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WAR RELOCATION AUTHORITY
MANZANAR RELOCATION AREA
Manzanar, California

November 27, 1942

PROJECT DIRECTOR'S BULLETIN NO. 37

SUBJECT: PERSONNEL SECTION---Functional Activities Procedure.

Effective immediately all functions and operations in connection with Caucasian Personnel activities must be routed and cleared through the Personnel Office according to the following schedule of procedure:

INDEX TO PROCEDURE:

1. Personnel Needs
2. Recruiting of Personnel
3. Appointments
4. Oaths Administered
5. War Savings Bonds

- Granting of Leave:
6. Annual Leave
7. Sick Leave
8. Leave without Pay

9. Applications for Leave
10. Daily Attendance Reports of Absentees.
11. Change of Status Requests.
12. Resignations.

1. PERSONNEL NEEDS:

When a vacancy occurs, or is about to occur, the Supervisor of such section or division is directed to immediately submit to the Personnel Office, 1 copy of Form WRA-13 (Rev.) (sample copy attached hereto), specifying the following data:

- a) Nature of Action desired;
- b) Name of Person to be terminated (if position was previously filled);
- c) Proposed Status as to title, grade, salary, Section, and unit;
- d) Remarks regarding any special experience or qualifications required for such position;
- e) Recommendation, if any, regarding candidate for position, etc.

2. RECRUITING OF PERSONNEL:

On receipt of Form WRA-13 showing the Personnel Needs, and upon Administrative approval thereof, the Personnel Office will institute recruitment proceedings through the SF Regional Office; by communication with applicants whose records have been retained for such consideration; and other available placement channels. Communications with candidates under consideration, and transmittal to them of proper personnel forms, such as Stand. Form 57 (Application for Position) and Medical Certificate No. 2413, will be conducted by the Personnel Office, which will also confer with Supervisors regarding such placements and any suggested candidates.

3. APPOINTMENTS:

All new appointees will be inducted through the Personnel Section, where the complete set of required induction personnel forms will be completed and executed by the new appointee on the day of entrance on duty, before he or she may enter on active duty at Manzanar. This will include Fingerprint chart, Oath of Office, and other required forms, varying according to the type and nature of the position.

4. OATHS ADMINISTERED in Personnel Section:

As noted in Project Director's Bulletin No. 34 dated Nov. 19, 1942, the Ass't Personnel Officer has been authorized to administer Oaths (without charge) on all personnel forms and documents in connection with the functions and performances of the War Relocation Authority.

5. WAR SAVINGS BONDS:

At the time of induction, each new employee will be required to sign an application card relative to subscription to War Savings Bonds. If no bonds are to be subscribed for at that time for deduction from the employee's Salary check, a statement to that effect must be entered on the subscription card with appointee's signature.

All incumbent employees who to date have not signed a War Savings Bond subscription card, are likewise directed to immediately report to the Personnel Office and fill out and sign such a card.

GRANTING OF LEAVE

6. ANNUAL LEAVE:

Permanent and indefinite employees are entitled to leave earned at the rate of 2-1/6 days for each full month of service (2 days 1 hr. 20 min. per month figured on basis of 30 day month, 8 hour day), or 26 days per year, and this leave is allowed to accumulate up to a maximum of 60 days.

After one year of continuous service, current annual leave, not in excess of 26 days may be taken in advance of earning it at any time during the current year.

Employees transferred or reappointed without break in service from one permanent, emergency, or indefinite position to another permanent, emergency or indefinite position in a different agency shall have their accumulated and current accrued leave transferred to their credit.

In cases of separation wherein an employee has taken leave in excess of the amount earned, the salary paid for such leave shall be deducted from any salary due him, or from any money in the Retirement Fund to his credit.

Employees are charged with annual leave only for absences on days and time upon which they would otherwise work and receive pay.

Temporary employees are entitled to annual leave at the rate of 2 1/2 days for each full month.

7. SICK LEAVE:

Permanent employees are entitled to sick leave at the rate of 1 1/4 days per month (1 day 2 hrs. 0 minutes per month) or 15 days per year, and may accumulate sick leave to a maximum of 90 days.

Notification of absence on account of sickness should be given as soon as possible on the 1st day of absence. Illness for a longer period than 3 days must be certified by a registered practicing physician or other practitioner.

Temporary employees earn 1 1/4 days sick leave per month, but the sick leave earned during the first full month cannot be taken until the close of business on the last day of that month. No advance of sick leave may be made to temporary employees.

8. LEAVE WITHOUT PAY:

Leave without pay may not be granted for a period of less than 1 day, nor otherwise than in multiples of 1 day. However, after such leave has been authorized, it may be "used" as permitted, for a period of less than a day, on approval of the Supervisor. (4 hours on Saturday constitute a whole work day in figuring leave without pay.)

Leave without pay is not granted until all accumulated leave and current accrued leave is exhausted, except that employees injured in line of duty may take leave without pay instead of Annual Leave.

Temporary employees may be granted leave without pay.

9. APPLICATIONS FOR LEAVE:

A supply of Form OEM-8 Application for Leave of Absence (sample copy hereto attached) should be maintained at the desk of each Supervisor. When a Supervisor grants an employee permission to "apply" for leave of Absence (whether annual, sick, leave without pay or military), the employee should fill in Application Form OEM-8 in duplicate showing the requested time, sign same, and submit it to his Supervisor who in turn signs the recommendation on the form, and then sends the Application (in duplicate) to the Personnel Section, where the employee's attendance records are checked relative to the amount of accrued leave to his credit. If the records show that the employee is entitled to such requested leave, the Ass't Personnel Officer signs both copies and the absence is recorded on the employee's attendance record.

In each case where the amount of annual leave requested exceeds the accrued annual leave to the employee's credit, the employee will be advised that such amount will have to be charged to Leave Without Pay.

10. DAILY ATTENDANCE REPORT OF ABSENTEES:

In addition to the Form OEM-8 Application for Leave submitted by the employee, - each Supervisor is directed to submit to the Personnel Section not later than 12:00 noon each day, a Daily Attendance Report of Absentees which have occurred in his section or division on the prior day, - this Daily Attendance Report is required, as sometimes the employee's plans are changed and he does not use the recorded annual leave, and sometimes it is necessary for an employee to be absent on annual leave without his having submitted a request for leave - (the latter of course should only occur in case of emergencies). (Sample copy of Form of Daily Attendance Report of Absentees is attached hereto.)

This report should show: (Absence, whether Annual, Sick, Leave Without Pay)

NAME OF EMPLOYEE	TIME IN AND OUT	Period of Absence			NATURE OF ABSENCE
		ALL DAY	HOURS	MINUTES	

(as many names as there are absentee employees, may be shown on one daily sheet)

11. CHANGE OF STATUS REQUESTED:

When a Supervisor of a Section or Division wishes to recommend a change of status for an employee (change of position, grade, title, salary, etc.) he should fill out 1 copy of Form WRA-13 and submit same to the Personnel Section. If such change is approved by the Administrative Division at Manzanar, extra copies are prepared by the Personnel Section and transmitted to the SF Regional Office for official approval.


12. RESIGNATIONS:

An employee contemplating resignation should first report to his or her immediate Supervisor; whereupon notice of Resignation Form OEM-11 should be filled out in quintuplet showing the date of termination of active duties at Manzanar. This form, with recommendation signature of Supervisor, should then be submitted to the Personnel Section, in order that accrued Annual Leave to the employee's credit may be calculated. If there is accrued Annual Leave, the employee will be so notified and 3 copies of Form OEM-8 Application for Leave should be filled in and signed by the employee, recommendation should be signed by Supervisor, and all 3 copies sent to the Personnel Section.

The following statement is then added by the Personnel Section to the Notice of Resignation:

"Resignation to be effective at expiration of accrued
Annual Leave at _____
Hour Month Day Year "

Four copies of the Notice of Resignation and one signed Application for Annual Leave, are then transmitted by the Personnel Section with covering letter to the SF Regional Office.


Ralph P. Merritt
Project Director

REQUEST FOR PERSONNEL ACTION

1. Nature of Action

- (a) Appointments: Indefinite Transfer
Temporary from _____ to _____
- (b) Loan: Reimbursable Non-reimbursable
- (c) Change in status: Promotion Demotion
Transfer within W. R. A.
- (d) Change in official station as of _____
- (e) Separation: Dismissal without prejudice Dismissal with prejudice
Resignation without prejudice Other (Specify) _____
- (f) Review classification of _____

2. Name _____
(Last) (First) (Middle Initial)

3. Present status (if U.S. employee):	Proposed status:
Title _____	Title _____
Grade _____ Salary _____	Grade _____ Salary _____
	<u>per diem</u> <u>per annum</u> <u>without compensation</u>
Agency _____	Agency _____
Division _____	Division _____
Section _____	Section _____
Official Station _____	Unit _____
	Official Station _____
	Proposed effective date _____

4. Remarks: _____

Signature of Appointing Officer Date

Approved:
Regional Division Head _____
Regional Personnel Office _____
Project Director _____
Director _____

