Revenue quarterly. That bureau transmits the information to the Social Security Board, which uses these wage records as a basis for calculating benefits when they become due. However, some employers may have failed to report all such wages. Therefore, the attention of all employing officers is called to the fact that the Social Security Board has provided a post card (Form OAR-7004) on which a worker may request a statement of his wages in order to make sure that all wages paid on jobs covered by the law are properly credited. Form OAR-7004, may be secured from any of the Board's field offices or direct from the Bureau of Old-Age and Survivors Insurance, Candler Building, Baltimore, Maryland.

2. The Social Security Board has from the beginning of the program urged all account holders to ask once a year for a statement of their wage credits, so that they might check for themselves to see whether all the wages they have been paid have been accurately reported by their employers.

3. a. Recently, Arthur J. Altmeyer, Chairman of the Social Security Board, issued a statement in which he declared that "no person has failed to qualify for benefits because of inaccuracy in the wage records upon which old-age and survivors insurance payments are made." Mr. Altmeyer further explained that the Social Security Act contains a "four year limit" provision which stipulates that the Board cannot correct a person's wage record to include an omitted wage item if--

- (1) The person's employer reported the wages of all his other employees but omitted this one worker; and
- (2) The Board learns about the omitted wage item in such a case later than 4 years after the year during which the payment was made; and
- (3) A corrected tax return cannot be obtained from the employer.

b. The three "ifs" restrict the provision so much that it applies to very few cases, and leave the Board free to correct practically any kind of error that might occur in the wage records. Even if a person's employer made no social security report at all for any 3-month period, if the Board and the Bureau of Internal Revenue can locate him at any time they will get

a report from him for that period and the employee's account can be corrected, no matter how many years later the Board learns of the case.

4. All employees will be informed of this circular.

(A. G. 248 (7 Jan 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

(CP Cir. 5)

CIVILIAN PERSONNEL CIRCULAR)
No. 5)

WAR DEPARTMENT,
Washington 25, D. C., 10 January 1944.

Classification under Act of November 26, 1940 (Ramspeck Act)
and Executive Order 8743 - Employees appointed on July 1, 1941.--1.
Attached hereto for the information and guidance of personnel officers
is Civil Service Commission Departmental Circular No. 461, 28 December
1943, subject as above.

2. Attention is invited to the fact that the Departmental Cir-
cular does not make provisions for original recommendations for classi-
fication, but only for reconsideration of those cases previously dis-
allowed on the basis of not having been the incumbent of a position
affected by Executive Order No. 8743 on both 30 June 1941 and 1 July
1941. Recommendations should be made by memorandum and need not be
accompanied by forms.

(A.G. 230.01 (10 Jan 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

1 Incl.

Civil Service Commission Departmental Circular No. 461.

DECLASSIFIED
Authority NO 883078

24-68100ABCD

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

December 28, 1943
SR:LLM:VC:A0

DEPARTMENTAL CIRCULAR NO. 461
(Serving as Supplement 14 to Departmental Circular 291, and superseding
Departmental Circular 244, Supplement 2).

SUBJECT: Classification under the Act of November 26, 1940 (Ramspeck Act) and
Executive Order 8743 - Employees appointed on July 1, 1941.

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

Under section 2 of Executive Order 8743, the Commission held that in
order to be subject to classification under Executive Order 8743 the employee
must have been the incumbent of a position affected by the Order on both June
30, 1941 and July 1, 1941.


It is the view of the Attorney General that a person appointed on July 1,
1941 and who thereafter served continuously with merit for six months is eli-
gible for classification if otherwise qualified.

The Commission has accepted the Attorney General's interpretation and
upon request will reconsider recommendations for classification under the
Ramspeck Act and Executive Order 8743 which were submitted to the Commission
prior to January 1, 1943 and disapproved because the employee was not appoint-
ed until July 1, 1941.

Inquiries concerning procedure under this circular should be referred to
Mrs. L. L. McCallum, Civil Service Commission, Extension 3028.

By direction of the Commission:

Very respectfully,



L. A. Moyer
Executive Director
and Chief Examiner

DECLASSIFIED
Authority NND 883078

(CP Cir. 7)

CIVILIAN PERSONNEL CIRCULAR)
No. 7)

WAR DEPARTMENT,
Washington 25, D. C., 17 January 1944.

Civil Service Commission Departmental Circulars.--1. By formal arrangement between the Secretary of War and the Civil Service Commission, Departmental Circulars issued by the Civil Service Commission are not given general War Department distribution. Instead, negative plates of Departmental Circulars are furnished the Civilian Personnel Division, office of the Secretary of War, as the office responsible for determining the applicability of their contents to Department offices and installations and determining distribution as attachments to Civilian Personnel Circulars or incorporation in Civilian Personnel Regulations. This procedure has obtained since 1 July 1943, the effective date of Circular No. 142, War Department, 1943.

2. In the interest of paper conservation, Departmental Circulars are not reproduced and stocked by the distribution depots of the Adjutant General's Office and the publishing branches of the Area Air Service Commands unless it is determined that they are of interest in the Department and are forwarded as attachments to War Department Civilian Personnel Circulars. All offices should discontinue the practice of requisitioning from distribution agencies Civil Service Commission Departmental Circulars which are not transmitted by War Department Civilian Personnel Circulars.

(A. G. 461 (17 Jan 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

DECLASSIFIED
Authority, NO 883078

24-67147ABCD-39,300

CIVILIAN PERSONNEL CIRCULAR)
No. 11)

WAR DEPARTMENT,
Washington 25, D. C., 22 January 1944.

Distribution of civilian personnel publications outside continental United States.--1. Attention is directed to Circular No. 142, War Department, 1943, Publications pertaining to civilian personnel.

2. The basic principles, policies, regulations, and general procedures emanating from the Office of the Secretary of War governing civilian personnel administration outside the continental limits of the United States will be issued as integral parts of the publication media established by paragraph 6, Circular No. 142, War Department, 1943. Future issuances of these publications will specify their applicability to oversea commands.

3. Issuances relating to civilian personnel administration from other sources within the United States are not designed to have applicability to those commands operating outside the United States which report direct to the War Department.

4. Civilian personnel publications are distributed pursuant to AR 310-200 to establishments outside the continental limits of the United States as follows:

a. Advanced distribution is made direct via air mail to oversea distributing agencies from the Adjutant General Pentagon Depot, Washington 25, D. C.

b. Regular distribution is made by the Pentagon Depot through ports of embarkation to distributing agencies oversea which redistribute to installations.

c. Requisitions for additional stocks of publications are forwarded from the installation to the distributing agency, which, when necessary, secures additional stocks from the port of embarkation serving the area. Reserve supplies of publications are maintained at the port of embarkation except that the Alaskan Department and the Northwest Service Command are supplied by the Adjutant General Depot, Ogden, Utah.

5. In order that present distribution lists may be revised on the basis of needs, it is desired that all installations outside the continental limits of the United States send mailing addresses and number of copies needed to their respective distributing agencies. Distributing agencies are requested to consolidate this information

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(CP Cir. 11)

and forward to the Oversea Branch, Civilian Personnel Division,
Office of the Secretary of War, Washington 25, D. C.

(A. G. 461.01 (21 Jan 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

CIVILIAN PERSONNEL CIRCULAR)
No. 12)

WAR DEPARTMENT,
Washington 25, D. C., 28 January 1944.

Writing position descriptions.--1. Attached hereto for the information and guidance of those responsible for position classification and wage administration in the Department, is Civil Service Commission Departmental Circular No. 462, 8 January 1944, Writing position descriptions.

2. The importance and usefulness of well written position descriptions are pointed out clearly in the Circular and the suggestions for preparing such descriptions, it is believed, will be helpful. Although the intent of the Circular was to cover the writing of descriptions of positions subject to the Classification Act of 1923, as amended, the statements generally are applicable to and might well be considered when writing descriptions of positions subject to the determination of wage boards or other wage fixing authority.

(A. G. 230.01 (28 Jan 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

1 Incl.

Civil Service Commission Departmental Circular No. 462.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

January 8 , 1944
PC:IB:ks

DEPARTMENTAL CIRCULAR NO. 462

SUBJECT: Writing position descriptions.

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

1. For many personnel purposes, descriptions of individual positions are records of such importance as to require the highest degree of clarity and accuracy in their preparation. This is particularly true in position-classification activities. In the departmental service, the record submitted by an agency for action by the Commission establishing the grade and therefore the statutory salary range of a position includes a position-description on a prescribed form. In the field service a similar record is usually used by an agency in meeting its own responsibility for the control of the grades of field positions in its regional, state, and district offices. These records are supporting documents for payroll items and as such should be given as much attention as other vouchers to insure complete and accurate factual statements.
2. The Commission's long standing instructions for filling in the position-description item on the prescribed form have included the following:

The description of the work performed is of the utmost importance. It should be prepared with care and should show clearly, concisely and accurately the actual duties of the employee. Superfluous adjectives and general terms such as "handle", "pass upon", etc., should be avoided. No conclusions, such as "performs the most difficult work", "takes dictation involving technical terms", "requires specialized knowledge", etc., should be incorporated in the job description. The facts should be given and the classification officers allowed to reach their own conclusions.
3. The Commission is convinced that sufficient attention is not being paid to the writing of plain and understandable position-descriptions. Unfortunately, an impression has developed that position-descriptions have to be written in "classification language" by persons trained in classifying positions. Nothing could be more erroneous. As a matter of fact, any position-description can be written as a straightforward statement by any operating official or employee who knows the position thoroughly and whose objective is to describe it objectively, correctly and fully. No special phrases or words are necessary; plain English is all that is required.

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4. In two recent reports of Congressional committees, position-descriptions used for personnel purposes have been vigorously criticized.

In the Interim Report on Investigation of Civilian Employment (Ho. Report No. 766, October 13, 1943), the House Committee on the Civil Service said in part:

"Generally speaking, the language employed in the job descriptions is vague and mysterious. Such meaningless expressions, as 'wide latitude for independent action' run through all case histories studied by your committee. There is a curious circumvention of concrete definition of duties expected in the new job."

In the Interim Report of the House Committee on Military Affairs (Ho. Report No. 790, October 25, 1943), that Committee said that one of the problems involved in Government deferments is --

"1. The classification language. The difficulty of discovering, in the civil-service description of jobs, any clue to the actual duties of the individual. The verbiage is likely to mislead local boards unless the burden of furnishing understandable data is placed on those making the deferment request."

5. The Commission urges each department and agency to see that those who prepare position-descriptions in either the departmental or the field service shall constantly bear the following points in mind:

(1) Position-descriptions should be written so as to serve all administrative and operating purposes -- not only position-classification, but also the instruction, training, and supervision of employees, the selection of employees for promotion or reassignment, the preparation of estimates for personal services, the study of organization structure and flow of work, and the prosecution of programs designed to see that the highest abilities and skills of present personnel are being effectively utilized full time.

(2) In cases where the position being described is filled by an employee, the position-description should be prepared in close collaboration with both the employee and his immediate supervisor, and their approval of the accuracy and completeness of the description secured. When the task of writing the description initially is made the joint responsibility of the employee and supervisor, there will be gained the operating advantage of a common understanding on the part of the supervisor and the employee of what the employee's duties and responsibilities really are.

(3) The responsibility of the writer of a position-description is to see that he has the facts -- and all the facts -- about the position before he attempts to describe it in writing. Failure to have the facts available means that sufficient inquiry has not been

scrip-
Re-

made or that those responsible for organizing, planning, and assigning work have not organized and planned as thoroughly as they should. These are administrative weaknesses that should be overcome before position-descriptions are written.

(4) The responsibility of the writer of a position-description is not to make contentions or to draw conclusions, but to prepare objectively, concretely, precisely, and fully a factual work-picture of the work which the person occupying the position does or (in the case of a vacancy) will do.

(5) It is his responsibility to draft the description in specific terms. He should avoid the use of ambiguous words such as "assist", "handle", "examine", etc., and use instead words that show just what tasks or processes the assistance, handling, or examination consists of, and their purposes or results. He should refrain from characterizing tasks broadly as "difficult" or "complex". Instead he should show degree of difficulty or responsibility by facts rather than by adjectives.

(6) It is his responsibility to write a description of a position -- not a class specification or a statement of standards covering many positions, which is necessarily more generalized. A description of an individual position is just that and nothing more. The writer is not called upon to create or copy from other sources expressions describing difficulty or responsibility of work in terms of general levels or broad concepts. These have their proper place in class specifications but no place at all in position-descriptions. Class specifications and other statements of standards are NOT intended to provide ready-made position-descriptions. The temptation to copy class specifications or statements of standards or general phrases or expressions from them should be vigorously resisted. The writing of such phrases or expressions into a position-description wastes everyone's time.

(7) It is his responsibility to see that a position-description is a true statement. A classification sheet is an official document supporting a payroll item. In effect it certifies that the employee has been, or, in the case of a vacancy, will be assigned to the work described. The writer of a position-description should be keenly aware that it is his intent to have his own agency and other government agencies rely on the integrity of his description and pay out taxpayers' funds on that basis.

By direction of the Commission:

Very respectfully,



L. A. Moyer
Executive Director
and Chief Examiner

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Authority, NND 883078

CIVILIAN PERSONNEL CIRCULAR)
No. 13

WAR DEPARTMENT
Washington 25, D.C., 31 January 1944.

Revised War Department Classification Sheet (Field Service).--1.
Attached hereto for use of civilian personnel offices in recording position descriptions is WD Form No. 49, War Department Classification Sheet (Field Service), approved 6 May 1943, superseding Form CP-8, War Department-Field Service Classification Sheet. This form is used for positions graded under the Classification Act of 1923, as amended. Its use is optional for such positions outside the continental limits of the United States.

2. Copies of this form may be secured from the Adjutant General publication depots, located within the service commands, for all Army Ground Force and Army Service Force field installations within the United States, and from area air service commands for all Army Air Force field installations within the United States. Oversea stations may procure the form through regular supply channels from ports of embarkation. The Alaskan Department and the Northwest Service Command are supplied by the Adjutant General Depot, Ogden, Utah.

3. Use of Form CP-8 may be continued until present supplies are exhausted.

(A. G. 315 (31 Jan 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

1 Incl.
WD Form NO. 49

WAR DEPARTMENT CLASSIFICATION SHEET FIELD SERVICE

Requisition No. _____

CHECK TO INDICATE WHETHER SHEET IS FOR—	GIVE FOLLOWING INFORMATION FOR ITEM CHECKED—	ALLOCATION			
		SERVICE	CLASS	GRADE	INITIALS
NEW POSITION	(Temporary or permanent)				
OTHER CHANGE					
	(If not a new position, state reason for submitting sheet)				
		Date of final allocation _____			Position No. _____

1. Name _____

(Surname)
(Given name)
(Initial)
2. Position No., last sheet _____
3. Service, force, or command _____
4. Branch _____
5. Division _____
6. Section or unit _____
7. Organizational title _____
8. Classification title _____
(For use of Classification Office)

9. DUTIES AND RESPONSIBILITIES.—Describe accurately and completely in your own language (do not use phrases and language copied from printed specifications) the duties and responsibilities of the position under consideration. Describe the actual work performed stating the major tasks first, the less important following in order, and give as accurately as can be determined the approximate amount of time devoted to each distinct type of work. The statement should be so prepared as to give a clear and concise word picture of the position itself and its relationship to other positions in the immediate organization. (If additional space is required, use additional sheet.)

PERCENTAGE
OF TIME ON
EACH TASK

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(Continue statement of duties on reverse of sheet)

9. Duties and responsibilities—(continued).

PERCENTAGE OF TIME ON EACH TASK

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10. (a) For what purpose and by whom is any part of the work described above reviewed within the same organizational subdivision or unit? Form. Accuracy. Adequacy. Conformance with policy. Other (explain fully).

(b) Give names, titles, and grades of employees in similar positions.

11. Give name, title, and grade of employee's immediate supervisor _____

12. (a) Does the position involve supervision over other employees? Yes. No.

If the answer is "Yes," check the appropriate items.

Assigns work to subordinates.

Reviews work of subordinate (not routine checking).

Gives instruction in methods.

Administers control (approval of leave, reporting absences, etc.).

(b) Give names, titles, and grades of employees supervised by this position; if numerous, list the number in each grade separately.

13. Date when employee entered upon the duties and assumed the responsibilities described above _____

14. I CERTIFY that to the best of my knowledge the above statements are true, accurate, and complete.

Signature of employee _____
(Where practicable)

Date _____

15. I CERTIFY that to the best of my knowledge the above statements are true and that the work outlined above is actually involved in the position described, except as noted below.

(Signature of supervisor)

(Title and grade)

(Date)

(Signature of preparing officer)

(Signature of reviewing officer)

(Title)

(Date)

(Title)

(Date)

(CP Cir. 14)

CIVILIAN PERSONNEL CIRCULAR)
No. 14)

WAR DEPARTMENT,
Washington 25, D. C., 31 January 1944.

Coverage of Classification Act of 1923, as amended.--1. Attached hereto, for the information and guidance of those responsible for position classification and wage administration in the Department, is Civil Service Departmental Circular No. 465, 18 January 1944, subject, Meaning of the clause "subordinate, incidental, or preparatory to work of a professional, scientific, or technical character," in Section 5 of the Classification Act of 1923, as amended.

2. The contents of the attached Circular will be incorporated in Civilian Personnel Regulation No. 20.

(A. G. 248 (31 Jan 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

1 Incl.
Civil Service Commission Departmental Circular No. 465.

DECLASSIFIED
Authority NND 883078

24-69298ABCD-39,300

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

January 18, 1944

PCD:IB:ks

DEPARTMENTAL CIRCULAR NO. 465

SUBJECT: Meaning of the clause "subordinate, incidental, or preparatory to work of a professional, scientific, or technical character", in Section 5 of the Classification Act of 1923, as amended.

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

With the exception of two groups, Section 5 of the Classification Act excludes from that act workers in recognized trades and crafts and skilled and semi-skilled laborers. The two groups which are included within the purview of the act are:

- (a) those who work under the direction and control of the custodian of a public building, that is, Crafts, Protective, and Custodial positions involving the regular maintenance, operation or custody of public buildings and equipment, and
- (b) those who perform work which is "subordinate, incidental, or preparatory to work of a professional, scientific, or technical character".

The purpose of this circular is to explain what is meant by work which is "subordinate, incidental, or preparatory to work of a professional, scientific, or technical character".

Positions in recognized trades and crafts (apprentice, helper, and journeyman) and in skilled or semi-skilled manual work, having duties falling within the meaning of the clause quoted from Section 5 of the act include only those positions, the incumbents of which directly assist and work closely with professional, scientific, or technical personnel in carrying out professional, scientific, or technical projects, characteristic of which are engineering practice, or scientific or technical testing, experimentation, and research. General prior or overall control of design or objectives by professional or scientific workers is not sufficient to include crafts or skilled positions within the act. The language of the quoted clause implies the concurrent or intermittent commingling of effort, or the close association of the professional or scientific workers on the one hand and the craftsmen or skilled manual

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workers on the other in the joint accomplishment of a task or sequence of tasks. The relationship must be such as to afford opportunity for mutual work upon the finished product throughout the sequences of tasks involved in the creation of that product. When the craftsman's work begins where that of the professional or scientific worker ends in the work process, this relationship is usually absent. Similarly in assembly line or mass reproduction this relationship would rarely if ever exist.

Typical examples of work coming within the quoted clause and therefore under the Classification Act are: the construction by an instrument maker of an instrument or piece of apparatus particularly fitted to be used by a professional or scientific worker in testing or experimentation or the construction, repair, or maintenance of equipment used by a professional or scientific staff in a testing or research laboratory or unit.

Examples of positions falling outside the quoted clause and therefore outside the Classification Act are apprentice, helper, or journeyman positions and skilled and semi-skilled positions involving the performance of quantity lithographic reproduction processes, such as presswork, transferring, photolithography, platemaking, lithographic drafting or engraving on glass negatives, or copper, zinc, aluminum, or stone plates, and lithographic type composition.

This meaning of the clause "subordinate, incidental, or preparatory to work of a professional, scientific, or technical character" is consistent with a decision of the Comptroller General, 10 Comp, Gen. 142, 144, September 19, 1930, in which he commented that the quoted clause "has relation more particularly to the few assistants of individual professional, scientific, or technical men, and should not be considered as relating to an entire force of subordinates in the trades or crafts under a bureau or office simply because the duties and responsibilities of the supervisory officials may be professional, scientific, or technical in character."

By direction of the Commission:

Very respectfully,



L. A. Moyer
Executive Director
and Chief Examiner

CIVILIAN PERSONNEL CIRCULAR)
No. 17)

WAR DEPARTMENT,
Washington 25, D. C., 2 February 1944.

Statement of policy concerning employment of minors under 18 years of age *.--1. Some War Department installations in labor shortage areas have found it expedient to employ minors under 18 years of age. Wherever this practice is followed, interference with the public requirements for the education of minors must be avoided, regardless of the need for labor. In addition, special attention should be given to the health and safety of young workers. To this end the following directions are given as War Department policy for all employment of minors under 18 years of age within the continental limits of the United States, including Alaska. Arrangement for employment of such workers will conform to this policy and any existing arrangements in conflict with it will be revised immediately.

2. General requirements.--The administration of the program for employment of youth under 18 will be a special responsibility of the personnel officer. This circular sets forth only basic points to be observed. The personnel officer will set up any further standards which the local situation may require.

a. No person under 16 years of age will be employed by a War Department installation.

b. A letter of parental consent to employment will be filed in the 201 file of each minor under 18 employed. An age certificate will also be required, and filed in the 201 file. Such certificates may be furnished by the public school through cooperation with the Civil Service Commission or United States Employment Service, and attached to the worker's application, Civil Service form.

c. Determination as to whether an occupation is suitable for minors under 18 will be made by the medical officer of the installation when requested by the personnel officer. In all cases, however, no minors will be employed in hazardous occupations. Hazardous occupations will include those which have been so declared by the Children's Bureau:

- (1) Work in or about plants manufacturing explosives.
- (2) Motor vehicle driver or helper on motor vehicle.
- (3) Work in or about coal mines, with certain exceptions.
- (4) Logging and sawmilling, with certain exceptions.
- (5) Operation of power-driven woodworking machines.
- (6) Work involving exposure to radioactive substances.
- (7) Other activities that may be so defined by the Children's Bureau under the Fair Labor Standards Act.

d. Where a number of students or other young workers are employed, the installation has the responsibility for checking periodically on the health of such employees and for giving special attention to the maintenance of

*This circular is in accordance with the principles prescribed in the "Statement of Policies and Standards Governing the Nonagricultural Employment of In-School Urban Youth under Eighteen Years of Age," issued jointly 3 September 1943, by the War Manpower Commission, United States Office of Education, and the Children's Bureau.

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healthful, safe working conditions. Care should be taken to allow adequate rest and meal periods.

e. Evening employment in no case will be permitted between 10 p.m. and 6 a.m. The closing hour ordinarily should be earlier. There should be at least 9 night hours free from employment. Adequate provision for the safety and welfare of minors who work on an evening shift should be made.

f. Work will not be performed on more than 6 days of the week.

g. Wages for minors under 18, whether such workers are employed on a full-time or a part-time basis, will be determined as for adults doing similar work. In the War Department, such wages will be set either in accordance with the Classification Act, or in accordance with prevailing rates of pay, through wage board procedure.

3. Employment of school children.--The following regulations will represent minimum standards to be observed in employing in-school youth. In many cases, individual adjustments will be necessary where maximum hours of work are too strenuous. In no case, however, will these standards be lowered or relaxed.

a. Daily hours of work will not exceed 4 on school days and 8 on Saturdays. The maximum work week will be 28 hours. Combined hours of school sessions and work will not exceed 9 a day. Transportation factors should be taken into account, hours of work being shortened where an unusually long period is required in going to and from work.

b. Minors attending school will be given part time appointments made in accordance with Civilian Personnel Regulation No. 145.1, Part time employment. All such employments will be limited to a term of less than 1 year. The daily and weekly tour of duty for such employees will be fixed as a definite number of hours, and in no case will more hours be worked.

c. Every effort will be made to avoid recruitment or retention on a full-time basis of minors under 18 who have not finished high school training.

d. All recruitment and employment on a part-time basis of minors under 18 who are attending school will be conducted with the specific approval of the appropriate public school authorities and the United States Civil Service Commission or United States Employment Service. Such labor will be employed only where the Civil Service Commission or United States Employment Service has certified that adult labor is unavailable for the jobs in question.

e. The personnel officer will make a survey of occupations, and, in cooperation with the Civil Service Commission or United States Employment Service and the school authorities, determine those for which in-school students may be used. In general, students will not be used for work--

- (1) Which interferes with full-time school work;
- (2) In a manufacturing occupation;
- (3) In any way dangerous or unusually strenuous.

Checking, shipping, clerical work, messenger service, etc., are examples of occupations appropriate for such workers.

4. In addition to the foregoing standards, War Department installations will conform with Federal and State child-labor laws and local municipal ordinances dealing with school attendance and child labor having jurisdiction over the respective areas in which the installations are located.

5. Attention is directed to The Adjutant General's Memorandum, AG 680.42 (7-15-41) MB-M, 16 August 1941, on related aspects with reference to minors, subject, "Activities of Children in Army Camps."

(A.G. 230.1402 (2 Feb 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

DECLASSIFIED
Authority NO 883078

PAY OF WD EMPLOYEES
RETURNING TO US

(CP Cir. 18)

CIVILIAN PERSONNEL CIRCULAR)
No. 18)

WAR DEPARTMENT,
Washington 25, D. C., 3 February 1944.

Section
Final salary payment for civilian employees of War Department
returning to United States from oversea stations ----- I
Payment of travel vouchers of civilian employees returning
from oversea stations ----- II

I--Final salary payment for civilian employees of War Department
returning to United States from oversea stations.--1. Scope.--The pro-
visions of this circular will apply to all War Department civilian per-
sonnel except--

a. Employees of contractors, and
b. Civilian employees of the Transportation Corps on vessels op-
erated by the War Department in accordance with paragraph 4, AR 55-305.
The Chief of Transportation will issue such regulations as may be nec-
essary to implement this procedure for marine personnel.

2. A procedure has been established to facilitate the payment of
salaries due civilian employees of the War Department being returned to
the United States for termination of employment:

a. Oversea stations returning civilian personnel through stations
listed in paragraph 3 will adhere to the procedure prescribed below.

b. Where civilian personnel are returned via air and not through
those stations listed in paragraph 3 oversea stations may prepare and
effect final salary payment or follow the procedure outlined below,
whichever is more practicable. When final salary payments are to
be made by oversea stations, the employees concerned will be so
notified. Lump sum payments of final salary are not authorized.
The proportionate amounts due each pay period will be paid.

3. The following War Department ports of embarkation in the
United States will effect final salary payments when provided with
the necessary authorization and information:

- a. Boston Port of Embarkation, Boston, Mass.
- b. Charleston Port of Embarkation, Charleston, S. C.
- c. Hampton Roads Port of Embarkation, Newport News, Va.
- d. New Orleans Port of Embarkation, New Orleans, La.
- e. New York Port of Embarkation, 1st Avenue and 58th
Street, Brooklyn, N. Y.
- f. San Francisco Port of Embarkation, Fort Mason, Calif.
- g. Seattle Port of Embarkation, Seattle, Wash.
- h. Los Angeles subport of Embarkation, Los Angeles, Calif.

4. Procedure.--a. The appropriate authority at the oversea station
will authorize the appropriate War Department station listed in para-
graph 3 to prepare pay rolls for salary due by furnishing the following
to that station:

- (1) Three copies of Form CP-50 (Report of Field Personnel Action)
(copy attached) executed by the oversea station.

(CP Cir. 18)

- (a) "Effective Date", item No. 3, will be "Upon Expiration of Annual Leave."
 - (b) The "Remarks" will contain a statement indicating the amount of accrued annual and sick leave to date of employees' departure from overseas station.
 - (c) In transmitting copies of Form CP-50 to the appropriate station, request will be made for the commanding officer of such station to set the effective date of termination, including all leave due the employee after the employee arrives at his destination stated in the travel orders. No charge will be made to annual leave while the employee is in official travel status.
 - (d) Reason for termination.
 - (e) If Forms CP-50 are not available, necessary information will be submitted by letter.
- (2) Copy of travel orders, which will contain in addition to the usual information found therein, the following:
- (a) Designation of position, grade, salary, including base and overtime, and all authorized pay roll deductions, such as retirement, withholding tax, and allotments.
 - (b) Established tour of duty, showing number of hours per day and per week worked at straight time and overtime.
 - (c) Payment data, including voucher number, disbursing officer and symbol last paid by, and date through which last paid.
 - (d) Finance Department General Allotment and the appropriation to which such payment of salary is chargeable.
 - (e) The amount of accrued annual and sick leave earned to date of departure.
 - (f) Destination to which return transportation is authorized at Government expense.
 - (g) Authorization for one of stations listed in paragraph 3 to prepare and certify pay roll for final salary payments chargeable to the allotment (procurement authority) of the overseas station.
- (3) Copy of contract or agreement of conditions of employment.
- b. The appropriate authority at the overseas station will complete the following actions:
- (1) If the person has made out an allotment, W.D., A.G.O. Form No. 30 (Notification of Discontinuance of Allotment) will be completed at the overseas station. One copy will be sent direct to the Office of Dependency Benefits, Newark, New Jersey, with directions to remit acknowledgment of such discontinuance to the station in the United States effecting final payments and one copy to the overseas station. "Notice of Discontinuance" to Office of Dependency Benefits will ordinarily be made via radiogram with W.D., A.G.O. Form No. 30 as a follow-up.
 - (2) The employee will be informed of the above actions, of the

station designated to handle final salary payment, and of the procedure prescribed in c(1) below to secure payment.

- c. The employee will--
- (1) Report to the appropriate War Department station in the United States authorized to effect payment for terminal annual leave and present copy of travel orders, or communicate with station by mail inclosing copy of travel orders and advise address to which checks should be mailed.
- d. The designated station in the United States will--
- (1) Upon receipt of authorization and pay roll information from oversea station and upon receipt of copy of travel orders from employee and notification from employee of address to which checks should be mailed, prepare at the end of each pay roll period a W. D. Form 43 and 44, and other necessary documents covering payments due the employee and submit same to local disbursing officer. All necessary information will be entered in the heading of W. D. Form 43, and under "explanations" will be entered "Final pay - oversea service," and reference will be made to the authorization of such pay by date. Such payment will be charged to the appropriate oversea theater appropriation.
 - (2) Report to the oversea stations at the beginning of each month the names of employees being carried on the rolls for purposes of final pay and the funds expended for the past month. This will include the date of termination of employment occurring during the month for each employee.
 - (3) Set the effective date of termination to include terminal annual leave due the employee and insert same on copies of Form CP-50. One copy of Form CP-50 will be forwarded to the Civil Service Commission, Washington, D. C., and one copy given to the employee.
 - (4) After the last pay period, prepare a Form W. D. 51 for retirement deductions withheld from final salary payments and remit form to the Civilian Retirement Records Branch, Adjutant General's Office, Temporary Building X, Washington 25, D. C. The "Remarks" block on Form W. D. 51 will bear the notation "Final pay - oversea service."
 - (5) Prepare Treasury Department Form W-2, (Statement of Income Tax withheld on Wages) if withholding of tax is made.
- e. Pay roll deductions from final salary payments.
- (1) Retirement deductions--Will be made from salaries for terminal leave if deductions were made at the oversea station.
 - (2) Withholding tax--Deductions will be made from salaries for terminal leave only when withholding was made at the oversea station.
 - (3) Bonds--Bond reservations will be canceled at the oversea station before the employee returns to the United

States. No bond deductions will be made from final salary payments.

- (4) Allotments--Deductions for allotment will be continued until acknowledgment is received from the Office of Dependency Benefits (see b(1) above) that "Notification of Discontinuance of Allotment" has been received, as required by AR 35-5520. The Office of Dependency Benefits will advise the date to which the allotment has been paid and will authorize the repayment to the employee of any pay in excess of allotment paid.

II--Payment of travel vouchers of civilian employees returning from overseas stations.--1. War Department stations listed in paragraph 3, section I, will assume responsibility for certifying travel vouchers of civilian employees traveling to the United States on orders from overseas stations.

2. A responsible officer of the overseas station will--
- a. Authorize the appropriate station listed in paragraph 3, section I, by specific designation in travel orders to certify vouchers for travel pursuant to the travel orders issued by the overseas station.
 - b. Furnish the station in the United States with--
 - (1) A copy of the travel order.
 - (2) Date employee entered on travel status.
 - c. Advise employee as to station authorized to certify travel voucher.

3. The employee will prepare travel voucher and submit same with a true copy of travel orders to appropriate station in the United States for approval.

4. The certifying officer of the station in the United States will check and approve the voucher, and submit to a local disbursing officer for payment.

(A. G. 248 (3 Feb 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

Official:

J. A. ULIO,
Major General,
The Adjutant General.

1 Incl.
Form CP-50.

CIVILIAN PERSONNEL CIRCULAR)
No. 19)

WAR DEPARTMENT,
Washington 25, D.C., 5 February 1944.

Approval of W.D. Form No. 43 - IBM, Individual Earnings Record.--

1. Attached is a reduced copy of W.D. Form No. 43 - IBM which has been prescribed by the Comptroller General of the United States in his letter, 14 December 1943, A-51624, as the form to be used in pay roll offices using International Business Machine tabulating equipment. The size of the form will be $10\frac{1}{2}$ by $16\frac{1}{2}$ inches. Requisitions for this form should be submitted through regular supply channels.

2. This circular will not be interpreted as an indorsement by the War Department for using International Business Machine tabulating equipment in pay roll offices, but prescribes a form to be used where such equipment is in use. See CPR 120.17-2.

(A. G. 315 (5 Feb 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

1 Incl.

W.D. Form No. 43 - IBM, Individual Earnings Record.

DECLASSIFIED
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EMPLOYEE NUMBER	Employees Last Name						First Name		Middle Name		Ent'd. on Duty		Oath of Office		Birth		Soc. Sec. No.		Force - Service - Command			CARD NUMBER				
	Employees Address										Street										Designation of Installation					
	Employees Address										Town					State					Division or Section					
	Name of Spouse																				Location					
	APPOINTMENT AND STATUS CHANGES										FEDERAL TAX					WAR BOND AUTHORIZATIONS										
Eff. Date	Date Action	Type Action	Designation			Grade	Rate	Date	Status Code	Effective Date	Pur. Price	Amt. Deduct	Code	Name(s) and Address(es) of Payees												
Date PAYROLL No.										SCHEDULE OF NORMAL PAY AND DEDUCTIONS										DISBURSING OFFICER - SYMBOL NUMBER						
CODE	PAY PER		REGULAR SALARY		OVERTIME		DEDUCTIONS					NET AMT. PAID	WAR SAVINGS BOND		VOUCHER		EXPLANATION									
	Mo.	Day	Time	Amount	Time	Amount	Fed. Tax	Retir m't.	Code	Other	Bond		Purchases (or Refunds)	Balance	Number	Mo.										

DECLASSIFIED
 Authority: JWD 883078

CIVILIAN PERSONNEL CIRCULAR)
No. 20)

WAR DEPARTMENT,
Washington 25, D. C., 9 February 1944.

Equal compensation for equal work, irrespective of sex.--Section II, Civilian Personnel Circular No. 26, 6 September 1943, is rescinded and the following substituted therefor:

1. The policy of War Department wage administration is to pay equal compensation for equal work. The manpower demands of the war emergency have made it necessary and advisable to employ an increasing number of women in war jobs which had previously been considered open only to men. General Order No. 16, National War Labor Board, 24 November 1942, provides:

"Adjustments which equalize the wage or salary rates paid to females with the rates paid to males for comparable quality and quantity of work on the same or similar operations, and adjustments in accordance with this policy which recognize or are based on differences in quality or quantity of work performed, may be made without approval of the National War Labor Board."

2. Inequalities in the pay of women employees of the War Department will therefore be adjusted in accordance with the above order. Report will be submitted through channels to the War Department Wage Administration Agency in all cases in which the wage rates of female employees are adjusted to equalize them with the rates of male employees. Such rate adjustments will be subject to review by that agency.

(A. G. 248.3 (9 Feb 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

DECLASSIFIED
Authority NWD 883078

CIVILIAN PERSONNEL CIRCULAR)
No. 21

WAR DEPARTMENT,
) Washington 25, D. C., 21 February 1944.

Reports of personnel actions, form of employee's name.--1. The Department is in receipt of a letter from the Civil Service Commission calling attention to difficulties arising from inconsistency in the form of employees' names on Forms CP-50 and AC-CP 50. For example, an employee's name may appear as John J. Smith on the certificate or authorization for appointment, but his appointment instrument identifies him as John Joseph Smith, and later J. Joseph Smith is used on a report of promotion or separation. Since the Commission maintains approximately 5 million individual service records, it is imperative that the employee's name be consistent in form on all documents which must be identified for filing with the employee's service record.

2. Accordingly, personnel officers should exercise care to assure that the employee's name is consistent on all such documents, including application for employment (Standard Form No. 57 or No. 60) and subsequent reports of personnel actions. The form of name may follow either of two patterns; first name, middle initial, last name, or first initial, middle name, last name, so long as consistency is observed.

3. The Civil Service Commission has indicated that reports of personnel actions which do not conform to the above instructions will be returned to the employing station for correction.

(A.G. 230.7 (21 Feb 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

DECLASSIFIED
Authority NND 883078

CIVILIAN PERSONNEL CIRCULAR)
No. 23)

WAR DEPARTMENT,
Washington 25, D.C., 25 February 1944.

	Section
Preparation and submission of 1943 Individual Earnings Records (W.D. Forms No. 43) for audit	I
Disposition of civilian pay roll files, deactivated stations	II
Submission of Retirement Report (W.D. Form No. 51) on furloughed employees	III

I--Preparation and submission of 1943 Individual Earnings Records (W.D. Forms No. 43) for audit.--1. Civilian Personnel Regulation No. 120, Payment of Civilian Personnel, 13 December 1943, provides complete instructions for the maintenance of pay records and final forwarding of Individual Earnings Records to the Army Regional Accounting Offices for audit by the General Accounting Office (see CPR 120.14-6 and 120.9-7). The Individual Earnings Records maintained for the year 1943 must be submitted to the Army Regional Accounting Office prior to 1 May 1944. To facilitate the audit and to hold exceptions to a minimum, it is necessary that the Individual Earnings Records be in as good a condition and as complete as is practicable. The Individual Earnings Records should be carefully checked prior to shipment to the Army Regional Accounting Office for the following items:

- a. Employee's name. Last name, first name, middle name or initial.
- b. Social Security number.
- c. Name and address of the installation.
- d. Dates of entrance on duty and oath of office.
- e. Tax exemption status.
- f. Appointment and status changes. Dates of action, effective dates, types of action, and designation. Grades and rates must agree with or be reconciled to pay entries.
- g. Explanations. This block must contain a complete explanation of every pay entry which is a variation from normal or standard pay. Each explanation should be keyed to the proper entry. Explanations should be brief, but must be clear and complete. All L.W.O.P. and A.W.O.P. dates must be shown in accordance with CPR 120.9-4d(2) (p. 95).
- h. War Bond authorizations. Information in this block must be complete and show all authorizations and/or cancelations.
- i. War Bond record. The serial numbers of all bonds issued to the employee must be shown. Where the war bond account was maintained on a separate record, this record will be stapled to the Individual Earnings Record.
- j. The disbursing officer's symbol number, voucher number, and month of payment must be shown.
- k. The Individual Earnings Records must be properly closed and totaled. The yearly totals for columns 6 to 22, inclusive (except columns 7, 9, and 17), must be shown. Where quarterly and semi-annual

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totals have not been entered, it will be satisfactory to enter only the yearly totals.

2. After it has been determined that the Individual Earnings Records contain all the required information and have been totaled and balanced for the year, all Individual Earnings Records active, inactive, and copies for deceased and mentally incompetent employees (the originals having been transmitted with the claim to the General Accounting Office) for the entire year must be arranged in one strict alphabetical order regardless of pay roll arrangement. The Individual Earnings Records will then be serially numbered in the black-bordered box titled "Card No."

3. Individual Earnings Records Certification (now called the Individual Earnings Records Summary Control (W.D. Form No. 61) (see CPR 120.11), after being balanced with the Individual Earnings Records, must be submitted in triplicate. At least the original must be signed by the certifying and disbursing officers.

4. The Individual Earnings Records must be carefully packed. All packages must be clearly identified to the total shipment. For example, if it were necessary to pack the Individual Earnings Records in four packages, the packages would be numbered as follows: "1 of 4", "2 of 4", "3 of 4", and "4 of 4". The Individual Earnings Records Certification (all three copies) and a letter of transmittal will be included in package No. 1 if there is more than one package. Careful consideration should be given to the size and weight of the package to determine the best method of transportation, but the certifying officer should ascertain that the method of shipment to be used requires signature of receipt by the Army Regional Accounting Office.

5. Each package is to be clearly marked as follows:

Civilian Pay Roll Records.

6. Address each package as follows:

Regional Representative, Civilian Pay Roll Administration
Section, Office of Fiscal Director, Army Service Forces,
c/o Army Regional Accounting Office, (Address of Army
Regional Accounting Office to which records are to be
sent, see CPR 120.14-6.)

II--Disposition of civilian pay roll files, deactivated stations.--1. CPR 120.14-6c requires that all pay records (see CPR 120.14-2) of deactivated stations will be sent to the appropriate Army Regional Accounting Office immediately after deactivation and completion of all payments due the employees.

2. Prior to publication of CPR 120, acting under the provisions of paragraph 7f(1), Circular No. 133, War Department, 1943, deactivated stations shipped their Individual Earnings Records with the Individual Earnings Records Certification to the Reconciliation and Clearance Division, General Accounting Office, Washington 25, D. C. These are

now being turned over to the appropriate Army Regional Accounting Office for audit by the General Accounting Office.

3. To permit audit by this agency and to aid in the removal of objections found as a result of the audit, higher echelons to whom the pay roll files have been turned over by the deactivated stations will immediately transmit these files to the appropriate Army Regional Accounting Office (see CPR 120.14-6d) with a letter of transmittal giving all information necessary to identify these files to the Individual Earnings Records previously transmitted to the General Accounting Office.

III--Submission of Retirement Report (W.D. Form No. 51) on furloughed employees.--1. Attention is directed to Civilian Personnel Regulation 120.7-4b(4) which provides that a report on W.D. Form No. 51 should not be submitted to the headquarters retirement office for employees who have been furloughed until the periodic reports are called for.

2. Attention is also directed to section I above regarding the transmittal of the Individual Earnings Records to the appropriate Army Regional Accounting Office prior to 1 May 1944. Certifying officers should ascertain that Forms No. 51 have been prepared on all furlough cases which were processed during the last 6-month period of 1943.

3. Inasmuch as the Individual Earnings Records are the source for obtaining the information required on the W.D. Forms No. 51, hereafter such reports should be prepared at the time the furlough is effected and retained in file until the next periodic report is made.

(A.G. 248 (24 Feb 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

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Authority NND 883078

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3. To permit audit by this agency and to aid in the removal of objections found as a result of the audit, higher echelons to whom the pay roll files have been turned over by the deactivated stations will immediately transmit these files to the appropriate Army Regional Accounting Office (see CPR 120.14-6d) with a letter of transmittal giving all information necessary to identify these files to the Individual Earnings Records previously transmitted to the General Accounting Office.

III--Submission of Retirement Report (W.D. Form No. 51) on furloughed employees.--1. Attention is directed to Civilian Personnel Regulation 120.7-4b(4) which provides that a report on W.D. Form No. 51 should not be submitted to the headquarters retirement office for employees who have been furloughed until the periodic reports are called for.

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3. Inasmuch as the Individual Earnings Records are the source for obtaining the information required on the W.D. Forms No. 51, hereafter such reports should be prepared at the time the furlough is effected and retained in file until the next periodic report is made.

(A.G. 248 (24 Feb 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

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(CP Cir. 27)

CIVILIAN PERSONNEL CIRCULAR)
No. 27)

WAR DEPARTMENT,
Washington 25, D. C., 9 March 1944.

Employment of part time personnel.--1. Attached for the information and guidance of civilian personnel officers is Civil Service Commission Departmental Circular No. 468, 24 February 1944, subject as above.

2. Departmental Circular No. 468 amends Departmental Circular No. 389, Revised, 10 July 1943. The provisions of Departmental Circular No. 389 are incorporated in Civilian Personnel Regulation No. 145, 13 July 1943, Part time and intermittent employment.

3. Departmental Circular No. 468 will be effective throughout the Department pending appropriate revision of CPR 145.

(A. G. 230.14 (9 Mar 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

1 Incl.

Civil Service Commission Departmental Circular No. 468.

24-75156ABCD-39,300

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Authority NND 883078

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

February 24, 1944
XS:SHK:alb

DEPARTMENTAL CIRCULAR NO. 468

(Amends Departmental Circular No. 389, Revised, of July 10, 1943)

SUBJECT: Employment of part-time personnel

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

In order to simplify procedure for converting to full-time the appointments of part-time personnel who may become available for full-time employment, sections 3 and 8 of Departmental Circular No. 389, Revised, are hereby amended as follows: (new material underscored)

"(3) Nature of appointments

Where persons who apply for part-time employment are equally qualified with the best qualified persons available for full-time employment, they will be certified for Temporary War Service Appointments Not to Exceed One Year (Full-time). Persons so certified may be appointed for part-time duty. Section 6 does not apply to persons so certified and their working hours may be fixed at the discretion of the appointing agency subject to existing provisions of law, Executive Orders, and Comptroller General's decisions.

Where persons who apply for part-time employment are fully qualified out are not equally qualified with the best qualified available for full-time duty, their appointments will be authorized as Temporary War Service Appointments Not to Exceed One Year (Part-time)."

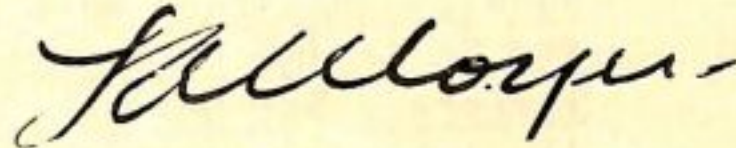
"(8) Change-in-Status

- a. The following changes-in-status will require prior approval of the Commission:
 1. Any change-in-status of a part-time employee involving a change in grade or duties.
 2. Any change-in-status of a part-time employee to full-time, whether or not a change in grade or duties is involved, except as indicated in b-2 and b-3 immediately below.
- b. The following changes-in-status will not require approval of the Commission:

1. An intra-agency transfer of a part-time employee to another part-time position not involving a change in grade or duties.
2. A change-in-status of a part-time student employee to temporary full-time for any period during which the school he attends is not in session, provided no change in grade or duties is involved. (In this connection see Departmental Circular No. 460)
3. A change-in-status to full-time work of a part-time employee whose appointment was originally authorized as "Temporary War Service Appointment Not to Exceed One Year (Full-time)," provided no change in grade or duties is involved, and provided further that no extension of the duration of the original appointment is made without prior approval of the Commission."

By direction of the Commission:

Very respectfully,



L. A. Moyer
Executive Director
and Chief Examiner

CIVILIAN PERSONNEL CIRCULAR)
No. 29)

WAR DEPARTMENT,
Washington 25, D. C., 16 March 1944.

Approval of personnel action.--Paragraph 2, Civilian Personnel Circular No. 69, 16 December 1943, is rescinded and the following substituted therefor:

2. Civilian personnel actions (Form CP-50, AC-CP-50) must be signed by the official of the installation who is authorized in writing to approve personnel actions. Such authority must originate from a delegation of authority from the commanding general of the appropriate force, service, or command to the official exercising the command function at the installation; such officials may authorize in writing subordinates (preferably by position title) to sign personnel actions provided the delegation from the force, service, or command authorizes such action. In any event, if a subordinate is authorized by an official in command to sign personnel actions, he must sign his own name personally "For the Commanding Officer," or "By Order of the Commanding Officer," etc. The subordinate will not authorize another individual to sign in his place, except when the individual is acting in his position because of his absence from duty.

(A.G. 230 (16 Mar 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

DECLASSIFIED
Authority NND 883078

CIVILIAN PERSONNEL CIRCULAR)
No. 30)

WAR DEPARTMENT,
Washington 25, D.C., 20 March 1944.

Tuberculosis--standard for determining as to employability of persons with a history of.--1. Attached is Civil Service Commission Departmental Circular No. 472, 3 March 1944, subject as above, for the information and guidance of all concerned. Appointing officers are responsible for determining that appointees fulfil physical requirements for positions to which they are being appointed, and in doubtful cases should consult with the medical officer located in the appropriate Civil Service regional office, or with the Medical Division of the Civil Service Commission, Washington 25, D.C. see CPR 35.1-4.

2. Appointing officers at field installations may obtain a limited supply of Form 4434 by contacting the appropriate Civil Service Commission regional office. Appointing officers in the Departmental Service in Washington may obtain a small supply from the Civil Service Commission (extension 3076).

(A.G. 710 (9 Mar 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

1 Incl.

Civil Service Commission Departmental Circular No. 472.

UNITED STATES CIVIL SERVICE COMMISSION
Washington 25, D. C.

March 3, 1944
M:ARB:MBK

DEPARTMENTAL CIRCULAR NO. 472

TO: HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Tuberculosis - standard for determining as to employability of persons with a history of

The Commission's physical standard covering persons with active tuberculosis (or who have a history of that condition) has been:

"Persons with tuberculosis may be admitted to examination, but they will not be certified for appointment until (1) the condition has been arrested for at least 1 year, and (2) the general health is good."

This requirement has been amended to conform to the classification of the National Tuberculosis Association of an arrested case which is as follows:

Arrested Case:

- (1) Constitutional symptoms absent.
- (2) Sputum, if any, must be concentrated and found microscopically negative for tubercle bacilli.
- (3) Lesions stationary and apparently healed according to x-ray examination; no evidence of pulmonary cavity.
- (4) These conditions shall have existed for a period of six months, during the last two of which the patient has been taking one hour's walking exercise twice daily, or its equivalent.

The above new standard with regard to arrested cases applies to Federal employments where the work is light, sedentary or moderate and where the employment is not subject to unusual hazards of temperature, humidity or dusts or other air contamination. Generally this requirement will apply to desk and sedentary types of positions. For arduous duty positions a longer period of arrest may be required depending upon history of amount of disease, recommendations of private physician or hospital, and the opinion of Federal medical examiner who reviews case.

If an application discloses a history or other evidence of tuberculosis and the applicant cannot meet the above standard, the Commission will accept the application. However, referral will not be made until medical evidence

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Authority: JMO 88-3078

based on the above criteria is furnished by the applicant that the condition is arrested and that consequently the employment of the individual will not constitute a hazard to himself, fellow employees or others in accordance with provisions underscored in preceding paragraph.

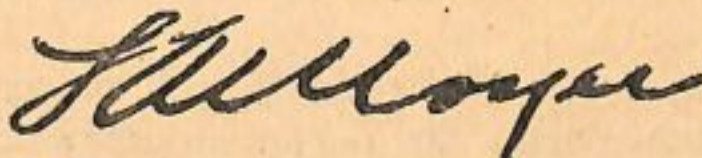
A special form, No. 4434, sample attached, must be executed to determine the condition. Limited quantities of this form will be furnished upon request by calling the Office Services Division, Civil Service Commission, extension 3076. The fee for this examination must be paid by the applicant where made by a private doctor of medicine.

When a history of tuberculosis is disclosed at any stage in processing of a case, the special form must be secured and approved before either certification or appointment. In cases where a history of tuberculosis is not disclosed until the case is processed for appointment the special form must be executed and approval given by either the medical officer of the employing agency or, upon request, by the medical officer of the Commission's central office or regional office, before appointment can be made. The special form must be completed and approved as outlined above, even though the regular medical certificate has been submitted. Ordinarily only one filing of the form will be required in order that the applicant may not be put to unnecessary expense.

The new procedure will be effective one month from the date of issue of this circular. Inquiries concerning procedure under this circular should be referred to the Medical Division, Civil Service Commission, extension 3008.

By direction of the Commission:

Very respectfully,



L. A. Moyer
Executive Director
and Chief Examiner

CIVILIAN PERSONNEL CIRCULAR)
No. 31)

WAR DEPARTMENT,
Washington 25, D. C., 24 March 1944.

Employment practices in compliance with War Manpower Commission policies.--1. Attached hereto for the information and guidance of civilian personnel officers is the Civil Service Commission Departmental Circular No. 442, Supplement No. 3, 13 March 1944, to which is attached War Manpower Commission Regulation No. 5, Revised.

2. Civilian Personnel Circular No. 49, 4 November 1943, including attachments thereto, is rescinded. Special attention is directed to Civilian Personnel Circular No. 70, 21 December 1943, concerning the furnishing of statements of availability in cases of undue personal hardship (Section 906.5 (c) (2) (1) of the attached Regulation).

[A. G. 230.14 (24 Mar 44)]

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

1 Incl.

Civil Service Commission Departmental Circular No. 442, Supplement No. 3.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

March 13, 1944

X:ER

DEPARTMENTAL CIRCULAR NO. 442, Supplement No. 3

SUBJECT: Employment Practices in Compliance with War Manpower
Commission Policies.

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

There is transmitted herewith War Manpower Commission Regulation No. 5, Revised, effective on and after March 13, 1944, which governs appeals. The new regulation supersedes the original regulation which was an attachment to Departmental Circular No. 442, issued October 19, 1943.

By direction of the Commission:

Very respectfully,



L. A. Moyer
Executive Director
and Chief Examiner

Attachment:

War Manpower Commission Regulation No. 5

Title 29 - LABOR

Chapter VII -- WAR MANPOWER COMMISSION

Part 906 - REGULATION GOVERNING APPEALS

[Regulation No. 5]

Pursuant to the authority vested in me as Chairman of the War Manpower Commission by Executive Orders Nos. 9139 and 9279, Part 906, Sections 906.1 to 906.9 inclusive, effective May 22, 1943, entitled "Regulation Governing Appeals," (8 F.R. 6816) is hereby amended, effective March 13, 1944, to read as follows:

Sec.

- 906.1 Right of appeal.
- 906.2 First appeals stage: area level.
- 906.3 Second appeals stage: regional level.
- 906.4 Appeal to the Chairman of the War Manpower Commission.
- 906.5 Effect of appeal on action appealed from or on further action in accordance with decision appealed from.
- 906.6 General provisions.

Authority: Secs. 906.1 - 906.6 inclusive, issued under Executive Order No. 9139, 7 F.R. 2919, Executive Order No. 9279, 7 F.R. 10177, and Executive Order No. 9328, 7 F.R. 4681.

906.1 Right of appeal. Any person who claims that any action taken, action denied, or decision rendered with respect to him, with respect to his employer or with respect to any of his workers, under any War Manpower Commission regulation, program, or policy, is unfair or unreasonable as applied to him, or is inconsistent with any such regulation, program or policy, may appeal from such action or decision in accordance with the provisions of this regulation.

906.2 First appeals stage: area level. (a) To whom appeals taken. In areas for which an Area Manpower Director and an Area Management-Labor War Manpower Committee have been appointed appeals shall be taken to such Committee and hearings shall be afforded before such Committee, or, at the discretion of that Committee, before one or more Area Appeals Committees composed of an equal number of representatives of management and labor (including agricultural representation, as provided in Section 906.6 (h)), selected by the Area Manpower Director from a panel chosen by the Area Management-Labor War Manpower Committee. The Area Director, or his designated representative, shall serve as the non-voting chairman of the Area Management-Labor War Manpower Committee in appeals hearings and of the Area Appeals Committees.

(b) Decision at first appeals stage.

(1) At the first appeal stage, a decision shall be rendered on the merits of the case on the basis of the record of the action from which appeal is taken and the evidence presented at the hearing. The decision by a majority of the Committee

shall be final unless further appeal is taken in accordance with Section 906.3 (a) of this regulation. Members of the Committee may file majority and minority reports. In the event of a tie vote, the case including the complete record thereon, shall be transmitted promptly to the Regional Management-Labor War Manpower Committee for review and decision in accordance with Section 906.3 (b) and (c) of this regulation.

- (2) An area Management-Labor War Manpower Committee may take jurisdiction of, hear and render a decision, which shall supersede any decision rendered by an Area Appeals Committee, on any case assigned by that Committee to an Area Appeals Committee, at any time after the assignment of the case to an area Appeals Committee and prior to the expiration of the period for further appeal or the filing of a further appeal to the Regional Management-Labor War Manpower Committee.

(c) Intermediate appeals stage between area and regional Levels.

A Regional Manpower Director, with the specific approval of the Chairman, may, with respect to an area presenting special problems and for which a duly constituted Management-Labor War Manpower Committee is functioning, provide for an intermediate review stage between the area appeals stage and the regional level. The review of appeals at such an intermediate review stage shall be subject, in all respects, to the procedures and requirements set forth in this regulation with respect to review of appeals at the regional level.

906.3 Second appeals stage: regional level. (a) Who may appeal to regional level. Any person who (i) has a right to appeal as provided in Section 906.1 of this regulation and (ii) has attended the hearing at the area appeal level in person or by a representative, or shows good cause for his failure to attend such hearing, may appeal to the regional level within the time prescribed for taking such appeal. Within the same time, the Area Manpower Director, upon his own initiative, may transmit any case for review at the regional level, after decision at the area level.

(b) To whom appeals taken. Further appeal from decisions at the area appeals level shall be taken to the appropriate Regional Management-Labor War Manpower Committee which may at the discretion of that Committee, act through a Regional Appeals Committee composed of an equal number of representatives of management and labor (including agricultural representation, as provided in Section 906.6 (h)), selected by the Regional Manpower Director from a panel chosen by the Regional Management-Labor War Manpower Committee. The Regional Manpower Director, or his designated representative, shall serve as the non-voting chairman of the Regional Management-Labor War Manpower Committee in appeals cases and of Regional Appeals Committees.

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(c) Decision at second appeals stage.

(1) The Regional Committee shall render a decision on the basis of the record in the case unless, in its judgment a further hearing is necessary to enable the Committee to reach a fair and just decision. If the Committee determines that further hearing is necessary, the Committee may either conduct such hearing itself, or remand the case to the area level for such further hearing. The decision by a majority of the Committee shall be final unless further appeal is taken in accordance with Section 906.4 (a). Members of the Committee may file majority and minority reports. In the event of a tie vote on a case in which a decision has been rendered at the area appeals level, the decision at that level shall be final unless further appeal is taken. In the event of a tie vote at both the area and regional appeals levels, the case, including the complete record thereon, shall be transmitted promptly to the Chairman of the War Manpower Commission for decision in accordance with Section 906.4 of this regulation.

(2) A Regional Management-Labor War Manpower Committee may take jurisdiction of, hear and render a decision, which shall supersede any decision rendered by a Regional Appeals Committee, on any case assigned by that Committee to a Regional Appeals Committee, at any time after assignment of the case to a Regional Appeals Committee and prior to the expiration of the period for further appeal or the filing of a further appeal to the Chairman of the War Manpower Commission.

906.4 Appeal to the Chairman of the War Manpower Commission,

(a) Who may appeal. Any person entitled to appeal from a decision at the area appeals level may appeal from a decision at the regional level to the Chairman of the War Manpower Commission, within the time prescribed for taking such appeal. Within the same time, the Regional Manpower Director, upon his own initiative, may transmit any case to the Chairman of the War Manpower Commission for review, after decision at the regional level.

(b) Taking of jurisdiction by Chairman. The Chairman of the War Manpower Commission may, in his discretion, take jurisdiction of any appeals case at any stage of the appeals process and render a final decision on that appeal.

(c) Final decision by the Chairman. The decision of the Chairman of the War Manpower Commission made after consideration of the record in the case and recommendations submitted by the National Management-Labor Policy Committee, shall be final in all cases.

906.5 Effect of appeal on action appealed from or on further action in accordance with decision appealed from. (a) Effect of appeal. Whenever in the first instance or pursuant to a decision on appeal, the War Manpower Commission or any agent or agency acting on its

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behalf or with its consent, issues a statement of availability to or makes a referral of any worker, neither the appeal or the employer nor any decision on such appeal (other than a final decision finding fraud or misrepresentation on the part of the worker) shall in any way prejudice the right of the worker to whom the statement or referral had been issued to accept new work on the basis thereof, or the right of an employer to retain a worker whom he has hired in reliance upon such statement or referral. In all other cases the taking of an appeal shall suspend the action appealed from pending final decision, unless the Chairman of the Committee to whom an appeal is taken specifically directs otherwise.

(b) Immediate issuance of statements of availability or making of referrals. Except as otherwise provided pursuant to subsection (c) of this section, an individual found to be entitled to a statement of availability or a referral pursuant to a determination of the War Manpower Commission or any agent or agency acting on its behalf or with its consent, or pursuant to any appeal decision, shall be entitled to immediate issuance of such statement or referral notwithstanding any appeal or further appeal from such determination or decision.

(c) Optional procedure with respect to issuance of statements of availability and making of referrals.

(1) Method of exercising option. Any Area Manpower Director, after consultation with his Area Management-Labor War Manpower Committee, may elect to make applicable in his area the procedure described in this subsection with respect to issuance of statements of availability to and making referrals of workers. Such election shall be evidenced by an order issued by the Area Manpower Director, and approved by the Regional Manpower Director, a copy of which order shall be filed with the Chairman prior to the effective date thereof. Such election shall be effective until revoked by further order of the Area Manpower Director, approved and filed in the same manner. Any such election shall have general application in the area, and may not be made with respect to particular cases only.

(2) Procedure governing suspension of issuance of statements of availability and making of referrals.

(1) In and only in any case in which it is determined by the War Manpower Commission, or any agent or agency acting on its behalf or with its consent, that a statement of availability should be issued to a worker on the ground that continuance of his employment would involve undue personal hardship or that referral of the worker should be made to other available employment in which the individual will be more fully utilized in

the war effort, the issuance of such statement of availability or the making of such referral shall be suspended for a period, designated by the Area Director, which shall not be more than three days from the date of notification to the employer of the determination to issue the statement of availability or make the referral.

- (ii) The employer shall be immediately notified of the determination to issue the statement of availability or make the referral. If the employer does not file his appeal, in writing, within the period designated by the Area Director pursuant to paragraph (i) hereof, the statement of availability or referral shall be issued in accordance with such determination without prejudice however, to the employer's right to appeal therefrom on the merits as provided in this regulation. If the employer files his appeal in writing within such period, the issuance of the statement of availability or referral shall be suspended for a further period, designated by the Area Director, which shall not be more than ten days from the date of notification to the employer of the determination to issue the statement of availability or make the referral. If within such designated further period, the case has not been decided at the area level, the statement of availability or referral shall be issued immediately upon the expiration of such period. Except as permitted in this paragraph, no suspension of the issuance of a statement of availability or referral shall be directed or authorized.
- (iii) If the employer, upon notification of a determination to issue the statement of availability or make the referral, indicates that he does not intend to appeal, the statement of availability shall be issued or the referral shall be made immediately; if the employer indicates his intention to appeal but does not perfect his appeal, in writing, within the period designated by the Area Director pursuant to paragraph (i) hereof, the statement of availability shall be issued or the referral made immediately upon the expiration of such period.
- (iv) An Area Director may withhold the application of the procedure set forth in this subsection for suspending the issuance of statements of availability and referrals as regards an employer whom the War Manpower Commission finds, after notice, hearing and final decision, to be arbitrarily and capriciously abusing his right of appeal under this subsection and for so long as such employer fails to satisfy the Area Director that such abuse will be corrected.

906.6 General provisions. (a) Notification of action or decision and right to appeal. Any worker or employer who has a right to appeal from any action or decision shall be notified of such action or decision, and shall be advised at the time of notification of his appeal rights and of the method of taking an appeal, except that this subsection shall be construed to permit reasonable posting or publication of notices in cases in which personal notice is deemed impracticable.

(b) Time for taking appeals. Appeals to the area and regional levels shall be taken within the time prescribed by the Regional Manpower Director, which shall be not less than three and not more than seven days following receipt of notice or posting or publication of notice, as the case may be, of the action or decision. Appeals to the Chairman of the War Manpower Commission shall be taken within seven days following receipt of notice or posting or publication of the notice, as the case may be, of the decision. When notice of the action or decision is given by mail, such notice shall be deemed to have been received on the second day following the date of mailing, and an appeal shall be deemed to have been taken on the date of mailing of a notice that appeal is taken.

(c) Method of taking appeal. Any person entitled to appeal as provided in Section 906.1 of this regulation may give notice of his appeal in person, in writing, or in any other manner which duly apprises the War Manpower Commission of the taking of the appeal.

(d) Notice of hearings and further appeal. The appellant and any other person who following the decision to be made on appeal would be entitled to appeal, shall be given reasonable notice of the time and place of any hearing upon the appeal, and shall be promptly advised of any further appeal.

(e) Appearance by interested persons. Any worker or employer, group or organization of workers or employers, and other persons or organizations who claim to be prejudiced by any action which is the subject of an appeal under this regulation may be permitted by the Chairman of the Committee hearing an appeal from such action to attend and be heard at the hearing.

(f) Right to representation. Any action which any person or organization may take under this regulation may be taken on his behalf by his duly authorized representative.

(g) Consolidation of appeals. Whenever appropriate for the full and expeditious determination of common questions raised by two or more appeals, the Chairman of the Committee to whom such appeals are taken may consolidate them.

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(h) Agricultural management and labor representation. Whenever agricultural employment is involved in an appeal, the Committee before whom such appeal is pending shall include representatives of agricultural management and labor.

(i) Conduct of hearings on appeal. All hearings on appeals shall be conducted informally and in a manner that will best develop the facts, and assure a fair and just decision in the matter, without regard to whether a worker or employer has erred as to the issues involved or as to his grounds for relief.

(j) Decisions based on evidence presented at a hearing. A decision of an appeal made on the record as provided in Sections 906.3 (c) and 906.4 (c) of this regulation shall be made exclusively upon evidence presented at a hearing before a lower appeals committee, but written or oral evidence which is submitted subsequent to a hearing in an appeals case may be considered by the appeals committee which afforded the hearing or on any subsequent appeal, if all the parties agree in writing to the consideration of such evidence, or if such evidence is presented in the course of a subsequent hearing which all parties have been afforded an opportunity to attend, or if such evidence has been requested by the Committee before which the appeal is pending.

(k) Impartial appeals committees. Any person directly interested in the outcome of an appeal shall be disqualified from acting as a member of any appeals committee considering the appeal.

(l) Committee attendance required for consideration of appeals cases. On the hearing of appeals by Regional or Area Management-Labor Committees or by Regional or Area Appeals Committees, an equal number of representatives of management and labor, respectively, shall be present and participate as voting members of the committee.

(m) Interim appeals committees. At any appeals level for which a Management-Labor War Manpower Committee has not been appointed, appeals shall be taken to, and hearings shall be afforded before, an Appeals Committee in the locality composed of an equal number of representatives of management and labor (including agricultural representation, as provided in Section 906.6 (h)), selected by the Regional or Area Manpower Director. A representative designated by the Regional or Area Manpower Director shall serve as the non-voting chairman of the Appeals Committee.

(n) Inapplicability to special appeals. Nothing in this regulation shall be construed as applicable to actions taken or decisions rendered under War Manpower Commission Regulations Nos. 1 and 6, or Executive Order No. 9309, or to transfers between Executive departments or agencies of the Federal Government under Executive Order No. 9243.

(o) Modification of other policies. The provisions of any prior War Manpower Commission policy, program, regulation or other direction, to the extent that they are inconsistent with this regulation, are hereby modified to conform with the provisions of this regulation.

/S/ Paul V. McNutt
Chairman
War Manpower Commission

February 11, 1944

This is to certify that this is a true and correct copy of the original.

Certifying Officer

February 11, 1944

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Authority NND 883078

CIVILIAN PERSONNEL CIRCULAR)
No. 32)

WAR DEPARTMENT,
Washington 25, D. C., 24 March 1944.

Submission of travel vouchers by civilian employees.--1. The General Accounting Office has advised the War Department that travel vouchers for civilian employees are being submitted at intervals other than those prescribed by the Standardized Government Travel Regulations, as amended 30 January 1942.

2. Paragraph 84 of the above-mentioned regulations provides that, unless otherwise required by law, vouchers must be submitted currently for each trip of less than 2 months' duration or for the period ending with the month following the beginning of the travel, or for the period beginning with the month preceding the completion of the travel, but not more frequently than monthly, by calendar month. For travel involving mileage only, amounts claimed for use of personally owned motorcycle or automobile may be vouchered more frequently than monthly when the amounts due aggregate in excess of \$25.

3. Necessary action should be taken to insure that vouchers are not submitted in violation of the provisions of the Standardized Government Travel Regulations. Such action will eliminate the unnecessary additional work and cost involved in preparing, certifying, paying, and auditing of numerous vouchers.

4. The above instructions will be brought to the attention of all concerned.

[A. G. 248.7 (24 Mar 44).]

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

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CIVILIAN PERSONNEL CIRCULAR)
No. 36)

WAR DEPARTMENT,
Washington 25, D. C., 28 March 1944.

Shipment of household goods and personal effects.--1. Administrative Memorandum No. 26, War Department, 23 April 1942, subject, Regulations governing the payment of expenses of transportation of household goods and personal effects, and AR 55-160 publish Executive Order 8588, 7 November 1940, and War Department requirements for shipment of household goods and personal effects. Executive Order 8588 requires that all such shipments, when authorized upon transfer of employees from one permanent duty station to another, shall begin within 6 months of the effective date of the transfer of the employee, unless an extension is granted by the head of the Department.

2. Many instances have come to the attention of the Department wherein employees changing permanent duty stations, though authorized to ship their household goods at War Department expense, have been refused payment for the shipment because of failure to comply with this limit. In most cases, the employee was not aware of this rule. Also, many employees are not aware of the rule requiring that on and after 1 September 1942, and for the duration of the war, only one shipment of household goods at War Department expense will be authorized (see AR 55-160). To prevent future misunderstandings, the following statement should be included in all travel orders for permanent change in duty stations which also authorize the shipment of household goods and personal effects:

The shipment of household goods and personal effects must be effected within 6 months after the date of entrance on duty at the new station, or the approval of the Secretary of War must be obtained through this office within that 6 month period for an extension of such time period. If household goods and personal effects have previously been moved on or after 1 September 1942, at War Department expense, the authority for shipment contained herein is automatically revoked.

(A. G. 524.2 (27 Mar 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

CIVILIAN PERSONNEL CIRCULAR)
No. 38)

WAR DEPARTMENT,
Washington 25, D. C., 3 April 1944.

Per diem rates for civilian employees traveling in oversea theaters.--1. Section 301, First Supplemental National Defense Appropriation Act, 1944, provides:

Sec. 301. Appropriations for the executive departments and independent establishments for the fiscal year 1944 available for travel expenses shall be available for the payment of per diem allowances in lieu of subsistence expenses without regard to the Subsistence Expense Act of 1926, as amended (5 U.S.C. 821-833), to civilian officers and employees of such departments and establishments while traveling on official business outside the continental limits of the United States and away from their designated posts of duty: Provided, That the amount of such allowances shall be determined by the head of the department or independent establishment concerned or by such official as he may designate for the purpose, but shall in no case, notwithstanding any other provision of law, exceed the maximum established by regulations prescribed by the President for the locality in which the travel is performed: Provided further, That the availability of appropriations of the War and Navy Departments with respect to the foregoing shall not be restricted thereby.

2. Travel orders issued to civilian employees of the War Department for travel beyond the continental limits of the United States will specify the rate of per diem in lieu of subsistence which the traveler is to receive, in accordance with the schedules listed in paragraph 3. The per diem allowances provided herein represent the maximum allowable, not the minimum. It is the responsibility of the official authorizing the travel to see that the per diem allowance authorized is not in excess of the maximum, and is below the maximum whenever justified by existing circumstances. The per diem allowance should not be in excess of that necessary to cover authorized expenses. Orders directing civilian personnel to travel to oversea theaters for temporary duty may be amended by the administrative authority thereat to prescribe per diem rates consistent with the policy of the command.

3. The specific localities and maximum per diem rates authorized are as follows:

Locality	Maximum per diem rates
Afghanistan-----	\$ 8.00
Africa (except Egypt)-----	7.00
Egypt-----	9.00
Asia:	
China-----	7.00
India and Ceylon-----	8.00

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Locality	Maximum per diem rates
Australia-----	\$ 6.00
New Zealand-----	6.00
South Pacific Islands-----	6.00
Caribbean Islands-----	7.00
Central America-----	6.00
Europe:	
Portugal and Portuguese Islands of Maderia and Azores-----	7.00
United Kingdom and Irish Free State-----	7.00
Russia-----	12.00
Spain and Canary Islands-----	8.00
Sweden-----	9.00
Switzerland-----	8.00
Iceland-----	10.00
Mexico-----	6.00
Middle East:	
Arabia-----	9.00
Iran-----	9.00
Iraq-----	9.00
Lebanon-----	9.00
Palestine and Transjordan-----	9.00
Saudi Arabia-----	9.00
Syria-----	9.00
Turkey-----	9.00
North America:	
Canada-----	7.00
Newfoundland-----	7.00
Panama-----	7.00
South America (except Venezuela)---	7.00
Venezuela-----	8.00
Other localities-----	7.00
Travel from port of embarkation (including aerial ports of embar- kation) to temporary duty locality and return, or travel between localities-----	7.00

4. The appropriate per diem rate as authorized in the travel orders, not to exceed those maxima shown above, will begin on the first day after the date of arrival in a locality for temporary duty.

5. The provisions of this circular do not apply to marine personnel on vessels operated by the Transportation Corps.

(A.G. 248.7 (1 Apr 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

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CIVILIAN PERSONNEL CIRCULAR)
No. 39)

WAR DEPARTMENT,
Washington 25, D.C., 5 April 1944.

Filling of vacancies by direct recruitment. --1. The President, on 26 February 1944, addressed a letter to the heads of all executive departments and agencies, requesting that special emphasis be given to the employment and reemployment of veterans in the Federal service. In accordance with the policies prescribed in this letter, the Civil Service Commission, in a letter 7 March 1944, requested all departments to assist in the recruitment of qualified personnel by authorizing, wherever possible, the filling of vacancies by direct recruitment. A copy of the Commission's letter is attached hereto. Also attached is Civil Service Commission Departmental Circular No. 477, 29 March 1944, relative to the use of direct recruiting methods.

2. It is requested that all appointing officers take such action as may be necessary to insure compliance with the policies of the President and the Commission's request. It should be noted that the determination of the types of jobs to be filled by direct recruiting is the responsibility of the appointing officer. The Commission will not insist upon direct recruiting authority for unusual types of jobs, that is, either technical or key administrative jobs, nor will it ordinarily insist upon direct recruiting for the filling of any positions in grades above P-1, CAF-5, SP-6, or CPC-7.

3. If the reports required by the Commission's letter of 7 March 1944 have not already been submitted, they should be submitted as soon as practicable after receipt of this circular.

(A. G. 230.04 (4 Apr 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

2 Incl.

Copy of letter from Civil Service Commission.
Civil Service Commission Departmental Circular No. 477.

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Authority NND 883078

CIVILIAN PERSONNEL CIRCULAR)
No. 40)

WAR DEPARTMENT
Washington, 25, D. C., 8 April 1944.

Upward adjustment of salaries under section 8, War Overtime Pay Act of 1943.--1. War Department establishments which have gross inequities in pay between graded and ungraded positions to the point of interference with the prosecution of the war should apply for relief under section 8, War Overtime Pay Act of 1943. Attached are instructions to guide personnel officers in the preparation of requests for adjustments.

2. These instructions indicate relationships which are sufficient bases for requesting such adjustments, and further delineate the requirements established by Civilian Personnel Circular No. 2, War Department, 1943, and Civil Service Commission Departmental Circular No. 425, 24 May 1943, attached thereto. Requests will be submitted in accordance with these instructions in order to eliminate delays.

3. Such data, together with the described substantiating exhibits, will be forwarded in duplicate to the Office of the Secretary of War, through channels. Additional copies should be provided for the other echelons of command which review the request.

(A.G. 248.4 (7 Apr 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

2 Incls.
Instructions.
Sample form outline.

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Authority NND 883078

INSTRUCTIONS

1. Requests for adjustment of salaries of graded positions under section 8, War Overtime Pay Act of 1943, should be organized and presented in accordance with these instructions. A sample form to serve as a model is attached.

2. The following exhibits should be attached to each copy of the request. Two copies of attachments c and e should accompany the original.

Attachments:

a. Attach organization chart of the entire installation, giving the title and a brief description of the functions of each major organization segment.

b. Attach separate charts of each organization segment in which adjustment of entrance salaries of graded positions is requested; include (1) a brief description of the functions of the segment and (2) the number, title, and grade of all authorized and allocated graded and ungraded positions in each segment.

Indicate the graded and ungraded positions between which gross inequalities in pay exist by underlining, checking, or marking in some other distinctive manner. One suggested method is to assign a number to each position on the chart and to its corresponding job sheet.

- c. (1) Submit job sheets for graded positions for which salary adjustments are requested and for the related ungraded jobs. Submit a separate description for each position having materially different duties. When positions having identical duties exist in different organizations, one sheet will suffice if the exact organizational location of each position covered is indicated. Do not use standard job descriptions contained in manuals but instead describe the duties as actually performed. Submit the job descriptions for graded positions on WD Form No. 49 (Classification Sheet), or other authorized forms.
- (2) The job sheets for both graded and ungraded positions should outline supervision received, supervisory responsibilities, and duties, and should contain sufficient information to indicate the basis for allocation.
- (3) Check the descriptions and allocations against specifications, standard job descriptions, and other available standards material to insure their correctness before submission. Attach to each description of graded positions a list of the present incumbents, indicating the organization unit to which each incumbent is assigned.

d. Attach a statement of the basis upon which the wage schedule was established, a schedule of rates, and a complete copy of the administrative order or letter promulgating the wage schedule for the ungraded positions at

the installation. Show the official title of the agency authorizing the wage rates and the date of authorization.

e. Attach list of the names of the incumbents of all the graded positions for which salary adjustments have been requested by title, service, grade, and basic salary before and after proposed adjustment. The information required by each item in the attached form is explained below.

- (1) Items Nos. 1-4.--Self-explanatory.
- (2) Item No. 5.--Describe in detail by type of job and salary or wage level the relationships between incumbents of ungraded jobs and incumbents of the graded positions for whom relief is sought. For example, discuss the supervisory, working, or other relationships between the graded and ungraded employees. Show the difference in responsibility between ungraded and graded positions in the same organization or physical location. Indicate whether the normal lines of promotion are or would be from ungraded to graded positions. Show whether incumbents of graded and ungraded positions are recruited from the same source and according to the same qualification requirements.
- (3) Item No. 6.--Tell how and why the gross inequality in pay between the related graded and ungraded positions interferes with the war effort. Example: Do differences in pay rates between the more responsible graded positions and the less responsible ungraded jobs cause dissatisfaction resulting in inefficiency on the job or in resignations? Is it difficult or impossible to recruit employees to fill graded positions because higher wages are paid for ungraded jobs having the same or lower qualification requirements? Are incumbents of graded positions, which require previous experience in the related ungraded work or involve the use of some specialized skill, requesting transfers to ungraded jobs because of the higher rates of pay? Do ungraded employees refuse to transfer to more responsible graded positions requiring previous experience in the related ungraded work because the salary is lower? Cite specific instances. Indicate the organizational location, names of incumbents, and the grades for the graded and ungraded positions involved.
- (4) Item No. 7.--Give the qualification requirements as actually and currently required by the installation for appointment to the graded and ungraded positions. Be specific. Avoid generalized statements of qualification requirements, such as those used in examination announcements.

Storekeeper, CAF-2:

Junior laborer, Grade 2:

(a.) No previous experience.

(a.) No previous experience.

(b.) Ability to read, write, and perform simple mathematical computations.

(b.) No previous education.

(c.) Accuracy in performance of storekeeping operations.

(c.) Freedom from serious physical defects and ability to lift up to 100 pounds.

(d.) Ability to perform arduous tasks as evidenced by Civil Service Medical certificate.

Or 90-120 days' experience as a Junior laborer during which time the ability to perform Storekeeper, CAF-2, duties has been demonstrated.

(5) Item No. 8.--Describe, preferably in tabular form, the promotional plan of the installation for the related graded and ungraded positions and indicate any normal lines of promotion from less responsible ungraded jobs to more responsible ungraded jobs and/or to more responsible graded positions.

Example:

Title	Grade	Entrance salary	
		40-hour	48-hour
Laborer	grade 3	\$1518.40 per annum	\$1973.92 per annum
Jr. Stkpr.	CAF-2	1440.00 per annum	1752.00 per annum
Asst. Stkpr.	CAF-3	1620.00 per annum	1970.88 per annum

(6) Item No. 9.--Indicate the period of time required to be served in each step of the ungraded service before becoming eligible for within-grade salary advancement. Example: An employee may be required to serve 30 days in the first step and 60 days in the second step rate before becoming eligible for within-grade salary advancement.

(7) Item No. 10.--Include any data considered by the installation to be pertinent and not already covered by other sections of the form. Reference may be made to salary inequities which constitute a definite problem, even

though it might appear that such inequities cannot be corrected under the provisions of section 8, War Overtime Pay Act of 1943.

(8) Item No. 11.--Recommendations.--List the graded positions for which salary adjustments are requested and the related ungraded jobs according to their relative difficulty, responsibility, and qualification requirements.

(a) Column 1.--List the number of positions by title and grade.

(b) Column 2.--Give the pay roll designation for the position in each grade. Examples: Storekeeper, Laborer, Skilled Laborer, Helper Plumber.

(c) Column 3.--Give the service and grade of graded positions in each class and the grade approved for each different ungraded job. (Leave blank where no grade has been assigned the ungraded job.)

(d) Column 4.--Give the base pay (for 40-hour week) of the different classes of positions. For graded positions, use the entrance salary of the grade, regardless of the salaries of present incumbents. For ungraded jobs, use the second step rate for those jobs having less than five steps in the grade range; and the third step for those jobs having five or more steps in the grade range. The annual compensation of ungraded jobs paid on a per hour basis is to be computed by multiplying the per hour rate by 2,080

(e) Column 5.--Give the gross annual compensation (for 48-hour week) of the different positions. The gross annual compensation of all positions paid on per annum basis is to be computed according to the salary tables in the United States Government Salary Tables issued by General Accounting Office. The gross per annum compensation of ungraded jobs paid on a per hour basis is to be computed by multiplying the per hour rate by 2,704.

(f) Column 6.--Indicate recommendations for adjustment of the base salary rate for each class to alleviate the gross inequity. In making comparisons between the ungraded and graded rates for determining recommendations, use the wage for ungraded jobs as computed in column 4. In making recommendations, provide for a correct resulting salary alignment of all the graded positions. Particular care should be exercised to retain an adequate salary differential between the

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highest grade for which a new minimum rate is recommended and the next higher graded position for which no adjustment is being requested.

- (g) Column 7.--Give the gross pay (base pay plus overtime) recommended by the installation. Compute the gross pay according to the United States Government salary tables.
- (h) Columns 8-12.--Do not fill.

SAMPLE FORM OUTLINE

- Date _____
1. Force _____
 2. Service _____
 3. Installation _____
 4. Location _____
 5. Working or other relationships existing between graded and ungraded positions involved in the request for relief.
 6. How does the gross inequity in the pay scales of graded and ungraded employees interfere with the war effort? Specific examples.
 7. Qualification requirements for graded and ungraded positions.
 8. Line of promotion for related graded and ungraded positions.
 9. Statement of within-grade salary policies for ungraded jobs.
 10. Other pertinent information.

Signature and title of
recommending officer(s) _____

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11. Recommendations.

(CP Cir. 40)

1	2	3	4	5	6	7	8	9	10	11	12
Number of positions	Titles in order of relative importance of positions	Grades	Present salary		Recommendations						Action by Civil Service Commission
			40-hour week	48-hour week	Installation		Force		OSW		
					40-hour week	48-hour week	40-hour week	48-hour week	40-hour week	48-hour week	

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 Authority NND 883078

CIVILIAN PERSONNEL CIRCULAR)
No. 41)

WAR DEPARTMENT,
Washington 25, D. C., 11 April 1944.

Group life insurance for civilian personnel serving outside continental limits of United States.--1. Arrangements have been made with the War Agencies Employees Protective Association to make available group life insurance protection to United States citizens actively engaged as civilian employees of the War Department outside the continental limits of the United States. This insurance meets a need which is not provided for by most insurance policies and should be brought to the attention of eligible employees. The definitions of the classes of employees who are eligible for this insurance and the procedure for submitting applications is outlined in the attached announcement folder.

2. Applications will be accepted from all eligible War Department employees without medical examination until 1 October 1944. After that date applications will be accepted without medical examination if submitted within 60 days from the date the employee first becomes eligible for the insurance. The date of becoming eligible for the insurance is the date an employee acquires an employment status which meets the standards of one of the classes of eligible employees as outlined in the attached folder. Attached is a Statement of Health form which will be completed to fulfil the requirement for a medical examination. This form may be reproduced locally, or the information required therein may be submitted by letter. This form may be signed by a War Department physician or a reputable private physician.

3. For the purpose of determining the amount of insurance for which a person is eligible, the basic annual salary specified in the appointment will be used. For employees paid on a per diem or hourly rate, the per annum equivalent of the per diem or hourly rate will be used, exclusive of overtime and any allowances.

4. Any officer in a position to know that an employee is eligible for insurance may so certify on the application form. The initiation fee of \$2.00 plus the first 3 months contributions should be submitted with applications to The War Agencies Employees Protective Association, c/o Office of Foreign Economic Administration, 515 22d Street, NW., Washington, D. C. Applications from employees serving outside the United States at the time the applications are made should be transmitted to the above address by the officer certifying to the employee's eligibility or by any other responsible War Department official. Employees serving outside the United States should arrange to pay subsequent premiums by class E allotment. Such allotments will be made on W.D., A.G.O. Form No. 29, (Authorization for Allotment of Pay), which is to be transmitted to the Office of Dependency Benefits through channels prescribed in Circular No. 15, War Department, 1944. AR 35-5520 will be amended to stipulate allotments may be made by civilians for the payment of life insurance premiums.

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5. A supply of the announcement folders, each of which contains an application form, is being forwarded to each oversea distributing agency for redistribution to individual installations. The application form may be reproduced locally if so desired. Requisitions for additional stocks of the folder will be submitted through regular supply channels. A supply of the folders will be stocked by the War Agencies Employees Protective Association at the address shown in paragraph 4.

(A. G. 019.1 (11 Apr 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

2 Incls.

Announcement folder, Group Insurance Plan form.
Statement of Health form.

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Group Insurance Plan

MEMBER AGENCIES AND DEPARTMENTS

OF

THE WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION

In order of qualification

The White House Office
Office of Foreign Economic Administration
(excluding Rubber Reserve and Rubber Development)
Office of War Information
Office of the Coordinator of Inter-American Affairs
Bureau of the Budget
Department of Agriculture
Department of State (Foreign Service Auxiliaries and Division of
Cultural Relations)
War Shipping Administration
Department of the Treasury
Office of Scientific Research and Development
Federal Communications Commission
Office of Censorship
Office of Price Administration
Department of Commerce
War Production Board
Defense Supplies Corporation
Defense Plant Corporation
Metals Reserve Corporation
U. S. Commercial Company
Federal Security Agency
Department of Interior
Millspaugh Mission
Navy Department
The Panama Canal
Panama Railroad Company
War Department

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Location

(From time to time additional Agencies and Departments may be qualified for membership in the Association. Employees who are eligible under the constitution and by-laws will be permitted to apply at once even though the name of their employing Agency does not appear above).

Group Insurance Plan

FOR WAR DEPARTMENT MEMBERS

OF

THE WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION

c/o OFFICE OF FOREIGN ECONOMIC ADMINISTRATION
515 TWENTY-SECOND STREET, N. W.
WASHINGTON, D. C.

A NON-PROFIT PROGRAM OF WORLD-WIDE LIFE
INSURANCE PROTECTION AGAINST ALL WAR-TIME
HAZARDS FOR ELIGIBLE CIVILIAN EMPLOYEES
OF THE FEDERAL GOVERNMENT SERVING OVERSEAS.

OFFICERS OF THE ASSOCIATION

Lauchlin Currie, <i>President</i>	The White House Office
David B. Vaughan, <i>Vice President</i>	Office of Foreign Economic Administration
Stacey K. Beebe, <i>Secretary-Treasurer</i>	Office of Foreign Economic Administration
Oscar S. Cox, <i>Counsel</i>	Office of Foreign Economic Administration

The articles of Association provide that Officers and Directors serve without compensation.

THE WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION
GROUP LIFE INSURANCE PROGRAM

To Our Members:

We are pleased to announce that we have made Group Life Insurance protection available for the benefit of our members. The plan is underwritten by the Equitable Life Assurance Society of the United States, one of America's largest and oldest mutual companies and the originator of Group protection. The plan is described in detail on the following pages.

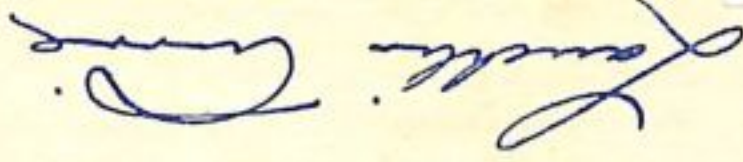
Our primary purpose in providing this opportunity for our members is to give the civilian employee serving his country in hazardous areas protection comparable to that provided for members of the armed forces under the National Service Life Insurance program, although the two plans are in no way similar. Ours is a low-cost private arrangement between the Association and the Equitable rather than a Government-financed and operated program.

We believe that this protection will appeal to you for several outstanding reasons: (1) It provides sound, liberal protection; (2) the rate is low because of the Association's group purchasing power; (3) no medical examination is required if you apply within sixty days from the time when you first become eligible; (4) there is no age limitation; (5) the initial membership fee in the Association is only \$2.

This insurance offer is a particularly liberal one in that none of the usual war restrictions has been placed on the payment of benefits. The principal sum will be paid either in a lump sum or in installments over a period of years, in the event of death from any cause, including enemy action. Once insured under this plan, and while this association continues in existence, the insurance protection may be continued as long as the member remains in Government service, even though he may be recalled from a mission abroad to duty within the United States, provided of course that the employee's contributions are currently paid and he continues his membership in the Association.

If you wish to avail yourself of this opportunity please sign and return the application form which has been made a part of this folder at once. Please note also the instructions on page 4 with respect to certification by your immediate superior. If you apply within 60 days of the date on which you first become eligible for membership in the Association, your insurance becomes effective on the date that you sign the application form and arrange for its transmission to the Association, provided only that you are actively at work on that date and that you arrange for the payment of your contributions.

Very truly yours,



President

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PLAN OF INSURANCE FOR CIVILIAN EMPLOYEES OF THE WAR
DEPARTMENT AND EXPLANATION OF BENEFITS

ELIGIBILITY: All members of the Association in the classes shown below who are in good standing and actively engaged as employees of the War Department will be eligible for the insurance.

CLASSES

1. All employees of American citizenship now outside the continental limits of the United States, wherever domiciled.
2. All employees located in the United States now in training for duties abroad, or awaiting transportation.
3. All supervisory or administrative employees located in the United States who in the normal course of their duties are required to make trips abroad.
4. Directors of training programs for such employees.

New members in these classes will be eligible for insurance upon entering the Association.

Employees of the War Department when transferred to other Departments of the United States Government, except the Armed Forces, may continue membership in the Association and thereby continue their insurance protection under the plan regardless of place of employment.

NO MEDICAL EXAMINATION: A medical examination is ordinarily not required if you subscribe for the insurance within 60 days following the date you first become eligible for membership in the association. After the elapse of 60 days, you can enter the plan only by submitting a medical examination satisfactory to the Equitable Life Assurance Society. However, applications will be accepted from all eligible War Department employees up to October 1, 1944 without medical examination.

PLAN OF INSURANCE

Basic Annual Salary	Amount of Life Insurance	Monthly Cost
Up to \$2,000	\$ 2,000	\$ 2.50
\$2,000 to \$3,199	3,000	3.75
\$3,200 to \$4,399	5,000	6.25
\$4,400 and over	10,000	12.50

These rates will apply until May 21, 1945. Thereafter the cost of the insurance will be subject to adjustment on each anniversary of the group policy.

This insurance will be provided to the members of the Association for the duration of the war and for a reasonable period thereafter.

YOU MAY SUBSCRIBE ONLY FOR THE EXACT AMOUNT FOR WHICH YOU ARE ELIGIBLE.

Increases in the amount of insurance, due to change in salary classification, will be made if you apply in writing for such increased amount within sixty days of the time your basic annual salary is changed to qualify you for increased insurance, provided you are actively at work on the date you apply; if you are not actively at work, the increase will be made effective upon your return to active service. If you do not apply for the increased amount and later wish to have the higher amount of insurance it will be necessary that you submit to a medical examination satisfactory to The Equitable Life Assurance Society at your own expense. (If after October 1, 1944).

METHOD OF PAYMENT: The \$2 membership fee and the first three months contributions are payable by check, draft, money order, or in cash with the filing of the application form. Subsequent contributions will be made by payroll allotments. This procedure is explained on the reverse side of this page. Employees who are not eligible for payroll allotment may pay contributions quarterly, semi-annually, or annually by check, money order, or cash, direct to the Association.

INDIVIDUAL CERTIFICATES: In accordance with the terms of the policy between the Association and the Society, individual certificates evidencing the insurance will be issued to members insured under the plan. These will give the name of the insured, the beneficiary and the amount of insurance.

LIFE INSURANCE: In the event of your death from any cause whatsoever, while you are insured under this policy, the full amount of life insurance is payable in ONE LUMP SUM, OR IN INSTALMENTS, IF DESIRED, to the person you have named as your beneficiary. You may change your beneficiary at any time by filling out a request form. You may name more than one beneficiary, if you wish.

Although your life insurance automatically terminates thirty-one days after termination of membership, you nevertheless will be entitled to have issued to you, without medical examination, provided you make application to the Equitable within thirty-one days after termination of membership, a policy of life insurance in any one of the forms customarily issued by the Equitable (except Term Insurance, or a policy providing benefits in the event of total and permanent disability or additional benefits in event of accidental death), in an amount equal to—or, at your discretion, less than—the amount of your protection under the Group Life policy, upon the payment of the premium applicable to the class of risk to which you belong and to your age at the time of conversion, such policy to become effective at the end of thirty-one days after termination of membership.

HOW YOU MAY JOIN IN THIS PLAN

1. Tear off this page and complete the application form on the reverse side. In case sufficient copies are not available at your station a typed copy will be acceptable.

2. Have your application certified by your supervisor or superior. File a copy with him. This is for your protection should the original be lost in transit. Your insurance is in force from the date you sign up and arrange for transmission of the application to the Association with your first payment, provided, of course, you subscribe during the period you are eligible for the insurance without medical examination. If these precautions are taken, you have satisfactory evidence that your insurance was in force.

3. It is imperative that you give us a reference point within the United States, such as the name and address of your wife, a close relative, your bank, or an individual holding power of attorney for you, with whom we may communicate at all times in case of necessity.

4. Make certain that the application is complete in all details, that you are applying for the correct amount of insurance and that the payroll allotment form has been properly filled out. There is no option with respect to the amount of insurance. You must apply for the full amount to which your salary class entitles you.

APPLICATION FORM
(FOR ELIGIBLE WAR DEPARTMENT PERSONNEL ONLY)

The War Agencies Employees Protective Association
c/o Office of Foreign Economic Administration
515 22nd Street, N.W., (Republic 7500 Ext. 75417)
Washington, D. C.

I hereby make application for membership in The War Agencies Employees Protective Association.

I understand that if admitted to membership I shall be eligible to apply for Group Life Insurance under the Group Contract issued to the Association by The Equitable Life Assurance Society of the United States and I hereby apply for the amount of insurance for which I shall become eligible under the Group Insurance Plan. For purposes of becoming insured I hereby certify that I am actively at work on the date of this application.

I was born..... I designate as my Group
(month) (day) (year)

Life Insurance beneficiary..... (Mary Smith Jones—not Mrs. John E. Jones)

Relationship Home Address.....

Note: If more than one beneficiary is named, the death benefit, unless otherwise provided herein, will be paid in equal shares to the designated beneficiaries who survive the employee; if no such beneficiary survives, payment will be made in accordance with the terms of the policy.

My basic salary is \$..... Amount of Insurance \$.....

Enclosed is my check made payable to the Association for \$..... in payment of

First three months contributions of	\$ 7.50	for	\$ 2,000 of insurance,	\$ 9.50
	11.25		3,000 plus \$2 ini-	13.25
	18.75		5,000 tiation fee	20.75
	37.50		10,000	Total 39.50

- Check one:
- To provide for subsequent contributions this is to certify I have executed payroll allotment to begin three months from date of application.
 - I will make future payments directly, or through my beneficiary.

Signed.....

Print Full Name Here

WAR DEPARTMENT
.....
(Agency)

Date Signed.....

Name and address of person to whom certificate is to be sent—
(Permanent Reference Point within United States unless otherwise indicated)

Eligibility Certified by..... Agency.....
Title.....

Your insurance coverage begins the same day you complete this application.

WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION

FOR USE BY: War Department

The Equitable Life Assurance Society
393 Seventh Avenue
New York 1, New York

STATEMENT OF HEALTH

This statement is submitted in connection with my application for membership in the War Agencies' Employees Protective Association which is attached hereto.

For purposes of becoming insured under the Group Life Insurance plan of this Association, I hereby make the following certification:

Except as stated below under "EXCEPTIONS"

1. I am now in good health.
2. I have had no illness or injury for the past 60 days.
3. I have not consulted any physician or practitioner, nor been a patient in any hospital for the past 60 days.

EXCEPTIONS:

(Note here any "Exceptions", including dates and complete details.
If no exceptions write "No Exceptions").

I understand that the Group Insurance hereby applied for is not effective unless this application is accepted by The Equitable Life Assurance Society of the United States.

Date.....

.....
Signed

TO BE COMPLETED BY: WAR DEPARTMENT DOCTOR

I have interviewed the applicant who has signed above and from my observation the statements given are correct.

Date.....

..... M.D.

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.....
Location

CIVILIAN PERSONNEL CIRCULAR)
No. 43)

WAR DEPARTMENT,
Washington 25, D. C., 17 April 1944.

Requisition for oversea supplies of Emblems for Faithful, Meritorious, and Exceptional Civilian Service.--1. Requisitions for Emblems for Faithful, Meritorious, and Exceptional Civilian Service, as provided in CPR 104, Revised, 12 April 1944, will be consolidated by commands so far as is practicable, and submitted to the Overseas Branch, Civilian Personnel Division, Office of the Secretary of War, Washington 25, D. C. Initial requests should be limited to the number of employees currently eligible for awards, plus a small supply for contemplated future awards. The silver wreath (Emblem for Meritorious Civilian Service) will be requisitioned only by commands which have been delegated authority to award the emblem. The gold wreath (Emblem for Exceptional Civilian Service) will not be requisitioned, since this emblem is furnished at the time the award is made by the Secretary of War.

2. Installations within the United States may submit requisitions direct to the Philadelphia Quartermaster Depot, Philadelphia, Pennsylvania, for such oversea emblems as they have been delegated authority to present, unless other procedures are prescribed by the forces or offices concerned.

(A. G. 200.6 (15 Apr 44).)

By order of the Secretary of War:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

DECLASSIFIED
Authority JWD 883078

17 April 1944

CIRCULAR No. 44

PERSONNEL (201) FILES FOR CIVILIAN EMPLOYEES OUTSIDE UNITED STATES

1. Scope.—The provisions of this circular are effective for all civilian employees of the War Department who are located at, employed by, and under the jurisdiction of stations outside the continental limits of the United States.

2. Policy re maintaining and disposing of records.—*a. Records for continental United States citizens.* The policy of the Department is that one personnel file will be maintained for each employee who is a continental United States citizen employed outside the forty-eight States and the District of Columbia. The policy for maintaining personnel files within the United States is prescribed in Civilian Personnel Circular No. 3, War Department, 1943.

(1) When an employee of the War Department is transferred from a duty station outside the United States to another station either within or outside the United States, the personnel file will also be transferred to the new station. See paragraph 4a.

(2) When an employee of the War Department is transferred from the United States to a duty station outside the United States, the personnel file covering prior service will be transmitted to the Discontinued Projects Branch, The Adjutant General's Office, 911 Douglas St., Omaha 8, Nebr. See paragraphs 6 and 7.

(3) When an employee is separated from War Department employment, the personnel file will be transmitted to the Discontinued Projects Branch, address as in (2) above. See paragraph 4a (2).

b. Records of employees other than continental United States citizens.—Records of personnel transactions for employees other than continental United States citizens will be maintained so far as is practicable. The type and content of such records will be determined locally. When such an employee is separated from War Department employment, the personnel file ordinarily will be retained locally. See paragraph 4b.

3. Type and contents of personnel file for continental United States citizens.—*a.* So far as practicable, the file will consist of a

letter size manila or Kraft folder of the heaviest grade obtainable.

b. The folder tab will show, in order, the employee's last name, first name, and middle initial. If the middle name is used in preference to the first, the first initial and middle name may be shown. The Social Security number (identification) will be shown after the name, provided the employee has been assigned such a number. For example, Doe, John D. (or Doe, J. Dennis) 578-32-5134.

c. The contents of the folder will consist of copies of all personnel transactions affecting the employee's employment status or position, all employment forms which have been executed, and copies of any miscellaneous correspondence relative to the employment of the individual. Normally, the following forms or items will be included in the file:

(1) Application for Employment (Standard Forms Nos. 57 or 60), or other personal history data form.

(2) Oath of Office and Personnel Affidavit (Standard Form No. 61 or 61a).

(3) Certificate of Medical Examination (Civil Service Commission Form No. 2413).

(4) Appointment, change of status, and separation instruments (Forms CP-50 or AC-CP-50).

(5) Letters of commendation or reprimand.

(6) Any efficiency rating reports (Standard Form No. 51).

(7) Character or loyalty investigation reports which are not classified pursuant to AR 380-5.

d. All items of permanent record value will be fastened to the right side of the folder. Miscellaneous correspondence of temporary record value will be fastened to the left side.

4. Procedure to be followed by stations outside United States for transfer of personnel files and transmittal to Discontinued Projects Branch, The Adjutant General's Office.—*a. Records for continental United States citizens.*

(1) In transmitting personnel files from one duty station to another or to the Discontinued Projects Branch, The Adjutant General's Office,

careful consideration must be given to reasonably safe transit. In any case where the safety of such files in transit is doubtful, the transmittal should be delayed until safety is assured; or, in lieu of forwarding the file to the receiving station when safety is doubtful, it may be transmitted to the Discontinued Projects Branch, The Adjutant General's Office, and the other station so notified by any appropriate communication facilities.

(2) Existing records of employees separated prior to the receipt of this circular may be shipped, whenever practicable, to the Discontinued Projects Branch, The Adjutant General's Office, for disposal. Reasonable care must be taken in packing such records to avoid damage in transit. Such records need not be processed in any manner to remove duplicates or extraneous material, etc., but all records on one individual should be placed together, and the files arranged by name in alphabetical order.

b. Records for employees other than continental United States citizens.—Records of employees other than continental United States citizens ordinarily will be retained with the other station records until the station is discontinued. Such files may be transmitted to the Discontinued Projects Branch, The Adjutant General's Office, upon separation from the service if desired.

c. Disposition of records when a station is discontinued.—When a station is discontinued, personnel records should be transmitted to the Discontinued Projects Branch, The Adjutant General's Office. However, if the station records are stored outside the United States, the personnel records may also be stored and the Discontinued Projects Branch advised of the place of storage.

5. Reemployment outside United States, or in United States for transfer outside United States of former War Department employees.—The inactive personnel file will not be obtained from the Discontinued Projects Branch, The Adjutant General's Office, but a new file will be established. Pertinent information pertaining to previous Federal employment, status, or other information usually contained in the personnel folder may be requested from the Discontinued Projects Branch. Upon separation, the new file will be forwarded to the Discontinued Projects Branch, The Adjutant General's Office, to be incorporated in the previous inactive file.

6. Procedures for disposal of personnel file and individual documents upon transfer of employees from station within United States to station outside United States.—When employees are transferring from the United States to stations outside the United States, the personnel file covering prior employment with the War Department in the United States, including a copy of the personnel action (Form CP-50 or AC-CP-50) effecting the transfer, will be transmitted to the Discontinued Projects Branch, The Adjutant General's Office. The following documents, completed at the time of transfer, will be transmitted by air mail to the station to which the employee is transferring:

a. Application for Federal Employment (Standard Forms No. 57 or No. 60) or other personnel history data form.

b. Report of Character Investigation, either a copy of W. D., P. M. G. O.—I. D. Form No. 58 (Personnel Security Questionnaire), and report thereon, if such report has been secured from the Director of Internal Security of the service command or the Office of the Provost Marshal, Military District of Washington, at the time of recruitment for oversea assignments, or, a statement that favorable determination as to the character of the employee has been made, citing the basis of determination, for example, "The employee has long Government experience and his character and loyalty are known to be satisfactory," or "The employee has been investigated previously by (insert any of the following which apply: The Provost Marshal General's Office, the Civil Service Commission, the Federal Bureau of Investigation, or other Government agency by name), and such investigation was favorable." Reports classified pursuant to AR 380-5 will not be maintained in the employee's personnel folder. Such reports will be maintained locally in the appropriate oversea classified files.

c. Certificate of Medical Examination (Civil Service Commission Form No. 2413).

d. The personnel action form effecting the transfer (Forms CP-50 or AC-CP-50).

e. Travel order to proceed overseas, if such is issued.

f. A transcript of record of the leave to the credit of the employee at time of transfer.

g. A complete transcript of the last pay date, including disbursing officer and symbol number

by whom last paid, voucher number, and data through which last paid.

h. If the employee is transferred to a graded position (subject to the Classification Act of 1923, as amended), the following specific data will be furnished for purposes of determining the date the employee will become eligible for pay increase (periodic) under act 1 August 1941 (Public Law 200, 77th Cong.) and for pay purposes (see CPR 45, 8 February 1943, and CP Cir. No. 52, WD, 1943):

(1) Amount and effective date of last equivalent salary increase from any cause other than "especially meritorious" increase or increase because of salary differential for service outside the United States, or

(2) Date employee entered on duty in Federal service, where there has been no subsequent break in service exceeding 30 days and no equivalent increase in compensation, other than an "especially meritorious" increase or salary differential

(3) Date of any "especially meritorious" increase subsequent to date indicated under (1) or (2) above.

(4) Current (official) efficiency rating.

(5) Total days of leave without pay, since date indicated under (1) or (2) above.

i. Such forms or information which may be requested by the station to which transferring.

7. Procedures for establishment of personnel file and disposal of certain documents upon engagement within United States for assignment outside United States.—A personnel file will be established by the station performing the details of appointment, transportation, etc. All documents affecting the employee's status or position, including a report of character investigation as in paragraph 6b, will be included in the file as outlined in paragraph 3, and transmitted by air mail to the station to which the employee is assigned. A copy of the personnel action form (Form CP-50 or AC-CP-50) will be transmitted to the Discontinued Projects Branch, The Adjutant General's Office

(A. G. 320.7 (15 Apr. 44).)

BY ORDER OF THE SECRETARY OF WAR:

WM. H. KUSHNICK,

Director of Civilian Personnel and Training.

OFFICIAL:

ROBERT H. DUNLOP,

Brigadier General,

Acting The Adjutant General.

DECLASSIFIED
Authority: NND 883078

20 April 1944

CIRCULAR No. 46

FINAL SALARY PAYMENT OF CIVILIAN EMPLOYEES OF WAR DEPARTMENT RETURNING TO UNITED STATES FROM OVERSEA STATIONS

1. Paragraph 4b(1) and e(4), section I, Civilian Personnel Circular No. 18, War Department, 1944, is rescinded and the following substituted therefor:

4b(1) If the person has made out an allotment, W. D., A. G. O. Form No. 30 (Notification of Discontinuance of Allotment) will be completed by the personnel officer preparing final pay and such form will be forwarded to the Office of Dependency Benefits, Newark, New Jersey, in accordance with the provisions of Circular No. 15, War Department, 1944. The Notice of Discontinuance to the Office of Dependency Benefits will be made by the most expeditious means other than radio. The discontinuance date will be that date which permits action being taken without resulting in an overpayment.

e(4) *Allotments.*—Deductions for allotments will be discontinued without awaiting receipt of acknowledgment from the Office of Depend-

ency Benefits. If the Office of Dependency Benefits determines that the allotment cannot be discontinued as of the effective date stated on the allotment discontinuance form, the disbursing officer who forwarded the form will be advised to take necessary action to insure that proper deductions are made and the final pay adjusted accordingly.

2. Certain oversea stations have reported they are unable to determine or, because of security reasons, disclose the port of embarkation through which employees will enter the United States. In such cases the port nearest the employee's final destination may be designated by name to effect final salary payments.

[A. G. 248 (19 Apr 44).]

BY ORDER OF THE SECRETARY OF WAR:

WM. H. KUSHNICK,

Director of Civilian Personnel and Training.

OFFICIAL:

ROBERT H. DUNLOP,

*Brigadier General,
Acting The Adjutant General.*

20 April 1944

Circular No. 47

EMPLOYMENT OF ENLISTED PERSONNEL IN CIVILIAN POSITIONS

1a. It has come to the Department's attention that certain installations have interpreted the provisions of section IV, Circular No. 321, War Department, 1943, as permitting employment in civilian positions of enlisted personnel on furlough. In this connection, attention is directed to paragraph 1d, AR 35-2320, which provides as follows:

1d. *Employment in another capacity.*—An enlisted man of the Army may not, in the absence of specific statutory authority, during the period of his enlistment, be employed in another capacity under the Government and receive pay therefor, other than the pay and allowances

[A. G. 220.41 (19 Apr 44).]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

that accrue to him by reason of his enlisted status. *3 Comp. Gen. 40.*

b. This rule is restated in 18 Comp. Gen. 213. The Comptroller General has also ruled (17 Comp. Gen. 1049) that an enlisted man may not be employed in a Federal civilian position and accept compensation therefor during any period of furlough from his military duties.

2. In view of the above and the Department's policy prohibiting acceptance of gratuitous services of individuals (see CPR 135.2-2), the provisions of section IV, Circular No. 321, War Department, 1943, are applicable only to employment of enlisted men in private industry.

WM. H. KUSHNICK,

Director of Civilian Personnel and Training.

20 April 1944

CIRCULAR No. 48

	Section
Character and loyalty investigations of civilian employees recruited outside United States.....	I
Character and loyalty investigations of civilian employees recruited within United States for duty at stations outside United States.....	II

I. Character and loyalty investigations of civilian employees recruited outside United States.—1. Commands employing civilians under authority delegated in Orders M, 19 June 1943, are responsible for ascertaining the character and loyalty of their employees.

2. When employees are recruited outside the United States, the oversea commands will take appropriate steps to establish their suitability for employment, either before or after entrance on duty as deemed necessary, and will maintain such records thereof as may be deemed to be essential. No reports of character investigations conducted by oversea commands will be submitted to authorities within the United States unless deemed advisable in view of the nature of the information disclosed therein, in which case reports will be forwarded to the Office of the Provost Marshal General, War Department, Washington 25, D. C.

3. In the event civilian employees are recruited outside the United States who are to be engaged on work of a confidential nature or where great opportunity for disloyal activities exist, and who give character and employment references within the United States, the Office of the Provost Marshal General, Washington 25, D. C., may be requested to conduct character and loyalty investigations. In such instances, the Office of the Provost Marshal General will conduct appropriate investigation and will issue a report to the requesting agency. A Routine or Special Investigation as described in Civilian Personnel Regulations No. 36 will be requested as warranted. The responsibility for employment in such cases remains with the appointing officer

379901-4-AGO 241

II. Character and loyalty investigations of civilian employees recruited within United States for duty at stations outside United States.—1. When employees are recruited within the United States for oversea duty, necessary character and loyalty investigations will be completed and decision made as to the suitability of applicants prior to their departure from the United States.

2. **Investigations required.**—*a.* The director of Security and Intelligence of the appropriate service command headquarters or the Office of the Provost Marshal, Military District of Washington, will be requested to conduct a character and loyalty investigation of all War Department employees recruited in their respective jurisdictions who are proceeding to permanent duty stations outside the United States, except employees with long Government experience whose character and loyalty are known to be satisfactory by the appointing officer, or where evidence exists that an employee has been investigated previously by the Office of the Provost Marshal General, the Civil Service Commission, the Federal Bureau of Investigation, or other Government agency, and that such investigation was favorable, and there is no subsequent information creating a suspicion of disloyalty.

b. A Routine Investigation (see CPR-36) will be conducted for all employees outlined in *a* above who are required to be investigated, except that, in the following cases, a Special Investigation will be made:

- (1) When information is possessed which creates suspicion of disloyalty to the Allied cause; or, loyalty to the Allied cause; or,
- (2) When information possessed indicates that the person's background is connected with an enemy country in such a way that a thorough investigation is expedient; or,

- (3) When the requesting agency and the director of security and intelligence of the service command, or the Provost Marshal of the Military District of Washington or their representatives agree that a thorough investigation is deemed necessary.

3. Reports of investigations.—Actions on unfavorable findings resulting from investigations made pursuant to paragraph 2 will be taken as prescribed in section 3, CPR-36. When employees are recruited in the United States for oversea duty, the War Department station in the United States requested to perform the details of appointment, transportation, etc., will submit reports of character investigations to the oversea station as prescribed in Civilian Personnel Circular No. 44, 17 April 1944, Personnel files for civilian employees outside United States.

4. Maintenance of records.—Final investigation reports transmitted to appointing officers

will be filed in the personnel file (201 folder) of the subject or in the files of the intelligence officer, except that reports which are classified pursuant to AR 380-5 must be deposited with the intelligence officer and appropriate reference thereto made in the subject's personnel file (201 folder). AR 380-5 requires that documents be classified as CONFIDENTIAL where disclosure of information contained therein might prove prejudicial to the interest or prestige of an individual, and that documents be marked RESTRICTED when the information contained is for official use only, or when its disclosure should be limited for reasons of administrative privacy, or denied the general public.

[A. G. 230. 741 (19 Apr 44).]

BY ORDER OF THE SECRETARY OF WAR.
WM. H. KUSHNICK,
Director of Civilian Personnel and Training.

OFFICIAL:
ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

24 April 1944

Circular No. 50

EXPERTS AND CONSULTANTS—COMPENSATION AND LEAVE BALANCES

1. **Basic compensation.**—Inquiries received from constituent elements of the Department indicate need for clarification of the method of computing basic compensation for experts and consultants paid on a per diem basis "when actually employed". Whenever services are rendered for a full day, such individuals would, of course, be paid the full per diem salary rate fixed by the Secretary of War (at not to exceed \$25 per day), pursuant to applicable provisions of the Military Appropriation Act of 1944. In those instances, however, where the consultant or expert renders only a partial day's service, the amount of compensation to be paid for such service will be fixed by administrative determination of the officer or employee having full information as to the nature of the services rendered. In making this determination the following standards should be observed:

a. If the services rendered are truly consultant in character (that is, consisting of conferences, etc., for the purpose of giving technical advice and assistance to operating officials), the full day's compensation may be paid for any services rendered on that day.

b. If the individual has been engaged to perform actual services of a technical or professional nature, a *daily* tour of duty should be established wherever practicable, and full daily compensation paid for each full day's service with appropriate fractional payment for portions of days served. Experts and consultants are to be regarded as rendering intermittent service, notwithstanding the fact that such individuals may occasionally work in excess of 40 hours per week. Accordingly, a *weekly* tour of duty will not be established for such individuals.

2. **Computation of additional compensation.**—War Department Orders Q and Civilian Personnel Regulation No. 80, 15 December 1943, rescinded Orders H, 14 May 1943, in-

cluding that portion of the Orders which provided that "The rates of pay of experts and consultants appointed by the Secretary of War, whose rates of pay are set by the Secretary of War, will be deemed, for the purpose of these Orders, to be set at a rate including the additional compensation prescribed herein." In view of the above and in accordance with recent decisions of the Comptroller General (23 Comp. Gen. 17; id. 398), experts and consultants appointed at per diem rates "when actually employed" (except consultants to the Secretary of War appointed without compensation) are entitled to receive additional compensation provided in section 3(a), War Overtime Pay Act of 1943 (Public Law 49, 78th Cong.). Since experts and consultants are regarded as rendering intermittent service, they would not under any circumstances be entitled to overtime compensation. See decision of the Comptroller General, 24 March 1944 (B40560).

a. Basic regulations governing payment of additional compensation to experts and consultants are contained in Civilian Personnel Regulation No. 80.3-7a(2). In arriving at the per annum rate to be used in computing the additional compensation for such individuals, the daily rate fixed by the Secretary of War should be multiplied by 313. As an aid in computing such additional compensation, the following criteria may be used:

- (1) If the daily rate exceeds \$9.26 $\left(\frac{2900}{313}\right)$, \$1.38 $\left(\frac{2900}{313} \times 15 \text{ percent}\right)$ will be paid as additional compensation.
- (2) If the daily rate is \$9.26 or less, but not less than \$6.39 $\left(\frac{2000}{313}\right)$, 15 percent of the actual daily rate will be paid as additional compensation.

(3) If the daily rate is \$6.39 or less, payment will be made on the basis of the \$300 annual rate or 25 per cent of the basic daily rate (see CPR 80, 3-7a(2)), whichever is applicable. In computing the daily or annual rate, the figure 313 will be used as above.

b. Administrative officers should make retroactive payments of additional compensation for services rendered since 15 December 1943: *Provided*, That the individual is still carried on the Department's rolls. Individuals who have been separated from the service and who request payment of additional compensation previously earned should be advised to submit a claim to the General Accounting Office.

3. **Disposition of accrued leave.**—Pursuant to the provisions of section 6.1(e), Ex-

ecutive Order 9414, 13 January 1944, and paragraph 2g, Civilian Personnel Circular No. 8, War Department, 1944, experts and consultants are excluded from leave rights under applicable statutes and are precluded from taking leave earned prior to 1 January 1944 under earlier regulations. In such instances, any annual or sick leave which may have been earned but not granted prior to 1 January 1944 will remain to the credit of the individuals concerned. Upon appointment without break in service to a position covered by Executive Order 9414, such leave credits will be transferred to the individual's account for use at a later date. Claims for payment of earned annual leave to experts and consultants who are separated from the Federal Service should be directed to the General Accounting Office for decision and adjustment.

[A. G. 248.4 (22 Apr 44).]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

WM. H. KUSHNICK,
Director of Civilian Personnel and Training.

24 April 1944

Circular No. 51

**REQUISITIONS FOR
CIVILIAN PERSONNEL FOR PERMANENT DUTY OVERSEAS**

1. Attention is directed to Memorandum No. W620-7-43, 27 August 1943, subject, Requisitions for Civilian Personnel (copy attached).

2. The attached form has been developed for use by oversea stations in requesting civilian personnel to be appointed or transferred from within the continental limits of the United States for permanent duty overseas. Considerable difficulty has been experienced in the past in recruiting personnel for duty overseas because of the fact that frequently sufficient information was not submitted concerning the position and conditions of employment. The format of requisition may be varied provided the pertinent information requested in the attached form is furnished. The form will be reproduced locally at oversea stations to meet the local needs.

3. The following is in reference to the numbered items appearing on the attached form:

a. Item 1.—The APO number of the duty station is to be given.

b. Item 2.—This refers to the number of persons to be recruited to occupy identical positions.

c. Item 3.—If possible, cite reference number of job description from classification manual giving complete reference. If no reference is given, the reverse side of the sheet may be used for completion of job description.

d. Item 3a.—Refer to P (Professional), CAF (Clerical-Administrative and Fiscal), SP (Sub-professional) or CPC (Custodial-Protective and Crafts) if position is graded. If position is ungraded, so state.

e. Item 3c.—State salary and whether per diem, per annum, etc. Where 25 percent differential applies, include in salary. Do not include overtime.

f. Item 3d.—State the established tour of duty, that is, the number of hours per day and per week the employee is normally required to be in a duty status.

g. Items 6a and b.—If both Government and private facilities are available give approximate cost for such conveniences. It is suggested that stations having a number of requisitions prepare and mimeograph a detailed statement of conditions of employment to be attached to each requisition.

h. Priorities for air travel.—If air travel is desired justification for such transportation must be furnished. This information may be included in item 10.

4. All requisitions are to be submitted to the Director of Civilian Personnel and Training through the headquarters of the oversea jurisdiction. Specific approval of or for the commanding general of the oversea jurisdiction is required on each requisition submitted.

[A. G. 230 (22 Apr 44).]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

ROBERT H. DUNLOP,
*Brigadier General,
Acting The Adjutant General.*

WM. H. KUSHNICK,
Director of Civilian Personnel and Training.

2 Incls.

Form "Requisition for Civilian Personnel."
Copy of Memorandum No. W620-7-43, 27 August 1943.

REQUISITION FOR CIVILIAN PERSONNEL

(To be submitted in triplicate)

Date _____

TO: DIRECTOR OF CIVILIAN PERSONNEL AND TRAINING, OFFICE, SECRETARY OF WAR, WASHINGTON 25, D. C. (ATTENTION: OVERSEAS BRANCH).

1. The following personnel is requested for duty at: _____

2. Number of persons to be recruited on this requisition: _____

3. Job title, and job description or manual citation: _____
(Use reverse side if necessary)

a. Service _____ b. Grade _____ c. Salary _____
d. Tour of duty: _____ hours per day, _____ hours per week.

4. Special qualification requirements: _____

5. Date person's services are requested: _____

6. Conditions of employment (strike out statements not applicable):

a. (Government) (Private) living quarters available, apartment, dormitory, barracks, rooms in private houses, other, specify. Approximate cost per month \$ _____

b. (Government) (Private) eating facilities available. Approximate cost per month \$ _____

c. Furnish here any pertinent information concerning employment, e. g., isolation of post of duty; recreation facilities available; clothing available locally for purchase; etc.

7. Attach two copies of agreement of employment for each person to sign to be recruited on this requisition, if such is required.

8. If person is requested by name, furnish the following:

a. Name: _____

b. Address at which person may be contacted: _____

c. If presently employed, by whom and address: _____

9. Use this space for additional information not covered above: _____

For the Commanding Officer:

Name _____

Grade _____

Department _____

Incl. 1.

COPY

WAR DEPARTMENT
The Adjutant General's Office
Washington 25, D. C.

MEMORANDUM
No. W620-7-43

27 August 1943.

REQUISITIONS FOR CIVILIAN PERSONNEL

1. Pursuant to the provisions of Orders M, War Department, 19 June 1943, reproduced on the reverse of this page, the commanding generals named in paragraphs 1 and 2 of Orders M are requested to forward requisitions for civilian personnel to be recruited within the United States to the Director of Civilian Personnel and Training, Office of the Secretary of War, Washington 25, D. C., who will call upon the various forces and services to meet such requests.

2. Agencies of the War Department having unfilled requests for civilian personnel for over-sea duty at the present time which have not been so routed will forward a copy of such request with a notation of action taken to the above mentioned office.

(AG 230) (27 Aug 43) WD-MB-A)

BY ORDER OF THE SECRETARY OF WAR:

(Signed) J. A. ULIO,
(Typed) J. A. ULIO,
Major General,
The Adjutant General.

DISTRIBUTION:

A

Incl. 2

DECLASSIFIED
Authority NND 883078

WAR DEPARTMENT
WASHINGTON 25, D. C.

19 June 1943.

ORDERS M

Subject: Delegation of civilian personnel authority to commanding generals of defense commands and extracontinental jurisdictions.

Orders G, War Department, 9 May 1943, subject as above, is rescinded and the following substituted therefor: -

1. Authority is hereby delegated to the commanding generals of theaters of operations, oversea departments, defense commands outside the continental United States, base commands operating directly under the War Department, and oversea forces operating directly under the War Department, for all phases of civilian personnel administration with respect to civilian personnel under their respective jurisdictions who are paid from funds appropriated to the War Department. This includes establishments of positions; employment, promotion, and separation of personnel; records and related activities.

2. This authority is also delegated to commanding generals of defense commands within the continental United States with respect to civilian employees who are not under the administrative control of the Army Ground Forces, the Army Air Forces, or the Army Service Forces.

3. In exercising this delegation of authority, War Department Civilian Personnel Regulations, Civil Service Rules and Regulations, Comptroller General's decisions, and established legal requirements will be duly observed, subject to such exceptions as may be required because of military necessity.

4. Requests for assistance or advice by such commanders in administrative procedure will be made to the Director of Civilian Personnel and Training, Office of the Secretary of War, who in such matters as recruitment, assignment, and allocation of employees will call upon the various forces and services to meet the requests.

[S] HENRY L. STIMSON
HENRY L. STIMSON,
Secretary of War.

24 April 1944

Circular No. 52

AMENDMENTS TO CIVILIAN PERSONNEL PUBLICATIONS

1. Paragraph 2, Civilian Personnel Circular No. 1, 3 January 1944, and CPR 120.7-4a(1), 13 December 1943.—The address of the Civilian Retirement Records Branch, A. G. O., is changed to—

Civilian Retirement Records Branch,
A. G. O.
Temporary Building C,
2d and Q Streets, SW,
Washington 25, D. C.

2. Civilian Personnel Circular No. 8, 1944.—The provisions of the last two sentences, paragraph 4c, Civilian Personnel Circular No. 8, 18 January 1944, are superseded by the Leave Credit Tables attached to Civilian Personnel Circulars Nos. 34 and 35, 28 March 1944.

3. Civilian Personnel Circular No. 22, 1944.—a. The answer to question 8, Civilian Personnel Circular No. 22, 23 February 1944, is rescinded and the following substituted therefor:

Yes. The Comptroller General has ruled that section 4.2(b) of the new leave regulations, prohibiting the granting of leave on leave during terminal annual leave, applies to employees whose tenure of service is indefinite and whose termination of service must be fixed after service has been rendered, and accordingly has no application to deny temporary employees the annual leave to which they are entitled by law and regulations for each full month of service, which includes both active service and leave lawfully granted.

b. The answer to question 41, Civilian Personnel Circular No. 22, 23 February 1944, in accordance with decision of the Comptroller General B 40518, 16 March 1944, is amended to read "Under such circumstances, refunds will not be required."

4. Civilian Personnel Circular No. 28, 1944.—Sentence 3, paragraph 3b, Civilian Per-

sonnel Circular No. 28, 14 March 1944, is rescinded and the following substituted therefor:

Notation will be made on the 201 file copy of the form, Notification of Personnel Action, showing the date the fingerprint chart was forwarded, but copies of charts will not be kept in the station's personnel files.

5. Civilian Personnel Circular No. 31, 1944.—Sentence 1, paragraph 2, Civilian Personnel Circular No. 31, 24 March 1944, is rescinded and the following substituted therefor:

The attached War Manpower Commission Regulation No. 5, Revised, supersedes the original War Manpower Commission Regulation No. 5, 16 August 1943, transmitted by Civilian Personnel Circular No. 49, 4 November 1943. The provisions of CP Circular No. 49, and of other attachments thereto are still in effect.

6. Civilian Personnel Circular No. 34, 1944.—A limited supply of Standard Form No. 67 (Leave Credit Table, 8-Hour Day), is now available. In view of this fact, the instructions contained in unnumbered paragraph 4, Departmental Circular No. 471, attached to Civilian Personnel Circular No. 34, 28 March 1944, should be disregarded. Additional copies of this form should be requisitioned through normal distribution channels.

[A. G. 230 (24 Apr 44).]

BY ORDER OF THE SECRETARY OF WAR:

WM. H. KUSHNICK,
*Director of Civilian
Personnel and Training.*

OFFICIAL:

ROBERT H. DUNLOP,
*Brigadier General,
Acting The Adjutant General.*

5 May 1944.

CIRCULAR No. 54

RIGHTS OF FEDERAL EMPLOYEES RETURNING FROM MILITARY SERVICE

1. Attached hereto is Departmental Circular No. 483, 21 April 1944, issued by the Civil Service Commission on the above subject. The majority of the points included in the attached circular have been covered in appropriate sections of Civilian Personnel Regulation No. 55, but attention is being directed to the information contained in the answers provided to questions 4 and 5. These paragraphs indicate the policy of the Federal Government as to location of responsibility for reemployment of veterans.

2. *a.* In view of the determination that responsibility for reemployment rests on the former employing agency except where the entire agency is abolished or the function formerly performed has been transferred to another agency, the War Department will be required to furnish employment to its employees who left civilian positions to enter the armed forces under conditions entitling them to mandatory reemployment. This declaration of Federal policy has many implications which require further study by the Department. Comprehensive in-

[A. G. 230.23 (5 May 44).]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

1 Incl.

Civil Service Commission Departmental Circular No. 483.

structions will be developed for issuance at the earliest possible time. In the interim period, however, the employee's reemployment rights will be regarded as being enforceable in his former position or one to which he would have been promoted, in the judgment of the commanding officer, had he remained in civilian employment. If such position (either vacant or occupied) does not exist, he will be reemployed in a position of like seniority, status, and pay in—

- (1) The same installation, or
- (2) Another installation under the same force, service, or command.

b. Every effort should be put forth to reemploy the returning veteran in the original employing installation. If this is not possible, the force, service, or command which then assumes responsibility for his placement should use all available means to effect his reemployment with as little personal dislocation to the individual as is possible.

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

April 21, 1944

XU:CRA:JMcD:mem

DEPARTMENTAL CIRCULAR NO. 483

SUBJECT: Rights of former Federal employees returning from military service, and the obligations of the Federal Government as an employer.

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

The President, in a letter addressed to the heads of executive departments and agencies under date of February 26, 1944, stated:

"My attention has been called to the fact that there is some confusion in the minds of appointing officers in the departments and agencies as to the Federal Government's obligations to provide reemployment for persons who left the Federal service and entered the Armed Forces. I am today designating the Civil Service Commission as my representative for the purpose of issuing, from time to time, instructions which will indicate just what the rights of the returning veterans are under certain sets of circumstances. The instructions issued by the Commission should be rigidly adhered to by the heads of the departments and agencies and by their representatives."

In accordance with the President's letter, the Commission will, from time to time, issue instructions as to administrative procedures which should be followed in order to conform with the spirit and intent of the Selective Training and Service Act. These instructions will be issued, in question-and-answer form, in a series of circulars. This circular is the first of the series.

QUESTION 1: Under what circumstances is a Federal employee who enters the armed forces entitled to reemployment?

- | | |
|--|---|
| <p>(a) The position which he left must have been "other than a temporary position."¹ (In the Federal service, the status of the employee, rather than the status of the position, is the determining factor in this connection.)</p> <p>(b) He must have entered active military or naval duty since May 1, 1940.²</p> | <p>(c) He must have received a certificate of satisfactory completion of active duty or an honorable discharge.¹</p> <p>(d) He must still be qualified to perform the duties of his former position.¹</p> <p>(e) He must apply for reemployment within 40 days after discharge.¹</p> |
|--|---|

QUESTION 2: To what rights is a person meeting the above conditions entitled?

- | | |
|--|--|
| <p>(a) He shall be restored to (1) his former position, (2) a position of like seniority, status and pay,¹ or (3), subject to the provisions of Departmental Circular 257, Revision 3, any position to which, according to the records of the agency, or in its judgment, he would have been promoted if he had not been absent to perform military or naval service.³ In any case, such restoration shall be made within 30</p> | <p>days of his application for reemployment.¹</p> <p>(b) He shall be restored "without loss of seniority."¹</p> <p>(c) He shall be entitled to "participate in insurance or other benefits offered by the employer pursuant to established rules and practices relating to employees on furlough or leave of absence in effect with the employer at the time he was inducted."¹</p> |
|--|--|

See footnotes on following page

- (d) He shall not be "discharged from such position without cause within one year after such restoration."¹
- (e) He shall receive a salary which shall not be lower than that which he was receiving

when he entered active military or naval duty, plus any within-grade salary advancement or advancements to which he would have been entitled under the Classification Act.²

QUESTION 3: Is a war-service appointee entitled to reemployment rights?

Under strict interpretation of the Selective Training and Service Act (opinion, Attorney General, May 26, 1943), a war-service appointee is "temporary." Nevertheless, under the Commission's present War Service Regulations (see War Service Regulation

XIII), a war-service appointee who returns from military or naval service, and meets the conditions set forth in paragraphs (b), (c), (d) and (e) under question 1, above, is entitled to the rights set forth in paragraphs (a), (b) and (c) under question 2, above.

QUESTION 4: Who has the obligation of restoring the returning veteran to employment with all the rights to which he is entitled?

Except where certain, special conditions exist (see question 5, below), the department or agency in which the veteran has reemployment rights. Each department and agency must discharge this obligation, giving, in the words of the President, "full weight to the spirit and intent back of section 8 (A) of the Selective Training and Service Act." The department or agency has this obligation even though—

- (a) The functions of the veteran's old organizational unit have been transferred to another constituent organization or unit of his department or agency, or

- (b) His old organizational unit, together with its functions, has been abolished.

NOTE.—With respect to (a), above, the decision as to whether the veteran should be restored to a position with the constituent organization to which the functions of his old unit were transferred, or whether he should be restored to the unit in which he was serving at the time of his entrance into the armed forces, if this unit is still in existence, rests administratively with the department or agency.

QUESTION 5: Who has the obligation of restoring the returning veteran to employment, with all the rights to which he is entitled, under each of the conditions indicated below?

Condition

- (a) His agency has been abolished, and its functions have been transferred to an existing or successor department or agency.
- (b) His agency has been absorbed into, or merged with, another department or agency.

Answer

The Department or agency which has taken over the functions.

The department or agency which has absorbed his old agency, or which has resulted from the merger.

¹ From section 8, Selective Training and Service Act, as amended.

² From Service Extension Act, August 18, 1941.

³ Civil Service Commission, War Service Regulation XIII, section 1.

⁴ Civil Service Commission, War Service Regulation XIII, section 2.

⁵ From Executive Order No. 8882, September 3, 1941. See also 21 Comp. Gen. 1007, May 11, 1942.

Condition

- (c) His agency has been abolished, and all or a part of its functions have been transferred to different departments and agencies.
- (d) His department or agency, together with its functions, has been abolished.

Answer

The department or agency which has taken over the functions of the organizational unit in which he was employed, or the duties performed by the employee in his former position. The Federal Government, under the terms of the Selective Training and Service Act. His name will be entered on the Civil Service Commission's reemployment list, and the Commission will exert every possible effort to place him in an appropriate position in another department or agency.

Inquiries concerning this circular should be referred in Washington, D. C., to the Veterans Personnel Utilization Unit (telephone extension 3345), and in the field to the appropriate regional office of the Commission.

By direction of the Commission:
Very respectfully.

- (s) L. A. MOYER,
L. A. Moyer,
*Executive Director and
Chief Examiner.*

15 May 1944.

Circular No. 56

BREAK IN SERVICE FOR LEAVE AND TRANSFER PURPOSES

In order that confusion may be avoided as to the correct interpretation of "break in service" for leave purposes as opposed to "continuous service" for transfer purposes, the following clarification is given:

1. The term "break in service" for leave purposes means a separation from the Federal service for 30 or more calendar days. An individual who is reemployed without a break in service of 30 or more calendar days between his separation from one Federal position and his reemployment in another may, under cer-

tain circumstances, have his leave account transferred to his new position.

2. For transfer purposes, an employee must have continuous service to be subject to the transfer regulations (see CPR 70). A lapse of 1 or more work days between employment in his former Federal position and in the new Federal position deprives the employee of transfer rights and the action must be effected as a reemployment under the authority of War Service Regulation V or VIII rather than as a transfer under War Service Regulation IX.

[A. G. 230.5 (13 May 44).]

BY ORDER OF THE SECRETARY OF WAR:

WM. H. KUSHNICK,
*Director of Civilian
Personnel and Training.*

OFFICIAL:

ROBERT H. DUNLOP,
*Brigadier General,
Acting The Adjutant General.*

15 May 1944.

Circular No. 57

REVISED PROGRAM FOR PRINTING AND DISTRIBUTION OF WAR DEPARTMENT CIVILIAN PERSONNEL REGULATIONS AND CIRCULARS

1. A program designed to accelerate the printing and distribution of War Department Civilian Personnel Regulations and Circulars is now in operation.

2. The Government Printing Office and sub-contractors in Chicago and San Francisco will print and make distribution of these publications direct to Adjutant General and Air Service Command depots.

3. Estimated delivery to Adjutant General and Air Service Command depots will vary between 6 and 11 days from the day copy is furnished to the Government Printing Office, de-

pending on the geographic location of the depot. When early receipt of a publication is urgently required, the delivery time will be further reduced.

4. Distribution from Adjutant General and Air Service Command depots to War Department installations will continue under the procedure outlined in Civilian Personnel Circular No. 30, War Department, 1943, Distribution of Civilian Personnel Publications. Cases of unusual delay in delivery to the installation should be referred to the responsible depot by the installation.

[A. G. 230.05 (13 May 44).]

BY ORDER OF THE SECRETARY OF WAR:

WM. H. KUSHNICK,
*Director of Civilian
Personnel and Training.*

OFFICIAL:

ROBERT H. DUNLOP,
*Brigadier General,
Acting The Adjutant General.*

15 May 1944

Circular No. 59

EFFICIENCY RATING PROCEDURES

1. Transmitted herewith are Civil Service Commission Departmental Circular No. 474, 14 March 1944, which contains general requirements in regard to employee notification, employee inspection, and reporting of official efficiency ratings, and section 5, Civilian Personnel Regulation No. 95, revised, which provides specific instructions as to such procedures in the War Department.

2. Section 5, Civilian Personnel Regulation No. 95, revised, will be inserted in the proper place within Civilian Personnel Regulation No. 95, revised 8 March 1944.

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

2 Incls.

Section 5, CPR 95.5, Notification to Employees and Report of Ratings.
Civil Service Commission Departmental Circular No. 474.

3. Attention of all personnel officers is particularly directed to the requirement that *basic annual salary* be entered on Standard Form No. 68 (Notice of Official Efficiency Rating) for all ratings of "Fair." This information is required by the Civil Service Commission for record and post-audit purposes. This office has been advised by the Civil Service Commission that, despite the wording of Civil Service Commission Departmental Circular No. 474, 14 March 1944 (page 2, lines 17-20), this requirement may be considered to apply *only* to official efficiency ratings of "Fair."

[A. G. 230.34 (13 May 44).]

WM. H. KUSHNICK,

Director of Civilian Personnel and Training.

CPR 95.5

Section 5, NOTIFICATION TO EMPLOYEES AND REPORT OF RATINGS

	Paragraph
Notification and inspection of official ratings-----	5-1
Notification of resulting action, official ratings--	5-2
Notification of administrative unofficial ratings policy-----	5-3
War Department policy on employee notification--	5-4
Reporting of official efficiency ratings-----	5-5

5-1. Notification and inspection of official ratings.—*a.* It is required by law and by Civil Service regulations that every employee be given written notice of every *official* efficiency rating (whether "Regular," "Probational or Trial Period," or "Special") affecting him as soon as possible after such rating is finally approved by the Local Efficiency Rating Committee. Standard Form No. 68 (Notice of Official Efficiency Rating), which has been promulgated by the Civil Service Commission, will hereafter be used *exclusively* for all notification of official efficiency ratings in the War Department. The Civil Service Commission requires that, for "Regular" official ratings, such notification must normally take place within 2 months after the close of the annual rating period; and that, for "Probational or Trial Period" and "Special" ratings, it must normally be given within 30 days after rating is finally approved by the Local Efficiency Rating Committee.*

b. Standard Form No. 68 will be prepared in duplicate for *all* official efficiency ratings of "Good" or better, and in triplicate for *all* official ratings of "Fair" or "Unsatisfactory." For all ratings of "Fair" (and *only* on ratings of "Fair"), the basic salary paid each employee will be entered on Standard Form No. 68 immediately after the adjective rating. Use and distribution of the above copies will be as follows:

*Since the initial supply of Standard Form No. 68 will not be available until the latter part of May because of printing delays, notification of annual ratings prepared as of 31 March 1944 and other ratings currently prepared may be considered as an exception to these time limits. However, such notification must be given as soon as possible after the notification form is locally available; and, in all rating activities undertaken thereafter, the above time limits should be strictly observed.

(1) The original copy of Standard Form No. 68 for *all* official ratings will be delivered to the employee rated, wherever feasible, by his immediate superior in direct personal contact conducive to discussion of the rating given.

(2) The first carbon copy of Standard Form No. 68 for *all* official ratings prepared as of 31 March 1944 will be placed in a special file, arranged alphabetically by employee names for the entire installation or other rating jurisdiction. This file will be open to inspection by all employees during such hours as are administratively feasible. The file will be kept constantly current by filing therein a copy of Standard Form No. 68 for every official rating prepared thereafter, and withdrawal from the file of all copies for such former ratings as are no longer currently official. The file will thus contain at all times a *current* record of all *official* efficiency ratings on record for employees of the rating jurisdiction.

(3) The second carbons (for official ratings of "Fair" and "Unsatisfactory" *only*) will be assembled for the reporting purposes outlined in paragraph 5-5 *a.*

c. Preparation of Standard Form No. 68 will follow immediately after official approval of ratings by the Local Efficiency Rating Committee. If local adjustment or amendment of any rating is made, or if a rating is changed by action on an appeal case, a new notification on Standard Form No. 68 must be prepared in the number of copies indicated above, such copies to be distributed and used in the same manner as when original notification was given. In such cases, the original of the new notification form will be given to the employee rated, and correction made in the local inspection file by destroying the former copy and replacing it with the first carbon copy of the new notification form.

d. If such change alters in any way the reports made under paragraph 5-5a of this regulation (i. e., involves change to, from, or between rating of "Fair" and "Unsatisfactory"), similar correction will be made in such reports by appropriate withdrawal, addition, or substitution of copies of Standard Form No. 68 in each reporting set. All such copies withdrawn from use will be destroyed. If reports have already been submitted, a letter stating the nature of the change and the reasons therefor will be prepared and sent immediately to the Civil Service Commission in Washington, D. C. Such a letter will transmit such new reporting copies as are necessary, and will request destruction of former reporting copies superseded thereby.

5-2. Notification of resulting action, official ratings.—In addition to notification on Standard Form No. 68, each employee for whom pay decrease, demotion, separation, or other adverse change in job status (see CPR 95.2-2b) is anticipated must be notified in writing of such action prior to its effective date. Whenever possible, at least 30 days' advance notice should be given.* Such notice will include complete and specific information as to efficiency rating given, and as to nature and proposed effective date of the anticipated action. Standard Form No. 68 will not be used for this purpose.

5-3. Notification of administrative-unofficial ratings-policy.—Standard Form No. 68 must never be used for notification of administrative-unofficial efficiency ratings, since that form contains reference to appeal rights not available to the employee in connection with such ratings. However, it is the policy of the War Department that, whenever administratively feasible, he shall be informally notified of administrative-unofficial efficiency ratings assigned to him.

5-4. War Department policy on employee notification.—The policy of the War Department is to observe, to the fullest extent of administrative feasibility, the principle of complete frankness with the employee in regard to all matters which personally concern him and affect his individual job status. Any efficiency rating program is effective, in terms of employee morale, only in the degree to which

* For special requirements effective in cases of reduction in force, see CPR 60.7-13, 15 January 1944.

this principle is observed. The employee is entitled, in regard to all official ratings, to a full understanding of just how his rating was determined. In regard to administrative-unofficial ratings, this principle should be adhered to wherever administratively feasible.

5-5. Reporting of official efficiency ratings.—Standard Form No. 52 (List of Efficiency Ratings) is obsolete and will no longer be used. In place of that form, two types of report will hereafter be made:

a. (1) For every official efficiency rating of "Fair" or "Unsatisfactory," the second carbon copy of Standard Form No. 68 (see par. 5-1b(3)) will be used for a report to the Efficiency Rating Administration Section, Personnel Classification Division, United States Civil Service Commission, Washington 25, D. C. This report will consist of the following elements:

(a) Copies of Standard Form No. 68 for all ratings of "Fair," arranged in a single alphabetical series for each classification grade and designation.

(b) Copies of Standard Form No. 68 for all ratings of "Unsatisfactory," arranged in a single alphabetical series for each classification grade and designation.

(c) A letter of transmittal for (a) and (b) above, containing a statement of the number of copies of Standard Form No. 68 contained in each of the two transmitted groups. For "Special" official ratings, this letter will contain also a brief explanation of the occasion for the ratings, i. e., whether they were prepared for reduction in force or for pay increase (periodic) purposes.

(2) This report will be submitted by each War Department installation, or other rating jurisdiction, direct to the above mentioned office. For "Regular" and "Special" official rating activities, such submission will take place as soon as employees rated have been notified of their ratings and have had a reasonable opportunity to seek local adjustment thereof; for "Probational or Trial Period" official rating activities, such submissions may be accumulated every 6 months and submitted semiannually, and will include appropriate copies of Standard Form No. 68 for all such rating activities completed during the preceding 6-month period. The above report will not be required unless one or more official efficiency rating of "Fair" or "Unsatisfactory" has been actually given.

b. (1) Certification of "regular" (annual) official ratings.—Annually, on 31 July*, the commanding generals of all major components of the War Department (Army Ground Forces, Army Air Forces, Army Service Forces, and Office of the Chief of Staff) will submit to the Office of the Secretary of War a certificate in the following form:

It is hereby certified that all civilian employees of _____ (Give name of major component submitting the certificate) _____ paid under the compensation schedules of the Classification Act of 1923, as amended, and of Executive Order No. 6746 for whom official efficiency ratings were required as of 31 March _____ (Give year)

*The first such report, covering annual efficiency rating activities as of 31 March 1944, may be submitted at any time prior to 30 September 1944. This exception is made in view of delays in delivery of Standard Form No. 68, Notice of Official Efficiency Rating, which must hereafter be used for all employee notification of official ratings.

have been assigned such ratings. It is further certified that all employees affected thereby have been given proper written notification of the efficiency ratings assigned to them.

(2) Each certificate will cover all annual efficiency rating activities within the major War Department component which submits it. Such certificates will be the basis for final certification by the Secretary of War to the Civil Service Commission.

c. Certification of "Special" official ratings.—Semiannually, on 31 January and 31 July of each year, the commanding general of each major War Department component will submit two separate certificates relating to "Special" official rating activities, as follows:

(1) A certificate covering all "Special" ratings prepared for purposes of pay increases (periodic). Such certificates will be identical with the example given in b(1) above, except that they will be so worded as to apply to employees for whom "Special" official efficiency ratings were required in connection with the granting of pay increases (periodic) during the period from _____ through _____ (Date) (Date)

(2) A certificate covering all "Special" ratings prepared for reduction in force purposes. Such certificates will be identical with the example given in b(1) above, except that they will be so worded as to apply to employees for whom "Special" official efficiency ratings were required to be prepared for reduction in force purposes during the period from _____ through _____ (Date) (Date). The first such

certificates will be submitted on 31 January 1945. Subsequent certificates will be submitted every 6 months, on 31 July and 31 January.

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d. Certification of "Probational or trial period" official ratings.—Certificates will be prepared semiannually, at the same times and covering the same periods as do the certificates prepared under *c* above. All other requirements stated in *c* above will apply, *except that* rewording of the certificates will be as follows: In place of the phrase (see *b*(1) above) "for whom official efficiency ratings were required as of 31 March _____," the phrase "for whom probational or trial period official ef-

iciency ratings were required during the period from _____ through _____" will be used.
(Date) (Date)

*e. Administrative personnel actions resulting from official efficiency ratings will not be postponed or delayed until the certification requirements outlined in *b*, *c*, and *d* above are carried out. Certification is purely a post-audit procedure, and need not precede the date of any administrative personnel action resulting from the rating activities certified to.*

UNITED STATES CIVIL SERVICE
COMMISSION
WASHINGTON, D. C.

March 14, 1944.

PC: ERA: JAO: NSB

DEPARTMENTAL CIRCULAR NO. 474
(Serving as Supplement No. 1 to Departmental Circular No. 458, dated December 23, 1943)

SUBJECT: Uniform Efficiency Rating System; Notification, Reporting, and Inspection of Ratings, effective March 31, 1944; Clarification of Section 5 of the Efficiency Rating Manual, Form 3823, Revised.

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

1. *Promulgation of Sections 13, 14, and 15 of the Efficiency Rating Manual, Civil Service Commission Form 3823, Revised.* When Civil Service Commission Departmental Circular No. 458, December 23, 1943, was issued revising the uniform efficiency rating system, full agreement had not been reached on provisions regarding the notifying of employees of official ratings, the reporting of ratings to the Civil Service Commission, and the inspection of ratings provided by Section 9 of the Classification Act of 1923, as amended. In order that the regular efficiency rating program might not be delayed, these provisions were withheld and notice was given in paragraph 3 of Departmental Circular No. 458 that additional regulations on these points would be issued prior to March 31, 1944. These additional regulations are hereby promulgated, effective March 31, 1944, as sections 13, 14, and 15 of the Efficiency Rating Manual, Form 3823, Revised.

Section 13. *Reporting of rating information—notice to employees.*—Upon approval of the official ratings by the efficiency rating committee and within two months of the close of the regular rating period (thirty days in the case of probational or trial period, and special ratings) each employee shall be notified of his rating on Standard Form No. 68, Notice of Official Efficiency Rating. The lines on this form

correspond with those on the Report of Efficiency Rating, Standard Form No. 51, Revised, in order to permit the identifying information to be entered on both forms at the same time by the use of carbon paper.

Section 14. *Inspection of ratings by employees.*—In conformity with legal requirements, there shall be maintained in each department, agency, bureau, regional office, installation, or field station a record of the names, grades, and efficiency ratings of all employees located there for convenient inspection by such employees. Employees shall have the right to inspect these ratings, upon making request of the custodian of such records, without interference, coercion, restraint, or fear of reprisal. Also, the Report of Efficiency Rating, Standard Form No. 51, Revised, of each employee, or a copy of it, shall be available for inspection by him.

Section 15. *The reporting of rating information to the Civil Service Commission.*—As soon as the annual rating program has been completed in any department or agency and the employees of such department or agency have been notified of their efficiency ratings, a certificate of this fact shall be submitted by the head of the department or agency to the Civil Service Commission for the attention of the Efficiency Ratings Administration Section of the Personnel Classification Division. This certificate shall state that all employees paid under the compensation schedules of the Classification Act or of Executive Order No. 6746 for whom ratings are required as of March 31 of the year in question have been assigned efficiency ratings and have been notified of such ratings, stating exceptions if there are any. Similar certificates shall be transmitted periodically, at least every six months, for official probational or trial period ratings. Whenever official special ratings are made, a certificate shall be transmitted, stating the circumstances requiring the making of special ratings. In addition, lists shall be submitted by organization units (departmental service) or location (field service) of the names, job

titles, grades, salaries, and efficiency ratings of all employees who receive ratings of "Fair" or "Unsatisfactory." In all cases where lists of employees and their official efficiency ratings are prepared by the efficiency rating committee or by personnel officers to serve as records for inspection by employees or for administrative purposes, a copy of each such list shall be transmitted to the Civil Service Commission for the attention of the Efficiency Ratings Administration Section of the Personnel Classification Division.

In order to assist the Civil Service Commission in further improving the uniform rating system, departments, independent establishments, and other agencies are requested to submit:

- A. Copies of any supplemental instructions and forms;
- B. Copies of any charts, graphs, and rating tabulations prepared for administrative use;
- C. Copies of any other written material which they used in conducting their rating programs; and
- D. Criticism of the efficiency rating system and suggestions for its improvement.

2. *Clarification of Section 5 of Efficiency Rating Manual, Civil Service Commission Form 3823, Revised.*—Section 5 of the Efficiency Rating Manual deals with official special ratings. To clarify the intent of this section with regard to when a special rating should be made, the following guides are presented:

Whenever it becomes necessary to effect a reduction in force, the employees who have no current official efficiency ratings based on performance in positions of the class in

which a reduction in force is anticipated shall be given official special ratings.

Whenever an employee enters the military service and he has no official rating as of the latest March 31, or any date thereafter, covering performance in the grade of his position, an official special rating shall be made to be used for salary advancement purposes while the employee is in the military service.

In general, whenever an employee has no official rating as of the latest March 31, or any date thereafter, based on performance in the grade of his position, an official special rating shall be made when needed for salary advancement purposes.

3. *Requisitions for Standard Form No. 68, Notice of Official Efficiency Rating.*—The Commission is now ordering the printing of Standard Form No. 68, Notice of Official Efficiency Rating, to be made available by April 15, 1944. Departments or agencies are required to procure this form at their own expense. In order to receive the advantage of standard form rates, it is necessary that each department and agency estimate its needs for the calendar year of 1944 and submit requisition for the number needed to the Public Printer not later than twenty days from the date of this letter. In submitting requisitions to the Public Printer, reference should be made to Civil Service Requisition No. 338. Requisitions should be submitted only by or through the office authorized to procure printing from the Government Printing Office for the central office of the department or agency.

By direction of the Commission:

Very respectfully,

/s/ L. A. MOYER,
L. A. Moyer,

Executive Director and Chief Examiner.

30 May 1944.

Circular No. 63

**EMPLOYMENT OF WAR DEPARTMENT EMPLOYEES BY CONTRACTORS
OUTSIDE HOURS OF FEDERAL EMPLOYMENT**

1. Administrative Memorandum No. 51, 10 November 1941, prohibited the employment of War Department employees by private industries holding war contracts outside the hours of Federal employment. In view of the shortage of skilled personnel in war industries and the general manpower shortage faced by the Department, it is deemed necessary to revoke the provisions of the above cited memorandum.

2. Simultaneous employment by the War Department and private industry, whether or not war contracts are held by the private employer, will be subject to existing provisions of law and the following additional conditions:

a. A full-time War Department employee may accept private employment outside his official tour of duty provided that his work efficiency in his Government position is not impaired thereby. All determinations in this regard are left to the discretion of the employing officer.

b. Where feasible, part-time or full-time employees in private industry may be assigned to part-time duties in the War Department when such services can be efficiently utilized. All such part-time or irregular assignments will be made in accordance with the policy contained in Civilian Personnel Regulation No. 145.

3. In all cases where employees performing duties in the War Department accept outside employment with industries holding war contracts, care will be exercised to ascertain that such employment is not inconsistent with the public interest. Simultaneous employment under a contractor and in a War Department position wherein the employee would be in a position to influence the terms of the contract or acceptance of the products thereof to the private employer's advantage would be detrimental to the public interest and therefore prohibited. Attention is directed also to the following applicable sections of the United States Code:

a. *Dual compensation.*—Sections 58 and 59, Title 5, United States Code, prohibit payment

of appropriated funds to any person receiving more than one salary from the Federal Government when the combined *salary rates* exceed \$2,000 per annum. Employees and appointing officers are therefore required to make certain that outside employment does not constitute another Government position.

b. *Receipt of salary from non-Federal sources.*—Section 66, Title 5, United States Code, provides that “no Government official or employee shall receive any salary *in connection with his services as such an official or employee* from any source other than the Government of the United States, * * * and no person, association, or corporation, shall make any contribution to, or in any way supplement the salary of, any Government official or employee *for the services performed by him for the Government of the United States*” (italics supplied). Pursuant to this statute, therefore, any compensation received by a War Department employee from private enterprise must be for services rendered and may not be paid in connection with his Government work.

c. *Receipt of pay for use of influence in matters to which United States is a party.*—Section 203, Title 18, United States Code, provides a penalty of fine and imprisonment for any employee or official who receives or agrees to receive any compensation whatever for any services rendered or to be rendered in relation to any proceeding (including, among other items, contracts) in which the United States is a party or directly or indirectly interested.

[A. G. 230.44 (29 May 44).]

BY ORDER OF THE SECRETARY OF WAR:

WM. H. KUSHNICK,
*Director of Civilian
Personnel and Training.*

OFFICIAL:

ROBERT H. DUNLOP,
*Brigadier General,
Acting The Adjutant General.*

6 June 1944.

Circular No. 64

**INTERPRETATION OF UNITED STATES CIVIL SERVICE COMMISSION
STATEMENT OF ALLOCATION STANDARDS FOR TELE-
GRAPHIC-TYPEWRITER OPERATING SERIES**

1. The following statement concerning the inclusion of other than trainee positions in the CAF-2 class of the Telegraphic-Typewriter Operating Series (CAF-1690-0), standards for which were promulgated in August 1943, has been received from the United States Civil Service Commission:

While the brief explanation of the CAF-1690-2 class is written to cover trainee work, it was intended that it should also include all positions of telegraphic-typewriter operators which do not meet the minimum requirements for CAF-3, namely, a sending speed of not less than 45 words a minute, and a knowledge of basic telegraphic communications procedures listed on the second page of the printed CAF-1690-0 standards.

Some positions in the Government service require the use of a telegraphic typewriter, but the speed at which it is operated is immaterial. In such positions, a knowledge of the basic telegraphic communications procedures is seldom required. Without the specified speed requirement and the application of basic communications procedures, a telegraphic-type-

writer operator position is practically the same as that of a CAF-2 typist and should be allocated no higher than CAF-2.

As stated in the original memorandum containing the CAF-1690-0 standards: "Cases which do not clearly fall within the scope of the standards will be allocated on their individual merits." So it can be said that any position which does not meet the two minimum requirements for CAF-3, or their equivalents, is properly allocable in CAF-2.

2. The allocation of telegraphic-typewriter positions in War Department installations should be based on the above interpretation of the Civil Service Commission's statement of allocation standards.

[A. G. 231.3 (5 Jun 44).]

BY ORDER OF THE SECRETARY OF WAR:

WM. H. KUSHNICK,

Director of Civilian Personnel and Training.

OFFICIAL:

J. A. ULIO,

Major General,

The Adjutant General.

DECLASSIFIED
Authority *NWD 883078*

13 June 1944

Circular No. 68

DISTRIBUTION OF POLITICAL ACTIVITY WARNING POSTER

1. It is the policy of the Civil Service Commission to redistribute its political activity warning poster, Form No. 1982 (Warning—Political Activities of Federal Employees Prohibited), at least every second year in order that Federal employees may have ample notice of the political activity restrictions applicable to them by reason of their Federal employment.

2. Reasonable supplies of Form No. 1982 are now available through established supply channels. Upon receipt of this circular, civilian personnel officers should requisition a sufficient amount to be displayed prominently enough to come to the attention of all employees.

3. For further information on the subject of political activity, attention is directed to Civilian Personnel Regulation No. 160, 2 February 1944.

[A. G. 230.77 (9 Jun 44).]

BY ORDER OF THE SECRETARY OF WAR:

WM. H. KUSHNICK,
*Director of Civilian Personnel
and Training.*

OFFICIAL:

J. A. ULIO,
*Major General,
The Adjutant General.*

4. Special procedures for class III (Army Air Forces) installations.—*a.* The Army Air Forces have directed attention to the lack of instructions for class III installations when employees paid from Army Service Forces funds transfer to Army Air Forces funds and vice versa. Hereafter W. D. Forms No. 51 for all employees of class III installations will be submitted to Headquarters Army Air Forces, Attention: Civilian Personnel Division, Records Branch, regardless of the fund from which they are paid. The report will be made only when the employee transfers from, or is separated from, the installation or when a special report is required. The form will *not* be submitted upon transfer between funds (Army Air Forces and Army Service Forces) within the installation.

• BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

J. A. ULIO,
*Major General,
The Adjutant General.*

b. In any case where the previous W. D. Form No. 51 has been submitted to the Civilian Retirement Records Branch, Adjutant General's Office, because the employee was paid from Army Service Forces funds, the W. D. Form No. 51 submitted to Headquarters Army Air Forces, at time of separation or when a special report is required, will show under "Remarks" that a Form No. 51 was submitted to the Civilian Retirement Records Branch, Adjutant General's Office, indicating the date of that form and the period of service covered. The Headquarters Army Air Forces will obtain the record from Civilian Retirement Records Branch, Adjutant General's Office, and maintain it thereafter.

[A. G. 230.64 (28 Jun 44).]

WM. H. KUSHNICK,
*Director of Civilian Personnel
and Training.*

29 June 1944.

Circular No. 73

MAINTENANCE OF CIVILIAN EMPLOYEE RETIREMENT RECORDS

1. Reporting excess leave on form, Notification of Personnel Action (W. D., Form No. 50, CP-50, or AC-CP-50).—Examination of the records of the Civil Service Commission disclosed that War Department installations are *not* complying with Civilian Personnel Regulation 85.16-6b(8) (published as an attachment to Administrative Memorandum W-33, 20 May 1943), relative to reporting absence when it exceeds 6 months on the form, Notification of Personnel Action (W. D., Form No. 50, CP-50, or AC-CP-50). The Civil Service Commission must have this information to determine employees' Civil Service status in some cases, and to determine the amount of service which is creditable for retirement (annuity) purposes. The requirement is as follows (CPR 85.16-6b(8), will be superseded by CPR 75.5-7, which will comply with the following):

a. At the end of each calendar year, the form, Notification of Personnel Action, will be prepared for all employees *who were absent from duty in excess of 6 months during the calendar year*. The total during the year of annual leave, sick leave, leave without pay, absences without leave, and suspensions from duty will be computed to determine those employees absent in excess of 6 months. The form will show as "Nature of Action," "Absence Report—Calendar Year 19—," and under "Remarks" will show the total amount of absence during the year, and a subtotal of the absence without pay, for example, Total—214 days; W. O. P.—158 days. (This method of reporting absences differs from CPR 85.16 in that the amount of each type of leave need not be shown.)

b. When an employee is separated and total absence during the current calendar year as shown above exceeds 6 months, the total absence and a subtotal of the amount of absence without pay will be placed under "Remarks" (see

example above) on the form, Notification of Personnel Action, which effects the separation.

c. Periods of leave without pay, or the total absences, hereafter will not be reported on W. D. Form No. 51 (Statement of Civil Service Retirement Deductions withheld). The amount certified as tontine will be considered correct and the officer certifying Form No. 51 will be responsible therefor.

2. Reporting retirement deductions for fiscal year 1944.—a. All War Department installations and offices will make a special report of retirement deductions for the fiscal year 1944 on W. D. Form No. 51 as soon as practicable after 1 July 1944, and not later than 1 October 1944. This report is required to maintain the retirement accounts of individual employees. See CPR 85.16-6b(5).

b. The report will cover the period from the last special report (covering through the pay period for which the last payment was made and accounted for in the disbursing officer's accounts in June 1943), or date of entrance on duty if later, through the pay period for which the last payment was made and accounted for in the disbursing officer's account in June 1944, the time of semiannual closing of W. D. Forms No. 43 (Individual Earnings Record), and will be submitted to the appropriate force headquarters retirement office.

3. Completing special report for fiscal year 1943.—CPR 85.16 b(5) required a special report of retirement deductions covering the period from establishment of W. D. Forms No. 43, in January 1943, through the pay period for which the last payment was made and accounted for in the disbursing officer's accounts in June 1943. Office of the Secretary of War inspections disclose some installations have not complied with that requirement. Action will be taken immediately to complete the special report so that it will be submitted not later than 31 July 1944.

15 June 1944.

Circular No. 71

REPORTS ON CLASSIFICATION OF SHIPBUILDING INSPECTOR POSITIONS IN WAR DEPARTMENT FIELD INSTALLATIONS AS REQUIRED BY WAR MANPOWER COMMISSION DIRECTIVE NO. XII

1. Attached hereto is Civil Service Commission Departmental Circular No. 470, 11 February 1944, subject, Reports on Classification of Shipbuilding Inspector Field Positions Required by War Manpower Commission Directive No. XII. Although the provisions of this circular require the channeling of reports through the departments, the War Department has obtained an exception which provides they will be sent direct to the United States Civil Service Commission. The Department has secured an extension of the 31 March deadline for submission of the reports.

2. **Procedure for reporting classification of shipbuilding inspector positions.**—After the allocations have been effected, except for those requiring reduction in pay, each field installation having positions affected by the standards will report to the Civil Service Commission, Washington 25, D. C. *All reports must be made not later than 15 July 1944.*

a. Reports will be submitted direct to the United States Civil Service Commission, Attention: Mr. Robert S. Hare, Chief Field Section, Personnel Classification Division, Room 424, Victor Building, Washington 25, D. C.

b. The name and location of the installation will be shown on each page of the report.

c. No report will be submitted by installations in which shipbuilding inspector positions do not exist.

3. **Contents of reports.**—Each report will contain the following information:

a. A summary showing the number of employees allocated, as a result of the application of the standards, to each class described in the standards. This summary will include all shipbuilding inspector positions at the installation, whether or not any change in allocation is required by the application of the standards.

b. A summary showing the number of employees in each class of shipbuilding inspector position before the application of the standards.

c. A list of the employees whose compensation must be reduced by the application of the standards. If the application of the standards

will not cause a reduction in the compensation of any employee, -this fact will be reported. The list will show—

- (1) Name of the employee;
- (2) Grade and title of the position prior to the application of the standards;
- (3) Proposed grade and title of the position as it will exist after the application of the standards.

4. **Case requiring reduction in compensation.**—The procedures set forth in Civil Service Commission Departmental Circular No. 422, 1 May 1943, subject, Rules and Regulations Relating to the Allocation of Positions in the Field Service, and to Appeals Arising from Reduction in Pay made Pursuant to Action Taken under War Manpower Commission Directive No. XII, will be followed when the compensation of an employee *must be* reduced upon application of the standards. It should be noted that the salary *must be* reduced only when it is above the maximum for the grade; for example, if upon application of the standards a position is to be changed from grade CAF-12 at \$4,600 to grade CAF-10, the maximum rate for which is \$4,100, reduction at least to \$4,100 per annum must be made. It is within the discretion of the commanding officer to reduce the salary to the top rate of the grade, in this case \$4,100, or to reduce it to the minimum of the grade or to any step rate within the grade. The following is quoted from Civil Service Commission Departmental Circular No. 422:

“Cases involving reduction in pay.

19.5 **Action suspended when reductions in pay involved; length of appeal period.** An allocation of a field position made in accordance with standards promulgated under War Manpower Commission Directive No. XII which would result in a pay reduction, if put into effect in accordance with existing laws and regulations, shall be suspended until the expiration of the time limit for an appeal or until a decision has been rendered upon the filing of

objections as hereinafter provided. The time limit for the filing of such an appeal shall be 30 days from the date of notification to the employee, as hereinafter provided.

19.6 Notice to employees of pending reductions. When, as a result of grade and salary adjustments required by the application of such standards, the existing salary of the incumbent of any position must be reduced, the department or agency involved shall notify the employee (a) of the prospective reduction in pay and the reason therefor; (b) that action is being suspended for 30 days to give him a fair opportunity to present his objections to the proposed reduction; (c) that during this 30-day period he has the right to present his written objections to the Commission, through the department or agency, if he so desires; (d) of the name and address of the official in the department or agency to whom such appeals should be directed; and (e) where he may have access to copies of the allocation standards.

19.7 Filing of objections. A statement of objections to an allocation which if effected would result in a pay decrease, shall be made in writing and directed to the official of the department or agency indicated in the notice of proposed reduction. Such a statement shall contain the name, mailing address, and present classification grade and salary of the employee filing objections, the grade to which his position has been allocated under the standards and the salary to which reduction is proposed, an accurate and complete description of the duties performed and responsibilities exercised, the name, title, and grade of his immediate supervisor, and such collateral information and objections as he may care to present.

19.8 Effect on reductions where no objections filed. If at the expiration of 30 days no appeal has been filed, the allocation and salary reduction proposed by the department or agency shall be put into effect.

19.9 Consideration of objections by department. A responsible officer in the department or agency involved, and preferably in the field establishment where the employee is located, shall, within a period of 20 days after receipt of the appeal, consider the written objections of the employee, particularly with a view to re-examining the application of the standards to the duties and responsibilities currently performed by the employee. If in his

judgment the facts so warrant, he shall readjust the allocation of the position involved in accordance with the standards. If in his judgment the facts do not warrant a readjustment in allocation, he shall prepare appropriate comments and recommendations as to action to be taken upon the case, and shall submit it promptly to the Commission (Attention, Personnel Classification Division), in Washington, D. C.

19.10 Consideration and decision by the Commission. The Commission will review all cases where adverse action has been taken by the department or agency on the appeals of field employees from pay reductions resulting from application of allocation standards promulgated under Directive No. XII. The Commission will consider each case, will obtain any additional information it deems necessary, will make a decision thereon, and will notify the department or agency and the appellant of the action taken.

19.11 Effect of decisions. The department or agency shall make such changes in the allocation of the employee's position as are necessitated by the Commission's decision on the appeal."

5. Review of reports already submitted.—Installations which have already submitted reports on shipbuilding inspector positions in connection with application of the standards promulgated by the Civil Service Commission under War Manpower Directive No. XII, should review the reports to ascertain if all the procedures set forth in this circular have been adhered to. If it is found that previously submitted reports have not included all the necessary information, revised reports should be prepared and submitted at once direct to the Civil Service Commission. See paragraph 2.

[A. G. 230.418 (14 Jun 44).]

BY ORDER OF THE SECRETARY OF WAR:

WM. H. KUSHNICK,
*Director of Civilian Personnel
and Training.*

OFFICIAL:

J. A. ULIO,
*Major General,
The Adjutant General.*

1 Incl.

Civil Service Commission Departmental
Circular No. 470.

UNITED STATES CIVIL SERVICE
COMMISSION

WASHINGTON, D. C.

February 11, 1944

FC:HDA:mrh

DEPARTMENTAL CIRCULAR NO. 470

SUBJECT: Reports on classification of shipbuilding inspector field positions required by War Manpower Commission Directive No. XII.

TO HEADS OF DEPARTMENTS AND
INDEPENDENT ESTABLISHMENTS:

Pursuant to the provisions of War Manpower Commission Directive No. XII, the Civil Service Commission, on May 1, 1943, promulgated Departmental Circular No. 422 requiring that positions covered by allocation standards issued under Directive XII be promptly classified in accordance therewith and that reports of such actions be submitted to the Civil Service Commission. Section 19.3 of the Regulations prescribes the content of the reports to be submitted which will serve as one of the bases for audits to be made under Section III of the Di-

rective in determining the extent of adherence to the standards.

Therefore, in accordance with Directive XII and the regulations issued thereunder, it is directed that all classification of shipbuilding inspector positions under the standards contained in Departmental Circular No. 455, dated December 20, 1943, be completed as soon as possible and that the required reports be submitted by the heads of all departments and agencies to the Civil Service Commission, Attention: Personnel Classification Division, Washington 25, D. C., not later than *March 31, 1944*. Audits to determine adherence to these standards will be made by the Civil Service Commission shortly after that date.

Such reports, in the prescribed form, should be submitted to the Civil Service Commission by the departments and agencies rather than directly by individual field establishments.

By direction of the Commission:

Very respectfully,

/s/ **L. A. Moyer,**
L. A. MOYER,

Executive Director and Chief Examiner.

Incl. 1

26 June 1944.

Circular No. 72

**RELATIONSHIPS WITH EMPLOYEE GROUPS OR ORGANIZATIONS
IN WAR DEPARTMENT INSTALLATIONS**

1. The attention of commanding officers is directed to a statement made by the President of the United States on 16 August 1937 relating to employee organizations in the Federal service. This statement is a source of reference regarding relationships with employee groups. Pertinent quotations from this statement follow:

"* * * The desire of Government employees for fair and adequate pay, reasonable hours of work, safe and suitable working conditions, development of opportunities for advancement, facilities for fair and impartial consideration and review of grievances, and other objectives of a proper employee relations policy, is basically no different from that of employees in private industry. Organization on their part to present their views on such matters is both natural and logical, but meticulous attention should be paid to the special relationships and obligations of public servants to the public itself and to the Government.

"* * * The process of collective bargaining, as usually understood, cannot be transplanted into the public service. It has its distinct and insurmountable limitations when applied to public personnel management. The very nature and purposes of Government make it impossible for administrative officials to represent fully or to bind the employer in mutual discussions with Government employee organizations. The employer is the whole people, who speak by means of laws enacted by their representatives in Congress. Accordingly, administrative officials and employees alike are governed and guided, and in many instances restricted, by laws which establish policies, procedures, or rules in personnel matters * * *"

2. The Department considers it a right of employees to present to their employers for consideration matters relating to their employment. This right may be exercised by individual employees themselves; it may also be exercised by representatives of groups of employees through the presentation to management of petitions or proposals of interest to the group. Every effort should be made at the installation to avoid confusing the relationship with employee groups or organizations, which involves the consideration of petitions or proposals dealing with group

interest, and the relationship with individual employees where it concerns the adjustment of individual complaints or grievances. Principles governing the adjustment of grievances were established 4 April 1944, by the Secretary of War by letter to the commanding generals of the forces. Policies governing the relationships with groups of employees or representatives of their organizations are outlined herewith.

3. It is the policy of the Department to recognize the right of employees to organize into groups, to give prompt consideration to petitions or presentations of the groups, and to allow them freedom to pursue a program of activities consistent with the purposes of the organization and within the limits imposed by the circumstances of Government employment. In recognizing this right, it will be expressly understood that no one group can be considered as solely representing the interests of all employees of an installation. Furthermore, employment of any workers will not be contingent upon their membership in an organization because membership in organizations is entirely voluntary in the War Department. The relationship of employees to the Department is independent of the fact of membership in an employee organization.

4. The following policy governing relationships with all employee groups is given for the guidance of commanding officers:

a. *Membership.*—Employees may organize, join, or refrain from joining any group without interference, coercion, restraint, discrimination, or reprisal, unless the group is organized for the express purpose of overthrowing the Government or would be in violation of the Hatch Act.

b. *Standing of employees.*—The standing of employees will not be affected adversely because of membership or nonmembership so long as both their loyalty to the Government service and their performance at work are satisfactory.

c. *Membership lists.*—Groups will not be required to furnish lists of their membership as a basis for proof or organization.

d. Consideration of petitions or presentations.—Prompt consideration will be given to petitions or proposals of employee groups not only when received from employees but also when received from authorized representatives of employees whether or not representatives are employees of the installation. Where representatives of organized groups of employees request consideration from a commanding officer for their proposals he will satisfy himself that the organization they represent has at least two members regularly employed within the installation.

e. Attendance at joint meetings.—Joint meetings or hearings with representatives of employee groups called by the commanding officer or agreed upon by him should be scheduled during working hours and when so scheduled the time spent at such meetings by employees shall be considered regular working time.

f. Approval of literature and notices.—Prior approval of all literature for distribution and notices for posting within the installation will be required by the commanding officer. Approval will be granted unless the literature or notices contain propaganda against, or attacks upon, any agencies, individuals, or activities of the Federal Government. In the Departmental service, approval for posting and distribution will be secured from the Office of the Administrative Assistant, Office of the Secretary of War.

g. Distribution of literature.—Distribution of literature approved for circulation within an installation and at places determined by the commanding officer will be permitted before and after scheduled working hours, provided the distribution is made by employees of the installation serving as representatives of the group responsible for the material being distributed.

h. Posting of notices.—Commanding officers will provide convenient accessible places for the posting of approved notices of employee organizations.

i. Meeting places.—Where facilities for the holding of meetings of employee groups are available within an installation and where safety and security regulations can be observed, the commanding officer may grant the use of such facilities to employee organizations for meetings outside regularly scheduled working hours of employees.

j. Canvassing.—Subject to safety and security regulations of the installation, employee organization representatives will be permitted to canvass for members and for payment of dues provided the canvassing is carried on outside regularly scheduled working hours of both the representatives and the employees solicited.

5. This statement summarizes existing War Department policy on relationships with employee organizations and rescinds Civilian Personnel Circular No. 19, 25 August 1943.

6. The Chief of Staff, the commanding generals of the forces, and the Administrative Assistant, Office of the Secretary of War, will issue instructions providing for the implementation of this policy.

[A. G. 230.6 (26 Jun 44).]

BY ORDER OF THE SECRETARY OF WAR:

WM. H. KUSHNICK,
Director of Civilian Personnel
and Training.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

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