

R3-16 CHAPTER R3. REDUCTION IN FORCE: *Determining Retention Preference*

determine whether the employee is entitled to veteran preference. The employee questionnaire in figures 2 and 3, pages R3-10 to R3-11, may be used to obtain further information.

The employee's personnel file or application for Federal employment (Standard Form 57) may show veteran preference.

Acting on Preference Claims

The Commission has authorized personnel officials of agencies to allow and record veteran preference on the personnel records of employees who present proof of honorable separation from their last military service. If the employee presents proof other than a certificate of honorable discharge or a certificate of satisfactory service, or claims wife or widow preference, the agency must refer the case to the Commission for a determination. In requesting this determination, the agency must forward the employee's claim to preference on CSC Form 14, and whatever proof of separation the employee has submitted, to the Preference Sub-Unit in the Commission's central office, or to the appropriate regional office of the Commission.

Personnel officials may request advice and information regarding veteran preference, the acceptability of discharge certificates, or the method of proving claims, from the Commission's Veteran Preference Sub-unit in Washington, D. C. (extension 457).

Chapter V1, "Veteran Preference," explains the basis on which preference is allowed. It contains several tables which the personnel official will find useful in reduction in force:

Table I, page V1-12, lists parts of the armed forces of the United States.

Table II, page V1-15, lists certain services and occupations connected with the armed forces which do not afford a basis for veteran preference, since they are nonmilitary.

Table III, page V1-16, lists certain periods, mostly in connection with World War II, during which active duty of reservists was authorized.

Table V, page V1-18, lists the wars in which

the United States has been engaged since 1861.

Table VI, page V1-19, lists discharge certificates of the various services and identifies them as "honorable," "dishonorable," or "doubtful."

RETENTION RIGHTS***Meaning of Term "Retention Right"***

Several acts of Congress and Executive orders require the restoration of various groups of former employees to their positions or to positions of like seniority, status, and pay. Some of these laws and orders provide for a "retention right," i. e., that the employee shall not be discharged from his position, except for "cause," for one year after restoration; reduction in force is not considered to be "cause" for discharge, within the meaning of these laws and orders.

An employee who has this retention right by statute would be the last to be separated by reduction in force during the period of this right. An employee with a retention right under Executive Order 8973 or 9067 would be the last to be separated in his subgroup. If an employee with a statutory retention right is reached for action in a reduction in force, he shall be placed in some other position of like seniority, status, and pay elsewhere in the department, and, wherever possible, at the same geographical location. Similar treatment should be accorded employees with other retention rights, whenever possible.

It should be noted that some of the laws and orders which grant restoration rights do not grant retention rights.

Bases for Retention Rights

Military service.—Retention rights are granted on the basis of military service by section 3 of the act of August 27, 1940 (Public Res. No. 96, 76th Cong.), as amended (50 (App.) U. S. C. 403); by section 8 of the Selective Training and Service Act of September 16,

1940, as amended (50 (App.) U. S. C. 308); by section 7 of the Service Extension Act of August 18, 1941, as amended (50 (App.) U. S. C. 357). They are not granted by War Service Regulation XIII.

Retention rights are not to be confused with veteran preference. Some employees who do not have veteran preference have retention rights, and many employees have veteran preference without retention rights. Details about mandatory restoration are given in Chapter R6, "Restoration to Duty (Mandatory)." Retention rights are covered on page R6-19.

Service in the Public Health Service.—Retention rights are granted by section 212 of the Public Health Service Act of July 1, 1944 (42 U. S. C. 213), to commissioned officers of the Reserve Corps of the Public Health Service who were called to active duty after November 11, 1943. These officers are entitled to retention rights after restoration whether they are entitled to "limited military benefits" or "full military benefits" under the statute.

Merchant Marine Service.—Retention rights are granted on the basis of service in the merchant marine by section 2 of the act of June 23, 1943 (50 (App.) U. S. C. 1472.)

Transfer.—Retention rights were granted, on the basis of transfer, by Executive Order 8973 of December 12, 1941, and Executive Order 9067 of February 20, 1942. The rights apply only to reemployment after transfers made under the authority of these orders. Transfers under these orders were not authorized after September 27, 1942. No retention rights were granted in connection with transfer under authority of Executive Order 9243 of September 12, 1942, or of War Manpower Commission Directive X.

Agency records will usually show transfers as having been authorized under War Service Regulation IX, rather than under one of the authorities listed above. Transfers with reemployment rights which the Commission authorized prior to September 27, 1942, carried retention rights; transfers with reemployment rights which the Commission authorized on or after September 27, 1942, did not carry retention rights.

TOTAL FEDERAL SERVICE

Retention credits are given at the rate of one point for each full year of accreditable service.

Determining Whether Service is Accreditable

Civilian service is accreditable if it can be counted toward Civil Service retirement. Only service with the Federal Government and the municipal government of the District of Columbia may be counted. All service for the Government is not necessarily creditable. Only service as an officer or employee may be credited.

Credit is given for civilian or military service, and for leave with pay when not combined with leave without pay; however, when the total absence in a calendar year exceeds six months, and part of the absence is in a nonpay status, not more than six months of the total absence may be counted.

Credit is given for military service without regard to veteran preference, restoration, or retention rights. It is given even though the discharge may have been dishonorable.

Figure 7, page R3-27, lists agencies and employments in which service is presumed to be accreditable or not to be accreditable for reduction in force purposes.

Official inquiries on "accreditability" of service may be made by writing the Commission, or by telephoning the Commission's Retirement Division advisers on extension 3067.

Counting Service

Service credits are based on total Federal civilian and military service up to the date of separation or up to a "service-count" date. If a "service-count" date is to be used, it must be the same for all employees in a single reduction. The personnel official may for his convenience count total service for all employees up to a record date ahead of any reduction in force, and later add service up to the "service-count" or separation date. Service between this record date and the separation date will be the same for nearly all employees and will be easily added.

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Figures 8 and 9, pages R3-28 and R3-29, show two ways to add service credits. The second method requires some study, but is quicker when several periods of service are to be added.

Upon receipt of official inquiries submitted on Standard Form 66 (figure 10, page R3-30), the Commission will inform the agency of the service shown on its records.

EFFICIENCY RATING***Effect of Rating on Retention Preference***

Efficiency ratings are used in two ways in retention preference:

(1) Employees with "Good" or better ratings are placed in different subgroups from those with "Fair" or "Unsatisfactory" ratings.

(2) Employees with "Excellent" ratings are allowed 5 retention points.

Determining Whether Rating May Be Used

Approved efficiency rating systems.—A large number of Federal employees, including those under the Classification Act, are given efficiency ratings under the uniform efficiency rating system described in Chapter E1, "Effi-

ciency Ratings." Many other Federal employees are rated under administrative rating systems which have been approved by the Commission for use in reduction in force. If efficiency ratings in the agency are made under the uniform system, or if they are made under a system which has been approved by the Commission, they must be used in establishing retention credits.

Unapproved efficiency rating systems.—If the agency's system has not yet been approved by the Commission and the personnel officer cannot submit it for approval before a reduction in force, he may nevertheless use the system if it meets all the following requirements:

(1) The ratings are prepared by officials having a personal knowledge of the employee's performance;

(2) They are based on uniform standards so that the same adjective rating reflects the same degree of efficiency for all employees;

(3) They are made periodically, representing current service;

(4) They are graded in groups corresponding with the adjective group of the uniform system; and

(5) They are used for administrative purposes generally, not just for reduction in force.

Figure 7.—Service (Accreditable or Not Accreditable)

Presumption that civilian service is accreditable.—For retention preference purposes only, personnel officials may presume, in the absence of evidence to the contrary, that the following civilian service *is accreditable*: Service in all establishments, agencies, bureaus, administrations, projects, and departments of the Government, permanent or temporary, and in either (a) the classified civil service; (b) the unclassified civil service; (c) any temporary or emergency establishment, agency, bureau, administration, or project, department created by act of Congress or Presidential Executive order; and (d) the District of Columbia government.

Exceptions.—For retention preference purposes, service in the following occupations and agencies is presumed to be *not accreditable*:

(a) *Occupations in which service is not accreditable:*

Agents, collaborators, or cooperative employees not under Federal supervision and control.

Contract service (except where contract is for the employee's own personal services).

Fee basis (service rendered on a fee basis is not accreditable).

Informers (except when employed on a salary basis).

Jurors, jury commissioners.

Merchant marine seamen on ships.

Volunteer (unpaid, or paid on fee basis).

(b) *Agencies in which service is not accreditable:*

American Red Cross.

Civilian Works Administration (workers receiving less than \$100 per month).

Civilian Conservation Corps enrollees.

Columbia Institution for the Deaf.

Corporations (not Federally owned or controlled).

Federal Emergency Relief Administration (workers and beneficiaries receiving less than \$100 per month).

Federal Reserve Bank employees (not to be confused with members and employees of the Board of Governors of the Federal Reserve System, which service is accreditable).

Howard University.

Inter-American Defense Board.

International employees (employees paid from joint funds of two or more countries including the United States to carry out international agreements or treaties).

National Farm Loan Associations.

National Youth Administration youth workers and beneficiaries (persons receiving less than \$100 per month may be presumed to be youth workers or beneficiaries).

Philippine Insular Service after October 16, 1916; employees of the City of Manila after August 7, 1901.

Production Credit Associations.

Puerto Rican insular and local government after May 1, 1900.

Smithsonian Institution (employees paid from private funds).

United Nations Relief and Rehabilitation Administration.

Work Projects Administration project workers (workers who received less than \$100 per month may be presumed to be project workers).

NOTE: See also the table on Federal and non-Federal service on page R5-75.

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**Figure 8.—Counting Total Service
(Standard Method)**

Method:

1. Translate months to numerical equivalents.
2. Put the *To* date above the *From* date.
3. Add 1 to *To* day because separation date is recorded as of close of business (C. O. B.).
4. When the day or month below will not subtract from the number above, borrow 1 month (30 days) or 1 year (12 months) from the month or year column.
5. Adjust each sub-total by subtracting 30 days (1 month) if days are 30 or more, or 12 months (1 year) if the months are 12 or more, and add the month or year in the proper column.

	Year	Month	Day
<i>U. S. Navy</i>			
From: January 1, 1922.	1924	10	7
To: October 6, 1924.	1922	1	1
	2	9	6
<i>Agency A</i>			
From: October 12, 1925.	(6)	(14)	
To: February 16, 1927.	1927	2	17
	1925	10	12
	1	4	5
<i>Present Agency</i>			
From: September 6, 1936.	(4)	3 (15)	35
To: April 4, 1945.	1945	4	5
	1936	9	6
	8	6	29
Service to April 4, 1945 ¹			
U. S. Navy.....	2	9	6
Agency A.....	1	4	5
Present Agency.....	8	6	29
	11	19	40
		+1	-30
		20	10
	1	-12	
Total service to April 4, 1945.....	12	8	10
From: April 5, 1945.	1945	8	16
To: August 15, 1945. ²	1945	4	5
		4	11
Total service to April 4, 1945.....	12	+8	+10
	12	12	21
	+1	-12	
Total Federal Government service.....	13	0	21

¹ Date selected for counting creditable service ("service-record" date).

² Date selected for counting service credits ("service-count" date).

**Figure 9.—Counting Total Service
(Short Method)**

Method:

1. Consider months, days, and years separately.
2. Translate months to numerical equivalents.
3. Add 1 to *To* day because separation date is recorded as of close of business (C. O. B.).
4. Sub-totals in the month, day, and year columns are plus when *To* number is larger than *From* number; minus when *To* number is smaller than *From* number.
5. Adjust totals after all service is computed: Minus numbers in day column are subtracted from 30; remainder is total for the column and 1 is subtracted from the month column. Minus numbers in month column are subtracted from 12; remainder is total for the column and 1 is subtracted from the year column.

				Year	Month	Day
<i>U. S. Navy</i>						
From: January	(1)	1, (1)	1922			
To: October	(10)	6, (7)	1924			
	9	6	2	2	9	6
<i>Agency A</i>						
From: October	(10)	12, (12)	1925			
To: February	(2)	16, (17)	1927			
	-8	5	2	2	-8	5
<i>Present Agency</i>						
From: September	(9)	6, (6)	1936			
To: April	(4)	4, (5)	1945			
	-5	-1	9	9	-5	-1
Service to April 4, 1945 ¹						
U. S. Navy				2	9	6
Agency A				2	-8	5
Present Agency				9	-5	-1
Total service to April 4, 1945				13	-4	10
From: April	(4)	5, (5)	1945			
To: August	(8)	15, (16)	1945 ²			
	4	11	0			
Service to April 4, 1945				13	4	11
Total Federal Government service				13	0	21

¹ Date selected for counting creditable service ("service-record" date).

² Date selected for counting service credits ("service-count" date).

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Figure 10.—Sample copy of Standard Form 66

Standard Form No. 66
Approved November 1943
U. S. C. S. C.
Dept. Ctr. No. 456

INQUIRY CONCERNING STATUS PREFERENCE SERVICE

Form approved
Budget Bureau
No. 50-R011

SECTION A—TO BE COMPLETED BY THE DEPARTMENT OR AGENCY
(Please type or print)

The following information is requested for use in connection with reduction in force:

- Has the employee named below served previously with a classified civil service status?
- Has the employee established military preference?
- Is the service shown below in accordance with the Commission's records?

TO:

U. S. CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

Attention: Service Record Division

Surname Jones (nee Smith)	First Mary Mary	Middle Smith Lois)
Date of birth February 29, 1920		

Agencies in which service is shown on our records: Farm Credit Administration War Department Zenith Board	From:	To:
	January 20, 1941 February 16, 1942 April 1, 1944	February 14, 1942 March 31, 1944 Present

FROM: (Name and address of department or agency making request)

Zenith Board
Atlas Building
Washington 25, D. C.

Attention: Personnel Director

Signature
Official title Director of Personnel
Date October 3, 1945

SECTION B—TO BE COMPLETED BY THE CIVIL SERVICE COMMISSION

The employee named ^{has}~~has not~~ served with a classified civil service status.

The employee named ^{has}~~has not~~ established military preference.

The service indicated is in accordance with the Commission's records.

According to the Commission's records, his previous service is as follows:

Agencies in which employed: Farm Credit Administration War Department Zenith Board	From:	To:
	Jan. 15, 1940 Feb. 16, 1942 Apr. 1, 1944	Feb. 14, 1942 Mar. 31, 1944 Present

October 10, 1945
(Date)

December 4, 1945

UNITED STATES CIVIL SERVICE COMMISSION
Federal Personnel Manual

Determining Retention Order

ESTABLISHMENT OF COMPETITIVE AREAS

The first step in selecting employees for retention or reduction is to determine the competitive area. Reductions in force are much simpler when competitive areas are clearly defined.

Extent of Area

An area may be a governmental entity (see definition) either departmental or field; a combination of several entities, such as a departmental office and one or more field offices or stations; or a Commission-approved competitive area smaller than the governmental entity. The area must include the positions or functions being eliminated. Competitive areas are illustrated in figure 11, page R3-32.

Prior Approval of Commission

Competitive areas that are single governmental entities or that include two or more entities may be used without prior approval of the Civil Service Commission. If an entity cannot be defined or if a competitive area is to be set up covering some unit less than an entity, the proposed pattern must be submitted to the Commission for approval.

Agencies may want to establish standard patterns of competitive areas, particularly for the field service. These may include parts of entities, and combinations of entities, as well as combinations of areas within a single entity as a uniform pattern for like establishments.

The plans of any special competitive areas should be submitted to the central office of the Civil Service Commission as early as possible.

All such general plans of competitive areas should carry complete identification and description of the entities and proposed area.

ESTABLISHMENT OF COMPETITIVE LEVELS

After the competitive area for a reduction has been selected, it is necessary to group the jobs in the area by competitive levels and to decide which levels to reduce.

Extent of Competitive Level

A competitive level includes all positions in a competitive area in the same grade, line of work, trade, or profession (whether or not they have different titles or different pay rates) which are enough alike that interchange of personnel is feasible. Figure 12, page R3-33, illustrates competitive levels.

Positions under the Classification Act.—The competitive level for positions under the Classification Act of 1923, as amended, includes all positions in the area which are allocated to the same service and grade, and which are enough alike that interchange of employees is feasible.

Positions not under the Classification Act.—The competitive level for positions not subject to the Classification Act of 1923, as amended, includes all positions in the competitive area in the same trade or occupational group allocated to the same labor group, or in the same pay range in the same trade or occupational group, when the positions are enough alike that interchange of employees is feasible.

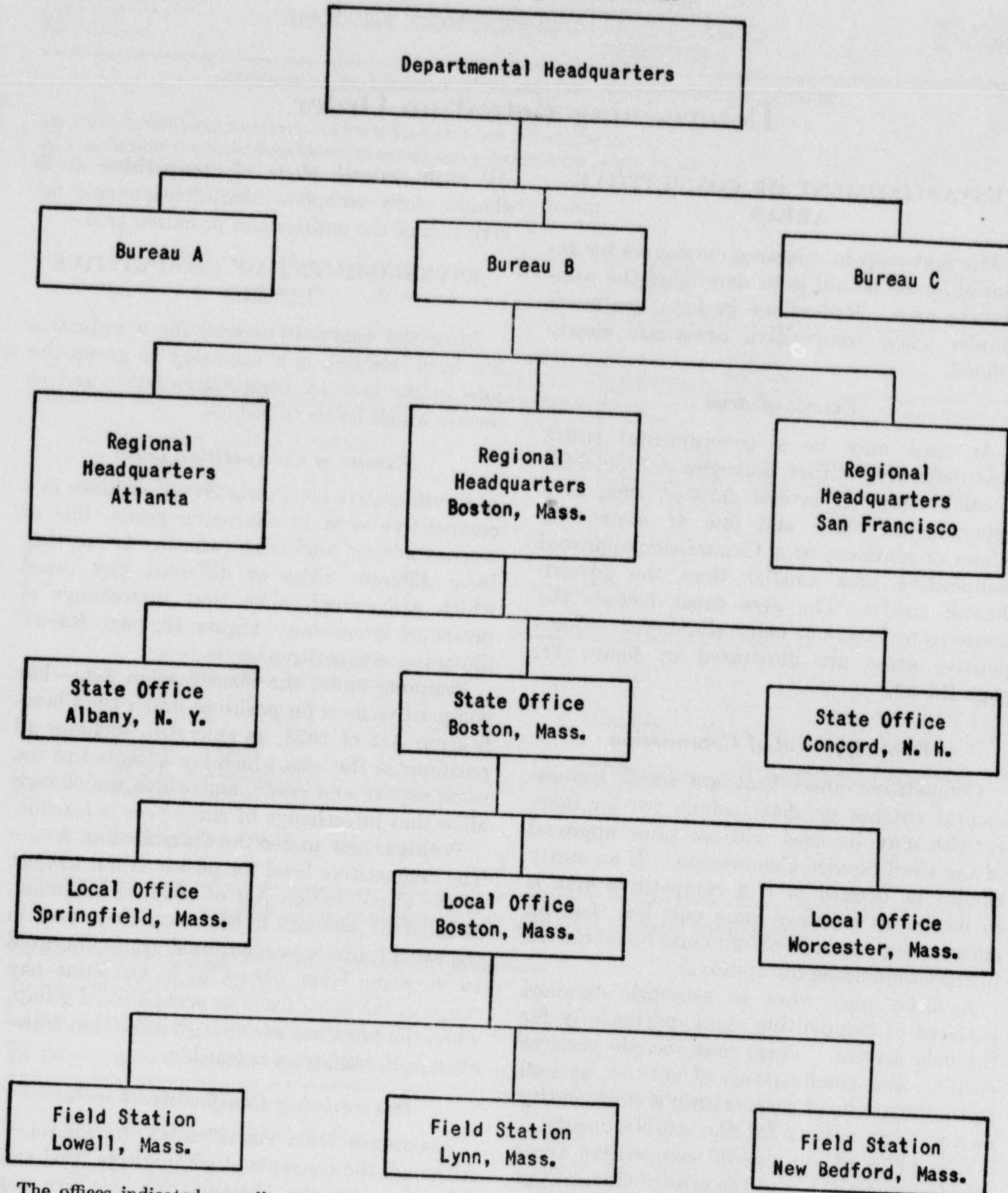
Determining Competitive Levels

Assistance from classification personnel.—Although the concepts of competitive level and "class" under the Classification Act are not

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Figure 11.—Competitive Areas



The offices indicated are all separate governmental entities. Each of the bureau headquarters, and each office in a separate local commuting area, is a separate competitive area. The three Boston offices—regional headquarters, State, and local—may be one, two, or three competitive areas, depending primarily on the organization, delegation of authority, and methods and

policies of personnel administration of the agency. If the three offices are independent in operations, work functions, and personnel administrations with staffs separately organized and clearly distinguishable from one another, they are separate competitive areas. If they do not meet these requirements, they are one area.

December 4, 1945

Figure 12.—Competitive Levels in a Regional Office

1. Regional Director	CAF-13
2. Chief Accountant	CAF-12
3. Accountants	CAF-9
4. Legal Advisor	P-4
5. Attorneys	P-3
6. Inspectors	CAF-11
7. Inspectors	CAF-9
8. Administrative Assistant	CAF-11
9. Administrative Assistant	CAF-9
10. Administrative Assistants	CAF-8
11. Administrative Assistants	CAF-7
12. Personnel Officer	CAF-9
13. Supervising Audit Clerk	CAF-6
14. Claims Examiners	CAF-5
15. Audit Clerks	CAF-4
16. Clerk Stenographers	CAF-4
17. Clerk Stenographers and Stenographer	CAF-3
18. Stenographers and Clerk-Stenographers	CAF-2
19. Typists and Clerk-Typists	CAF-2
20. Supervisor of Files	CAF-6
21. Clerks	CAF-3
22. Clerks (all classes)	CAF-2
23. Electricians	Grade 12 ungraded
24. Carpenters	Grade 10 ungraded
25. Laborers, unskilled	Grade 4 ungraded

Each of the above titles is used to designate a competitive level. However, a level may include positions with several different organizational titles, but with similar requirements and responsibilities. For example, the competitive level of "Audit Clerk, CAF-4," may include Pay Roll Examiner, CAF-4, Transportation Audit Clerk, CAF-4, Contract Audit Clerk, CAF-4, Reimbursement Audit Clerk, CAF-4, and Appropriation Control Clerk, CAF-4, if the agency requires employees in all these positions to know the particular provisions of laws, decisions, regulations, and procedures pertinent to all the several positions; such positions and employees are interchangeable, even though located in different organizational units of the competitive area.

identical, classification personnel in the agency or in the Civil Service Commission can help in determining competitive levels.

Determining feasibility of interchange of employees.—Several competitive levels may exist within the same service and grade and

Materials Engineer, P-5 (plastics)—Materials Engineer, P-5 (metals).
Munitions Handler grade 12 (powder)—Munitions Handler grade 12 (ordnance).
Electrician, CPC-7 (elevator)—Electrician, CPC-7 (house wiring).

Positions must not be placed in the same competitive level unless interchange of personnel is feasible in both directions. For example, the position of clerk-stenographer, CAF-2, and clerk-typist, CAF-2, are not in the same competitive level because they are not interchangeable, even though a particular clerk-typist may be qualified for a clerk-stenographer job.

Establishing Records of Competitive Levels

Availability of records.—The personnel official in charge of the reduction in force should have a record of all clear-cut competitive levels within his agency and within any Commission-approved smaller competitive area. It is helpful to establish this record of competitive levels well before any actual reduction in force is begun. Classification records are usually arranged in a way that gives some indication of competitive level, and are sometimes arranged both by organizational unit and service and grade. Special problems of interchangeability should be located and cleared up as soon as practicable.

Amount of detail in records.—The most useful records of competitive levels contain sufficient information to enable the personnel official to find out quickly:

- (1) How many classes of graded positions, how many types of ungraded positions, and how many employees he has.
- (2) How many persons (a) have restoration

rights because of service in the armed forces or in the merchant marine, (b) have reemployment rights, (c) are on leave without pay, and (d) are on detail.

ALLOCATING CUTS AMONG COMPETITIVE AREAS AND LEVELS

After the selection of the competitive areas and levels in which cuts are to be made, the personnel official in charge of the reduction in force will have to distribute the total required reduction among the several levels affected. To do this he should know something about the turnover rate, recruitment problems in various levels, probable need for employees after the cut, and the effect of the cut on the organization and functions of his agency. If his deadline gives him enough time, he may be able to take care of much of his cut through normal turnover. He can sometimes transfer employees in certain jobs to other units.

REVIEWING THE RECORDS

Just before the personnel official sets up a retention register he should bring all retention credit records up to date. This will mean adding credits for service since the latest record date, and revising the efficiency rating credits to conform with the latest official rating. Acquisition of status, transfers to or from excepted positions, and final proof of veteran preference should be indicated.

ESTABLISHING THE REGISTER***Purpose of Register***

In order to select employees for separation in reductions in force the personnel official has to put the employees in the levels affected in a retention order. This order is shown for a particular level on a retention register, which serves the following purposes:

(a) It shows how many employees there are in the competitive level, what kind of employees they are, and where they are in the organization, so the personnel official can plan how many to separate.

(b) It indicates the basis for separation when the personnel official explains the action to the employee or to the Commission.

(c) It may indicate in some cases that a formal reduction is not necessary because transfers and turnover have taken care of excess personnel.

Form of Register

Under current regulations no particular form of register is required, provided that it is a relatively permanent record, can be inspected, and is arranged in the proper order. It may be a list, as in figure 15, page R3-39, or a card file, as in figure 14, page R3-38.

Order on Register

Order of groups and subgroups.—Figure 13 on page R3-37 shows the order in which groups and subgroups should be arranged in a retention register.

This arrangement takes care of all factors except retention credits, which affect retention order only within the subgroups.

Ranking within subgroups ("retention credits").—It is not necessary to establish a ranking within the subgroups of group C, because the separations within those subgroups may be made at the discretion of the agency. It is necessary to establish rankings within a subgroup of group A or B only when some but

not all employees in the subgroup are to be separated. In other words, the personnel official can set up a register alphabetically, by the last name of the employee within each subgroup, except when the retention point falls within a subgroup of A or B; then he has to establish a ranking for all employees within *that* subgroup.

When it is necessary to establish a ranking within a subgroup, the order is by retention credits. Retention credits are of two kinds: "service credits" and "efficiency rating credits." Service credits are given at the rate of one point for each full year of accreditable service. Efficiency rating credits (5 points) are given for ratings of "Excellent." An employee's retention credits are the total of his service credits and his efficiency rating credits.

Ties within subgroups of retention groups A and B are broken first by considering half-years of service in excess of the total years for which retention credits were granted, and then by giving consideration to such matters as conduct, number of dependents, qualifications for the job to be done, or established administrative policy.

Coverage of Register

Areas and levels.—If the personnel official is making a reduction in a single competitive area, the register will include only positions in that area; if he is making a reduction in a combination of several competitive areas, the register will include positions in all those areas.

Ordinarily, a register includes all the positions in a particular competitive level. However, when a reduction in force is necessary only because of a cut in funds from which excepted employees are paid, only employees in excepted positions shall be considered in competition for the reduction in force. Seasonal employees are in competition only with other seasonal employees in reductions in force. Employees serving on a when-actually-employed (WAE) basis are in competition only with other when-actually-employed employees in reductions in force.

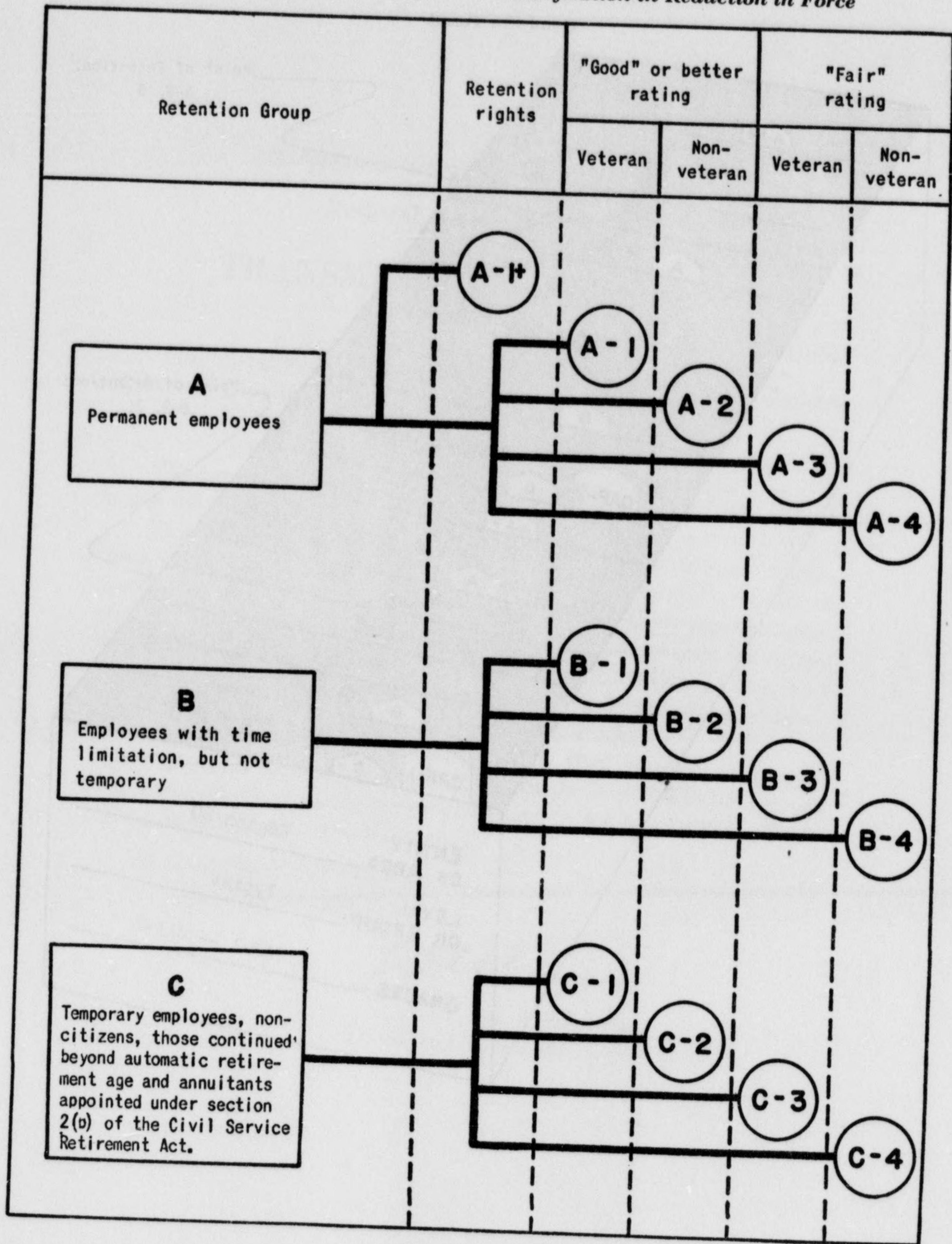
Employees ("official position").—The position in which an employee is carried on the rolls and paid is his official position. It indicates the competitive area and level to which he belongs, and the register on which his name should be included. It is not always the position in which he is actually working. An employee who is detailed to a group that is to be cut cannot be included in the reduction unless his official position is in the competitive level selected for the cut. On the other hand, an employee whose official position is in a competitive level that is to be reduced must be included in the reduction, even though he is absent for any reason except military or merchant marine service. Employees who are absent because of military or merchant marine service are not included in reductions.

EFFECTIVE DATE

The effective date of a reduction in force is *not* the date the register is set up or the date on which retention credits are computed. The effective date is the date the reduction-in-force action becomes effective.

Retention credits for periods of service or efficiency rating recorded after the date the register is established are not added to retention credits computed for the register. Changes in civil-service status, tenure, or veteran preference, however, must be recorded in the register for current retention standings even though they take place after the register is set up and the employee is notified, provided they occur before the effective date of separation or furlough of the person whose status, tenure, or veteran preference is changed.

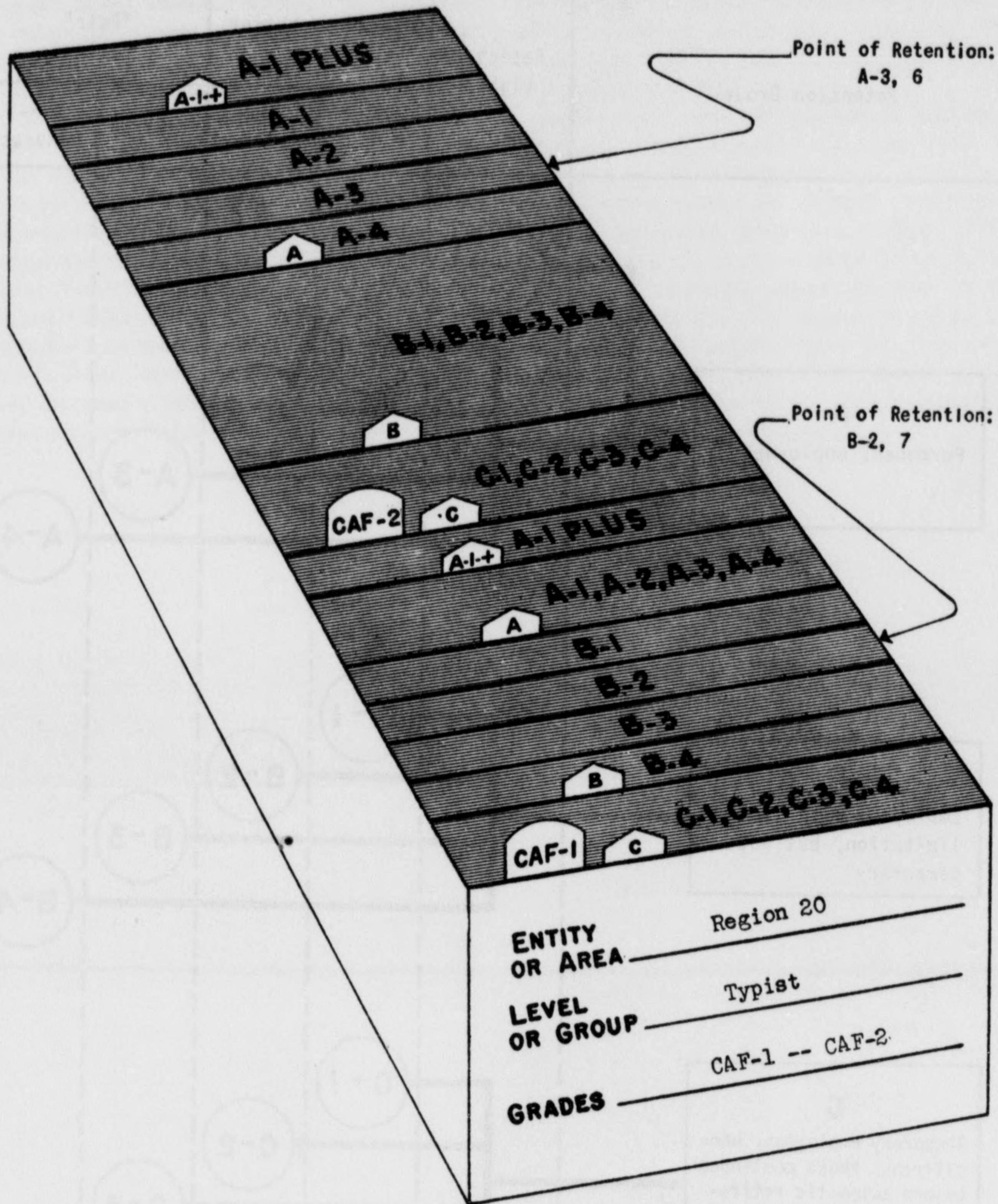
Figure 13.—Retention Preference Classification in Reduction in Force



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Figure 14.—Retention Register
(Card-File Form)



3101
Civ. Pers.

United States Civil Service Commission
Federal Personnel Manual
TRANSMITTAL SHEET NO. 25

December 6, 1945

This installment contains pages R3-39 to R3-59 of the Federal Personnel Manual.

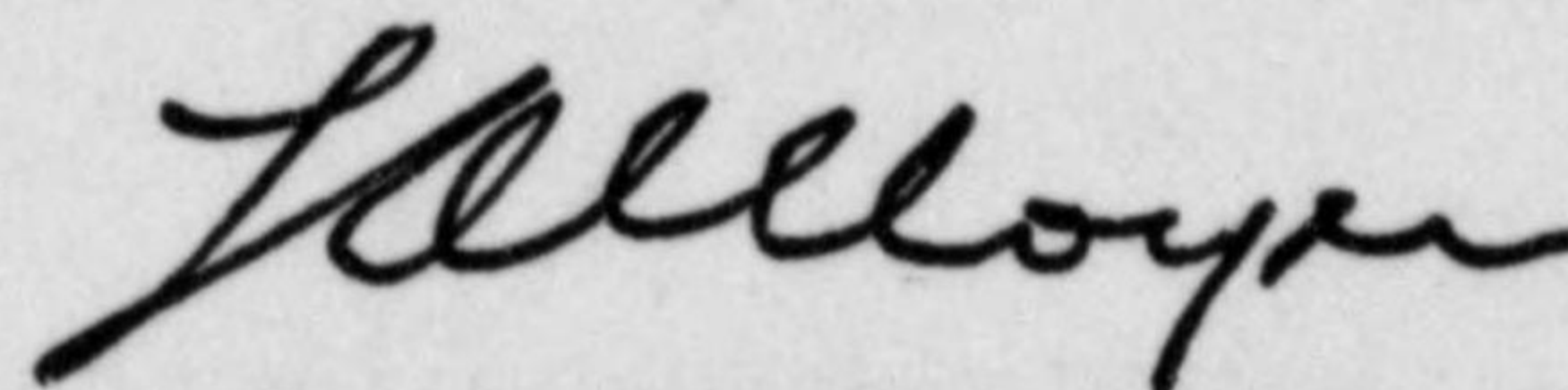
REMARKS

This installment completes Chapter R3, "Reduction in Force," except for Figure 6, which will appear in a later installment.

The retention preference regulations have been reprinted, without change from Departmental Circular No. 510 (Revised) of September 27, 1945, on pages R3-51 to R3-57. In other portions of the installment, there is a considerable amount of new material, consisting of suggested procedures for carrying out the regulations, and various tables, illustrations, helps, and guides.

By direction of the Commission:

Very respectfully,



L. A. MOYER,
Executive Director and Chief Examiner.

(52)

Figure 15.—Retention Register
(List Form)

RETENTION REGISTER		
December 20, 1945		
Competitive Area: Region 20.		
Competitive Level: Clerk (Statistical) CAF-5.		
	Retention Credit	Action
GROUP A:		
Subgroup A-1 Plus: Rice, Erwin H.		Retained.
Subgroup A-1: Dillinger, Simon. Snyder, Frank.		Retained. Retained.
Subgroup A-2: Andrews, Carl M. Hicks, Samuel A. Devaney, James T. Faust, Mary M. Farrell, Henry M. Emory, Anna L.	18 16 10 8	Retained. Retained. Retained. Demoted.** Separated.** Separated.**
Subgroup A-3: Garrett, Thomas J. Gunn, Evelyn.		Separated.* Separated.**
Subgroup A-4: Pruitt, Lawrence E. Gallagher, Sophie N.		Separated.** Separated.**
GROUP B:		
Subgroup B-2: Boswell, Ellen K. Higginbotham, Frances. Gage, Helen. Hooker, James L. Quick, Pauline D. Quick, Josephine. Pyle, Ernest W.		Separated. Separated. Separated. Separated. Separated. Separated. Separated.
GROUP C:		
None.		
*Reemployment rights in Department of Agriculture.		
**All reassignment and transfer efforts failed.		

Making Separations and Furloughs

SUMMARY OF ACTIONS AND "RETENTION POINT"

Before the personnel official issues formal notices to employees who are to be separated or furloughed, he should review the proposed actions to see whether they will effect the necessary reduction in force.

Location of Retention Point

In reviewing reduction-in-force actions the personnel official locates the "retention point." This is the credit point on a retention register (identified by number of retention credits) above which employees are retained, and below which employees are separated unless retained by specific exception. Transfers, resignations, and normal turnover in a competitive level should bring the retention point down; that is, the personnel official will not have to make the entire cut by reduction in force, since he can include these other types of separations.

Review of Proposed Actions

In reviewing the proposed actions, the personnel official should consider the following matters:

- (1) Where does the "retention point" fall in any competitive level? How many employees will be left in that unit or in those jobs?
- (2) What exceptions are being proposed? Will they result in retention of the employees who are absolutely necessary to continue or wind up the program or function? If any exceptions are to be made, a written statement of the reasons for such exceptions must be prepared for inspection by employees adversely affected and for review by representatives of the Civil Service Commission.

(3) What basis is to be used for breaking ties at the retention point? Is it a sound basis: length of service, conduct, number of dependents, or qualifications for the job to be done?

(4) Are all group A employees, all subgroup B-1 employees, and all retention-right employees who are to be affected, being correctly treated in accordance with the regulations? Have they been offered other positions within the agency if entitled to such positions?

(5) Have transfers, resignations, and normal turnover taken care of part of the required cut? Will the proposed retention point result in separating more employees than the required cut, or more than the organization can spare?

TRANSFER OR REASSIGNMENT OF EMPLOYEES

Reassignment Within the Agency

An agency about to undergo a reduction in force may reassign employees to other functions in the agency in which they may be used.

Employees entitled to statutory retention.—Whenever an employee in subgroup A-1 plus is reached for action in a reduction in force, he must be placed in some other position of like seniority, status, and pay elsewhere in the agency, and, wherever possible, at the same geographical location.

Status and veteran preference employees.—When an employee in retention group A or in subgroup B-1, who occupies a position subject to the Civil Service Act, is reached for action in a reduction in force, he must be reassigned to some other position unless:

- (1) He has reemployment rights in another agency; or

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(2) He refuses a reasonable offer of reassignment, including reduction in pay if necessary, to some other position subject to the Civil Service Act in the agency at the same geographical location in some other competitive area or competitive level, which may reasonably be expected to continue for one year or more; or

(3) All positions which meet the requirements set forth in (2) are filled by employees who cannot be displaced under section 9 (b), (c), (d), or (e) of the retention preference regulations.

(4) There is no position which meets the requirements set forth in (2) which he can fill without undue interruption to the activity involved.

Transfer to a Different Agency

When a reduction in force is caused by the transfer of the functions of an agency to another agency, veteran preference employees and retention group A employees must be transferred, rather than separated by the agency losing the function, although the latter agency retains its discretion to reassign employees rather than transfer them with the function. The reduction in force should be made by the agency to which the function is transferred.

NOTICE TO EMPLOYEE

Individual written notice must be given to each employee who is to be separated or furloughed by reduction in force, and to each veteran preference employee who is to be demoted.

Time of Notice

The personnel official should see that the notice is received by the employee at least 30 days before the end of active duty. If possible, the notice should be dated ahead so that delivery will be made *by* the date indicated. The employee must be carried on the rolls of the agency (if necessary, by a grant of leave without pay) for at least 30 days from the date notice is given.

Form and Content of Notice

The personnel official will have to determine for the employee notice the exact tone and amount of detail suitable for his office. Figure 16, page R3-45, shows a sample employee notice prepared by a committee of the Council of Personnel Administration.

Address on notice.—The notice should be sent to the employee personally at his office or home address with his title, grade, and organization unit indicated.

Content of notice.—*Reduction other than liquidation.*—The notice required under reduction-in-force regulations is more detailed than that required for other personnel actions. It must contain the following information:

(1) Reason for the reduction in force: Lack of funds, discontinuance of functions, or lack of work. The agency may, at its discretion, give more specific reasons.

(2) Nature of action: Furlough or separation.

(3) Last day of active duty, leave status, date of final separation from pay roll. (If possible the employee should be told the approximate date on which he will receive his final salary payment, and any lump-sum leave payment.)

(4) Place where the employee can see copies of reduction-in-force regulations, the retention register, list of exceptions, etc. (The employee must be told that he can examine these records.)

(5) Agency and office to which the employee can appeal the reduction-in-force action. (The employee must be told that he can appeal to the Civil Service Commission within ten days of receipt of notice.)

(6) Place where the employee may get information about restoration, reemployment, transfer, or application for other employment. (If possible, the employee should be told to whom he may address inquiries about final salary checks and lump-sum leave payments.)

Liquidation.—If a complete competitive area is being abolished, the notice may be somewhat simpler than for other reductions in

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force. However, it must contain information on the following points:

- (1) Reference to the law, Executive order, or authority which requires the liquidation of the agency, governmental entity, or competitive area;
 - (2) Period of time in which the liquidation is to be accomplished;
 - (3) Agency and office to which the employee can appeal the reduction-in-force action. (The employee must be told that he can appeal to the Civil Service Commission within ten days of receipt of the notice.)
 - (4) Place where the employee may get information about restoration, reemployment, transfer, or application for other employment.
- The employee should be told, if possible, when he may expect his final salary check and any lump-sum leave payment, and to whom he may address inquiries about these payments.

REPORTS TO CIVIL SERVICE COMMISSION

Report of Reduction

Time of report.—The Civil Service Commission should be notified of a reduction in force as soon as the employees are notified. If the personnel official is making a series of reductions in the same area within a 90-day period, the report to the Commission should be as early as the first notice to an employee. The Commission has, in the past, received reduction-in-force appeals from employees before any official report of a reduction in force was received from the agency.

Form and content of report.—*Reduction other than liquidation.*—The report should indicate the competitive level and competitive area, the retention point (identified by number of retention credits), the retention subgroups affected, any exceptions to the retention credit order, the period within which the reduction in force is to be completed, and the total number of employees separated or furloughed. If the personnel offi-

cial is making a series of reductions in the same area within a 90-day period, the report should indicate the approximate size and time limit of the entire reduction within that period.

Figure 17, page R3-46, shows a sample report to the Civil Service Commission.

The report should contain a certificate, reading substantially as follows:

"I certify that I have complied with all the provisions of the retention preference regulations in effecting this reduction in force."

(Signature)

(Title)

(Date)

Liquidation.—The report to the Commission is somewhat simpler when a complete area is being abolished than when an ordinary reduction is being made. Figure 18, page R3-47, shows a sample reduction report to the Commission based on an area liquidation.

The report should inform the Commission how long it will take to complete the liquidation. It must include a list of all retention group A employees with classified (competitive) civil-service status who have not been transferred or assigned to other positions. A copy of the authority for the liquidation should accompany the report.

The report should contain a certificate reading substantially as follows:

"I certify that no employee with veteran preference is being separated in advance of any employee without veteran preference, where their positions are immediately interchangeable."

(Signature)

(Title)

(Date)

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Routing of reports.—Reports are sent to the following offices of the Civil Service Commission:

(a) *Reductions in force in the departmental service in and near Washington, D. C.*—The Efficiency Ratings Administration Section, Personnel Classification Division, Civil Service Commission, Washington 25, D. C.

(b) *Reductions in force in the field service in and near Washington, D. C.*—The Branch Regional Office, Fourth U. S. Civil Service Region, Washington, D. C.

(c) *Reductions in force outside Washington, D. C.*—The regional or branch regional office of the Commission which deals with the field office being reduced.

Reports of Personnel Actions

The notices and reports mentioned above do

not take the place of the regular reports of personnel actions on Standard Form 50 or the single-action report form approved for the agency instead of that form. Separations and furloughs should be reported in the usual way *after* the action is taken. Instructions for making such reports will be given in Chapter R1, "Records and Reports."

If an employee resigns after he has received his formal notice of proposed separation by reduction in force, the action should be reported as a "resignation," and *Remarks* should carry the notation "reduction in force notice issued." Form 2806 should be noted: "Res. RIF." (Resignations of this type, reported in this way, will be considered as involuntary separations without cause for the purposes of the Retirement Act.)

Figure 16.—Sample Employee Notice

NOTE.—The Notice to employees *without reemployment rights* in Group C and those in Group B other than B-1 should include paragraphs 1, 2, 3, and 6.

The Notice to employees *without reemployment rights* in Groups A and B-1 should include paragraphs 1, 2, 3, 4, and 6.

The Notice to employees *with reemployment rights* should include paragraphs 1, 2, 5, and 6.

Date

DEAR

1. Because of (list reasons) (name of agency) is forced to reduce staff in (geographical location and office)

After careful review of the operating situation, it has been determined that positions in your competitive level will have to be eliminated. As a result of reduction in force conducted in positions comparable to yours, we find that your active service must be terminated at the close of business on (give date)

2. You have been informed of the reduction in force procedure through ("When Your War Job Ends" or its equivalent)

..... (Insert name or title) in Room (number), extension (number), will make the Civil Service Regulations relating to reduction in force available to you and give you an opportunity, if you wish, to examine the Retention Preference Register on which your name appears. If after such inspection you feel that there has been a violation of your rights under these regulations, you have the right to appeal in writing to the (U. S. Civil Service Commission, central or appropriate regional office)

This appeal must be made within 10 days of receipt of this letter and should include your specific reasons for appealing. (Insert name or title) is also available to give you information about your final salary check, lump-sum leave payment, and retirement benefits or refunds.

3. (Insert name or title) will give you all available information concerning employment in private industry and in other Federal agencies. If you wish to apply for employment in another Federal agency you must file an application on Form 2888 (copy attached) and return it, together with an up-to-date copy of Standard Form 57, to the Personnel Office. Under present regulations you may not apply for more than two fields of work. Application for transfer or reemployment in the Federal service should be made immediately.

4. The reduction in force regulations require that you be given an opportunity for transfer or reassignment within (name of agency) in the same geographical location under certain conditions. For information concerning a possible transfer or reassignment, you should consult (insert name or title) immediately.

5. Our records indicate that you have reemployment rights to another Federal agency (name agency if known)

If you wish to use these rights, you should apply directly to that agency as quickly as possible but in any case within 40 days after the date of your separation. You should present this letter as evidence of your involuntary separation. If for any reason you find that you can not exercise your reemployment rights, we suggest that you contact (insert name or title) who will advise you on the procedure for applying for reemployment in the Federal service.

6. We want you to know that we sincerely appreciate the contribution you have made to the Federal service.

Very truly yours,

(Signed)

Title

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Figure 17.—*Report to the Commission of a Reduction in Force*

January 10, 1946

Regional Director
 Thirteenth U. S. Civil Service Region
 New Customhouse Building
 Denver 2, Colorado

Dear Sir:

As required by regulations, you are hereby notified that this installation is effecting a reduction in force, in the competitive levels listed below. The retention subgroup, retention point and number of employees separated are indicated. No employees are being furloughed.

<u>Competitive level</u>	<u>CAF</u>	<u>Retention Subgroups</u>	<u>Retention point</u>	<u>No. employees separated</u>
Administrative Assistant	CAF-7	A-4	5	3
Clerk	CAF-6	A-4	8	2
Clerk	CAF-5	B-2	2	3
Clerk	CAF-4	B-3	2	6
Clerk	CAF-3	B-2	2	2
Clerk	CAF-2	B-4	1	4
Stenographer	CAF-3	B-2	2	2
Clerk-Typist	CAF-2	B-3	3	13

The following employees will be retained as exceptions:

- Jane K. Smith Clerk, CAF-6 On a special job preparing statistical tables on Aircraft Performance. No other employee qualified to complete the work.
- Eloise B. Jones Stenographer, CAF-3 On a special job taking dictation for the writing of a technical manual. Training in the technical terminology and editorial format of the manual requires her retention. Long period of training would be necessary to qualify another employee.

I certify that I have complied with all the provisions of regulations governing reductions in force.

Sincerely yours,

(Signed).....

PERSONNEL OFFICER

Figure 18.—*Report to the Commission of Liquidation of Competitive Area*

January 3, 1946

Manager, Branch Regional Office
 Thirteenth U. S. Civil Service Region
 220 Federal Building
 Salt Lake City 1, Utah

Dear Sir:

In accordance with the provisions of regulations, you are notified of the liquidation of the Zenith Board, to be completed by January 30, 1946.

Attached is copy of a letter from our central office, directing the liquidation of this station of 627 civilian employees.

This is to certify that, during the process of separation of certain employees, no employee with veteran preference has been or will be separated in advance of any employee without veteran preference where their jobs are immediately interchangeable.

Following is a list of all Retention Group A employees with classified (competitive) civil-service status who have not, to date, been transferred or assigned to other positions:

<u>Names</u>	<u>Designation and Grade</u>
Woodoll, A. F.	Administrative Assistant CAF 7
Hayes, Richard R.	Clerk (Statistical) CAF 5
Johnson, S. K.	Clerk (Property) CAF 5
Scott, W. A.	Clerk (Time and Payroll) CAF 4
Dustin, W. K.	Clerk-Stenographer CAF 3
Berg, H. W.	Clerk-Typist CAF 3
White, P. H.	Clerk-Typist CAF 3
Taylor, J. E.	Multilith Operator CAF 2
Webster, G. K.	Mimeograph Operator CAF 1
Gardner, F. W.	Typewriter Repairman CAF 2

Sincerely yours,

(Signed).....

PERSONNEL OFFICER

Enc.

Appeals

AGENCY RESPONSIBILITY FOR INFORMATION

The personnel official must notify the employee of his right to see retention preference regulations, to inspect the retention register, and to appeal to the Commission.

The personnel official should inform the employee that he can get information on reduction in force and appeals from an easily accessible source within his organization.

RIGHT TO APPEAL

Persons Who May Appeal

Any employee affected by a reduction in force can appeal any proposed action which he believes violates his rights under the regulations.

Any employee has the right to examine the retention preference regulations and to inspect the retention register and records on which his name appears. He has the right to inspect the statements of reasons for passing over employees with lower standing on the retention register.

Matters Which May Be Appealed

A reduction in force appeal may be based on such things as:

- (1) Violation of veteran preference rights.
- (2) Excessive breadth or narrowness of competitive area.
- (3) Excessive breadth or narrowness of competitive level.
- (4) Error in the retention group or subgroup, or error in counting retention credits.
- (5) Error in the order of selection.
- (6) Denial of right to examine the regulations or to inspect the retention register or the list of exceptions to the order of selection.

(7) Lack of an efficiency rating, failure to use efficiency rating, or use of inappropriate efficiency rating.

Inappropriateness of efficiency rating.—The efficiency rating adjective itself is not appealable under retention preference regulations. An appeal of the efficiency rating adjective may be made under administrative procedure to the efficiency rating committee, or to the board of review under the uniform system, as provided in Chapter E1, "Efficiency Ratings."

An employee may appeal from the use of an efficiency rating on the following grounds, among others:

- (1) It was not made as an official rating or as a "special rating."
- (2) It does not cover service in a position in the competitive level in which the reduction is made.
- (3) It was not made according to prescribed instructions.
- (4) It was prepared by an official who did not have information or personal knowledge of his performance.
- (5) It was not approved by an efficiency rating committee or other authority, or was not officially recorded or made available for inspection.

FILING OF APPEAL

Appeals must be filed within ten days from the time the employee gets his notice of the proposed action. This time limit may be extended only if the employee shows to the Commission's satisfaction that circumstances beyond his control prevented him from filing his appeal within the prescribed 10 days.

The appeal must be in writing and should indicate why the employee is appealing; that

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is, the employee should tell the Commission what he thinks is wrong with the action proposed or the procedure followed.

Appeals from employees in or near Washington, D. C., should be sent to the central office of the Civil Service Commission. Appeals from employees outside the metropolitan area of Washington, D. C., should be sent to the regional office of the Commission which deals with the agency office in which the reduction is made.

COMMISSION ACTION ON APPEALS

The Commission makes an investigation in all reduction-in-force appeals. The retention register is examined to see whether retention order is incorrect. If errors are found in reduction-in-force procedure or in the retention register, the agency is given a chance to correct the proposed action administratively by changing the records, reports, and notice to the employee.

An oral hearing may be held on an appeal in the discretion of the Commission. In such hearings, employees are given an opportunity to present evidence and to examine and reply to evidence from the agency.

Written decisions on appeals are given to the employee and to the agency. If the proposed

action is disapproved, the agency is notified to restore the employee to active duty.

EFFECT OF COMMISSION'S DECISION

If the Commission disapproves a proposed action, the agency must put the employee back on active duty. The notice to the employee of reduction-in-force action must be canceled. If the employee has already been separated from the rolls, he must be restored to the position from which he was separated and his place on the retention register must be corrected. If the employee is on a furlough in excess of 30 days he must be restored to active duty (1) immediately, if the furlough has been in effect for 30 days or more; (2) within 31 days from the beginning of the furlough, if the furlough has been in effect for less than 30 days.

The written decision of the Commission disapproving a proposed action is the agency's authority for restoring the employee to duty.

If the employee has been separated before the Commission's decision is received, the agency's action in restoring him to duty should be reported on the regular report of personnel action (Standard Form 50 or the single-action report form approved for the agency instead of that form), citing the date and initials of the Commission's letter as the authority, in the space provided for that purpose.

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Retention Preference Regulations for Use in Reductions in Force

SECTION 1. Authority.—Under the provisions of the Veterans' Preference Act of 1944 (58 Stat. 387; 5 U. S. C. 1940 ed. supp. IV, 851-869), these regulations establish degrees of retention preference and uniform rules for reductions in force. They apply to all civilian employees in the executive branch of the Federal Government, and in the municipal government of the District of Columbia, except those whose appointments are required to be approved by the Senate, and those who are appointed by the President of the United States.

SEC. 2. Definitions.—For the purpose of these regulations, definitions are given for words, terms, and phrases as follows:

(a) *Reduction in force* means the involuntary separation from the rolls of a department, or furlough in excess of 30 days, of one or more employees in order to reduce personnel. Reduction of personnel may have to be made because of lack of funds, personnel ceilings, reorganization, decrease of work, to make a position available for a former employee with established reemployment or restoration rights, or for other reasons. However, the term does not apply to (1) termination of temporary appointments limited to one year or less, (2) retirement of employees, or (3) separations for unsatisfactory service.

(b) *Retention groups* and *subgroups* mean classes of employees entitled to the same degree of retention preference on the basis of tenure of employment and veteran preference.

(c) *Retention credits* are credits for length of service and efficiency ratings in determining retention order in each retention subgroup. They are computed by allowing one point for each full year of Federal Government service

plus 5 points for an "Excellent" efficiency rating.

(d) *Federal Government service* means the total of all periods of service eligible for consideration for civil service retirement purposes, without regard to whether the employee is eligible or will be eligible actually to receive retirement benefits. All active military service is counted whether or not veteran preference is given therefor or whether it is eligible to be considered for civil service retirement purposes. Total service shall consist only of full years of creditable service, but fractions of a year shall be considered in arriving at the total.

(e) *Efficiency rating* means (1) for employees paid under the compensation schedules of the Classification Act or of Executive Order 6746, the current official efficiency rating under the Uniform Efficiency Rating System; and (2) for other employees the current efficiency rating under an efficiency rating system which is in general compliance with the uniform system.

Administratively adopted efficiency rating systems not in general compliance with the uniform system may be used for determining retention credits with the prior approval of the Civil Service Commission.

(f) *Veteran preference employee* means an employee entitled to veteran preference under the Veterans' Preference Act of 1944.

(g) *Department* means an entire executive department, parent organization with constituent agencies, independent establishment, government-owned or government-controlled corporation of the Federal Government, the municipal government of the District of Columbia, or any other such organization or separate governmental agency of the executive branch of

the Federal Government created by act of Congress or Executive order.

(h) *Governmental entity* means a department, bureau of a department, parent organization, constituent agency, independent establishment, entire field installation, regional office, or field station, an operating department of the municipal government of the District of Columbia, or any other such organization or separate governmental agency of the Federal Government created by act of Congress or Executive order.

(i) *Competitive area* means a governmental entity, a combination of governmental entities, or that part of a governmental entity for which approval has been secured from the Civil Service Commission, within which employees of a competitive level are considered to be in competition.

(j) *Competitive level* means all positions in the same grade of the same service, trade, or profession (although they may have different titles or different pay rates), in which interchange of personnel is feasible.

SEC. 3. Retention preference—Classification.—For the purpose of determining relative retention preference in reductions in force, employees shall be classified according to tenure of employment in competitive retention groups and subgroups, as follows:

Group A: All employees who have met all requirements for indefinite retention in their present positions. With respect to positions subject to the Civil Service Act and rules, this includes all employees currently serving under absolute or probational civil service appointments or who were appointed, reappointed, transferred or promoted from absolute or probational civil service appointments to war service indefinite or trial period appointments without a break in service of 30 days or more. With respect to positions excepted from the Civil Service Act and rules, this includes all employees currently serving under appointments without time limitation.

A-1 plus—(During one-year period after return to duty, as required by law).

A-1—With veteran preference unless efficiency rating is less than "Good."

A-2—Without veteran preference unless efficiency rating is less than "Good."

A-3—With veteran preference where efficiency rating is less than "Good."

A-4—Without veteran preference where efficiency rating is less than "Good."

Group B: All employees serving under appointments limited to the duration of the present war or for the duration of the war and not to exceed six months thereafter, or otherwise limited in time to a period in excess of one year, except those specifically covered in groups A and C.

B-1—With veteran preference unless efficiency rating is less than "Good."

B-2—Without veteran preference unless efficiency rating is less than "Good."

B-3—With veteran preference where efficiency rating is less than "Good."

B-4—Without veteran preference where efficiency rating is less than "Good."

Group C: All employees serving under appointments specifically limited to one year or less, all non-citizen employees serving within the continental limits of the United States, all employees continued beyond the automatic retirement age, and all annuitants appointed under section 2 (b) of the Civil Service Retirement Act, as amended.

C-1—With veteran preference unless efficiency rating is less than "Good."

C-2—Without veteran preference unless efficiency rating is less than "Good."

C-3—With veteran preference where efficiency rating is less than "Good."

C-4—Without veteran preference where efficiency rating is less than "Good."

SEC. 4. Completion of employee records.—Departments and governmental entities are responsible for maintaining current records of information necessary for determining retention preference of employees.

If these records are incomplete, they shall be supplemented by written statements from employees, supported by a signed certificate substantially as follows:

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"I certify that the information submitted herewith is true, correct, and complete to the best of my knowledge and belief."

Employees who have served continuously without a break in service of 30 days or more in positions subject to the Civil Service Act and rules since *before* March 16, 1942 (October 23, 1943, in the field service of the Post Office Department):

(a) are in group A *unless* appointed under authority of Executive Order 8257, 8564, or 8458, or Civil Service Rule VIII and have not acquired a civil service status.

(b) are in group B *if* appointed under authority of Executive Order 8257, 8564, or 8458, or Civil Service Rule VIII *unless* they acquired a civil service status under Executive Order 8833 or 8952, or departmental circular 457 or 517, in which case they are in group A.

Employees appointed *after* March 16, 1942 (October 23, 1943, in the field service of the Post Office Department), initially or reappointed after a break in service of 30 days or more are in Group B *unless*:

(a) they are currently holding appointments definitely limited to one year or less—in which case they are in Group C.

(b) they are occupying positions excepted from the Civil Service Act and rules and not limited in duration—in which case they are in Group A.

Whenever a department is unable to obtain from its records or from an employee information as to his classified (competitive) civil-service status or length of service necessary to establish his retention preference standing, under the above rules, the Civil Service Commission, upon the receipt of a request on Standard Form No. 66, will supply the information, if available, from its records.

SEC. 5. Determination of competitive area.—The area in which a reduction in force is made should be a governmental entity as defined in section 2 (h) of these regulations.

No reduction in force affecting employees in retention groups A or B shall be made in any smaller competitive area in Washington, D. C., or vicinity, without obtaining prior approval

from the central office of the Civil Service Commission, or elsewhere without securing prior approval from the appropriate regional or branch office of the Commission. Approval will be given if the proposed competitive area is large enough to prevent the loss of highly efficient employees, to allow true competition to exist, and to protect the high retention preference of group A employees. Consideration will be given to the extent of the competitive level or levels to be affected, whether the proposed competitive area has independence of operation, work functions, and personnel administration (although policies may be established in higher department levels), whether the staff of the proposed competitive area is separately organized and clearly distinguishable from other units of the governmental entity, and whether it is within local commuting distance of other units of the governmental entity.

If there is doubt as to the size and scope of competitive areas, or if it is desired to establish competitive areas smaller than governmental entities as a standard practice for reductions in force, departments shall submit proposed plans of such competitive areas to the central office of the Civil Service Commission. When approved, subsequent clearance with the Commission will not be necessary unless (1) a proposed competitive area does not conform to the plan, (2) reorganization has affected the plan, or (3) there has been a change in the facts upon which the plan was originally based.

SEC. 6. Special rule relating to consolidations and mergers.—Before any reduction in force is made as the result of the transfer of any or all of the functions of one department to another continuing department all veteran preference employees and all retention group A employees assigned to any such function shall be transferred to such continuing department.

SEC. 7. Reduction in force—Compilation of retention register.—Whenever there is to be a reduction in force there shall first be determined the competitive level or levels to be affected. Each employee whose official position is in such a competitive level shall be considered in com-

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petition in his retention group in any reduction in force, whether he is in a duty or leave status, pay or nonpay status, or actually engaged on work in another department, another competitive area, or in another competitive level; excluding only those in the active military service of the United States or in the merchant marine.

A retention register shall be compiled for each competitive level in which a reduction in force is to be made, showing the names of all employees in competition by retention groups and subgroups. It shall be arranged in sequence showing subgroup A-1 plus with highest retention preference, followed in order by subgroups A-1, A-2, A-3, A-4, B-1, B-2, B-3, B-4, C-1, C-2, C-3, and C-4. Within each subgroup in retention groups A and B where some but not all employees may be affected by the reduction in force, names shall be arranged in sequence according to retention credits, with higher retention preference accorded to those with a greater number of retention credits. No computations of retention credits are necessary for employees in any retention subgroup which will not be affected by the reduction in force, in any subgroup where all of the employees are to be separated, or in retention group C. For this purpose, the employee records shall be reviewed and brought up to date with respect to length of service, efficiency ratings, and other particulars regarding which changes have occurred since the records were last made current.

This register shall be maintained in the order specified for inspection by employees, and shall at all times be available for inspection by representatives of the Civil Service Commission.

SEC. 8. Reduction in force—Sequence of selection.—Within each competitive level, action must be taken to eliminate all employees in lower subgroups before a higher subgroup is reached, and within each subgroup of retention groups A and B, action must be taken concerning all employees with a lower number of retention credits before an employee with a higher number of retention credits is reached, except as provided below. Action may be taken at

administrative discretion within any subgroup of retention group C. Whenever two or more employees are tied for position in retention group A or B, the ties shall be broken first by considering half-years of service in excess of total years for which retention credits were granted, and then by giving consideration to such matters as official conduct, or established administrative policy.

In unusual situations, an employee performing necessary duties which cannot be taken over by any other available employee with higher retention preference without undue interruption to the activity involved, may be retained, although employees with higher retention preference may be affected. A written statement of the reasons for such exceptions shall be made for inspection by employees adversely affected and for review by representatives of the Civil Service Commission.

When a reduction in force is necessary only because of a curtailment in funds from which excepted employees are paid, only employees in excepted positions shall be considered in competition for the reduction in force.

Seasonal employees shall be considered in competition only with other seasonal employees in reductions in force.

Employees serving on a when-actually-employed (WAE) basis shall be considered in competition only with other when-actually-employed employees in reductions in force.

No discrimination shall be exercised, threatened or promised in any reduction in force against or in favor of any employee because of race, sex or marital status, or his political or religious opinions or affiliations.

SEC. 9. Reductions in force—Actions.—Employees who cannot be retained in their positions because of a reduction in force shall be separated, except as provided below. Such actions may be effected at different times within 90-day periods, each 90-day period being considered as a separate reduction-in-force program, and may be made effective without the prior approval of the Civil Service Commission.

CHAPTER R3. REDUCTION IN FORCE: *Retention Preference Regulations*

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(a) *Exceptions—Furloughs.*—Where the reduction in force is the result of a temporary condition which is not expected to continue for more than one year, employees reached for action may be furloughed. Furloughs may also be used in lieu of separations except that in any reduction in force where any employee is furloughed in lieu of separation, all employees with higher retention preference who have been reached for action shall also be offered furloughs in lieu of separation. The furlough period shall not exceed the unexpired portion of the period of appointment and in no case shall it exceed one year. In the event that vacancies are to be filled in positions of the competitive level and competitive area from which employees have been furloughed, the furloughed employees shall be given opportunity to return to duty before any original appointments are made to such positions. Offers of recall to duty shall be made in the order of retention preference of furloughed employees.

(b) *Exceptions—Statutory retention.*—Whenever an employee in subgroup A-1 plus is reached for action in a reduction in force, he shall be placed in some other position of like seniority, status, and pay elsewhere in the department, and, wherever possible, at the same geographical location.

(c) *Exceptions—Status employees.*—No retention group A employee may be separated or furloughed in a reduction in force from a position subject to the Civil Service Act, if there is another position subject to the Civil Service Act in the department at the same geographical location in any other competitive area or competitive level, which may reasonably be expected to continue for one year or more, not filled by a retention group A employee which he could fill without undue interruption to the activity involved, unless (1) he refuses a reasonable offer of transfer to a position meeting these requirements, including reduction in pay if necessary, or (2) he has reemployment rights to a position in another department.

(d) *Exceptions—Veteran preference employees.*—No employee in subgroup A-1 may be separated or furloughed in a reduction in

force from a position subject to the Civil Service Act if there is another position subject to the Civil Service Act in the department at the same geographical location in any other competitive area or competitive level which may reasonably be expected to continue for one year or more not filled by an employee in subgroup A-1 which he could fill without undue interruption to the activity involved, unless (1) he refuses a reasonable offer of transfer to a position meeting these requirements, including reduction in pay if necessary, or (2) he has reemployment rights in another department.

(e) *Exceptions—War service employees with veteran preference.*—No employee in subgroup B-1 may be separated or furloughed in a reduction in force from a position subject to the Civil Service Act if there is another position subject to the Civil Service Act in the department at the same geographical location in any other competitive area or competitive level which may reasonably be expected to continue for one year or more not filled by an employee in retention group A or subgroup B-1 which he could fill without undue interruption to the activity involved, unless (1) he refuses a reasonable offer of transfer to a position meeting these requirements, including reduction in pay if necessary, or (2) he has reemployment rights, in another department.

(f) *Actions concerning displaced employees.*—Additional actions necessary in connection with employees displaced, as a result of transfers or reassignments under rules (b), (c), (d), and (e) above, shall be determined on the basis of their retention preference in their respective competitive areas and competitive levels.

SEC. 10. *Reductions in force—Notice to employees.*—Each employee affected by a reduction in force shall be given an individual notice in writing at least 30 days before the action becomes effective. Where it is not possible to continue the employee in an active-duty status for the period specified in the notice, he shall have the greatest possible notice before he is relieved from active duty and shall thereafter be carried on the rolls for the remainder of the period. If the period of active duty after the

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CHAPTER R3. REDUCTION IN FORCE: *Retention Preference Regulations*

notice is given and the period of accrued leave total less than 30 days, the employee shall be carried in a nonpay status for the remainder of the 30-day period. Such notice shall inform the employee of:

(a) the nature and effective date of the action,

(b) the proper office of the organization where he may examine a copy of these regulations and inspect the retention register and records,

(c) his right to appeal the proposed action to the Civil Service Commission (departmental employees in the Washington area to the central office and others to the appropriate regional or branch office) within 10 days from the receipt of notice, and

(d) the procedure for exercising any restoration or reemployment rights he may have, and the channels (departmental and field) through which he may apply for other Government employment.

SEC. 11. Reductions in force—Reports to the Civil Service Commission.—As soon as employees are notified of the proposed action, and within the 10-day period allowed for the filing of appeals, a report shall be submitted to the appropriate office of the Civil Service Commission of each reduction-in-force program. Such report shall include:

(a) the competitive area and competitive level in which the reduction in force is to be made,

(b) the retention subgroup and credit point above which employees will be retained in each competitive level, the names of any employees below such point who are retained, and the reasons for their retention,

(c) the period in which the reduction in force is to be completed,

(d) the total number of employees separated or furloughed, and

(e) a certification of compliance with the regulations.

SEC. 12. Reductions in force—Special rules on liquidation.—Whenever it has been determined that all functions and all positions in an entire department, an entire governmental

entity, or an entire competitive area are to be abolished within a specified time period, actions may be taken in regard to individual employees at different dates at administrative discretion; except that no employee with veteran preference shall be separated before an employee without veteran preference where their positions are immediately interchangeable. (NOTE: A mere limitation of authority to a specified date in the law which establishes, authorizes, or extends an agency is not a sufficient basis for the application of the provisions of this section of these regulations.)

In such cases, the employees of the particular department, entity, or competitive area shall be given individual notices in writing containing a statement of the law, Executive order, or authority which requires the liquidation of the department, governmental entity, or competitive area, and the time period in which the liquidation is to be accomplished, and informing them of their rights to appeal to the Civil Service Commission if they feel that there has not been compliance with the provisions of these regulations. The notices shall also inform employees of their rights to retention on the rolls for at least 30 days, of the procedures necessary to exercise any reemployment rights they may have to positions in other departments, governmental entities, or competitive areas, and of the procedures necessary to secure other employment.

A report of all liquidation programs shall be made to the Civil Service Commission which shall include (1) a copy of the law, Executive order, or other authority for the liquidation of the department, governmental entity, or competitive area; (2) a certificate that no employee with veteran preference is being separated in advance of any employee without veteran preference where their positions are immediately interchangeable; and (3) a list of all retention group A employees with classified (competitive) civil service status who have not been transferred or assigned to other positions. This report shall be submitted within 10 days after the first individual notices of separation are given to the employees affected.

CHAPTER R3. REDUCTION IN FORCE: *Retention Preference Regulations*

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Where it is necessary to liquidate a major activity which is not an entire competitive area, or which is a part of two or more competitive areas, the Civil Service Commission will consider a request to establish such activity as a competitive area for the purpose of such liquidation.

SEC. 13. Reduction-in-force appeals.—Any employee who feels that there has been a violation of his rights under these regulations may appeal to the appropriate office of the Civil Service Commission within 10 days from the date he received his notice of the action to be taken. This time limit may be extended only upon a showing by the employee that circumstances beyond his control prevented him from filing his appeal within the prescribed 10 days. In order that employees may be informed of the facts on which action is based they shall have the right to examine a copy of these regulations and to inspect the retention register and records on which their names appear, including statements of reasons for passing over employees with lower standing on the retention list. Such appeal should set forth whether the protest against action is based on an error in the records, violation of the rules of selection, restriction of competitive area or competitive level, or denial of right to examine regulations, retention register and records.

SEC. 14. Actions disapproved by the Civil Service Commission.—Whenever the Civil Service Commission, as the result of a decision on the appeal of an employee, disapproves the

action taken under these regulations, the head of the department or governmental entity shall restore the employee to active duty.

With respect to reductions in force outside the Washington, D. C., area, the decision of the Commission's regional director is the decision of the Commission on appeals.

SEC. 15. Civil Service Commission points of contact.—Inquiries and correspondence concerning these regulations or standard plans of competitive areas, and reports and appeals concerning reduction-in-force and liquidation programs in the departmental service in the vicinity of Washington, D. C., shall be addressed to the Civil Service Commission, Washington 25, D. C. for the attention of the Efficiency Ratings Administration Section, Personnel Classification Division, Room 801, Victor Building, 724-9th Street, N. W., (telephone extension 3166).

Inquiries, correspondence, reports and appeals concerning reduction-in-force and liquidation programs in the field service or in the departmental service outside the Washington, D. C., area, except matters involving an established plan of competitive areas for the department or governmental entity, shall be addressed to the appropriate regional or branch office of the Commission.

SEC. 16. Effective date.—This revision of departmental circular No. 510 of November 15, 1944, is effective with respect to all reductions in force in which notices to employees are issued on and after November 1, 1945.

Index to Chapter R3

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IMMEDIATE ACTION

WAR DEPARTMENT
Washington

4 January 1946

MEMORANDUM FOR: Chiefs, of Divisions
Office, Secretary of War

Subject: Budget Estimate Fiscal Year 1947 Civilian Personnel

1. A directive from Budget Office War Department requiring civilian personnel estimates for the Fiscal Year 1947 (1 July 1946 through 30 June 1947) has been received by this office. Estimates must be realistically related to the program of your division in terms of the minimum number and grades of civilian personnel necessary to adequately carry out your mission.
2. This office assumes that each division of the Office, Secretary of War has studied its mission and has evolved a plan of operations or program. In turn civilian personnel requirements necessary to carry out the program have been determined.
3. In order that this office may secure the funds necessary for payment of civilian personnel employed by you it will be necessary to present specific information in justification of your needs. You are requested therefor to supply this office, on or before 11 January 1946, using the attached forms (OSW No. 46 and No. 47), the following information; (1) your civilian personnel requirements, and (2) concise but sufficient data upon which you base such requirements. In supplying this latter item state your mission and your program with increase or decrease in functions clearly indicated. This justification must include information as to the basis of estimating, and on workload data where available.
4. If further information concerning this subject is required it may be obtained through contact with the Management Branch, 4-E-929, extension 5879. All replies to this memorandum will be sent direct to that office.

George E. Brewer

George E. Brewer
Assistant, Administrative Assistant
Office, Secretary of War

att:
OSW Forms 46 and 47

IMMEDIATE ACTION

(51)

IMMEDIATE ACTION

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George E. Brewer
Assistant, Administrative Assistant
Office, Secretary of War

att:
OSW Forms 46 and 47

IMMEDIATE ACTION

OSW Form #46 (1-3-46)
11 January 1946

4E-929

OFFICE SECRETARY OF WAR

FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

Grade	Number Employed 31 Dec 45	1st Quarter				2nd Quarter				3rd Quarter		
		July	Aug.	Sept.	Av.	Oct.	Nov.	Dec.	Av.	Jan.	Feb.	Mar.
State-War-Navy Coordinating Committee (OASW)												
2320 - CAF-5(Vacancy)	0	1	1	1	1	1	1	1	1	1	1	1
2320 - CAF-5	1	1	1	1	1	1	1	1	1	1	1	1
2100 - CAF-4	1	2	2	2	2	2	2	2	2	2	2	2
1902 - CAF-3	3	2	2	2	2	2	2	2	2	3	3	3
Give total all columns on last page	5	6	6	6	6	6	6	6	6	7	7	7

OFFICE SECRETARY OF WAR

Division _____

FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

1st Quarter				2nd Quarter				3rd Quarter				4th Quarter				Average Entire Fiscal Year
July	Aug.	Sept.	Av.	Oct.	Nov.	Dec.	Av.	Jan.	Feb.	Mar.	Av.	Apr.	May	June	Av.	
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	
6	6	6	6	6	6	6	6	7	7	7	7	7	7	7	7	

OSW Form #46 (1-3-46)
11 January 1946

4E-929

OFFICE SECRETARY OF WAR

FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

Grade	Number Employed 31 Dec 45	1st Quarter				2nd Quarter				3rd Quarter		
		July	Aug.	Sept.	Av.	Oct.	Nov.	Dec.	Av.	Jan.	Feb.	Mar.
State-War-Navy Coordinating Committee (OASW)												
2320 - CAF-5(Vacancy)	0	1	1	1	1	1	1	1	1	1	1	1
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2100 - CAF-4	1	2	2	2	2	2	2	2	2	2	2	2
1902 - CAF-3	3	2	2	2	2	2	2	2	2	3	3	3
Give total all columns on last page	5	6	6	6	6	6	6	6	6	7	7	7

Information

1. Enter in "Grade column the salary grade, listed in numerical order with the highest grade first. Give the position title for all positions grade CAF-9, P-3 and higher. Double space between grade entries.
2. Enter in the monthly column under each fiscal quarter the estimated number required for that particular month.
3. Enter in the "Average" column under each fiscal quarter the estimated average employment for that particular quarter.
4. Enter in the "Average Entire Fiscal Year" column the estimated average employment for the entire fiscal year.
5. The average as referred to in notes #2 and #3 above are of course obtained by dividing the total of the quarterly estimate by three (months).
6. The average as referred to in note #4 is obtained by dividing the quarterly averages by four (quarters).
7. The original only of this estimate will be forwarded on or before 11 January 1946 to the Management Branch, 4-E-929, The Pentagon.

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OSW Form #47 (1-3-46)
11 January 1946

OFFICE, SECRETARY OF WAR

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

1 Function	2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	Reason for

(Give total of cols. 2, 3 & 4 on last page of justifications)

OFFICE, SECRETARY OF WAR

Activity _____

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	5 Reason for Increase or Decrease

ge of justifications)

OSW Form #47 (1-3-46)
11 January 1946

OFFICE, SECRETARY OF WAR

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

1	2	3	4	
Function	Number of Civ Pers Employed 31 Dec 45	Number of Civ Pers Estimated FY 1947	Plus or Minus Col 2 to Col 3	Reason for In

(Give total of cols. 2, 3 & 4 on last page of justifications)

OFFICE, SECRETARY OF WAR

Activity _____

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	5 Reason for Increase or Decrease
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of justifications)

OSW Form #47 (1-3-46)
11 January 1946

OFFICE, SECRETARY OF WAR

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

1	2	3	4	
Function	Number of Civ Pers Employed 31 Dec 45	Number of Civ Pers Estimated FY 1947	Plus or Minus Col 2 to Col 3	Reason for In

(Give total of cols. 2, 3 & 4 on last page of justifications)

OFFICE, SECRETARY OF WAR

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

Activity _____

2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	5 Reason for Increase or Decrease
---	--	---	--------------------------------------

OSW Form #47 (1-3-46)
11 January 1946

OFFICE, SECRETARY OF WAR

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

1	2	3	4	
Function	Number of Civ Pers Employed 31 Dec 45	Number of Civ Pers Estimated FY 1947	Plus or Minus Col 2 to Col 3	Reason for In

(Give total of cols. 2, 3 & 4 on last page of justifications)

OFFICE, SECRETARY OF WAR

Activity _____

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

2	3	4
Number of Civ Pers Employed 31 Dec 45	Number of Civ Pers Estimated FY 1947	Plus or Minus Col 2 to Col 3

5

Reason for Increase or Decrease

of justifications)

OSW Form 747 (1-3-46)
11 January 1946

OFFICE, SECRETARY OF WAR

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

1 Function	2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	Reason for
<p>(Give total of cols. 2, 3 & 4 on last page of justifications)</p>				

OFFICE, SECRETARY OF WAR

Activity _____

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	5 Reason for Increase or Decrease
---	--	---	--------------------------------------

of justifications)

OSW Form #47 (1-3-46)
11 January 1946

OFFICE, SECRETARY OF WAR

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

1 Function	2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	Reason for

(Give total of cols. 2, 3 & 4 on last page of justifications)

OFFICE, SECRETARY OF WAR

Activity _____

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

2	3	4
Number of Civ Pers Employed 31 Dec 45	Number of Civ Pers Estimated FY 1947	Plus or Minus Col 2 to Col 3

5

Reason for Increase or Decrease

of justifications)

OSW Form #47 (1-3-46)
11 January 1946

OFFICE, SECRETARY OF WAR

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

1	2	3	4	
Function	Number of Civ Pers Employed 31 Dec 45	Number of Civ Pers Estimated FY 1947	Plus or Minus Col 2 to Col 3	Reason for

(Give total of cols. 2, 3 & 4 on last page of justifications)

OFFICE, SECRETARY OF WAR

Activity _____

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	5 Reason for Increase or Decrease
---	--	---	--------------------------------------

of justifications)

OSW Form 747 (1-3-46)
11 January 1946

OFFICE, SECRETARY OF WAR

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

1 Function	2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	Reason for
<p>(Give total of cols. 2, 3 & 4 on last page of justifications)</p>				

OFFICE, SECRETARY OF WAR

Activity _____

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	5 Reason for Increase or Decrease
---	--	---	--------------------------------------

of justifications)

OSW Form #47 (1-3-46)
11 January 1946

OFFICE, SECRETARY OF WAR

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

1 Function	2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	Reason for
<p>(Give total of cols. 2, 3 & 4 on last page of justifications)</p>				

OFFICE, SECRETARY OF WAR

Activity _____

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	5 Reason for Increase or Decrease

of justifications)

OSW Form #47 (1-3-46)
11 January 1946

OFFICE, SECRETARY OF WAR

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

1 Function	2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	Reason for
<p>(Give total of cols. 2, 3 & 4 on last page of justifications)</p>				

OFFICE, SECRETARY OF WAR

Activity _____

JUSTIFICATIONS OF FISCAL YEAR 1947 CIVILIAN PERSONNEL REQUIREMENTS

2 Number of Civ Pers Employed 31 Dec 45	3 Number of Civ Pers Estimated FY 1947	4 Plus or Minus Col 2 to Col 3	5 Reason for Increase or Decrease
<p>(of justifications)</p>			



THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

312.1

10 January 1946

File
Att P
Dir. Pers



McT...

MEMORANDUM FOR DEPUTY CHIEF OF STAFF, WAR DEPARTMENT.

**Attention: Chief, Personnel and Administration Branch,
Room 4A-932, Pentagon Building.**

**SUBJECT: Estimate of Personnel Requirements Second
Quarter, Calendar Year 1946.**

In compliance with your memorandum dated 27 December 1945, subject: Estimate of Personnel Requirements Second Quarter, Calendar Year 1946, the following attached report of the Army Section, Secretariat, State-War-Navy Coordinating Committee (OASW) is submitted herewith.

FOR THE SECRETARIAT, STATE-WAR-NAVY COORDINATING COMMITTEE:

**V. F. FIELD,
Lt. Colonel, GSC.
Executive Secretary.**

**Enc.
Report.**

TOTAL OFFICER - 6
TOTAL CIVILIAN - 6

50

WAR DEPARTMENT
Office of the Chief of Staff
Washington 25, D.C.

27 December 1945

MEMORANDUM FOR ALL AGENCIES, WAR DEPARTMENT GROUPS

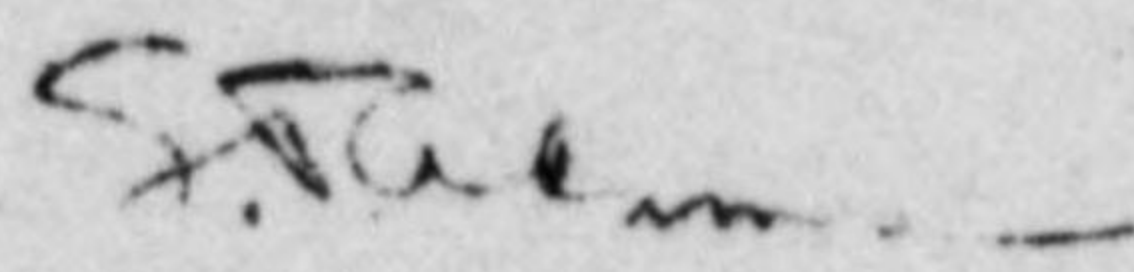
SUBJECT: Estimate of Personnel Requirements Second Quarter, Calendar
Year 1946

1. This office has been requested by the War Department Manpower Board to submit estimates of personnel requirements for the second quarter of the calendar year 1946.

2. In order to comply with this request, it will be necessary that all agencies of the War Department Groups submit individual estimates on the attached form, accompanied by a memorandum of justification. These estimates will be studied by the War Department Manpower Board and recommendations will be made to the Chief of Staff to establish revised personnel authorizations for all War Department Groups agencies, effective 30 June 1946.

3. Estimates should be addressed to the Deputy Chief of Staff, Attention: Chief, Personnel and Administrative Branch, Room 4A 932, The Pentagon, and should be forwarded in order to reach this office not later than 15 January 1946.

BY DIRECTION OF THE DEPUTY CHIEF OF STAFF:


S. T. ADAMS
Lt. Col., GSC
Chief, Pers & Adm Br

Att.

CHIEF OF STAFF GROUP

Office, Chief & Deputy Chief of Staff, % Chief, Pers & Adm Br, Rm 4A 932, The Pentagon

Asst Chief of Staff, G-1, Rm 2E 925, The Pentagon

Asst Chief of Staff, G-2 & Military Intelligence Service, Rm 1C 774, The Pentagon

Asst Chief of Staff, G-3, Rm 2E 941, The Pentagon

Asst Chief of Staff, G-4, Rm 4E 829, The Pentagon

Asst Chief of Staff, Operations Division, Rm 3B 860, The Pentagon

Chief, Legislative & Liaison Div, Rm 3C 925, The Pentagon

Director, Civil Affairs Div, Rm 3B 927, The Pentagon

Director, Budget Div, Rm 3A 922, The Pentagon

Director, Special Planning Div, Rm 3D 937, The Pentagon

President, WD Manpower Board, Rm 5A 716, The Pentagon

Office of the Inspector General, 2145 C Street, N.W., Washington, D.C.

Chairman, WD Returnee Advisory Bd, % ACofS, G-1, Rm 2E 925, The Pentagon

Director, New Developments Div, Rm 4B 871, The Pentagon

National Guard Bureau, Rm 1E 662, The Pentagon

Executive for Reserve & ROTC Affairs, Rm 3C 949, The Pentagon

SARO, Rm 3C 960, The Pentagon

Army Security Agency, Rm 2E 777, The Pentagon

Information & Education Division, Attn: Col Hoge, Rm 2E 589, The Pentagon

Director, Bureau of Public Relations, 2A 878, The Pentagon

Historical Division; Rm 5B 716, The Pentagon, Attn: Col Clark

SECRETARY OF WAR GROUP

Office, Secretary of War, Rm 3E 880, The Pentagon, Attn: Adm Asst.
 President, Secretary of War's Personnel Bd, Rm 2038, Munitions Bldg
 Recorder, Secretary of War's Separation Bd, Rm 1050, Munitions Bldg
 President, Secretary of War's Disability Review Bd, Rm 3531, Munitions Bldg
 President, Secretary of War's Discharge Review Bd, Rm 4146, Munitions Bldg
 President, Secretary of War's Army Retiring Bd, Rm 2038, Munitions Bldg
 Under Secretary of War, Rm 3E 714, The Pentagon
 Assistant Secretary of War, Rm 4E 886, The Pentagon
 Assistant Secretary of War for Air, Rm 3E 974, The Pentagon
 Executive Director, Army Emergency Relief, 1624 I St, N.W., Washington, D.C.
 Commandant, Army Industrial College, Rm 1E 594, The Pentagon
 President, Army-Navy Explosives Safety Bd, Rm 4323, Munitions Bldg
State-War-Navy Coordinating Committee, Rm 4E 886, The Pentagon
 Army-Navy Liquidation Commissioner, Rm 2223, New War Department Bldg
 Strategic Services Unit, 25th & E Sts., N.W., WnDC

JOINT CHIEFS OF STAFF GROUP

Secretary, Jt Chiefs of Staff, Rm 254, 1901 Constitution Ave, Washington, D.C.
 Jt Strategic Survey Committee, % Sec'y, Jt Chiefs of Staff
 Army-Navy Petroleum Bd, % Sec'y, Jt Chiefs of Staff
 Jt Security Control, % Sec'y Jt Chiefs of Staff
 Jt Communications Bd, % Sec'y Jt Chiefs of Staff
 Inter-American Defense Bd, New War Dept Bldg, 21st & Virginia Ave, N.W.
 Washington, D.C.
 Commandant, Army & Navy Staff College, New War Department Bldg, 21st &
 Virginia Ave, N.W., Washington, D.C.
 Jt Intelligence Objectives Agency, Room 2213, Munitions Bldg, Attn: Col
 E. W. Gruhn
 U.S. Representation, Military Staff Committee, United Nations Organization,
 Attn: Gen Deane - Rm 3D 841, The Pentagon

JAN 7 1954



W. D. FORM NO. 50A
(APPROVED 1-12-44)



WAR DEPARTMENT
NOTIFICATION OF PERSONNEL ACTION

7

Date: January 3, 1946

IDENTIFICATION NO.
35-20-2518

C. S. C. OR OTHER LEGAL AUTHORITY

AGENCY CEILING UNIT CODE
203-

FOR C. S. C. USE

NAME
Culbreth Edna V.
LAST FIRST INITIAL
DATE OF BIRTH
10-27-10

NATURE OF ACTION
Separation (Transfer)
EFFECTIVE DATE
12-16-45
FOR C. S. C. USE

COMPLETE ALL ITEMS BELOW ON APPOINTMENTS, NONE ON SEPARATIONS, AND ONLY ITEMS WHICH ARE CHANGED ON OTHER ACTIONS.

MALE		FEMALE	
1. <input checked="" type="checkbox"/> NOW VETERAN	1. <input type="checkbox"/> VETERAN	2. <input checked="" type="checkbox"/> WIDOW OF VETERAN	2. <input type="checkbox"/> WIFE OF DISABLED VET.
TOTAL NO. YEARS PRIOR FEDERAL SERVICE (APPOINTMENTS ONLY)			
DEPARTMENTAL		FIELD	
1. <input checked="" type="checkbox"/>	2. <input type="checkbox"/>	PUBLIC LAW 49 (WAR OVERTIME PAY ACT)	
1. <input type="checkbox"/>	2. <input type="checkbox"/>	YES	NO
CIVIL SERVICE RETIREMENT			
1. <input type="checkbox"/>	2. <input type="checkbox"/>	YES	NO
DATE OF OATH			

NATURE OF EMPLOYMENT	(FROM)	(TO)
POSITION TITLE AND OCCUPATIONAL CODE	<u>Clerk-Stenographer</u>	
SERVICE GRADE AND SALARY	<u>CAF-5, \$2320 per annum</u>	
FORCE, SERVICE OFFICE	<u>Office, Secretary of War</u>	
DIVISION, BRANCH AND SECTION	<u>State, War, Navy Coordinating Committee Army Section</u>	
DUTY STATION LOCATION	<u>WASHINGTON, D. C.</u>	<u>WASHINGTON, D. C.</u>

REMARKS: Transferred to State Department, Washington, D. C., effective December 17, 1945

NATURE OF POSITION
NEW VICE IDENT. ADD'L VICE VACANCY

REFERENCE. (NAME, NO. ETC.)

JOURNAL OR ACTION NO.
OSW- 12

By order of the Secretary of War

John H. Matyer

Administrative Assistant

WAR DEPARTMENT

WASHINGTON, D. C.

29 November 1945

MEMORANDUM FOR: Mr. Robert Olson
Group Chairman
178 State Dept. Bldg.
Washington 25, D. C.

Subject: Thanks for cooperation on the Community War Fund Drive.

1. As Chairman of the recent Community War Fund Drive in OSW, exclusive of BPR, I wish to take this opportunity to thank you and your Keymen for the splendid cooperation you rendered in this Drive.

2. I appreciate that your efforts were extra-curricular in nature and that you still had to keep your regular job function in the meanwhile.

3. It is also appreciated that this was a most difficult period in which to solicit contributions, inasmuch as all civilian employees have had a marked reduction in take-home pay due to the cessation of overtime.

4. Despite all difficulties your achievement of 146.37% of quota was an outstanding job! Your real thanks should be in the realization that you have helped provide monies for some very worthwhile projects covered by the Fund.

5. Permit me to personally thank you for rendering me real cooperation which enabled our Division to achieve 89.89% of quota.

Howard L. Heath

Howard L. Heath
Division Chairman



(48)

WAR DEPARTMENT
Washington

16 November 1945

OSW OFFICE MEMORANDUM)
NO. 46-45)

Applicable to: Washington and Field Offices

Subject: Certificates of Appreciation

1. OSW Office Memorandum No. 44-45, dated 15 October 1945, is amended by the following substitutions:

(a) Delete the words "Industrialists and business executives" and substitute the word "Individuals" in that part of paragraph 2 A (2) describing the types of individuals and services which are considered as meeting the standards for eligibility.

(b) Add the words "which shall not exceed sixty words or the equivalent of six 6½" lines of standard typing" to the first sentence, paragraph 2 B. This limitation of the proposed citation is necessary to maintain the dignity of the award and should be strictly observed.

George E. Brewer

George E. Brewer
Assistant to the Administrative Assistant
Office, Secretary of War

DISTRIBUTION: A
(To All Division Chiefs, OSW)

48

WAR DEPARTMENT
Washington

16 November 1945

OSW OFFICE MEMORANDUM)
No. 50-45)

812.1
Civ. Pers.

Applicable to: Washington Office Only

Subject: Absences on 6 and 7 November 1945

1. Administrative determination will be made in each individual case of absence or tardiness on 6 and 7 November 1945, those days on which the strike of the Capitol Transit Company occurred. If it is determined that employees were absent or tardy on those days for justifiable reasons, they will be excused from duty for such period of absence without charge to leave.

2. Employees who requested annual or sick leave for any part of the above period will be charged with such leave.

George E. Brewer

George E. Brewer
Assistant to the Administrative Assistant
Office, Secretary of War

DISTRIBUTION: A
(To All Division Chiefs, OSW)

(47)

Requisitions checked

Caf 4-18

Form 2931
January 1934

UNITED STATES CIVIL SERVICE COMMISSION
CLASSIFICATION SHEET

C.S.C. No. _____
Bureau No. _____
Code 310

CHECK TO INDICATE WHETHER SHEET IS FOR—		GIVE FOLLOWING INFORMATION FOR ITEM CHECKED	CLASSIFICATION			
			Service	Grade	Class	Initials
<input type="checkbox"/>	New position	Allocation approved by SAC 1-15-45 used in War Dept.: 1-15-45 (Temporary or permanent)				
<input type="checkbox"/>	Vice change		(Name and C.S.C. number on sheet of position into which viced)			
<input type="checkbox"/>	Identical additional position	C.S.C. No. <i>Caf-4-18</i> Action No. _____ (Name and C.S.C. number on sheet of position with which identical)				
<input type="checkbox"/>	Material modification of duties	(Mention nature of modification)				
<input type="checkbox"/>	Other change	(Explain reason for submission of sheet)				

Recommended by Bureau				
Allocation by head of Department	<i>Caf 4</i>	<i>310</i>	<i>gel</i>	
Allocation by Civil Service Commission	<i>Caf 4</i>	<i>310</i>	<i>mkw</i>	<i>1/15/45</i>
Review in 60 days				
Action No.				
Date				

- Name Vacancy (2) D. Glencie L. Hylton
(Surname) (Given name) (Initial)
- C.S.C. number of last sheet for this employee _____
- Employee's present basic annual salary rate _____
- Allowances (deduction for Q.S.L., etc.) _____
(Character and value)
- Department War
- Bureau Office, Secretary of War
Office Assistant Secretary
- Division State, War, Navy Coordinating Committee
- Section or unit _____
- Title of position clerk-stenographer Caf 4
(Usual departmental or organizational title)

10. Description of the duties and responsibilities of the position: (Describe, as objectively and concretely as possible, the duties and responsibilities of the position in question, following this order: (1) Kind and extent of supervision or direction under which the work is performed; (2) the major, regular, periodic, or more important tasks, indicating proportion of time; (3) the tasks of lesser frequency or importance, indicating proportion of time; (4) any supervisory responsibility, showing the number of employees in each grade supervised; and (5) any other facts or figures bearing upon the characteristics of the position from the standpoint of difficulty, complexity, responsibility, independence of action or decision, or any other allocation factor.)

SUPERVISION RECEIVED: Under general supervision of Army members of the combined secretariat of the State, War, Navy Coordinating Committee, which is charged with the responsibility of formulating recommendations to the Secretary of State on politico-military problems of a highly classified nature and of coordinating the views of the three Departments in matters of interdepartmental interest, incumbent serves in a secretarial capacity. Paper work is reviewed for accuracy and content.

DUTIES AND RESPONSIBILITIES: Takes digest and verbatim accounts of frequent formal and informal meetings attended by subordinate members of the Committee, involving from four to ten men.

Performs research work, as assigned, for various members of the Committee; locates sources of material, extracts or abstracts pertinent information; assembles and summarizes data for special reports.

Takes and transcribes dictation of a technical and highly classified nature, consisting of correspondence, memoranda, directives and reports on subjects of wide diversity and scope relative to the coordination of interdepartmental policies on politico-military matters.

Maintains follow-up files and records of correspondence and other pending matters requiring further action or report, showing pertinent information for reference purposes.

SUPERVISION EXERCISED: None.

(CONTINUE STATEMENT OF DUTIES ON REVERSE OF SHEET)

CAF-3 1726

Allocation appvd. by CSC: 11-13-42

Rec'd in War Dept: 11-13-42

C.S.C. No: CAF-3 1726

Action No: 91868

- ① Dorothy H. Taylor
 ② / vac -

War

Office, Secretary of War

Assistant Clerk-Stenographer

Under general supervision of a commissioned Officer or a key civilian in the Office, Secretary of War, performs secretarial and other clerical and stenographic duties listed below, requiring either or both of the following qualifications: (1) more than average stenographic skill; (2) sufficient ability and experience to enable the incumbent to exercise considerable initiative and judgment in applying and carrying out briefly outlined instructions within established regulations and procedures:

Takes and transcribes dictation consisting of correspondence, memoranda, reports, telegrams, specifications or such formal action papers as, requisitions and directives in which frequent use is made of expressions and terminology peculiar to the field of activity of the incumbent's supervisor.

Takes and transcribes verbatim notes of local or long distance telephone conversations and takes shorthand notes of conferences not requiring verbatim reporting.

Prepares, from brief instructions, routine correspondence and office forms, such as letters of transmittal, acknowledgements, follow-up inquiries, and personnel transactions; prepares, by wording in final form or other completing actions, more involved correspondence from dictated notes.

Assembles data from well-defined sources to be used in correspondence, reports studies, or other types of replies to inquiries.

Reviews outgoing memoranda, correspondence or other papers originated or processed by personnel subordinate to supervisor whatever calls or papers can satisfactorily be disposed of by them, and assembling whatever file or other reference material the incumbent expects supervisor will need in considering the actions involved; and in this connection, personally disposes of telephone calls or visitors where routine information is requested concerning office activities or personnel.

OSTI E-2AD

Maintains a schedule of appointments and conferences for supervisor and reminds him of such commitments; maintains small reference files of circular letters, correspondence, reports and office memoranda; and performs related work as assigned to relieve supervisor of whatever administrative details do not require his personal attention.

Handwritten notes:
O. B. ...
- 1 -

Office, Secretary of War

War

Assistant Clerk-Typographer

Under general supervision of a commissioned officer or a key civilian in the Office, Secretary of War, performs secretarial and other clerical and stenographic duties listed below, requiring either or both of the following qualifications: (1) more than average stenographic skill; (2) sufficient ability and experience to enable the incumbent to exercise considerable initiative and judgment in applying and carrying out briefly outlined instructions within established regulations and procedures:

Takes and transcribes dictation consisting of correspondence, memoranda, reports, telegrams, specifications or such formal action papers as, regulations and directives in which frequent use is made of explanation and terminology peculiar to the field of activity of the incumbent's supervisor.

Takes and transcribes verbatim notes of local or long distance telephone conversations and takes shorthand notes of conferences and reporting verbatim reporting.

Prepares, from brief instructions, routine correspondence and office forms, such as letters of transmittal, acknowledgments, follow-up notices, and personnel transactions; prepares, by working in final form or other completing actions, more involved correspondence from dictated notes.

Assembles data from well-defined sources to be used in correspondence, reports, studies, or other types of replies to inquiries.

Revises outgoing memoranda, correspondence or other papers originated or processed by personnel subordinate to supervisor whether calls or papers can satisfactorily be disposed of by them, and assembling whatever file or other reference material the incumbent's supervisor will need in considering the action involved; and in this connection, personally disposes of telephone calls or visitors where routine information is requested concerning office activities or personnel.

Handwritten mark: (A)

WAR DEPARTMENT
WASHINGTON D. C.

Personnel
312.1

22 October 1945

Civ
mil

MEMORANDUM FOR: **St. W/N Coordinating Committee**

Subject: Data for First Quarter Calendar Year 1946 Personnel Estimate

1. This office has been requested by the War Department Manpower Board to provide estimates of military and civilian personnel requirements for the first quarter of the calendar year 1946. In order to complete that estimate it is necessary that your office provide the data as outlined on the attached work sheet. This data, original and one copy, will be forwarded on or before 24 October 1945 to The Administrative Assistant to the Secretary of War through the Management Branch, 4-E-929, The Pentagon.

2. Where increases are involved justification of estimate will be necessary. Such justification should be as concise as practical; however, it should be specific as to work to be done by the additional personnel. It should also be so designed that the War Department Manpower Board may successfully use it in justifying such estimate to the Bureau of the Budget.

For The Administrative Assistant

George E. Brewer

George E. Brewer
Assistant to the Administrative Assistant
Office, Secretary of War

(25)

St. W/N Coordinating Committee

24 October 1945

W. D. FORM NO. 50A
(APPROVED 1-12-44)



WAR DEPARTMENT ³¹
NOTIFICATION OF PERSONNEL ACTION _{W. H. P.}

1ms

7

Date: **October 19, 1945**

C. S. C. OR OTHER LEGAL AUTHORITY

Departmental
Circular #257
Revision #3

IDENTIFICATION NO.
216-14-2261

AGENCY CEILING UNIT CODE

203-

FOR C. S. C. USE

NAME
Hylton **Olenics** **L.**
LAST FIRST INITIAL
DATE OF BIRTH
3-7-23

NATURE OF ACTION
Promotion

EFFECTIVE DATE
10-21-45

COMPLETE ALL ITEMS BELOW ON APPOINTMENTS, NONE ON SEPARATIONS, AND ONLY ITEMS WHICH ARE CHANGED ON OTHER ACTIONS.

MALE FEMALE

1. NON VETERAN VETERAN DISABLED VETERAN WIDOW OF VETERAN WIFE OF DISABLED VET.
2.

TOTAL NO. YEARS PRIOR FEDERAL SERVICE (APPOINTMENTS ONLY)

DEPARTMENTAL 1 FIELD 2

PUBLIC LAW 49 (WAR OVERTIME PAY ACT)
1 YES 2 NO

CIVIL SERVICE RETIREMENT
1 YES 2 NO

DATE OF OATH

NATURE OF POSITION

NEW VICE IDENT. ADDL. VICE VACANCY

REFERENCE. (NAME, NO. ETC.)

Robert K. Olson
CAF-4-18

Appvd. CSC: **1-15-45**

JOURNAL OR ACTION NO.

OSW-4

© PATENTED

	(FROM)	(TO)
NATURE OF EMPLOYMENT		
POSITION TITLE AND OCCUPATIONAL CODE	Clerk-Stenographer	Clerk-Stenographer
SERVICE GRADE AND SALARY	CAF-3, \$1902 per annum	CAF-4, \$2100 per annum
FORCE, SERVICE OFFICE	Office, Secretary of War	Office, Secretary of War
DIVISION, BRANCH AND SECTION	Office, Assistant Secretary of War State-War-Navy Coordinating Committee - Army Section	Office, Assistant Secretary of War State-War-Navy Coordinating Committee - Army Section
DUTY STATION LOCATION	WASHINGTON, D. C.	WASHINGTON, D. C.

REMARKS:

By order of the Secretary of War

John H. Matyer

Administrative Assistant

44

PENTAGON LOCATION TIPS

	<u>ROOM</u>	<u>EXTENSION</u>
1. Auditorium (Signal Corps)	5A 1070	3825
2. Bank	3A 270	73248
3. Blood Donor Center	MB 865	72119
4. Bookstore	Concourse	72265
5. Cafeterias		
General Manager - Mr. C. J. Fitzpatrick	1C 135	74395
Assistant Manager - Mr. Montague	1C 135	5408, 74149
Cafeteria 501 - 2nd Floor : Miss Tomlinson		
Cafeteria 501 - 3rd Floor : Miss Cashman		
Cafeteria 503 - 4th Floor : Mrs. Peets (for arrangements for parties)		
6. Car Pool and Ration Board Service	<u>2F 233</u>	3318, 6085
7. Cleaning Service	Concourse	---
8. Credit Union	3A 148	2094
9. Drug Store	Concourse	5959
10. Library	1A 522	74301-2-3
11. Locators : Civilian		2242
Civilian (OSW)	--	4911
Military	4E 733	3201-2, 3363
12. Lost and Found	1A 313	74152
13. Medical Division	1E 356	74778, 74805
Emergency Rooms		
Basement	BC 913	6677-
1st Floor	1E 356	74778, 74805
2nd Floor	2A 750	73375
3rd Floor	3A 750	74039
4th Floor	4A 750	5525
14. Notary Public	3A 270	73248
15. Post Office	Concourse	6835
16. Post Office (War Department)	1A 909	72292
17. Shoe Repair Shop	Concourse	---
18. Shuttle Bus Passes	1C 670	71786
19. Telephone Branch Office	Concourse	
20. Ticket Office (Bus, Railway and Airline)	1C 736	73301
21. Welfare Office	1E 374	2233
22. Western Union	Concourse	

SWNDC	
COL. McCARTHY
COMDR. RICHARDSON
MR. R. E. COX
LT. COL. PENNYER
LT. COL. FUSSELL
MR. H. W. MURPHY
MR. J. P.
LT. COL. ... ELLER
LT. COL. V. P.
MAJOR W. E.
1ST LT. E. BRITTON
ENS. F. WHITESIDE
FILE

43

Room 178
 State Department
 17th and Pa. Ave. N.W.
 Wash. 25 DC

OSW Form 77 (9-18-45)		OFFICE, SECRETARY OF WAR CIVILIAN PERSONNEL AUTHORIZATION		#20
To: The State-War-Navy Coordinating Committee				Change #1
Authorizing Signature <i>Joseph Blauvelt</i>		Title Chief, Management Branch, OSW		
Date Issued: 9 October 1945		Effective Date: 31 October 1945		
PREVIOUS AUTHORIZATION	ORIGINAL ISSUE OR INCREASE	WITHDRAWAL OR DECREASE	REVISED AUTHORIZATION	
6	1		7	

Note:

1. The Office, Secretary of War has accepted a personnel authorization of 1667 from the War Department Manpower Board. The amount shown above in the "Revised Authorization" box, represents and apportionment of this total to your division. It is based upon the budget and personnel requirement data supplied by your division prior to and during the hearings of August 1945.
2. No increase to this authorization can be made unless the request therefor is made in writing, to the Assistant Administrative Assistant, and contains specific reason for increased requirements.

41

WAR DEPARTMENT
OFFICE, SECRETARY OF WAR
WASHINGTON, D.C.

Job
312.1
Civ. Pers.

21 September 1945

Applicable to: Washington Office

MEMORANDUM TO: All Division Chiefs, OSW

Subject: Certificates of Appreciation

1. Reference is made to War Department Orders I, dated 7 September 1945. This issuance establishes a "Certificate of Appreciation" to be presented by the War Department in recognition of civilian contribution to the war effort.

2. In order that the Office, Secretary of War may establish adequate standards to govern eligibility for the Certificate, your answer to the following questions is urgently requested.

- a. On the basis of present criteria, as established by the issuance referred to in paragraph 1 above, how will you use the Certificate? (Please spell out your answer in terms of type of work recognized, organizational level of recipient, etc.)
- b. How many Certificates would you require to serve your needs?
- c. Do you desire complete delegation of authority to the OSW division level in making the award? (Such delegation subject to post audit by the Office, Secretary of War's Advisory Committee on Civilian Awards.)

3. For your convenience, a copy of Orders I is attached. Your reply is requested not later than 27 September 1945 and should be directed to the Office of the Assistant Administrative Assistant, attention: Management Branch, Room 4E 929, The Pentagon.

George E. Brewer

George E. Brewer
Assistant to the Administrative Assistant

1 Incl.
Orders I

Distribution A (To all division chiefs)

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WAR DEPARTMENT
Washington 25, D. C.

7 September 1945

ORDERS I

Subject: Certificates of Appreciation for civilian war service with the War Department.

1. It is the policy of the War Department to express its gratitude for conspicuous service rendered by civilians in positions of responsibility by granting to them a certificate setting forth briefly their war contribution. Accordingly, there is hereby authorized a "Certificate of Appreciation" which may be awarded to those civilians who meet the standards prescribed below. Formulation of policy and administration of these Orders will be the responsibility of the War Department Civilian Awards Board.

2. To be eligible for the receipt of a Certificate of Appreciation, an individual must have:

a. Served the Department either with or without compensation in a position of responsibility involving the establishment of important policy, the administration of important projects, the furtherance of important research of a scientific or technical character, or the performance of other types of responsible service which, in the opinion of the War Department Civilian Awards Board, warrants recognition by the Department. The service in all cases must have been in direct connection with the maintenance of the National Defense or the prosecution of the war.

b. Served not less than six months continuously or intermittently although, upon approval by the War Department Civilian Awards Board, the Certificate may be granted for shorter periods.

Authority is hereby delegated to the Chief of Staff and to the Commanding Generals of the Forces of the Army to grant the Certificate to persons who meet these standards and to redelegate such authority to the next lower echelon of command if such proves practicable. Where it is desired to award Certificates of Appreciation to individuals who have aided materially in the prosecution of the war, but whose services do not fall clearly within the prescribed standards, the prior approval of the Civilian Awards Board must be obtained.

3. The Certificate of Appreciation will be of standard design prescribed by the War Department, will be signed by the Secretary of War, and countersigned by the official to whom the awarding authority has been delegated by the Secretary of War. In addition, where authority has been redelegated the Chief of the component to which such redelegation has been made will sign the Certificate.

4. At such periods as the War Department Civilian Awards Board may require, each component to which authority has been delegated shall report to the Board the names of the individuals receiving the Certificate, the reasons for the granting of the Certificate, the period during which they served the War Department, and the date of issue. Such reports will be made in the form prescribed by the War Department Civilian Awards Board.

Henry L. Stimson

Secretary of War

FORM CP, OSW-75
(7-25-43)

WAR DEPARTMENT
OFFICE OF THE SECRETARY OF WAR

PERSONNEL ACTION REQUEST

(To be submitted in duplicate)

<p>TO: OFFICE OF THE PERSONNEL MANAGER</p> <p>FROM: War Department Section, State War Navy Coordinating Committee</p>	<p>NATURE OF POSITION</p> <p><input type="checkbox"/> NEW <input type="checkbox"/> VICE</p> <p><input type="checkbox"/> ADDITIONAL IDENTICAL <input checked="" type="checkbox"/> VICE VACANCY</p>
<p>ACTION</p> <p>1. <input type="checkbox"/> REQUISITION TO FILL VACANCY NO. MALE _____ NO. FEMALE _____</p> <p>2. <input type="checkbox"/> NEW APPOINTMENT</p> <p>3. <input type="checkbox"/> TRANSFER</p> <p>4. <input type="checkbox"/> REINSTATEMENT</p> <p>5. <input type="checkbox"/> FURLOUGH (WOP)</p> <p>6. <input type="checkbox"/> TERMINATION OF APPOINTMENT</p> <p>7. <input type="checkbox"/> CHANGE IN POSITION</p> <p>8. <input type="checkbox"/> RECLASSIFICATION OF DUTIES</p> <p>9. <input type="checkbox"/> PROMOTION</p> <p>10. <input checked="" type="checkbox"/> OTHER _____</p>	<p>POSITION REFERENCE</p>
<p>DESIRED EFFECTIVE DATE <u>21 October 1945</u></p>	

	FROM	TO
NAME	Glenice L. Hylton	Glenice L. Hylton
POSITION	Clerk-Stenographer	Clerk-Stenographer
GRADE AND SALARY	CAF-3, \$1902 per annum	CAF-4, \$2100 per annum,
DIVISION	Office, Secretary of War, Office, Ass't Sec'y of War	OSW, OASW,
ORGANIZATIONAL UNIT	Army Section, SWNCC	Army Section, SWNCC
DATE OF BIRTH	<u>March</u> <u>7</u> <u>1923</u>	SEX <input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE

REMARKS:

APPROVAL				
DIVISION	OFFICE OF THE PERSONNEL MANAGER			
	INITIALS	DATE		
<p>V. F. FIELD, Lt. Col., GSC ----- SIGNATURE</p> <p>----- RANK AND TITLE</p>				
	<p>16 Oct 45 DATE</p>			

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W. D. FORM NO. 50A
(APPROVED 1-12-44)



*312-1
Civilian*

WAR DEPARTMENT
NOTIFICATION OF PERSONNEL ACTION

new 7

Date: **October 2, 1945**

IDENTIFICATION NO.
548-05-0617

C. S. C. OR OTHER LEGAL AUTHORITY

AGENCY CEILING UNIT CODE
203-
FOR C. S. C. USE

NAME: **Brown** **Lotitia** **R**
DATE OF BIRTH: **5-19-05**

NATURE OF ACTION: **Resignation**

EFFECTIVE DATE: **9-30-45**

COMPLETE ALL ITEMS BELOW ON APPOINTMENTS, NONE ON SEPARATIONS, AND ONLY ITEMS WHICH ARE CHANGED ON OTHER ACTIONS.

	(FROM)	(TO)
NATURE OF EMPLOYMENT		
POSITION TITLE AND OCCUPATIONAL CODE	Clerk-Typist	
SERVICE GRADE AND SALARY	CAF-3, \$1968 per annum	
FORCE, SERVICE OFFICE	Office, Secretary of War	
DIVISION, BRANCH AND SECTION	OASW - State, War, Navy Coordinating Committee Army Section	
DUTY STATION LOCATION	WASHINGTON, D. C.	WASHINGTON, D. C.

MALE		FEMALE	
1. <input checked="" type="checkbox"/> NON VETERAN	1. <input type="checkbox"/> VETERAN	2. <input type="checkbox"/> DISABLED VETERAN	2. <input checked="" type="checkbox"/> WIDOW OF VETERAN
TOTAL NO. YEARS PRIOR FEDERAL SERVICE (APPOINTMENTS ONLY)			
1. <input checked="" type="checkbox"/> DEPARTMENTAL	2. <input type="checkbox"/> FIELD	PUBLIC LAW 49 (WAR OVERTIME PAY ACT)	
1. <input type="checkbox"/> YES	2. <input type="checkbox"/> NO	CIVIL SERVICE RETIREMENT	
1. <input type="checkbox"/> YES	2. <input type="checkbox"/> NO	DATE OF OATH	

REMARKS:
Resigned to seek better living conditions in California.
Last working day: September 29, 1945.
Annual leave for which payment is to be made: 296 hours, October 1, 1945 thru November 21, 1945.

NATURE OF POSITION

<input type="checkbox"/> NEW	<input type="checkbox"/> VICE	<input type="checkbox"/> IDENT. ADD'L	<input type="checkbox"/> VICE VACANCY
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REFERENCE. (NAME, NO. ETC.)

Order of the Secretary of War

By
W. M. G.
John H. Maiter
Administrative Assistant

JOURNAL OR ACTION NO.
38
OSW-6

312-1
WAR DEPARTMENT
WASHINGTON

File

20 September 1945

OSW OFFICE MEMORANDUM)
NO. 43-45)Applicable to: Washington OfficeSubject: Changes in Civilian Personnel Authorizations

1. Attached is a copy of OSW Form #77 containing the civilian personnel authorization for your division. This authorization is effective 30 September 1945. A new OSW Form #77 will be prepared and issued as changes in your present authorizations occur.
2. The attached document flow chart will serve as a general procedural guide to be followed in requesting changes in the established ceiling for each division. It should be particularly noted that the process of establishing, requesting changes thereto, or notifying offices of changes in ceiling authorizations is an operation which is entirely separate and distinct from the process of submission of civilian personnel action requests. The Management Branch is responsible for establishing ceiling authorizations, whereas the Office of the Personnel Manager (Administration Section) is responsible for maintaining the day-to-day ceiling control to insure that all personnel action requests are within the established authorization.
3. In the future, all proposed transfers of functions (other than those transfers of functions which occur entirely within the division), proposed new functions, or proposed abolishment or modification of functions should be brought to the attention of the Management Branch as soon as such proposal is anticipated in order that appropriate negotiations may be instituted to adjust personnel ceiling and funds accordingly.

*George E. Brewer*George E. Brewer
Assistant to the Administrative Assistant
Office, Secretary of WarIncls. (3):
Personnel Authorization
Procedure Chart
Guide to Procedure ChartDISTRIBUTION: A
(To All Division Chiefs, OSW.)

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