30-42

The manuals listed below (1) are in the process of reproduction and will soon be distributed, or (2) have been reproduced and distributed, and are for use as indicated.

Accounting Manuals

Part II Manual of Instructions of Accounting Procedure - for use in regional offices - July 1, 1942

Part III Manual of Instructions of Accounting Procedure for War Housing Projects - for use of housing managers - July 1, 1942

Part VI Manual of Accounting Procedure for Cost-Plus-A-Fixed-Fee Contracts - for use of contractors in the construction of war housing - October 1, 1942

Lanham Development Manual - for use in Central and regional offices

FPHA Development Manual - for use in Central and regional offices

Management Manuals

Management Staff Manual - for regional management staff - September 15, 1942

Direct Management Manual for Federally-operated Projects - for direct housing managers - October 1, 1942

Local Authority Management Manual - for use of local authorities and regional offices - Chapters I to IX, February 23, 1942 - Chapter X, September 12, 1942

Office Service Manuals

Working draft of "Procedure of Property Accountability and Control" - for use of regional and project staffs August 15, 1942

Working draft of "Procurement Manual" - for use of regional and project staffs - September 15, 1942

ROLLAND D. SEVERY
Chief Administrative Officer

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CLASS 8 - OFFICE MEMORANDA

Holiday-Memorial Day - May 30	5-26-42	8.1
Vacations	6-6-42	8.2
Region V, Cleveland, Ohio, and Region VII, Kansas City, Missouri	6-27-42	8.3
Inquiry Service	6-30-42	8.4
Holiday-Independence Day, July 4	6-27-42	8.5
Use of Titles	7-22-42	8.6
Acting Commissioner	7-30-42	8.7
Distinction in Usage Between the Term "the NHA" and "the Office of the Administrator"	7-31-42	8.8
Communications Regarding Activities in Regions V and VII	Rev. 9-16-42	8.9
Telephone Service	8-14-42	8.10
Holiday - Labor Day, September 7	8-28-42	8.11
Air-Conditioning	9-19-42	8.12

CLASS 9 - PROJECT OR CONSTRUCTION ENGINEER'S HANDBOOK

No issuances

NHA
FPHA

9-30-42

Transfer of Farm Security Administration Projects	8-15-42	7.10
Housing Management Training	8-22-42	7.11
Joint Surveys of Developments Constructed by Public Buildings Administration, when "Ready for Occupancy"	8-21-42	7.12
Temporary Release of Loan Commitments on Suspended Projects	8-21-42	7.13
Use of USHA Forms	8-22-42	7.14
Public Law 694 (77th Congress)-Revision of Pay Schedules Under the Classification Act of 1923, as Amended	8-27-42	7.15
Revised Procedure for Preparation of Regional Payrolls and the Distribution of Administrative Expenses	8-29-42	7.16
Letter to Local Authorities with Regard to Revised Procedure for Vacancy and Collection Losses	9-18-42	7.17
Per Diem Allowances for Employees and Members of Local Housing Authorities	Rev.10-3-42	7.18
Check List of Administrative Releases Issued by the Central Office - Week Ending September 19, 1942	9-24-42	7.19
Check List of Administrative Releases Issued by the Central Office - Week Ending September 26, 1942	9-30-42	7.19 Supplement 1
Payment of Accrued Annual Leave to FPHA Personnel upon Transfer of Directly Operated Projects to Local Housing Authorities	9-24-42	7.20
Regional Office Management Branch Procedure in the Provision of Commercial Facilities for Family Dwelling Projects and Attachments 1 and 2	9-28-42	7.21

CLASS 6 - REGIONAL OFFICE ADMINISTRATIVE PRACTICE HANDBOOK

Division 2 - Personnel Procedure

Section 0 - General	7- 2-42	620.1-6 and exhibits
Section 1 - Recruitment Selection and Appointment	7- 2-42	621.1-12
Section 2 - Actions Affecting Employee Status	7- 2-42	622.1-16

Division 4 - Travel

Travel Procedure for Regional Offices	March '42	

Division 6 (Section 0) Procurement Procedure

Procurement Procedure	March '42	6.6.1-12 (660.1-12)
Procurement Procedure for Directly Operated PWA Housing Division Projects	Febr. '42	

CLASS 7 - TEMPORARY REGIONAL CIRCULARS

Long Distance Telephone Calls, Form USHA 16	5-27-42	7.1
Loan and Annual Contributions Contract for Public No. 671 Projects	5-30-42	7.2
Establishment of Office of the Regional Accountant	6- 2-42	7.3
Forms and Procedures for Closing Out Suspended Projects	6-12-42	7.4
Payment for Land	7-30-42	7.5
Insurance Functions of the Regional Offices	8- 3-42	7.6
Community Facilities	8- 5-42	7.7
Contracts-Availability of Funds and Negotiation After Rejection of Bids	8- 7-42	7.8
Distribution of Central Office Releases to Regional Offices	8-13-42	7.9

Division 6 (Section 1) - NHA-FPHA Relationships

National Housing Agency Regional Organization and NHA-FPHA Field Relationships	8- 3-42	161.1-2

CLASS 2 - COMMISSIONER'S POLICY ORDERS

Division 1 (Section 0) - Delegation of Authority

Delegation of Contracting Powers in Development of War Housing	6- 3-42	2.1.1-2 (210.1-2)
Delegation of Appointing Powers to Regional Directors and to Housing Managers of Directly Operated Projects	Rev. 8-5-42	210.3-4
Delegation of Power to Certify Long Distance Telephone Tolls	7-30-42	210.5-6
Delegation of Contracting Powers to Be Exercised in the Administration of the Regional Office	8-11-42	210.7-8
Delegation of Contracting Powers on Change Orders	8-19-42	210.9-10
Delegation of Powers to Be Exercised in Management of Public Housing Projects	Rev. 9-25-42	210.11-12
Delegation of Authority to Sign Travel Authorizations	8-25-42	210.13-14
Delegation of Power to Execute Financial Agreements in Connection with FPHA-aided Projects	8-26-42	210.15-16
Delegation of Authority to Act as the Duly Authorized Representative of the Commissioner with Reference to Contractors' Appeals	9- 4-42	210.17-18
Delegation of Authority to Execute Affidavits of Chattel Mortgage and Other Certificates and Doceuments in Connection with Evidences of Indebtedness of Public Housing Agencies	9-10-42	210.19-20

NHA
FPHA

110.0
ADMINISTRATIVE
RELEASES

10-13-42

SUBJECT: List of FPHA Administrative Releases as of September 30, 1942

Current FPHA administrative releases issued as of September 30, 1942 are listed below.

It will be noted that the earlier releases are coded slightly differently from the later ones. The use of three digits before the decimal point is now used instead of the original plan set forth in Order 1.1.1(110.)

The new system of coding is shown in parentheses immediately beneath the code symbol of the earlier releases, thus:

1.1.1-4 (old code)
(110.1-4 (new code)

While it is not necessary that each employees be furnished a copy of every release, supervisory employees should ensure that each employee is cognizant of and has convenient access to those releases which pertain to his work. Additional copies of these releases may be obtained from the stock room in the Central Office.

	DATE	CODE
CLASS 1 - ORGANIZATION HANDBOOK		
Division 1 (Section 0) - Administrative Releases		
New Series of Releases on Administrative Policy and Procedure	3-28-42	1.1.1-4 (110.1-4)
Division 5 (Section 1) - Designations-Central Office		
Persons Designated to Head Offices and Divisions	6-30-42	151.1-2
Designation of Director, Statistics Division	8-25-42	151.3-4
Acting Director of Office Service Division	8-31-42	151.5-6
Acting Director of Procurement Division	9-30-42	151.7-8

Division 6 (Section 1) - NHA-FPHA Relationships

National Housing Agency Regional Organization and NHA-FPHA Field Relationships	8- 3-42	161.1-2

CLASS 2 - COMMISSIONER'S POLICY ORDERS

Division 1 (Section 0) - Delegation of Authority

Delegation of Contracting Powers in Development of War Housing	6- 3-42	2.1.1-2 (210.1-2)
Delegation of Appointing Powers to Regional Directors and to Housing Managers of Directly Operated Projects	Rev. 8-5-42	210.3-4
Delegation of Power to Certify Long Distance Telephone Tolls	7-30-42	210.5-6
Delegation of Contracting Powers to Be Exercised in the Administration of the Regional Office	8-11-42	210.7-8
Delegation of Contracting Powers on Change Orders	8-19-42	210.9-10
Delegation of Powers to Be Exercised in Management of Public Housing Projects	Rev. 9-25-42	210.11-12
Delegation of Authority to Sign Travel Authorizations	8-25-42	210.13-14
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	DATE	CODE
CLASS 1 - ORGANIZATION HANDBOOK		
Division 1 (Section 0) - Administrative Releases		
New Series of Releases on Administrative Policy and Procedure	3-28-42	1.1.1-4 (110.1-4)
Division 5 (Section 1) - Designations-Central Office		
Persons Designated to Head Offices and Divisions	6-30-42	151.1-2
Designation of Director, Statistics Division	8-25-42	151.3-4
Acting Director of Office Service Division	8-31-42	151.5-6
Acting Director of Procurement Division	9-30-42	151.7-8

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ADMINISTRATIVE
RELEASES

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New Series of Releases on Administrative Policy and Procedure	3-28-42	1.1.1-4 (110.1-4)
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Designation of Director, Statistics Division	8-25-42	151.3-4
Acting Director of Office Service Division	8-31-42	151.5-6
Acting Director of Procurement Division	9-30-42	151.7-8

Division 6 (Section 1) - NHA-FPHA Relationships

National Housing Agency Regional Organization and NHA-FPHA Field Relationships	8- 3-42	161.1-2

CLASS 2 - COMMISSIONER'S POLICY ORDERS

Division 1 (Section 0) - Delegation of Authority

Delegation of Contracting Powers in Development of War Housing	6- 3-42	2.1.1-2 (210.1-2)
Delegation of Appointing Powers to Regional Directors and to Housing Managers of Directly Operated Projects	Rev. 8-5-42	210.3-4
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Delegation of Authority to Execute Affidavits of Chattel Mortgage and Other Certificates and Documents in Connection with Evidences of Indebtedness of Public Housing Agencies	9-10-42	210.19-20

Division 2 (Section 0) - Organization Policy

Establishment of the Organization Responsibilities and Relationships in the Federal Public Housing Authority	5- 9-42	2.2.1-2 (220.1-2)
Establishment of Regional Offices and Redesignation of Areas Covered	Rev.8- 7-42	2.2.3-4 (220.3-4)
Organization of Central Office	5-29-42	2.2.5-10 (220.5-10)
Amendment No. 1 to Organization of Central Office	9-30-42	2.2.5 (220.5)

Division 3 (Section 0) - Information Public Relations Policy

Phraseology for Projects	6- 9-42	2.3.1-2 (230.1-2)

Division 4 (Section 0) - Project Development Policy

Performance and Payment Bonds	8- 7-42	240.1-2

Division 5 (Section 1) - Project Management Policy

Rental and Eligibility Policies for War Workers Housed in Standard Family Dwellings	6-10-42	2.51.1-2 (251.1-2)
Supplement to Rent and Eligibility Policies	7-31-42	251.3-4
Rental and Eligibility Policies for War Workers Housed in Trailer and Dormitory Projects	Rev.9-29-42	251.5-6
Joint Directive on Procurement of War Housing	8- 6-42	251.7-10
Planning and Provision of Commercial Facilities	9-21-42	251.11-12
Use of Local Agencies for Management of War Housing Projects	9-28-42	251.13-

Division 5 (Section 2) - Management Standards

Augmented Reserves for Vacancy and Collection Losses for FPHA-aided and PWA Housing Division Projects	8-19-42	252.1-2
Payments in Lieu of Taxes on Federally-owned Housing Projects and on FPHA-aided Projects	8-24-42	252.3-6

Division 6 (Section 0) - Administration Policy

Policy on Signing of Mail and Other FPHA Documents	8-28-42	260.1-2

Division 6 (Section 2) - Personnel Policy

Personnel Policies for Field Operations	7-15-42	262.1-4
Employee Training Policy	8-20-42	262.5-6

CLASS 3 - WASHINGTON OFFICE OPERATING HANDBOOK

CLASS 4 - WASHINGTON OFFICE ADMINISTRATIVE PRACTICE HANDBOOK

Division 2 (Section 0) - Leave and Hours of Work

Personnel - Leave and Hours of Work	March '42	4.2.1-18
(Page 14 revised; pages 14a, 14b added)	8-15-42	(420.1-18)

Division 6 (Section 0) Procurement Procedure

Property Accountability	May '42	4.6.1-4 (460.1-4)

CLASS 5 - REGIONAL OFFICE OPERATING HANDBOOK

Division 6 (Section 0) - Management Activities-Regional Operations

Revised Procedure for Processing and Using Form USHA 41, Report on Project Tenants	4-24-42	5.6.1-6 (560.1-6)
Procedure for Clearance of Requests of Local Authorities for Deferment of Equivalent Elimination	8- 7-42	5.6.7-10 (560.7-10)

CLASS 6 - REGIONAL OFFICE ADMINISTRATIVE PRACTICE HANDBOOK

Division 2 - Personnel Procedure

Section 0 - General	7- 2-42	620.1-6 and exhibits
Section 1 - Recruitment Selection and Appointment	7- 2-42	621.1-12
Section 2 - Actions Affecting Employee Status	7- 2-42	622.1-16

Division 4 - Travel

Travel Procedure for Regional Offices	March '42	

Division 6 (Section 0) Procurement Procedure

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Insurance Functions of the Regional Offices	8- 3-42	7.6
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		NHA FPHA
		9-30-42
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Housing Management Training	8-22-42	7.11
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Telephone Service	8-14-42	8.10
Holiday - Labor Day, September 7	8-28-42	8.11
Air-Conditioning	9-19-42	8.12

CLASS 9 - PROJECT OR CONSTRUCTION ENGINEER'S HANDBOOK

No issuances

NHA
FPHA

110.0
FPHA MANUALS

9-30-42

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Lanham Development Manual - for use in Central and regional offices

FPHA Development Manual - for use in Central and regional offices

Management Manuals

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Office Service Manuals

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ROLLAND D. SEVERY
Chief Administrative Officer

7316

1.1.1-1.1.4
(110.1-110.4)

Administrative
Releases

Title page

U.S. FEDERAL HOUSING ADMINISTRATION - SPECIFICATIONS AND STANDARDS

FHA investigates partition cracking. IN Engineering News-Record, March 26, 1964. p. 18.

U.S. Federal Public Housing Authority

NHA
FPHA

1.1.1
Administrative
Releases

3-28-42

SUBJECT: New Series of Releases on Administrative Policy and Procedure

1. New Plan. As approved by the Commissioner, there is being established a new system for classifying and releasing all internal administrative policies, procedures, and instructions of FPHA. There will be a regrouping of all such materials by subject. The classification of this material will be based on the principle that instructions should be grouped according to the needs of the user, rather than according to the office from which they are issued. All instructions regarding a given procedure in a regional office, for example, will eventually be available in one document, rather than being dispersed among several scattered Administrator's Orders, Deputy Administrator's Orders, Executive Office Orders, Office Memoranda, or Regional Director's Memoranda. The new documents should not be confused with such documents as the Management Manual or the Accounting Manual, which are designed for Local Authority use and which do not contain FPHA internal procedural material.

2. Types of Releases. Under the new plan, there will be nine distinct series, each one of which may be treated as a separate document. The following series will eventually be released:

1. Organization Handbook
2. Commissioner's Policy Orders
3. Washington Office Operating Handbook
4. Washington Office Administrative Practice Handbook
5. Regional Office Operating Handbook
6. Regional Office Administrative Practice Handbook
7. Temporary Regional Circulars
8. Office Memoranda
9. Project or Construction Engineer's Handbook

These classifications will be flexible enough to permit any necessary adjustments from time to time. At present, for example, the Lanham Defense Manual and the FPHA Defense Manual are serving the purpose of No. 3 and No. 5 above, the Washington and Regional Operating Handbooks.

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3. Administration of the Plan. The Budget and Planning Division will be responsible for the classification and control of material for these handbooks and will cooperate with the staff of the operating divisions in the preparation and clearance of proposed material for release. Under its supervision and in collaboration with the other divisions there will be established any new divisions or any necessary subdivisions of the major breakdowns which may be required to maintain the maximum usability of the series.

4. Coding System. A decimal coding system will be employed in the classification of material when it is released. In the upper right-hand corner of each page there will appear the code by which the release is to be filed. The first numeral (from 1 to 9) refers to the major breakdown in which the insert is to be filed; for example, the numeral "6" indicates the Regional Office Administrative Practice Handbook. The second numeral indicates the subdivision within the major breakdown; for example, "6.7" refers to the filing section of the handbook. The third numeral "14" represents the page number within that subdivision. Below the decimal code the general subject of the document will be indicated in abbreviated form.

For example, a page might be coded: 6.7.14
Filing-Reg.Off.

If subsequent revisions require the insertion of additional pages within a series of pages which have already been numbered, the additional pages will be identified by the number of the previous page plus a decimal indication of the addition. For example, a page coded 6.7.14.2 would indicate the second supplemental page inserted after page 14 of the example given above.

The coding system now being used for the FPHA Defense Manual and Lanham Defense Manual will be retained for those two manuals. The Temporary Regional Circulars (No. 7) and Office Memoranda (No. 8) will be numbered but not classified by subject because of the non-permanent nature of their contents. Wherever they relate to specific procedures in which a particular employee is concerned, he will find it helpful to file it with other material on the subject, rather than in a separate notebook.

5. Revisions. When changes in instructions become necessary, new pages will be prepared for the handbooks. Each page will be dated in the upper left-hand corner. Whenever a page is assigned a number identical with that of a page previously released, it shall be understood that the new page supersedes the former one, which should immediately be removed from the handbook and the files when the new page is inserted in its place.

6. Distribution. The material issued in this series will be distributed to the personnel of FPHA according to the use of the documents involved. That is, there will be no uniform distribution system for all items, since obviously no one person will be governed by all of the instructions released on all subjects. The Budget and Planning Division will collaborate with other divisions and offices in establishing distribution systems for the various categories of internal policy and procedural releases. In general, there will be one key person in each division, office, or regional office who will receive the number of copies of each type of release required for his office and who will distribute the documents to the appropriate individuals.

7. Temporary Releases during Period of Reorganization. The series of Temporary Notices which are now being issued will be maintained during the reorganization period until definite procedures can be established. Eventually all material issued in this form will be incorporated in one of the series enumerated above.

8. Previous Releases in the Series. There have already been issued three parts of the Regional Office Administrative Practice Handbook: the "Travel Procedure for Regional Offices," the "Procurement Procedures for Directly Operated PWA Housing Division Projects," and the "Manual of Personal Regulations for the Field Service." These three documents will subsequently be coded in the 6.5, 6.6, and 6.2 series, respectively.

9. Rescissions. Whenever documents issued as part of this series of releases are inconsistent with the provisions of previously issued Administrator's Orders, Deputy Administrator's Orders, Assistant Administrator's Orders, Executive Office Orders, Regional Directors' Memoranda, Office Memoranda, Memoranda to All Employees, Temporary Notices, FPHA Orders, or any other instructional document, the provisions of the documents in the new series of releases shall prevail and the previous documents shall be inoperative and will be rescinded.

R. A. Spencer

R. A. SPENCER
For the Commissioner

151.1 -151.8
Designations-Central OFF.

NHA
FPHA

6-30-42

Note to Holders of the Organization Handbook

Subject: Insert

Remove	Insert
	Class 1 - Organization Handbook, Division 5 - Designations, Section 1 - Central Office, Pages 1 and 2.

NHA
FPHA
6-30-42

151.1
Designations
Central Off.

SUBJECT: Persons Designated to Head Offices and Divisions, Central Office

The persons indicated herein have been designated to fill positions on the immediate staff of the Commissioner and to act as the heads of branches, divisions, and offices of the Central Office, Federal Public Housing Authority:

1. The immediate staff of the Commissioner:

Executive Assistant - Hirst Sutton

Administrative Assistant - Florence E. McGuire

General Counsel - David L. Krooth

Assistant General Counsel - Norman R. Miller

Assistant General Counsel - Robert J. Hayes

Chief Economist - Warren Jay Vinton

Director of Inter-Agency Relations - Carleton F. Sharpe

2. Administration Branch - John N. Edy, Assistant Commissioner for Administration--

a. Chief Administrative Officer - Rolland D. Severy

(1) Personnel Division - Charles G. Stern, Director

(2) Administrative Planning Division - M. Chandler Redman, Director

(3) Office Service Division - N. A. Whitmire, Acting Director

b. Finance and Accounts Division - Samuel J. Elson, Director,

c. Budget Division - R. A. Spencer, Director

151.2
Designations
Central Off.

NHA
FPHA
6-30-

3. Development Branch - W. P. Seaver, Assistant Commissioner for Development —

a. Projects Division - Charles K. Agle, Director

b. Land Division - H. Tudor Morsell, Director

c. Construction Division - H. Lyle Campbell, Director

d. Technical Division - A. C. Shire, Director

e. Labor Relations Division - Walter V. Price, Director

f. Rural Housing Office - Rudolph Nedved, Chief

4. Project Management Branch - Lee F. Johnson, Assistant Commissioner for Project Management -

a. Direct Management Division - Roy M. Little, Director

b. Local Authority Management Division - Abner D. Silverman, Director

c. Management Standards Division - George O'B. Bailey, Director

(1) Leasing and Occupancy Section - Elizabeth Godwin, Chief

(2) Project Services Section - Howard White, Chief

(3) Maintenance Section -B. B. Hood, Chief

(4) Fiscal Reports and Analysis Section - Leslie Patton, Chief

d. Taxation Analysis Office - H. C. Laughlin, Chief

e. Rental Analysis Office - Paul F. Krueger, Chief

f. Racial Relations Office - Frank S. Horne, Chief

g. Housing Management Training Office - Jean Coman, Chief

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

12-10-42

151.1
Designations
Central Office

Amendment No. 1

SUBJECT: Persons Designated to Head Offices and Divisions, Central Office

Paragraph 3 of General Order 151.1, "Persons Designated to Head Offices and Divisions, Central Office," dated June 30, 1942 is amended as follows:

3. Development Branch, William P. Seaver, Assistant Commissioner for Development

a. Program Division, Charles K. Agle, Director
b. Labor Relations Division, Walter V. Price, Director
c. Technical Division, Gilbert L. Rodier, Acting Director
d. Chief of Development Operations, James P. Murrin

(1) Project Review Division, J. B. Corridon, Acting Director
(2) Land Division, H. Tudor Morsell, Director
(3) Priorities Division, Harry F. Stiles, Director
(4) Procurement Division, Richard F. Going, Acting Director
(5) Construction Division, H. Lyle Campbell, Director
(6) Building Conversion Division, Charles Starr, Director

General Order 151.7, "Acting Director of Procurement Division" and General Order 151.11, "Acting Director of Technical Division" are hereby superseded.

John N. Edy

JOHN N. EDY
Acting Commissioner

NHA
FPHA
6-30-42

151.1
Designations
Central Off.

SUBJECT: Persons Designated to Head Offices and Divisions, Central Office

The persons indicated herein have been designated to fill positions on the immediate staff of the Commissioner and to act as the heads of branches, divisions, and offices of the Central Office, Federal Public Housing Authority:

1. The immediate staff of the Commissioner:

Executive Assistant - Hirst Sutton

Administrative Assistant - Florence E. McGuire

General Counsel - David L. Krooth

Assistant General Counsel - Norman R. Miller

Assistant General Counsel - Robert J. Hayes

Chief Economist - Warren Jay Vinton

Director of Inter-Agency Relations - Carleton F. Sharpe

2. Administration Branch - John N. Edy, Assistant Commissioner for Administration--

a. Chief Administrative Officer - Rolland D. Severy

(1) Personnel Division - Charles G. Stern, Director

(2) Administrative Planning Division - M. Chandler Redman, Director

(3) Office Service Division - N. A. Whitmire, Acting Director

b. Finance and Accounts Division - Samuel J. Elson, Director,

c. Budget Division - R. A. Spencer, Director

151.2
Designations
Central Off.

NHA
FPHA
6-30-4[illegible]

3. Development Branch - W. P. Seaver, Assistant Commissioner for Development —

a. Projects Division - Charles K. Agle, Director

b. Land Division - H. Tudor Morsell, Director

c. Construction Division - H. Lyle Campbell, Director

d. Technical Division - A. C. Shire, Director

e. Labor Relations Division - Walter V. Price, Director

f. Rural Housing Office - Rudolph Nedved, Chief

4. Project Management Branch - Lee F. Johnson, Assistant Commissioner for Project Management -

a. Direct Management Division - Roy M. Little, Director

b. Local Authority Management Division - Abner D. Silverman, Director

c. Management Standards Division - George O'B. Bailey, Director

(1) Leasing and Occupancy Section - Elizabeth Godwin, Chief

(2) Project Services Section - Howard White, Chief

(3) Maintenance Section -B. B. Hood, Chief

(4) Fiscal Reports and Analysis Section - Leslie Patton, Chief

d. Taxation Analysis Office - H. C. Laughlin, Chief

e. Rental Analysis Office - Paul F. Krueger, Chief

f. Racial Relations Office - Frank S. Horne, Chief

g. Housing Management Training Office - Jean Coman, Chief

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

151.3
Designations
Central Office

8-25-42

SUBJECT: Designation of Director, Statistics Division

Mr. Joel Gordon has been designated to fill the position of Director, Statistics Division, and to assume responsibility for directing and carrying out the functions of that division, in accordance with provisions of General Order 2.2.5.

HERBERT EMMERICH
Commissioner

NHA
FPHA

8-31-42

151.5

Designations
Central Off.

SUBJECT: Acting Director of Office Service Division

Effective immediately and until further notice Frank M. Bogle will serve as Acting Director of the Office Service Division and is authorized to exercise authorities given in existing orders to the Director of the Office Service Division.

HERBERT EMMERICH
Commissioner

NHA
FPHA

151.5
Designations
Central Office

Revised
11-7-42

SUBJECT: Director of Office Service Division

George A. Baird has been designated to fill the position of Director, Office Service Division, and to assume responsibility for directing and carrying out the functions of that division, in accordance with the provisions of General Order 2.2.5.

HERBERT EMMERICH
Commissioner

NHA
FPHA

151.7
Designations
Central Off.

9-30-42

SUBJECT: Acting Director of Procurement Division

Richard Going has been designated to serve as Acting Director of the Procurement Division.

HERBERT EMMERICH
Commissioner

Miss Hughes
107

NHA
FPHA

151.7*
Designations
Central Office

12-26-42

SUBJECT: Interim Conduct of Administration Branch Matters

1. Because of John N. Edy's resignation as Assistant Commissioner for Administration, division heads of the Administration Branch are requested to call upon Rolland D. Severy, Chief Administrative Officer, for whatever assistance they may need in handling matters of a general nature pertaining to the Branch.

2. Other officers of the Authority shall continue to deal on specific matters with the divisions of the Administration Branch concerned, but shall bring to Mr. Severy's attention any matters pertaining to the general activities and responsibilities of the Branch.

HERBERT EMMERICH
Commissioner

*This release should not be confused with 151.7 dated 9-30-42 which has been superseded.

NHA
FPHA

151.9
Designations
Regional Office

12-2-42

SUBJECT: Persons Appointed to Positions of Regional Director

The following persons have been appointed to the position of regional director for the region indicated:

Region I	Sumner K. Wiley
Region II	John Taylor Egan
Region III	Oliver C. Winston
Region IV	John P. Broome
Region V	Carleton F. Sharpe
Region VI	Orvil R. Olmsted
Region VII	Gunnar Mykland
Region VIII	Marshall W. Amis
Region IX	Frank M. Crutsinger
Region X	Langdon W. Post

FPHA Temporary Notice No. 7 and Supplements No. 1 through 12 are hereby rescinded.

HERBERT EMMERICH
Commissioner

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

711

NHA
FPHA

151.11
Designations
Central Off.

12-4-42

SUBJECT: Acting Director of Technical Division

Gilbert L. Rodier has been designated to serve as Acting Director of the Technical Division.

JOHN N. EDY
Acting Commissioner

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

161.1-161.2
NHA-FPHA Relationships

NHA
FPHA

161.1
NHA-FPHA
Relationships

August 3, 1942

GENERAL ORDER

SUBJECT: National Housing Agency Regional Organization and NHA-FPHA Field Relationships

The National Housing Agency has created ten regions, each under the supervision of a regional representative, comprising the same geographical areas as the ten FPHA regions. NHA regional offices have been established in the same cities where the FPHA has its regional offices except in the case of Region VIII for which NHA has selected Dallas as regional headquarters.

The regional representatives are responsible to the Administrator and contacts in the field between units of the Administrator's Office and units of the FPHA, the FHA and the FHLBA, or of outside agencies, shall be made only by the regional representative and his staff or after clearance with the regional representative.

As set forth in NHA Administrator's Orders, each National Housing Agency Regional Representative is to perform the following functions with respect to his region:

"1. To keep continuously informed on the general condition of the housing market in areas of war activity.

2. To maintain liaison with field representatives of other Federal agencies and of the constituent units of the National Housing Agency, with state and local officials, and with private individuals and organizations on matters relating to the housing needs of areas of war activity.

no 2

Delegation of Authority

2.1.1-2.1.2
(210.1-210.2

NHA
FPHA

711

200.1
General Policy

11-24-42

GENERAL ORDER

SUBJECT: Conversion of Existing Structures

1. The Administrator of the National Housing Agency has directed that greater emphasis be placed on the use of existing structures to house war workers in order to save time, critical materials, transportation, and money. To this end the Homes Use Service of the NHA has been organized with responsibility for encouraging owners or occupants of existing structures with extra space to make such space available to in-migrant war workers. In addition, the Homes Use Service has been directed to lease houses, combination business and residential properties, and small apartments or flats; to remodel or convert these structures where necessary; and to make them available to in-migrant war workers. Another portion of the conversion program, the conversion of larger structures such as warehouses, office buildings, hotels, and dormitories, has been assigned to the Federal Public Housing Authority.

2. It has been determined that the Homes Use Service will confine its conversion activity to the provision of family dwelling units and that it will utilize the facilities of the Home Owners Loan Corporation in this activity. The Federal Public Housing Authority, on the other hand, will confine its conversion program to the provision of non-housekeeping units for single workers and couples. Only in the most unusual cases of an unforeseeable character will exceptions be made to this general rule. Such cases, so far as FPHA is affected, will be determined jointly by the regional representative of the Administrator's Office and the regional director of FPHA.

3. No conversion project shall be undertaken by the FPHA except as a result of an assignment made to it by the Administrator of the National Housing Agency. In a few cases the assignment may indicate that the accommodations shall be provided by conversion of existing buildings, but, in most instances the FPHA regional director shall determine if the assignment is to be fulfilled through conversion and he shall give first consideration to the possibility of providing such accommodations through conversion rather than by the construction of new structures. In such consideration he should first consult the regional representative of the Administrator's Office and the local War Housing Center to ascertain if any structures suitable for conversion are known to them.

4. FPHA shall provide accommodations through conversion only for operation by FPHA in accordance with its established policies and procedures governing the management of such facilities. Structures for conversion shall be obtained preferably by lease.

5. In some instances, the regional representative of the Administrator's Office may request the FPHA regional director to undertake the management of accommodations converted by the HOLC. In general, the FPHA will, upon request, undertake the management of such accommodations, where they include a minimum of approximately 100 units and are confined to the same approximate area of a community, or, if a smaller number of units, where they are located near a public housing project.

6. Local housing authorities may be utilized by the FPHA in the development or management of conversion projects under the same arrangements applicable to Lanham Act projects.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

200.3
General
Policy

12-3-42

GENERAL ORDER

SUBJECT: Fire Prevention, Protection, Safety and Reporting of Property Loss Resulting from Fire and Other Perils

Fire Prevention and Safety inspections shall be made at all housing developments in the interest of preventing loss of life or personal injury and of conserving critical materials and needed housing facilities. Fire and accident losses from preventable causes must be held to a minimum by the correlation of the design, construction and management of housing developments insofar as these factors relate to fire prevention, protection and safety, and through appropriate corrective action wherever there exists potential hazard from accident, fire and other perils to life and property.

The Assistant Commissioner for Development shall incorporate fire prevention and safety measures in the standards for design of projects and shall prescribe procedures for fire prevention and safety inspections and for reporting of loss on projects under construction. The Assistant Commissioner for Project Management shall establish standards, methods and procedures for fire prevention and safety and for the reporting of loss in the operation and inspection of completed projects.

Each regional director shall be responsible for carrying out, in accordance with Central Office instructions, a Fire Prevention and Safety Program. In discharging this responsibility he shall be assisted by a Regional Fire Prevention and Safety Engineer whose experience and qualifications conform to standards established by the Central Office.

Acting Commissioner

NHA
FPHA

200.5
General Policy

December 10, 1942

GENERAL ORDER

SUBJECT: Participation by Federal Public Housing Authority Employees in Negotiations for Sales to Local Housing Authorities

1. It is the policy of the Federal Public Housing Authority that none of its officers, employees or consultants shall in any way advise, represent or act for individuals or corporations interested in the sale of land, equipment, materials, services, or other tangible or intangible items to local housing authorities.

2. This order supersedes and rescinds USHA Order No. 166, dated December 8, 1938.

JOHN N. EDY
Acting Commissioner

884

NHA
FPHA

2.1.1
Delegation
of Authority

June 3, 1942

GENERAL ORDER

SUBJECT: Delegation of Contracting Powers in Development of War Housing

The following powers, functions, and duties are hereby delegated to directors of FPHA regional and metropolitan area offices, persons acting as such directors and to such other persons as may be designated by the Commissioner as contracting officers, to be exercised with respect to such projects as are assigned to such regional or metropolitan area offices respectively, and in accordance with the policies and procedures heretofore or hereafter established:

1. To act as contracting officer with respect to all matters pertaining to the development of such projects undertaken pursuant to the provisions of the Lanham Act (Public No. 849, 76th Congress), or the provisions of Public Nos. 9, 73, and 353, 77th Congress, or the provisions of Public No. 671, 76th Congress (as such laws respectively are now or hereafter amended), except that until further notice the acceptance of options to purchase land or the execution of leases for sites shall be referred to the Central Office for acceptance or execution.

2. To select or approve sites for such projects.

3. To grant revocable licenses, permits, and easements, and to execute appropriate instruments therefor, to facilitate the provision of adequate utility services to such projects.

4. To dedicate, and to execute appropriate deeds of conveyances or other instruments therefor, land for streets, alleys, walks, or other means of egress and ingress to such projects.

5. To effectuate, wherever possible, the annexation of project property by political subdivisions if necessary to facilitate the extension of adequate public facilities or services, including utilities, to such property.

Persons exercising the above powers, functions, and duties shall act on behalf of the Commissioner and shall execute contracts in their own names for the Commissioner.

FPHA Temporary Notice No. 8, issued April 15, 1942, is hereby rescinded.

HERBERT EMMERICH
COMMISSIONER

210.3-210.10

NHA
FPHA

7-15-42

Note to Holders of the Commissioner's Policy Handbook

Subject: Attached General Order

Remove	Insert
	Class 2 - Commissioner's Policy Handbook Division 10 - Delegation of Authority Page 3

NHA
FPHA

7-15-42

210.3
Delegation
of Authority

GENERAL ORDER

SUBJECT: Delegation of Appointing Powers to Regional Directors and to Housing Managers of Directly Operated Projects*

The following appointing powers are hereby delegated to regional directors and to housing managers of directly operated FPHA projects, subject to limitations and within the framework of established personnel policies and procedures:

1. Regional directors are designated as field appointing officers of the Federal Public Housing Authority to appoint persons for their respective regional areas in positions up to and including CAF-11 and P-4 and also project managers and construction advisers at the site up to grade P-5. Appointments to field positions in grade CAF-12 and P-5 and above, except grade P-5 project managers and construction advisers at the site, shall, upon recommendation of candidates by the regional directors, be made in the Central Office.

2. Housing managers, subject to the individual recommendation of the regional director and upon individual approval of the Commissioner, are designated as field appointing officers of the Federal Public Housing Authority:

a. To appoint persons for their respective projects* in positions up to and including CAF-5, CU-8, P-1 and SP-6; and

b. To appoint persons at such project sites at grade CAF-6, CU-9, P-2, SP-7 and above, only after prior approval of the regional director.

3. Appointing powers heretofore delegated to regional directors, housing managers and other field personnel are hereby rescinded and only those powers set forth above shall be effective as of the date of this order.

HERBERT EMMERICH
Commissioner

*Includes PWA Housing Division projects Federally operated, Lanham Act projects formerly under FWA Defense Housing Division, Mutual Ownership and temporary shelter projects formerly under Farm Security Administration.

NHA
FPHA
Revised
8-5-42

210.3

Delegation
of Authority

GENERAL ORDER

SUBJECT: Delegation of Appointing Powers to Regional Directors and to Housing Managers of Directly Operated Projects*

The following appointing powers are hereby delegated to regional directors and to housing managers of directly operated FPHA projects, subject to limitations and within the framework of established personnel policies and procedures:

1. Regional directors are designated as field appointing officers of the Federal Public Housing Authority to appoint persons for their respective regional areas in positions up to and including CAF-11 and P-4 and project managers and construction advisers at the site in grade P-5. Appointments to field positions in grade CAF-12 and P-5 and above, except grade P-5 project managers and construction advisers at the site, shall, upon recommendation of candidates by the regional directors, be made in the Central Office.

2. Housing managers are designated as field appointing officers of the Federal Public Housing Authority:

a. To appoint persons for their respective projects* in positions up to and including CAF-5, CU-8, P-1 and SP-6; and

b. To appoint persons at such project sites at grade CAF-6, CU-9, P-2, SP-7 and above, only after prior approval of the regional director.

3. Appointing powers heretofore delegated to regional directors, housing managers and other field personnel are hereby rescinded and only those powers set forth above shall be effective as of the date of this order.

John Taylor, acting

HERBERT EMMERICH
Commissioner

*Includes PWA Housing Division projects Federally operated, Lanham Act projects formerly under FWA Defense Housing Division, Mutual Ownership and temporary shelter projects formerly under Farm Security Administration.

NHA
FPHA

7-30-42

210.5
Delegation of
Authority

GENERAL ORDER

SUBJECT: Delegation of Power to Certify Long Distance Telephone Tolls

Certification that the use of telephones for official long distance calls has been in the interest of the Government is required by Section 4 of the Act of Congress approved May 10, 1939, (55 Stat. 738) to support the payment of public vouchers for telephone service and of other vouchers which include telephone toll charges.

The responsibility of the Commissioner for certifying that the use of telephones for official long distance calls has been in the interest of the Government is hereby delegated:

1. To the Director and to the Assistant Director of the Office Service Division, Central Office, for all vouchers paid through the Central Office;

2. To all regional directors, assistant regional directors for administration and to the persons in charge of regional administrative services for all vouchers paid through the respective regional offices;

3. To all housing managers or acting housing managers for all vouchers chargeable to the respective management projects.

Previous delegations of power to authorize certification of the use of telephones for long distance calls are hereby rescinded insofar as they are inconsistent with this order.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

210.5
Delegation
of Authority

11-12-42
Revised

GENERAL ORDER

SUBJECT: Delegation of Power to Certify Long Distance Telephone Tolls

1. Certification that the use of telephones for official long distance calls has been in the interest of the Government is required by Section 4 of the Act of Congress approved May 10, 1939, (55 Stat. 738) to support the payment of public vouchers for telephone service and of other vouchers which include telephone toll charges.

2. The responsibility of the Commissioner for certifying that the use of telephones for official long distance calls has been in the interest of the Government is hereby delegated:

a. To the Director and to the Assistant Director of the Office Service Division, Central Office, for all vouchers paid through the Central Office;

b. To all regional directors, assistant regional directors for administration and to the persons in charge of regional administrative services for all vouchers paid through the respective regional offices;

c. To all housing managers or acting housing managers for all vouchers chargeable to the respective management projects.

d. To all project managers, or acting project managers for all vouchers chargeable to the respective project developments.

3. Previous delegations of power to authorize certification of the use of telephones for long distance calls are hereby rescinded insofar as they are inconsistent with this order.

HERBERT EMMERICH
Commissioner

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FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

Return to Library 107

NHA
FPHA

8-11-42

GENERAL ORDER

FEDERAL PUBLIC HOUSING AUTHORITY LIBRARY

210.7

Delegation
of Authority

SUBJECT: Delegation of Contracting Powers to Be Exercised in the Administration of the Regional Office

The following contracting powers, to be exercised in connection with the administration of the regional office are hereby delegated by the Commissioner:

1. To regional directors and to assistant regional directors for administration:

a. To execute contracts for supplies, materials, miscellaneous services (excluding personal services) and equipment, with or without competitive bidding;

b. To execute leases for office and other space requirements;

2. To regional procurement officer:

a. To execute contracts for supplies, materials, miscellaneous services (excluding personal services) and equipment, with or without competitive bidding for amounts up to and including $2,500 in any one contract;

b. To execute leases for office and other space requirements for amounts up to and including $2,500 per year in any one lease.

3. To housing managers:

a. To execute contracts between $100 and $2,000, within approved budgets, with the lowest responsible bidder. Where time does not permit open competitive bidding, contracts up to $300 may be executed without prior approval and between $300 and $2,000 with the prior approval of the regional director.

Note: Purchases of miscellaneous supplies, equipment and material in amounts less than $100 may be made in the open market without competitive bidding.

b. To execute contracts for purchase of fuel necessary for the operation of assigned projects pursuant to Treasury Department Procurement Division regulations; and

4. Employees exercising the above powers shall do so in accordance with established FPHA procedures and applicable laws and regulations, and within approved budgets, and shall execute contracts in their own names for the Commissioner.

JOHN N. EDY
Acting Commissioner

Mrs Hughes
200-A

NHA
FPHA

210.9

Delegation
of Authority

8-19-42

GENERAL ORDER

SUBJECT: Delegation of Contracting Powers on Change Orders

The power to approve changes and lump-sum sub-contracts up to and including $500 within approved allotments is hereby delegated to project managers with respect to the development of projects undertaken pursuant to the provisions of the Lanham Act (Public No.849, 76th Congress) or the provisions of the Public Nos. 9, 73, and 353, 77th Congress (as such laws respectively are now or hereafter amended).

Herbert Emmerich

HERBERT EMMERICH
Commissioner

210.11-210.20

NHA
FPHA

210.11

Delegation
of Authority

8 21 42

GENERAL ORDER

SUBJECT: Delegation of Powers to be Exercised in Management of War Housing

The following powers, to be exercised in connection with the management of PWA Housing Division projects, and projects undertaken pursuant to the provisions of Public 849, 76th Congress, as amended, Public 9, 73, and 353, 77th Congress, 671 and 781, 76th Congress, and which are now or hereafter may be operated by the Federal Public Housing Authority as such laws are now or hereafter amended, are hereby delegated by the Commissioner:

1. To regional directors and to acting regional directors:

a. To execute contracts for the operation, maintenance, repair, replacement, alteration or betterment of such projects;

b. To execute management agency agreements and leases of such projects to local housing agencies or agencies of Federal or State Government; and

c. To approve rents, income limits, conditions of eligibility and operating budgets for such projects, and also for projects developed pursuant to the provisions of the United States Housing Act of 1937, as amended (50 Stat. 888);

2. To housing managers and to acting housing managers:

a. To execute leases and rental contracts for occupancy of the respective projects.

b. To accept and receipt for in the name of the Authority all rentals and other revenues derived from the operation of the projects under their jurisdiction and to deposit such revenue in accordance with applicable law and regulations; and

c. To approve for payment, but not to certify, pay rolls for all those employed under their jurisdiction and all other vouchers covering expenses for their respective projects.

Persons exercising the above powers, functions, and duties shall do so in accordance with established procedures and applicable laws and regulations.

Contracting powers with respect to the management of projects enumerated in the opening paragraph heretofore delegated to regional directors, housing managers and other field personnel are hereby rescinded and only those powers set forth above shall be effective as of the date of this order.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

Note to Holders of the Commissioner's Policy Handbook

Subject: Attached General Order

Remove

Insert

Class 2 - Commissioner's Policy Handbook

Division 10 - Delegation of Authority

Page - 11

NHA
FPHA

210.11
Delegation
of Authority

(Revised)
9-25-42

GENERAL ORDER

SUBJECT: Delegation of Powers to be Exercised in Management of Public Housing Projects

The following powers, to be exercised in connection with the management of PWA Housing Division projects, and projects undertaken pursuant to the provisions of Public 849, 76th Congress, as amended, Public 9, 73, and 353, 77th Congress, and Public 671 and 781, 76th Congress, and which are now or hereafter may be operated by the Federal Public Housing Authority as such laws are now or hereafter amended, are hereby delegated by the Commissioner.

1. To regional directors and to acting regional directors:

a. To execute contracts for the operation, maintenance, repair, replacement, alteration or betterment of such projects;

b. To execute management agency agreements and leases of such projects to local housing agencies or agencies of Federal or State Government; and

c. To approve rents, income limits, conditions of eligibility and operating budgets for such projects, and also for projects developed pursuant to the provisions of the United States Housing Act of 1937, as Amended (50 Stat. 888);

2. To housing managers and to acting housing managers:

a. To execute leases and rental contracts for occupancy of the respective projects.

b. To accept and receipt for in the name of the Authority all rentals and other revenues derived from the operation of the projects under their jurisdiction and to deposit such revenue; and

c. To approve for payment, but not to certify, pay rolls for all those employed under their jurisdiction and all other vouchers covering expenses for their respective projects.

Persons exercising the above powers, functions, and duties shall do so in accordance with established procedures and applicable laws and regulations.

Delegations of contracting powers made to regional directors, housing managers and other field personnel prior to August 10, 1942, with respect to the management of projects described in the opening paragraph of this order, are hereby rescinded and only those powers delegated herein and by General Order 210.7 (August 11, 1942) shall be exercised on and after the date of this Order.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

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NHA
FPHA

210.11
Delegation of
Authority

12-31-42

Supplement No. 1

GENERAL ORDER

SUBJECT: Delegation of Authority to Regional Directors to Make Payments in Lieu of Taxes on Federally Owned War Housing Projects

1. Authorization. Regional directors are authorized to make payments in lieu of taxes pursuant to the provisions of General Order No. 252.3 on all Federally owned war housing projects subject to standards and procedures prescribed by the Central Office.

2. Rescission. Supplement 1 to General Order 220.2 is rescinded.

HERBERT EMMERICH
Commissioner

NHA
FPHA

210.13
Delegation
of Authority

8-25-42

GENERAL ORDER

SUBJECT: Delegation of Authority to Sign Travel Authorizations

In accordance with paragraph 5 of Standardized Government Travel Regulations, the power of the Commissioner to authorize official travel (other than travel in connection with the transfer of an employee from one official duty station to another) is hereby delegated to:

1. The Assistant Commissioner for Administration and the Chief Administrative Officer, for all travel by FPHA employees, including blanket authorization.

2. The Director of the Office Service Division and the Assistant Director of the Office Service Division, for all travel by FPHA employees, excluding blanket authorizations.

3. Regional directors and assistant directors for administration, for all travel by FPHA field employees, excluding blanket travel authorizations.

4. Housing managers and acting housing managers, for travel by themselves and their staffs to the respective county seats and to the nearest Civil Service district office.

Previous delegations of power to sign travel authorizations are hereby rescinded insofar as they are inconsistent with the provisions of this order.

HERBERT EMMERICH
Commissioner

NHA
FPHA

210.15
Delegation of
Authority

August 26, 1942

SUBJECT: Delegation of Power to Execute Financial Agreements in Connection with FPHA-Aided Projects

1. The Director of Finance and Accounts is hereby authorized to execute in his own name the following types of contracts relating to the functions, powers, and duties being administered by the Federal Public Housing Authority pursuant to the United States Housing Act of 1937, as Amended, and Title II, Public No. 671, approved June 28, 1940:

a. Development Fund Agreements

b. Administration Fund Agreements

c. Requisition Agreements

d. Debt Service Agreements

FPHA Order No. 7, dated March 26, 1942, is hereby rescinded.

HERBERT EMMERICH
Commissioner

NHA
FPHA

210.15
Delegation of
Authority

Rev. 10-23-42

GENERAL ORDER

SUBJECT: Delegation of Power to Execute Financial Agreements in Connection with FPHA-Aided Projects

1. The Director of the Finance and Accounts Division is hereby authorized to execute in his own name the following types of contracts relating to the functions, powers, and duties being administered by the Federal Public Housing Authority pursuant to the United States Housing Act of 1937, as Amended, and Title II, Public No. 671, approved June 28, 1940:

a. Development Fund Agreements

b. Administration Fund Agreements

c. Requisition Agreements

d. Debt Service Agreements

e. Development Progress Certificates

2. During the absence, inability to act, or unavailability of the Director of the Finance and Account Division, the Chief of the Securities Payment Section of the Finance and Accounts Division is authorized to exercise all contracting powers vested herein in the Director of the Finance and Accounts Division.

JOHN N. EDY
Acting Commissioner

Library
187

NHA
FPHA

Rev. 12-31-42

210.15

Delegation of
Authority

GENERAL ORDER

SUBJECT: Delegation of Power to Execute Financial Agreements in Connection with FPHA-Aided Projects

1. The Director of the Finance and Accounts Division is hereby authorized to execute in his own name the following types of contracts relating to the functions, powers, and duties being administered by the Federal Public Housing Authority pursuant to the United States Housing Act of 1937, as Amended, and Title II, Public No. 671, approved June 28, 1940:

a. Requisition Agreements

b. Development Progress Certificates

2. During the absence, inability to act, or unavailability of the Director of the Finance and Accounts Division, the Chief of the Securities Payment Section of the Finance and Accounts Division is authorized to exercise all contracting powers vested herein in the Director of the Finance and Accounts Division.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

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210.17

9-4-42

Delegation of Authority

GENERAL ORDER

SUBJECT: Delegation of Authority to Act as the Duly Authorized Representative of the Commissioner with Reference to Contractors' Appeals

Mr. Henry G. Chapman is hereby designated as my duly authorized representative to hear, consider and decide all appeals arising out of contracts made by or for the Federal Public Housing Authority in connection with the development of projects where contract provisions state that:

> All disputes concerning questions of fact arising under this contract shall be decided by the contracting officer subject to appeal by the contractor within 30 days to the head of the department concerned or his duly authorized representative, whose decision shall be final and conclusive upon the parties thereto.

The operating staffs in the central, regional and field offices when requested shall furnish Mr. Chapman information necessary in the consideration and final determination of such appeals.

HERBERT EMMERICH
Commissioner

NHA
FPHA

210.19

9-10-42

Delegation of Authority

GENERAL ORDER

SUBJECT: Delegation of Authority to Execute Affidavits of Chattel Mortgage and Other Certificates and Documents in Connection with Evidences of Indebtedness of Public Housing Agencies

S. J. Elson, Director of the Finance and Accounts Division, and Carleton F. Sharpe, Director of Region V, are severally authorized to execute, as agent of the Federal Public Housing Authority, Affidavits of Chattel Mortgage and any other certificates, affidavits or documents necessary or desirable in connection with the recordation of any evidences of indebtedness issued by public housing agencies created under the laws of the State of Ohio and held by the Federal Public Housing Authority.

HERBERT EMMERICH
Commissioner

NHA
FPHA

210.29
Delegation
of Authority

12-3-42

GENERAL ORDER

SUBJECT: Delegation of Authority to Execute Certain Types of Leases

Regional directors and assistant regional directors are hereby authorized to execute leases on behalf of the United States of America for the sites of projects where the particular project involved is to be erected on a number of noncontiguous parcels.

JOHN N. EDY
Acting Commissioner

738

NHA
FPHA

210.21

Delegation
of Authority

10-1-42

GENERAL ORDER

SUBJECT: Designation of Alternate Contracting Officer

During the absence, inability to act, or unavailability of Mr. William P. Seaver, Assistant Commissioner for Development, Mr. James P. Murrin, Special Assistant to the Assistant Commissioner for Development, is authorized to exercise all contracting powers vested in the Assistant Commissioner for Development.

HERBERT EMMERICH
Commissioner

NHA
FPHA

210.21

Delegation
of Authority

Rev. 12-10-42

GENERAL ORDER

SUBJECT: Designation of Alternate Contracting Officer

During the absence, inability to act, or unavailability of Mr. William P. Seaver, Assistant Commissioner for Development, Mr. James P. Murrin, Chief of Development Operations, is authorized to exercise all contracting powers vested in the Assistant Commissioner for Development.

John N. Edy

JOHN N. EDY
Acting Commissioner

NHA
FPHA

11-4-42

210.27
Delegation
of Authority

SUBJECT: Designation of Acting Commissioner

1. John N. Edy, Assistant Commissioner for Administration, is hereby designated to serve as Acting Commissioner during my absence from duty in the Central Office at any time, and is authorized at such times to exercise all the powers, duties and functions vested in the Commissioner.

2. When the Commissioner is absent the Chief Administrative Officer shall so notify the Central Office staff.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

210.29
Delegation
of Authority

12-3-42

GENERAL ORDER

SUBJECT: Delegation of Authority to Execute Certain Types of Leases

Regional directors and assistant regional directors are hereby authorized to execute leases on behalf of the United States of America for the sites of projects where the particular project involved is to be erected on a number of noncontiguous parcels.

JOHN N. EDY
Acting Commissioner

738

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

NHA
FPHA

12-5-42

210.31
Delegation of
Authority

GENERAL ORDER

SUBJECT: Exercise of Powers Delegated to Regional Officers in Case of Their Absence from Duty

1. In case a regional director or assistant regional director is absent from duty, the person acting for such officer may exercise all powers delegated to the latter by the Commissioner, and he shall execute documents in his own name for the United States Government.

2. Regional directors shall designate immediately acting regional directors and acting assistant regional directors to act for periods of not exceeding thirty days during the absence from duty of regional directors or assistant regional directors. Such designations may be by memorandum or regional order.

3. Where a power is delegated to an official designated by name rather than by class, the person acting for such officer cannot exercise the power until he himself has been designated by name.

4. Where the exercise of a delegated power is subject to formal requirements, such as the filing of a bond or of a signature card, the acting officer shall not exercise the power until he has complied with the formal requirements.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

12-5-42

210.33
Delegation
of
Authority

GENERAL ORDER

SUBJECT: Delegation of Contracting Power in Connection with Consolidation Purchase

R. F. Going is authorized to execute all purchase contracts, in amounts less than $2500 and within the limitations of available funds, which may be necessary to discharge the responsibilities of the Procurement Division

HERBERT EMMERICH
Commissioner

780

NHA
FPHA

210.35
Delegation of
Authority

12-12-42

SUBJECT: Delegation of Authority to Grant to Other Agencies of the Government the Use of a Portion of a Project Site and to Tie in with Existing Project Facilities

To expedite construction or occupancy of projects being developed by the Federal Government, regional directors are hereby authorized as follows:

1. Use of Project Utilities. To grant formal permits to the Federal Works Agency or any other agency of the Government to tie in with existing project facilities for the purpose of servicing developments under the jurisdiction of the agency making the request where the utility furnishing the service will permit the additional load.

2. Use of Land. To grant informal and temporary permission to the Federal Works Agency, pending formal application for a permit or a transfer of jurisdiction to the extent required, to construct utility facilities upon the project site or to erect a school thereon where such facilities would benefit and service the project. Upon the granting of such informal permission, the Central Office Legal Division shall be advised thereof immediately and shall be furnished with a description of the land involved, in order that there will be no delay in the granting of the formal permit or in the formal transfer of jurisdiction.

JOHN N. EDY
Acting Commissioner

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FEDERAL PUBLIC HOUS
LIBR

NHA
FPHA

210.37

Delegation of
Authority

12-31-42

GENERAL ORDER

SUBJECT: Delegation of Authority to Execute Agreements and Waivers and Give Approvals in Connection with FPHA-aided Projects.

1. Delegation of Authority. The following powers, functions, and duties with respect to projects of local housing authorities assisted under contracts for loans and annual contributions entered into pursuant to the United States Housing Act of 1937, as Amended, and Title II of Public 671, 76th Congress, approved June 28, 1940, are hereby delegated to regional directors and assistant regional directors, such powers, functions and duties to be exercised in accordance with policies and procedures existing at the time:

a. The execution of waivers of the following provisions of the loan and annual contributions contracts relating to such projects, and such other provisions as may be designated from time to time by the Commissioner:

(1) The provision which requires that the local housing authority involved shall not enter into any contract for property, materials, or services with any former member of the local housing authority within one year after he shall have ceased to be a member.

(2) The provision that requires that all work in connection with demolition on the site of the project, site improvements, and the construction and equipping of the projects be done under fixed price contracts awarded after open and competitive bidding.

(3) The provision that the local housing authority involved will not, during the life of the contract or while any of the bonds are outstanding, transfer, convey, assign, or in any way encumber the project, provided that this shall be waived only to permit local housing authorities to grant easements in and over the project site.

b. The approval of the dedication to the public, by local housing authorities, of land for the laying out, construction, maintenance or widening of streets or alleys within the area of the project.

8766

c. The execution of Development Fund Agreements on behalf of FPHA.

d. The execution of Administration Fund agreements on behalf of FPHA.

e. The execution of Debt Service Fund Agreements on behalf of FPHA.

f. The execution and issuance of Contract Award Notices.

g. The execution and issuance of Equivalent Elimination Notices.

h. The execution and issuance of Physical Completion Notices.

2. USHA Order 276, dated January 18, 1940, is hereby rescinded.

HERBERT EMMERICH
Commissioner

NHA
FPHA

June 3, 1942

Rescinded by Commissioner's Order 1014:3

2.1.1
Delegation
of Authority

GENERAL ORDER

SUBJECT: Delegation of Contracting Powers in Development of War Housing

The following powers, functions, and duties are hereby delegated to directors of FPHA regional and metropolitan area offices, persons acting as such directors and to such other persons as may be designated by the Commissioner as contracting officers, to be exercised with respect to such projects as are assigned to such regional or metropolitan area offices respectively, and in accordance with the policies and procedures heretofore or hereafter established:

1. To act as contracting officer with respect to all matters pertaining to the development of such projects undertaken pursuant to the provisions of the Lanham Act (Public No. 849, 76th Congress), or the provisions of Public Nos. 9, 73, and 353, 77th Congress, or the provisions of Public No. 671, 76th Congress (as such laws respectively are now or hereafter amended), except that until further notice the acceptance of options to purchase land or the execution of leases for sites shall be referred to the Central Office for acceptance or execution.

2. To select or approve sites for such projects.

3. To grant revocable licenses, permits, and easements, and to execute appropriate instruments therefor, to facilitate the provision of adequate utility services to such projects.

4. To dedicate, and to execute appropriate deeds of conveyances or other instruments therefor, land for streets, alleys, walks, or other means of egress and ingress to such projects.

5. To effectuate, wherever possible, the annexation of project property by political subdivisions if necessary to facilitate the extension of adequate public facilities or services, including utilities, to such property.

Persons exercising the above powers, functions, and duties shall act on behalf of the Commissioner and shall execute contracts in their own names for the Commissioner.

FPHA Temporary Notice No. 8, issued April 15, 1942, is hereby rescinded.

Herbert Emmerich

HERBERT EMMERICH
COMMISSIONER

2.2.1-2.2.10 Organization
(220.1-220.10 Policy

NHA
FPHA

2.2.1
Organization
Policy

May 9, 1942

GENERAL ORDER

The organization responsibilities and relationships in the Federal Public Housing Authority are established as follows:

Section 1. The immediate staff of the Commissioner includes:

Executive Assistant to the Commissioner
Administrative Assistant
General Counsel
Chief Economist
Director of Information
Director of Inter-Agency Relations

a. The Executive Assistant to the Commissioner shall act as the Commissioner's administrative aide.

b. The Administrative Assistant shall have charge and supervision of all services involved in the operation of the Commissioner's office.

c. The General Counsel shall act as the legal adviser of the Commissioner and the Assistant Commissioners, and as head of the Legal Division.

d. The Chief Economist shall act as the adviser of the Commissioner with respect to economic and social policies. Vinton

e. The Director of Information shall assist the Commissioner in reporting and interpreting the activities of the Authority for the information of the public.

f. The Director of Inter-Agency Relations shall act as liaison officer for effectuating the transfer of those functions of other Federal agencies transferred to the Authority by Executive Order 9070.

Section 2. The operational staff of the Commissioner, Central Office, shall include:

Assistant Commissioner for Administration
Assistant Commissioner for Development
Assistant Commissioner for Housing Management

a. The Assistant Commissioner for Administration shall assist the Commissioner in the overall administrative management of the activities of the Authority and shall have charge and supervision of the following administrative functions: fiscal, allotments, auditing and accounting; budgeting; administrative

(over)

planning and procedures; personnel administration; research and statistics; and administrative services.

b. The Assistant Commissioner for Development shall assist the Commissioner in the development and construction of public housing and shall have charge and supervision of the following functions: site selection and project planning, including the activities of the Land Division; preparation of designs, specifications, and estimates; construction; development of technical standards; and labor relations.

c. The Assistant Commissioner for Housing Management shall assist the Commissioner in the operation and management of public housing projects including those operated directly by the Authority and those operated by or in cooperation with local housing authorities and other agencies and shall have charge and supervision of the following functions: leasing and occupancy, operation and maintenance, project services, management training and racial relations.

Section 3. The operational staff of the Commissioner in the field shall consist of the Regional Directors and their respective regional staffs.

a. The Regional Director, within the region to which assigned, shall be directly responsible to the Commissioner and shall represent him in performing the functions and achieving the program of the Authority. The Regional Director shall be assisted by and shall exercise direct supervision over an Assistant Director for Administration, an Assistant Director for Development and an Assistant Director for Housing Management; and each Assistant Director shall have such staff as may be required and assigned. The Regional Attorney shall act as the legal adviser of the Regional Directors and Assistant Directors and as the head of the Legal Section of the regional office.

Section 4. It shall be the policy of the Authority to operate on a highly decentralized basis with full operational authority and responsibility vested in Regional Directors, subjected to limited controls by the Central Office. The Central Office organization shall be concerned with the formulation of policies, standards, and programs; with observing field performance and advising the Commissioner in respect thereto; and with the establishment and administration of appropriate operating and financial controls.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

10-6-42

220.11

Organization
Policy

GENERAL ORDER

SUBJECT: Relationship of DHC to FPHA

On September 1, 1942, the operations and functions of the Defense Homes Corporation were transferred from the Reconstruction Finance Corporation to the Federal Public Housing Authority in accordance with the terms of Executive Order 9070.

The DHC maintains its corporate identity with responsibility for initiation of policies and control of the affairs of the Corporation vested in its Board of Directors, who are: Herbert Emmerich, Chairman; John B. Blandford, Jr., John H. Fahey, Abner Ferguson, Leon H. Keyserling, James L. Dougherty, George B. Williams, and David L. Krooth. The Executive Committee composed of Herbert Emmerich, James L. Dougherty, George B. Williams, and David L. Krooth, has authority to exercise all powers of the Board of Directors.

The operations of the DHC shall be conducted by the officers of the Corporation in accordance with the responsibilities vested in them by the by-laws and by actions of the Board of Directors.

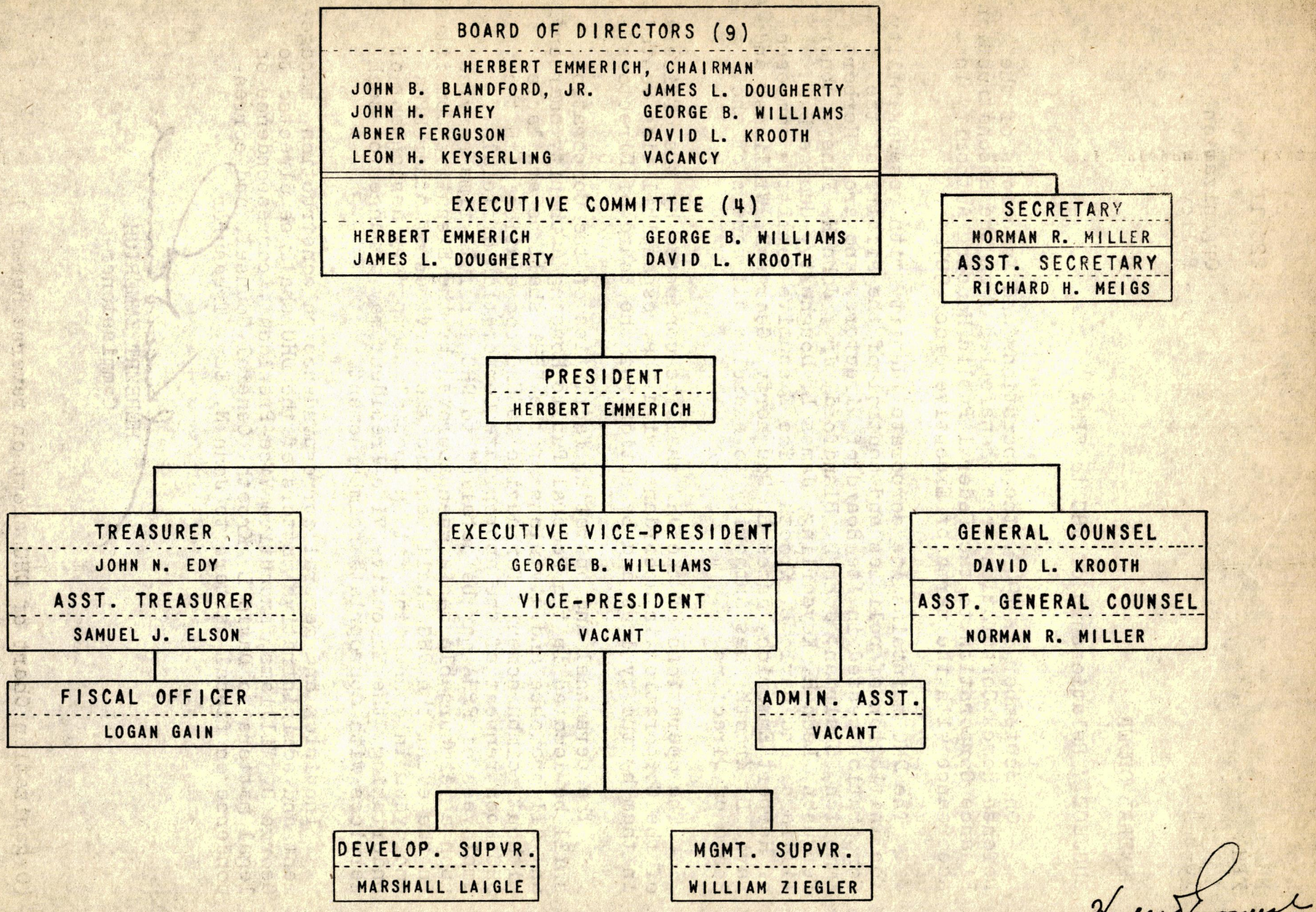
The personnel and operating facilities of the Corporation shall be located in the Federal Public Housing Authority quarters and all branches and divisions of the FPHA shall be available, without reimbursement, for advice to and cooperation with the DHC upon request of the appropriate Corporation officials. Employees of FPHA may be detailed to DHC for full-time service upon a reimbursable basis when approved by the Executive Committee. In the event the DHC shall require the services of other FPHA employees in connection with a special, temporary assignment or undertaking, the Executive Vice-President may arrange for such services with appropriate reimbursement.

Inquiries and general correspondence on construction, management and administrative matters of the DHC shall be directed to George B. Williams, Executive Vice-President; correspondence on legal matters to David L. Krooth, General Counsel; and correspondence on fiscal matters to John N. Edy, Treasurer.

HERBERT EMMERICH
Commissioner

(Organization Chart of DHC shown on reverse hereof.)

DEFENSE HOMES CORPORATION



APPROVED Herbert Emmerich

OCT. 1 1942

NHA
FPHA

2.2.2 (old code)
220.2 (new code)
Organization Policy

10-17-42

Supplement 1

SUBJECT: Organization Responsibilities and Relationships - Temporary Transfer of Regional Taxation Analysis to Central Office

Section 3 is supplemented by the addition of the following:

b. Until such time as a regional office has on its staff a person trained in the interpretation and application of the policies and procedures of the Authority governing payments in lieu of taxes, all necessary powers with respect to the determination of payments in lieu of taxes by such regions shall be vested in the Office of Taxation Analysis of the Central Office. During this interim period payments in lieu of taxes to local taxing jurisdictions shall be made by the Division of Finance and Accounts, Central Office, after administrative review and approval by the Assistant Commissioner for Project Management.

c. Any person who is to perform tax analysis work for a regional office shall undergo a period of training in the Office of Taxation Analysis of the Central Office prior to his assumption of duties in the regional office. As soon as he has completed such training and has assumed the responsibility for tax analysis review in the regional office, the regional director will be authorized to approve payments in lieu of taxes subject to such standards and procedures as may be prescribed by the Central Office, and such payments shall be made to local taxing jurisdictions by the regional office.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

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FPHA

8-7-42

Note to Holders of the Commissioner's Policy Handbook

Subject: Attached General Order

Remove	Insert
2.2.3 Organization Policy Dated May 26, 1942	2.2.3. Organization Policy

Note: This revision transfers the responsibility for projects in Bristol, Va., from Region III to Region IV.

NHA
FPHA

Rev. 8-7-42

2.2.3
Organi-
zation
Policy

GENERAL ORDER

SUBJECT: Establishment of Regional Offices and Redesignation of Areas Covered

1. Effective June 1, 1942, there were established ten regional offices to facilitate the administration of the Federal Public Housing Authority program. The United States and its territories are hereby divided into the following geographical areas to be known as regions, each to be administered by a regional office:

Region	Area	Regional Office Headquarters
I	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont	Boston, Mass.
II	New Jersey, New York, and Pennsylvania	New York, N. Y.
III	Delaware, Maryland, Puerto Rico, Virgin Islands, and Virginia (excluding the city of Bristol, Va., and the territory administered by the metropolitan area office of Washington, D. C.)	Dist. of Columbia
IV	Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, and the city of Bristol, Va.	Atlanta, Ga.
V	Kentucky, Michigan, Ohio, and West Virginia (excluding the territory administered by the metropolitan area office of Detroit)	Cleveland, Ohio
VI	Illinois, Indiana, Iowa, Minnesota, North Dakota, South Dakota and Wisconsin	Chicago, Ill.

VII	Colorado, Kansas, Missouri, Nebraska, Utah, and Wyoming	Kansas City, Mo.
VIII	Arkansas, Louisiana, New Mexico, Oklahoma, and Texas	Ft. Worth, Texas
IX	Alaska, Idaho, Montana, Oregon, and Washington	Seattle, Wash.
X	Arizona, California, Hawaii, and Nevada	San Franxisco, Cal.

2. In addition to the above ten regional offices, the following offices were established:

a. Metropolitan Area Office of Washington - to administer the Federal Public Housing Authority program in the the District of Columbia, Prince Georges and Montgomery Counties, Maryland, and Arlington and Fairfax Counties and the City of Alexandria, Virginia, with headquarters in Washington, D. C.

b. Metropolitan Area Office of Detroit - to administer the Federal Public Housing Authority war housing program in the Wayne County - Ypsilanti, Michigan, area (excluding the Detroit, Hamtramck, and Centerline sections), with headquarters in Detroit, Michigan.

JOHN N. EDY
Acting Commissioner

NHA
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Revised
10-21-42

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

2.2.3
Organization
Policy

GENERAL ORDER

SUBJECT: Establishments of Regional Offices and Redesignation of Areas Covered

1. Effective June 1, 1942, there were established ten regional offices to facilitate the administration of the Federal Public Housing Authority program. The United States and its territories are hereby divided into the following geographical areas to be known as regions, each to be administered by a regional office:

Region	Area	Regional Office Headquarters
I	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont	Boston, Mass.
II	New Jersey, New York, and Pennsylvania	New York, N. Y.
III	Delaware, Maryland, Puerto Rico, Virgin Islands, and Virginia (excluding the city of Bristol, Va.)	District of Columbia
IV	Alabama, Florida, Georgia, Mississippi North Carolina, South Carolina, Tennessee, and the city of Bristol, Virginia	Atlanta, Ga.
V	Kentucky, Michigan, Ohio, and West Virginia	Cleveland, Ohio
VI	Illinois, Indiana, Iowa, Minnesota, North Dakota, South Dakota, and Wisconsin	Chicago, Ill.
VII	Colorado, Kansas, Missouri, Nebraska, Utah, and Wyoming	Kansas City, Mo.
VIII	Arkansas, Louisiana, New Mexico, Oklahoma, and Texas	Ft. Worth, Texas
IX	Alaska, Idaho, Montana, Oregon, and Washington	Seattle, Wash.
X	Arizona, California, Hawaii, and Nevada	San Francisco, Cal.

2. In addition to the above ten regional offices, area offices may be established by regional directors subject to approval of the Commissioner. Such offices, including the existing Metropolitan area offices of Washington, D. C. and Detroit, Michigan, shall be under the jurisdiction of the regional director.

JOHN N. EDY
Acting Commissioner

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2.2.5
Organi-
zation
Policy

May 29, 1942

GENERAL ORDER

SUBJECT: Organization of Central Office

The organization and responsibilities of the central office of the Federal Public Housing Authority as set forth in General Order No. 2.2.1 of May 9, 1942 are further defined as follows:

Section 1. The Administration Branch of the Authority shall be headed by the Assistant Commissioner for Administration, who shall assist the Commissioner in the overall administrative management of the activities of the Authority and shall be responsible for the supervision and direction of the following divisions:

a. The Personnel Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures relating to the function of personnel administration in the Authority including recruitment, placement, position classification service ratings, employee training and relations; the provision of advice and assistance to the regional offices on personnel administration; and the conduct of personnel activities for the central office.

b. The Finance and Accounts Division, headed by a director, who in respect of all funds available to or under the supervision of the Authority, shall be responsible for the initiation of fiscal policies, standards and procedures; the provision of advice and assistance to the regional offices on fiscal administration; the establishment of a system of accounts, accounting records and reports designed to meet the requirements of the several programs of the Authority; the establishment and operation of an auditing program to insure the legality, accuracy and validity of fiscal transactions and records and to verify the financial status of the Authority; the maintenance of summary accounts pertaining to financial activities of regional offices, and of detailed accounts pertaining to those of the central office; the initiation of policies concerning bond and insurance protection, and the provision of assistance to regional offices in negotiating rates in specific cases; the maintenance of liaison on financial matters with the Treasury Department, the General Accounting Office and the Federal Reserve Banks. The Director of the Finance Division shall also act as Treasurer of the FPHA; as Custodial Officer for executed leases, contracts and other agreements; and as the officer authorized to approve depositories and fiscal agents for local housing authority funds and to designate depositories for FPHA funds.

c. The Administrative Planning Division, headed by a director, who shall be responsible for the initiation of organizational policies and relationships; the continous study of the administrative efficiency of the Authority and the preparation of organizational

plans, methods and procedures for improvement thereof; and, upon their approval, the provision of assistance in their installation; the establishment of standards relating to issuance of organizational and procedural instructions; the review of all orders, operating procedures, practice manuals and forms issued by the central office for the purpose of coordinating their contents with existing policies, standards and instruction; the provision of advice and assistance to the central and regional offices on administrative planning; the post-review of organizational and procedural instructions issued by regional offices; the custody of original copies of administrative orders, regulations and practice manuals originating within the Authority; the maintenance of liaison with the division of the Federal Register of the National Archives.

d. The Budget Division, headed by a director, who shall act as budget officer and who shall be responsible for the initiation of budgetary policies and standards and the establishment of a system of budgetary practice and procedures; the preparation of annual and supplemental budget estimates and justifications, and assistance in their presentation before the Bureau of the Budget and Appropriation Committees of the Congress; the establishment and operation of overall budgetary controls relating to allotments for project development and management; the review of allotment requests for administrative expenses; the analysis, study and recommendation of expense requirements in relation to work loads; the provision of advice and assistance to the central and regional offices in the formulation of budgetary programs and the resolving of budgetary problems; and the maintenance of liaison with the Bureau of the Budget.

e. The Statistics Division, headed by a director, who shall be responsible for the provision of operating statistics as a service to the central and regional offices; the development of techniques and procedures for a uniform statistical reporting program; the provision of overall reports on the program of the Authority; the statistical analysis and interpretation of operating data; and the initiation of policies on the clearance of all statistical data to be furnished by the Authority.

f. The Office Service Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures for office service insluding those relating to mail, communications, files, procurement, printing, supplies, warehousing, shipping, property records, library, travel, space, stenographic, equipment, duplicating and messengers; the conduct of office service activities in the central office; and the provision of advice and assistance to the central and regional offices concerning the application and execution of approved office service policies.

NHA
FPHA

2.2.5
Organization
Policy

9-30-42

Amendment No. 1

GENERAL ORDER

SUBJECT: Amending Organization of Central Office

General Order 2.2.5, dated May 29, 1942, is hereby amended by substitution of the following paragraph for paragraph 2c:

> The Construction Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures governing construction and inspection activities, and the provision of advice and assistance to the regional offices in their execution; the conduct of interim and final inspections of construction; the analysis of delays in construction progress and recommendation thereon; and the improvement of construction and inspection methods.

Paragraph 2 is further amended by the addition of the following as paragraph g:

> g. The Procurement Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures governing procurement of project equipment, furnishings, and materials; the direction of the central procurement, or transfer as Federal surplus property, of materials, permanent fixtures, equipment, trailers, furniture and furnishings, other than office and maintenance equipment, which are required for the completion, occupancy, and initial use of all projects, where such items are not provided by the construction contractor; the review of specifications and the recommendation of substitute materials where substitution will facilitate manufacture of commodities; and the maintenance of inventory controls prior to delivery.

This order amending the organization of the Central Office becomes effective as of the date of this order.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

6928

Amendment No.1*

GENERAL ORDER

SUBJECT: Amending Organization of Central Office

General Order 2.2.5, dated May 29, 1942, is amended by the following provisions:

1. The following paragraphs are to be substituted for Section 2:

Section 2. The Development Branch of the Authority shall be headed by the Assistant Commissioner for Development, who shall assist the Commissioner in the development and construction of public housing. He shall be assisted by a Deputy Assistant Commissioner for Development who shall act as the operating manager of the Branch and who shall be responsible for the supervision and direction of the following division:

a. The Program Division, headed by a director, who shall be responsible for the initiation of standards and procedures for scheduling and controlling program development; the preparation of overall and summary program schedules for project development; the review and analysis of pre-construction and construction accomplishment of the regional offices and analysis of project processing activities of the Central Office Development Branch; the assignment of projects to regional offices; the estimating of program requirements for material, equipment, furniture, furnishings and trailers; the administration of the assignment of trailer projects; the coordination of furniture and equipment delivery dates with project completion dates; and the initiation and clearance of policies, standards, procedures and organizational plans relating to development activities.

b. The Labor Relations Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures governing all labor relations matters in both the development and management activities of the housing program; the direction of all labor relations work; the review of all recommendations with regard to wage rates, on both development and management work, and the determination and establishment of all such rates on FPHA-aided projects; the post-review of all contract documents with reference to wage rates and labor provisions; the adjustment of complaints and grievances, and the settlement of disputes; the inspection of working conditions on projects to assure compliance with established labor policies and wage rates; and the maintenance of cooperative relations

*Supersedes Amendment No. 1 dated 9-30-42.

with local and international unions and other groups or agencies.

c. The Technical Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures to guide the regional offices in the town and site planning, dwelling unit planning, community facility planning, project maintenance and the related architectural and engineering aspects of housing projects; the conduct of investigations and studies related thereto; the provision of advice and assistance to the Central and regional offices on all planning matters, architectural and engineering design, project maintenance and other technical matters; the training, in cooperation with the Director of Personnel, of architects and engineers for service in the regional offices; and the post-review of project plans and specifications for compliance with standards.

d. Development Operations, headed by a chief, who shall be responsible for the administrative direction and coordination of the following divisions:

(1) The Project Review Division, headed by a director, who shall be responsible for the preparation and review of requests for allotment of funds for project development; the review of applications for financial assistance and major changes on FPHA-aided projects; the recommendation of actions on construction contract awards when Central Office approval is necessary; the post-review of construction contract documents; the preparation of comparative cost data and summary reports; the preparation or review of summaries of final project composition as shown on plans and specifications; and the collaboration with the Technical Division on redesign of specific projects to reduce costs, when action by the Central Office is required.

(2) The Land Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures governing the acquisition of land, and the provision of advice and assistance to the regional offices on land acquisition; the review of land purchase recommendations of the regional offices on FPHA-aided projects; and the review of site approval and land acquisition data for sites to be acquired by condemnation in Federal courts.

(3) The Priorities Division, headed by a director, who shall be responsible for the processing of priority applications and requests for exceptions to limitation and conservation orders from regional offices and the Procurement Division; the preparation of instructions for the guidance of the FPHA in effectuating the provisions of WPB priorities regulations; and the liaison with WPB on all priority matters relating to specific projects.

(4) The Procurement Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures governing procurement of project equipment, furnishings and materials; the direction of the central procurement, or transfer as Federal surplus property, of materials, permanent fixtures, equipment, trailers, furniture and furnishings, other than office and maintenance equipment, which are required for the completion, occupancy and initial use of all projects, where such items are not provided by the construction contractor; the review of specifications and the recommendation of substitute materials where substitution will facilitate manufacture of commodities; and the maintenance of inventory controls prior to delivery.

(5) The Construction Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures governing construction and inspection activities, and the provision of advice and assistance to the regional offices in their execution; the conduct of interim and final inspections of construction; the analysis of delays in construction progress and recommendation thereon; and the improvement of construction and inspection methods.

(6) The Building Conversion Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures governing the conversion of existing structures to provide war housing, and the provision of advice and assistance to regional offices in their execution; the provision of advice and assistance to the divisions and offices of the Central Office in the review of project allotment requests and such other documents relating to building conversion as may be submitted by the regional offices for approval; and the post-review of regional performance in the conduct of the conversion program.

2. Paragraph "b" of Section 3 is amended to cover certain responsibilities in connection with rural housing as follows:

The Division of Local Authority Management, headed by a director, who shall be responsible for the initiation of policies, standards, and procedures pertaining to all projects operated by or in cooperation with local housing authorities and other agencies, and the provision of advice and assistance to the regional offices in their execution; and the post-review of management budgets and programs for such projects established and administered by the regional offices within aporoved operating and fiscal policies. The director shall also exercise

supervision and direction of the Rural Housing Office, which Office shall be headed by a chief, who shall be responsible for the initiation of policies, standards, and procedures pertaining to projects operated by rural housing authorities and the provision of advice and assistance to the rural housing authorities in their execution; and the post-review of management budgets and programs for rural housing projects within approved operating and fiscal policies.

JOHN N. EDY
Acting Commissioner

NHA
FPHA

11-6-42

2.2.5
Organization
Policy

Amendment 2

GENERAL ORDER

SUBJECT: Assignment of Functions to the Statistics Division

The Statistics Division shall be responsible for the review of and clearance with the Division of Statistical Standards, Bureau of the Budget, of all proposed report forms, instructions, and related materials, as defined in Bureau of Budget Circular No. 360 and supplements thereto, to be used in the collection and compilation of information by any organization unit of the Federal Public Housing Authority.

The general responsibility of the Budget Division for liaison with the Bureau of the Budget as stated in General Order 2.2.5 is modified accordingly.

HERBERT EMMERICH
Commissioner

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FPHA

2-5-43

2.2.5

Organization
Policy

Amendment No. 3

GENERAL ORDER

Section 1 of General Order 2.2.5 (5-29-42) is hereby amended to provide as follows:

g. The Chief Administrative Officer shall direct and supervise the Administrative Planning Division, Personnel Division, and the Office Service Division.

h. The Chief Fiscal Officer shall direct and supervise the Budget Division, Finance and Accounts Division, and Statistics Division.

HERBERT EMMERICH
Commissioner

This amendment rescinds release 151.7 (12-26-42).

Section 2. The Development Branch of the Authority shall be headed by the Assistant Commissioner for Development who shall assist the Commissioner in the development and construction of public housing and shall be responsible for the supervision and direction of the following Divisions:

a. The Projects Division, headed by a director, who shall be responsible for the initiation of standards and procedures for scheduling and controlling project development, and provision of advice and assistance to the regional offices in their execution; the assignment of projects to regional offices; the review of applications for financial assistance on FPHA-aided projects; the preparation of overall and summary program schedules for project development; the review and analysis of construction cost data and the review of project allotment request prepared by regional offices; the review of regional office progress reports on project development; preliminary recommendation ot the regional offices on utility services for specific projects; the review, when required of bid documents and other matters pertaining to the development of specific projects, and recommendation thereon; the post-review of site approval data and of construction contract documents approved by regional offices; the coordination of such services relating to project development as required or requested of the central office by regional offices; and the processing of applications for project preference ratings with the central office of the War Production Board.

b. The Land Division, headed by a director, who shall be responsible for the initiation of policies, standards, and procedures governing the acquisition of land, and the provision of advice and assistance to the regional offices on land acquisition; the review of land purchase recommendations of the regional offices on FPHA-aided projects; and the review of site approval and land acquisition data for sites to be acquired by condemnation in Federal courts.

c. The Construction Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures governing construction and inspection activities and procurement of project equipment, furnishings, and materials, and the provision of advice and assistance to the regional offices in their execution; the conduct of interim and final inspections of construction; the analysis of delays in construction progress and recommendation thereon; the improvement of construction and inspection method; and the central procurement, when required, of project equipment, furnishings, and materials.

d. The Technical Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures to guide the regional offices in the town-planning aspects and the design of housing projects and related services and facilities; the conduct of studies related thereto; the provision of advice and assistance to the central and regional offices on town

planning matters, site planning, design, maintenance and other technical matters; the training of architects and engineers for service in the [illegible] regional offices; and the post-review of project plans and specifications.

e. The Labor Relations Division, headed by a director, who shall be responsible for the initiation of policies, standards and procedures governing all labor relations matters in both the development and management activities of the housing program; the direction of all labor relations work; the review of all recommendations with regard to wage rates, on both development and management work, and the determination and establishment of all such rates on FPHA-aided projects; the post-review of all contract documents with reference to wage rates and labor provisions; the adjustment of complaints and grievances, and the settlement of disputes; the inspection of working conditions on projects to assure compliance with established labor policies and wage rates; and the maintenance of cooperative relations with local and international unions and other groups or agencies.

f. The Rural Housing Office, headed by a chief, who shall be responsible for the initiation of policies, standards and procedures in the development and management of rural housing projects and for the direction of the Authority's rural housing program.

Section 3. The Project Management Branch shall be headed by the Assistant Commissioner for Project Management, who shall assist the Commissioner in the operation and management of public housing projects including those operated directly by the Authority and those operated by or in cooperation with local housing authorities and other agencies, and shall be responsible for the supervision and direction of the following divisions and offices:

a. The Division of Direct Management, headed by a director, who shall be responsible for the initiation of policies, standards, and procedures pertaining to the management of all projects operated directly by the Authority and all temporary shelters, and the provision of advice and assistance to the regional offices in their execution; and the post-review of management budgets and programs for such projects established and administered by the regional offices within approved operating and fiscal policies.

b. The Division of Local Authority Management, headed by a director, who shall be responsible for the initiation of policies, standards, and procedures pertaining to all projects operated by or in cooperation with local housing authorities and other agencies, and the provision of advice and assistance to the regional offices in their execution; and the post-review of management budgets and programs for such projects established and administered by the regional offices within approved operating and fiscal policies.

c. The Division of Management Standards, headed by a director, who shall be responsible for the initiation of standards and procedures governing leasing and occupancy activities, project maintenance, the provision of commercial facilities and project services, fiscal analysis, and other activities involved in the management and operation of housing projects; the conduct of studies related thereto; and the provision of advice and assistance in such activities to the directors of direct management and local authority management, and, with approval, to the regional offices.

d. The Office Of Housing Management Training, headed by a chief, who shall be responsible for the initiation of policies, standards and procedures for the training of housing management employees; the conduct and the provision of assistance in the conduct of meetings, conferences, institutes and programs for the training of housing management personnel; cooperating with the Director of Personnel and publid and private organizations in the conduct of housing management training programs; and the preparation of materials for housing management training programs.

e. The Office of Taxation Analysis, headed by a chief, who shall be responsible for the initiation of policies, standards and procedures governing payments to local governmental jurisdictions in lieu of taxes; the conduct of studies on all taxation problems involved in the development and management of public housing; and the provision of advice and assistance to the regional offices on taxation matters.

f. The Office of Rental Analysis, headed by a chief, who shall be responsible for the initiation of policies, standards and procedures governing the conduct of studies related to determination of appropriate rentals, conformance of projects to local housing requirements, and compliance with equivalent elimination requirements, and the provision of advice and assistance to the regional offices in their execution; and the review of all requests for deferment of equivalent elimination requirements on FPHA-aided projects.

g. The Office of Racial Relations, headed by a chief, who shall be responsible for the initiation of policies, standards and procedures governing racial relations in both the development and management activities of the housing program; and the provision of advice and assistance to the regional offices on racial relations

Section 4. The General Counsel, shall act as the legal adviser to the Commissioner and the central office and shall be responsible for the supervision and direction of the activities of the Legal Division, including: the initiation of policies, standards, and procedures to guide the legal activities of the regional offices, and the provision of advice and assistance to the regional offices in such activities; the acquisition of title to land for Federally-owned projects; the conduct of litigation involving the Authority, and the provision of assistance to local authorities in litigation

involving the validity of the program; the preparation of proposed state of Federal legislation, the review of pending legislation, and interpretation of legislation to persons outside the Authority; the conduct of negotiations with utility holding companies, and, when required, the handling of other matters involved in utility rate negotiations and contracts; the review and coordination of legal activities of the regional offices in the issuance and sale of local authority bonds and notes, in the making of contracts on FPHA-aided projects between the Authority and local authorities, and the handling, when required, of legal and related activities in connection therewith; the establishment of overall controls to assure uniformity of legal interpretations, practices and actions of the regional offices; and the maintenance of liaison on litigation with the Department of Justice.

Section 5. The directors of the several divisions and offices shall be responsible, within their respective fields of assignment, for the review of all proposals of regional offices where final decision is reserved specifically to the central office, and for the recommendation of action thereon.

Section 6. The Assistant Commissioners and the General Counsel are authorized to determine and establish detailed organization and procedure within the framework of divisional and office designations and responsibilities established by this order, subject to budgetary limitations and approved policies and provided that all orders proposed to effectuate such organization and procedure shall be cleared with the Administrative Planning Division of the central office.

Section 7. Miscellaneous. USHA Orders Nos. 69, 133, 354, 355, 359, 361, 362, 363, 367, 368, 369, 370, 371, 372, 373, 389, 399, 401, 409, 419, and paragraphs 4 and 5 of Order No. 424 are hereby rescinded, and all other orders or parts thereof which are inconsistent or in conflict with the provisions of this order are also rescinded.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

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c. The Division of Management Standards, headed by a director, who shall be responsible for the initiation of standards and procedures governing leasing and occupancy activities, project maintenance, the provision of commercial facilities and project services, fiscal analyses, and other activities involved in the management and operation of housing projects; the conduct of studies related thereto; and the provision of advice and assistance in such activities to the directors of direct management and local authority management, and, with their approval, to the regional offices.

d. The Office of Housing Management Training, headed by a chief, who shall be responsible for the initiation of policies, standards and procedures for the training of housing management employees; the conduct and the provision of assistance in the conduct of meetings, conferences, institutes and programs for the training of housing management personnel; cooperating with the Director of Personnel and public and private organizations, in the conduct of housing management training programs; and the preparation of materials for housing management training programs.

e. The Office of Taxation Analysis, headed by a chief, who shall be responsible for the initiation of policies, standards and procedures governing payments to local governmental jurisdictions in lieu of taxes; the conduct of studies on all taxation problems involved in the development and management of public housing; and the provision of advice and assistance to the regional offices on taxation matters.

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involving the validity of the program; the preparation of proposed state or Federal legislation, the review of pending legislation, and interpretation of legislation to persons outside the Authority; the conduct of negotiations with utility holding companies, and, when required, the handling of other matters involved in utility rate negotiations and contracts; the review and coordination of legal activities of the regional offices in the issuance and sale of local authority bonds and notes, in the making of contracts on FPHA-aided projects between the Authority and local authorities, and the handling, when required, of legal and related activities in connection therewith; the establishment of overall controls to assure uniformity of legal interpretations, practices and actions of the regional offices; and the maintenance of liaison on litigation with the Department of Justice.

Section 5. The directors of the several divisions and offices shall be responsible, within their respective fields of assignment, for the review of all proposals of regional offices where final decision is reserved specifically to the central office, and for the recommendation of action thereon.

Section 6. The Assistant Commissioners and the General Counsel are authorized to determine and establish detailed organization and procedure within the framework of divisional and office designations and responsibilities established by this order, subject to budgetary limitations and approved policies and provided that all orders proposed to effectuate such organization and procedure shall be cleared with the Administrative Planning Division of the central office.

Section 7. Miscellaneous. USHA Orders Nos. 69, 133, 354, 355, 359, 361, 362, 363, 367, 368, 369, 370, 371, 372, 373, 389, 399, 401, 409, 419, and paragraphs 4 and 5 of Order No. 424 are hereby rescinded, and all other orders or parts thereof which are inconsistent or in conflict with the provisions of this order are also rescinded.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

2.3.1-2.3.2 Information Public
(230.1-230.3 Relations Policy

2-3.1
Information
Public Relations Policy

NHA
FPHA

June 9, 1942

GENERAL ORDER

SUBJECT: Phraseology for Projects

All projects, including those in the USHA slum clearance program for which priorities were obtained because they would house war workers, are henceforth to be known as "War Housing" projects. The use of the words "Defense Housing" is to be discontinued.

HERBERT EMMERICH
Commissioner

This is to be filed in Division 2, "Commissioner's Policy Orders." It is the first release of Section 3, "Information and Public Relations Policy." All subsequent releases pertaining to information and public relations policy will be coded for filing in this section.

NHA
FPHA

10-7-42

230.3

Information
Public Relations
Policy

GENERAL ORDER

SUBJECT: Clearance of Speeches

1. Speeches or notes for speeches intended for delivery by any member of the staff of the Central Office or by regional or assistant regional directors must be submitted in duplicate to the Inquiry Service of the Central Office in order that the proposed speech may be cleared in accordance with the policies of the Office of War Information. Speeches to be given by other regional office employees must be reviewed by the appropriate regional director, who will assume responsibility for the contents thereof; and two copies of each such speech shall be submitted to the Inquiry Service of the Central Office for post review and record.

2. Three days are required in the Central Office for the review and clearance of each proposed speech. The speech or notes thereon should, therefore, be submitted sufficiently in advance to permit approval by the date of the scheduled delivery.

3. Extreme care should be exercised in the preparation of speeches to insure that no material that might be damaging to the war effort is used. There shall be no disclosure of information of a military value, such as statements concerning the size or kind of war plants, air fields, or other military objectives.

4. This order rescinds and supersedes FPHA Order No. 4, dated March 6, 1942.

HERBERT EMMERICH
Commissioner

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NHA
FPHA

10-7-42

230.5
Information
Public Relations
Policy

GENERAL ORDER

SUBJECT: Clearance of Articles

All articles for newspapers, magazines or other publications written by employees of the Federal Public Housing Authority and making any reference to the program, policies or operations of the Federal Public Housing Authority shall be reviewed in advance of publication by the Chief of the Inquiry Service.

HERBERT EMMERICH
Commissioner

7152

240.1-249.9
Project Development Policy

NHA
FPHA

8-7-42

240.1
Project
Development
Policy

GENERAL ORDER

SUBJECT: Performance and Payment Bonds

Performance and payment bonds shall not be required in connection with cost-plus-a-fixed-fee contracts. Concerning lump sum contracts and lump sum sub-contracts, it is the general policy of the Authority to require performance and payment bonds, except that regional directors are hereby authorized to waive this requirement in those cases where the contractor is known to be exceptionally well qualified as to experience, availability of equipment, and financial resources. No such waiver shall be approved by the regional director without a searching investigation of the contractor's experience and resources, a report of which, including the contractor's current financial statement, shall be preserved in the files of the regional office.

It shall be the policy of the Authority to pay the cost of construction and performance bonds that are required, and prospective bidders for lump sum contracts or sub-contracts shall be informed in advance that the cost of performance and payment bonds shall not be included in their bids.

JOHN N. EDY
Acting Commissioner

NHA
FPHA

12-5-42

240.3
Project Development
Policy

Amendment No. 1

GENERAL ORDER

SUBJECT: Interpretation of Locality Housing Programs

Order No. 240.3 issued October 12, 1942, entitled "Re-interpretation of Outstanding Locality Housing Programs," shall also apply to programs assigned subsequent to October 12, 1942.

The above-mentioned order is hereby modified as follows:

1. Provision in special cases of one-bedroom units for 2-person families

When an assignment is made which includes only accommodations for 2-person families (formerly programmed as dormitory apartments) or in which the number of such accommodations is equal to more than 50% of the number of accommodations for families of 3 or more, a limited number of the accommodations for 2-person families shall be units with one separate bedroom in order to permit greater flexibility in the use of the project. The number of accommodations for 2-person families to be built with one separate bedroom shall be computed as follows: (a) deduct from the assigned number of accommodations for 2-person families a figure equal to half the number of accommodations, if any, assigned at the same time for families of three or more; (b) one-half of the difference computed in (a) shall represent the number of accommodations for 2-person families which are to be built with one separate bedroom:

Example A: An assignment is received for 600 accommodations for 2-person families and no accommodations for families of three or more; (a) there will be no deduction; (b) one-half of 600 or 300 is the number of accommodations for 2-person families which shall be built with one separate bedroom; the remaining 300 shall be built without separate bedrooms.

Example B: An assignment is received for 800 accommodations for 2-person families and 1,000 accommodations for families of three or more; (a) deduct one-half of 1,000 or 500 from 800, leaving a difference of 300; (b) one-half of 300 or 150 is the number of accommodations for 2-person families which shall be built with one separate bedroom; these 150 units with one separate bedroom are, of course, in addition to the 400 1-bedroom units which will be provided for families of three or more under the application of the 40%, 40%, 20% rule to the 1,000 units assigned for larger families. There should therefore be built 650 no-bedroom units, 550 1-bedroom units, 400 2-bedroom units, and 200 3-bedroom units in response to the combined assignment.

In the transmission of future assignments to the Regions the Central Office will state the number, if any, of accommodations for 2-person families that will be built with one separate bedroom. In relation to outstanding assignments the Regions shall apply this order as far as is possible without delaying projects.

2. Variation in special cases of distribution of units for families of three or more

The standard distribution of accommodations for families of three or more (40% 1-bedroom units, 40% 2-bedroom units, and 20% 3-bedroom units) may, in exceptional cases when authorized by the Central Office, be changed if previous assignments for families of three or more persons in a locality have been constructed with a substantially different unit distribution, to bring into balance the entire public war housing program in the locality for families of three or more persons with an over-all distribution of 40% one-bedroom, 40% two-bedroom, and 20% three-bedroom units through the use of standard plans.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

2-3-43

240.3
Project Development
Policy

Amendment No. 2

GENERAL ORDER

SUBJECT: Interpretation of Locality Housing Programs

Section 2 of Amendment No. 1, dated December 5, 1942 to General Order 240.3, dated October 12, 1942, is hereby revised to read:

2. Variation in special cases of distribution of units for families of three or more.

a. The standard distribution of accommodations for families of three or more (40% one-bedroom units, 40% two-bedroom units, and 20% three-bedroom units) may be changed on any new project by the regional director, if previous assignments for families of three or more persons in a locality have been constructed with a substantially different unit distribtuion, in order that the entire public war housing program for the particular locality (or portion of a locality if programmed separately) may more nearly approximate an overall distribution of 40% one-bedroom, 40% two-bedroom, and 20% three-bedroom units. Only standard plans may be used.

b. In extreme cases the regional director may deviate from the 40-40-20 overall distribution of unit sizes in a locality (or portion of a locality if programmed separately), when he has records at hand which conclusively prove that the distribution of family sizes in the locality differ substantially from the schedule on which the 40-40-20 ratio was based. Such modification must be the exception rather than the rule.

c. In neither case may such modified distribution require the use of more critical materials in any single new project than are available under the present blanket priority.

d. Immediately after the regional director has determined the distribution of accommodations to be used on any project, a report shall be telegraphed to the Program Division of the Central Office.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

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NHA
FPHA

10-13-42

240.5
Project
Development
Policy

GENERAL ORDER

SUBJECT: Use of Staff Negotiators for Optioning Land

To assure the necessary control and responsibility of negotiators for options to purchase land for the Government, we should follow the practice of having such negotiations conducted by members of the regional staff rather than private negotiators operating on a fee basis. In some regions this may require additions to the staff of the Regional Land Adviser.

In exceptional cases where the regional director finds that his staff is unable to handle such negotiations, private negotiators may be employed. In no instance should such private negotiators be paid by the landowner. The Central Office should be advised of cases where private negotiators are employed.

JOHN N. EDY
Acting Commissioner

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NHA
FPHA

11-23-42

240.7
Project
Development
Policy

GENERAL ORDER

SUBJECT: Closing Out Suspended Projects and Termination of Loan Contracts on Such Projects

To avoid diverting regional and field personnel from urgent war housing activities, regional directors need not take further steps to secure a contract terminating the FPHA loan and annual contributions commitment from any local housing authority having a contract on a suspended project (Regional Circular 7.4) except in those cases where local authorities indicate that they are willing to enter into such termination agreements.

This directive applies only to cases where both the loan and annual contributions commitments would be terminated in accordance with my memorandum of June 5, 1942, (Subject: Closing Out Suspended Projects). It does not apply to cases involving the temporary recapture of loan commitments only referred to in Regional Circular 7.13.

HERBERT EMMERICH
Commissioner

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

NHA
FPHA

11-30-42

240.9
Project
Development
Policy

GENERAL ORDER

SUBJECT: Employment of Appraisers - Relationships with the Department of Justice

1. Employment of Appraisers: The United States Government, through its various agencies is acquiring by eminent domain proceedings, large areas of land throughout the country. The Department of Justice advises us that the present practice of employment of appraisers has led to considerable difficulties in the field. Among other things, it has caused confusion in that appraisers are testifying on behalf of the Government in one proceeding, and then for the defendants in another proceeding. Such a situation forces the attorney of the Department of Justice handling the litigation to build up and stress the qualifications of the appraiser in one case and then to deprecate the same qualifications in the other proceeding, many times before the same jury.

To avoid such situations in all acquisitions by the Federal Government for war housing sites, the appraisers hereafter shall be employed by the Regional Office directly and not by the local authorities. No appraiser should be employed until after the United States Attorney or the representative of the Department of Justice who will handle the litigation has been consulted and no objections to such employment have been raised. The qualifications of the appraisers should be carefully scrutinized for assurances of his competency and ability to furnish a sound appraisal and to qualify as an expert in court if payment for the land must be determined by trial.

2. Field Relationships with the Department of Justice: After a condemnation proceeding has been filed, all correspondence and relationships with the United States Attorney or the representative of the Department of Justice handling the litigation should be handled by or through the Regional Counsel.

HERBERT EMMERICH
Commissioner

NHA
FPHA

241.1

10-1-42

Project
Development
Policy

GENERAL ORDER

SUBJECT: The Housing of Essential In-Migrant Negro War Workers

Inasmuch as war housing is being developed to aid essential war production by providing housing for in-migrant war workers, such housing must make provision for all elements of the in-migrant labor supply. In accordance with the provisions of Executive Order 8802 and non-discrimination contract requirements, war plants are bringing in increasing numbers of Negro workers for skilled as well as semi-skilled and unskilled employment. War housing must, therefore, provide for the needs of essential in-migrant Negro war workers in localities where such needs arise.

The Office of the Administrator, National Housing Agency, in its programs for the various localities, will specify the number and kind of new accommodations to be provided by the Federal Public Housing Authority to meet the need of in-migrant Negro war workers, whenever such need is apparent in advance.

When public housing is definitely programmed for Negro workers by the Office of the Administrator, sites shall be selected and developments planned to meet the need in accordance with the basic purposes of war housing legislation and, so far as practicable, in accordance with community patterns and trends. In communities where a local housing authority exists the regional director shall look to the authority for a determination of the community factors governing the selection of sites and the planning of developments, and for recommendations on both sites and plans. In other communities these factors shall be determined by the regional director after consultation with responsible local leadership, including the Mayor and City Council or other executive officials of the local government, planning commissions, trade union officials, personnel managers of the plants to be served, and representatives of minority group leadership. Ultimate responsibility for the selection of sites rests with FPHA.

When need for new public housing for in-migrant Negro war workers arises in any locality after the Office of the Administrator has issued the program for such locality, the FPHA regional director should consult immediately with the regional representative of the Office of the Administrator regarding the change in racial composition of in-migrant war workers and do everything possible to provide such housing within the scope of the existing program. The steps to be taken in this regard will depend upon the stage of development reached at the time such need becomes apparent. If sites have not been acquired this may involve a change in site or the redistribution of

units among two or more sites. If construction contracts have not been let or work only begun, it may be possible to readjust sites or the location of units to meet the need. If the development is well under way or is completed and if the regional director determines that the use of existing facilities would be practicable and in accordance with the above policies, he should make a recommendation to the FPHA Central Office for meeting the need in this way. In communities where a local housing authority exists, the recommendation of the authority should be sought on any adjustment of an existing program.

If, however, after consultation with responsible and representative local leadership, it appears that there will be undue difficulty in serving eligible in-migrant Negro war workers within the scope of the existing program, the FPHA regional director shall consult with the regional representative of the Office of the Administrator, and, if necessary, with the FPHA Central Office, to work out a solution of the problem by programming additional public housing.

HERBERT EMMERICH
Commissioner

6947

Project Management Policy

2.51.1 - 2.51.2
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NHA
FPHA

June 10, 1942

2.51.1
Project
Management
Policy

GENERAL ORDER

SUBJECT: Rental and Eligibility Policies for War Workers Housed in Standard Family Dwellings

It shall be the policy of the Authority to integrate, within each community, all rentals applicable to permanent and demountable family dwellings provided for war workers in FPHA-aided, Lanham Act, and P-9 projects with the prevailing rentals in that community. For this purpose, the term community shall apply to a geographical rather than a political area.

The establishment of rentals for these dwellings shall be governed by Section 304 of the Lanham Act. This section requires that rents for individual workers must be "based on value," be "fair," and, when required in exceptional cases, be "adjusted to income."

In order to comply with the provisions of this Act and the rental policy of the Authority, it shall be necessary, first, to determine for each community, on the basis of all war housing completed or under construction , the average monthly economic shelter rent per dwelling. This is the amount which would meet all estimated expenses of operation, payments approximating full taxes, and debt service, but would not include the cost of utility services. For FPHA-aided projects debt service shall be computed on the basis of existing financing programs; for Lanham Act and P-9 projects it shall be computed on the basis of a 2½ percent interest rate and a 35 year amortization period.

The average monthly economic shelter rent so determined shall then be compared with shelter rents that prevailed in the community for accommodations of comparable nature and size on April 1, 1941, or such other date as may be set by the Office of Price Administration for fixing maximum rents in the community. The average monthly economic shelter rent or the prevailing rent in the community, whichever is lower, shall be the basis for establishing specific shelter rents.

Specific shelter rents for units of various sizes shall be set for each project in the community, with adjustments made because of any substantial differences in amenities. To these established shelter rents shall be added the cost of utility services, based on the estimated cost of such services to the project. The shelter rents plus charges for utility services shall represent the gross rents that will be billed to tenants.

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2.51.2
Project
Management
Policy

NHA
FPHA

June 10, 1942

Rents for these dwellings may be adjusted to income only when the established monthly economic shelter rent exceeds approximately 20 to 25 percent of the family income. In such exceptional cases, lesser rents may be established.

The provisions of this order shall govern rents applicable to families of workers engaged in war industries, including civilians employed by the Army and Navy at shipyards, arsenals, ordnance plants, and industrial establishments that are not operated directly by the War and Navy Departments, and for families of Government workers in the District of Columbia. Rents applicable to families of either military or civilian personnel of the War and Navy Departments assigned to duty at military or naval reservations, posts, or bases, shall be fixed in accordance with schedules established, respectively, by the War and Navy Departments.

Tenant eligibility policies for these dwellings shall provide generally that the dwellings be reserved for the families of in-migrant war workers who need housing that cannot be or is not being supplied by private industry.

This order does not apply to dwellings of strictly temporary construction, dormitories, or trailers.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

12-10-42

NSW Ryder copy filed.

151.1
Designations
Central Office

Amendment No. 1

SUBJECT: Persons Designated to Head Offices and Divisions, Central Office

Paragraph 3 of General Order 151.1, "Persons Designated to Head Offices and Divisions, Central Office," dated June 30, 1942 is amended as follows:

3. Development Branch, William P. Seaver, Assistant Commissioner for Development

   a. Program Division, Charles K. Agle, Director
   b. Labor Relations Division, Walter V. Price, Director
   c. Technical Division, Gilbert L. Rodier, Acting Director
   d. Chief of Development Operations, James P. Murrin

      (1) Project Review Division, J. B. Corridon, Acting Director
      (2) Land Division, H. Tudor Morsell, Director
      (3) Priorities Division, Harry F. Stiles, Director
      (4) Procurement Division, Richard F. Going, Acting Director
      (5) Construction Division, H. Lyle Campbell, Director
      (6) Building Conversion Division, Charles Starr, Director

General Order 151.7, "Acting Director of Procurement Division" and General Order 151.11, "Acting Director of Technical Division" are hereby superseded.

John N. Edy

JOHN N. EDY
Acting Commissioner

NHA
FPHA

July 31, 1942

251.3
Project
Management
Policy

GENERAL ORDER

SUBJECT: Supplement to Rent and Eligibility Policies

The following supplements General Order 2.51.1, signed June 10, 1942.

1. The rental policies established in General Order 2.51.1 are immediately applicable to all new war housing projects which have not yet achieved initial occupancy, but are applicable to projects now in operation only as conversion of the rental schedules of such projects can, in the determination of the regional director, be effected.

2. Prior to the announcement of any new rents for a project, the regional offices of the FPHA shall consult the local office of the Rent Control Section of the Office of Price Administration to insure that there are no conflicts with the policies and regulations of that office.

HERBERT EMMERICH
Commissioner

NHA
FPHA

251.5

Project Management Policy

July 31, 1942

GENERAL ORDER

SUBJECT: Rental and Eligibility Policies for War Workers Housed in Trailer and Dormitory Projects

1. Establishment of Rentals

Trailers, dormitories, and dormitory apartments are intended for use only during the war emergency. It is not contemplated that their period of use will be long enough to permit full amortization of their cost from rentals, and no attempt will, therefore, be made to set rents on the basis of amortizing the full cost with interest.

The rents applicable to the project shall be fair rents for the shelter and services provided and shall approximate the rents prevailing in the community for similar accommodations. The following general schedule of maximum and minimum weekly rentals for each type of accommodation is established:

Dormitory (per person in double rooms)	$3.00 to $4.00 per week
(per person in single room)	$4.00 to $5.00 per week
Dormitory apartments	$7.00 to $8.00 per week
Trailers (4 persons maximum)	$6.00 to $7.00 per week

Rentals for specific projects shall be established within these levels. Exceptions to the general schedule of rentals may be authorized by the Washington Office where projects offer unusual amenities or services justifying higher rents than the maximum, or where the anticipated income of prospective tenants requires rentals lower than the minimum.

These policies shall apply to all new projects, but need not be applied immediately to projects now in operation.

2. Eligibility

Dormitories shall be available to individuals employed in industries connected with and essentail to the war effort. Trailers and dormitory apartments shall be available to the families of individuals employed in such industries.

Tenant eligibility policies for trailers and dormitory apartments shall provide generally that these dwellings be reserved for in-migrant families in need of housing which cannot be or is not being supplied by private enterprise. Tenant elibibility policies for dormitory rooms shall provide generally that these unts be reserved for in-migrant individuals in need of housing.

John N. Edy

JOHN N. EDY
Acting Commissioner

NHA
FPHA

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9-29-42

GENERAL ORDER

251.5

Project Management Policy

Eligibility and Rents

SUBJECT: Rental and Eligibility Policies for War Workers Housed in Trailer and Dormitory Projects

1. Establishment of Rentals

Trailers, dormitories, and dormitory apartments are intended for use only during the war emergency. It is not contemplated that their period of use will be long enough to permit full amortization of their cost from rentals, and no attempt will, therefore, be made to set rents on the basis of amortizing the full cost with interest.

The rents applicable to the project shall be fair rents for the shelter and services provided and shall approximate the rents prevailing in the community for similar accommodations. The following general schedule of maximum and minimum weekly rentals for each type of accommodation is established:

Dormitory (per person in double rooms)	$3.00 to $4.00 per week
(per person in single room)	$4.00 to $5.00 per week
Dormitory apartments	$7.00 to $8.00 per week
Trailers (4 persons maximum)	$6.00 to $7.00 per week
Trailers (Expansible)	$7.00 to $8.00 per week.

Rentals for specific projects shall be established within these levels. Exceptions to the general schedule of rentals may be authorized by the Washington Office where projects offer unusual amenities or services justifying higher rents than the maximum, or where the anticipated income of prospective tenants requires rentals lower than the minimum.

These policies shall apply to all new projects, but need not be applied immediately to projects now in operation.

2. Eligibility

Dormitories shall be available to individuals employed in industries connected with and essential to the war effort. Trailers and dormitory apartments shall be available to the families of individuals employed in such industries.

Tenant eligibility policies for trailers and dormitory apartments shall provided generally that these dwellings be reserved for in-migrant families in need of housing which cannot be or is not being supplied by private enterprise. Tenant eligibility policies for dormitory rooms shall provide generally that these units be reserved for in-migrant individuals in need of housing.

HERBERT EMMERICH
Commissioner

NHA
FPHA

251.7
Project
Management
Policy

8-6-42

GENERAL ORDER

SUBJECT: Joint Directive on Procurement of War Housing

The War and Navy Departments and the National Housing Agency on July 16 jointly issued the following directive in the interest of uniform policy with regard to the procurement of war housing, and to further the immediate War effort:

"1. The shortage of materials and equipment used in construction activities and essential for the production of combat facilities, supplies and equipment makes it imperative that only the minimum amount of housing indispensable to the War effort be provided, and that temporary type dormitory construction be utilized to the extent that such accommodations will meet the need.

"2. The construction of dwelling units to take care of families of military and naval personnel at centers of War activity results in depletion of the production forces and materials available in such areas, and adds seriously to the burden on community facilities and services which are frequently already overtaxed. Although housing for families of service personnel at localities where the head of the family can live with or visit his family is highly desirable from a morale standpoint, the shortage of materials and equipment and the necessity of avoiding congestion in War production centers requires that a policy be established of restricting accommodations for families of service personnel in centers of War activity.

"3. Under these circumstances, the following principles are promulgated for the procurement of War housing constructed under the provisions of the various War Housing Acts, effective immediately:

A. Military and Naval Personnel

(a) No additional publicly financed War housing will be programmed for the families of military and Naval personnel. Families of service personnel will be considered eligible for a tenancy in such government housing, where this housing is not fully occupied within a reasonable time by essential in-migrant civilian War workers, the continuance of whose employment will be endangered by lack of adequate housing.

(b) Where housing is now programmed for military and Naval personnel but it not yet occupied, preference will be given to essential in-migrant civilian War workers.

(c) As vacancies occur in housing now occupied by the families of military and Naval personnel, preference for such vacancies will be given to essential in-migrant civilian War workers.

(d) Except in special cases, as determined by the War or Navy Department and the National Housing Agency, no priorities will be granted to private enterprise for the purpose of building War housing to be occupied by the families of service personnel.

(e) No effort will be made to persuade families of service personnel to vacate a War housing project constructed under the provisions of the various War Housing Acts, even though the head of the family has been ordered away from that station, until measures are taken to induce all non-essential residents to move from the project, in order to provide accommodations for essential in-migrant civilian War worker.

B. Civilian Personnel

(a) The determination of total housing need is the responsibility of the National Housing Agency.

(b) Where housing is needed for civilian War workers employed by the War or Navy Departments, the Federal Public Housing Authority of the National Housing Agency is authorized, at the request of either Department, to appoint that Department as its agent to carry out the construction.

(c) Should the War or Navy Department require War housing in connection with Government owned facilities as defined under the provisions of the various War Housing Acts at a time when the National Housing Agency has no funds available, the Department, by agreement with the National Housing Agency, may provide such housing from other funds as may be legally available for the purposes.

NHA
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12-26-42

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151.7*
Designations
Central Office

SUBJECT: Interim Conduct of Administration Branch Matters

1. Because of John N. Edy's resignation as Assistant Commissioner for Administration, division heads of the Administration Branch are requested to call upon Rolland D. Severy, Chief Administrative Officer, for whatever assistance they may need in handling matters of a general nature pertaining to the Branch.

2. Other officers of the Authority shall continue to deal on specific matters with the divisions of the Administration Branch concerned, but shall bring to Mr. Severy's attention any matters pertaining to the general activities and responsibilities of the Branch.

HERBERT EMMERICH
Commissioner

*This release should not be confused with 151.7 dated 9-30-42 which has been superseded.

NHA
FPHA

8-6-42

251.9
Project
Management
Policy

"4. Decisions with regard to the occupancy of War housing except as hereinafter excepted will be made by the National Housing Agency, after consultations with the Commandant, Commanding Officer, or proper representative of the Department concerned. Complete control and jurisdiction over War housing constructed on military or Naval reservations, including authority to deviate from the policies herein set forth when military exigencies require, shall be transferred by the National Housing Agency to the appropriate Department. Control and administration of War housing constructed off military or naval reservations may, by joint agreement between the National Housing Agency and the Department concerned, be discharged by that Department, on the same basis of complete jurisdiction applicable to housing located on military or Naval reservations, until the National Housing Administrator otherwise determines or the public interest otherwise requires."

John N. Edy

JOHN N. EDY
Acting Commissioner

251.11-251.-

NHA
FPHA

251.11
Project
Management
Policy

September 21, 1942

GENERAL ORDER

SUBJECT: Planning and Provision of Commerical Facilities

It shall be the policy of the Federal Public Housing Authority to provide, or sponsor the provision of, facilities for essential retail commercial enterprise on or adjacent to all projects where existing retail commercial facilities are not adequate to serve essential consumer needs, or where such retail commercial facilities do not exist.

Private enterprise shall be encouraged to erect buildings, or to lease buildings or space provided with Federal funds, in order to provide the commercial facilities needed by project occupants. The Federal Public Housing Authority shall develop and lease the essential commercial facilities on the project when such facilities cannot be made available through private enterprise within a reasonable time limit.

The commercial facilities provided or sponsored for any project by the Federal Public Housing Authority shall include only the minimum services that are essential to maintaining the health, welfare, morale and efficiency of war workers and their families.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

251.13
Project Management Policy

9-28-42

GENERAL ORDER

SUBJECT: Use of Local Agencies for Management of War Housing Projects

It shall be the policy of the Federal Public Housing Authority to use the services of qualified local housing authorities in the management and operation of Federally-owned war housing projects developed within the jurisdictional area of such local authorities and not assigned by the Administrator of the National Housing Agency or by the Commissioner to another Federal Agency for management. Where no qualified local housing authority exists, and another qualified local public agency experienced in housing management is available, the regional director may recommend to the Commissioner that such other local management agency be used. A local housing authority or other local public agency shall be considered qualified when, in the judgment of the regional director, there is assurance that it will conduct the management and operation of such war housing project with the same efficiency, economy and success as would be attainable under direct management by the Federal Public Housing Authority.

In all other cases, Federally-owned war housing projects shall, unless assigned by the Administrator of the National Housing Agency or by the Commissioner to another Federal Agency for management, be under the direct management and operation of the Federal Public Housing Authority.

The management of Federally-owned war housing projects by local authorities and other local public agencies shall be conducted under lease agreements. As soon as practicable, existing agency contracts between the Federal Public Housing Authority and management agencies shall be replaced by lease agreements.

All Federally-owned war housing projects managed under such agreements shall be operated in conformity with Federal Public Housing Authority standards of project service and property maintenance and in a manner wholly consistent with the war economy of the Nation.

HERBERT EMMERICH
Commissioner

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11-17-42

251.15
Project
Management
Policy

GENERAL ORDER

SUBJECT: Income Taxes Not Legal Deductions in Determining Net Family Income

The amount of income taxes, including the Victory Tax imposed by Public Law 753, 77th Congress, 2nd Session, shall not be considered as a deduction from the aggregate family income in determining the net family income of tenants, or applicants for tenancy in FPHA-aided, PWA Housing Division and war housing Projects.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

251.17
Project Management
Policy

11-19-42

GENERAL ORDER

SUBJECT: Operating Contracts for Restaurants and Cafeterias

All cafeterias or other restaurants developed by FPHA as part of the war housing program shall be operated under contract with qualified private operators who shall furnish an adequate surety bond.

A standard form of contract, furnished by the Central Office, shall provide that the contractor be paid a lump sum for his services in organizing, operating, and supervising restaurant and cafeteria operation.

In order that FPHA may be assured of the maximum benefits of this type of operation, regional directors are authorized to select operators on the basis of experience and existing organizational facilities, and to negotiate contracts of this nature either with or without competition as their judgment shall indicate in each instance.

Regional directors shall execute such contracts on behalf of the Government for the operation of restaurants in Federally-operated war housing projects. Contracts for the operation of restaurants on projects leased or under management contract with local authorities shall, after approval by the appropriate regional director, be executed by the local housing authority.

The Central Office shall establish standards and procedures to implement this policy.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

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12-5-42

251.19
Project
Management
Policy

GENERAL ORDER

SUBJECT: Provision of Project Facilities and Services for Project Occupants in War Housing Projects

1. It is evident that in the isolated areas and over-crowded communities where many war housing projects are being developed, certain facilities and services normally available in established communities are lacking. Such facilities and services are, however, essential to the reasonable needs of the occupants of these projects and must be made available.

2. In order to provide for the reasonable needs of project occupants it shall be the policy of the FPHA to utilize to the fullest extent wherever possible such facilities and services as may be accessible in the community and to utilize to the fullest extent all resources available through other public and private agencies and associations primarily responsible for the provision of such facilities and services.

However, to the extent that satisfactory community facilities and services are not otherwise available, conveniently accessible, and adaptable to the purpose, and the resources of other public and private agencies and associations are not adequate, it shall be the policy of the FPHA to assume responsibility for the provision of the facilities and services essential to project occupants' needs for protection, safety, sanitation, recreation, child care, health, education, meal service, and commercial facilities for all projects constructed under the authority contained in Public Acts Nos. 849, 781, 671, 9 and their amendments.

3. The Central Office will issue appropriate standards and procedures for the use of regional directors in carrying out the above policy.

HERBERT EMMERICH
Commissioner

252.1-252.- MANAGEMENT STANDARDS

NHA
FPHA

252.1

August 19, 1942

Project Management
Policy
Management Standards

GENERAL ORDER

SUBJECT: Augmented Reserves for Vacancy and Collection Losses for FPHA-Aided and PWA Housing Division Projects.

It shall be the policy of the Federal Public Housing Authority until further notice to authorize local housing authorities to augment their reserves for vacancy and collection losses on all FPHA-aided projects and to itself augment such reserves on all PWA housing division projects, in accordance with the following provisions:

1. As of the last day of each calendar quarter after the initial operating period there shall be set aside in the Reserve for Vacancy and Collection Losses of each development, an amount equal to 10% of the total scheduled shelter rents plus utilities for such quarter less actual dwelling vacancies incurred and actual collection losses written off during such quarter; Provided, however, that the amount so set aside on the last day of any quarter shall not increase the total Reserve for Vacancy and Collection Losses at the end of such quarter to an amount greater than the total scheduled shelter rents plus utilities for such quarter.

2. The amounts so authorized to be set aside in the Reserve for Vacancy and Collection Losses shall be charged as an operating expense prior to the computation of payments in lieu of taxes.

3. This policy shall be effective as of July 1, 1942.

HERBERT EMMERICH
Commissioner

Revised

NHA
FPHA
Revised
10-10-42

252.3
Project Mgm't
Policy
Management
Standards

GENERAL ORDER

SUBJECT: Payments in Lieu of Taxes on Federally-owned Housing Projects and on FPHA-aided Projects

General Order 252.3, issued August 24, 1942, is hereby revised to read as follows.

It shall be the policy of the FPHA to make, or authorize local housing authorities to make, payments in lieu of taxes on projects under its jurisdiction in accordance with the uniform policies set forth herein.

A. Federally-owned War Housing Projects

The FPHA will, in respect to any Federally-owned war housing project under its jurisdiction, make payments in lieu of taxes which will approximate the taxes which would be paid upon such project if it were not exempt from taxation, with appropriate allowances for expenditures by the Federal Government for streets, utilities, or other public services to serve such project. Such payments will be made directly to the appropriate taxing jurisdiction not later than the date on which taxes are normally due, and shall date from January 21, 1942. Such payments are mandatory under the Lanham Act pursuant to the Amendment of January 21, 1942 (Public Act No. 409, 77th Congress), and are permissive on Federally-owned projects under Public Act No. 671, 76th Congress, Public Act No. 781, 76th Congress, and under Public Act No. 9, 77th Congress, as amended.

B. FPHA-aided Projects

Local housing authorities are hereby authorized to make payments in lieu of taxes on all FPHA-aided projects in accordance with the provisions hereunder. The local housing authorities may determine for each project the distribution of such payments among the various taxing jurisdictions, provided that the payments in any year to any taxing jurisdiction shall not be greater than the taxes which would be paid to such jurisdiction if the project were not exempt from taxation, with appropriate allowances, in the case of projects under Public Act No. 671, for expenditures by the Federal Government or local housing authority for streets, utilities, or other

public services to serve such project. The payments in lieu of taxes made by local authorities in respect to FPHA-aided projects may not exceed the amounts permitted to be paid by local authorities under applicable state or local laws. The amounts to be paid in lieu of taxes in respect to FPHA-aided projects must be approved by the FPHA prior to payment.

1. FPHA-aided projects under Public Act No. 671

Local housing authorities are authorized in respect to any FPHA-aided project under Public Act No. 671 to make payments in lieu of taxes which (together with any payments in lieu of taxes contracted for) may equal either (a) Net Revenue before Payments in Lieu of Taxes, or (b) 5% of Actual Shelter Rents, or (c) 1/6 of the difference for any project fiscal year between the maximum amount of FPHA annual contribution permitted by statute (i.e., annual contribution computed at the applicable FPHA interest loan rate plus one-half of one percent) and the actual FPHA annual contribution which would be required in such year if no payment in lieu of taxes were to be made, whichever of the three amounts is the greatest, but not in excess of the amount of full taxes less appropriate allowances, if any. Such payments may be made after the end of each project fiscal year, and may be paid in respect to revenues accrued subsequent to January 1, 1942. The payments in lieu of taxes hereby authorized in excess of amounts contracted for, may be made only in an amount which will not reduce the value of the local contribution in any year to less than 20% of the actual FPHA annual contribution.

Net Revenue before Payments in lieu of Taxes as used above shall mean all Revenues (excluding FPHA annual contributions) of the project, less (a) Operating Expenses (including reserves, but excluding all payments in lieu of taxes), and less (b) Debt Service. Debt Service prior to permanent financing shall mean actual interest accrued plus amortization of the development cost at 0.34% per annum; subsequent to permanent financing it shall, for any year, mean the Bond Service Requirement for such year.

2. FPHA-aided low-rent projects not under Public Act No. 671

Local housing authorities are authorized in respect to any FPHA-aided low-rent project not under Public Act No. 671 and which was not permanently financed before September 30, 1942, to make payments in lieu of taxes which (together with any payments in lieu of taxes contracted for) will equal 5%

of Actual Shelter Rents from initial occupancy to Bond Date. Such payments may be made after the end of semi-annual or annual periods as determined by the local authority.

Local housing authorities are authorized in respect to any FPHA-aided low-rent project not under Public Act No. 671 and which was permanently financed before September 30, 1942, to make payments in lieu of taxes which (together with any payments in lieu of taxes contracted for) may equal either (a) 5% of Actual Shelter Rents or (b) 1/6 of the total amount available (before payments in lieu of taxes) for the reduction of subsidy in any fiscal year, whichever amount is the greater, but not in excess of the amount of full taxes. Such payments may be made after the end of each project fiscal year ending on or after September 30, 1942, and may be paid in respect to revenues accrued from the beginning of such year. The payments in lieu of taxes hereby authorized in excess of amounts contracted for, may be made only out of funds available for the reduction of FPHA annual contributions, and only in an amount which will not reduce the value of the local contribution in any year to less than the sum of 20% of the actual FPHA annual contribution plus a margin of safety equal to 10% of the fixed FPHA annual contribution.

C. PWA Housing Division Projects

Local authorities are authorized to make payments in lieu of taxes on PWA Housing Division Projects leased to them, and the FPHA will make payments in lieu of taxes on PWA Housing Division Projects operated directly by it, which payments (together with any payments in lieu of taxes heretofore agreed upon) will equal either (a) 5% of Actual Shelter Rents, or (b) 1/6 of the excess of the Revenues of the project over the Operating Expenses (including reserves, but excluding fixed rent, additional rent, and payments in lieu of taxes), whichever amount is the greater, but not in excess of the amount of full taxes. Such payments may be made after the end of each annual lease period (or Federal fiscal year in the case of directly operated projects), and may be paid in respect to revenues accrued subsequent to July 1, 1942. The payments in lieu of taxes hereby provided in excess of amounts heretofore agreed upon, may be made only to the extent that funds are available therefor. If made by a local authority, they shall be distributed by it among the various taxing jurisdictions; shall not exceed the amounts permitted to be paid by it under applicable state or local laws; and must be approved by the FPHA prior to payment.

Actual Shelter Rents as used in this order shall mean the total of all charges to all tenants (including sundry items of income) less the cost of dwelling and commercial utilities.

The policies in this order shall not apply to projects developed by the Defense Homes Corporation or to non-war projects transferred from Farm Security Administration to FPHA.

HERBERT EMMERICH
Commissioner

7245

NHA
FPHA

8-24-42

252.3
Project Management
Policy
Management Standards

GENERAL ORDER

SUBJECT: Payments in Lieu of Taxes on Federally-owned Housing Projects and on FPHA-aided Projects

It shall be the policy of the FPHA to make, or authorize local housing authorities to make, payments in lieu of taxes on all projects under its jurisdiction in accordance with the uniform policies set forth herein:

1. Federally-owned War Housing Projects -- The FPHA will make payments in lieu of taxes on all Federally-owned war housing projects under its jurisdiction. The amount paid for any year on any project will approximate the taxes which would be paid upon such project if it were not exempt from taxation, with an appropriate allowance for expenditure by the Federal Government for streets, utilities or other public services to serve such project. Such payments are mandatory under the Lanham Act, pursuant to the Amendment of January 21, 1942 (Public Act 409, 77th Congress), and are permissive under Public Act No. 781, 76th Congress and under Public Act No. 9, 77th Congress, as amended.

2. FPHA-aided Projects -- Local housing authorities will be authorized to make payments in lieu of taxes on all FPHA-aided projects, computed as follows:

a. FPHA-aided projects under Public Act No. 671 -- Local housing authorities are authorized in respect to any FPHA-aided project under Public Act 671 to use the full "Net Revenue before Payments In Lieu of Taxes" to make payments in lieu of taxes, Provided, however, that such payment shall not be greater than the taxes which would be paid upon such project if it were not exempt from taxation, with an appropriate allowance for expenditure by the Federal Government or local housing authority for streets, utilities, or other public services to serve such project and, Provided further, that such payment in any year shall not be less than 1/6 of the amount of the difference between the maximum amount of FPHA annual contribution permitted by statute and the actual FPHA annual contribution which would be needed in such year if no payment in lieu of taxes were to be made. "Net Revenue before Payments in Lieu of Taxes" as used above shall mean all Revenues (excluding FPHA annual contributions) of the project, less Operating Expenses (including reserves but excluding payments in lieu of taxes), and less actual "Debt Service". "Debt Service" prior to permanent financing shall mean actual interest accrued plus amortization of the development cost at 0.84% per annum; subsequent to permanent financing it shall, for any year, mean the Bond Service Requirement for such year.

b. FPHA-aided low-rent projects not under Public Act 671 -- Local Authorities are authorized in respect to any FPHA-aided low-rent project not under Public Act No. 671 to make payments in lieu of taxes in any year equal to 1/6 of the total amount in such year available for reduction of subsidies before payments in lieu of taxes, Provided, however that such payments shall in no event be less than the payments now actually contracted for. This policy will result in allocating to the local government out of funds available for subsidy reduction on amount equal to 20% of the amount allocated to the Federal government, which represents the minimum ratio of local to Federal subsidy required under the United States Housing Act of 1937. In order to safe guard the rights of bond holders by assuring that local contributions will continue to be adequate in relation to the FPHA annual contributions, these payments may be made only in an amount which will not reduce the value of the local contribution in any year to less than the sum of 20% of the actual Annual Contribution of the FPHA plus a margin of safety equal to 10% of the Fixed Annual Contribution of the FPHA. Detailed instructions in connection with payments in lieu of taxes pursuant to this paragraph were sent to all local authorities in a letter under date of March 18, 1942.

The payments in lieu of taxes which Local Authorities are authorized to make in respect to FPHA-aided projects under Public Act No. 671 will generally result, during the war, in payments equal to full taxes. After the war, payments on such projects will be substantially the same as payments in lieu of taxes made on normal low-rent housing projects. The payments authorized in respect to low-rent housing projects not under Public Act 671 will be the maximum payments which can be made consistent with the protection of the rights of bond holders and the maintenance of the low-rent character of the projects. It is understood that the payments in lieu of taxes which are authorized to be made with respect to Federally-aided projects may not exceed the amounts permitted to be paid by local authorities under their applicable state or local laws. A table showing the application of these policies to typical FPHA-aided projects is attached hereto.

3. Federally-owned Low-Rent Housing Projects (PWA Housing Division Projects) -- Local Authorities will be authorized to make payments in lieu of taxes on PWA Housing Division Projects leased to them, and the FPHA will make payments in lieu of taxes on PWA Housing Division Projects operated directly by

it. The amount to be paid in any year will be 1/6 of the amount of the difference in such year between the Revenues of the Project and the Operating Expenses (including reserves but excluding fixed rent and payments in lieu of taxes). This policy shall be applied to such amounts which have accrued on and after July 1, 1942.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

Typical FPHA-Aided Pro[illegible]t of 250 Dwelling Units
Total Developme[illegible] Cost $1,000,000
Maximum FPHA Annual Contribution $30,000
Full Taxes $15,000 Per Annum

		Project under Public Act No. 671			Normal Low rent project not under Public Act No. 671
		During war with temporary financing	During war with permanent financing	After war with permanent financing	
1.	Shelter Rent per Dwelling per Month	$30.00	$30.00	$15.00	$15.00
2.	Shelter Rent plus Utilities per Dwelling per Month	35.00	35.00	20.00	20.00
3.	Total Revenue	105,000	105,000	60,000	60,000
4.	Operating Expenses (excluding payments in lieu of taxes)	42,000	42,000	42,000	42,000
5.	Debt Service	18,000	32,000	32,000	32,000
6.	Net Revenue before Payments in lieu of Taxes	45,000	31,000	-14,000	-14,000
7.	Maximum FPHA Annual Contribution	30,000	30,000	30,000	30,000
8.	FPHA Annual Contribution required if no Payments in Lieu of Taxes were made	0	0	14,000	14,000
9.	Difference between Items 7 and 8 equals amount available to Reduction of Subsidies before Payment in Lieu of Taxes	30,000	30,000	16,000	16,000
10.	Actual Payment in Lieu of Taxes (Item 6, or 1/6 of Item 9, whichever is greater; but not in excess of Full Taxes)	15,000	15,000	2,667	2,677
11.	Actual FPHA Annual Contribution	0	0	16,667	16,677

260.1-260.—
Administration Policy

Library 200

NHA
FPHA

260.1
Administration
Policy

8-28-42

GENERAL ORDER

SUBJECT: Policy on Signing of Mail and other FPHA Documents

Each employee of the Federal Public Housing Authority authorized to sign correspondence shall sign only his own name. For each person authorized to sign correspondence, an alternate may be designated to sign, by his own name, for the original designee. No employee may sign the name of another employee.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

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261.1

Administrative
Planning Policy

12-28-42

GENERAL ORDER

SUBJECT: Distribution of Administrator's Orders Within FPHA

1. Distribution Within Central Office. The Administrative Planning Division shall transmit to the appropriate Assistant Commissioner and to the General Counsel at least one copy of all Administrator's Orders (National Housing Agency) and other releases issued by the Office of the Administrator relating to the activities for which the particular branch head is responsible.

2. Distribution to Field. The Assistant Commissioners and the General Counsel are responsible for initiating any instructions to regional directors which may be necessary to implement Orders and releases issued by the Office of the Administrator.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

12-17-42

262.1

Personnel
Policy

Supplement No. 1

SUBJECT: Personnel Policies for Field Operations

Section 1 of General Order 262.1 is hereby amended so as to include the following:

"Employees serving in Puerto Rico, however, may be allowed a salary differential of not more than 25%, when the regional director finds it to be otherwise impracticable to recruit personnel for the positions involved".

JOHN N. EDY
Acting Commissioner

NHA
FPHA

262.5

Personnel
Policy

August 20, 1942

GENERAL ORDER

SUBJECT: Employee Training Policy

The Federal Public Housing Authority recognizes that, in addition to the selection of qualified staff, the training and development of employees on the job is essential to achieve most effective administration of the public housing program. Accordingly, it shall be the policy of the Federal Public Housing Authority to provide instruction, guidance, and training that will enable employees to increase their proficiency and competency in their work.

Programs of in-service training shall be developed for employees with due regard to differences in length of experience, previous training, and job requirements. In-service training is essentially the continuing responsibility of each supervisor with respect to employees under his supervision and shall be provided, so far as possible, on the job. In-service training, however, may be provided for a group of employees with similar training needs, but shall be in addition to and not a substitute for continued supervision and training on the job.

The Director of Personnel shall consult with responsible officials of the Central Office concerning in-service training needs and the formulation of appropriate programs of in-service training to meet such needs. He shall also be responsible for liaison with the Civil Service Commission on matters of in-service training. In addition, the Director of Personnel shall coordinate in-service training programs of the Authority, including regional offices, by initiating policies, standards, and procedures concerning training generally and shall provide advice on training techniques to officials in charge of specialized fields of training.

Each assistant commissioner shall be responsible for in-service training in specialized fields within his branch and for consultation with the Director of Personnel concerning the formulation of such programs and training techniques.

Each regional director shall have responsibility for developing in-service training programs in his region in accordance with this policy, and may be assisted by such staff as necessary to discharge this responsibility.

HERBERT EMMERICH
Commissioner

NHA
FPHA

October 31, 1942

GENERAL ORDER

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

262.7

Personnel
Policy

SUBJECT: Prohibition of Dual Employment

1. Provisions of Law: Section 3 (c) of the United States Housing Act of 1937, as Amended, reads in part as follows:

"Neither the Administrator nor any officer or employee of the Authority shall participate in any matter affecting his personal interests or the interest of any corporation, partnership, or association in which he is directly or indirectly interested."

2. Administrative Interpretation: Application of the above interdiction limits the activities of officers, consultants and employees of the Federal Public Housing Authority as follows:

a. No officer, or employee shall act for the Authority or participate in its behalf in any matter affecting his pecuniary or proprietary interests of any corporation, partnership or association in which he is directly or indirectly interested. If it becomes part of the official duty of any officer or employee of the Authority to act for the Authority or to participate in its behalf in any matter affecting his pecuniary or proprietary interests, or the pecuniary or proprietary interest of any corporation, partnership or association in which he is directly or indirectly interested (for example, through ownership of stock in a corporation), he must divest himself of any such interests before acting for the Authority or participating in action in its behalf. If he does not divest himself thereof, he may not act for the Authority or participate in its behalf.

b. The fact that the pecuniary or proprietary interests of the officer or employee in the transaction are indirect or very small is immaterial. The Act prohibits his acting for the Authority, or his participating in its behalf, in any matter in which there is any prospect of pecuniary or proprietary gain to himself (other than the compensation paid to him by the Authority), no matter how small, and no matter from what source - so long as such gain is expected to result from his action for the Authority or to result from action by the Authority in which he participates in its behalf.

c. Moreover, the fact that the officer or employee makes full and timely disclosure of his pecuniary or proprietary interest in the matter in which he acts for the Authority, or participates in its behalf, will not make his action or participation legal. The Act prohibits his having any pecuniary or proprietary interest in the matter involved. Disclosure has no effect upon the prohibition since it is his possession of the interest which makes his action or participation illegal.

3. Supplemental Policy: It is the policy of the Federal Public Housing Authority, that:

The prohibitions enacted in section 3 (c) of the United States Housing Act, as Amended, shall extend to all of the operations of the Authority, regardless of the legislation under which the operations are conducted.

4. Rescissions: This Order rescinds and supersedes USHA Executive Office Order No. 59, dated October 24, 1941, and USHA Order No. 275, dated January 17, 1940.

HERBERT EMMERICH
Commissioner

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Rescinded
(See last page)



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FEDERAL WORKS AGENCY
UNITED STATES HOUSING AUTHORITY
Washington

January 17, 1940

ORDER NO. 275, United States Housing Authority

SUBJECT: Actions of Officers and Employees of the United States Housing Authority as Affected by Section 3 (c) of the United States Housing Act of 1937.

Purpose

1. The purpose of this Order is to define the limitations placed upon officers and employees of the United States Housing Authority in matters involving their personal interests through the application of Section 3 (c) of the United States Housing Act of 1937.

Section 3 (c)

2. Section 3(c) reads in part as follows:

" **** Neither the Administrator nor any officer or employee of the Authority shall participate in any matter affecting his personal interests or the interest of any corporation, partnership, or association in which he is directly or indirectly interested."

Interpretation

3. No officer or employee of the United States Housing Authority shall act for the Authority or participate in its behalf in any matter affecting his pecuniary or proprietary interests or the pecuniary or proprietary interests of any corporation, partnership, or association in which he is directly or indirectly interested. If it becomes part of the official duty of any officer or employee of the Authority to act for the Authority or to participate in its behalf in any matter affecting his pecuniary or proprietary interests, or the pecuniary or proprietary interest of any corporation, partnership, or association in which he is directly or indirectly interested (for example, through ownership of stock in a corporation), he must divest himself of any such interests before acting for the Authority or participating in action in its behalf. If he does not divest himself thereof, he may not act for the Authority or participate in its behalf.

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4. The fact that the pecuniary or proprietary interests of the officer or employee in the transaction are indirect or very small is immaterial. The Act prohibits his acting for the Authority, or his participating in its behalf, in any matter in which there is any prospect of pecuniary or proprietary gain to himself (other than the compensation paid to him by the Authority), no matter how small, and no matter from what source - so long as such gain is expected to result from his action for the Authority or to result from action by the Authority in which he participates in its behalf.

5. Moreover, the fact that the officer or employee makes full and timely disclosure of his pecuniary or proprietary interest in the matter in which he acts for the Authority, or participates in its behalf, will not make his action or participation legal. The Act prohibits his <u>having</u> any pecuniary or proprietary interest in the matter involved. Disclosure has no effect upon the prohibition since it is his possession of the interest which makes his action or participation illegal.

Nathan Straus

NATHAN STRAUS
Administrator

Mrs. Hughes
#107

NHA
FPHA

262 9
Personnel
Policy

12-12 42

GENERAL ORDER

SUBJECT: Establishment of Appeal Boards in Regional Offices

1. General Policy. In order to provide facilities for the hearing of appeals on efficiency ratings and other employee grievances, an Appeal Board shall be established in each regional office.

2. Jurisdiction of Regional Appeal Board. An FPHA employee of a regional or field office who believes he has a grievance because of some condition of his employment, such as efficiency rating, furlough, or separation, shall be entitled to a hearing by the Appeal Board provided the employee has previously discussed the grievance with his immediate supervisor and the personnel officer. If the complaint is of such a nature that the employee feels he cannot discuss it with his immediate supervisor, he should discuss it with the officer to whom his supervisor reports, and if he remains dissatisfied with the results of these discussions, he should present the matter to the personnel officer Should he still feel the grievance has not been settled satisfactorily, he may present an appeal in writing to the Appeal Board, stating the nature of the grievance and giving a resume of the discussions held

3. Membership of Appeal Board The Appeal Board shall be composed of three employees of the regional office or field offices, designated as follows:

   a. A permanent member shall be designated by the regional director to serve for a one year period. An alternate shall be designated to serve in the absence of the permanent member, or in case the nature of the appeal is such that the permanent member's service would not be appropriate.

   b. The employee presenting the appeal or grievance shall designate the second member of the Board who shall serve under such designation only for the particular case.

   c. The third member shall be chosen by the first two members, and shall serve as chairman of the Board for the particular case

   d. The regional director shall designate the regional personnel officer to serve as permanent secretary to the Appeal Board

4. Final Decision Regarding Appeals. This Appeal Board shall serve in an advisory capacity to the regional director, and shall submit recommendations to him The regional director may make final decision in all cases except those involving separation with prejudice Such cases must be referred to the Central Office for final decision

John N. Edy

JOHN N EDY
Acting Commissioner

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FPHA

262.11

Personnel
Policy

12-31-42

GENERAL ORDER

SUBJECT: Change in Working Hours

1. Suspension of Saturday Half Holiday Law. Section 3 of the Senate Joint Resolution 170, approved December 22, 1942, suspends the provisions of the Saturday Half Holiday Law of March 3, 1931.

2. Establishment of Minimum Work Schedule. It is the President's desire that a minimum work schedule of a 6-day, 48-hour week be established in all Executive departments, independent establishments, and agencies.

3. Working Hours in Central Office. Starting Saturday, December 26, 1942, the official working hours of the FPHA Central Office will be from 8:45 A. M. to 5:15 P. M., Monday through Saturday.

4. Working Hours in Regional Offices. Starting Saturday, December 26, 1942, the official working day of regional offices shall be eight hours, Monday through Saturday.

HERBERT EMMERICH
Commissioner

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
Washington

WASHINGTON ADMINISTRATIVE PRACTICE HANDBOOK

Division 4

Section 2

PERSONNEL

LEAVE AND HOURS OF WORK

March, 1942

NHA
FPHA
March, 1942

PERSONNEL

LEAVE AND HOURS OF WORK

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PERSONNEL

LEAVE AND HOURS OF WORK

1. Scope of Instructions: The following regulations and instructions shall govern officers and employees of the Federal Public Housing Authority in the Washington office. Separate leave instructions and regulations concerning hours of work are provided for field employees of the Authority in the "Manual of Personnel Regulations for the Field Service."

LEAVE REGULATIONS

General

2. Policy: With respect to leave regulations it is the policy of the Authority to allow employees the full benefit of all leave privileges wherever this can be done without interference with the work. As will be recognized, it is necessary that the good of the service be given first consideration; for this reason the convenience of the employee must be subordinated to the public interest as to the time and duration of the leave. However, employees should be encouraged to use their leave in the year in which it accrues. Supervisory employees will be held strictly accountable for the enforcement of leave regulations.

3. Basis of Leave Regulations: Leave regulations are based on legislation, Executive orders (particularly Nos. 8384 and 8385), opinions of the Attorney General, decisions of the Comptroller General, and administrative determinations. While the majority of considerations concerning leave are set forth in this order, any individual application of these regulations involving a question not specifically covered herein should be referred to the Personnel Division for proper interpretation.

4. Holidays: The Federal Public Housing Authority will generally observe as holidays New Year's Day, (January 1), Washington's Birthday (February 22), Memorial Day (May 30), Independence Day (July 4), Labor Day (the first Monday in September), Armistice Day (November 11), Thanksgiving Day (by Presidential proclamation), Christmas Day (December 25), and such other days as the President of the United States may designate.

When any of the holidays mentioned in the preceding paragraph falls on Sunday, the following Monday will be observed as a holiday unless otherwise specifically provided by proper authority.

(over)

During the national emergency period any of these holidays may be declared a work day; compensatory leave on another day may or may not be allowed, depending upon the decision of the Commissioner.

5. Definitions: The following definitions shall apply in all leave determinations:

a. "Accumulated leave" means the unused annual leave not exceeding 60 days which has accrued during years prior to the current year.

b. "Current annual leave" means the leave authorized by statute for the current year.

c. "Current accrued leave" means that part of the current annual leave accumulated during the expired part of the current year.

d. "Employee" and "employees" include all personnel on the FPHA pay roll. (This also includes officer and officers, respectively.)

e. "Indefinite employees" are those appointed for the duration of the job and those who, although paid only when actually employed, are continuously employed or required to be available for duty for a period of not less than one month, as distinguished from part time or intermittent employees.

f. "Permanent employees" are those appointed without limitation as to length of service or for definite periods in excess of six months.

g. "Temporary employees" are those appointed for a definite pre-specified period of time not exceeding six months and the time limitation so stated in the letter of appointment.

h. "Unaccrued leave" means that unearned part of the current annual leave authorized for the unexpired part of the current year.

i. "Break in service" means separation from the federal service for a period of one or more work days.

6. Consultants Not Allowed Leave: Consultants employed on the basis of per diem or fee remuneration "when actually employed" are not entitled to any type of leave under existing regulations.

7. Application for Leave: Application for leave of any type shall be submitted on Form 100, sufficiently in advance of the anticipated absence to permit appropriate action, except in cases of emergency. Application for sick leave will be submitted on Form 100 within two days after return to duty in those cases in which it has not been possible to submit it in advance when due to predetermined need. In all cases of sick leave, either one or the other statement (never both), on the reverse side of Form 100 shall be completed. Applications which involve the request for unaccrued leave shall be accompanied by a memorandum stating the circumstances of the case.

Application for leave, together with any memorandum from the employee, first shall be submitted to the division head or immediate supervisor for signature recommending the granting or approval of the leave application. If in doubt as to the method of filling in the application or in doubt as to the amount of leave available, employees shall ask their divisional administrative office for assistance or for determination from the Finance and Accounts Division of the amount of leave to their credit.

It is encumbent upon employees to follow the above instructions; otherwise, leave may be charged as leave without pay.

8. Reporting Absences: Absences of employees from the office shall be reported daily to the Leave Unit on Form 491, "Daily List of Absentees." To assist in preparing this list, a "Daily Report of Absentees," Form 917, shall be prepared by or for the various section heads listing thereon the names of all employees absent in their section or unit for all or a portion of a day. Form 917 shall be signed by the section or unit employee responsible for reporting absentees, and forwarded the morning of the following day to the employee of the division or office delegated to prepare Form 491 "Daily list of Absentees." The use of Form 917 is optional where the reporting division is small. Copies of Form 917 shall be attached to the copy of Form 491 retained in the division or office as a record of the employees reported absent from the various sections and units. It shall in no way be used as a leave record, since it is only a memorandum form to support the report on Form 491 to the Personnel Division. The master and official leave record is maintained by the Finance and Accounts Division.

The original of the "Daily List of Absentees," Form 491, shall be forwarded for the absences of the day, so as to reach the Leave Unit of the Finance and Accounts Division not later than noon of the following work day.

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NHA
FPHA
March, 1942

4.2.4
Leave & Hrs.
of Work
Wash. Office

Annual Leave

9. Eligibility and Allowance: The following rules shall be followed in determining which employees are eligible for annual leave, and the rate thereof:

a. Permanent employees entering the service by original appointment or by reinstatement shall be entitled to annual leave with pay accruing at the rate of 2-1/6 days for each month of service rendered until the completion of one year's service. This leave may not be taken during the first year of service until it is actually earned. Employees on permanent appointment who have served continuously in the Federal service for one year or more and who do not contemplate leaving the service during the current calendar year, may be granted annual leave with pay at any time during the year, not to exceed 26 days plus any accumulated leave from previous years.

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b. Temporary employees shall be entitled to 2-1/2 days annual leave, with pay, for each full month of service (30 days). They are not entitled to leave for a fraction of a month's service. Annual leave may not be granted to temporary employees during their first month of service except that it may be granted on the last day or days (not in excess of 2-1/2 days) of the month to complete the initial 30-day period. Leave accruing after the first month of service may be granted at any time during the month in which it accrues. However, an allowance of any part of this leave is contingent upon the completion of the 30 days of service.

c. Annual leave at the rate of 2-1/6 days per month, with pay, may be credited to permanent WAE employees only for periods of continuous service of one month (30 days) or more. No credit is allowed for periods of service of less than 30 days. This may be carried over from one such period of continuous service to another. "Continuous service" means actual pay or duty status during the entire daily tour of duty (regular schedule of daily hours) on every work day of the month. Temporary WAE employees may be credited at the rate of 2-1/2 days per month only for continuous service for each 30 days.

Temporary WAE employees are subject to the same limitation as other temporary employees. Temporary employees who subsequently receive permanent, indefinite, or probational appointments in the same department or agency without break in service shall be entitled to 2-1/2 days annual leave for each full 30-day period of service to the date of the permanent, indefinite, or probational appointment, and thereafter at the rate of 2-1/6 days per month. They shall be credited with such accumulated and current accrued leave as may be due, or charged with any unaccrued leave which may have been advanced.

10. Accumulation of Annual Leave: Earned annual leave unused in any calendar year shall be accumulated for succeeding years until it totals not to exceed 60 days. Leave in excess of 60 days must be used during the calendar year in which it accrues or be forfeited on December 31.

11. Granting of Unaccrued Leave: Unaccrued annual leave shall be granted only with the express understanding that if such leave is not later earned during the calendar year, deductions will be made for the unearned portion from any salary due the employee or from any deductions in the retirement fund to the credit of the employee.

In cases of separations where employees are indebted to the Government for advanced annual leave, such indebtedness shall be charged against the employee on the basis of the salary rate in effect during the period of advanced annual leave and on the basis of one day's pay for each day of absence on a day upon which such employee would otherwise work and receive pay. Absences for fractional parts of a day will be charged proportionately. Deductions for unaccrued leave shall not be made in cases of death, retirement for age or disability, reduction of force, or when an employee who is not eligible for retirement is unable to return to duty because of disability, evidence of which shall be supported by an acceptable certificate from a registered practicing physician or other bona fide practitioner.

12. Transfer of Annual Leave: An employee transferred or reappointed without break in service from one permanent, indefinite, or emergency position to another permanent, indefinite, or emergency position within the same or a different governmental agency shall, at the time of transfer, be credited with such accumulated and current accrued leave as may be due him, or charged with any unaccrued leave which may have been advanced provided such latter position is also within the scope of the (leave) Act of March 14, 1936 (49 Stat. 1161). "Break in service" means separation from the Federal service for a period of one or more work days.

An employee transferred or appointed without break in service from one permanent, emergency, or indefinite position within the purview of the said Act of March 14, 1936, to another position or employment in the Federal service which is not within the purview of that Act, shall be credited with all leave accumulated and accrued on the date of such transfer or appointment at such time as he may be subsequently retransferred or reappointed to a position within the purview of that Act, provided such subsequent retransfer or reappointment is also without break in service.

(over)

13. Leave Upon Separation from Service: An employee voluntarily separated from the service without prejudice during any calendar year shall be entitled to all of his accumulated leave plus his current accrued leave, to and including the date of separation.

An employee who is involuntarily separated from the service other than for cause due to his own misconduct shall be entitled to all of his accumulated leave and current accrued leave, and the date of his discharge shall be fixed so as to permit him to take such leave. The date of discharge of an employee separated from the service for cause due to his own misconduct may, within the discretion of the Personnel Division, be fixed so as to permit the allowance of all or any part of accumulated leave and current accrued leave.

14. Annual Leave Accrued During Absence Without Pay: Annual leave shall not accrue to an employee while in a non-pay status due to leave without pay or furlough when the duration of such non-pay status in any calendar year aggregates thirty calendar days. Furthermore, for each additional aggregate of 10 full calendar days no annual leave will accrue. However, if the final aggregate is any part of 10 days, annual leave may be accrued for that portion of 10 days only. For example, an employee absent without pay for an aggregate of 50 days will not accrue annual leave to his credit for this period. However, if he were absent for 59 days without pay, he would be entitled to accrue annual leave for 9 days, (representing approximately 4-1/2 hours credit). Annual leave shall not accrue during any period of suspension for disciplinary reasons.

Employees injured in line of duty may take leave without pay, if desired, covering their absence due to such injury instead of charging such time to annual leave (after their sick leave is exhausted); during their absence because of such injury and while being paid by the Employees' Compensation Commission, employees shall continue to earn leave. This leave, however, shall be granted only in the event of their return to active duty.

Annual leave shall not be granted with pay at the beginning of a calendar year immediately following a period of absence in a non-pay status in the preceding year unless and until there is a return to duty, at which time leave may be retroactively granted. Leave without pay under any other circumstances may not later be converted into annual leave.

15. Charge for Sundays and Holidays: Employees, including temporary employees, shall be charged with annual leave only for absences on days upon which they would otherwise work and receive

pay. No charge shall be made against annual leave for absences on Sundays which do not occur within a regular tour of duty, holidays, and non-work days established by Federal statutes or by Executive or administrative orders. However, in the case of employees whose conditions of employment require that they work on a Sunday or a holiday and be off duty on another day of the week in lieu thereof, the Sunday or holiday occurring within a period of annual leave shall be charged as annual leave and the "in lieu of" day shall not be so charged. The word "holidays" as used herein means all days declared or recognized by Federal statute as holidays, all days specifically declared holidays by Executive order, and all days on which the departments and establishments are closed by Executive order, but does not include non-work days established by administrative order, or days on which, by Executive order or administrative order, certain classes of employees are merely excused from work.

16. Charge for Saturday: Saturday will count as four hours in computing annual leave.

17. Partial Day Absence: Absence for less than a day will be charged against annual leave in periods of 15 minutes and multiples thereof. Absence of less than 15 minutes will be charged as 15 minutes.

18. Luncheon Period: The time customarily allowed for luncheon is not charged to annual leave for part of a day when it occurs during the absence, and should be deducted therefrom.

19. Tardiness: Loss of time due to tardiness will be charged to annual leave in multiples of 15 minutes.

20. Promotional Examinations: Absence of employees while actually engaged in taking examinations required by the Civil Service Commission for appointment or promotion within the department will not be charged. This does not apply to other open competitive examinations which employees take of their own volition.

21. Unauthorized Absences: An employee who is unable to report for duty at the opening hours should notify his office in which employed of his inability to observe the regular working hours. This should be done as early as possible on the first day of absence. Absence from duty for any cause, without prior permission, must be satisfactorily explained, and if not satisfactorily explained, will be charged to leave without pay or will be grounds for other disciplinary action. Absence of more than three consecutive working days without notice to supervisors will be entered as a termination "due to abandonment of service" unless the reasons for absence and failure to give notice are satisfactorily explained.

(over)

22. Vacations: Employees are encouraged to take annual leave during the year in which it accrues for the purpose of recreation and rest. Supervisors should give consideration to the vacation requests of employees and arrange their vacation periods in the best interests of the public service. Employees with considerable amounts of accrued annual leave should be encouraged to reduce these large accumulations whenever this can be done without undue detriment to the work of the division.

Vacations should be scheduled or arranged with due consideration to positions of a similar nature and of related work and the effect of vacations upon the work of the office. On the basis of this principle it is suggested that persons with the greatest amount of accumulated annual leave shall receive first consideration. Seniority of service in the Authority shall be the secondary consideration. To assist division heads in working out vacation schedules with employees the following procedure is recommended:

a. Each division head shall distribute to each employee a card "Vacation Choice," Form 946, on which the employee shall list his first, second, and third choices for vacation. The Leave Unit will, upon request, furnish division heads with a statement of accrued annual leave for each employee.

b. The first choice of each employee in the division shall be transferred to the "Leave Schedule," Form 947. On the schedule employees shall be grouped by office in which located and by related work. Employee's choice can be designated on the Leave Schedule by use of colored pencil.

c. As the vacation schedules are adjusted and follow a pattern which can be approved by the division head, the employee should be notified of the period in which his requested vacation has been approved. An employee should not be allowed to make changes in his approved schedule unless it is in the interests of work of the division to do so.

Forms may be obtained from the Central Supply Room by requisitioning them in the regular manner.

Sick Leave

23. Eligibility and Allowance: Sick leave shall accrue to the credit of the employees at the rate of 1-1/4 days per month of service. Sick leave shall be granted to employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement, or when some member of their immediate family is afflicted with a contagious disease and requires the care and attendance of the employee, or when,

through exposure to contagious disease, the presence of the employee on duty would jeopardize the health of others. This applies to all employees, regardless of class, except that 1-1/4 days per month sick leave allowance is earned by a WAE employee for each month only when he has performed 30 days or more continuous service.

24. Causes not Chargeable to Sick Leave: Sick leave shall not be granted for slight illness or indisposition not incapacitating the employee for the performance of his regular duties, or for absence for the purpose of being treated professionally by a dentist or oculist in his office; but sick leave may be granted for detention at home or in a hospital by illness or disability due to causes as to which a dentist or oculist is qualified to certify.

25. Accumulation of Sick Leave: Earned sick leave which is unused shall be accumulated until it totals not to exceed 90 days. Sick leave accruing during any month of service shall be available at any time during the month.

26. Sick Leave Accumulated During Temporary Appointments: Sick leave accumulated during temporary appointment shall be credited to an employee who receives an indefinite, emergency, probational, or permanent appointment in the same government agency without break in service, but shall not be transferable elsewhere under any circumstances.

27. Sick Leave Accrual During Non-Pay Status: Sick leave shall not accrue to an employee while in a non-pay status due to leave without pay or furlough when the duration of such non-pay status in any calendar year aggregates 30 calendar days. Furthermore, for each additional aggregate of 10 full days, no sick leave will accrue. However, if the final aggregate is any part of 10 days, sick leave may be accrued for that portion of 10 days only. For example, an employee absent without pay for an aggregate of 50 days will not accrue sick leave to his credit for this period. However, if he were absent for 59 days he would be entitled to sick leave accrual for 9 days, (representing approximately 2-1/2 hours credit). Sick leave shall not accrue during any period of suspension for disciplinary reasons.

28. Unaccrued Sick Leave: Advanced sick leave may be granted irrespective of whether the employee has to his credit unused annual leave. In cases of serious disability or ailments, and when the exigencies of the situation so require, sick leave may be advanced not in excess of 30 days in addition to the unused sick leave that has accumulated to the credit of a permanent employee. Employees other than temporary whose employment

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is limited, probational, or expires on a specific date may not be advanced sick leave in any amount that would exceed the total that would accumulate during the period from the date of the advance to the termination of the appointment or probational period. Temporary employees are not entitled to an advance of sick leave. No advance of sick leave shall be made to any employee unless the absence from duty on account of illness is for a period or periods of not less than 5 consecutive work days. However, advanced sick leave in a less amount may be granted to supplement accrued sick leave to cover a continuous absence of 5 work days or more. Every case of advanced sick leave shall be supported by a certificate of a registered practicing physician or other bona fide practitioner. The total of such advances shall not at any time exceed 30 days in excess of the accumulated sick leave; and such advances shall be charged against sick leave subsequently accumulating.

29. Sick Leave Following Leave Without Pay: Sick leave may not be granted for a period immediately following a period of absence in a non-pay status, unless and until there is a return to actual duty, nor may such leave without pay be converted into sick leave.

30. Unaccrued Sick Leave Not Later Earned: In the case of voluntary separation or removal for cause of an employee to whom sick leave has been advanced in an amount in excess of that accumulated, the employee shall refund the amount paid him for the period of such excess, or deduction therefor shall be made from any salary due him or from any amount in the retirement fund to his credit. Such indebtedness shall be charged against the employee on the basis of the salary rate in effect during the period of advanced sick leave, and on the basis of one day's pay for each day of absence on a day upon which the employee would otherwise work and receive pay. Absence for fractional parts of a day will be charged proportionately. Refund shall not be required in cases of death, retirement for age or disability, reduction of force, or when an employee who is not eligible for retirement is unable to return to duty because of disability, which shall be evidenced by an acceptable certificate from a registered practicing physician or other bona fide practitioner.

31. Conversion of Other Leave to Sick Leave: When sickness continuing for more than 5 work days occurs within a period of annual leave, the period of illness may, upon presentation of the certificate of a registered practicing physician or other bona fide practitioner, be charged as sick leave and the charge against annual leave reduced accordingly. No such charge against sick leave shall be made for illness which does not last more

than 5 work days. Application for such substitution of sick leave for annual leave should be made within 2 days after the expiration of the annual leave period.

32. Charge for Leave on Account of Illness after Sick Leave is Exhausted: When an employee applies for sick leave in excess of the amount accumulated to his credit and the circumstances do not justify such an advance, the excess leave used shall be charged against any unused annual leave to which the employee is entitled. If there is no unused annual leave, the excess shall be charged as leave without pay, and such excess leave, however, charged, shall not thereafter be converted into either sick or annual leave subsequently accumulated.

33. Transfer of Sick Leave: An employee transferred or reappointed without break in service from one permanent, indefinite, or emergency position to another permanent, indefinite, or emergency position within the same or a different government agency shall be credited, at the time of transfer or reappointment, with accumulated sick leave and charged with sick leave previously advanced in excess of that accumulated, provided such latter position is also within the scope of the Act of March 14, 1936 (49 Stat. 1162). "Break in service" means separation from the service for a period of one or more work days.

An employee transferred or appointed without break in service from one permanent, emergency, or indefinite position within the scope of the Act of March 14, 1936, to another position or employment in the Federal service which is not within the scope of that Act, shall be credited with all leave accumulated and accrued on the date of such transfer or appointment at such time as he may be subsequently retransferred or reappointed to a position within the scope of that Act, provided such subsequent retransfer or reappointment is also without break in service.

34. Minimum and Saturday Charge: The minimum charge for absence on account of sickness shall be one-half of a regular work day; and additional fractions authorized on the same day shall be charged in multiples of one-half hour. This rule shall also apply on Saturdays and other days on which 4 hours contitute a full work day.

35. No Sunday or Holiday Charge: There will be no charge for a Sunday not occurring within a regular tour of duty, holiday, or non-work day in a period of sick leave. See paragraph 15.

36. Notice to Supervisory Officer: Notification of absence on account of sickness should be given to the employee's supervisor as soon as possible on the first day of absence. If such

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notification is not made in accordance with this regulation, such absence may be charged to annual leave or leave without pay.

Application for sick leave, Form 100, shall be made within 2 days after return to duty.

37. Doctor's Certificate: Application for sick leave for a period in excess of 3 work days shall be supported by a certificate of a registered practicing physician or other bona fide practitioner, filed not later than 15 days after return to duty. The back of Form 100 provides a certificate for this purpose. In remote localities where such a certificate cannot be obtained, the applicant's signed statement as to the nature of the illness and the reason why a certificate is not furnished may be accepted if satisfactory. For periods of 3 work days or less, the total of which shall not exceed 12 work days in any one calendar year, the applicant's signed statement on Form 100 may be accepted. If the aggregate of such sick leave unsubstantiated by a physician's certificate amounts to 12 days in a calendar year, irrespective of the length of the periods of sick leave which individually make up this total, all additional sick leave requests require a physician's or other bona fide practitioner's certificate.

38. Special Leave for Disabled Veterans: The following excerpts from Executive Order No. 5396, issued by the President under date of July 17, 1930, is made a part of these regulations:

a. "With respect to medical treatment of disabled veterans who are employed in the executive civil service of the United States, it is hereby ordered that, upon the presentation of an official statement from duly constituted medical authority that medical treatment is required, such annual or sick leave as may be permitted by law and such leave without pay as may be necessary shall be granted by the proper supervisory officer to a disabled veteran in order that the veteran may receive such treatment, all without penalty to his efficiency rating."

b. "The granting of such leave is contingent upon the veteran's giving prior notice of definite days and hours of absence required for medical treatment in order that arrangements may be made for carrying on the work during his absence."

Leave Without Pay

39. Eligibility: Leave without pay may be granted in meritorious cases when satisfactory cause is shown.

40. Annual Leave to be Exhausted First: Leave without pay shall not be granted until all accumulated and current accrued

annual leave allowable under these regulations is exhausted. The following exceptions to this provision are allowed:

a. Where an employee is injured in line of duty, he may be granted leave without pay, if desired, covering the period of absence necessary to recover from such injuries instead of charging such time to annual leave; and during absence because of such injury and while being paid by the Employees Compensation Commission, shall continue to earn annual leave, which shall, however, be granted only in the event of his return to actual duty.

b. An employee who is ordered to active military, naval, or coast guard duty may, prior to the exhaustion of his accumulated and current accrued leave, be granted leave or furlough without pay during all or any portion of the period necessary to perform such duty.

41. Maximum Period Allowable: Extended leave of absence without pay should be applied for in periods not exceeding 90 calendar days at any one time. Applications for leave without pay, and for each extension thereof must be approved individually by the Director of Personnel. Such applications should clearly state the reason why leave without pay is requested.

42. Saturdays, Sundays, and Holidays: Employees on leave of absence without pay all day Saturday and on Sundays and holidays within a period of leave without pay will be charged a full day.

An employee on leave of absence without pay for the first part of Saturday and in a duty or pay status at the close of business on that day, is entitled to one-quarter of a day's pay for each hour's work regardless of the number of hours in a regular working day; but where the employee is in a non-pay status at the closing hour of the day, he is given no benefit of the shorter day and is paid for the portion of the day in a pay status on the basis of a regular working day. For example, where the employee is absent the last hour, he will be paid for three-sevenths or three-eighths of a day, as the case may be, depending upon the number of hours in a regular working day.

When an employee is granted leave without pay for a Saturday or a day preceding a holiday and returns to duty at the opening hour on the following Monday or day following the holiday, he will be in a non-pay status for one day; but if he is absent without previously applying for leave without pay, he will be in a non-pay status for two days.

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43. Probationary Employees: Permanent employees who have not yet completed their probationary period and who have leave without pay for an extended period, shall have their probationary period extended to cover six months of actual work.

Military Leave

44. Reserve Corps and Naval Reserve: Military leave of not to exceed 15 days in any one year may be granted, for training, as distinguished from active military duty, to full-time permanent employees without loss of pay, efficiency rating or accrued annual leave if they are members of any military or naval organization established under authority of a statute of the United States (except the National Guard). Application for such leave must be made in advance and must subsequently be supported by a certificate of a competent officer of the organization, stating the provision of law under which such time was served and testifying to the effect that the time served was in accordance with general orders.

45. National Guard: Permanent employees who are members of the National Guard may be granted military leave without loss of pay, accrued annual leave, or effect on efficiency rating, on all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of the Act of June 3, 1916.

46. Others Excluded: Indefinite employees paid on a "WAE" basis, temporary employees, employees who are candidates for commissions, and employees participating in Civilian-Defense activities are not entitled to military leave.

47. Status of Employees Entering Active Military Duty: An employee entering active military duty shall be placed in indefinite MILITARY FURLOUGH status - equivalent to leave-without pay status. Employees who have annual leave accrued may use all or part of such accrued annual leave before being placed in indefinite Military Furlough status.

47a. Employees Eligible for Military Furlough: Any employee except one who has a TEMPORARY appointment is eligible for military furlough. Probational appointments are not considered temporary.

47b. Definition of Active Military Duty: An employee who enters active military duty, whether in a regular unit or in

reserve or national guard units, by voluntary enlistment or draft call is considered to be on active military duty. This includes persons who enter on active duty in the Coast Guard Reserve or regular Naval Reserve to be trained for the Merchant Marine, and persons who enter on active duty in the W.A.A.C. and W.A.V.E.S.

47c. Rights of Employees on Military Furlough: An employee granted military furlough is entitled to restoration to the position from which he was furloughed or to one of like seniority, status and pay. He may not be discharged without cause within one year of his restoration.

47d. Federal Public Housing Authority Procedure in Granting Military Furlough: When an employee of the Federal Public Housing Authority receives notification that he is to enter on active military duty, he will fill out form FPHA 1096 and have it signed by his supervisor who will submit it to the Personnel Division. The Personnel Division will determine whether the employee is entitled to military furlough, and will advise the employee, through his supervisor, of their determination. If it is found that the employee is not entitled to the status outlined above, he will be separated from the Federal Public Housing Authority.

47e. Employee Rejected in Draft Call: An employee granted military furlough who is rejected by an Army Medical Board, shall immediately be restored to his former position.

47f. Conditions of Restoration: To be restored to his position, an employee on military furlough must:

1. Receive a certificate of satisfactory service from military authority.

2. Apply for restoration within forty days of his discharge from the military service.

3. Be qualified to perform the duties of his civilian position.

An employee granted military furlough is entitled to the salary increment resulting from administrative raises occurring during the period of his furlough and to an extension of eligibility for appointment from civil service registers.

Professional Leave

48. When Allowed: Professional leave with pay may be

granted where attendance by employees at professional meetings is deemed by the Director of Personnel to be of sufficient value to the Authority to warrant such attendance.

Court Leave

49. Government Witness: Employees who have been subpoenaed to attend court will be allowed special leave of absence with pay

when serving as witnesses for the United States Government; otherwise, such absence will be charged to annual leave or leave without pay.

50. Jury Duty: In accordance with the provisions of Public No. 676, 76th Congress, Federal employees called for jury duty in any State or Federal court shall not be charged with any annual leave for the time so served. Employees called for jury service shall immediately notify their supervisors and, if possible, furnish a statement as to the anticipated duration of such service. Employees called for jury service in a Federal court shall not receive compensation for such service, whereas those called for jury service in a State court shall have deducted from their regular salary any amounts which they may receive for such service. Upon release from jury service, employees must submit a certificate from the Clerk of Court covering the period of such service and indicating any compensation received.

An employee summoned for jury duty must obey the summons. Since it is the duty of the court, and not the Authority, to determine whether an employee is eligible for jury duty, the fact that a person is an employee of the Authority does not excuse him from jury duty.

51. Certification: In all cases of court leave the employee shall submit a certificate from the Clerk of Court covering the time spent either as a juror or witness and indicating any compensation received.

HOURS OF WORK AND OVERTIME

52. Hours Per Day: A work day shall consist of 8 hours, except on Saturday. Under the provisions of Public Act No.783, 71st Congress, (46 Stat. 1482), 4 hours shall constitute a day's work on Saturdays for all civil employees of the Federal Government. In all cases where for special public reasons the services of employees cannot be spared, such employees shall be entitled to an equal shortening of the work day on some other day. The allowance for a full day Saturday employment will be granted at the rate of 4 hours a day, but not at the rate of an entire day at a time or on a day when no work is performed by the employee and he has been granted annual leave for the remainder of the day.

The phrase "some other work day" means some week day other than Saturday, preferably in the week following the Saturday afternoon worked. This provision has been held to be mandatory by the Comptroller General, and all supervisors who require

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attendance at official duties of Authority employees on Saturday afternoon must correspondingly reduce the work time of such employees in accordance with this provision.

The standard working hours are from 8:45 a.m. to 5:15 p.m. with thirty minutes for lunch. On Saturdays the working hours are from 8:45 a.m. to 12:45 p.m.

53. Overtime: Overtime work does not entitle an employee to compensatory time off either to be taken in the future or to be used to extend annual leave, except for the legal provisions noted above concerning overtime on Saturday afternoon.

54. Requirements for Work on Sundays: Those employees who are engaged in review and processing activities will report for work on Sunday if Sunday duty will assure that documents being processed, relating to development phases only, will be handled one day earlier than would otherwise be the case.

Limited administrative services by divisions not engaged in direct project processing activities, such as communications, including messenger and telegraph services, and central files and stockroom functions, will be made available to assure continuity of work flow.

Chief clerks or administrative clerks will consult each section head within their respective divisions or regional offices on each Friday morning to determine which documents in process meet the condition specified above and the names of individual employees concerned, who shall report for work on the following Sunday.

On each Friday afternoon, the administrative or chief clerks will post a typed notice in a prominent place within their respective units of the Sunday work schedule, including names of persons, designation of the projects being processed, and telephone extensions of the professional employees so engaged. Three copies of each of these schedules shall be furnished to the Executive Office not later than the close of business each Friday. (In the case of regional offices located in the field, copies of the Sunday schedule will be forwarded through the mail.)

All employees who perform work on Sunday will be allowed an equivalent amount of time off within the following two weeks without charge against annual leave. However, it should not be the practice of employees to work two consecutive Sundays and subsequently take off in lieu thereof two consecutive weekdays. The practice will be to take off a day as soon after Sunday as normal fluctuations in work loads permit.

Insofar as possible, arrangements should be made to avoid having the same employees work on successive Sundays through some suitable method of rotation. Care should be exercised not to have stenographic and clerical employees report for duty when not needed.

Form 3, "Time Sheet," will be submitted by each employee to his administrative clerk or chief clerk for Sunday work, and the subsequent day off will be reported on Form 491, "Daily List of Absentees," showing in the last column "Leave application submitted as 'Sunday leave'."

The National Housing Agency will be notified each Saturday morning by the Executive Office of the scope and nature of work to be performed on the following Sunday in order that such services of the National Housing Agency as may be required will be available.

MISCELLANEOUS

55. Rescissions: USHA Order No. 212, dated June 1, 1939, USHA Office Memorandum, dated April 30, 1941, and USHA Executive Office Orders No. 10 (December 10, 1938), 19 (March 31, 1939), and 49 (October 14, 1940), are rescinded. All parts of other orders which are inconsistent or in conflict with the provisions of this order are modified accordingly insofar as they may be applicable to instructions regarding leave and hours of work for Washington office personnel.

Leon H. Keyserling

LEON H. KEYSERLING
Acting Commissioner

NHA
FPHA

12-8-42

4221.
Wash. Office Administrative
Practice Handbook

SUBJECT: Establishment of an Exit Interview Program

The number of separations from Government agencies has assumed such proportions as to make it a major administrative problem. This high rate of turnover among Federal employees has placed a heavy burden on each agency in terms of cost and time required for recruiting, selection, and placement; spoilage of materials and equipment by inexperienced employees; lowered average output; loss of time in instruction and training; and the general impairment of morale which is likely to accompany high turnover.

In an effort to improve this condition, the Civil Service Commission has requested that all Government departments and agencies establish exit interview programs. The main objectives for these programs are to discover the reasons for voluntary separations; obtain constructive criticisms and suggestions as to current working conditions and methods; induce good will; retain desirable employees by correcting misunderstandings or by making adjustments, satisfactory both to the organization and to the employee, when possible.

The Personnel Division will establish and administer an Exit Interview Program in the Central Office. When any supervisor in the Central Office receives notice, or hears indirectly, that an employee is planning to leave, he should immediately notify the Chief of the Training and Personnel Relations Section, who will then arrange an interview with the employee.

Charles G. Stern

CHARLES G. STERN, Director
Personnel Division

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FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

NHA
FPHA

12-31-42

423.1
Washington
Administrative
Practice Handbook

SUBJECT: Employee Identification Cards

1. General. An Identification Card (Form FPHA 506, revised 12-15-42) has been devised to identify employees of the Federal Public Housing Authority.

2. Distribution to Employees.

a. Identification cards may be requested by memorandum from the employee's division head to the Director of the Office Service Division. The request should give the employee's exact name and should contain a justification for the issuance of the identification card.

b. The Director of Office Service shall have the card prepared for issuance, sign as attesting officer, and have the employee's property account charged with the card.

3. Loss of Identification Card. The loss of an identification card should be reported promptly to the Director of Office Service through the division head.

4. Return of Identification Card upon Employee's Separation from the Authority. Employees leaving the authority must return their identification card to the Office Service Division in the manner and at the time that they return other personal property.

Rolland D. Severy

ROLLAND D. SEVERY
Chief Administrative Officer

SUBJECT: Transmittal of Postage-free Mail

1. Provisions of Law:

Section 6 of the Post Office Appropriations Act (Public 65, 76th Congress), embodied as Section 619½ of the Postal Laws and Regulations, as amended by Post Office Department Order No. 12987, prescribes a quarterly report on the weight of mail matter, by classes of mail, transmitted free of postage.

This same Act further provides that there shall not be transmitted through the mail, free of postage, any book, report, periodical, bulletin, pamphlet, list, or other article or document, (except official letter correspondence, mail concerning the sale of government securities, and all forms and blanks necessary in the administration of such departments and establishments), unless a request therefor has been previously received, or such transmission is required by law or the matter is sent to educational institutions or public libraries.

2. Procedure for Reporting: The Chief of the Mail and Files Section shall be responsible for recording the quantity of mail, by classes, dispatched free of postage from the Central Office. A daily estimate of the amount of mail dispatched shall be recorded on Form FPHA 864, "Monthly Report of Franked Mail". At the end of each quarter of the fiscal year, a summary report shall be prepared and transmitted to the Director of the Office Service Division within 5 business days after the end of the quarter.

3. Classification of Mail: All mail reported shall be shown in one of the following classes:

a. Postal Cards

b. First Class Mail: Comprises all letters and other matter wholly or partly in writing. Writing is defined as handwriting, typewriting, material produced by stencil, mimeograph, hectograph process, or imitation of typewriting, except that "circulars" may be transmitted as "Third Class". A circular is defined to be the reproduction upon paper by printed process, except that of typewriting, of any words, letters, characters, figures or images, or of any combination thereof, not having the character of actual personal correspondence, which, according to internal evidence, is being sent in identical terms to 20 or more persons. A circular does not lose its character as such when the date and the name of the addressee and of the sender are written therein, nor by the correction in writing of mere typographical errors.

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c. Third Class Mail: (Limited to 8 ounces per unit). Comprises all books, defined as 20 or more printed sheets substantially bound together reproduced by a process other than those described under "First Class", and Circulars, as defined above.

d. Fourth Class Mail: Comprises all mail dispatched in units weighing in excess of 8 ounces that would otherwise fall in the category of "Third Class".

4. Certification: The Chief of the Mail and Files Section shall insure that the name of no organization or person appears on a mailing list unless a request in writing has been received therefrom. He will certify to the Director of the Office Service Division that no mail was transmitted free of postage in violation of Section 6 of the Post Office Appropriations Act.

5. Miscellaneous: Postage should be attached in those instances when the material doubtfully qualifies for the use of the franking privilege. Any question arising with respect to application of the above Act should be referred to the Director of the Legal Division for an opinion. Since all official mail must be accounted for, no official mail may be delivered to the post office or placed in a mail box except by authorized employees of the Mail and Files Section or of the Materials and Operations Section.

6. Quarterly Summary Report: In compliance with the provisions of paragraph 1 above, the Director of the Office Service Division shall prepare a quarterly consolidated summary report, covering all offices of the Federal Public Housing Authority, for submission through administrative channels to the National Housing Administrator for each quarter beginning July 1, October 1, January 1, and April 1, within 20 days after the close of the quarter.

7. Rescission: This procedure rescinds and supersedes the provisions of USHA Executive Office Order No. 39, dated February 26, 1940, which relate to Central Office practices in the transmittal of postage-free mail.

Rolland D. Severy

ROLLAND D. SEVERY
Chief Administrative Officer

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NHA
FPHA

12-2-42

44.1
Wash. Office
Adm. Practice
Handbook

SUBJECT: Preparation of Confirmation Copies of Telegrams

The practice of preparing a confirmation letterhead tissue copy of outgoing telegrams should be discontinued except in specific instances where the dictator feels he must insure against the possibility of loss or error.

Typists and stenographers are requested to reflect this instruction in their stenographic manuals, pending formal revision, by revising paragraph on page 75 accordingly.

ROLLAND D. SEVERN
Chief Administrative Officer

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
Washington

WASHINGTON ADMINISTRATIVE PRACTICE HANDBOOK

Division 4

Section 6

PROCUREMENT PROCEDURE

PROPERTY ACCOUNTABILITY

May, 1942

NHA
FPHA

May, 1942

4.6.1
Property
Account-
ability
Wash. Off.

PROCUREMENT PROCEDURE
PROPERTY ACCOUNTABILITY

Responsibility of Employee for Property Clearance

1. Personal Responsibility: Employees of the Washington Office who are to be separated from the FPHA by resignation, furlough, leave without pay, military leave, transfer to another agency, etc., are responsible for returning all materials, equipment, monies, travel books, non-expendable supplies, etc., which have been loaned to them or for which a charge against them has been made on the central property or other records maintained in the Washington office. Such property or amounts must be returned and accounted for, or the Government reimbursed for the cost thereof, before clearance of the employee's final check can be approved. The final pay roll check will be held until the provisions of these instructions are observed and the employee's account is cleared.

2. Method of Returning Property: It is incumbent upon each employee to ascertain through the administrative officer of his division or office the items charged against him and arrange for the return of equipment, materials and amounts charged to him personally. These may be returned to, or settled for at the following sources of record:

a. Materials and Operations Section of the Office Service Division: Pen sets, brief cases, official cards (Form FPHA 506*), tax exemption certificate books and cards, machines, instruments, etc.

b. Travel Section of the Office Service Division: U. S. Government transportation identification cards, Government requests for transportation books, etc.

c. Administrative Audit Section of the Finance and Accounts Division: Reimbursement of travel advances, and unliquidated exceptions or disallowances in accounts covering any prior payments, etc.

d. Pay Roll Unit of the Finance and Accounts Division: Required leave forms.

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*All form numbers in this document have the FPHA prefix since all USHA forms will be identified in that way as soon as the present stock has been depleted.

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In lieu of direct return to the organizational unit stipulated, the employee may relinquish and receive a receipt for tangible items or chargeable property from the administrative officer of his division or office. However, prior to issuance of receipt, it shall be incumbent upon the administrative officer to ascertain by direct contacts with the Office Service and Finance and Accounts Divisions that all items charged to the employee are fully accounted for. The Property Clearance Certificate shall be prepared and processed by the administrative officer as directed in paragraph 3 below, with copies of the receipts issued (Form FPHA 63, Property Invoice and Receipt) attached to the original when forwarded to the Office Service Division.

Preparation and Process of Certificate

3. Preparation and Distribution: The division or office in which the person is employed shall be responsible through the administrative officer for the preparation of the Property Clearance Certificate, Form FPHA 27, revised 3-21-42, in the case of each employee about to leave the Authority. Each Property Clearance Certificate shall be prepared in quadruplicate. One copy will be retained by the division or office and the remaining copies distributed as follows:

a. Original: To the Materials and Operations Section of the Office Service Division, which shall be responsible for securing sectional clearance within its division, assuring that items charged against the individual on divisional or office records are returned and accounted for.

b. First carbon: To the Administrative Audit Section of the Finance and Accounts Division, which shall check against its records to ascertain clearance.

c. Second carbon: Shall be transmitted immediately to the Pay Roll Unit of the Finance and Accounts Division. This copy is to serve as an advance notification medium that the employee is being transferred or separated.

4. Process of Certificate: Immediately upon the clearance of chargeable items, or if no charges exist, the original and first carbon copy of the Property Clearance Certificate shall be signed and dated by the appropriate responsible officer in the spaces provided on his respective copy and shall be forwarded immediately to the Pay Roll Unit of the Finance and Accounts Division. If the employee is properly

accountable for unreturned items, the extent of the charge to be deducted from his salary check shall be entered in the space provided for "Remarks." (If the employee prefers to remunerate the Government for such items by money order or cash, rather than by deductions, he may do so.)

Upon receipt of the signed original and first carbon copy of the Property Clearance Certificate in the Pay Roll Unit, such unit will obtain the proper signature on the second carbon copy and transmit all three to the Personnel Files for filing in the individual employee's folder.

Miscellaneous

5. Instructions and Information: Employees transferring within the Authority in Washington, shall have changes in charges made for them through the invoice procedure as set forth in the established Property Accountability Procedure. Employees in Washington transferred to a field location shall return all property charged to them before leaving the Washington office. Employees within the Authority, not involved in a change of status, who are relinquishing materials, travel books, equipment or non-expendable items, etc., charged to them, should have the appropriate administrative officer prepare Form FPHA 63, Property Invoice and Receipt, for the return of these items. One copy of Form FPHA 63 will be given to the employee as a receipt.

Where an article which has been charged to an employee is returned, and it is intended that such article be transferred and recharged to another employee, the administrative officer must obtain the approval of the Office Service Division prior to such transfer.

This procedure applies to all employees in the Washington office. Regional and other field office employees outside Washington shall follow the procedure set forth in the "Manual of Personnel Regulations for the Field Service."

Executive Office Order No. 56, dated May 20, 1941, is no longer effective.

FEDERAL PUBLIC HOUSING AUTHORITY LIBRARY

NHA
FPHA

12-7-42

491.1
Washington Office
Administrative Practice
Handbook

SUBJECT: Review and Clearance of Report Forms and Instructions

1. General. The Statistics Division of the Federal Public Housing Authority is responsible for clearance of all proposed report forms and instructions of the FPHA with the Division of Statistical Standards, Bureau of the Budget, in accordance with a recent order of the Bureau of the Budget requiring review and approval of every report form used by Federal Agencies and pursuant to General Order 2.2.5, Supplement 2.

2. Assignment of Approval Numbers. After January 1, 1943, all report forms used by any agency, including field offices, must bear an approval number assigned by the Division of Statistical Standards (Circular No. 360, Supplement No. 1, August 31, 1942). Approval numbers may include an expiration date after which a report form must be resubmitted for review and clearance if the form is to be continued in use. Moreover, any revision affecting the information to be returned on a report form to which an approval number is assigned or any change in its use, including discontinuance in whole or part, must be submitted for review and clearance by the Division of Statistical Standards. In addition, the Division of Statistical Standards will review all new instructions or revisions in instructions for report forms.

3. Definition of Report Form. The term "report form" includes:

a. Any application form, other administrative report form, questionnaire, or other written or recurrent oral or telegraphic request which calls for answers to identical questions or for information on identical items from any group of ten or more respondents in the United States other than agencies and employees of the Federal Government; and

b. Any such request calling for statistical information from any number of respondents, including agencies and employees of the Federal Government. It does not include accounting, procurement, or personnel documents and records such as vouchers, purchase orders, requisitions and leave records, nor forms used within the Central Office. Reports of a statistical character required of field employees by the Central Office, however, are included.

4. Procedure for Submitting Proposed Forms. All proposed report forms and instructions including recurrent telegraphic reports, which are proposed in the Central Office should be submitted in quadruplicate to the Administrative Planning Division. They should be accompanied by four completed copies

of Bureau of the Budget form DSS No. 37 (which may be obtained from the Administrative Planning Division) prepared for the signature of the Director, Statistics Division.

5. Procedure Within the Administrative Planning Division

a. The Administrative Planning Division will review the forms for conformance with the rules, regulations, and standards of FPHA and will then transmit four copies of the proposed report form or instruction and four copies of Form DSS No. 37 to the Statistics Division for review and clearance with the Division of Statistical Standards, Bureau of the Budget.

b. No requisition for printing or other duplication of report forms and instructions shall be approved pending notification by the Statistics Division of approval of the forms.

6. Procedure Within the Statistics Division

a. The Statistics Division, after review of proposed report forms and instructions will take the steps necessary to obtain approval by the Division of Statistical Standards, Bureau of the Budget and will send one copy of the proposed report form or instruction and one copy of Form DSS No. 37 to the Office of the Administrator.

b. The Statistics Division may request additional information on proposed methods of collecting, tabulating, and analyzing data called for by the proposed report.

c. It will notify the Administrative Planning Division of clearances obtained from and the approval number assigned by the Bureau of the Budget.

d. The Statistics Division may from time to time review the current need for previously approved report forms and instructions to insure that reports which are no longer essential are not continued beyond the period of actual need.

JOHN N. EDY
Assistant Commissioner
for Administration

NHA
FPHA

Note to Holders of the Regional Office Operating Handbook

SUBJECT: Attached Release on Request for Deferment of Equivalent Elimination

Remove	Insert
*	Class 5 Reg. Oper. Handbook Division 6 Mgmt Activities Page 7

* NOTE: This Release cancels USHA Order 408 August 21, 1941

7-0019-BU-CT-CO-ST-WP

FPHA
NHA
8-7-42

5.6.7
MANAGEMENT
ACTIVITIES
REGIONAL
ACTIVITIES

SUBJECT: Procedure for Clearance of Requests of Local Authorities for Deferment of Equivalent Elimination

Purpose

1. The purpose of this order is to prescribe the procedure to be followed (a) by the regional office in submitting to the Washington office for approval a request of a local authority for deferment of equivalent elimination, (b) by the Washington office in the review of such request, and (c) in notifying the local authority of the disposition of the request.

Definition of "Deferment"

2. With respect to projects for low-income families, the normal period for completion of equivalent elimination is one year from the date on which substantially the entire project is ready for occupancy (See paragraph IV(a) of Bulletin No. 3). With respect to 671 projects the normal period is one year after the termination of the war (See paragraph 6 of FPHA Defense Manual Insert DG-400). Any extension of the time for completion of equivalent elimination beyond the "normal" period constitutes a deferment, even though such deferment is provided for in the cooperation agreement.

3. No cooperation agreement providing for deferment of equivalent elimination may be approved by the Regional Director and no contracts for loans and annual contributions providing for such deferment will be approved by the Washington office unless approval of such deferment has theretofore been granted by the Commissioner.

Submission of Request for Deferment by the Regional Office

4. The conditions under which deferment of equivalent elimination may be granted are specified in paragraph IV of Bulletin No. 3.

5. Requests of local housing authorities for deferment of equivalent elimination shall be reviewed by the regional office. If, in the opinion of the Regional Director, deferment is justified, a memorandum shall be addressed to the Commissioner requesting approval of deferment for a specified period of time. This memorandum shall be signed by the Regional Director and transmitted with three signed carbon copies. It shall provide space for signature indicating approval by the Chief of the Office of Rental Analysis, the General Counsel, and the Commissioner.

6. If the request for deferment is being made in order to permit the inclusion of the deferment in the cooperation agreement, or if the request is made at a time before a reasonably accurate estimate can be made of the date on which substantially the entire project is ready for occupancy, the following paragraph should be included in the memoranda to the Commissioner:

> Your approval is hereby requested for the deferment of the equivalent elimination requirements for the Project which includes Development(s) No. _____ for a period of _____ year(s), in order to permit the accomplishment of equivalent elimination within _____ years after the project is ready, substantially in its entirety, for occupancy.

If the request for deferment is made at a time when the date for completion of equivalent elimination is known or can be determined with reasonable accuracy, the following paragraph should be used:

> Your approval is hereby requested for the deferment of the completion of equivalent elimination requirements for the Project which includes Development(s) No. _____ to (date) _____, 19___, a deferment period of _____ year(s).

If one deferment previously has been approved and a further deferment is being requested, this fact should be explained fully and proper dates and periods of time stated.

7. Attached to the original of the Regional Director's memorandum shall be factual evidence of the nature described in paragraph IV of Bulletin No. 3 and such other explanatory statements by the Regional Rental Analyst and Regional Counsel as are considered essential for the correct interpretation and expeditious review of the evidence in the Washington office.

Washington Office Review

8. When received in the central office, memoranda recommending deferment of equivalent elimination shall be sent to the Office of Rental Analysis, which shall review the recommendation with respect to the evidence pertaining to the housing shortage. It shall then be sent to the Legal Division for review with respect to legal matters. Recommendation of the Chief of the Office of Rental Analysis and of the General Counsel for approval of the request for deferment and final approval by the Commissioner shall be indicated by their signatures in the appropriate space.

Distribution of Copies After Approval

9. Upon approval by the Commissioner of the Regional Director's memorandum, one carbon copy shall be detached for the Commissioner's files and the remaining copies shall be distributed as follows:

a. The original shall be returned to the Regional Director.

b. One signed carbon with the documentation previously attached to the original shall be forwarded to the Office of Rental Analysis.

c. One signed carbon shall be forwarded to the General Counsel.

Notification of the Regional Office and the Local Authority of the Commissioner's Approval

10. Upon return to the Regional Director of his memorandum signed by the Commissioner, the Regional Director shall notify the local authority of formal approval of its request for deferment of equivalent elimination. If bonds have been issued with respect to the project involved, a copy of the letter to the local authority shall be sent to the fiscal agent.

Miscellaneous

11. Order No. 408, dated August 21, 1941, is hereby rescinded, and all other orders or parts of orders which are inconsistent or in conflict with the provisions of this order are hereby modified accordingly.

Lee F. Johnson

NHA
FPHA

CIRCULAR
3-15-43

TO: All Holders of the Regional Personnel Handbook, 620

SUBJECT: The Regional Personnel Handbook, 620

1. Designation of 620 as a Handbook. The Regional Personnel Handbook which was issued on December 12, 1942 will henceforth be considered a handbook, as defined in Commissioner's Order 1100:1, and will be titled "Regional Personnel Handbook".

2. Issuance of a New Cover. A new cover for the Regional Personnel Handbook is attached.

3. Releases on Personnel Policy, Procedures and Standards. Policy and procedure statements now appearing in the Regional Personnel Handbook which are of general interest will eventually appear in appropriate chapters of the new Manual of Policy and Procedure. New policy and procedure releases will, of course, appear in the Manual, but may also be inserted in the Handbook.

ROLLAND D. SEVERY
Chief Administrative Officer

Attachment

FP 47621

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
Washington

OBSOLETE

CLASS 6 - REGIONAL ADMINISTRATIVE PRACTICE HANDBOOK

DIVISION 2 - PERSONNEL PROCEDURE

Sections 1, 2, and 3

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PURPOSE

Plans for decentralization of personnel functions are being formulated in the Central Office. This handbook is for temporary use during the interim between initial steps looking toward decentralization and consummation of the plan. Employment procedures are outlined herein to aid field officers in placing people on the job.

APPOINTMENT BY REGIONAL DIRECTORS

Regional directors have been authorized by the Commissioner to employ personnel for their respective offices and for construction site offices within the regions, at grades up to and including P-4 and CAF-11 ($3800 base salary). When a vacancy becomes known, the regional director shall wire the Personnel Division in the Central Office giving the title of the position vacancy and a brief description of duties to be performed. The Personnel Division shall determine whether any present employees are available and qualified for the vacancy. Simultaneously, budget approval and allocation of the position under the Classification Act of 1923, as amended, shall be obtained. Provided there are no available employees, the appointing officer will be advised to proceed with recruitment of candidates, observing minimum qualifications described in the telegraphic authorization from the Personnel Division and following procedures hereinafter described for appointment and entrance on duty. If qualified present employees are available, the regional director will be so informed by wire and with his concurrence, the Personnel Division shall take necessary action to effect transfer of headquarters and/or change in status.

Budget and Classification

APPOINTMENT BY HOUSING MANAGERS

Housing managers at the sites for the former PWA Housing Division projects, Lanham Act projects (formerly under the management of the Federal Works Agency Defense Housing Division), Mutual Ownership projects, and temporary shelter projects (formerly under the management of the Farm Security Administration) have been authorized by the Commissioner to employ personnel up to and including grades CAF-5, SP-6, and CU-8 ($2000 base salary). Prior communication with the regional director or the Personnel Division in the Central Office is unnecessary before entrance on duty of personnel within this grade limitation. The employment of personnel at such site offices at salaries from $2300 up to and including $3800

Budget and Classification

per annum, must have the prior approval of the regional director. It is the responsibility of the housing manager to confine appointments within previously established budget limitations. Organization charts and job sheets are supplied managers before opening of projects. It is not intended that Position Descriptions, Form FPHA 525 (Exhibit I) furnished in the Central Office Personnel Division by the field shall be drawn to correspond exactly with those supplied housing managers; rather, the examples are to be used as a basis for preparing descriptions corresponding to the conditions actually existing when the project is opened. All correspondence between site offices and the Personnel Division in the Central Office and/or the Civil Service district managers shall be directed through the appropriate regional directors.

RECRUITMENT IN CENTRAL OFFICE

Recruitment for all positions at grades P-5, CAF-12 and above ($4600 base salary) shall be conducted by the Personnel Division in the Central Office upon receipt of the Personnel Action Document, Form FPHA 950, with the top part of the form appropriately completed. (See Exhibit Fa) Should the regional director be familiar with the qualifications of a specific candidate, he should indicate his desire to have this applicant's papers reviewed for the vacancy. Notation should also be made as to the date upon which the appointee should report for duty since positions which require filling immediately will be given priority in the Central Office Personnel Division, the field appointing officer shall indicate his first and second choice on the lower part of the Personnel Action Document (See Exhibit Fa)

DEFINITIONS

Terms used in this handbook are defined below.

Accumulated Leave

Accumulated leave means the unused annual leave not exceeding 60 days which has accrued during years <u>prior to the current year</u>.

Appointment

Appointment is the procedure by which selected candidates for vacancies are entered on duty. Under war service regulations all appointments fall into one of two categories, either "indefinite" for not to exceed the duration and six months thereafter, or "temporary" for periods less than one year. "Indefinite" and "temporary" employees may be engaged for continuous employment, or on a "when actually employed" basis (see 620.6).
The transfer of persons from other Federal agencies or reinstatement by reason of former Federal service shall be considered an "appointment" for the purpose of this handbook.

Administrative promotion is an increase in the salary of an employee from one step within his grade to the next higher step, under authority of Public 200, 77th Congress.

Administrative Promotion

Allocation represents the assignment of a position to an appropriate class and grade as determined by the duties, responsibilities, and qualification requirements of the position.

Allocation

Change in status is the general term applied to a change in an employee's grade or salary, by promotion, administrative promotion, demotion, or intra-agency transfer.

Change in Status

Current accrued leave means that part of the current annual leave accumulated but not used during the expired part of the current year.

Current Accrued Leave

Current annual leave means the leave authorized by statute for the current year.

Current Annual Leave

Demotion is the change of an incumbent of one position to a position of a lower grade.

Demotion

District system refers to the application and operation of war service regulations of the Civil Service Commission through its district managers.

District System

Eligible is the designation given to a person who has been placed upon an eligible list by the Civil Service district manager or who has been approved in an indiviual letter of authority from the district manager as qualified for consideration for appointment in a position, or who has been certified by the Personnel Division in the Central Office as qualified for a position.

Eligible

Eligible list is the designation given to a list of names of persons who have been found qualified by the Civil Service district manager for employment in the Federal Service.

Eligible List

Emergency employment represents the temporary employment of persons, for a period not in excess of 30 days, in field positions which due to urgent necessity must be filled immediately and where the exigencies of the service do not permit the securing of specific prior authority

Emergency Employment

Family — Family includes those who live under the same roof with the head of the family and form his fireside. When members of the family become heads of new establishments, they cease to be part of the father's family. The term is not sufficiently broad to include the relationship of aunt, uncle, or niece by marriage. Mere residence of a sister-in-law with her brother-in law's family, with a financial contribution by the sister-in-law as payment for room and board, is not sufficient in itself to make her a member of her brother-in-law's family.

Field Appointing Officers — Field appointing officers, as referred to in this handbook are regional directors and housing managers.

Furlough — Furlough is a temporary separation of an employee for a period of indefinite duration, without pay, made without prejudice to the employee and with intention to restore to duty within six months.

Individual Letter of Authority — Individual letter of authority is the designation given the authorization by the Civil Service district manager to consider eligibles whose names are not contained in "eligible lists." An "individual letter of authority" is analogous to an "eligible list."

Indefinite Employee — Indefinite employee is an employee who under war service regulations, is engaged for a period of not to exceed the duration and six months thereafter. Employees in this category are engaged on the basis of annual salary.

Promotion — Promotion is a change in status, involving the advancement of an incumbent of one position to a position of higher grade and for which a higher minimum rate of pay is provided.

Resignation — Resignation is the voluntary self-separation of an employee from his position.

Separation for Cause — Separation for cause is the removal of an employee from his position for incompetence, insubordination, failure to render acceptable service, conduct detrimental to the interest of service or for other similar reasons defined in 622.4.

Separation without Prejudice — Separation without prejudice is the separation of an employee from the service due to causes beyond his control, such as completion of work or cessation of work due to lack of funds .

Service Symbols Used in Classification

CAF: "Clerical, Administrative and Fiscal Service." For example, a grade 3 stenographic position is designated as CAF-3, that of a grade 9 housing manager may be CAF-9. — CAF

CU: "Custodial Service." For example, a grade 2 position of laborer may be designated as CU-2. — CU

P & S: "Professional and Scientific Service." (Usually indicated by the letter "P" only.) For example, a grade 5 position of a project engineer would be shown as P-5. — P & S

SP: "Subprofessional Service." For example, a grade 5 position of enginerring aide is designated as SP-5 — SP

Suspension is a temporary cessation of employment, without pay, for purposes of disciplinary action or pending action with a view toward separation for cause. — Suspension

Temporary employee is an employee who under war service regulations is engaged on a continuous full-time basis for a pre-specified period of employment not exceeding one year (for instance 3 months, 6 months, etc.) Employees within this category are engaged on the basis of an annual salary. — Temporary Employee

Transfer is an intra-agency change in status involving change in employee's headquarters. This action is distinguishable from an inter-agency transfer (transfer to the FPHA from another Federal agency) in that the latter is considered an "appointment." — Transfer

Trial period is the probation an indefinite employee must serve under war service regulations and is similar to the probationary period under civil service rules. — Trial Period

Unaccrued leave means the unearned and unused part of the current annual leave authorized for the unexpired part of the current year. — Unaccrued Leave

Wae

Wae is the abbreviation in commonly accepted usage signifying "when actually employed." An indifinite "wae" employee is one engaged for a period not to exceed the duration and six months thereafter and who is required either to remain on active duty or to remain available for duty during the regular tour fixed for full-time employment. A temporary "wae" employee is one engaged for a pre-specified period of employment not exceeding one year (for instance 3 months, 6 months, etc.) but who is not necessarily required to remain on duty during the tour fixed for full-time employment. "Wae" employees are engaged on an annual salary basis and are paid an hourly, daily or annual rate based on the prorated annual compensation for the type of work involved. (See Exhibit A.)

RECRUITMENT

Within the authorized grade limitations, as specified in the preceding section of this handbook, the field appointing officer shall endeavor to select candidates for positions from lists of eligibles furnished by the Civil Service district manager, unless persons with better qualifications may be obtained by going outside the lists entirely. In such instances the names and records of these persons must be presented to the Commission's representative for consideration. No recruiting activities for the filling of vacancies shall be conducted without the prior approval of the district manager or under his direction. Under war service regulations, the Civil Service Commission has delegated to its district managers additional authority not before so delegated to them. Close cooperation with local representatives of the Commission is urged for the purpose of facilitating field personnel transactions. There are thirteen Civil Service districts throughout the United States; their locations and the area included within each district are shown in Exhibit B. Any difficulties, involving civil-service matters or relationships, encountered in the field which cannot be resolved in cooperation with the district manager should be referred immediately to the Personnel Division in the Central Office.

From Eligible Lists

The field appointing officer will make vacancies known to the Civil Service district manager by filing Request for Certification, Form CSC 1890 (Exhibit Ka), stating the number and duration of positions to be filled; any deadlines to be met; agency (Federal Public Housing Authority); priority classification (priority 3 for all war housing positions); location; classification grade and salary of position; and special qualifications essential to performance of duties where they are not immediately apparent from the title.

Selective

If the field appointing officer is familiar with the qualifications of a particular person not on the civil-service eligible list or in the employ of the Federal Government, he should obtain from the applicant a completed application for Federal Employment, CSC Standard Form 57 (Exhibit Q) and transmit it to the district manager with his request for certification indicating he wishes this person's qualifications considered.

By Transfer from Another Agency

If the field appointing officer has knowledge of a particular employee presently engaged in the Federal Government whom he wishes to have considered for appointment, by transfer, the Request for Certification, CSC Form 1890 (Exhibit Ka) shall specify his name, position, grade,

and salary, the agency in which he is employed and priority classification of such agency (Exhibit C). The important consideration by the Civil Service district manager will be whether the person proposed for transfer is qualified. Under war service regulations it is not necessary that such Federal employees shall have civil-service status.

By Reinstatement

If the field appointing officer is familiar with qualifications of a particular person who is eligible for appointment by reason of former Federal service, he shall submit to the Civil Service district manager Request for Transfer, Reinstatement, etc., CSC Standard Form 46 (Exhibit L) together with the application for Federal employment, CSC Standard Form 57 (Exhibit Q), Fingerprint Chart, Form 2390 (Exhibit R), prima facie evidence of applicant's eligibility for reinstatement, and written release from the agency in which the applicant was formerly employed if separated within the preceding 90 days from any Federal agency having the same or higher priority classification unless the person under consideration has last served under an appointment limited to six months, or less, or has been employed in an agency of lower priority classification (Exhibit C). These papers shall be submitted to the district manager in lieu of Request for Certification CSC Form 1890 (Exhibit Ka).

SELECTION

Receipt of Eligible Names

The Civil Service district manager will furnish eligible names to the field appointing officer on Lists of Eligibles, CSC Form 1844 - a and b (Exhibit Ma and Mb) or in individual letters of authority. Under war service regulations, any person on the list may be selected for appointment except that when passing over an eligible granted disability or military preference, the appointing officer shall file with the Commission a statement setting forth in detail reasons for so doing, which reasons shall not be made available to the veteran or to anyone else except in the discretion of the appointing officer.

Communication with Eligibles

The appointing officer shall communicate <u>without commitment</u>, with eligibles using Form 1992 CSC (Exhibit N), Except that where an immediate reply is necessary, communication shall be by telephone, telegraph, or fast mail. Use the address of applicant as shown on the eligible list instead of examination papers.

Disposition Symbols

The following symbols should be used for reports of action taken on eligible lists or individual letters of authority from the district manager:

"A" - Selected
"FR" - Failed to reply
"NS" - Not selected
"D" - Declined
"CRU" - Communication returned undelivered

Objection to Eligibles

The field appointing officer may object for any of the following reasons to any of the eligibles furnished by the Commission for the same reasons that the Commission may, within its discretion, refuse to certify an eligible:

1. Dismissal from the service for delinquency, inefficiency, or misconduct.

2. Physical or mental unfitness for the position for which he applies.

3. Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.

4. Intentionally making a false statement as to any material fact, or practicing any deception or fraud in securing examination, registration, certification, or appointment.

5. Refusal to furnish testimony as required by Civil Service Rule XIV, which is as follows: "Duty of officers and employees: It shall be the duty of every officer and employee in the executive civil service, and of every applicant or eligible for a position therein, to give the Commission or its authorized representatives all proper and competent information and testimony in regard to matters inquired of arising under civil service act and rules, and to subscribe such testimony and make oath or affirmation thereto before an officer authorized by law to administer oaths."

6. The habitual use of intoxicating beverages or narcotics to excess.

If an applicant is denied appointment for one of these or other justified reasons, it is the responsibility of the field appointing officer to indicate such fact on return of the eligible list to the Civil Service district manager.

APPOINTMENT From Eligible Lists

All new appointments (except transfers from other agencies and reinstatements) shall be made under authority of War Service Regulation V of the Civil Service Commission and appointees shall not thereby acquire a civil-service status. Upon choice of a satisfactory

eligible from a list furnished by the Civil Service district manager, the field appointing officer shall enter the appointee on duty by execution of the proper forms, distribution of which shall be as follows:

I. Indefinite Appointment -

A. To the Civil Service district manager:

1. Report on Eligible List, CSC Form 1844 a and b (Exhibits Ma and Mb), with appropriate action taken on each eligible, examination papers, unused medical certificates for employees not selected.

2. Fingerprint Chart, CSC Form 2390 (Exhibit R).

B. To the Personnel Division in the Central Office:

1. Original Field Agreement, Form FPHA 35 (Exhibit G).
2. Medical Certificate CSC Form 2413 (Exhibit T).
3. Declaration of Appointee, CSC Form 124-b (Exhibit U).
4. Position Description, Form FPHA 525 (Exhibit I).
5. Application for Federal Employment, CSC Standard Form 57 (Exhibit Q).
6. Personnel Affidavit, Standard Form 47 (Exhibit J).

C. Retain in the field office:

1. Report on Eligible List, CSC Form 1844-b (Exhibit Ma).
2. Copy of Field Agreement, Form FPHA 35, (Exhibit G).

II. Temporary Appointment -

A. To the Civil Service district manager:

1. Report on Eligible List, CSC Form 1844 a and b (Exhibits Ma and Mb), with appropriate action taken on each eligible, examination papers, and related material.
2. Fingerprint Chart, CSC Form 2390 (Exhibit R).

B. To the Personnel Division in the Central Office:

1. Original Field Agreement, Form FPHA 35, (Exhibit G).

2. Position Description, Form FPHA 525 (Exhibit I).
3. Application for Federal Employment, CSC Standard Form 57 (Exhibit Q).
4. Personnel Affidavit, Standard Form 47 (Exhibit J)

C. Retain in the field office:

1. Report on Eligible List, CSC Form 1844 b (Exhibit Mb).
2. Copy of Field Agreement, Form FPHA 35, (Exhibit G).

From Individual Letters of Authority

Individual letters of authority for appointment will be issued by the Civil Service district manager in most cases of selective recruitment. (In such of these cases where the district manager submits the candidate's name on an eligible list in lieu of an individual letter of authority, the procedure outlined in this section, 621.3, shall be followed). Upon receipt of an individual letter of authority, the field appointing officer shall enter the appointee on duty by execution of the proper forms, distribution of which shall be as follows:

I. Indefinite Appointment -

A. To the Civil Service district manager:

1. Transmittal letter of district manager (Exhibit V).
2. Fingerprint Chart, CSC Form 2390 (Exhibit R).
3. Medical Certificate, CSC Form 2413 (Exhibit T).
4. Declaration of Appointee, CSC Form 124-b (Exhibit U).

(Upon subsequent return by the district manager to field appointing officer of CSC Forms 2413 and 124-b, these should be sent to the Central Office. However, the entrance on duty of the appointee and dispatch of the following papers should not be deferred pending return of these forms.)

B. To the Personnel Division in the Central Office:

1. Original Field Agreement, Form FPHA 35 (Exhibit G).
2. Position Description, Form FPHA 525 (Exhibit I).

3. Application for Federal Employment, CSC Standard Form 57 (Exhibit Q).
4. Personnel Affidavit, Standard Form 47 (Exhibit J).

C. Retain in the field office:

1. Original individual letter of authority from district manager.

2. Copy of Field Agreement, Form FPHA 35 (Exhibit G).

II. Temporary Employees -

A. To the Civil Service district manager:

1. Transmittal letter to district manager (Exhibit V).
2. Fingerprint chart, CSC Form 2390 (Exhibit R).

B. To the Personnel Division, in the Central Office:

1. Original Field Agreement, Form FPHA 35, (Exhibit G).
2. Position Description, Form FPHA 525 (Exhibit I).
3. Application for Federal Employment, CSC Standard Form 57 (Exhibit Q).
4. Personnel Affidavit, Standard Form 47 (Exhibit J).

C. Retain in the field office:

1. Original individual letter of authority from Civil Service district manager.
2. Copy of Field Agreement, Form FPHA 35 (Exhibit G).

By transfer from another Federal Agency

All appointments by transfer from another Federal agency, shall be made under authority of War Service Regulation IX of the Civil Service Commission. Transferred employees will retain for all intents and purposes under the civil service rules the same civil-service status or Ramspeck Act rights which they had in the agency from which transferred. Determination as to retention of reemployment rights in the former agency is a responsibility of the Civil Service district manager. Authorization for appointment, by transfer, under Sections 3 and 4 of Rule IX, gives the transferred employee reemployment

benefits in the former agency; authorization under Section 5 of Rule IX does not give the transferred employee reemployment benefits in the former agency. Temporary employees may not be transferred from one agency to another. Upon having been furnished by the district manager Authority for Transfer under Regulation IX, CSC Form 3876 (Exhibit O), in lieu of list of eligibles on CSC Form 1844 a and b (Exhibits Ma and Mb), the field appointing officer shall enter the appointee on duty by execution of the proper forms, distribution to be as follows:

I. Indefinite Appointment

A. To the Personnel Division in the Central Office:

1. Original Field Agreement, Form FPHA 35 (Exhibit G).
2. Position Description, Form FPHA 525 (Exhibit I).
3. Application for Federal Employment, CSC Standard Form 57 (Exhibit Q).
4. Personnel Affidavit, Standard Form 47 (Exhibit J).

B. Retain in the field office:

1. Original Authority for Transfer under Regulation IX, CSC Form 3876 (Exhibit O).
2. Copy of Field Agreement, Form FPHA 35 (Exhibit G).

By Reinstatement

All appointments, by reinstatement, shall be made under authority of War Service Regulation VIII of the Civil Service Commission. Reinstated employees shall not lose any rights to which they would be entitled under civil service rules but the formal recordation of reinstatements by which accural of time toward service records of employees is accomplished, shall be deferred until after the war. Upon receipt of authorization for reinstatement from the district manager on CSC Form 2552 (Exhibit P), the field appointing officer shall enter the appointee on duty by execution of the proper forms, distribution to be as follows:

I. Indefinite Appointment -

A. To the Personnel Division, in the Central Office:

1. Original Field Agreement, Form FPHA 35 (Exhibit G).

2. Medical Certificate CSC Form 2413 (Exhibit T).
3. Declaration of Appointee, CSC Form 124-b (Exhibit U).
4. Position Description, Form FPHA 525 (Exhibit I).
5. Application for Federal Employment, CSC Standard Form 57 (Exhibit Q).
6. Personnel Affidavit, Standard Form 47 (Exhibit J).

B. Retain in the field office:

1. CSC Form 2552 (Exhibit P).
2. Copy of Field Agreement, Form FPHA 35 (Exhibit G).

II. Temporary Appointment -

A. To the Personnel Division in the Central Office:

1. Original Field Agreement, Form FPHA 35 (Exhibit G).
2. Position Description, Form FPHA 525 (Exhibit I).
3. Application for Federal Employment, CSC Standard Form 57 (Exhibit Q).
4. Personnel Affidavit, Standard Form 47 (Exhibit J).

B. Retain in the field office:

1. CSC Form 2552 (Exhibit P).
2. Copy of Field Agreement, Form FPHA 35 (Exhibit G).

Extensions-Temporary Appointments

It shall be the responsibility of the field appointing officer to obtain approval for extensions of temporary appointments from Civil Service district managers. Such extensions shall be within budget limitations and shall be requested of district managers at least one week in advance of the expiration of appointment date. Where the employee has accumulated annual leave to his credit, the extension shall be requested sufficiently in advance so that in the event of disapproval, the employee may take his annual leave prior to appointment expiration. The Personnel Division in the Central Office shall be notified of extensions of temporary appointments by submission of Field Agreement, Form FPHA 35 (Exhibit G).

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621.9
Personnel
Recruitment
Selection and
Appointment
Reg. Off

CONFIRMATION OF APPOINTMENTS

All appointments made by field appointing officers shall be confirmed by the Federal Public Housing Authority Commissioner after review and approval of qualifications by the Personnel Division in the Central Office. This requirement is temporary, pending completion of arrangements for local disbursement of payroll for all field offices. Notices of confirmation of appointment shall be issued by use of the fanfold letter, Form FPHA 6 P (Exhibit W), directed to the appointee through the field appointing officer. The original letter shall be given to the appointee and a copy retained in the field office.

RESPONSIBILITY COMPLETION. APPOINTMENT FORMS

War service regulations of the Civil Service Commission now place on appointing officers the responsibility for completion of the Medical Certificate, CSC Form 2413 (Exhibit T), and the Declaration of Appointee, CSC Form 124-b (Exhibit U), review of which was formerly the function of the Civil Service district manager. It is therefore important that the following instructions relating to completion of these forms be closely observed to avoid violation of the Civil Service Act.

Medical Certificate

The medical certificate (Exhibit T), may be executed by any duly licensed doctor of medicine and the examination fee must be paid by the individual examined. Appointees must by physically capable of performing the duties of the position for which engaged and free from such defects or diseases as would constitute employment hazards to themselves or endanger their fellow employees. Decision of the appointing officer as to whether the appointee meets physical requirements will not be reviewed by the Civil Service district manager. In doubtful cases, however, the appointing officer should consult with the medical officer of the Civil Service district office. Exhibit D is an explanatory statement of certain physical conditions and diseases which are generally disqualifying. Medical certificates which have been executed within 60 days prior to appointment are acceptable. Discretion as to use of medical certificates more than 60 days old rests with the appointing officer. However, medical certificates more than six months old shall not be accepted by field appointing officers.

Declaration of Appointee

The declaration of appointee (Exhibit U) shall be signed by the appointee and witnessed by a responsible staff member. The appointing officer shall enforce the provisions of Section 9 of the Civil Service Act which provides that whenever there are already two or more members of a family in the public service, no other member of such family shall be eligible for appointment in the Federal Government.

In determining whether an appointment is in violation of this section, the definition of "family" (See 620.4) shall be used as a guide. In doubtful cases, the field appointing officer shall consult the district manager.

Field Agreement

It is of extreme importance that the field agreement (Exhibit G) form be completed in entirety since it is the authority for initial and subsequent salary payments. Previous instructions as to distribution of the form shall be observed; one copy shall also be furnished the employee.

The field appointing officer shall insert the following in the civil service approval block on the form:

I. Date of Civil Service district manager's authority.

II. Identification of source from which appointee's name has been obtained, either one of the following:

A. Authority number from eligible list (Exhibit Ma and Mb).
B. Brief summary of district manager's individual letter of authority in selective recruitment cases.
C. Pertinent information from Authority for Transfer under Regulation IX, CSC Form 3876 (Exhibit O).

D. Pertinent information from CSC Form 252 in reinstatement cases (Exhibit P).

III. Duration for which position has been approved, i.e., either one of following:

A. Indefinite for not to exceed the duration of the war and six months thereafter.
B. Temporary for periods not to exceed one year. Authorization for specific number of days or months shall be indicated.

The form must be executed and dated by the field appointing officer as of the date the new employee actually enters on duty. The oath of office shall be witnessed by a notary public; subscription by postmasters is not acceptable.

Field agreements shall no longer be sent to the Personnel Division in the Central Office through the Civil Service district manager. After an appointee's name has been furnished the field appointing officer by the Civil Service

district manager, the Commission's representative will not approve the selection as has heretofore been the practice. Managers on former USHA projects shall observe that the use of the Personnel Action Document, Form FPHA 950, has been abolished in cases where employees are entered on duty by field agreement.

Fingerprint Charts

Fingerprints may be taken at Civil Service district offices or first and second class post offices.

APPOINTMENT EXCEPTIONS.

In special circumstances, field appointing officers may observe exceptions to the regular appointment processes, as follows:

Emergencies

Where urgent necessity makes it imperative that a position be filled without delay and where time does not permit the securing of specific prior authority, the Civil Service Commission has granted general prior authority under War Service Regulation V to make emergency appointments for periods not in excess of 30 days, except that such authority does not extend to field appointing officers in cities where Civil Service district offices are located (Exhibit B). The district managers shall be notified by telephone of the necessity for making emergency employments, and prior approval should be secured. Where prior approval is impossible, such as emergency employment on a night shift, the employment may be made and notification given the district manager at the beginning of the next work day. Forms as required for employment of temporaries from eligible lists (621.4) shall be executed for emergency appointments except that an Application for Federal Employment, CSC Standard Form 57 (Exhibit Q), executed by the employee, together with a brief letter advising of the appointment shall be immediately submitted to the district manager in lieu of report on eligible lists.

Schedule A
CSC Rules
for Unskilled
Laborers

In the employment of laborers if some manual skill or special training is required for the performance of duties, the designation "unskilled laborer" is not appropriate and regardless of the geographical location, the position shall be filled through the Civil Service district manager.

Eligible lists for the position of <u>unskilled</u> laborer, however, are available from district managers only in cities where civil service labor regulations applied on July 1, 1941 (Exhibit E). Field appointing officers shall therefore recruit eligibles for positions in these cities, through the district manager. In all other cities,

the field appointing officer shall exercise his best judgment in securing qualified unskilled laborers by utilizing offices of the U. S. Employment Service, public employment services, central labor unions, or other competent sources which offer recruitment possibilities. After selection of suitable candidates, they shall be entered on duty by execution and distribution of forms as required for appointees from eligible lists (621.3 and 621.4), except that a brief letter advising of the appointment shall be submitted to the district manager in lieu of the report on eligible lists.

Schedule B
CSC Rules

Field appointing officers at certain of the former PWA Housing Division projects may continue to employ personnel under authority of Schedule B of civil service rules since this exception has not been abrogated by war service regulations. At all projects where Schedule B appointments may be made, managers have been so advised by the Personnel Division in the Central Office, and no other manager shall make Schedule B appointments without first having received this prior approval.

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NATURE OF ACTIONS AFFECTING EMPLOYEE STATUS

Actions affecting employees status shall be approved under war service regulations of the Civil Service Commission. They include changes in status which take place during continuing employment such as promotions, in-grade promotions,demotions, intra-agency transfers and assignments; those which involve temporary or permanent cessation of employment such as separations without prejudice, for cause, by transfer to another Federal Agency, by suspension, by leave without pay for employees called to military duty, furlough, resignation, retirement or separation during trial period (probation). All such actions must have the prior approval of the Personnel Division in the Central Office before they become effective, except separation by transfer to another Federal agency, resignation, separation of temporary employees, suspensions from duty and assignments. Supplementary material concerning such matters as efficiency ratings, disciplinary action and appeals procedures is also included in this section.

PROCEDURES FOR RECOMMENDING ACTIONS

Actions affecting employee status shall be recommended to the Personnel Division in the Central Office by use of the Personnel Action Document (Exhibits Fb and Fc), hereinafter referred to as Form FPHA 950. Where the field appointing officer is a person other than the regional director, the signature of such officer shall appear in the space on the form marked "Section Chief"; the regional director's signature shall appear in the space marked "Division Head." Thus all such actions initiated in project site offices shall be routed through the appropriate regional office. Field appointing officers shall not clear actions affecting employee status through the Civil Service district managers. Notification of approval of recommendations affecting employee status are made by use of the fanfold letter to the employee (Exhibit W) hereinafter referred to as Form FPHA 6-P.

CHANGE IN STATUS

Change in status is the general term applied to change in employee's grade of salary, by promotion, in-grade promotion, demotion, intra-agency transfer and assignment.

Promotion

Promotion is a change in status involving the advancement of an incumbent of one position to a position of a higher grade (e.g. grade CAF-2 to CAF-3) and for which a higher minimum rate of pay is provided.

Form FPHA 950, containing the name of the employee recommended for promotion, shall be transmitted to the Central Office accompanied by an application for Federal Employment, CSC Standard Form 57 (Exhibit Q). If upon review of the

employee's qualifications it is determined that other employees are better qualified for the vacancy, their experience abstracts shall be sent to the field appointing officer for review. Pending his report, action will be withheld on the recommended promotion.

Following approval by the Commissioner, the original and one copy of notice of the promotion on Form FPHA 6-P shall be sent to the field appointing officer, the original to be furnished the employee and a copy retained in the field office. Promotions shall be effective the first of the pay period following approval by the Commissioner.

In-grade Promotions

In-grade promotion is a change in compensation of an employee from one salary step within a grade to the next higher step within the same grade (e.g. grade CAF-2, $1440 to CAF-2 $1500) see Exhibit A. Such promotions are automatic under authority of Public Law 200, 77th Congress, provided:

> An employee compensated on a per annum basis and occupying a "permanent" (or "indefinite" under war service regulations) position within the scope of the compensation schedules fixed by the Classification Act of 1923, as amended, who has not attained the maximum rate of compensation for his grade shall be advanced in compensation successively to the next higher rate within his grade at the beginning of the next quarter (July, October, January and April annually) following the completion of each eighteen months of service if such employee is in a grade which the compensation increments are $60 or $100; or each thirty months of service if such employee is in a grade in which the compensation increments are $200 or $250, and subject to the following conditions:
>
> 1. That no equivalent increase in compensation for any cause was received during such period;
>
> 2. That an employee whose rate of compensation is below the middle rate of the grade shall not be advanced unless his current efficiency rating is "good" or better than "good";
>
> 3. That an employee whose rate of compensation is at or above the middle rate of the grade shall not be advanced unless his current efficiency rating is better than "good";
>
> 4. That the service and conduct of such employee are certified by the field appointing officer as being otherwise satisfactory.

Automatic in-grade promotions are effected by the Personnel Division in the Central Office. Prior to quarterly anniversary dates (the first of July, October, January, and April) lists of employees who are otherwise eligible shall be sent to field appointing officers for current conduct reports. Upon receipt of satisfactory returns, promotions shall be approved by the Commissioner. The original and one copy of the promotion notice on Form FPHA 6-P, shall be sent to the field appointing officer, the original to be furnished the employee and one copy retained in the field office. Promotions for employees who are otherwise eligible but on whom unsatisfactory conduct reports are received, will not be effected. In-grade promotions shall take effect as of July 1, October 1, January 1 or April 1.

Demotion

Demotion is a change in status of an incumbent of one position to a position of a lower grade (e.g. grade CAF-2 to CAF-1). Field appointing officers shall discuss with an employee quality of service and other circumstances on which the recommended demotion is predicated and allow the employee an opportunity to present his side of the case. In making demotions for disciplinary purposes, like penalties shall be imposed for like offenses and no discrimination shall be exercised for racial, political or religious reasons. The following or similar reasons may constitute justification for demotion:

1. If an employee is declared to be unqualified for the position to which the field officer has appointed him, upon review of his papers by the Personnel Division in the Central Office prior to confirmation of appointment by the Commissioner, but is found suitable for appointment to a vacancy of lower grade.

2. If the position of an employee is reallocated to a lower grade after an analysis of duties.

3. If an employee has not rendered or is unwilling to render satisfactory service in the position he holds, but is considered worthy of a trial in a position of lower grade.

4. If the position of an employee is discontinued because of lack of work or funds and it is desired to retain his services in a position of lower grade.

5. If an employee voluntarily requests demotion and his request is concurred in.

6. If an employee has conducted himself in such a manner that to continue him in his present position would not be in the best interests of the service, yet his conduct does not constitute sufficient grounds for separation for cause.

7. If the employee receives an unsatisfactory efficiency rating and demotion to a lower grade is recommended by the Personnel Division in the Central Office after investigation of the rating by the Efficiency Rating Committee.

Form FPHA 950, containing the name of the employee recommended for demotion, shall be transmitted to the Central Office, accompanied by a letter from the field officer giving reasons, in full, for the recommended action. Upon approval of the recommendation by the Commissioner, the original and one copy of the notice of demotion on Form FPHA 6-P shall be sent to the field appointing officer, the original to be furnished the employee and a copy retained in the field office. Demotions shall be effective the first of the pay period following approval by the Commissioner.

Demotions initiated by the Personnel Division in the Central Office for reasons enumerated previously under Items 1, 2, or 7 shall be communicated to the field appointing officer in advance of formal notice to the employee so that he may discuss the circumstances with the employee and/or suggest appropriate alternative measures. The field officer shall be given a reasonable time in which to respond; in the absence of such reply, however, the action will become effective.

Intra-Agency Transfer

Intra-agency transfer is an intra-agency change in location of an employee's headquarters from one field station to another field station, from the Central Office to the field or from the field to the Central Office. Transfers shall be effected only upon release by present supervisor of an employee; in the event that the officer does not concur in such release for transfer to another location, the Personnel Division in the Central Office shall request him to present evidence showing that the employee's services are more vital to the war program in his present location. The decision of the Personnel Division in the Central Office, after having compared the requisites of both positions, shall be controlling. Decision as to payment for travel and/or transportation of household goods at Government expense, shall be made by the Personnel Division in the Central Office. Approval by the Commissioner of transfer travel prior to its performance is mandatory. Travel of an employee to his anticipated

headquarters prior to such approval will be disallowed by the General Accounting Office and at the expense of the employee so affected.

Form FPHA 950 with the name of the recommended transferee shall be transmitted to the Personnel Division in the Central Office. The release of an employee by his present supervisor shall be solicited and if obtained, formal notice of transfer shall be sent to the employee on Form FPHA 6-P, through his present supervisor. The field officer recommending transfer shall be notified of its approval by a copy of Form FPHA 6-P supplemented with the date the employee may be expected to report for duty. Depending on the exigencies of the case, telegraphic notification shall be given the field officer by the Personnel Division in the Central Office followed by a copy of Form FPHA 6-P. Transfers shall be effective the date an employee reports for duty at his new headquarters.

Assignment

Temporary assignment of an incumbent of one position to another for a period of not to exceed 120 days is permissible when the exigencies of the case do not allow sufficient time to effect transfer or promotion or where desirable for training purposes. Assignments shall be reported to the Personnel Division in the Central Office by letter. The field appointing officer shall not wait reply before affecting this action. Subsequent approval of the assignment shall be the subject of a letter to the field officer from the Personnel Division in the Central Office in which suggestions will be made for effecting formal promotion, demotion, or reallocation of the position to obviate the possibility of an assignment extending beyond the 120 day time limit allowed by civil service rules. Assignments shall not be substituted for proposed transfer of headquarters; this practice results in disallowance of payment by the Government for travel involved.

SEPARATIONS

Separation effects cessation of an employee's services. The action may be of temporary or permanent nature; and may be without prejudice, for cause, by transfer to another Federal agency, by leave without pay for employees called for active military duty, by furlough, resignation, retirement, or during trial period (probation). Separation shall not be recommended for racial, political, or religious reasons or for refusal by an employee to contribute to a political fund or to render political services. Further, there shall be no discrimination because of membership or non-membership in a union, or because of presentation of a complaint or appeal or the testifying in either of these.

The priority to be followed by field officers in event of mass separations or furloughs due to lack of funds, shall be decided by the Personnel Division in the Central office in advance of such action. Employees entitled to military preference will be placed at the top of lists of competing employees in order of their efficiency ratings, provided their ratings are "good" or better.

Without Prejudice

Separation without prejudice is removal of an employee from the service due to causes beyond his control, such as cessation of work, reorganization, failure to meet physical requirements of the position after review of the medical certificate by the field appointing officer, or lack of educational and/or experience requirements of the position upon review of qualifications by the Personnel Division in the Central office prior to confirmation of appointment, or for other similar reasons, made without prejudice to the employee and without intention to restore him to duty within six months.

Form FPHA 950 shall be transmitted to the Personnel Division in the Central Office with the name of the employee recommended for separation, without prejudice, one month in advance of the effective date. Simultaneously, the field appointing officer shall inform the employee, by letter, of the recommended action. Upon approval of the recommendation by the Commissioner, the original and one copy of formal separation notice on Form FPHA 6-P shall be sent to the field officer, the original to be furnished the employee and a copy retained in the field office. This formal notice should reach the employee at least two weeks in advance of its effective date. An exception to this time requirement is made where an employee fails to meet physical requirements for the position upon review of the medical certificate by the field appointing officer, and after consultation with the Commission's medical officer where convenient. Where the physical disabilities of an appointee would make his retention in the service for even a day hazardous to other employees, he shall be terminated immediately and an appropriate explanatory letter transmitted to the Personnel Division in the Central Office at once.

When an employee is recommended for separation by the Personnel Division in the Central Office for failure to meet education and/or experience requirements of the position in which the field appointing officer has placed him, the field officer will be informed in advance of the formal notice to the employee so that he may discuss the situation with the affected employee and/or present to the Personnel Division alternative remedial measures.

Temporary employees engaged under war service regulations for a pre-specified period of time, not exceeding one year, may be separated by the field appointing officer without advance notice to the employee and without prior approval of the Personnel Division in the Central Office. However, in all cases where possible, advance notice is desirable and Form FPHA 950 shall be transmitted to the Central Office before the separation date. Upon notice to an employee of separation in cases where it has not been anticipated, Form FPHA 950 shall be transmitted to the Personnel Division of the Central Office with an indication of the last date the employee performed duty. An original and one copy of the formal separation notice on Form FPHA 6-P shall be sent to the field officer, the original to be delivered to the employee and a copy retained in the field office. This formal notice will include the last date through which the employee shall be paid, including recognition of payment for his accumulated annual leave.

For Cause

Separation, for cause, is removal of an employee from a position, for incompetence, insubordination, conduct detrimental to the interest of the service, violation of provisions of the Hatch Act (Exhibits Sa, Sb, and Sc) or of Civil Service Form 1982 relating to political activities. Separation is mandatory if an employee is a member of any political party or organization that advocates the overthrow of our constitutional form of government; or who advocates or is a member of any political party or organization that advocates the overthrow of the Government of the United States, by force or violence.

An employee may be removed for cause only upon written charges. The field appointing officer's charges against an employee shall be sent to the Personnel Division in the Central Office with such objective supporting evidence as is available. The Personnel Division shall state the cause in a formal letter to the employee, with a copy to the field appointing officer, and a reasonable time (usually three to five days) shall be given the employee in which to reply in writing showing why he should not be removed from the service. This reply, a copy of the letter preferring charges, citation of the employee's efficiency ratings, and other pertinent evidences of the value of the employee's services, shall be considered by the Personnel Division in the Central Office and action set forth for approval or disapproval of the Commissioner. If separation is approved, the original and one copy of the formal notice of separation on Form FPHA 6-P shall be transmitted to the field appointing officer, the original to be furnished the employee and a copy retained in the field office.

When the gravity of an offense requires immediate separation of an employee, he may be suspended from duty and pay. If conditions are such that the charges are not sustained and separation is not approved, it may be desirable to restore

the employee's salary for the period of suspension, but this can only be done to the extent to which he has accumulated and accrued annual leave to his credit.

By Transfer to Another Federal Agency

Transfers to other Federal agencies are governed by war service regulations of the Civil Service Commission and the priority classifications which have been assigned to each agency (Exhibit C) shall be employed in considerations of transfers.

With respect to the transfer of employees under his jurisdiction, the regional director is authorized to negotiate as follows with Civil Service district managers (this authorization does not extend to other field appointing officials, i.e., housing managers at sites of PWA Housing Division, Lanham Act, Mutual Ownership and temporary shelter projects, who shall refer such cases to the appropriate regional director for disposition):

1. Receive notification from the district manager to transfer an employee;

2. Present evidence when appropriate on behalf of the Authority that our work will be jeopardized by the proposed transfer;

3. Release employees.

By Transfer to Another Federal Agency with higher Priority Classifications

Consent of the employee to transfer shall be required with the understanding that he shall be entitled to reemployment benefits in the FPHA. Consent to the transfer by the regional director, however, shall not be required except that the Civil Service district manager shall afford him such opportunity as the exigencies of the case may permit, usually not more than 48 hours, to present evidence that the work of the Authority will be jeopardized by loss of the employee's services. The district manager shall consider this and all other relevant evidence and unless a decision to the contrary is reached, the transfer shall become effective within ten days of the original notification. If the district manager finds that the Authority's work will be hampered by immediate transfer of the employee, the transfer shall become effective on such later date as the district manager shall specify.

By Transfer to Another Federal Agency with same or Lower Priority Classifications

Consent to the transfer by both the employee and the regional director is required, whenever the Civil Service district manager shall find that the skills and qualifications possessed by an employee can be better utilized for the war program in an agency to which transfer is proposed. The district manager may, on his own motion, initiate action to effect such transfer and his determination as to the right of an employee to reemployment benefits in the Federal Public Housing Authority shall be controlling.

Reemployment Benefits

Upon transfer of an employee to another Federal agency, the regional director shall be informed by the Civil Service district manager if an employee retains reemployment benefits in the Federal Public Housing Authority. Such rights are contingent upon the employee still being qualified to perform the duties of his position and his making application therefor within 40 days after termination of his services in the agency to which he has been transferred. Reemployment rights are as follows:

1. An employee shall be reemployed in the FPHA within 30 days of application therefor, in approximately the same locality as his former position or in a position of like seniority, status and pay provided that such a position then exists.

2. If such position does not exist and such person is therefore not reemployed within 30 days of his application, his name shall be entered on the Reemployment List in the Civil Service Commission to be considered for certification to positions for which he is qualified elsewhere in the Government service.

3. A reemployed person shall not be discharged from such position, without cause, within one year after reemployment.

4. In the event there is a series of transfers of an employee following initial separation from FPHA by transfer to another agency all of such transfers being under conditions as to entitle him to reemployment benefits, these benefits shall continue to be applicable to the FPHA.

5. A person initially employed under war service regulations for a period not to exceed the duration of the war and six months thereafter ("indefinite" employee) and later transferred to another agency under conditions that would ordinarily entitle him to reemployment benefits, will not be required to be reemployed at the cessation of the war in view of the fact that his position or one of like seniority status or pay would not exist. Such person shall, however, be entitled to have his name entered on the Reemployment List in the Civil Service Commission.

The Civil Service district manager shall notify the appropriate regional director of transfer of an FPHA employee to another Federal agency on CSC Form 3876 (Exhibit 0a) with the date the employee shall report to such other agency. Upon receipt of this notification, the regional director shall (a) for an employee in the regional office, transpose this information to Form FPHA 950 for transmittal to the Personnel Division in the Central Office, or (b) for an employee in a project site office, shall instruct the appropriate supervisor to initiate Form FPHA 950 containing this information, for transmittal to the Personnel Division in the Central Office, through the regional office. The effective date of separation, by transfer of an employee to another agency, shall be the close of the day preceding the date he shall report to the other agency. Transfer of an employee's accumulated and accrued annual and sick leave to such other agency shall be accomplished in the Central Office.

By Suspension

Suspension is a temporary cessation of employment, without pay, for purposes of disciplinary action or pending action with a view to separation for cause. Suspension of an employee for disciplinary purposes may be for an aggregate period not exceeding 90 days in any twelve-month period; suspension beyond this time limit shall be deemed a separation for cause. Periods of suspension shall be charged to leave without pay; later conversion of this time into annual leave is an administrative determination to be made by the Personnel Division in the Central Office upon recommendation of the field appointing officer.

The field appointing officer may suspend an employee without pay, for disciplinary measures or with a view toward separation for cause, by directing a letter to him indicating therein the time and date the employee shall cease duty and reasons therefor. Prior approval of the Personnel Division in the Central Office is not necessary for this action.

Where the suspension is effected to discipline an employee with intention to return him to duty within a short time, a copy of the letter to the employee covered by Form FPHA 950 shall be transmitted to the Central Office. Where the suspension is with a view toward separation for cause, the immediate suspension may be effected if warranted by the facts of the case, and the method outlined under separations "for cause" (622.7) then followed by the field appointing officer.

Where the suspension is a temporary cessation of employment, without pay, for the purpose of disciplinary action, the original and one copy of the formal notice confirming the field officer's action on Form FPHA 6-P shall be sent to the field officer, the original to be furnished the employee and one copy retained in the field office. Where suspensions are effected pending action with a view toward separation for cause, the suspension will be recognized in the formal notice of separation.

By Leave Without Pay for Military Duty

Separation, by leave without pay for military duty, is a temporary separation of an employee called or volunteering for active military duty under the Selective Training and Service Act (Public 783 - 76th Congress) or the Selective Service Extension Act (Public 213 - 77th Congress). Upon release from military duty such employee shall be restored to his former position or to a position of like seniority, status and pay, provided:

1. The position which he left was not temporary.

2. He receives a certificate of satisfactory service from the military authorities.

3. He applies to the Federal Public Housing Authority for restoration to his civilian position within 40 days of his discharge from the military service.

4. He is still qualified to perform the duties of his civilian position.

An employee called for active military duty shall so inform his supervisor by letter advising (a) the date he desires to leave FPHA, (b) the date upon which he will report for military duty, and (c) whether he wished to be paid for accumulated annual leave immediately following induction. This information is essential since an employee may elect to have payment for leave deferred and the leave recredited to him upon return to the FPHA for duty. The original letter from the employee shall be covered by Form FPHA 950

622.12
Personnel
Actions Affecting
Employee Status
Reg. Off.

NHA
FPHA

7-2-42

By Furlough

Furlough is a temporary separation of an employee due to cessation of work, reorganization or other similar reasons, made without prejudice to the employee and with intention to restore him to duty within six months. Employees while on furlough shall not engage in work which conflicts with or is inimical to the interests of the Government. In the event of acceptance of a permanent position with another Federal agency, the furloughed employee shall immediately notify the regional director so that his separation may be effected since employees may not be carried simultaneously on two rosters in the Federal service. Acceptance of a temporary position in another Federal agency does not affect furlough status with the FPHA.

Form FPHA 950 shall be transmitted to the Personnel Division in the Central Office with the name thereon of the employee recommended for furlough, one month in advance of effective date. Simultaneously, the field appointing officer shall inform the employee, by letter, of the recommended action. Upon approval of recommendation by the Commissioner, original and one copy of the formal furlough notice on Form FPHA 6-P shall be sent to the field officer, the original to be furnished the employee and copy retained in field office. This formal notice should reach the employee at least two weeks in advance of its effective date.

By Resignation

Resignation is voluntary separation by an employee. An employee who desires to resign his position should make known in writing to the field appointing officer his reasons for this action. Resignations may be withdrawn before the effective date thereof, with approval of the Federal Public Housing Commissioner through the Personnel Division in the Central Office.

Form FPHA 950, with the original letter of resignation from the employee shall be transmitted to the Central Office. The effective date shall be indicated as the last day the employee shall perform duty "plus accumulated accrued annual leave." The original and one copy of the formal acceptance of resignation by the Commissioner shall be sent to the field officer on Form FPHA 6-P, the original to be delivered to the employee and a copy retained in the field office. This formal acceptance will give the last date through which the employee shall be paid, including recognition of payment for his accumulated annual leave.

NHA
FPHA

7-2-42

622.13
Personnel
Actions Affecting
Employee Status
Reg. Off.

By Retirement

Effective July 1, 1942, deductions of 5 percent will be made from the salaries of all Federal Public Housing Authority employees to be deposited on the Civil Service retirement and disability fund. Generally, employees may retire voluntarily after 30 years of service upon reaching the age of 60 or after 15 years of service upon reaching the age of 62. Retirement is compulsory after 15 years of service upon reaching the age of 70. Employees who have had less than 15 years service upon reaching the age of 70 will be retired as soon thereafter as the 15 years of service has been completed. The provision for compulsory retirement may be waived in some instances by the Civil Service Commission. Employees may be retired for disability after 5 years service.

Where an employee meets conditions for retirement, the field appointing officer shall direct an appropriate letter to the Personnel Division in the Central Office. Any subsequent correspondence with the employee shall be routed through the appropriate field officer for his information.

During Trial Period

Under war service regulations the trial period for "indefinite" employees is analogous to the probation under civil service rules. The length of such trial is one year except where it may be specifically made shorter for certain positions. This period shall be utilized to observe closely and evaluate an employee's work.

At the completion of the eleventh month of employment of war service "indefinite" appointees, the Personnel Division in the Central Office shall transmit to the field appointing officer a Report on Probationary Appointee, Standard Form 17 (Exhibit X) which requires a statement as to the field officer's satisfaction with the employee's service. Favorable report on this form results in retention of the employee's services beyond the trial period and confirms his absolute war service appointment.

If and when, after full and fair trial for a part or nearly all of the trial period, the conduct or capacity of the probationer is unsatisfactory, the field appointing officer shall recommend separation on Form FPHA 950 supported by a full statement of reasons for this recommendation. Upon approval, the original and one copy of the separation notice shall be sent to the field appointing officer, the original to be furnished the employee and a copy retained in the field office. The effective date of separation because of unsatisfactory trial period shall be determined by the Personnel Division in the Central Office.

Clearance Certificate on Separation

Employees who are to be separated from the FPHA by resignation, furlough, leave without pay, military leave, transfer to another agency, etc., are responsible for returning all materials, equipment, monies, travel books, non-expendable property, supplies, etc., which have been loaned to them or for which a charge against them has been made on the regional office property records. Such property or amounts must be returned and accounted for, or the Government reimbursed for the cost thereof, before clearance of the employee's final check can be approved. The final pay roll check will be held until the employee's account is cleared in the regional office records.

Immediately upon acquiring knowledge that an employee is to be terminated or transferred, the administrative officer of the region will take steps to obtain the return to the regional office all property or materials, funds, etc., personally charged to the employee. To effect the return of property or materials, the administrative officer will prepare and process Form FPHA 63, Property Invoice and Receipt. A copy of the Property Invoice and Receipt will be given to the employee upon release of the property or materials and the remaining copies distributed according to established procedure. A Property Clearance Certificate, Form FPHA 27 will then be prepared in quadruplicate by the administrative officer who will fill out the form as completely as possible, particularly in regard to "Items Previously Charged."

In general, property, materials and other items, which require personal charges against employees, are first charged by the Central Office to the region in the name of the regional director and then by the regional director to the employees concerned. The listing of all outstanding items on the Property Clearance Certificate will serve two purposes; first, to consolidate and complete the records of the regional director for charges against an employee, and second, to aid the regional office in verifying and certifying liquidation of charges against an employee.

The administrative officer will retain one copy of the Property Clearance Certificate and transmit the original and two remaining copies as follows:

1. Original - Administrative Service of the regional office.

2. First Carbon - Finance and Accounts Section of the regional office for audit purposes.

3. Second Carbon - Finance and Accounts Section of the regional office for pay roll purposes.

Forms FPHA 63, Property Invoice and Receipt, covering all materials, property, etc., previously charged to an employee by the region should be used to support the copy of the Property Clearance Certificate.

DISCIPLINE

Field appointing officers are expected to counsel with employees whose work and conduct fall short of standards of acceptability and endeavor to secure their cooperation in correcting their faults. Reprimands will generally precede other forms of discipline in minor cases where employees are derelict in the performance of duties. In these cases which require further or more drastic action, disciplinary measures may be reflected in service ratings, suspensions without pay, demotion or separation for cause.

PROTECTION OF "RAMSPECK" RIGHTS

War service regulations of the Civil Service Commission which now govern all personnel transactions of the Federal Public Housing Authority, including changes affecting employee status, do not affect rights acquired by employees under Title I of the Act of November 26, 1940 (so-called "Ramspeck" Act) or any statute or executive order providing for classified civil service status.

EFFICIENCY RATINGS

Efficiency ratings are given Federal Public Housing Authority employees once each year. The effective date of such ratings is March 31; notices are distributed to employees following review by the Efficiency Rating Committee in the Central Office. Complete instructions are furnished field offices prior to the rating date.

APPEALS

For the interim pending complete decentralization of personnel functions into field offices, and/or the revision of existing orders, any employee who feels himself aggrieved by any condition of his employment (such as promotions, tenure, furlough, separation, efficiency ratings, or any other matters concerning employment and working conditions) may himself or through his representative submit his grievance, in writing, to the secretary on the Committee on Appeals and Grievances, Federal Public Housing Authority, Washington, D. C. However, the employee should confer with his immediate supervisor and/or the regional director or housing manager prior to submitting his grievance in writing, with a view to possible correction of the cause of complaint. There shall be no discrimination against an employee because of presentation of complaint or appeal or the testifying in connection with either of these.

CLASSIFICATION SALARY RATES

P	SP	CAF	CU	EO	SALARY RANGE							GRADE AVER.	PER DIEM RATES	HOURLY RATE 7 HR. DAY	HOURLY RATE 8 HR DAY
			1	1	600	660	720	780	840			720	1.66	.23	.20
	1			2	1020	1080	1140	1200	1260	1320	1380	1200	2.83	.40	.35
			2		1080	1140	1200	1260	1320	1380		1230	3.00	.42	.37
			3		1200	1260	1320	1380	1440	1500		1350	3.33	.47	.41
	2	1		3	1260	1320	1380	1440	1500	1560	1620	1440	3.50	.50	.43
			4		1320	1380	1440	1500	1560	1620	1680	1500	3.66	.52	.45
	3	2		4	1440	1500	1560	1620	1680	1740	1800	1620	4.00	.57	.50
			5		1500	1560	1620	1680	1740	1800	1860	1680	4.16	.59	.52
	4	3		5	1620	1680	1740	1800	1860	1920	1980	1800	4.50	.64	.56
			6		1680	1740	1800	1860	1920	1980	2040	1860	4.66	.66	.58
	5	4		6	1800	1860	1920	1980	2040	2100	2160	1980	5.00	.71	.62
			7		1860	1920	1980	2040	2100	2200	2300	2040	5.16	.73	.64
1	6	5	8	7	2000	2100	2200	2300	2400	2500	2600	2300	5.55	.79	.69
	7	6	9	8	2300	2400	2500	2600	2700	2800	2900	2600	6.38	.91	.79
2	8	7	10	9	2600	2700	2800	2900	3000	3100	3200	2900	7.22	1.03	.90
		8		10	2900	3000	3100	3200	3300	3400	3500	3200	8.05	1.15	1.00
3		9		11	3200	3300	3400	3500	3600	3700	3800	3500	8.88	1.26	1.11
		10		12	3500	3600	3700	3800	3900	4000	4100	3800	9.72	1.38	1.21
4		11		13	3800	4000	4200	4400	4600			4200	10.55	1.50	1.31
				14						4500					
5		12		15	4600	4800	5000	5200	5400			5000	12.77	1.82	1.59
6		13		16	5600	5800	6000	6200	6400			6000	15.55	2.22	1.94
7		14		17		6500	6750	7000	7250	7500		7000	18.05	2.57	2.25
8		15		18		8000	8250	8500	8750	9000		8500	22.22	3.17	2.77
9		16		19	In excess of $9000 by express legislation.										

Form 2504
October 1941

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

UNITED STATES CIVIL SERVICE DISTRICTS

For convenience in administration of the field service the Commission has divided the United States into districts and territorial units. The following shows the names of the Commission's district managers and the addresses of their headquarters, the headquarters of the Commission's representatives outside the continental United States, and the region comprised by the respective civil-service districts and territorial units.

District	Headquarters	Supervisors	Territory Served
First	Post Office and Courthouse Bldg., Boston, Mass.	William A. Foley, Mgr. Harry A. Dutton, Asst. Mgr.	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut
Second	Federal Building, Christopher Street, New York, N. Y.	Lawrence H. Baer, Actg. Mgr.	New York and New Jersey
Third	Customhouse, 2nd and Chestnut Sts., Philadelphia, Pa.	Chas. D. Hertzog, Mgr. William A. Brady, Asst. Mgr.	Pennsylvania and Delaware
Fourth	Atlantic Bldg., 930 F St., N.W., Washington, D. C.	Maurice J. McAuliffe, Mgr. T. D. Dunn, Asst. Mgr.	Maryland, Virginia, West Virginia, North Carolina and the District of Columbia
Fifth	New Post Office Bldg., Atlanta, Ga.	Orie E. Myers, Mgr. Wesley S. Andress, Asst. Mgr.	South Carolina, Georgia, Alabama, Florida, Mississippi, Tennessee, Puerto Rico and Virgin Islands
Sixth	Post Office and Courthouse Bldg., Cincinnati, Ohio	Charles W. Paine, Mgr. Cecil E. Snyder, Asst. Mgr.	Ohio, Indiana, and Kentucky
Seventh	New Post Office Bldg., Chicago, Ill.	James V. Swanson, Mgr. James C. Lackore, Asst. Mgr.	Wisconsin, Michigan, and Illinois
Eighth	Post Office and Customhouse Bldg., St. Paul, Minn.	Miss Rena B. Smith, Mgr. Daniel C. Whelan, Asst. Mgr.	Minnesota, North Dakota, South Dakota, Nebraska, and Iowa
Ninth	New Federal Bldg., St. Louis, Mo.	Henry W. Rempe, Mgr. Mrs. Bobbie M. Snoddy, Asso. Mgr.	Kansas. Missouri, Oklahoma, and Arkansas
Tenth	Customhouse Bldg., New Orleans, La.	Edward H. Jennings, Mgr. Amor C. Dorks, Asst. Mgr.	Louisiana and Texas
Eleventh	Post Office Bldg., Seattle, Wash.	James P. Cooley, Mgr. Paul N. Cole, Asst. Mgr.	Montana, Oregon, Idaho, Washington, and the Territory of Alaska
Twelfth	Federal Office Bldg., San Francisco, Calif.	Harry T. Kranz, Mgr. William E. Stayton, Asst. Mgr.	California, Nevada, Arizona, and the Territory of Hawaii
Thirteenth	New Customhouse Bldg., Denver, Colo.	Clarence L. Edwards, Mgr. Miss Pearl Hopper, Asso. Mgr.	Colorado, New Mexico, Utah, and Wyoming

REPRESENTATIVES OUTSIDE CONTINENTAL UNITED STATES

Hawaii (Subsidiary to Twelfth District).--W. T. Atkinson, Assistant Manager in Charge, Branch Office, 12th U. S. Civil Service District, Honolulu.
Puerto Rico (under supervision of Manager, 5th District, in so far as employment under United States Government is concerned).--Chairman, Puerto Rico Civil Service Commission, San Juan.
Canal Zone.--Secretary, Board of U. S. Civil Service Examiners, Balboa Heights.
Philippine Islands.--Commissioner, Bureau of Civil Service, Manila.

Circular No. 388

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington, D. C.

February 26, 1942

TO THE HEADS OF EXECUTIVE DEPARTMENTS,
INDEPENDENT ESTABLISHMENTS AND AGENCIES.

SUBJECT: Priority classification of Executive Departments and Agencies required by Executive Order No. 9067

Pursuant to the provisions of Section 1 of Executive Order No. 9067 of February 20, 1942, there is hereby established the following priority classification of the several departments and agencies, which classification shall be controlling as to transfers of personnel to war agencies under the provisions of the Executive Order. The priorities established are as to classes only. The listing of departments and agencies, or parts or activities thereof, within each class is not indicative of any priority within the class.

CLASS 1.

Agriculture Department:
Surplus Marketing Administration (lend-lease activities)

Navy Department

Treasury Department:
Procurement Division (lend-lease activities)

War Department:
Departmental and military activities
Panama Canal
Alaska Communications System

Executive Office of the President:
The White House Office

Selective Service System

U. S. Maritime Commission

War Production Board

War Shipping Administration

CLASS 2.

Commerce Department:
- Bureau of Standards (research and production)
- Coast and Geodetic Survey
- Weather Bureau
- Office of Administrator of Civil Aeronautics:
  - Development of landing areas
  - Civilian pilot training program

Interior Department:
- Bonneville Power Administration
- Bureau of Reclamation (power projects)
- Bureau of Mines (helium production)

Justice Department:
- Federal Bureau of Investigation

State Department:
- Secretary's Office (including divisions not otherwise specified)
- Board of Economic Operations
- Division of Foreign Service Administration
- Division of Foreign Personnel
- Division of Communications and Records
- Foreign Service

Treasury Department:
- Secret Service

War Department:
- Civil functions, Corps of Engineers (power projects)

Board of Economic Warfare

Coordinator of Information

Defense Communications Board

Federal Communications Commission (defense activities)

Federal Security Agency:
- National Youth Administration (defense training)
- Office of Education (defense training)
- Public Health Service:
  - Production of vaccines
  - Training for nurses

National Advisory Committee for Aeronautics

CLASS 2 (Continued).

Office of Censorship

Office for Emergency Management:
- Office of Defense Transportation
- Office of Lend-Lease Administration
- Office of Scientific Research and Development

Office of Price Administration

Tennessee Valley Authority
National Inventors Council (Added 4-2)
War Relocation Authority (March 23)
Alien Enemy Control Unit

CLASS 3.

Agriculture Department:
- Office of the Secretary (general administration only)
- Office of Foreign Agricultural Relations
- Forest Service:
  - General administration
  - Protection and management of national forests
  - Fighting forest fires
  - Forest fire control (emergency)
  - Forest fire cooperation
  - Forest products
- Agricultural Adjustment Administration
- Commodity Credit Corporation
- Bureau of Agricultural Chemistry and Engineering
- Office of Agricultural Defense Relations

Commerce Department:
- Office of the Secretary (general administration only)
- Office of Administrator of Civil Aeronautics:
  - Technical development
  - Establishment of air-navigation facilities
  - Maintenance of air-navigation facilities
- Reconstruction Finance Corporation
- Export-Import Bank of Washington

Interior Department:
- Office of the Secretary:
  - General administration
  - Director of forests
  - Power Division
  - National Power Policy Committee
  - Petroleum Conservation Division
- Office of Solid Fuels Coordination
- Petroleum Coordinator for National Defense
- Geological Survey
- Bureau of Mines (except helium production)

CLASS 3 (Continued).

Justice Department:
- Office of the Attorney General (general administration only)
- Immigration and Naturalization Service (border patrol and alien registration)
- Special War Effort Unit

Labor Department:
- Office of the Secretary (general administration only)
- Division of Labor Standards
- Commissioners of Conciliation

State Department:
- Visa Division
- Division of Cultural Relations
- Division of Personnel
- Division of Accounts
- Translating Bureau
- Division of Commercial Affairs
- Office of Coordination and Review
- Cooperation with American Republics

Treasury Department:
- Office of the Secretary (general administration only)
- Foreign Funds Control

Executive Office of the President:
- Bureau of the Budget

Alley Dwelling Authority

Civil Service Commission (except Retirement Division)

Coordinator of Inter-American Affairs

Federal Power Commission

Federal Security Agency:
- Office of the Administrator:
  - General Administration
  - Office of Defense Health and Welfare Services
- Public Health Service:
  - Emergency health and sanitation in defense areas
- Social Security Board:
  - Bureau of Employment Security:
    - Employment Service Division
    - Operation of employment offices

CLASS 3 (Continued).

Federal Works Agency:
- Office of Administrator (including Public Works Administration)
- Public Roads Administration
- Public Buildings Administration (except maintenance and operation of buildings)

Interstate Commerce Commission (preventing shortages)

National Housing Agency:
- Office of Administrator
- Federal Housing Administration (defense housing)
- Federal Public Housing Authority (defense housing)
- National Labor Relations Board

Office for Emergency Management:
- Office of Liaison Officer
- Central Administrative Services
- Division of Information
- Office of Civilian Defense
- Office of Facts and Figures

War Labor Board
Alien Property Control (3-4)

CLASS 4.

Agriculture Department:
- Bureau of Agricultural Economics
- Bureau of Dairy Industry
- Forest Service (forest roads and trails)
- Rural Electrification Administration

Commerce Department:
- Bureau of Standards (except as specified above)
- Bureau of Marine Inspection and Navigation
- Patent Office
- Bureau of Foreign and Domestic Commerce
- Bureau of the Census
- Office of Administrator of Civil Aeronautics (enforcement of safety regulations)
- Civil Aeronautics Board

Interior Department:
- Bureau of Reclamation (irrigation projects)
- Division of Territories and Island Possessions
- Government in the Territories
- Grazing Service
- U. S. High Commissioner to Philippine Islands
- Bituminous Coal Division

CLASS 4 (Continued).

Justice Department:
- Office of Solicitor General
- Office of Assistant Solicitor General
- Office of the Assistant to the Attorney General
- Lands Division

Labor Department:
- Office of Solicitor (Bacon-Davis Act determinations)
- Division of Public Contracts
- Bureau of Labor Statistics

State Department:
- International Fisheries Commission
- Pacific Salmon Fisheries Commission
- International Boundary Commission, U. S. and Mexico
- Passport Division (including passport agencies)

Treasury Department:
- Bureau of Customs
- Bureau of Narcotics

War Department:
- Civil functions, Corps of Engineers (except as specified above)

Executive Office of the President:
- Office of Government Reports
- National Resources Planning Board

Bituminous Coal Consumers Counsel

Federal Security Agency:
- Public Health Service:
  - Office of Surgeon General
  - Venereal Disease Control
  - Disease and Sanitation Investigations
  - National Institute of Health (except production of vaccines)
  - Preventing Spread of Epidemic Diseases
- Social Security Board:
  - Office of the Board
  - Office of the Executive Director (general administration only)

Federal Trade Commission

National Labor Relations Board

National Mediation Board

Tariff Commission

CLASS 5.

Agriculture Department:
- Office of the Secretary:
  - Personnel administration
  - Budget and finance administration
  - General operations
  - Land use coordination
- Office of Solicitor
- Office of Information
- Library
- Office of Experiment Stations
- Extension Service
- Bureau of Animal Industry
- Bureau of Plant Industry
- Forest Service (except as specified above)
- Bureau of Entomology and Plant Quarantine
- Agricultural Marketing Service
- Bureau of Home Economics
- Commodity Exchange Administration
- Soil Conservation Service
- Surplus Marketing Administration (except lend-lease activities)
- Federal Crop Insurance Corporation
- Farm Security Administration
- Beltsville Research Center
- Farm Credit Administration
- Flood control projects

Commerce Department:
- Office of Secretary:
  - Division of Personnel Supervision and Management
  - Office of Chief Clerk
  - Photograph and Photostat Section
- Office of Administrator of Civil Aeronautics:
  - Maintenance and operation, Washington National Airport
- Electric Home and Farm Authority

Interior Department:
- Office of the Secretary
  - Office of Land Utilization
  - Office of Solicitor
  - Division of Investigations
  - Division of Geographic Names
  - Division of Information
  - Personnel Administration
- Commission of Fine Arts
- General Land Office
- Office of Indian Affairs
- National Park Service
- Fish and Wildlife Service

CLASS 5. (Continued).

Justice Department:
- Administrative Division
- Personnel Division
- Bureau of Prisons
- Immigration and Naturalization Service (except border patrol and alien registration)
- Tax Division
- Criminal Division
- Claims Division
- Office of Pardon Attorney
- Customs Division
- Antitrust Division
- Officesof U. S. Attorneys
- Offices of U. S. Marshals
- Bond and Spirits Division
- Bureau of War Risk Litigation

Labor Department:
- Office of the Secretary:
  - Division of Budgets and Accounts
  - Library
  - Office of Chief Clerk
  - Office of Director of Personnel
  - Publications and Supplies Division
- Office of the Solicitor (except as specified above)
- Children's Bureau
- Women's Bureau
- Wage and Hour Division

Post Office Department

State Department:
- Division of Research and Publication
- Foreign Service Buildings Office
- International Boundary Commission, U. S. and Canada
- International Joint Commission, U. S. and Great Britain

Treasury Department:
- Bureau of Accounts
- Bureau of Engraving and Printing
- Bureau of Internal Revenue
- Bureau of the Mint
- Bureau of the Public Debt
- Division of Personnel
- Division of Research and Statistics
- Guard Force
- Office of Chief Clerk
- Office of the Comptroller of the Currency
- Office of General Counsel

C - 8

CLASS 5 (Continued).

Treasury Department (continued)

- Office of Superintendent of Treasury Buildings
- Office of Treasurer of the United States
- Processing Tax Board of Review
- Procurement Division (except lend-lease activities)

Executive Office of the President:
- Maintenance, Executive Mansion and Grounds

American Battle Monuments Commission

Board of Investigation and Research - Transportation

Board of Tax Appeals

Civil Service Commission (Retirement Division)

Employees' Compensation Commission

Federal Communications Commission (except as specified above)

Federal Deposit Insurance Corporation

Federal Security Agency:
- Office of the Administrator (except as specified above)
- American Printing House for the Blind
- Civilian Conservation Corps
- Columbia Institution for the Deaf
- Food and Drug Administration
- Freedmen's Hospital
- Howard University
- National Youth Administration (except defense training)
- Office of Education (except defense training)
- Public Health Service:
  - Foreign Quarantine Service
  - Interstate Quarantine Service
  - Marine Hospitals
  - Mental Hygiene Division
  - National Cancer Institute
  - State Relations Division
- St. Elizabeths Hospital
- Social Security Board:
  - Office of the Actuary
  - Office of the Appeals Council
  - Office of the Executive Director (except as specified above)
  - Regional Offices
  - Bureau of Research and Statistics
  - Bureau of Accounts and Audits
  - Information Service

CLASS 5 (Continued).

Federal Security Agency (continued)

Social Security Board (continued)

Bureau of Old Age and Survivors Insurance
Bureau of Public Assistance
Bureau of Employment Security (except as specified above)

Federal Works Agency:
Public Buildings Administration (maintenance and operation of buildings)
Works Projects Administration

General Accounting Office

Interstate Commerce Commission (except as specified above)

National Archives

National Capital Park and Planning Commission

National Housing Agency:
Federal Home Loan Bank Administration
Federal Housing Administration (except defense housing)
Federal Public Housing Authority (except defense housing)

Railroad Retirement Board

Securities and Exchange Commission

Smithsonian Institution (including National Gallery of Art)

Veterans' Administration

HAROLD D. SMITH
Director.

CLASS 5 (Continued).

Treasury Department (continued)

- Office of Superintendent of Treasury Buildings
- Office of Treasurer of the United States
- Processing Tax Board of Review
- Procurement Division (except lend-lease activities)

Executive Office of the President:
- Maintenance, Executive Mansion and Grounds

American Battle Monuments Commission

Board of Investigation and Research - Transportation

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  - Interstate Quarantine Service
  - Marine Hospitals
  - Mental Hygiene Division
  - National Cancer Institute
  - State Relations Division
- St. Elizabeths Hospital
- Social Security Board:
  - Office of the Actuary
  - Office of the Appeals Council
  - Office of the Executive Director (except as specified above)
  - Regional Offices
  - Bureau of Research and Statistics
  - Bureau of Accounts and Audits
  - Information Service

CLASS 5 (Continued).

Federal Security Agency (continued)

Social Security Board (continued)

Bureau of Old Age and Survivors Insurance
Bureau of Public Assistance
Bureau of Employment Security (except as specified above)

Federal Works Agency:
Public Buildings Administration (maintenance and operation of buildings)
Works Projects Administration

General Accounting Office

Interstate Commerce Commission (except as specified above)

National Archives

National Capital Park and Planning Commission

National Housing Agency:
Federal Home Loan Bank Administration
Federal Housing Administration (except defense housing)
Federal Public Housing Authority (except defense housing)

Railroad Retirement Board

Securities and Exchange Commission

Smithsonian Institution (including National Gallery of Art)

Veterans' Administration

HAROLD D. SMITH
Director.

7-2-42

UNITED STATES CIVIL SERVICE COMMISSION
MEDICAL DIVISION

TO: Appointing Officers

SUBJECT: Recommendations to Appointing Officers regarding Physical Defects Found on Medical Certificates under Regulations issued pursuant to Executive Order No. 9063.

The present war emergency will bring new problems on housing, medical care and health protection for employees in many localities. It is, therefore, important that appointing officers, in exercising their judgment in the reviewing of medical certificates, avail themselves freely of the services in consultation of Federal medical officers in the Medical Division of the Civil Service Commission in Washington, D. C. or in the thirteen District Offices, on any case in which doubt arises as to whether or not serious physical defects exist which would impair the prospective employee's ability to perform the duties, or render him a hazard to himself, fellow workers, or others.

For all positions (arduous, semi-arduous, desk or sedentary) communicable disease must be given serious consideration, and until the appointing officer has assured himself that the prospective employee's communicable disease is in such a state that it will not render the employee a haxard to himself or fellow employees, the appointment should not be approved. The communicable diseases encountered most often on medical certificates are:

1. tuberculosis
2. gonorrhea
3. lymphopathia venereum
4. lymphogranuloma inguinale
5. syphilis

Under no condition should persons with active tuberculosis be employed. The medical certificates of persons showing history of tuberculosis should also contain evidence that the tuberculosis has been arrested for a period of at least one year before appointment is approved. In any questionable cases with respect to tuberculosis, especially when persons are receiving lung collapse therapy, or where the position to be filled involves exposure to dust or unusual climatic conditions, the opinion of a Federal medical officer of the Civil Service Commission, or its District Offices, should be sought.

Appointing officers should require that evidence be submitted to them that diseases listed under numbered items two, three and four have been arrested or under control by treatment. Insofar as physical requirements are concerned, persons who have received a diagnosis of syphilis should be appointed without further question if the appointing officer has assured himself that such persons have had two years of adequate treatment, are non-communicable and are capable of performing the duties of the position without endangering fellow workers. Those persons who have had inadequate treatment but are not a hazard to themselves or fellow workers should also be accepted for appointment insofar as physical requirements are concerned, and thereby afforded an opportunity for employment while they are still under medical care.

Appointing officers having any questions with respect to the action to be taken on medical certificates which disclose a history of communicable disease may consult the Medical Division of the Commission, or its District Offices, for an advisory opinion. The Medical Division, if so requested, will investigate such cases thoroughly when necessary.

For all classes of positions where medical certificates disclose a history of, or present existence of mental disease, epilepsy, diabetes, organic heart disease which is not fully compensated, seriously defective vision, severe crippling condition or severe hypertension, the appointing officer should consult the Commission's medical officers with the view of determining whether or not such defects would render the prospective employee a hazard to himself or fellow employees.

Verne K. Harvey, M. D.

7-2-42

CITIES IN WHICH LABOR REGULATIONS WERE IN EFFECT ON JULY 1, 1941

Atlanta, Ga.
Baltimore, Md.
Boston, Mass.
Brooklyn, N. Y.
Buffalo, N. Y.
Chicago, Ill.
Cincinnati, Ohio
Cleveland, Ohio
Columbus, Ohio
Covington, Ky.
Denver, Colo.
Detroit, Mich.
Honolulu, T. H.
Indianapolis, Ind.
Jeffersonville, Ind.
Kansas City, Kans.
Kansas City, Mo.
Los Angeles, Calif.
Louisville, Ky.
Milwaukee, Wis.
Minneapolis, Minn.
Newark, N. J.
New Orleans, La.
Newport News, Va.
New York, N. Y.
Norfolk, Va. and vicinity
Oakland, Calif.
Omaha, Nebr.
Philadelphia, Pa.
Pittsburgh, Pa.
Portland (also South Portland), Maine
Portland, Ore.
Providence, R. I.
St. Louis, Mo.
St. Paul, Minn.
San Antonio, Tex.
San Francisco, Calif.
San Juan, P. R.
Seattle, Wash.
Toledo, Ohio
Washington, D. C.

FPHA 950
Rev. 4-3-42

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

Code No.

PERSONNEL ACTION DOCUMENT

REQUISITION

Date of Request 4-3-42
Rec'd by Personnel Div. _____

DIVISION Region X SECTION Project Planning

UNIT _____ LOCATION San Francisco, California

Duration: Permanent [ ] Probational [ ] Indefinite [x] Temporary [ ] days W.A.E. [ ]	New Position: [ ] Replacement: [x] (vice) _____	Position Number: K10-152	Appropriation Symbol: 8628094

Description of Duties: _____

Qualifications Desired: (sex, education, experience, etc.) 7 yrs. progressive professional experience in design or construction of multiple dwellings of which four years shall have been concerned with city planning, and graduation in architecture or engineering from a college of recognized standing or equivalent combination of experience and training. Suggest consideration
Justification: of John Jacobs of Seattle, Washington

(sgd) A. B. Gallion
Section Chief

(sgd) Langdon Post
Division Head

_____
Other Adm. Official

Budget & Planning Division Approval:	Senior Project Planner (Title of Position)
Date: _____	P-5 (Grade) $4600 (Salary)
Remarks: _____	Classification Section Approval: _____

No. of Candidates Submitted _____ Employment Examiner _____ Date _____

INSTRUCTIONS: DO NOT fill out below (unless specifically authorized) until candidates are submitted by the Personnel Division.

RECOMMENDATION for Appointment (Appt., Transf., Prom., Etc.)

Date Recommended 4-15-42
Rec'd by Personnel Div.

Name (1) John Jacobs Name (2) Samuel Gray Civil Service Status yes (Yes or No)

*Present Status (1) _____ (Designation) (Grade - Salary) (Division) (Div.Head Approval for Release)

*Present Status (2) _____ (Designation) (Grade - Salary) (Division) (Div.Head Approval for Release)

(sgd) A. B. Gallion
Section Chief

(sgd) Langdon Post
Division Head

_____
Other Adm. Official

* Omit if new appointment.

7-2-42

FPHA 950
Rev. 4-3-42

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

Code No.

PERSONNEL ACTION DOCUMENT

REQUISITION

Date of Request 4-3-42
Rec'd by Personnel Div. _____

DIVISION Region X SECTION Project Planning

UNIT _____ LOCATION San Francisco, California

Duration: Permanent ☐ Probational Indefinite ☐ Temporary ☐ days ____ W.A.E. ☒	New Position: ☐ Replacement: ☐ (vice) Samuel Gray	Position Number: K10-164	Appropriation Symbol: 8628094

Description of Duties: _____

Qualifications Desired: (sex, education, experience, etc.) Suggest consideration of Elmer Brown

Justification: To fill position vacated by Samuel Gray who has been recommended for promotion to P-5 position.

(sgd) A. B. Gallion (Section Chief) (sgd) Langdon Post (Division Head) _____ (Other Adm. Official)

Budget & Planning Division Approval: Date: _____ Remarks: _____	Project Planner (Title of Position) P-4 (Grade) $3800 (Salary) Classification Section Approval: _____

No. of Candidates Submitted _____ Employment Examiner _____ Date _____

INSTRUCTIONS: DO NOT fill out below (unless specifically authorized) until candidates are submitted by the Personnel Division.

RECOMMENDATION for *Promotion (Appt., Transf., Prom., Etc.) Date Recommended 4/15/42
Rec'd by Personnel Div.

Name (1) Elmer Brown Name (2) _____ Civil Service Status Yes (Yes or No)

*Present Status (1) Assoc. Project Planner, P-3, $3200 Region X Proj. Plan, Langdon Post
(Designation) (Grade - Salary) (Division) (Div. Head Approval for Release)

*Present Status (2) _____
(Designation) (Grade - Salary) (Division) (Div. Head Approval for Release)

(sgd) A. B. Gallion (Section Chief) (sgd) Langdon Post (Division Head) _____ (Other Adm. Official)

* Omit if new appointment. ** Demotions and transfers recommended in similar manner.

FPHA 950
Rev. 4-3-42

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

Code No.

PERSONNEL ACTION DOCUMENT

REQUISITION

Date of Request 4-3-42
Rec'd by Personnel Div. _____

DIVISION Region X SECTION Project Planning

UNIT _____ LOCATION San Francisco, California

Duration: Permanent ☐ Probational Indefinite ☐ Temporary ☐ days W.A.E. ☐	New Position: ☐ Replacement: ☐ (vice) _____	Position Number:	Appropriation Symbol: 8628094

Description of Duties: _____

Qualifications Desired: (sex, education, experience, etc.) _____

Justification: Resigning to enter private industry. Last day of active duty 4-23-42.

Section Chief | Division Head | Other Adm. Official

Budget & Planning Division Approval: Date: _____ Remarks: _____	(Title of Position) _____ (Grade) _____ (Salary) _____ Classification Section Approval: _____

No. of Candidates Submitted _____ Employment Examiner _____ Date _____

INSTRUCTIONS: DO NOT fill out below (unless specifically authorized) until candidates are submitted by the Personnel Division.

RECOMMENDATION for Separation *by resignation (Appt., Transf., Prom., Etc.) Date Recommended 4-3-42
Rec'd by Personnel Div.

Name (1) Elmer Brown Name (2) _____ Civil Service Status _____ (Yes or No)

*Present Status (1) Project Planner, P-4, $3800 (Designation) (Grade - Salary) Langdon Post (Division) (Div. Head Approval for Release)

*Present Status (2) _____ (Designation) (Grade - Salary) _____ (Division) (Div. Head Approval for Release)

(sgd) A. B. Gallion Section Chief | (sgd) Langdon Post Division Head | _____ Other Adm. Official

* Omit if new appointment. *or other appropriate separation action.

FPHA 35
Rev. 4-30-42

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

CONTRACT OF EMPLOYMENT IN THE FIELD

Ralph S. Jones
Name of Employee

April 16, 1942
Date

3264 Michigan Avenue, Centerline, Michigan
Present Address

You are hereby employed as Bookkeeper-Cashier (Title) at CAF-3 $1620 per annum (Grade and Salary)

with the Federal Public Housing Authority Region V, Kramer Homes Proj. Centerline, Mich. (Project and Location)

effective April 16, 1942 (Date of Entrance on Duty) for a period of Indefinite (Duration)

CIVIL SERVICE APPROVAL
Date April 10, 1942 WS 710
Authority War Service Regulations V
Duration Indefinite
(To be completed by Appointing Officer)

(sgd) James McCoy, Sr.
Signature of Appointing Officer

Housing Manager
Title

Do you now hold any State, Federal or Municipal office? _____ If so state below:

Title	Location	Date Appointment Expires

I Ralph S. Jones, CERTIFY THAT THE FOREGOING ANSWERS ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND I ACCEPT THE ABOVE EMPLOYMENT UNDER THE CONDITIONS NAMED. I DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; THAT I TAKE THIS OBLIGATION FREELY WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION, AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE ON WHICH I AM ABOUT TO ENTER. SO HELP ME GOD.

Ralph S. Jones
Signature of Appointee

(SEAL)

SUBSCRIBED AND SWORN TO BEFORE ME THIS DAY OF April A.D. 1942 at Centerline, Mich.
City and State

NOTE: If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

Notarize original only

(Forward original to Personnel Division, Federal Public Housing Authority, Washington, D. C.; give one copy to the employee; retain one copy in the field office)

FPHA 27
Rev. 3-21-42

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

PROPERTY CLEARANCE CERTIFICATE

TRANSMITTED BY: Sumner K. Wiley (Administrative Officer) Region I (Office, Division or Region) June 13, 1942 (Date)

We hereby certify that all Government property, materials, and monies which have been charged to:

Jane Jones (Name of Employee) in Region I (Office, Division, Region or Project)

who is to be separated by:

Transfer to another agency (Kind of Separation) on June 20, 1942 (Date-Not Including Accrued Leave)

have either been returned to us directly or otherwise accounted for on our records.

ITEMS PREVIOUSLY CHARGED:*	DATE RETURNED
Property or Materials: (Issued under Invoice)	
1 Stenographic Manual	6/19/42
1 Typewriter	6/19/42
1 Pen Set	6/19/42

Travel: (Books of Requests, Identification Cards, Etc.)

None

Funds: (Unexpended advances, credits, etc.)

REMARKS:

SIGNED: _____ DATE _____
(Director, Office Service or Regional Director)

_____
(Administrative Audit Section - F. & A. Division)

_____
(Pay Roll Unit - F. & A. Division)

* If additional space is required for listing use back of this sheet.

NHA
FPHA

620.Exhibit I
Personnel

7-2-42

525 (Rev. 11-25-41)

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
CLASSIFICATION SECTION
PERSONNEL DIVISION

POSITION DESCRIPTION

Position Number_____
(Leave this space blank)

1. Name of incumbent, if any, last name first: Jones, Susie Q.
(Vice: Smith, Mary)*

2. Present title Jr. Clerk-Typist
Service CAF Grade 2

3. Current salary of incumbent:
$ 1440 a year, day, hour.

4. Status
Seasonal ..... Intermittent.....
Permanent ..... Temporary .....
Full time ..... Part time .....

5. Division, regional office or project:
Region I

6. Section:
Direct Operations

7. Unit:
CONN-6012,6014,6015

8. Place of work (city, building, or room):
New London and Groton, Connecticut

BLANKS TO BE FILLED BY OFFICER OR EMPLOYEE

9. **Description of duties:** Describe the work done. Use a separate numbered paragraph for each kind of work. First describe the kind of work that takes up most of your time. Explain it fully, then continue with descriptions of your work which take up the next largest part of your time, and so on, putting special or occasional duties last. Be sure to make your descriptions definite and in enough detail to give a clear picture of the work. In the column at the right give your best estimate of the percent of total working time that is taken up by each kind of work described.

Paragraph number	*(Last person in this position)	Percent of total time
	Under general supervision,	
	To type from written copy or ordinary corrected inserts in leases and rental agreements, fiscal reports, statements and forms, business correspondence, form letters and similar materials;	
	To compose form and other routine letters relating to the operation of the Project;	
	To interview applicants for tenancy and prepare reports based on such interviews;	
	To display available units to prospective tenants; furnish information concerning rental charges, services and facilities provided tenants, conditions and terms of tenancy, and similar matters;	
	To arrange for the repair, cleaning, painting and other necessary servicing of vacant units preliminary to rerentals.	
	To receive and receipt for rental payments and other Project income and revenues;	
	To maintain a filing system for the retention, under a subject matter arrangement, of correspondence, contracts, leases, reports and similar papers; and	
	To perform related duties as assigned.	

(If more space is needed attach separate sheet)

10. Names of persons doing similar work in the same or another division or unit:
Mary Jones | Sharon Lee

11. Name of immediate superior (person directly in charge of work):
Jean Carson

12. Title of immediate superior:
Housing Manager

13. Supervision over others. If no employees are supervised, write "none." If not more than six, list the employees supervised, giving titles and names. If more than six, group them by titles, indicating how many of each title, and omit the names. In either case describe the nature of the supervision in a manner similar to that explained under question 19, second group.

How many?	Titles	Names	Nature of supervision

(Front)

14. Describe fully in what detail your assignments are made to you, stating what form (such as—penciled layout, rough draft, etc.) your work is in when it comes to you, what decisions have already been made for you, what decisions are left to you

Usually follow regulations as set forth in manuals, etc.

15. Summarize your work responsibilities, as you understand them

Performing all assignments accurately, exercising tact to prospective tenants, etc.

16. Who checks or reviews your work, and what is the nature of such check? My immediate superior checks and reviews my work for accuracy and conformance with required regulations and procedures.

17. How long have your duties and responsibilities been substantially as above described? For six months

Date June 19, 1942 (Signed) Susie Q. Jones (Employee)

(TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR)

18. Are the above statements of the employee accurate and complete? (Indicate any inaccuracies or incomplete items)

Yes

19. Give your idea of the essential nature of the work and responsibilities of the position and the attention and supervision it requires

Work requires very close attention to details. Supervision required only on difficult or unusual assignments. Work follows routine pattern.

20. If the position were vacant and you had to provide a suitable new appointee, what is the least of the following qualifications that should be accepted?

As to experience: Length ..... years. Kind .....

As to personal characteristics .....

As to education: Must have completed ..... years of ..... (kind of school, as grammar school, high school, or college). Graduate, technical or other special courses ..... years ..... (kind).

Degrees or other special evidences of attainment ..... (such as admission to practice a profession, or required license).

If the position requires ability to operate any office appliances or devices, please list them .....

21. If the position involves typing check one of the following	If the position involves stenography check one of the following
☐ Includes occasional or incidental typing but a qualified typist is NOT necessary to fill the position.	☐ Includes occasional or incidental stenography but a qualified stenographer is NOT necessary to fill the position.
☐ Includes occasional or incidental typing and REQUIRES a qualified typist.	☐ Includes occasional or incidental stenography and REQUIRES a qualified stenographer.
☐ Involves typing as the major function of the position.	☐ Involves stenography as a major function of the position.
☐ Involves typing requiring the ability to set up complex tabulations, statistical tables, and similar material.	☐ Involves stenographic duties of a secretarial nature.

Date June 19, 1942 (Signed) Jean Carson (Immediate supervisor)

(TO BE FILLED IN BY THE DIVISION HEAD)

22. Comment on the above statements of the employee and the supervisor. Indicate any inaccuracies

Date June 19 1942 (Signed) (Sgd.) Sumner K. Wiley (Division head)

Standard Form No. 47
Approved by the Bureau
of the Budget
May 15, 1941

PERSONNEL AFFIDAVIT

National Housing Agency (Department or agency) | Federal Public Housing Authority (Bureau or division) | San Francisco, California (Place of employment)

Name John Leo Smith
(Given name, initial or initials, if any, and last name. Print or type)

Section 9A of Public 252—76th Congress, approved August 2, 1939, otherwise known as the "Hatch Act," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person;"

It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered *prima facie* evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than $1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

* * * * * * *

I, John Leo Smith, do solemnly swear (or affirm) that I have read and understand the foregoing; that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

John Leo Smith
(Signature of employee)

Subscribed and sworn to before me this 12th day of June A. D., 19 42

at San Francisco (City or place), California (State)

Sarah Wood
Notary Public

[SEAL]

Standard Form No. 47
Approved by the Bureau
of the Budget
May 15, 1941

PERSONNEL AFFIDAVIT

National Housing Agency (Department or agency) Federal Public Housing Authority (Bureau or division) San Francisco, California (Place of employment)

Name John Leo Smith
(Given name, initial or initials, if any, and last name. Print or type)

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It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered *prima facie* evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than $1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

* * * * * * *

I, John Leo Smith, do solemnly swear (or affirm) that I have read and understand the foregoing; that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

John Leo Smith
(Signature of employee)

Subscribed and sworn to before me this 12th day of June A. D., 19 42,

at San Francisco (City or place), California (State)

Sarah Wood
Notary Public

[SEAL]

Form 1890
January 1941

UNITED STATES CIVIL SERVICE COMMISSION

REQUEST FOR CERTIFICATION—ORIGINAL APPOINTMENT

REQUEST No. 1

National Housing Agency,
Federal Public Housing Authority, Chicago, Illinois
(Service) (City and State)

April 27, 1942
(Date)

MANAGER Seventh *CIVIL SERVICE DISTRICT:*

Please certify to this office the names of persons eligible for {~~probational~~ ~~promotional~~ ~~reinstatement~~ ~~transfer~~ ~~reassignment~~ ~~temporary~~} to the position indicated below.[1]

War Service Appointment, Indefinite

There is shown in the last column the latest date on which the employees must report, giving them as much time to report for duty as conditions will permit. If expeditious action is indicated, a report on the certificate of eligibles will be furnished as soon as selection is made.

If for temporary service, the following information is furnished: Reasons .....

.....

Temporary employment will not extend beyond ..... {days / months} **and at the expiration of that period it is not believed an extension will be necessary.**

NUMBER TO BE EMPLOYED	SEX [2]	POSITION	SALARY	LOCATION [3]	DATE NEEDED
1	Male	Associate Construction Engineer	P-3, $3200 per annum	Chicago Illinois	At Once

[1] Certification will not be made from the separate list of eligible Government employees unless this request for certification so specifies.
[2] Certification will be made without regard to sex unless one sex or the other is specified in this request.
[3] If the place of employment is not the same as the location of the appointing officer, this should be clearly shown.

REMARKS (qualifications desired, etc. If the position to be filled is that of laborer, the kind of labor to be performed should be specifically set forth below):

It is requested that this eligible have specific qualifications in the development of large-scale housing projects or other related building construction.

It is suggested that John Jakes be considered to fill this vacancy. Form 57, executed by Mr. Jakes, is herewith attached.

If the appointment of Mr. Jakes is not approved, it is requested that the names of qualified persons be furnished for consideration.

(Sgd.) Orvil R. Olmsted
(Signature)

Regional Director
(Official title)

Form 1890
January 1941

UNITED STATES CIVIL SERVICE COMMISSION

REQUEST FOR CERTIFICATION—ORIGINAL APPOINTMENT

REQUEST No. 1

National Housing Agency
Federal Public Housing Authority, Chicago, Illinois
(Service) (City and State)

April 27, 1942
(Date)

MANAGER Seventh *CIVIL SERVICE DISTRICT:*

Please certify to this office the names of persons eligible for {[redacted] / Transfer / [redacted]} to the position indicated below.[1]

There is shown in the last column the latest date on which the employees must report, giving them as much time to report for duty as conditions will permit. If expeditious action is indicated, a report on the certificate of eligibles will be furnished as soon as selection is made.

If for temporary service, the following information is furnished: Reasons _____

_____

Temporary employment will not extend beyond _____ {days / months} **and at the expiration of that period it is not believed an extension will be necessary.**

NUMBER TO BE EMPLOYED	SEX [2]	POSITION	SALARY	LOCATION [3]	DATE NEEDED
1	Male	Site Planning Architect	P-4 $3800 per annum	Chicago, Illinois	At Once

[1] Certification will not be made from the separate list of eligible Government employees unless this request for certification so specifies.
[2] Certification will be made without regard to sex unless one sex or the other is specified in this request.
[3] If the place of employment is not the same as the location of the appointing officer, this should be clearly shown.

REMARKS (qualifications desired, etc. If the position to be filled is that of laborer, the kind of labor to be performed should be specifically set forth below):

Name of person desired: Leo G. Hall

Agency and bureau where now employed: Federal Works Agency
Public Buildings Administration

Position from which transferring: Site Planner
P-4, $3800 per annum

Priority classification agency from
which transferring: Class 3 (for all defense housing positions)
Class 5 (for other positions in Federal
Public Housing Authority)

If the transfer of Mr. Hall is not approved, it is requested that the names of qualified persons be furnished for consideration.

(Sgd.) Orvil R. Olmsted
(Signature)

Regional Director
(Official title)

C. S. C. Standard Form No. 46
December 1939
(Supersedes Standard Forms
No. 15 and 16)

REQUEST FOR ~~TRANSFER~~ REINSTATEMENT ~~CHANGE IN STATUS~~

National Housing Agency
Federal Public Housing Authority
(Department or establishment)

WASHINGTON, D. C., April 27, 1942

CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

GENTLEMEN:

In accordance with the civil service rules, authority is requested for the

☐ transfer ☒ reinstatement ☐ change in status

of John Smith

June 15, 1920
(Date of birth)

325 Seventh Street, N. W.
Chicago, Illinois
(Address)

FORMER CLASSIFIED STATUS (In reinstatement cases) PRESENT STATUS (In transfer or change-in-status cases)	STATUS TO BE AUTHORIZED
Department of Agriculture (Department)	National Housing Agency (Department)
Rural Electrification Administration (Bureau or office)	Federal Public Housing Authority (Bureau or office)
Fiscal Accounting Clerk CAF-4, $1920 per annum (Position, grade, and salary)	Principal Account Clerk CAF-6, $2300 per annum (Position, grade, and salary)
Washington, D. C. (City in which formerly employed)	Field Region VI Chicago, Illinois (City in which to be employed)
Separated without prejudice May 27, 1940 (Date and manner of separation) (In reinstatement cases)	(Members of family in civil service—in reinstatement cases) (State names, degree of relationship, and where employed. If more than one member of family is in the service, Form 1760 will be required)

~~MERIT SYSTEM SERVICE RECORD~~
(In reinstatement cases only)

Copy of letter of release, Form 375, and fingerprint chart are attached.

(Signature) (Sgd.) O. R. Olmsted

(Official title) Regional Director

Form 1844 a
June 1939

(CONFIDENTIAL)

CERTIFICATE No. WS7-3426

UNITED STATES CIVIL SERVICE COMMISSION

Seventh U. S. CIVIL SERVICE DISTRICT

OFFICE OF THE DISTRICT MANAGER

Mr. O. R. Olmsted, Acting Director
National Housing Agency
Federal Public Housing Authority
201 North Wells Street Building
Chicago, Illinois

Chicago, Illinois April 27, 1942

Sir:

The following eligibles are certified to you, under civil-service rules and regulations, to fill the position indicated below.

6 Female (Vacancies) Junior Stenographers, CAF-2, $1440 per annum (Title of position and salary) Jr. Steno. (Register from which drawn)

April 24, 1942 (Date of request)

War Service Indefinite (Nature of appointment) (Temporary or ~~permanent~~ Indefinite)

*ACTION	SALARY OFFERED	NAME	PLACE OF REGISTRATION	RATING	POST OFFICE ADDRESS
NS		Rita E. Hodges		81.94	1445 Second Street Springfield, Ill.
A		Selma B. Kahn		81.92	6021 S. Haste Street Chicago, Illinois
CRU		Amy T. Cohen		80.43	8112 Cornell Avenue Chicago, Illinois
D		Frances T. Bogg		80.20	1458 T Street Lincoln, Nebraska
FR		Sibyl A. Helman		79.70	748 Third St., South Milbank, South Dakota
A		Cecelia C. Davis		79.70	489 S. Willow Ave. Sioux Falls, S. Dak.
A		Joyce V. Rome		79.69	156 Third Ave., South Kansas City, Kansas
A		Grace T. Lewis		79.69	286 N. Oakland Avenue Denver, Colorado
A		Martha N. Heyman		79.60	248 Irving Place Des Moines, Iowa
A		Florence A. Manning		79.59	123 East Avenue La Crosse, Wisconsin

NOTE.—In accordance with civil-service Rule VII, selection must be made from among the three highest eligibles expressing willingness to accept appointment. If there is more than one vacancy to be filled, selection for the second vacancy must be made from the group of three names consisting of the two considered but not selected for the first vacancy and the next highest available eligible. The same procedure must be followed in filling additional vacancies until each eligible who has expressed willingness to accept has been considered in connection with three actual appointments.

This certificate is issued upon the following explicit conditions: Prompt action must be taken and selections and recommendations made without unnecessary delay. No inspection of examination papers of certified eligibles shall be made without authority of the Commission, except for the purpose of selecting an appointee; and officers having the duty of inspecting such papers must treat them as confidential. The names of eligibles certified shall not be disclosed to persons other than the responsible appointing officers concerned in making selections for appointment.

Report of action taken on each name should be uniformly entered in the first column on all three copies of the certificate by use of the key term. The original and one copy should then be returned to the District Manager with the examination papers, letters of declination (if any), all forms prescribed by the department, and nomination for appointment. They should be accompanied by Forms 124b, 2390, and 2413 for persons selected for probational appointment. If the nomination for appointment is regular, it will be so endorsed by the District Manager and forwarded to the department with the prescribed forms and this (original) copy of certificate.

Show salary offered to those who were selected or who declined appointment or failed to reply.

*KEY TERMS:
A—Selected.
CRU—Communication returned undelivered.
D—Declined.
FR—Failed to reply.
NS—Not selected.

Very respectfully,

District Manager.

7-2-42

Form 1844 b
June 1939

(REPORT TO THE DISTRICT MANAGER ON CERTIFICATION) CERTIFICATE No. WS-7-3426

UNITED STATES CIVIL SERVICE COMMISSION

Seventh U. S. CIVIL SERVICE DISTRICT

OFFICE OF THE DISTRICT MANAGER

Mr. O. R. Olmsted, Acting Director
National Housing Agency
Federal Public Housing Authority
201 North Wells Street Building
Chicago, Illinois

Chicago, Illinois April 27, 1942

Sir:

The following eligibles are certified to you, under civil-service rules and regulations, to fill the position indicated below.

6 Female Junior Stenographers, CAF-2, $1440 per annum Jr. Steno.
(Vacancies) (Title of position and salary) (Register from which drawn)

April 24, 1942
(Date of request)

War Service, Indefinite
(Nature of appointment)
(Temporary or ~~probational~~) Indefinite

*ACTION	SALARY OFFERED	NAME	PLACE OF REGISTRATION	RATING	POST OFFICE ADDRESS
NS		Rita E. Hodges		81.94	1445 Second Street Springfield, Illinois
A		Selma B. Kahn		81.92	6021 S. Haste Street Chicago, Illinois
CRU		Amy T. Cohen		80.43	8112 Cornell Avenue Chicago, Illinois
D		Frances T. Bogg		80.20	1458 T Street Lincoln, Nebraska
FR		Sibyl A. Helman		79.70	748 Third St., South Milbank, South Dakota
A		Cecelia C. Davis		79.70	489 S. Willow Avenue Sioux Falls, S. Dak.
A		Joyce V. Rome		79.69	156 Third Ave., South Kansas City, Kansas
A		Grace T. Lewis		79.69	286 N. Oakland Avenue Denver, Colorado
A		Martha N. Heyman		79.60	248 Irving Place Des Moines, Iowa
A		Florence A. Manning		79.59	123 East Avenue La Crosse, Wisconsin

NOTE.—The officer to whom this certificate is issued will indicate on all three copies in the first column opposite each name the action taken by him, using the proper key term, as shown at the foot of certificate. One copy of this form is to be retained by the officer to whom issued, as a combined carbon copy of certificate and report thereon to the District Manager. Blank spaces may be used for any necessary remarks or explanations. For further instructions see other copy.

May 1, 1942

THE DISTRICT MANAGER,

Respectfully returned, together with examination papers and prescribed forms, inviting attention to action taken on names certified, as shown in first column above. Papers for persons selected will be submitted as soon as they enter on duty. Papers for other eligibles are herewith being returned.

*KEY TERMS:
A—Selected.
CRU—Communication returned undelivered.
D—Declined.
FR—Failed to reply.
NS—Not selected.

Signature (Sgd.) O. R. Olmsted

Official title Acting Regional Director

Form 1998 (CSC)
May 1941

(This is a letter of inquiry and NOT an offer of appointment.)

National Housing Agency,
Federal Public Housing Authority,
Region I, 24 School Street,
Boston, Massachusetts.

Certificate No. L-5796

Miss Sarah Delaney
1340 Queens Road
Boston, Massachusetts

Position:
Junior Stenographer
Place:
Boston, Massachusetts
Kind of appointment:
War Service - Indefinite
Salary: $1440 per annum
Probable duration:
For duration of War and six months thereafter.

Dear ~~Sirx~~ Madam:

You have been certified by the Civil Service Commission as eligible for the employment described above. Fill out the "Availability Statement" below, indicating whether or not you would accept this position if offered, and return the entire letter to this office. Appointment would be subject to the Civil Service requirements described on the back of this letter. Whether you are available or not, please reply within 3 days in order that one of those who are available may be selected as promptly as possible to fill this vacancy. If selected, you will be notified and given further instructions.

Other information:

Are you now employed?_____
If so, in what position and
by whom employed?_____
_____
_____

Yours truly,

(Sgd.) Sumner K. Wiley

Sumner K. Wiley
Regional Director

NOTICE

If there has been a change in the conditions under which you have previously indicated that you were available, or in your address, fill out the form on the back of this sheet, giving the conditions under which you are willing to accept appointment in the future.

AVAILABILITY STATEMENT

☐ **I am available and wish to be considered for the position described above. I can report for duty within ..... days after notification. I am now employed by .....**

..... as a .....

☐ **I am not available and do not wish to be considered for the position described above for the following reasons:**

.....
(Signature)

I request the Civil Service Commission to take the following action if I am not available or am not selected:

☐ **Consider me available for other appointments. (Subject to such new conditions as I may have indicated on the other side.)**

☐ **Remove my name from the register until ....., 19....., when I will be available for appointment.**

☐ **Remove my name from the register until I notify the Civil Service Commission that I am available.**

INFORMATION FOR ELIGIBLES

KINDS OF APPOINTMENTS

Temporary appointment is for a limited time only, rarely extending beyond 6 months, and does not prevent consideration in regular order for probational or probational-indefinite appointment. Ordinarily temporary appointment will not be offered to persons who live far from the place of employment.

Probational-indefinite appointment is for an indefinite period of time. The appointee is included under the system of retirement and disability benefits provided by the Civil Service Retirement Act and he may be considered for both transfer and promotion. If his employment ends and he has done satisfactory work, he is eligible for reinstatement and may request that his name be placed on the Reemployment List, which has priority over other Civil Service lists. Positions connected with the National Defense program are usually filled by probational-indefinite appointments and frequently require entrance on duty after very short notice. The duration of such employment is dependent upon the course of defense activities in future years and cannot be predicted with accuracy.

Probational appointment confers all the privileges associated with probational-indefinite appointment. While this type of appointment is usually made to provide personnel for regular and continuing government work, the duration of such employment is also affected by the course of government policy and appropriations.

A probationary period or trial period of 6 months (sometimes 1 year) follows each probational or probational-indefinite appointment, during which the appointee's eligibility for transfer and promotion is restricted.

APPOINTMENTS ARE SUBJECT TO THESE REQUIREMENTS

1. **A physical examination** is required of every person selected for probational or probational-indefinite appointment. Eligibles are cautioned not to resign from any position now held until definite instructions to report for duty have actually been received, usually only after satisfactory completion of the physical examination.

2. All probational and probational-indefinite appointments, and certain temporary appointments, are subject to **fingerprinting.** For many positions, appointment is made subject to **character investigation.**

3. **Proof of date of birth** is required for all probational and probational-indefinite appointments in the departmental service at Washington, D. C., and for certain appointments outside of Washington. When this is required, an appointee should endeavor to bring birth or baptismal certificate with him when reporting for duty. If this is not possible, the appointee will in most cases be granted an additional 6 months in which to obtain a certificate or to furnish proof in some other way.

4. Whenever there are already two or more members of a family in the classified service, no other members of that family are eligible for appointment in that service. Eligibles are warned not to accept appointment contrary to this provision of the law. The Civil Service Commission interprets the word "family" in fairly narrow terms, and eligibles are advised to submit all facts on the matter to the Commission, which will determine whether this restriction is applicable.

5. Subject to certain statutory exceptions, no person accepting appointment to a position in the classified civil service may remain on any other Federal pay roll. With some exceptions, including among others the appointees to certain positions directly related to the National Defense program, no person may hold any State, county, or municipal office while employed in the classified civil service. This prohibition does not apply to offices in certain municipalities adjacent to the District of Columbia.

OTHER INFORMATION

Suspension of eligibility. When a person is unable to accept an appointment he should notify the Civil Service Commission and request that his name be removed from the eligible list until he is again able to accept appointment. At any time while this list is still in use, his name may be replaced in its proper position upon request. If the conditions under which he will accept employment have changed, he should notify the Commission of these new conditions. The Commission may also remove a person's name from the eligible list if he fails to reply to official correspondence or indicates that he would be unwilling to accept a position.

Procedure in case of nonselection. When a person replies to an official inquiry and states that he is available for the position if offered, he is considered with others who are also available. The appointing officer may select any one of the three highest available eligibles to fill the vacancy. Ordinarily the person selected will be the only one notified. The names of those eligibles who were not selected will be returned to the Civil Service Commission for restoration to the register. The fact that they were not selected will not affect their eligibility for other positions.

Cost of transportation. The person selected for a position must pay all transportation costs connected with reporting for duty. If he should subsequently fail to meet the requirements to which appointment is subject, or if his employment is terminated for any reason, he must pay for his return also.

AVAILABILITY INFORMATION CARD

Average rating _____

_____ (Exact title of examination)

_____ (Place of examination)

_____ (Last name) _____ (First name)

_____ (Street address)

_____ (City) _____ (State)

_____ (Telephone)

IMPORTANT.—Fill in all information and answer all questions.

1. For each locality listed below, indicate separately whether you would accept probational or probational-indefinite appointment and in each case checked "Yes" indicate the lowest acceptable yearly salary.

Probational				Probational-Indefinite			
Yes	*No*	*Salary*		*Yes*	*No*	*Salary*
☐	☐	$_____	State of present address?	☐	☐	$_____
☐	☐	$_____	Adjoining States?	☐	☐	$_____
☐	☐	$_____	Washington, D. C.?	☐	☐	$_____
☐	☐	$_____	Anywhere in the United States?	☐	☐	$_____
☐	☐	$_____	Outside continental United States?	☐	☐	$_____

If you will accept appointment only in certain cities, name these cities:

2. Indicate your availability for temporary appointment within commuting distance of present address and lowest acceptable yearly salary.

	Yes	*No*	*Salary*
1 month?	☐	☐	$_____
2 months?	☐	☐	$_____
3 months?	☐	☐	$_____
6 months?	☐	☐	$_____

3. Do you belong to any military or naval organization?
Yes ☐ No ☐
If so, specify service and branch _____
Are you now on active duty?
Yes ☐ No ☐

Form 3876
March 1942

SECOND UNITED STATES CIVIL SERVICE DISTRICT
OFFICE OF THE DISTRICT MANAGER
Federal Building - Christopher Street
New York, N. Y.

AUTHORITY FOR TRANSFER UNDER REGULATION IX

SECTION 3 OF:

File AS:MFG:RP Date 5-12-42

Req. No. 8 Date 4-25-42

Norma Lucille Shaw

FROM: Treasury Department
Bureau Internal Revenue Service

Personnel Officer
Treasury Department
Internal Revenue Service
1180 Raymond Boulevard
Newark, New Jersey

Locality Newark, N. J.

Activity

Pr. Class. 5

Position Junior Stenographer

Gr. & Sal. CAF-2, $1500 per annum

Subject to the following conditions:

TO: National Housing Agency
Bureau Federal Public Housing Authority
Locality New York, N. Y.

Activity

Pr. Class. 3

Position Assistant Clerk-Stenographer

Gr. & Sal. CAF-3, $1620 per annum

National Housing Agency
Federal Public Housing Authority
Field Region II
270 Broadway
New York City

James E. Rossell
District Manager

c.c. Director, War Transfers

Form 3876
March 1942

SECOND UNITED STATES CIVIL SERVICE DISTRICT
OFFICE OF THE DISTRICT MANAGER
Federal Building - Christopher Street
New York, N. Y.

AUTHORITY FOR TRANSFER UNDER REGULATION IX

SECTION 3 OF:

File AS:MFG:RP Date 5-12-42

Req. No. 8 Date 4-25-42

Norma Lucille Shaw

FROM: Treasury Department
Bureau Internal Revenue Service

Locality Newark, N. J.

Personnel Officer
Treasury Department
Internal Revenue Service
1180 Raymond Boulevard
Newark, New Jersey

Activity

Pr. Class. 5

Position Junior Stenographer

Gr. & Sal. CAF-2, $1500 per annum

Subject to the following conditions:

TO: National Housing Agency
Bureau Federal Public Housing Authority
Locality New York, N. Y.

Activity

Pr. Class. 3

Position Assistant Clerk-Stenographer

Gr. & Sal. CAF-3, $1620 per annum

National Housing Agency
Federal Public Housing Authority
Field Region II
270 Broadway
New York City

James E. Rossell
District Manager

c.c. Director, War Transfers

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

Sir:

As requested on _____

_____

_____

_____

_____

is approved under _____

_____

with the understanding that the appointee does not by such appointment acquire a competitive status, or become eligible for any other position or duties, and, if the position is within the scope of the Classification Act of 1923, as amended, that the salary of the position is to be (or has been) fixed according to the procedure under that act, before the appointment is made.

It is requested that the inclosed duplicate be given to the appointee to prevent misapprehensions which otherwise occur.

By direction of the Commission:

Very respectfully,

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

In duplicate.

Form 2559
July 1938

Standard Form No. 57
Approved April 9, 1942
U. S. CIVIL SERVICE COMMISSION
C. S. C. Dept. Cir. No. 332

APPLICATION FOR FEDERAL EMPLOYMENT

ANNO. NO.

Answer every question clearly and completely. Use typewriter or print in BLACK ink. Black entries assure appointing agencies clear photographic copies. Use printed side ONLY. Give all names used, such as maiden name: *Mrs. Mary Louise Jones Doe.* ***If you are applying for a specific United States Civil Service Examination,*** read the Examination Announcement carefully, follow all directions, and mail this application to the office named therein; if ***not,*** mail with an explanatory letter to the U. S. CIVIL SERVICE COMMISSION, WASHINGTON, D. C., unless otherwise directed. Notify same office of any change of address.

This space for agency use:

APP. NO.

ANSWER 1, 2, AND 3 ONLY IF APPLYING FOR A SPECIFIC EXAMINATION:

1. **Place of examination** (if a written test) **or place of employment** (if specified in announcement)

City and State _____

2. Name of examination: (See announcement for EXACT title)

3. Optional subject (if any):

AV.

This space for U. S. Civil Service Commission

☐ Appor. ☐ Nonappor.

To U. S. Civil Service Commission

This space for U. S. Civil Service Commission

SEL. NO.

4. ☐ Mr. ☐ Mrs. ☐ Miss _____
(First) (Middle) (Last)

5. _____
(R. D. or street number)

City or post office, and State _____

O. S. _____
Gr. _____
E & E. _____
P & D. _____
Ini. _____

6. Date of birth (month, day, year):

7. Age last birthday:

8. Date of this application:

9. Legal or voting residence:
State _____

10. Telephone: Residence— Business—

11. (a) Check one: ☐ Male. ☐ Female. (b) Check one: ☐ Single. ☐ Married. ☐ Separated. ☐ Widowed. ☐ Divorced.

12. Height, without shoes: _____ ft. _____ in. Weight: _____ lb.

☐ Preference: Allowed—
☐ Veteran.
☐ Disability.
☐ Wife.
☐ Widow.
☐ Disallowed.
☐ Closed.
☐ Indian.

Adm'd exam: _____
Approved by _____
Exam. date _____
Not. Ra. _____
Date Reg. _____
☐ Material att'd.
☐ Material filed.
☐ Material ret. _____

13. Where were you born? _____
(Town) (State or Country)

14. Are you a citizen of the United States? (Check proper box). Unless otherwise instructed, naturalized citizens must submit, along with the application, Naturalization Certificate; other foreign-born, documentary proof of citizenship. Documents will be returned. ☐ Yes ☐ No

15. Have you ever been arrested, or summoned into court as a defendant, or indicted, or convicted, or fined, or imprisoned, or placed on probation, or has any case against you been filed, or have you ever been ordered to deposit collateral for alleged breach or violation of any law or police regulation or ordinance whatsoever? . . If so, list all cases without any exception whatsoever, under Item 45, page 4, giving in each case (1) the date, (2) your age at the time, (3) the place where the alleged offense or violation occurred, (4) the name and location of the court, (5) the nature of the offense or violation, (6) the penalty, if any, imposed, or other disposition. The above question includes arrests by military or naval authorities and disciplinary action imposed by courts martial, as well as in civil cases. If appointed, your fingerprints will be taken. ☐ Yes ☐ No

16. (a) Have you any physical defect or disability whatsoever? . . ☐ Yes ☐ No
(b) Have you ever had a nervous breakdown? . . . . . ☐ Yes ☐ No
If your answer to either (a) or (b) is yes, give full particulars under Item 45, page 4.

17. Do you advocate or have you ever advocated, or are you now or have you ever been a member of any organization that advocates the overthrow of the Government of the United States by force or violence? . . . . . ☐ Yes ☐ No
If so, give complete details under Item 45.

18. Have you ever been discharged for misconduct or unsatisfactory service, or forced to resign from any position? . . . . . ☐ Yes ☐ No
If so, state (under Item 45), when and where employed and give the name and address of your employer and the reason for your discharge or forced resignation in each case.

19. Within the past 12 months, have you used intoxicating beverages? ☐ Yes ☐ No
If so, specify: ☐ Occasionally. ☐ Habitually. ☐ To excess.

20. Are any members of your family or relatives (either blood or by marriage), employed by the United States Government, excluding persons in the armed forces? . . . . . ☐ Yes ☐ No
If so, give name, address, relationship, and branch of service of each such relative under Item 45.

21. Are you NOW employed by the Federal Government? . . . . . ☐ Yes ☐ No
(a) If so, _____
(Department or agency) (Bureau)
_____
(Location)
(b) If you now are or have ever been so employed, give dates: from _____ (Month) 19 _____ (Year) to _____ (Month) 19 _____ (Year)

22. (a) Were you ever in the U. S. military or naval service? . . . ☐ Yes ☐ No
If so, give branch of service and date of last discharge:
☐ Army. ☐ Navy. ☐ Marine. ☐ Coast Guard. Date _____
(b) Were all discharges granted under honorable conditions? . ☐ Yes ☐ No
(c) Have you already established military preference with the Civil Service Commission? . . . . . ☐ Yes ☐ No
If so, check kind of preference below:
☐ Veteran ☐ Disabled Veteran. ☐ Wife of Disabled Veteran. ☐ Widow of Veteran.
If you are applying for a specific examination, and wish to claim veteran preference in connection with it, attach C. S. C. (Preference) Form 14, together with the evidence specified therein.

23. Have you registered under the Selective Service Act? . . . . . ☐ Yes ☐ No
If so, give address of local board _____
_____
If classified, give your classification _____ Your order number _____

24. (a) Are you now a member of any branch of military or naval reserve? . . . . . ☐ Yes ☐ No
If so, give name of organization _____
(b) Are you now on active duty? . . . . . ☐ Yes ☐ No

25. Give number of persons completely dependent on you, other than husband or wife . . . . . _____

26. Would you accept short-term appointment? . . . . . ☐ Yes ☐ No
☐ 6 Months. ☐ 3 Months. ☐ 1 Month.

27. (a) Would you accept appointment anywhere offered in the United States? . . . . . ☐ Yes ☐ No
Give location preferences _____
(b) Would you accept appointment outside the United States? . ☐ Yes ☐ No
Give locations acceptable _____
(c) Would you accept appointment in Washington, D. C.? . . . ☐ Yes ☐ No
If so, and if you are applying for a specific examination, refer to the examination announcement to see if the Certificate of Residence (C. S. C. Form 12) is to be submitted. Proof of residence is required for many kinds of positions.

28. What is the lowest entrance salary you will accept? . . . . . $_____
You will not be considered for positions paying less. per _____

29. Are you willing to travel? . . . . . ☐ Yes ☐ No
If so, specify: ☐ Occasionally. ☐ Frequently. ☐ Constantly.

30. How much notice will you require to report for work? _____

31. **(a)** Have you ever **filed** applications for any Federal civil service examinations? (If so, list them below.) . . . . . ☐ Yes ☐ No

Titles of examinations	Examined in what cities	Month and year	Ratings

(b) Have you **passed** any State or other civil service examination (other than the above) within the last 5 years? If so give details under Item 45, Page 4 .. ☐ Yes ☐ No

32. EDUCATION: **(a)** Circle highest grade completed, elementary or high school: 1 2 3 4 5 6 7 8 9 10 11 12. Did you graduate? . . . . . ☐ Yes ☐ No

Name and location of school	Dates attended From—	Dates attended To—	Years completed Day	Years completed Night	Degrees conferred Title	Degrees conferred Date	Semester hours credit
(b) College or university							
(c) Other					Studies		

(d) Undergraduate major subjects (20 or more semester hours)	Semester hrs.	Major subjects (graduate)	Semester hrs.

33. Indicate your knowledge of foreign languages.

	READ Exc.	READ Good	READ Fair	SPEAK Exc.	SPEAK Good	SPEAK Fair	UNDERSTAND Exc.	UNDERSTAND Good	UNDERSTAND Fair
----------	☐	☐	☐	☐	☐	☐	☐	☐	☐
----------	☐	☐	☐	☐	☐	☐	☐	☐	☐
----------	☐	☐	☐	☐	☐	☐	☐	☐	☐

34. Are you **now** a licensed member of any trade or profession (such as electrician, radio operator, pilot, lawyer, CPA, etc.)? . . . . ☐ Yes ☐ No

If not, have you ever been licensed? . . . . . ☐ Yes ☐ No

Give kind of license and State ----------

Earliest license (year) ----------

Most recent license (year) ----------

35. REFERENCES: List five persons, who are not related to you by blood or marriage, who live in the United States, and who are or have been mainly responsible for close direction of your work, or who are in a position to judge your work critically in those occupations in which you regard yourself as best qualified.

Full Name	Address (Give complete address, including street and number)	Business or Occupation

36. May inquiry be made of your present employer regarding your character, qualifications, etc.? . . . . . ☐ Yes ☐ No

37. EXPERIENCE: In the space furnished below give a record of every employment, both public and private, which you have had since you first began to work. **Start with your present position and work back to the first position you held,** accounting for all periods of unemployment. Describe your field of work and position and, except for employments held less than three months, give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this application.

PRESENT POSITION

Place ---------- (City) ---------- (State)

From ---------- (Month) ----------, 19 ---- (Year), to ---------- (Month) ----------, 19 ---- (Year)

Name of employer: ----------

Address ----------

Kind of business or organization: ----------

Number and class of employees you supervised ----------

Name and title of your immediate supervisor ----------

Exact title of your position ---------- Salary: Starting, $----------

Per ---- Final, $----------

Duties and responsibilities ----------

Machines and equipment you used ----------

37.—Continued

Place _____ (City) _____ (State)
From _____ (Month) _____ (Year), To _____ (Month) _____ (Year)
Name of employer:

Address

Kind of business or organization:

Number and class of employees you supervised

Name and title of your immediate supervisor

Reason for leaving

Exact title of your position — Salary: Starting, $ _____
Per _____ Final, $ _____
Duties and responsibilities

Machines and equipment you used

Place _____ (City) _____ (State)
From _____ (Month) _____ (Year), To _____ (Month) _____ (Year)
Name of employer:

Address

Kind of business or organization:

Number and class of employees you supervised

Name and title of your immediate supervisor

Reason for leaving

Exact title of your position — Salary: Starting, $ _____
Per _____ Final, $ _____
Duties and responsibilities

Machines and equipment you used

Place _____ (City) _____ (State)
From _____ (Month) _____ (Year), To _____ (Month) _____ (Year)
Name of employer:

Address

Kind of business or organization:

Number and class of employees you supervised

Name and title of your immediate supervisor

Reason for leaving

Exact title of your position — Salary: Starting, $ _____
Per _____ Final, $ _____
Duties and responsibilities

Machines and equipment you used

Place _____ (City) _____ (State)
From _____ (Month) _____ (Year), To _____ (Month) _____ (Year)
Name of employer:

Address

Kind of business or organization:

Number and class of employees you supervised

Name and title of your immediate supervisor

Reason for leaving

Exact title of your position — Salary: Starting, $ _____
Per _____ Final, $ _____
Duties and responsibilities

Machines and equipment you used

If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of THIN paper, size 8 x 10½ inches. Write on each sheet your name date of application, and examination title (if any). Use one side **only**. Enclose, unattached, with application.

38. Do you hold any elective or appointive office, Federal, State, or local? ☐ Yes ☐ No
If so, give details under Item 45.

39. Do you receive any pension or other benefit (exclusive of Adjusted Service Certificate) for military or naval service, or an annuity from the U. S. Government under any Retirement Act? ☐ Yes ☐ No
If so, give details under Item 45.

40. Show name and address of wife's (or husband's) employer (if none, write "None"):

41. (a) Were any of the following members of your family born outside Continental U. S. A.? ☐ Father. ☐ Mother. ☐ Wife. ☐ Husband ☐ Yes ☐ No
If so, indicate which by marking the appropriate box, and show under Item 45 for each, (1) full name, including maiden name of wife or mother; (2) birthplace; (3) native citizenship; and (4) if U. S. naturalized, date of naturalization.

(b) Have you any relatives, by blood or marriage (excluding persons in the U. S. armed forces), now living in a foreign country? ☐ Yes ☐ No
If so, for each relative show under Item 45 the (1) name, (2) relationship, (3) place of residence, (4) birthplace, and (5) present citizenship.

42. List any special skills not shown in Question 37, such as operation of short-wave radio, multilith, key-punch, turret-lathe, or scientific or professional devices:

SKILL _____ SKILL _____

SKILL _____ SKILL _____

Words per minute in typing _____; stenography _____

Do you have a license to operate an automobile? ☐ Yes ☐ No

43. State what kind of work you prefer _____

44. Give (a) professional or technical societies and other associations of which you are a member and which indicate your qualifications (do not include fraternal, religious, or political associations); (b) scholastic honors, academic societies, and significant college activities; (c) your more important publications (do not submit copies unless requested); (d) your patents or inventions; (e) hobbies, construction of instruments, and other voluntary semi-vocational skills; (f) any special qualifications not covered elsewhere in your application.

45. Space for detailed answers to other questions:

Question No.	

If more space is required, use a sheet of THIN paper, size 8 x 10½ inches. Write on each sheet your name, date of application, and examination title (if any). Use one side only. Enclose, unattached, with application.

If you claim preference for the Indian Service as an Indian, you must file with this application a certificate from the superintendent of the Indian agency where you are registered, or from the Commissioner, Bureau of Indian Affairs, showing that you have at least one-fourth Indian blood.

JURAT (OR OATH).—This jurat (or oath) must be executed.

The following oath must be taken before a notary public, the secretary of a United States civil service board of examiners, or other officer authorized to administer oaths, before whom the applicant must appear in person. The following are among those not authorized to administer this oath: Postmasters (except in Alaska), Army officers, post-office inspectors, and chief clerks and assistant chief clerks in the Railway Mail Service.

The composition and work in connection with any material required to be submitted for this examination are entirely my own, except where I have given full credit for quoted matter or the collaboration of others by quotation marks and references, and in the composition of the same I have received no assistance except as indicated fully in my explanatory statement.

I, the undersigned, DO SOLEMNLY SWEAR (OR AFFIRM) that the statements made by me in answer to the foregoing questions are full and true to the best of my knowledge and belief, SO HELP ME GOD.

If female, prefix "Miss" or "Mrs.," and if married use your own given name, as "Mrs. Mary L. Doe."

(Signature of applicant) _____
(Sign WITH PEN AND INK your name—one given name, initial or initials and surname)

Subscribed and duly sworn to before me according to law by the above-named applicant this _____ day of _____, 19____, at city [or town] of _____ county of _____, and State [or Territory or District] of _____

(Signature of officer) _____

(Official title) _____

U. S. CIVIL SERVICE COMMISSION

LEAVE THIS SPACE BLANK

NAME Taylor John A.
(Typewritten) (Last name) (First name) (Initial or initials)

Position to which appointed Assistant Clerk

Department and Bureau Nat. Hsng. Agency, Fed.

Location Pub. Hsng. Auth., Boston, Mass.

Class.

Ref.

RIGHT HAND

1. Thumb	2. Index Finger	3. Middle Finger	4. Ring Finger	5. Little Finger

LEFT HAND

6. Thumb	7. Index Finger	8. Middle Finger	9. Ring Finger	10. Little Finger

Classified ..... Assembled .....
Searched ..... Verified .....
Index Card ..... Answered .....

Note Amputations

Four Fingers Taken Simultaneously			Four Fingers Taken Simultaneously
Left Hand	L. Thumb	R. Thumb	Right Hand

Form 2890—January 1941. Applicant must fill blanks on back regarding places of residence and must give other information requested 16—5823 GPO

(Front)

620. Exhibit R
Personnel

NHA
FPHA

7-2-42

APPLICANT MUST FILL THE FOLLOWING

Signature John A. Taylor
(Give one given name, initial or initials, and surname)

Present address 419 Blair Ave.,
(R. D. or street address)
Boston, Massachusetts
(City or post office) (State)

Sex Male

Date of birth February 4, 1917

Prints taken by—
1. Name
2. Title
3. Address
4. Date

Title of examination
(If noncompetitive or investigation for suitability (or both) note in the left-hand margin.)

Average attained ____ Civil Service Dist. No. ____

Applicant must give below all places of residence during the past FIVE years

From— (Month and year)	To— (Month and year)	Number and Street	City and State
May, 1937	May, 1942	419 Blair Avenue	Boston, Mass.

Noncompetitive
Character investigation

APPLICANT MUST GIVE, IN HIS OWN HANDWRITING, THE INFORMATION REQUESTED BELOW

Have you ever been arrested for any reason whatsoever? No (Yes or no) If so, give details in space provided below, *listing all the cases without any exception.*

Date of Arrest	Age	Charge	Court and Location	Judge	Disposition

Have you ever been fingerprinted? No

Where? ____ When? ____

If for the Civil Service, what position? ____

10—5833

(Back)

R - 2

[POST CONSPICUOUSLY]

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

WARNING

POLITICAL ACTIVITY OF FEDERAL EMPLOYEES PROHIBITED

THE LAW

It shall be unlawful for any person employed in the executive branch of the Federal Government, or any agency or department thereof, to use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. No officer or employee in the executive branch of the Federal Government, or any agency or department thereof, shall take any active part in political management or in political campaigns. All such persons shall retain the right to vote as they may choose and to express their opinions on all political subjects. (Section 9 (a), Act of August 2, 1939—Public, No. 252, 76th Congress.)

THE CIVIL SERVICE RULES

No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express PRIVATELY their opinions on all political subjects, shall take no active part in political management or in political campaigns.

The law and the rule quoted above prohibit active participation in politics by all employees of the executive branch of the Federal Government, both those who are in the competitive classified service and those who are not in the competitive classified service. Activity in connection with municipal, county, State, or national elections, primary or regular, or in behalf of any party, candidate, or any measure to be voted upon, is prohibited. The restrictions regarding political activity apply to temporary employees, employees on leave of absence, with or without pay, and substitute employees during their periods of active employment.

AMONG THE FORMS OF POLITICAL ACTIVITY WHICH ARE PROHIBITED ARE—

Serving on or for any political committee, party, or other similar organization.

Serving as officer of a political club, as member or officer of any of its committees, addressing such a club or being active in organizing it.

Serving in connection with preparation for, organizing, or conducting a political meeting or rally, addressing such a meeting, or taking any other active part therein except as a spectator.

Engaging in political discussions or conferences while on duty, or canvassing a district or soliciting political support for any party, faction, candidate, or measure.

Manifesting offensive activity at the polls, at primary or regular elections, soliciting votes, assisting voters to mark ballots, or helping to get out the voters on registration or election days.

Acting as recorder, checker, watcher, or challenger of any party or faction.

Assisting in counting the vote, or engaging in any other activity at the polls except marking and depositing the employee's own ballot.

Serving in any position of election officer.

Publishing or being connected editorially or managerially with any political newspaper or writing for publication or publishing any letter or article, signed or unsigned, in favor of or against any political party, candidate, faction, or measure.

Becoming a candidate for nomination or election to or holding office, Federal, State, or local.

Distributing campaign literature or material.

Circulating, but not signing, political petitions, including initiative and referendum, recall, and nomination petitions.

Assuming political leadership or becoming prominently identified with any political movement, party, or faction, or with the success or failure of any candidate for election to public office.

EXPRESSIONS OF OPINION

The right to express political opinions is reserved to Federal employees. Those employees who are in the classified civil service are required by the civil-service rules to confine themselves to a PRIVATE expression of opinion.

POLITICAL ASSESSMENTS, SOLICITATIONS, AND DISCRIMINATIONS

Sections 118, 119, 120, and 121 of the Criminal Code (35 Stat., 1110), provide that no legislative officer, officer-elect, or candidate for election, and no executive or judicial officer or employee shall solicit or receive or be concerned in soliciting or receiving any money or contribution for political purposes from any other officer or employee of the Government; that no solicitation or receipt of political assessments shall be made by any person in any room or building occupied in the discharge of official duties by any officer or employee of the United States; that no officer or employee shall be discharged or demoted for refusing to make any contribution for political purposes; and that no officer or employee of the Government shall directly or indirectly give or hand over to any other officer or employee in the service of the United States or to any Member or Delegate to Congress any money or other valuable thing for the promotion of any political object whatever.

Section 122 of the Criminal Code provides that whoever shall violate any provision of the four sections shall be fined not more than $5,000 or imprisoned not more than 3 years, or both.

Sections 149 and 150 of the United States Code (44 Stat., 918) provide that it shall be unlawful to pay or offer or promise to pay any sum of money, or any other thing of value, to any person, firm, or corporation in consideration of the use or promise to use any influence, whatsoever, to procure any appointive office under the Government of the United States for any person whatsoever; and that it shall be unlawful to solicit or receive from anyone whatsoever, either as political contribution, or for personal emolument, any sum of money or thing of value, whatsoever, in consideration of the promise of support, or use of influence, or for the support or influence of the payee, in behalf of the person paying the money, or any other person, in obtaining any appointive office under the Government of the United States. Section 151 of the United States Code provides that anyone convicted of violating these two sections shall be punished by imprisonment for not more than 1 year, or by a fine of not more than $1,000, or by both such fine and imprisonment.

Further information is contained in Form 1236, a copy of which may be obtained from the Commission, its District Managers, or any local civil-service board.

It is the duty of any person having knowledge of the violation of any of the foregoing provisions of the Civil Service Rules or Criminal Code to submit the facts to the U. S. Civil Service Commission, Washington, D. C.

Form 1962
November 1939

U. S. CIVIL SERVICE COMMISSION.

7-2-42

DEPARTMENT OF JUSTICE

Washington, D.C.

August 10, 1939

CIRCULAR NO. 3285

To all officials and employees of the Department of Justice and United States Courts.

Re: Hatch Act provisions most important to Federal Government employees.

The provisions of the Hatch Act (Public No. 252, approved August 2, 1939) that are of the most general interest to Federal Government employees, and most likely to cause inquiry and concern, are Sections 2 and 9, as follows, especially the underlined portions:

"Sec. 2. It shall be unlawful for any person employed in any administrative position by the United States, or by any department, independent agency, or other agency of the United States (including any corporation controlled by the United States or any agency thereof, and any corporation all of the capital stock of which is owned by the United States or any agency thereof), to use his official authority for the purpose of interfering with, or affecting the election or the nomination of any candidate for the office of President, Vice President, Presidential elector, Member of the Senate, or Member of the House of Representatives, Delegates or Commissioners from the Territories and insular possessions."

"Sec. 9. (a) It shall be unlawful for any person employed in the executive branch of the Federal Government, or any agency or department thereof, to use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. No officer or employee in the executive branch of the Federal Government, or any agency or department thereof, shall take any active part in political management or in political campaigns. All such persons shall retain the right to vote as they may choose and to express their opinions on all political subjects. For the purposes of this section the term "officer" or "employee" shall not be

> construed to include (1) the President and Vice President of the United States; (2) persons whose compensation is paid from the appropriation for the office of the President; (3) heads and assistant heads of executive departments; (4) officers who are appointed by the President, by and with the advice and consent of the Senate, and who determine policies to be pursued by the United States in its relations with foreign powers or in the Nation-wide administration of Federal laws."

Provisions similar to the foregoing are found in Civil Service Rule 1, Section 1. Many of the questions and situations currently arising under the Hatch law have previously been considered and ruled upon by the Civil Service Commission in construing the provisions of the Civil Service Rules. These rulings have been published in Form 1236, issued by the Civil Service Commission in August 1936, entitled "Political Activities and Political "Assessments", and are binding upon civil service employees.

While the rulings contained in Form 1236 are not necessarily controlling as to non-civil service employees, they will be found instructive and helpful in dealing with many of the problems that will arise under the Hatch law. Where a particular situation is not covered by these rulings, or where for substantial reasons it appears to require a different interpretation, a determination of the questing can be obtained from the Department.

Civil service employees are required by the Civil Service Rules to confine their opinions on political subjects to private expressions. From the corresponding provision of the Hatch law, on the other hand, the word "privately" was omitted. Accordingly, as stated by the President in his message to the Congress approving the Hatch bill, non-civil service employees would not violate the Act "if they should merely express their

opinion or preference publicly - orally, by radio, or in writing - without doing so as part of an organized political campaign."

It should be noted that while the penalty for violation of Section 9 is removal from office as in the case of the corresponding Rule 1 of the Civil Service Rules, the penalty for violation of Section 2 is a fine of not to exceed $1,000.00 or imprisonment for not more than one year, or both.

The provisions of Section 2 apply to all persons employed in administrative positions in the executive, legislative, and judicial branches of the Federal Government, whereas Section 9 applies only to employees of the executive branch. Other provisions of the Hatch law relating to the improper use of relief appropriations for political purposes, intimidation of voters, and the like, apply to all persons, including employees of state and local governments and private individuals.

FRANK MURPHY

Attorney General.

OFFICE OF THE ATTORNEY GENERAL

WASHINGTON, D. C.

October 26, 1939

CIRCULAR NO. 3301

In the interpretation and application of the Hatch law, a number of cases have arisen under Section 9 (a) in which doubt has been expressed and the Department has been called upon to make a ruling. In issuing this circular, it is the aim of the Department merely to summarize these rulings for the benefit and information of government employees and the public generally. It is not the purpose to enumerate or describe all the activities and positions to which the law may or may not apply.

Accordingly, the circular should not be regarded as a complete or comprehensive statement of all the positions and activities to which Section 9 (a) applies. The law is general in scope and (with a few prominent exceptions) forbids all officers and employees of the executive branch of the Federal Government to take any active part in political management or political campaigns.

The pertinent provisions of Section 9 are as follows:

> "No officer or employee in the executive branch of the Federal Government, or any agency or department thereof, shall take any active part in political management or in political campaigns. All such persons shall retain the right to vote as they may choose and to express their opinions on all political subjects."

I.

It has been ruled that the following officers and employees in the executive branch of the Federal Government, among others, are affected by the provisions of Section 9 of the Hatch Act:

1. United States Attorneys and Marshals, their assistants and deputies.

2. Special Attorneys of the Department of Justice and Special Assistants to the Attorney General.

3. Temporary employees, substitute employees, and per diem employees, during the period of their active employment.

4. Reserve officers of the United States Army, Navy and Marine Corps during the period of their active duty.

5. Furloughed employees and employees on leave, whether with or without pay.

6. Officers and employees of governmental agencies such as the Home Owners Loan Corporation, the Reconstruction Finance Corporation, and the Public Works Administration.

7. Officers and employees occupying administrative and supervisory positions in the Works Projects Administration, the National Youth Administration, and the Civilian Conservation Corps.

Note: Persons employed in any administrative or supervisory capacity by any agency of the Federal government whose compensation or any part thereof is paid from funds authorized by the Emergency Relief Appropriation Act of 1939 should consult Section 31 of that Act, which limits their public expression of opinions on political subjects more strictly than does the Hatch Act.

II.

Section 9 of the Hatch Act has been construed as not applying to the following:

1. Officers and employees of the legislative branch of the Federal Government, including secretaries and clerks to members of Congress and Congressional committees.

2. Officers and employees of the judicial branch of the Federal Government, including United States Commissioners, Clerks of United States Courts, Referees in Bankruptcy, and their secretaries, deputies, and clerks.

3. Officers and employees of State and local governments, even though their employment involves the expenditure of Federal funds.

4. Persons who are retained from time to time to perform special services on a fee basis and who take no oath of office, such as fee attorneys, inspectors, appraisers, and management brokers for the Home Owners Loan Corporation and special fee attorneys for the Reconstruction Finance Corporation.

5. Persons who receive benefit payments, such as old age assistance and unemployment compensation under the Social Security Act, rural rehabilitation grants, and payments under the Agricultural Conservation Program.

6. Retired employees.

III.

It has been ruled that the following acts constitute taking an "active part in political management or in political campaigns" within the meaning of Section 9 of the Hatch Act:

1. Holding office in a political party or a political club.

2. Attending political conventions as a delegate or alternate.

3. Serving on committees of a political party or a political club.

4. Distributing buttons or printed matter in support of any candidate or party.

5. Serving at party headquarters or as watchers at the polls, or otherwise assisting a party or candidate in any primary or election campaign, whether or not Federal offices are involved.

6. Being a candidate for elective office--Federal, State, or local.

7. Soliciting funds for a political organization or campaign fund.

Note: Severe penalties are provided under Section 5 of the Hatch Act for those who solicit or receive any assessment, subscription, or contribution for any political purpose from a person known to be receiving compensation, employment, or other benefit provided for or made possible by any Act of Congress appropriating funds for work relief or relief purposes. Such persons include the administrative and supervisory personnel of relief agencies, as well as the actual recipients of relief.

IV.

The following activities are not considered to be prohibited by the Hatch Act:

1. Holding membership in a political organization and attending its meetings otherwise than as an officer or delegate.

2. Participating in the activities of civic associations and educational groups, provided the activities in question are divorced from the campaigns of particualr candidates or parties.

3. Holding a State or local office (but see III (6) above).

7-2-42

Note: An executive order of January 17, 1873 forbids persons holding a Federal civil office by appointment from holding any State or municipal office, with the exception of positions such as justice of the peace, notary public, commissioner to take acknowledgment of deeds or bail or to administer oaths, and positions on boards of education, school committees, public libraries, and in religious or eleemosynary institutions. Special exceptions are made in subsequent executive orders.

Circulars summarizing additional rulings will be issued as the necessity arises.

FRANK MURPHY

Attorney General

NHA
FPHA

620.Exhibit T
Personnel

7-2-42

Form 2418
(November 1941)

UNITED STATES CIVIL SERVICE COMMISSION

CERTIFICATE OF MEDICAL EXAMINATION

Applicant must fill in dotted lines below to heavy line

(Name) (Post-office address)

(Sex) (Date of birth) (Title of examination taken)

(Department and bureau in which you are to be employed) (City or town in which you are to be employed)

1. Have you any physical defect or disease or disability whatsoever?

2. If answer is "yes" give details

PHYSICIAN SHOULD FILL IN THE FOLLOWING

_____ inches. *_____ pounds. _____ pounds. { Males, with and without clothing; females, clothed, but without wrap or hat.
(Height, without shoes) (Weight, in clothing) (Weight, without clothing)

*To be taken for males only upon special written request of the official ordering examination.

Items checked (√) were examined and found normal. Deviations from normal are noted. (See instructions on reverse side, numbered to correspond with items below.)

1. **Eyes:** Distant vision: Without glasses: Right: 20 Left: 20 With glasses if worn: Right: 20 Left: 20

Near vision:

What is the longest and the shortest distance at which the following specimens of Jaeger No. 1 and Jaeger No. 2 can be read by the applicant? If No. 1 is read with ease, No. 2 need not be given. Test each eye separately.

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the heads of the several executive departments and independent establishments having a medical personnel are directed to make such physical examination of applicants for (Jaeger No. 1) and employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representative.

This order will supplement the Executive orders of May 29 and June 18, 1923 (Executive order, September 4, 1924). (Jaeger No. 2)

	Without glasses:	With glasses, if used:
	R. ____ in. to ____ in.	R. ____ in. to ____ in.
	L. ____ in. to ____ in.	L. ____ in. to ____ in.
	Without glasses:	**With glasses, if used:**
	R. ____ in. to ____ in.	R. ____ in. to ____ in.
	L. ____ in. to ____ in.	L. ____ in. to ____ in.

Evidence of disease or injury: Right Left

Color vision: Is color vision normal when Ishihara or other color plate test is used?

If not, can applicant pass lantern, yarn or other comparable test?

2. **Ears:** (Consider denominators indicated here as normal. Record as numerators the greatest distance heard.) Ordinary conversation: Right ear— 20 ft. Left ear— 20 ft. Evidence of disease or injury: Right ear Left ear

3. **Nose, sinus disease, etc.**

4. **Mouth and throat**

5. **Gastro-intestinal**

6. **Thyroid** (especially in women)

7. **Heart and blood vessels**

Blood pressure: Mm. Hg. systolic Mm. Hg. diastolic

Is organic heart disease present? If organic heart disease is present, is it fully compensated?

8. **Lungs:** Right Left

History of tuberculosis? If so, has the disease been arrested for at least 1 year?

If there is a history of tuberculosis, is any type of collapse therapy being received at present? (If so, give full details under remarks.)

9. **Hernia**
(If present, name variety: Inguinal, ventral, femoral, etc.; read definition on reverse before answering)

If present, is it supported by a well-fitting truss?

10. **Varicose veins**
(If present, state location and degree)

Varicocele (*see note 10 on reverse side*)

11. **Feet:** Is flat foot present? Degree of impairment of function
(None, slight, moderate, severe)

12. **Deformities, atrophies, and other abnormalities, diseases, or defects not included above**

13. **Scars of serious injury or disease**

14. **Nervous system** (*see note 14 on reverse side*)

Is there any history of a "nervous breakdown"?

If hospitalized, give name of hospital and location

15. (*a*) **Urinalysis** (*see reverse side*) (*b*) **Venereal disease**

16. Obtain from applicant statement of disabilities, past and present, give diagnosis and your comments under "Remarks."

17. Does Veterans Administration recognize service-connected disability in this case? If "yes," cover in your comments.
(Yes or no)

18. Has examinee ever received disability retirement from U. S. Civil Service Commission?
(Yes or no)

This certificate is to be returned to the official requesting the examination [OVER]

(Front)

The aim of the Executive order of September 4, 1924, under which this examination is made, is to obtain information as to the physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing accidents and claims under United States employees' compensation laws.

Notes for Examining Physician

WEIGHT.—Males, without clothing, and also in ordinary clothing without overcoat or hat (weigh twice); females, clothed, but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.

HEIGHT.—Without boots or shoes; observe that no appliances are used to increase.

The examination should include the following observations:

1. **Eyes.**—Ptosis; discharge; corneal scar; pterygium. In recording distant vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses. Near vision must be reported. In testing vision without glasses the applicant or appointee should be instructed to *remove the glasses at least one-half hour before testing uncorrected vision.*

2. **Ears.**—Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record 20 feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.

3. **Nose.**—Ability to blow through each nostril. If free, a speculum examination would not be indicated.

4. **Mouth and throat.**—Missing teeth, pyorrhea; tonsils, hypertrophy or disease.

5. **Gastro-intestinal.**—Ulcers, inflammations, etc.

6. **Thyroid.**—Presence of tumor in neck and tremor, exophthalmos; nervous high-strung disposition, especially in women.

7. **Heart.**—Murmurs. State whether functional or organic. If valvular disease exists, state whether or not it is fully compensated. Arteriosclerosis.

8. **Lungs.**—It is necessary that the auscultatory cough be used. If tuberculosis is present, state whether active or arrested; if arrested, state your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.

9. **Hernia.**—Give details as to size, location, etc., and whether well-fitting truss is worn. Inguinal hernia exists when ring is enlarged and on coughing visceral impulse is felt which follows the finger on withdrawal.

10. **Varicocele.**—If varicocele is present, state approximate size—e. g., size of walnut, lemon, etc.

11. Flat foot of such a nature as to incapacitate or become aggravated by work or be alleged later to have been caused by accident or occupation. By "flat foot," as used in this form, is meant a *weak* foot with impaired function, the term being equivalent to "fallen or misplaced arch," an abnormal condition. Impairment of function is the point to be noted. An anatomically flat foot, but strong, is not disqualifying.

12 and 13. Scars, deformities, atrophies, and paralyses should be noted, but it is not important that small insignificant scars or blemishes which might be referred to as marks of identification be recorded.

14. This entry should include symptoms and full history ot any mental or nervous abnormality.

15. Urinalysis to be made in case of persons over 40, and in all cases where arteriosclerosis, nephritis, or diabetes is suspected.

Record of urinalysis, if made: Sp. gr. ---- Albumen ---- Sugar ---- Casts ----

Blood pressure: Mm. Hg. systolic ---- Mm. Hg. diastolic ----

If tachycardia is present, give pulse rate: Sitting ---- Immediately after exercise ---- Two minutes after exercise ---- Cardiac reserve ----
(Good, fair, or poor)

I have found this applicant abnormal under the following headings: ----

---

In my opinion, applicant is capable of performing duties involving ---- physical exertion.
(Arduous, moderate, or light)

REMARKS: ----

(Signature of applicant) ----
(This space to be filled in, as a matter of identification, by the applicant in own hand writing, and in ink, in the presence of the physician)

---- (Place of examination)

---- (Date of examination)

The examining physician must be in the Federal service

---- (Signature of examining physician), M. D.

---- (Title, and branch of Federal medical service)

Full time? ---- Part time? ---- Fee paid? ----

The personnel officer should fill in the blanks below before sending this form to the Commission for action

To be appointed in ---- (Department) ---- (Bureau)

Title of position ----

Type of appointment (check): ☐ Original appointment ☐ Transfer ☐ Reinstatement ☐ Classification

Number of certificate upon which applicant's name appears (to be given in case of original appointment) ----

NHA
FPHA

620.Exhibit U
Personnel

7-2-42

This form *must* be executed by the appointee before he enters on duty. It must then be forwarded promptly to the CIVIL SERVICE OFFICE which certified the appointee's name. The Department Officer before whom the certificate is made must sign the statement on the reverse of this sheet.

Appointing officer:
Please check below respecting this appointment.
..... Permanent
..... Reinstatement

Form 124 b—Field
August 1941

UNITED STATES CIVIL SERVICE COMMISSION

National Housing Agency
Federal Public Housing Authority
(Branch of service or department)

Washington, D. C.
(Name of city) (State)

DECLARATION OF APPOINTEE

ATTENTION IS DIRECTED TO THE PROVISIONS OF LAW AS QUOTED ON ATTACHED FORM. False personation in an examination is a criminal offense, and will be prosecuted accordingly. Appointee will retain attached form. (Every question *must* be answered.)

1. Name John Doe
(Furnish one given name, initial or initials, if any, and surname)

2. (a) Place of birth Texas (b) Date of birth February 9, 1919
(Month, day, and year)
(c) Are you a citizen of the United States? Yes
(Yes or no)

3. If foreign-born, give the information requested below:
(a) Date of arrival in the United States ..... (b) Port of entry ..... (c) Name of ship .....
(d) If naturalized: (1) Under what name naturalized? ..... (2) When? .....
(3) Where naturalized (name and location of court)? .....
(e) If naturalized through parent: (1) Under what name was parent naturalized? .....
(2) When was parent naturalized? .....
(3) Where was parent naturalized (name and location of court)? .....
(f) If naturalized through marriage: (1) Under what name was husband naturalized? .....
(2) When was husband naturalized? ..... (3) Where was husband naturalized (name and location of court)? .....

4. (a) Name of father John Henry Doe
(b) Address (if living) 6789 Parkway, Henderson, Texas
(c) Place and date of birth Tyler, Texas 1883

5. (a) Maiden name of mother Gladys Taylor
(b) Address (if living) 6789 Parkway, Henderson, Texas
(c) Place and date of birth Kaufman, Texas 1888

6. From what examination are you being appointed? Associate Project Planner
(Title)

7. To what position are you being appointed? Project Planner

8. Are any members of your family or relatives (either blood or by marriage) in *any* part of the service of the United States (executive, judicial, legislative, military, or naval)? Answer "Yes" or "No" Yes If so, fill in the following blanks stating, under "Relationship," whether the connection is by blood or marriage. (See sec. I of attached form.) If additional space is necessary, attach a sheet.

Name	Post-office Address (Give street number, if any)	Position and Department or Office in Which Employed	Relationship	Married or Single
Elizabeth Doe	1754 Mass., N. W. Washington, D. C.	Position Admin. Assist. Department or office War Dept.	Sister	Single
		Position Department or office		
		Position Department or office		

9. Were any of the above-named persons appointed to the Government service after you made your application for this position? No If so, give the name of each such person and state whether he is living in the same house with you .....

10. What is your present address (give street and number, city, and State)? 684 Broad Street, Boston, Mass.
How long have you resided at this address? .....

11. (a) Are you holding any position or office under the United States or under any State, Territory, county, or municipality? No
(Yes or no)
(b) If so, state the place, position, and salary .....
(c) Are you willing to resign such position or office, upon appointment in the Federal Government, if it becomes necessary to do so in order to hold the Federal position? .....
(Yes or no)

[OVER]

(Front)

620.Exhibit U
Personnel

NHA
FPHA

7-2-42

12. (a) Have you served in any branch of the military or naval service of the United States at any time? No (Yes or no)
If so, state service
(b) If discharged, state under what conditions
13. Have you been retired from (a) U. S. Government service? No (Honorable, dishonorable, inaptitude, etc.) (b) District of Columbia government?
(c) U. S. military or naval service? No If so, state whether for age, length of service, or disability
Amount of retirement pay Rank when retired from military or naval service
14. Have you been discharged for cause or have you resigned *any* position under compulsion since filing your application for this position? (Yes or no) If so, attach a sheet giving the date, place, employer's name and address, and the reason for the discharge or forced resignation in each case.
15. Have you ever been arrested or fined, or convicted of any offense? No (Yes or no) If so, attach a sheet and give full details showing dates, places, and nature of offenses, and the manner in which all charges have been disposed of that are not still pending. (Your answer should include *all* felonies and *all* misdemeanors.)
16. Have you ever been barred from a U. S. civil-service examination? No (Yes or no) If so, when and for what reason?
17. Have you paid or offered or promised to pay any money or any other thing of value to any person, firm, or corporation for the use of influence to procure your appointment? No (Yes or no)
18. Are you a member of any Communist or German Bund organization or any political party or organization which advocates the overthrow of our constitutional form of government in the United States, or do you have membership in or any affiliation with any group, association, or organization which advocates, or lends support to any organization or movement advocating, the overthrow of our constitutional form of government in the United States? No (Yes or no) If so, name the organization and give complete details on sheet to be attached hereto.
19. Will you inform yourself of and observe the provisions of the civil-service law and rules and Executive orders concerning political activity, political coercion, political assessments, use of influence to secure promotion, etc., as quoted on the attached form?
Yes, I will

I hereby certify that the answers to the foregoing questions are true in every particular.

Date April 29, 1942

John Doe
(Signature of appointee—Must correspond exactly with name given in answer to question 1)

APPOINTING OFFICER BEFORE WHOM THE FOREGOING CERTIFICATE IS MADE:

Before appointment is further considered this form must be submitted to the appropriate civil-service office for approval *if*—

(1) *Citizenship.*—Answer to question 2 (*a*) hereon shows foreign birth, while answer to similar question in the application shows birth in the United States.

(2) *Age.*—Discrepancy exists between the answer given to question 2 (*b*) hereon and that given to the corresponding question in the application, and if questioning of the applicant (in the manner described in Departmental Circular No. 195) either substantiates doubt as to eligibility or indicates willful misrepresentation. (This instruction applies only in probationary appointments.)

(3) *Members of family.*—Answer to question 8 hereon includes the names of two or more persons at the same address as the appointee.

(4) The appointee holds any State, Territorial, county, or municipal office or position, whether by election or appointment, in possible contravention of the Executive orders of January 17 and 28, 1873, and does not agree to resign such position or office if necessary. (See Civil Service Commission Form 1236 quoting these orders and listing *exceptions* thereto.) (See applicant's answer to questions 11 (*a*), (*b*), and (*c*).)

If the appointee's answer to question 18 is "Yes," he cannot be given appointment.

Please fill in and sign the following in connection with *probationary appointment.*

Have you, for purposes of identification and to prevent impersonation—

(1) Questioned the appointee on his personal history for agreement with his application statements?

(2) Checked the appointee's personal and physical appearance for agreement with his medical certificate and descriptions given in preliminary and declaration sheet?

(3) Checked the appointee's signature and handwriting in this form with that in the examination papers and application?

The above certificate was executed before me, in his own handwriting, by the identical person who has reported for assignment to duty. The appointee has been identified satisfactorily by the method described in Departmental Circular No. 195.

This is to be signed by a field officer of the department or bureau to which the appointee belongs, not by a notary public, and does not need to be sworn to.

Henry Ward
(Official signature)
Chief Clerk
(Official title)

(Back)

INFORMATION FOR APPOINTEE

(The appointee will detach this portion of the sheet and retain it for his information and guidance)

I. APPOINTMENT OF MORE THAN TWO MEMBERS OF A FAMILY

Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family in the classified service no other member of such family is eligible for appointment in that service. As ineligibility may result from the appointment of some member or members of an applicant's family, prompt report of any such appointment must be made to the Commission. Eligibles are warned that they should not accept appointment contrary to this provision of law, and if they are ineligible any expense incurred in reporting for duty or otherwise will be at their own risk.

The appointment of some member or members of the applicant's family may cause ineligibility, and questions 5 and 6 are intended to prevent appointment of a person who thus becomes ineligible. The Attorney General has decided that the family consists of those who live under the same roof with the head of the family and form a part of his fireside, but when they branch out and become heads of new establishments they cease to be a part of the father's family.

Under an opinion of the Attorney General an appointment is illegal if the appointing officer overlooks the fact that ineligibility has resulted from the appointment of some other member or members of the applicant's family after he filed his application. Questions 5 and 6 are to guard against such action.

II. POLITICAL ACTIVITY

Competitive employees, while retaining the right to vote and to express privately their opinions on political subjects, are forbidden to take an active part in political management or in political campaigns. This also applies to temporary employees, employees on leave of absence with or without pay, substitutes, and laborers. Political activity identified with any national or State political party, in city, county, State, or national elections, whether primary or regular, is prohibited.

Some of the forms of forbidden political activity are:

Serving on or for any political committee or other similar organization.

Serving as officer of a political club, as member or officer of any of its committees, addressing such a club or being active in its organization.

Serving in connection with preparation for, organizing, or conducting a political meeting or rally, addressing such a meeting, or taking any other active part therein except as a spectator.

Giving public expression to political views, engaging in political discussions or conferences while on duty or in public places, or canvassing a district or soliciting political support for any party, faction, candidate, or measure.

Manifesting offensive activity at the polls, at primary or regular elections, soliciting votes, assisting voters to mark ballots, or in getting out the voters on registration or election days.

Acting as recorder, checker, watcher, or challenger of any party or faction.

Assisting in counting the vote, or engaging in any other activity at the polls except marking and depositing the employee's own ballot.

Serving in any position of election officer, unless the election law of the State requires service regardless of Federal employment and provides a penalty for failure or refusal to serve.

Publishing or being connected editorial, managerially, or financially with any political newspaper, or writing for publication or publishing any letter or article, signed or unsigned, in favor of or against any political party, candidate, faction, or measure.

Becoming a candidate for nomination or election to or holding local office.

Distributing campaign literature, badges, or buttons.

Circulating (but not signing) political petitions.

Assuming political leadership or becoming prominently identified with any political movement, party, or faction, or with the success or failure of any candidate for election to public office.

III. HOLDING STATE OR LOCAL OFFICE

Federal employees are prohibited from holding, with certain exceptions, State, Territorial, county, or municipal office or position, by Executive orders of January 17 and 28, 1873. These orders and a list of exceptions thereto are published in Civil Service Commission Form 1236. Holding such office or position, whether received by election or appointment, with or without compensation, will be cause for separation from the Federal service.

IV. POLITICAL ASSESSMENTS, SOLICITATIONS, AND DISCRIMINATION

Sections 118, 119, 120, and 121 of the Criminal Code (see 35 Stat. 1110), as amended, provide that no legislative officer, officer-elect, or candidate for election, and no executive or judicial officer or employee shall solicit or receive or be concerned in soliciting or receiving any money or contribution for political purposes from any other officer or employee of the Government; that no solicitation or receipt of political assessments shall be made by any person in any room or building occupied in the discharge of official duties by any officer or employee of the United States; that no officer or employee shall be discharged or demoted for refusing to make any contribution for political purposes; and that no officer or employee of the Government shall directly or indirectly give or hand over to any other officer or employee in the service of the United States or to any Member or Delegate to Congress any money or other valuable thing for the promotion of any political object whatever.

Section 122 of the Criminal Code provides that whoever shall violate any provision of the four sections shall be fined not more than $5,000 or imprisoned not more than 3 years, or both.

V. COERCION AND INTERFERENCE WITH ELECTIONS

Section 2 of the Civil Service Act prohibits coercion of Government employees to make political contributions or do political service. Civil-service rule I prohibits the use of official authority or influence for the purpose of interfering with an election.

VI. POLITICAL RECOMMENDATIONS

Political recommendations for appointment or promotion are contrary to the civil-service rules. Civil-service rule XI, section 3, provides that "No recommendation for promotion except in the regular form of periodical service-rating reports or unless it be made by the person or persons under whose supervision such employee has served shall be considered by any officer concerned in making promotions. Recommendation in any other form or by any other person, if made with the knowledge and consent of the employee, shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service."

VII. PURCHASE AND SALE OF OFFICES

An act of Congress approved December 11, 1926, to prevent the purchase and sale of public offices, makes it unlawful to pay or offer or promise to pay any sum of money or any other thing of value to any person, firm, or corporation for influence in procuring appointment. It is also unlawful to solicit or receive money or any other thing of value from any person for support or use of influence in securing the payee's appointment to the Government service. The penalty for violation is not more than 1 year's imprisonment, or a fine of not more than $1,000, or both.

VIII. INSTRUCTION OF APPLICANTS

Instruction by officers or employees of the Government of a person with a view to his special preparation for civil-service examination is contrary to an Executive order.

IX. MEMBERSHIP IN SUBVERSIVE ORGANIZATIONS

Section 9A of an act of Congress approved August 2, 1939, provides that "(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States. (2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any act of Congress for such position or office shall be used to pay the compensation of such person."

SUGGESTED FORM OF TRANSMITTAL LETTER TO CIVIL SERVICE DISTRICT MANAGER WHEN APPOINTMENTS HAVE BEEN MADE ON BASIS OF COMMISSION'S INDIVIDUAL LETTERS OF AUTHORITY

Mr. William A. Foley
Manager
Post Office and Courthouse Building
Boston, Massachusetts

Dear Mr. Foley:

Enclosed are necessary forms executed by John Jacobs who has been entered on duty as a Junior Clerk-Stenographer, CAF-2, $1440 per annum, effective March 7 for a temporary period not to exceed one year. This is in accordance with authority contained in your letter, dated March 1, Ref. AE:RB.

Very truly yours,

(Sgd.) Sumner K. Wiley

SUMNER K. WILEY
For the Commissioner

F. W. A. 6-P

~~FEDERAL WORKS AGENCY~~
NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
~~U. S. HOUSING AUTHORITY~~

WASHINGTON, D. C.

6

Pers. Rq. 7-361
Order No. 42-152
DATE: June 20, 1942

NAME: JONES, JOHN

This is to notify you of the following action concerning your employment:

NATURE OF ACTION: Change in Status

	FROM:	TO:
Position	Under Mail, File and Record Clerk	Junior Mail, File and Record Clerk
Grade	CAF-1	CAF-2
Salary	$1260 per annum	$1440 per annum
Division		
Section Unit	Administrative	Administrative
District or Region State or Project	Field Region X	Field Region X
Headquarters (Official Station)	San Francisco, California	San Francisco, California
Departmental or Field	Field	Field

EFFECTIVE DATE:

REMARKS: Your change in status is approved under War Service Regulation VI.

CHARLES C. STERN

For the Commissioner

This action void unless perforated.

CSC REPORT NO.

CIVIL SERVICE OR OTHER LEGAL AUTHORITY: War Ser. Reg. VI

APPROPRIATION: 8628094

DATE OF BIRTH: 6-2-22

LEGAL RESIDENCE: Calif.

SEX | RACE | CODE

MARITAL STATUS

EMPLOYEE NUMBER

NATURE OF POSITION: NEW

ADDITIONAL IDENTICAL

VICE: William Smith

POSITION NUMBER: K10--109

VETERAN'S PREFERENCE

CIVIL SERVICE STATUS: No

TYPE EMPLOYEE

ACTION CODE

DATE OF OATH

SUBJECT TO RETIREMENT: Yes

RECOMMENDED FOR APPROVAL

Standard Form No. 17
Approved by the President, March 26, 1926

REPORT ON PROBATIONARY APPOINTEE

This report to be made at expiration of fifth month of service. In cases where the probationary period comprises one year, this report is to be made at the expiration of the tenth month of service.

If service has been unsatisfactory, recommendation for discontinuance under the provisions of paragraph (c) of section 1 of Civil Service Rule VII should be forwarded immediately to the Department. A full statement of reasons should be set forth under "Remarks."

National Housing Agency
(Department)

Federal Public Housing Authority (Bureau or office) Washington, D. C. (Place and date) May 4, 1942

To Charles G. Stern
(Head of department or establishment)

The probationary period of the person named below expires at the close of business on May 31, 1942.

The conduct and capacity of this employee have been satisfactory during the probationary period, and (he) (she) is considered qualified for absolute appointment.

Name Louise Sandoval

Position Senior Typist

Salary CAF-2, $1440

Appropriation

Station Administrative Section, Field Region II

Date of entrance on duty December 1, 1941

Remarks: *(Reasons must be given for whatever action is recommended)*

Miss Sandoval has performed all her duties in a satisfactory manner.

(Sgd) Zipporah Freed
(Signature of immediate superior)

Submitted:

(Sgd) John T. Egan
(Head of bureau or office)

NHA
FPHA

622.12 A
Reg. Office Administrative
Practice
Handbook

12-8-42

SUBJECT: Establishment of an Exit Interview Program

The increase in number of separations from Government agencies has assumed such proportions as to make it a major administrative problem. This high rate of turnover among Federal employees has placed a heavy burden on each agency in terms of cost and time required for recruiting, selection, and placement; spoilage of materials and equipment by inexperienced employees; lowered average output; loss of time in instruction and training; and the general impairment of morale which is likely to accompany high turnover.

In an effort to improve this condition, the Civil Service Commission has requested that all Government departments and agencies establish exit interview programs. The main objectives of these programs are to discover the reasons for voluntary separations; obtain constructive criticisms and suggestions as to current working conditions and methods; induce good will; retain desirable employees by correcting misunderstandings or by making adjustments, satisfactory both to the organization and to the employee, when possible.

It is suggested that regional directors authorize their personnel officers to establish and administer a regional Exit Interview Program. When a supervisor in the region receives notice, or hears indirectly, that an employee is planning to leave, he should immediately notify the regional personnel officer who should then arrange an interview with the employee. It is suggested that regional personnel officers use Civil Service Commission Form 3964, Record of Exit Interview, as a means of analyzing the causes of turnover in the regional office, and as a guide to action necessary to reduce this turnover. A supply of the form can be obtained from the Central Office.

The number of FPHA separations can undoubtly be reduced if the basic causes of separation are determined and analyzed, and corrective action taken. The following paragraphs from Departmental Circular No. 377, Supplement No. 1, will be of interest to regional personnel officers:

> "It is requested that appointing officers in the field be instructed to exert every effort toward the more effective placement within their own organization of employees who contemplate resigning because of dissatisfaction with working conditions. Appointing officers should be instructed also that if satisfactory placement cannot be made, the case should be referred to the appropriate Regional Office of the Civil Service Commission before the effective date of resignation in accordance with instructions which will be issued by the Commission's Regional Directors to field appointing officers."

Charles G. Stern

CHARLES G. STERN, Director
Personnel Division

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NATIONAL HOUSING AGENCY

FEDERAL PUBLIC HOUSING AUTHORITY

Washington

REGIONAL OFFICE ADMINISTRATIVE PRACTICE MANUAL

Div. 4

Travel Procedure

for

Regional Offices

March, 1942

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
Washington

Note to Users of Attached Regional Office Administrative Practice Manual:

Please make the following changes on pages 6 and 7 where paragraph numbers are referred to:

Paragraph in which correction is to be made	Now Reads	Change to Read
19c	18a	19a
20	18	19
20a	18	19
20b	18	19
20d	18	19

March, 1942

Travel Procedure for Regional Offices

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TRAVEL PROCEDURE FOR REGIONAL OFFICES

General

1. Purpose: It is the purpose of these instructions to set forth the procedure to be followed in regional offices in granting travel authority and in observing pertinent travel regulations.

General Authority of Regional Directors

2. Authorizations: Order No. 305, paragraph 11, states: "The regional directors, or in their absence the acting regional directors, shall be authorized to issue travel authorizations for themselves and their staffs to travel within their respective regions. (In the case of regional offices located in Washington, such authorizations shall include travel of regional employees to and from the regional office in Washington and the region.)"

a. Regional directors are issued a blanket travel order giving each director authority, without further authorization, to travel within his region.

b. Regional directors may issue travel authorizations for individual trips of regional staff members within their respective regions.

c. Regional directors shall request authorization for themselves, their staff members, or others for travel to any point outside the regional territory. Such authorization shall have approval of the Washington office and the travel authority shall be issued in the Washington office.

Procedure for Travel of Regional Director under Blanket Authorization

3. Use of Form USHA 90, Revised: Regional directors may travel within their region as the need arises. For each such trip under blanket travel authority, the regional director shall submit to the regional travel clerk a "Request for Travel Authority," Form USHA 90, revised 8-1-39, prepared in triplicate in accordance with the instructions given in

(over)

the Appendix. This shall be done as soon as practicable after decision to travel has been made and prior to commencement of travel. The original and one signed copy shall be sent to the Director of Office Service in Washington; the remaining copy shall be retained in the regional files.

Trip Travel Orders for Regional Staff Members

4. Prior Authorization Required: All travel of regional staff members, other than the director, will be accomplished on the basis of trip travel orders. Approval of each trip must be requested from and approved by the regional director prior to the beginning of official travel. Requests for travel authority submitted after travel has been performed will not be approved. When travel under emergent conditions becomes necessary, regional employees may obtain verbal approval from the regional director who shall immediately have prepared a "Request for Travel Authority," Form USHA 90, for confirmation. When an emergency exists and the traveler cannot obtain the approval of the regional director prior to incurring expenses which are not within the provisions of his authorization, the traveler may proceed at his own discretion and responsiblity. When such emergency arises in the field, the traveler must notify the respective regional director by the quickest possible means. The regional director will then have prepared travel authority as outlined in these instructions.

Preparation of Requests for Travel Authority

5. Use and Preparation of Form USHA 90, Revised: Requests for trip travel authority shall be prepared on Form USHA 90, "Request for Travel Authority," in the office (of project adviser, legal adviser, land adviser, chief clerk, etc.) in which the traveler is employed. This form shall be prepared in triplicate, showing thereon the mode of travel, i.e., air, train, boat, or automobile, all copies signed or conformed to the original by the supervisor of the traveler as the requesting officer, and then submitted to the regional director for approval and signature on all copies. Instructions for the preparation of Form USHA 90 are given in the Appendix of these instructions.

6. Use of Form USHA 90 for Amended Travel: In the event that a traveler's supervisor or the regional director deems it necessary to change the itinerary of a traveler, a copy of Form USHA 90 shall be prepared immediately in the same manner as the original was prepared in accordance with the instructions governing its use. Travelers may not change

their itinerary themselves without prior approval.

7. Submission of Copies to Washington: As travel requests are approved, the regional director shall forward the original and one copy of Form USHA 90 to the Director of Office Service. The Office Service Division shall send the copy to the Finance and Accounts Division. (The first copy of Form USHA 91, explained below, will be attached to the original of Form USHA 90 and transmitted with it to the Director of Office Service.) The remaining copy will be retained in the regional files.

Issuance of Travel Authorization

8. Use of Form USHA 91: On the basis of the approved "Request for Travel Authority," Form USHA 90 the regional travel clerk shall prepare a "Travel Authorization," Form USHA 91, in quintuple. The travel authorization shall show thereon the method of travel as shown on the approved Form USHA 90. The original shall be transmitted to and retained by the traveler and should be in his possession before entering in the travel status. The first copy shall be attached to the original Form USHA 90 and transmitted with it to the Director of Office Service. Two copies shall be attached to the travel voucher upon submittal. One copy shall be retained in the regional file. Forms USHA 91 will be numbered in sequence, as issued, thus: for Region V, for example, "RV-1," "RV-2," etc. This number shall be written in the upper right hand corner of the appropriate Form USHA 90 for identification purposes. A new sequence of numbers shall begin on the first day of each fiscal year.

9. Canceling Travel Authorizations: When an employee has been authorized to make a trip, and for some reason the proposed trip is not made, he shall notify the regional chief clerk who in turn shall advise the Director of Office Service by the use of Form USHA 38 that the travel authorization should be canceled. It shall be the responsibility of the Director of Office Service, in turn, to so advise the Finance and Accounts Division.

Issuance of "Government Requests for Transportation"

10. Issuance to Regional Offices: A supply of "Government Requests for Transportation" books may be requisitioned by regional directors on the basis of a memorandum to the Director of Office Service in Washington.

11. Issuance to Traveler: Only those employees who travel with some frequency will be supplied with a book of "Government

(over)

Requests for Transportation," by the regional travel clerk. Employees given travel orders, and not having been previously issued a book of transportation requests, will be automatically issued the necessary "Government Request for Transportation" for the trip on the basis of the submission of Form USHA 90. Each request must be carefully recorded by the regional travel clerk by number and name of employee as to issuance.

12. Receipts of Requests: A receipt, Form USHA 195, will be attached by the regional travel clerk to each book of "Government Requests for Transportation" issued the traveler. This receipt shall be signed by the traveler immediately upon receiving the "Government Requests for Transportation" and retained in the regional office.

13. Use of "Government Requests for Transportation": "Government Requests for Transportation" will be used in all cases to obtain official transportation where the amount involved is one dollar or more. They shall not be issued to companies other than transportation lines commonly recognized as such. Transportation requests must not be used for personal travel. Voided Requests, both green and white copy, must be marked void and attached to the next voucher submitted. It is essential that the traveler personally, and at the time of presentation of a request to the agent of a carrier, complete the transportation request, with its carbon copy, in every detail. In each case entry should be made in the white memorandum form (Standard Form 1029) which precedes every five transportation requests in each book.

14. Completion of Duplicate Copy of Travel Request: The duplicate (white) copy of each "Government Request for Transportation" must be an exact duplicate of the original submitted to the transportation company. Making them out later from memory defeats the purpose of the duplicate copy and causes considerable delay and adds to the work in the auditing process.

Issuance of Identification Cards

15. Issuance to Regional Office: A supply of "U. S. Government Transportation Identification Cards" may be requisitioned by regional directors on the basis of memorandum to the Director of Office Service in Washington. A record of this issuance to regional personnel, by number, shall be kept by the regional travel clerk.

16. Issuance to Regional Employees: Each traveler issued a book of government transportation requests for the

first time will be provided with a "Government Transportation Identification Card." The request for the identification card shall be made at the time of the initial request for a book of travel requests. It will also be receipted for on the receipt Form USHA 195, attached. A new card will be issued only at such time as the employee's title changes, except where issuance of a new card is required because of justifiable or excusable loss of the original. Cards shall always be retained on the traveler's person while he is in travel status. This card will be necessary to identify the traveler as the individual authorized to sign "Government Requests for Transportation."

Air Travel

17. Limitations: Travel by air is permissible under the provisions of Section 8 of the Standardized Government Travel Regulations, as amended, and this order. This change in the Standardized Government Travel Regulations permitting travel by air does not mean that all travel should or will be by air. In determining the mode of travel, a prime consideration shall be the urgency or importance of the particular trip or travel required.

18. Priorities in Air Travel: Due to the necessity for granting precedence in the use of air travel facilities to essential military needs, the War Department has instructed each scheduled air carrier to provide transportation by airplane according to a schedule of restrictive priorities.

Except in cases of extreme urgency, employees should not be authorized to travel by air when the destination can be reached by overnight rail transportation. This restriction will apply generally, for example, to travel between Washington, D. C. and principal points east of the Mississippi River and from these points to Washington. In cases where rail travel would involve the loss of a day or more in working time and the business to be performed is urgent, travel by air may be requested.

Regional directors are empowered to issue "Certificates for Air Transportation Priority" Form USHA 973, certifying to agents of air transport companies that the travel is necessary for defense purposes.

Priority passengers in the same classification will be carried in order of the time reservation was made and priority established if a schedule cannot accommodate all priority requests made for it. Therefore each traveler shall contact

the airline office for reservation and to register priority immediately when the regional director has issued the certificate (USHA 973). The certificate must be surrendered to the air carrier on which the flight originates; the passenger shall present it in advance to establish priority classification. If the trip consists of several stops, the carrier will stamp the tickets "PRIORITY" to insure proper handling at other cities.

The certificate (USHA 973) must bear the signature of the regional director. When necessary, a telegram addressed to the person requiring priority, worded as in the certificate and signed by the regional director will suffice; the certificate form may then be completed by the passenger at the airline office.

In view of the increasing needs of the military services for commercial airline space, travelers holding subordinate "non-military" priority rankings will be subject to interruptions in their travel to prevent delay or inconvenience to more essential passengers or cargo.

Travel Requiring Approval in Washington

19. Travel Requiring Approval and Authorization: The following types of travel must be submitted to Washington for approval and cannot be authorized by the regional director:

a. Travel of the regional director or regional office staff member to and from Washington, except travel of field or regional office employees of regional offices located in Washington if such employees are called to Washington or sent to the field for regional purposes.

b. Travel of persons not regular employees of the USHA (except consultants temporarily assigned to a regional office who may be authorized by the regional director to travel within the regional area.

c. Travel by the regional director, all members of the regional office staff, and others assigned to the regional office to points outside the region, except as provided in paragraph 18a.

d. Travel to and attendance at meetings and conventions.

20. Method of Obtaining Washington Approval and Authorization: The following procedures shall be followed for requesting approval and obtaining travel authority for the types of travel listed in paragraph 18:

a. Request Originating in Regional Office: The regional director shall request approval of travel described in paragraph 18 by memorandum (Form USHA 90 attached) to the Administrator. Such requests will be made sufficiently in advance of the date of travel to allow approval of the request and preparation of the travel authorization so that the authorization will be in the hands of the traveler before actual commencement of travel.

b. Requests Originating in Washington: The Washington office, through either the Assistant Administrator for Development or Assistant Administrator for Management (dependent upon the functional responsibility of the Assistant Administrator requesting such travel), may by memorandum (Form USHA 90 attached) to the regional director request the concurrence of the regional director for travel as set forth in paragraph 18 for purposes of consultation or training.

c. Emergency Requests: In extremely emergent cases, request for approval or concurrence may be made by telephone or telegraph. In such cases the telephone or telegraph request shall be followed by a memorandum as provided herein.

d. Procedure: The Administrator or Assistant Administrator approving a request shall immediately send Form USHA 90 showing his approval thereon, to the Office Service Division. All authorizations for travel in paragraph 18 will be prepared in the Office Service Division on the basis of approval as provided herein. The authorization will be sent by the Office Service Division to the person so authorized to travel through the regional office.

21. Regional Office Acceptances of Charges for Travel of Washington Employees: Regional directors may request travel of Washington employees to points in their respective regions from either the Assistant Administrator for Development or the Assistant Administrator for Management, dependent upon whose jurisdiction the functions of the employee so requested falls, stating in such instances when the regional director will accept the charges for such travel. In all such cases, and after concurrence of either Assistant Administrator, regional directors shall have prepared a Form USHA 90 on which shall be written the following statement:

"Region (place herein the number of the region) will accept the charges for the costs incurred for the travel herein."

This statement shall be signed by the regional director. Form USHA 90, however, shall not be signed by the regional director, but shall be submitted to either the Assistant Administrator for Development or the Assistant Administrator for Management for his approval. Following such approval, "Travel Authority," USHA 91, will be issued by the Office Service Division.

Per Diem Allowances for Travelers

22. Rate Allowed: A per diem subsistence allowance of $5 per day (or alesser rate if so established by the travel order) is authorized for travelers in lieu of subsistence expenses while traveling on official business within the limits of the continental United States. While traveling on official business beyond the limits of the continental United States a per diem not to exceed an average of $6 may be allowed. However, care should be taken to obtain prior specific authorization for payment of per diem in lieu of subsistence on shipboard while so traveling on vessels where the price of passage includes meals. Effective March 15, 1942, the per diem rates as provided herein shall be $6 and $7 per day.

23. Eligibility: Employees leaving and returning to headquarters within the same day shall receive the necessary costs for the most economical type of such travel authorized in accordance with "Standardized Government Travel Regulations." There shall be no per diem allowance when the departure is after 8:00 a.m. and the return on the same day prior to 6:00 p.m., or for any absence not exceeding three hours.

24. Per Diem Eligibility Interpretations: Attention is invited to the following excerpts from decisions of the Comptroller General in regard to allowance of per diem on Sundays and holidays occurring during a period of official travel:

"Any employee in a travel status who interrupts such status to spend a Sunday in another city on personal business or pleasure, which day might otherwise have been spent on official travel to his next duty station, is not entitled to reimbursement for any expenses incurred on that day."

"The avoiding of travel on Sunday is not a sufficient excuse to entitle an employee to reimbursement for the extra day's subsistence expense incurred when leaving his

permanent duty station one day earlier than ordinarily required to reach his temporary duty station at the appointed time."

25. Extension of Per Diem: Prior approval of the Administrator must be secured for extension of per diem where an employee is required to remain at a duty station in excess of thirty days. Form USHA 556 requesting an extension of per diem should be forwarded to the Travel Section of the Office Service Division before the elapse of the first thirty days if the employee is required to remain at the same duty station substantially longer.

Travel by Automobile

26. Existing Regulations: All travel performed in privately owned automobile in the conduct of official business must be in strict compliance with paragraphs 12 and 12A of the "Standardized Government Travel Regulations," as amended, and must be authorized and approved prior to the beginning of such travel.

27. Use of Private Vehicles for Official Travel: Under the provisions of Public No. 485, 76th Congress, approved April 25, 1940, a privately owned vehicle may be used by a traveler whether he owns it or not. Consequently, wherever reference to use of automobile is made in travel regulations (particularly par. 12, page 6, and elsewhere in the "Standardized Government Travel Regulations") the words "a privately owned" should be inserted in place of "his own" or "his personally owned" with reference to conveyances and motor vehicles.

28. Use of Standard Form 1012e: In accordance with revised procedure of the Comptroller General, General Regulations No. 88, Supplement No. 2, dated August 27, 1941, Standard Form 1012e, Revised August 27, 1941, will be submitted on one of the two following bases:

a. The Standard Forms 1012-Revised and 1012a-Revised will be used for vouchering claims for duly authorized and/or approved allowances for per diem in lieu of subsistence expenses; for mileage for use of privately owned motor vehicles (automobile or motorcycle) as shown on Standard Form 1012e; for expenses incurred in connection with use of privately owned motor vehicle on an actual expense basis, as distinguished from a mileage basis, when use thereof is authorized; and for reimbursement of expenses properly incurred and paid on account of, and incident to, the performance of official business by a Government officer or

employee in travel status while away from his official headquarters. In those cases where there is insufficient space on forms 1012 and 1012a for itemizing reimbursable expenditures, continuation sheets, Standard Forms 1012b and 1012c will be used.

b. When the use of a privately owned motor vehicle and the rate per mile have been previously authorized by the head of the department or establishment or by an official thereof to whom such authority has been properly delegated, Standard Form of Statement of Travel by Motor Vehicle (1012e) will be used by the traveler as a supporting sub-voucher to Standard Form 1012 for stating the detail of travel accomplished by use of a motor vehicle on a mileage basis. The statement will show clearly the ownership of the motor vehicle and the data as indicated by the columnar headings. The total amount of mileage less deductions, if any, shown on Form 1012e will be carried as one item to Standard Form 1012 under "Character of Expenditure." [See paragraph 12(a), Standardized Government Travel Regulations.]

Economies in Travel

29. Most Economical Travel Method Required: Within the determination of the mode of travel considered most advantageous to the Government, all reasonable possibility for economy shall be observed. Round trip and excursion tickets should be utilized, even if the saving is only that involved in issuing one less official "Government Request for Transportation." The hire of a special conveyance, such as a taxicab, will be allowed only when no public or regular means of transportation, such as streetcar or bus service, are available or where such regular means of transportation cannot be used advantageously, in which case a satisfactory explanation must accompany the voucher. This does not apply to the normal use of taxicabs from terminal to place of abode or business, or vice versa, in connection with travel by common carrier, as stipulated in paragraphs 8 (a) and (b) and 11 of the "Standardized Government Travel Regulations."

Preparation of Vouchers for Travel Reimbursement

30. Submission of Vouchers: Vouchers are to be submitted in accordance with paragraph 84 of the "Standardized Government Travel Regulations, As Amended." The voucher of all regional employees should be submitted to the regional office, regardless of the field location of the employee. Vouchers should therefore be signed in the space indicated on the face of the voucher by the immediate supervising officials before forwarding

to Washington. Travel vouchers must be submitted in every instance of travel even though no per diem is being claimed. Employees in a continuous travel status shall submit vouchers at the end of each month and not later than the 10th of the month immediately following the month in which travel expense was incurred. Employees not in a continuous travel status will submit travel vouchers upon the return to official headquarters at any time during the month provided no further travel will be incurred during the remaining portion of the month. In such cases, the voucher must include a statement to the effect that no further travel will be incurred. An employee in a travel status several times during one calendar month will submit one voucher by the 10th of the succeeding month for all travel during the preceding month.

Employees in travel status failing to prepare travel expense vouchers in accordance with instructions, and failing to submit them promptly, will delay their payment in Washington. The delay in submission also involves difficulties in the payment of claims to transportation companies, since vouchers transmitted by such companies for services rendered to employees of the United States Housing Authority cannot be approved for payment until travel expense vouchers and accompanying duplicate copies of used transportation requests are received in Washington.

31. Use of Form USHA 85 for Reporting Distribution of Travel Expenses: When a regional office staff member visits more than one project or visits more than one type of project, i.e., USHA-aided, PWA-leased, Federally-operated or Lanham project, Form USHA 85, "Distribution of Travel Expenses," shall be prepared in order that proper distribution of expenses may be made.

Use of Standardized Government Travel Regulations

32. Familiarity with Regulations Required: Employees in, or about to enter a travel status should at all times have in their possession a copy of the "Standardized Government Travel Regulations" and must familiarize themselves with the provisions thereof. Entire familiarity with all parts of this order is essential in order that the interests of both the traveler and the Government be protected.

Advance of Funds

33. Limitation of Amount of Advance of Funds: Employees who require an advance of funds prior to the beginning of authorized travel may receive an amount limited to not to

exceed $300 and not less than $25, computed generally on the basis of $5 per day while the traveler is away from his headquarters and in a travel status.

34. Submission of Application for Advance of Funds and Indemnification from Loss to Government: Application for an advance of funds by an employee who is authorized and directed to perform official travel, Standard Form 1038, shall be prepared in triplicate and signed in duplicate. A signed or duly certified copy of a proper travel order covering the proposed trip shall be attached and forwarded to the Finance and Accounts Division. (The third copy is retained in the regional office.) The employee making application for the advance of funds must give bond as security for the advance in order to indemnify the United States Government from any or all loss arising out of making any advance. The cost of obtaining such bond must be borne by the employee and the bond must be in an amount not less than $1,000 and with a bonding company acceptable to the Secretary of the Treasury of the United States; or, if individuals act as sureties, they must be two in number and citizens and residents of the United States. When a surety is a woman, it should appear affirmatively that she is single, as a married woman will not be accepted as surety. The sufficiency of individual sureties must be certified by certain officers named on the back of the bond. In lieu of such a surety bond an employee may give his consent to the deduction from his credit in the Retirement and Disability Fund in event of his failure to make refund of the travel advance when due, provided that the amount to his unencumbered credit in said fund is equal to or in excess of the amount to be advanced on his application, and provided further that he is not otherwise indebted to the United States. (See Appendices I and II of the Standardized Government Travel Regulations, as amended, for a full discussion of this paragraph.)

35. Effect of Transfer or Separation: When an employee is transferred to another department or establishment, or is separated from the service, a prompt verification of all sums advanced to him shall be made, and a settlement thereof effected by return to the Voucher Audit Section of the Finance and Accounts Division of the accountable balance of the advance due.

36. Return of Balance after Completion of Travel: Standard Form 1039, "Statement of Advance of Funds for Travel Expenses," shall be prepared in triplicate by each employee to whom an advance has been made and attached to and filed with his Travel Expense Voucher, Standard Form 1012, submitted by him so long as he is accountable for such advance, or any

part thereof. An employee to whom an advance of funds has been made shall, upon his return to headquarters, promptly prepare and submit to his administrative office his travel expense account on Standard Form 1012, provided no more travel will be performed during the month. Immediately thereafter the employee shall return the balance of travel expenses for which he is accountable to the Finance and Accounts division, whose duty it is to receive such collections. If the employee indicates on Standard Form 1039 and the administrative office approves his continuance in a travel status, and the advance is to be continued, the Travel Expense Voucher, Standard Form 1012, shall be scheduled for payment without deduction. An employee, in order to obtain an advance, must see that the above conditions are complied with sufficiently in advance of the time he is scheduled to travel. Information as to acceptable bonding companies and forms required may be obtained from the chief clerks of the regional offices, or the administrative clerks in the offices or divisions in Washington. It is incumbent upon employees with advances to make settlement without notification. Employees shall familiarize themselves with Government Standard Travel Regulations, particularly Appendices I and II pertaining to travel advances. Employees with outstanding advances and employees obtaining future advances shall, if the amount of the advance obtained is greatly in excess of amounts claimed in vouchers submitted, or expected to be submitted, make a refund of the excess amount of advances. Employees with outstanding advances who have not been in travel status for thirty days shall, upon notification if settlement has not already been made, close out the existing advance. It shall be the duty of the Finance and Accounts Division to see that this settlement is made.

Miscellaneous

37. Travel procedure for regional offices, issued as a temporary draft for immediate use in August, 1939, and Addendum No. 1, dated January 3, 1940, are no longer effective.

Attachment

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NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

APPENDIX

Instructions for the Preparation of Form USHA 90 Revised, "Request for Travel Authority"

The preparation and submission of Form USHA 90 shall be in accordance with the following instructions:

1. Preparation

The "Request for Travel Authority" shall be prepared in triplicate, in the office or organizational unit of the traveler.

2. Date and Official Station

The date the request is initiated and the official station (headquarters) of the traveler shall be placed in the spaces provided therefor.

3. Address

Cross out the title not applying, depending on whether the procedure calls for the Director of Office Service or the regional director to authorize the travel.

4. Kind of Authority Requested

If the request is for original issuance the word "amend" should be crossed out; if the traveler is at a duty station other than his official headquarters by reason of a previously issued travel order and it is desired to include other duty stations not covered in the original order, the word "issue" should be crossed out.

5. Mode of Travel

The mode of travel (air, auto, rail) shall be designated by striking out the inapplicable modes. (See "Remarks.")

6. Name and Title

The name and pay roll title of the individual for whom request is made, shall be placed in the spaces provided. The name shall be given exactly in all cases as it appears on the pay roll. Not more than one name shall appear on each request.

7. Purpose

The purpose for which travel is requested must be stated in full in the space provided. (Statements such as "Conference with local housing authorities" will not be sufficient to grant travel authorization; in such a case the actual purpose of the conference should be given.)

8. Kind of Itinerary

The words "as amended" or "as follows," whichever is not applicable, should be crossed off, depending on the kind of authority requested under paragraph 4.

9. Itinerary

The itinerary shall be given in full, listing (a) the date of the departure to and from, (b) all cities to be visited (these must be listed in the order for which travel is contemplated), (c) the project number of every project visited in each city, and (d) the address where communication can be had with the traveler, without delay. The amended itinerary shall be a complete statement, relisting the entire itinerary as corrected. A notation should be made beside the city in which the traveler is located at the time the amended request is initiated.

10. Remarks (Mode of Travel)

In the space provided will be indicated the explanation of the mode of travel such as "Automobile at five cents per mile," "Air travel justified," or any other explanation that may be necessary to complete or explain the request.

11. Estimated Cost

The total cost of the travel must be estimated and indicated in the spaces provided for this purpose and prior to approval thereof. This will be done in the office of the regional travel clerk.

12. Signature and Title

The "Request for Travel Authority" shall be signed by the traveler's immediate supervising official and his title shown in the spaces provided. If the immediate supervising official is the regional director (as for an adviser), and the form not submitted to Washington, this space may be left vacant and the director sign in the approval space below, only. The director will sign in this space for all requests sent to Washington for final approval.

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13. Approval

The signature of the regional director shall be placed here for all requests except those sent to the Director of Office Service in Washington for approval and signature in this space. Cross out the title not applicable. If the signature of a regional director is required, the number of the region, in Roman Numerals, may be placed after the word "Region."

Prior to distribution, the travel clerk will note in the upper right hand corner, the date and number of the Travel Authorization.

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
Washington

REGIONAL OFFICE ADMINISTRATIVE PRACTICE MANUAL

Division 6

Section 6

PROCUREMENT PROCEDURE

March, 1942

PROCUREMENT PROCEDURES

Outline

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PROCUREMENT PROCEDURES

General

1. Authorization for Initiating Purchases: Regional directors and their designated representatives are authorized to sign and forward to the Office Service Division all requisitions for services, supplies, equipment, materials, etc., necessary for regional office use. All requisitions for materials, supplies, equipment, and services initiated in field stations separated from the regional office shall be signed by the responsible field officer in charge of the field station and countersigned by the regional director or his authorized representative. Regional directors may make minor emergency purchases of materials and services directly through the use of the "Purchase Order," Form FPHA 64. Payment will be made by the Finance and Accounts Division after the voucher, U. S. Standard Form 1034, revised 8/15/41, has been submitted to the Office Service Division, accompanied by a copy of the Purchase Order. Care must be exercised to keep these minor emergency expenditures at an absolute minimum.

Requests for FPHA informational materials, orders, manuals, etc., should be made by memorandum as set forth in Paragraph 17, rather than by requisition.

2. Use of "Requisition," Form FPHA 60: Form FPHA 60 shall be used in requisitioning all services, materials, supplies, equipment, and forms. Instructions for preparing this form are outlined in the Appendix.

3. Procurement Procedures for Unleased PWA Housing Division Projects: The PWA Housing Division projects operated directly by the FPHA will follow procedures outlined separately in the section "Procurement Procedure for Directly Operated PWA Housing Division Projects," of the Regional Office Administrative Practice Manual.

Controlling the Quantities of Supplies Ordered

4. Responsibility of Chief Clerk: In inspecting the requisitions submitted, the regional chief clerk shall adjust requisitions to prevent over-stocking.

5. Quantity of Supplies to be Stocked: The regional offices shall carry in stock sufficient quantities of the items used in the office to provide for the needs of the region for a period of not more than three months. Region III with

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headquarters in Washington shall utilize the central stock room of the Office Service Division.

6. Periodic Submittal of Requisitions: The normal requirements of the regional office shall be anticipated in advance, so that supplies may be adequately replenished by regularly submitting requisitions at two-week intervals. Unpredictable demands may be requisitioned separately, but in general the bi-weekly orders should be sufficient. Region III shall requisition supplies, etc. each week, rather than bi-weekly. Requisitions should be submitted in September for the next year's requirement of wall calendars and desk calendar pads for stands actually in use.

7. Stock Records of Expendable Supplies: Regional offices should not maintain a perpetual inventory record of their supplies in stock. Actual counts of the stock on hand when requested by the Office Service Division will supply an adequate record.

Delivery of Materials

8. Receipt of Shipments: If, for any reason, the receiving officer has not received the bill of lading at the time of delivery of material, a "Temporary Receipt," Standard Form 1060, may be furnished the carrier for the release of the shipment. If the temporary receipt has been given to the carrier's agent, and the original bill of lading is not received within a reasonable length of time, or the bill of lading is known to have been lost or destroyed, the consignee shall request the issuing officer to execute and furnish a "Certificate," Standard Form 1061, in lieu of lost bill of lading.

9. Inspection of Deliveries: All shipments on bills of lading should be checked by the receiving clerk to reveal any loss or damage in transit. The expense of any loss or damage, showing separately the weight, quantity, and value of each item, should be noted on the back of the bill of lading. If a shortage or damage is discovered after the bill of lading has been receipted and surrendered to the carrier, the consignee shall immediately notify the carrier and the issuing officer by letter. Inspection should be made with specific reference to quantity received, condition of items, and compliance with specifications. The entire delivery or any part of it may be rejected. If such is done, the receiving employee should make a notation as to the specific cause for rejection on the purchase order, invoice, or copy of the requisition (FPHA 60); this will represent a conditional receipt pending adjustment. Delivery tickets shall be receipted only subject to inspection when goods are delivered by contractors or vendors.

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The receiving employee should immediately follow up conditional receipts with a detailed report to the regional director explaining the reason for rejection. A memorandum from the regional director should be directed to the Office Service Division requesting adjustment. No adjustments will be made on supplies sent by the Office Service Division from central supplies unless shortages are reported within ten days after receipt of the shipment.

10. Use of Confirming Requisitions: In unusual cases where delivery of the material has been accomplished prior to submission of the requisition, Form FPHA 60 should be clearly marked "Confirming Requisition" across the face and forwarded without delay to the Office Service Division in Washington. Material will be dispatched without prior requisitioning only in emergency cases.

11. Returning Supplies to Stock: Whenever it is desired to return supplies to stock, Form FPHA 63, "Invoice," listing the items to be returned, should be submitted by the regional director to the Office Service Division. The invoice should be filled out according to the instructions for preparing the requisition, FPHA 60 (see the Appendix to this document). No actual shipment of material shall be made until the Office Service Division has reviewed the invoice and advised the regional office as to the proper disposal of the items. Proper credit will be given the regional office at the time the items are received in stock.

Payment Procedure

12. Payment for Goods Purchased: When an item which is not carried in stock has been requisitioned, the "Purchase Order," FPHA 64, will be prepared in Washington by the Office Service Division, which will send copies to the regional office and to the consignee (if located at a separate field station), bearing information as to prices, delivery dates, etc. The consignee shall receipt the voucher which has been sent by the vendor, signing a certificate which states that "The articles on this voucher were received in good condition and are of quality equal to the requirements of the specification or contract." He shall send it immediately through the regional office to the Finance and Accounts Division for payment. If the vendor submits no voucher with the delivery, the consignee shall prepare Standard Form 1034 and send it to the vendor, who will sign the voucher and resubmit it to the consignee. Thereafter the normal channels shall be followed. In any event the receiving officer shall sign the certificate referred to above.

Advantage shall be taken of all discounts for prompt payment. In case discounts are lost through delay in the

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regional office, it shall be the responsibility of the regional director to give adequate explanation for the delay.

13. Payment for Goods Drawn from Stock: In cases where the requisitioned items are delivered to the regional office from the FPHA Central Stock Room, charge to the appropriate region will be made by budgetary adjustment.

Securing Special Office Requirements

14. Printing and Duplicating Work in Washington Office: Items of printing or duplication available in Washington shall be requisitioned from the Office Service Division by the regional office through the use of Form FPHA 62 (same as Interior Department Form 1-681). A draft of the work requested shall accompany the requisition.

15. Printing and Duplicating Work in the Field: In no case will funds be available for field printing without prior approval by the Washington office. This approval will be given only rarely when it can be demonstrated that the nature of the work to be done does not infringe upon the responsibility or scope of work of the Government Printing Office.

Each regional office located in the field which has a mimeographing or other duplicating machine may use it for reproducing purely routine notifications to local housing authorities or material for internal distribution only. Any statement of major policy or material intended for general distribution shall be submitted to the Washington office for approval before being duplicated.

The rule to be followed generally in determining whether material may be duplicated or whether GPO printing is required has been established by the Comptroller General. If the work is merely an extension of typing and is employed as a more economical method than quantity retyping, it may be reproduced. Such duplication includes the reproduction of reports, office records, and office correspondence that would ordinarily be done by typewriter, and which have been granted the necessary Washington approval when required. Two copies of all material thus reproduced shall be sent each week to the Budget and Planning Division in Washington for its information.

Photostating and blue printing work necessary for the operation of the regional offices in field stations shall be secured through the facilities of other Federal agencies located in the same city, if possible. The services of a commercial establishment in the locality may be contracted

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for if no adequate service is obtainable from other federal agencies. Region III with headquarters in Washington shall requisition photostating services through the Office Service Division, using Form FPHA 62. (Department of the Interior Form No.1-681)

16. FPHA Forms: Official FPHA forms or documents should be ordered from stock and not reproduced in the individual regional offices. Small stocks of those forms regularly used in the regional office (no more than three months' supply) may be stored in regional offices in permanent field stations. At least two weeks prior to depletion of the supply, the replenishing requisition shall be submitted to the Office Service Division on Form FPHA 60. Field offices separated from regional offices shall request forms from the regional office stock, using Form FPHA 60. An initial supply of all new and revised forms shall automatically be forwarded to regional office chief clerks without requisition. The stock of forms should generally be kept low enough to avoid waste when forms are revised. Such forms are not returnable for credit. Obsolete forms should be utilized as scratch pads, if possible rather than being discarded unused.

17. FPHA Orders, Manuals, Informational Material, Etc. The requisitioning procedure set forth in these instructions does not apply in securing requirements of orders, bulletins or manuals on policy and procedure, pamphlets, brochures, and similar informational and procedural materials. Requests for pamphlets and other informational materials, press releases, and weekly news bulletins should be made by memorandum to the Information Division. Requests for copies of the various orders, manuals, and office procedures should be made by memorandum to the Office Service Division. Requests for reporduced statements of a legal nature, such as state housing laws, should be sent to the Legal Division. Form FPHA 60 is not to be used for requests of this type.

18. Space: If a regional director in a field location finds it necessary to secure additional or new office space, he shall prepare and send to the Director of Office Service a memorandum setting forth the following information as nearly as can be estimated:

a. Floor space area
b. Probable cost
c. Scale drawing of present and proposed floor plan
d. Scale drawing of present and proposed desk arrangement
e. Names of personnel to be assigned to each desk
f. Detailed justification of request for additional space

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Actual arrangements for securing the space shall be made by the Office Service Division.

19. Stamps: Regional chief clerks may secure stamps for regional office use by preparing a U. S. Standard Form 1034, "Public Voucher for Purchases and Services other than Personal," and leaving one copy of the voucher with the local postmaster when the stamps are obtained. The original and one carbon copy of the voucher properly approved shall be sent to the Finance and Accounts Division for audit and payment to the local postmaster.

20. Utility Services: Regional and other field offices will not directly requisition necessary office utility services, such as telephone and electricity. These will be secured for regional and other field offices on the basis of request by memorandum from the regional director to the Office Service Division. Necessary contracts will be drawn up in Washington and all negotiations carried on by or for the Office Service Division.

Regional office listings in local telephone directories shall be made under "National Housing Agency." A listing may also be made under the "Federal Public Housing Authority" with reference "See National Housing Agency."

21. Supplies for Regional Staff Members in Field Stations: It shall be the responsibility of the regional chief clerk, for the regional director, to supply construction advisers with an initial stock of forms, supplies, etc., for their use when transferring to field locations separated from the regional office. In requisitioning this initial stock from the Office Service Division by Form FPHA 60, the regional office need not specify the items required since a standard working set of materials is dispatched in each case. Thereafter field personnel shall themselves prepare requisitions for forms and supplies from the regional office in accordance with these instructions.

Internal Office Procedure

22. Filing Requisitions: The "Requisitions," Form FPHA 60, should be filed numerically, by regional requisition numbers, in the office of the clerk responsible for requisitioning. A simple register book should be used in recording requisitions when they are forwarded to the Office Service Division.

23. Letters of Transmittal: In forwarding the "Requisition," Form FPHA 60, it is not necessary to prepare and send concurrently memoranda of transmittal.

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24. Maintenance of Records of Personally-Charged Equipment: The "Miscellaneous" section of the Regional Office Administrative Practice Handbook will outline standard procedures for maintaining records of non-expendable equipment charged to staff members.

Shipping Instructions

25. Types of Shipping Services to be Used: Shipments weighing less than 4 pounds may be shipped under franked mail. Shipments weighing between 4 pounds and 40 pounds should be shipped by express. Heavier shipments should be sent by freight. Shipments weighing over 4 pounds which are dispatched by parcel post must bear the necessary postage. Within the 4 pound limitation no office shall transmit through the mail, free of postage, any article or document except official letter correspondence, mail concerning the sale of government securities, and all forms and blanks necessary in the administration of the office unless a request for the materials has been received or unless their transmission is required by law.

26. Bills of Lading and Shipping Orders: Every shipment of materials by freight or express moving at government expense must be supported by a Government Bill of Lading, Standard Forms 1058 and 1058a. Regional directors are authorized to issue the bills of lading for regional offices located in the field. The Office Service Division handles all shipping matters for Region III with headquarters in Washington. There must also be prepared a "Shipping Order," Standard Form 1059. These copies of bills of lading and shipping orders are available in numbered sets.

When applicable, the appropriate project designation and indication of "USHA-aided" and "Lanham Act" shall be shown on the bill of lading.

Bills of lading shall be prepared in sets, each containing an original (white, Standard Form 1058) and four copies (yellow, Standard Form 1058a). In addition, each set contains a Shipping Order (salmon, Standard Form 1059). The original (white) copy of the Government Bill of Lading and the Shipping Order (salmon) shall be signed by the issuing officer in the space provided.

All copies of the Bills of Lading (Standard Forms 1058 and 1058a) will be signed by the representative of the carrier at the time the shipment is picked up. At this time the carrier will take the "Shipping Order," Standard Form 1059, as his authorization for making the shipment.

The original (white) copy of the Bill of Lading, Standard Form 1058, is sent to the consignee to be held for delivery to the carrier upon completion of the shipment. At delivery, the

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consignee shall execute the "Certificate of Delivery" at the foot of Form 1058, indicating that the service called for on the bill of lading has been performed by the carrier.

One yellow memorandum copy of the Bill of Lading, Standard Form 1058a, shall be retained in the issuing officer's file, and one copy sent to the consignee for his files.

Two yellow memorandum copies of the Bill of Lading, Standard Form 1058a, shall be submitted to the Office Service Division, which will furnish one copy to the Finance and Accounts Division and retain the other for its files.

APPENDIX

Instructions for Preparation of Requisitions (Form FPHA 60)

1. Use of Separate Requisitions: A separate Requisition, Form FPHA 60, shall be prepared and submitted for each of the following groups of items. Each requisition shall carry the name of the groups of items for which it was prepared.

a. Supplies and stationery
b. Printed forms
c. Office machines, equipment, and furniture
d. All items not listed in the USHA Schedule of Stock Items
e. For each separate appropriation chargeable
f. For each separate consignee

Failure to comply with these provisions for separate requisitions delays the shipping process.

2. Number of Copies and Distribution: Each Form FPHA 60 requisitioning supplies for the use of the regional office shall be prepared with 3 carbon copies. The original and 2 carbon copies shall be sent to the Office Service Division which shall make the following distribution:

a. Original to Materials and Operations Section of Office Service Division.
b. Copy to Budget Office, which will post the items and forward the requisition to Finance and Accounts Division if billing is necessary for reimbursement.
c. Copy to regional office with shipment, indicating prices of requisitioned items.

If the requisitioning office is located in a field station away from the regional office, 4 carbon copies of the requisition shall be prepared. The original and 3 carbon copies shall be forwarded through the regional office to the Office Service Division, which shall make the following distribution:

a. Original to the Materials and Operations Section of Office Service Division.
b. Copy to Budget Office, which will post the items and forward the requisition to the Finance and Accounts Division.
c. Copy to regional office upon filling the order indicating prices and dispatch date.
d. Copy to consignee with shipment, indicating prices of requisitioned items.

If, upon immediate examination in Washington, the Office Service Division has cause for not approving any item in a

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requisition, it shall notify the regional office why it is necessary to cancel or alter the items not approved.

If a regional office fills a requisition to supply a field station from its own stock, a copy of the requisition shall be forwarded to the Office Service Division so that appropriate adjustment may be made to credit the regional office for the material.

3. Appropriation Symbol and Title: Each requisition shall carry the title and symbol of the appropriation to which the requisition is to be charged. These appropriation symbols are changed for each fiscal year; separate numbers are assigned for FPHA (USHA) administrative expenses, PWA Housing Division projects, reimbursable expenses at project sites, and Lanham Act expenditures.

4. Numbering the Requisition: Space in the heading of the requisition is provided for the "Field Number" assigned by the requisitioning officer if he is located in a field station separated from the regional office, and the "Regional Requisition Number" which consists of the number of the region (in Roman numerals) and the consecutive number of the requisition (e.g., IV-467). These regional requisition numbers shall run consecutively without being restarted each year.

5. Consignment: The name and accurate address of the person and project number applicable to whom the shipment is to be made shall be indicated in the heading of the requisition, as well as the approximate number of employees to be serviced with the requisitioned items and the estimated time period during which the items will be used. When applicable, the appropriate project number should be indicated, together with an indication as to whether the requisition is for USHA-aided or Lanham Act activities.

6. Item Number and Description: The FPHA Schedule of Stock Items lists all items of supply and equipment, presented in numerical sequence by stock item numbers. The stock number and the description of the article as listed in the schedule should be indicated in the requisition in the same order as they appear on the schedule along with a justification of any non-expendable items. Prices for the items should not be entered by the requisitioning office.

If the desired item is not listed in the schedule, a complete and specific description of the article or service desired should be indicated on a separate requisition; the number of the item as indicated in the Procurement Division General Schedule of Supplies should be given if possible, for

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facilitating indentification.

7. Quantity: The column "Quantity on Hand" must be completed in each instance; otherwise the requisition will not be filled.

8. General Instructions: The requisitioning officer shall nor fill in the column captioned "Encumbrance Record," not shall ne make any notations below the bottom double line of the front of the requisition, Form FPHA 60. These items shall be completed by the Office Service Division in Washington.

The listing of items shall be continued on the reverse side of the requisition before using a new page.

Regional offices shall not submit second requisitions for previously requisitioned items which have not been received, since this results in duplicate shipment of the items.

NHA
FPHA

12-24-42

Ass't Comm. 1213

671.1
Regional Office
Adm. Practice
Handbook

SUBJECT: Procedure for the Adjustment of Property Damage Claims for Less Than $1000 against the United States Filed with the Federal Public Housing Authority

OUTLINE OF CONTENTS

1. General
2. Scope of Procedures
3. Action to be Taken by the Claimant
4. Provision for Investigation of Claims by Regional Offices
5. Procedure upon Receipt of Claims - General
6. Procedure upon Receipt of Claims - Motor Vehicle
7. Procedure to Ascertain Amount of Claim
8. Procedure upon Completion of Investigating Officer's Report
9. Procedure after Action by the Administrator
10. Miscellaneous Provisions

1. General

a. This outline of procedure pertains only to claims against the United States, hereinafter referred to as the Government. It does not supersede the provisions of Chapter Ten of the Local Authority Management Manual, of insert LA-4 of the Lanham Development Manual or of the other manuals which set forth the requirements as to public liability and property insurance and as to investigating and reporting on claims covered by insurance. Where the injury or damage is covered by insurance, the provisions of such manuals should be followed in investigating claims and reporting on them to the insurance company. In those cases where the claimant is attempting to recover from both the insurance company and the Government this outline of procedure should be followed in addition to that set forth in the foregoing manuals. In those cases where the claimant is attempting to recover only from the Government, this outline of procedure alone should be followed.

b. It is a general rule that, in the absence of contractual liability or a specific statutory provision such as the Act of December 28, 1922 discussed below, the Government is not liable for injuries or damage to the person or property of an individual caused by the negligence of its officers or employees or by its authorized activities. In such cases, relief must be sought by a direct appeal to Congress in the form of a petition.

c. The Act of Congress of December 28, 1922 (42 Stat. 1066) specifically established a procedure whereby certain claims not exceeding $1,000, arising from damage to or loss of privately owned property caused by the negligence of officers or employees of the Government, may be administratively considered and adjusted. Said Act provides as follows:

> "The head of each department and establishment acting on behalf of the Government of the United States may consider, ascertain, adjust, and determine any claim accruing after April 6, 1917, on account of damage to or loss of privately-owned property where the amount of the claim does not exceed $1,000, caused by the negligence of any officer or employee of the Government acting within the scope of his employment. Such amount as may be found to be due to any claimant shall be certified to Congress as a legal claim for payment out of appropriations that may be made by Congress therefor, together with a brief statement of the character of each claim, the amount claimed and the amount allowed: Provided that no claim shall be considered by a department or other independent establishment unless presented to it within one year from the date of accrual of said claim."

2. Scope of Procedures

a. The words "claim" and "claims" as used herein, refer only to those demands for payment, not exceeding $1,000, which may arise on account of damage to or loss of privately owned property as a result of the negligence of any officer or employee of the Federal Public Housing Authority acting within the scope of his employment and which are submitted within one year from the date of their accrual. They do not refer to demands for payment which arise in connection with (a) personal injuries, (b) property damage or loss exceeding $1,000 or (c) contractural obligations incurred by the Federal Public Housing Authority in the course of its operations.

b. The Act of December 28, 1922, does not apply where loss of or damage to property has occurred through depredation, wilful misconduct, or other such reckless disregard of property rights as to carry an implication of guilty intent on the part of the Government officer or employee involved, since in such cases the loss or damage could not properly be regarded as having been caused by

such person acting within the scope of his employment. In such cases, no legal claim arises against the Government, but the guilty officer or employee is personally liable to the owners for such loss or damage.

c. Claims of subrogees for damage to or loss of privately owned property caused by the negligence of any officer or employee of the Government acting within the scope of his employment, will be considered in the same manner as a claim of the owner of the property. A subrogee is one who has liquidated an indebtedness under grave necessity to save himself a loss, and this right is never accorded to a volunteer. Claims of subrogees for part of the total amount of the damages will be considered, if practical, as a part of the same case as the claim of the owner of the property.

d. No provision has been made by Congress for the adjustment by the Commissioner of the Federal Public Housing Authority of claims other than those described above. However, all incidents involving Federal Public Housing Authority property or employees which might result in a claim for property damage or personal injury against the Government whether under the Act of December 28, 1922, or otherwise should be investigated as soon as possible after occurrence and a complete record kept.

3. Action to be Taken by the Claimant

a. The claim must be presented by the owner of the property damaged, or by the legal subrogee of the rights of said owner, or by the duly authorized agent of either.

b. The claimant shall submit a sworn statement over his signature and address, setting forth all the facts and circumstances in connection with the damage, loss, or injury claimed, including the nature and extent, the date it arose, the agency by which it was caused, if known, and the amount of the claim. U. S. Standard Form No. 28 (Claim for Damages - Accident, Motor Transportation) should be used for claims involving damage to motor vehicles resulting from a collision. (See Section 6, below).

c. Claims for damage to or loss of private property must be specific and must be substantiated by evidence of the damage or loss. (A mere statement to the effect that such property was damaged or lost and that a certain amount is fair reimbursement, is not sufficient evidence to support a claim.) In this connection, the claimant will be required to submit the following:

(1) In support of claims for damage to fences, buildings, motor vehicles, and similar property which has been repaired or replaced, a receipted bill for property repaired or replaced, or a notarized estimate of the cost of the repairs or replacements executed by the repairman or other qualified person.

(2) In support of claims for damage to crops, trees, land, or similar property, a notarized, itemized, estimate or estimates of the cost of repairs or restoration, supported by evidence of the number of acres of land or of trees or of crops alleged to have been damaged, the normal yield per acre, and the market value of the property per unit of measure common to the property damaged, or the estimated length of time the land will be unfit for grazing and the normal rental value per acre for similar land in the vicinity.

d. The claim of a subrogee, whether acted on prior to, concurrent with, or after the claim of the legal owner of the property, or as a sole claim in the matter, must be accompanied by a sworn statement of the legal owner of the property setting forth (1) the amount paid to him or his account by the subrogee for damage done to his property and the date of such payment; (2) the terms of the contract or agreement or circumstances by virtue of which the relation of subrogee arose; and (3) that the entire amount for which the subrogee was liable has been paid. Such sworn statement shall be accompanied by evidence of such payment in the form of a cancelled check or notarized receipt, or by a duly authenticated photostatic copy thereof, covering the payment made by the subrogee.

e. All papers requiring signature of the claimant must be signed by the claimant or his duly authorized agent, and the signature of such claimant or agent must be identical throughout the papers.

f. The claim shall be submitted to the assistant regional director for administration or forwarded to him if it is submitted to any other officer or employee of the Authority.

g. No Government officer or employee shall express an opinion to any claimant as to whether he feels that the claim will be approved, but shall merely advise the claimant that the claim will be forwarded to Washington for consideration.

4. Provision for Investigation of Claims by Regional Offices

a. Each of the three assistant regional directors should designate a person to investigate all claims or incidents that might involve claims as a result of the division's operations.

b. Procedures for minimum preliminary reporting of incidents and claims will be provided in the Local Authority and Direct Management Manuals. Regional directors should supplement these procedures to the extent necessary with instructions to housing managers and should also prepare instructions for project managers. These instructions may provide merely for preliminary reporting and investigation or may delegate greater responsibility to housing and project managers. Variations in the instructions may be necessary according to the types of claims and amounts involved and between individual projects and managers. In all cases, instructions shall clearly state that no expression of opinion or whether the claim will be approved should be made to the claimant.

5. Procedure upon Receipt of Claims - General

a. Upon receipt of a claim a complete investigation shall be made to secure all pertinent evidence of the facts. In this connection the investigating officer shall:

(1) Secure all available evidence on behalf of both the Government and the claimant, including, whenever possible, statements of witnesses on behalf of the Government and the claimant.

(2) Permit a claimant or any person authorized to represent him to submit any statements or evidence to substantiate the claim.

(3) Make every effort to clear up disputed points with the view to establishing definitely all the pertinent facts involved.

(4) In cases involving damage to crops or land, obtain sworn statements, including itemized estimates of the damage, from two or more qualified disinterested witnesses, if possible, and preferably of local, State, or Federal agricultural agents when available.

(5) Reduce all findings to writing. Such findings shall include a statement as to whether in the opinion of the investigating officer the accident was or was not caused wholly or in part by the fault or negligence of the claimant or his agents, or an officer or employee of the Government, and whether or not such agents of the claimant or such officer or employees of the Government was acting within the scope of his employment. If Government property has been damaged by the instrumentality which gave rise to the claim, the investigating officer's findings shall disclose the kind and extent of such damage. If Government property has not been so damaged, a statement shall be made to that effect.

b. When several claims are presented as the result of one happening, the investigation shall be made as a whole and the findings shall embrace all claims and circumstances in the one happening.

c. In the event that the investigating officer finds that the loss or damage was due in part to the negligence of the claimant or his agent and in part to that of an officer or employee of the Government, the investigating officer shall not recommend the allowance of the claim in any amount, since contributory negligence by a claimant defeats any right, otherwise existing, to recover.

d. Exhibits to be submitted by the investigating officer with his findings shall include:

(1) Copies of the claim signed and sworn to by the claimant in the presence of a notary public;

(2) Receipted bill or notarized estimates covering the cost of repairs;

(3) Original copies of all statements or other evidence obtained by the investigating officer. Whenever possible, statements should be sworn to in the presence of a notary public. Mimeographed signatures, unless authenticated by handwritten signatures, shall not be used on any statements forwarded with the report of the findings; and

(4) Any other instrument or evidence deemed applicable.

6. Procedure upon Receipt of Claims - Motor Vehicle

In all claims involving damage to motor vehicles, the general procedure set forth in Section 5, above, shall prevail, except that the investigating officer shall include with his findings the following exhibits in addition to the exhibits specified in Section 5: 1/

a. Completed U. S. Standard Form No. 26 (Driver's Report - Accident, Motor Transportation);

b. Completed U. S. Standard Form No. 27 (Investigating Officer's report - Accident, Motor Transportation);

c. Completed U. S. Standard Form No. 28 (Claim for Damages - Accident, Motor Transportation);

1/Note that these exhibits include many of the findings and exhibits required in Section 5, above. To the extent that there may be an overlapping, but only to such extent, execution of the exhibits required in this Section will make it unnecessary to submit all the findings and exhibits required in Section 5.

d. Copies or extracts from traffic regulations applicable to the operation of motor vehicles involved in the accident at the time and place of the accident; and

e. If there are relevant facts in addition to those provided for in U. S. Standard Form No. 27 the investigating officer shall include them with his findings. They might include such matters as the following:

(1) The date of purchase, purchase price, and mileage of privately owned vehicle at the time of the accident;

(2) If the owner was not the driver or a passenger in the privately owned vehicle, facts as to the relationship between the driver and the owner, whether the driver had a general authorization to drive the vehicle, and whether he was acting as agent or employee of the owner or was on a mission for his own business or pleasure at the time of the accident;

(3) Locations of buildings, cliffs, parked or moving vehicles, and other obstructions affecting visibility; and

(4) Location and length of any tire tracks.

7. Procedure to Ascertain Amount of Claim

In arriving at the money value of the loss or damage involved in the claim, the following rules shall govern:

a. The notarized estimated cost of restoring the property to the condition in which it existed before the loss or damage occurred will serve as the basis.

b. Items of allowable damages may properly include the following:

(1) Towing charges;

(2) Expenditures for State Sales Taxes; and

(3) Compensation for deprivation of use of the damaged or lost property, when the claimant has sustained legally provable damages from such cause. Thus, claims for deprivation of use of a pleasure vehicle will not be allowed, but claims for deprivation of use of a commercial vehicle may be allowed where the claimant has incurred expenses for the rental of another commercial vehicle to substitute for the damaged one.

c. In no case will allowance be made for repairs exceeding the value of the property immediately before the accident. In this connection, the permanency of any parts

which must be replaced in restoring the damaged property will be considered. Thus, when an automobile tire three-fourths worn out is so damaged as to require replacement with a new tire, three-fourths of the value of the new tire will be deducted. Similarly, where it is necessary to replace with new parts those parts of a vehicle which normally require frequent replacement, the degree of wear to which such parts have been subjected will be considered and deductions made therefor. On the other hand, when it is necessary to replace parts such as fenders or radiators, which normally would last through the life of the vehicle, no deductions will be made on account of the degree of wear to which the original parts have been subjected.

d. Deductions will be made for any salvage value and insurance collections which were or should have been realized.

e. Claimants are not entitled to recover costs incurred in preparation of proof of their claims, such as notary fees, interest thereon, and inconvenience or similar cost.

8. Procedure upon Completion of Investigating Officer's Report

a. The investigating officer shall forward promptly to the Assistant Regional Director for Administration the original and two copies of his report, including all exhibits, statements of witnesses, and other pertinent data.

b. The Assistant Regional Director for Administration shall review the investigating officer's report and related documents and may require additicnal investigation when necessary. The investigating officer's report may be submitted to any section or unit within the administration, management or development divisions as necessary for review of the facts and in each case shall be submitted to the regional counsel for review as to legal form, validity and sufficiency. A recommendation as to action on the claim shall be prepared for signature by the Regional Director and forwarded to the Assistant Commissioner for Administration in the Central Office.

c. The Assistant Commissioner for Administration shall have the claim reviewed as necessary by the General Counsel or other units of the Central Office and then prepare for the signature of the Commissioner the final recommendation to the Administrator of the National Housing Agency together with recommendations for signature of the Administrator for submission to the Bureau of the Budget.

9. Procedure after Action by the Administrator

Upon receipt of advice of the action taken by the Administrator, the Assistant Commissioner for Administration shall notify the Assistant Regional Director for Administration wwho in turn shall notify the claimant of the action taken and shall transmit a copy of the notification to the investigating officer for his information and retention.

10. Miscellaneous Provisions

a. Transfers and assignments of claims against the Government, or of any power of attorney, order or other authority for receiving payment of any claim, are, under Section 3477 of the Revised Statutes, null and void, unless made after the issue of a warrant for the payment of the claim. An assignment of a claim by operation of law, as when a receiver is appointed for an individual, firm, or corporation, an administrator for the estate of a deceased person, the executor for the estate of a deceased person, the committee for the estate of a lunatic, etc., are exceptions not covered by said statute. The legal designation by an incorporated or unincorporated company of an officer or agent to receive and receipt in its name for all moneys due it is not an assignment of a claim but merely the proper method of covering payment to the company. However, the attempt by a partnership or individual to authorize other parties or persons to receive or receipt in its name for money due is an assignment covered by the sstatute. The law contemplates that claims due from the Government shall be paid to the person to whom the money is due, except in cases of assignments by operation of law. (R. S. 3477; 31 U. S. C. 203.)

b. Whoever, being an officer of the Government, or a person holding any place of trust or profit, or discharging any official function under, or in connection with, any executive department of the Government, or under the Senate or House of Representatives of the United States, shall act as an agent or attorney for prosecuting any claim against the Government, or in any manner, or by any means, otherwise than in discharge of his proper official duties, shall aid or assist in the prosecution or support of any such claim, or receive any gratuity, or any share of or interest in any claim from any claimant against the Government, with intent to aid or assist, or in consideration of having aided or assisted, in the prosecution of such claim, shall be fined not more than five thousand dollars, or imprisoned not more than one year, or both. (Sec. 109, Act of March 4, 1909, 35 Stat. 1107; 18 U. S. C. 198)

c. No former Government officer or employee may act as counsel, attorney or agent for prosecuting any claim against the Government which was pending in his office during the period of his employment by the Government, nor shall such person in any manner or by any means whatsoever aid in the prosecution of any such claim within two years next after he shall cease to be such officer or employee. (R. S. 190; 5 U. S. C. 99.)

JOHN N. EDY
Assistant Commissioner
for Administration

NHA
FPHA

12-7-42

691.1
Regional Office
Administrative Practice
Handbook

SUBJECT: Review and Clearance of Report Forms and Instructions

1. General. The Statistics Division of the Federal Public Housing Authority is responsible for clearance of all proposed report forms and instructions of the FPHA with the Division of Statistical Standards, Bureau of the Budget, in accordance with a recent order of the Bureau of the Budget, requiring review and approval of every report form used by Federal Agencies and pursuant to General Order 2.2.5, Supplement 2.

2. Assignment of Approval Numbers. After January 1, 1943, all report forms used by any agency, including field offices, must bear an approval number assigned by the Division of Statistical Standards (Circular No. 360, Supplement No. 1, August 31, 1942). Approval numbers may include an expiration date after which a report form must be resubmitted for review and clearance if the form is to be continued in use. Moreover, any revision affecting the information to be returned on a report form to which an approval number is assigned or any change in its use, including discontinuance in whole or in part, must be submitted for review and clearance by the Division of Statistical Standards. In addition the Division of Statistical Standards will review all new instructions or revisions in instructions for report forms.

3. Definition of Report Form. The term "report form" includes:

a. Any application form, other administrative report form, questionnaire, or other written or recurrent oral or telegraphic request which calls for answers to identical questions or for information on identical items from any group of ten or more respondents in the United States other than agencies and employees of the Federal Government; and

b. Any such request calling for statistical information from any number of respondents, including agencies and employees of the Federal Government. It does not include accounting, procurement, or personnel documents and records such as vouchers, purchase orders, requisitions, and leave records, nor forms used within a regional office. Reports of a statistical character required of field employees or of local housing authorities by a regional office, however, are included.

4. Procedure for Submitting Proposed Forms. All report forms and instructions including recurrent telegraphic reports which are proposed by regional offices should be transmitted in quadruplicate to the Assistant Commissioner for Administration,

attention of Administrative Planning Division, accompanied by four completed copies of Bureau of the Budget Form DSS No. 37 prepared for the signature of the Director, Statistics Division. Regional Office submittals will then be referred to the Statistics Division for review and clearance with the Division of Statistical Standards.

5. Suggested Procedure Within the Regional Office.

a. Prior to transmittal to the Central Office, a preliminary examination from a statistical point of view should be made of proposed report forms and instructions. It is suggested that this review be made by the regional statistician and approved by the Assistant Regional Director for Administration.

b. No requisition for printing or other duplication of report forms and instructions shall be approved by the Assistant Regional Director for Administration, pending notification of the approval by the Division of Statistical Standards of the proposed form or instruction.

JOHN N. EDY
Assistant Commissioner
for Administration

7.1 –
TEMPORARY
Regional CIRCULARS

NHA
FPHA

7.1
Regional
Circulars

5-27-42

SUBJECT: Long Distance Telephone Calles, Form USHA 16

Pending the issuance of procedural instfuctions on communications for regional offices, you are requested to follow the procedures in existing instructions in order to assure the proper submission of telephone vouchers accompanied by the supporting copies of Form USHA 16.

You are therefore referred to paragraph 10 of USHA Executive Office Order No. 37 which reads as follows:

> "If the employee is a member of a regional office staff, the two copies shall be forwarded to the appropriate regional director. The regional director may approve if the report is satisfactory and shall file the reports in the regional office to substantiate the certification he is responsible for making on vouchers. Housing managers may approve their own reports on Forms USHA 16 and shall retain them as the basis for their own certification."

In order to distribute the communications costs to the proper disbursing symbol, each Form USHA 16 which is attached to the bill must include the project number. General calls to and from Washington which involve policy and procedure shall be noted as to the fund chargeable.

NHA
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7.2
Regional
Circulars

5-30-42

SUBJECT: Loan and Annual Contributions Contract for Public No. 671 Projects

A definitive form of contract is now ready for use with respect to war housing projects assisted under the provisions of Public No. 671. This contract, which will be known as the "Contract for Financial Assistance" to distinguish it from the Contract for Loan and Annual Contributions with respect to low-rent housing projects, consists, as in the case of the latter contract, of two parts; Part I, the provisions of which are adapted to the particular project; and Part II, the provisions of which are applicable to war housing projects in general. These two parts, which are numbered Specimen Form No. 86 and Form No. FPHA 500, respectively, should be used henceforth with respect to Public No. 671 projects and supersede Specimen Forms Nos. 45 and 46, which are now obsolete. We have arranged for the distribution to all of the Regions of an initial supply of the new contract forms.

Immediate steps should be taken to place under this new form of contract all war housing projects which are now under the temporary forms of contract (Specimen Forms Nos. 45 and 46). Since only a modification and amendment of the existing contracts will be involved, it will not be necessary to have Presidential approval of these changes. With respect to these projects, several changes in Part I (Specimen Form No. 86) will be necessary, and a short mimeographed memorandum dated April 15, 1942, entitled "Memorandum with Respect to War Housing Projects under Temporary Forms of War Housing Contract," and indicating the changes necessary, has been prepared and is being distributed together with the contract forms.

In putting projects which are now under the temporary forms of war housing contracts under the definitive form, it is desirable that the contract be brought completely up to date. For example, if there are special conditions in the present temporary contracts which have already been complied with, reference to such conditions should either be eliminated altogether or take the form of representations (as in the case of Cooperation Contract and Equivalent Elimination Contract provisions). Also, if there have been changes, such as in project numbers, etc., the contract should be brought up to date with respect to such changes. In order to make possible proper review of the drafts of the new contracts by the Central Office, with respect to all changes which are made, please send a detailed memorandum explaining the reason or bases for such changes.

With respect to contracts which now provide for changes in the maximum rate of annual contributions at the end of certain periods, please use the highest rate provided in the present contract as the Fixed Contribution Percentage figure in Article D of Part I of the contract.

DISTRIBUTION: To Regional Directors, Regional Legal Advisers, and Central Office Legal Division.

Forms of Development Fund Agreement and Administration Fund Agreement have also been prepared for use with respect to war housing projects, and the development funds and administration funds of such projects should be placed under the new form of agreement. The numbers of these agreements are FPHA Form Nos. 897 and 898, respectively. An initial supply of these forms has been sent out to all Regions.

For your convenience, we are sending you herewith a copy of each of the forms involved.

Your cooperation in placing all Public No. 671 projects under the Contract for Financial Assistance immediately will be very much appreciated. The usual procedure should be followed of your sending in the draft to Central Office for review, mimeographing, and signature on behalf of FPHA, prior to sending the contract to the local authority.

Attachments

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FPHA

11-4-42

7.2
Regional
Circular

Addendum No. 1

SUBJECT: Debt Service Fund Agreement

1. Purpose. Under the General Covenants and Conditions (Form FPHA-500), relating to projects under Title II of Public No. 671, local authorities are required to make payments into the Debt Service Fund on or prior to the last day of each month following the full Operation Date. Under Section 4.04 of the General Covenants and Conditions, all moneys in the Debt Service Fund are required to be held in trust for and irrevocably appropriated to the payment of interest on and principal of the obligations issued by the local authority to pay for the development of the project. It is therefore necessary that a Debt Service Fund Agreement be entered into providing for the establishment of a separate and special bank account designated as the Debt Service Fund.

2. Form. Form FPHA 1121 (8-7-42) has been devised for use in establishing the Debt Service Fund.

3. Procedure. The same procedure should be followed with respect to the authorization and execution of the Debt Service Fund Agreement as is used with respect to the authorization and execution of Development Fund Agreements and Administration Fund Agreements. The same number of executed copies and conformed copies of the Debt Service Fund Agreement and the same number of certified copies of proceedings or resolutions with respect to the authorization of the Debt Service Fund Agreement should be obtained as are obtained in connection with Administration Fund Agreements.

David L. Krooth

DAVID L. KROOTH
General Counsel

NHA
FPHA

7.3
Regional Circulars

6-2-42

SUBJECT: Establishment of the Office of the Regional Accountant

Supplementing other related memoranda with respect to the projected program of decentralization of certain activities and operations of the Federal Public Housing Authority, later to be confirmed by formal orders, there will be selected and assigned to each regional office a Regional Accountant (CAF-12, $4600) who will report directly to the Assistant Director for Administration, upon the appointment to which position that of Regional Auditor will be abolished.

Duties and Responsibilities

To the Regional Accountants will be assigned the responsibility for the performance of the following duties:

1. The establishment of an accounting section for the purpose of maintaining an accounting system, as will be prescribed, for the purpose of reflecting currently complete accountability of all funds (allotments, encumbrances, liquidations, cost analysis, budgetary accounts and controls, etc.) related to all federally-constructed and operated housing projects, as well as those operated under contract with local authorities or others.

2. The maintenance, subsequent to installation, of the prescribed field accounting records necessary to the processing of payments by the regional office for costs incurred by the government under contracts for construction awarded on a cost-plus-a-fixed fee basis.

3. The maintenance, subsequent to installation, of the books of accounts and related accounting records necessary to be maintained at both directly and indirectly operated projects.

4. Examining and processing for approval and certification for payment all public vouchers incident to the administration of the regional office and those covering payments under all contracts for construction, including the operation of directly and indirectly managed federal projects, except those vouchers which are specifically excepted under the description of the responsibilities ascribed to the Certifying Officer.

5. Aiding the Assistant Director for Administration in the performance of such other duties, also to be defined by

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order, as may be required with respect to the administration of the FPHA-aided program, including PWA Housing Division projects and Limited Dividend Corporations, excluding, however, those involving the installation of books of account of local housing authorities, the post audits thereof, the review and examination of reports prepared by field auditors and the supervision of field auditors.

The responsibility for the installation of the foregoing prescribed books of account and necessary accounting records will be chargeable to the Central Office.

In order to accomplish the foregoing the Regional Accountant will be provided, to the extent required, with an adequate staff of accountants, fiscal audit clerks, stenographers and typists.

Revised procedures applicable to this change of policy are in the course of preparation and will be available in the near future.

Certifying Officer

In order to facilitate the prompt disbursement within each region of funds applicable to the type of public voucher described in Paragraph 4, above, the Regional Accountant and the Regional Director for Administration will be designated as Certifying Officers, both of whom will be authorized to certify for payment all such vouchers incident to the administration of the regional offices. The authority to certify vouchers covering payments of advance loans, purchases of bonds, annual contributions to local authorities, deposits made with clerks of various Federal district courts to provide for the purchase of land and vouchers for payments in lieu of taxes, is excluded and will continue to be vested in designated officials of the Central Office.

Prior to the performance of the duties as Certifying Officer by either of the above, appropriate fidelity bonds will be required.

Selection of Regional Accountant

A survey of personnel thoroughly qualified to administer the duties of this position is now being made, and a list of those determined to have the qualifications necessary to discharge the duties of Regional Accountant will be forwarded to the Regional Director in the near future. The responsibility attached to this position cannot be underestimated and it should be understood that the final selection from among those referred to act in this capacity will be the responsibility of the Regional Director.

Coordination of Regional and Central Office Functions

The Regional Accountant will be required to perform an increasingly important role in effectuating successfully the revised policy of administration of the rapidly expanding housing program which will result only from close cooperation of the regional offices and the Central Office and the respective divisions of each. The Central Office will prescribe through the issuance of appropriate manuals, supplements and addenda thereto, the procedure to be observed with respect to all accounting matters in the regional offices and render such assistance as may be required to initiate the installations. Representatives of the Central Office will visit the regional offices periodically for the purpose of post auditing the regional accounting records.

Concurrently with the establishment of the Regional accounting organization and procedures above outlined, it is planned to transfer the responsibility for all post audit functions now being performed by the regional offices to the Finance and Accounts Division of the Central Office.

Scope of Duties and Responsibilities for Post-Audit Activities

Pursuant to the foregoing, the responsibilities of the Finance and Accounts Division will consist of the following duties:

1. Prescribe uniform auditing and accounting procedures, standards and practices necessary to govern the installation and maintenance of all books of account and related accounting records of the regional offices, local housing authorities, PWA Housing Division projects, both directly and indirectly operated, Limited Dividend Corporations, and war housing projects, both directly and indirectly operated.

2. Supervise the installation and conduct post-audits of books of account and related accounting records of the Regional offices, local housing authorities, PWA Housing Division Projects, both directly and indirectly operated, Limited Dividend Corporations, and war housing projects, both directly and indirectly operated.

3. As is now the practice, continue the review and examination of audit reports prepared by Resident, Field and Supervising Auditors and such periodical financial reports and statements as are required from regional offices and local housing authorities to determine adherence to prescribed fiscal policy and accepted or established financial or accounting practice; making such recommendation with respect to the findings as may be necessary to the appropriate administrative officials of the regional offices or the Central Office.

(over)

4. Such other related duties, as pertain to the normal or routine operation of the Authority and regional offices, to be made the subject of formal orders setting forth the functions in detail.

Establishment of Resident Stations for Auditors

From studies of the audit work load now being conducted there will be determined the number and locations of cities which will be designated as Resident Stations to which will be assigned such audit personnel as will be required to most effectively and economically conduct audits of the several types of projects in which the Authority has financial interests or over which it has jurisdiction.

In order that each regional office may be as currently apprised as the Central Office of the financial status of projects under its jurisdiction or any abnormalities or irregularities that may exist that merit immediate attention, a copy of each audit report transmitted to the Central Office will be sent simultaneously to the regional office, as is now the practice. Comments with respect to the examination and complete findings revealed by the reports will follow in due course to the Auditors, with copies to the regional offices, accompanied by any additional or special recommendations that may be appropriate.

Effective Date of Operation

The foregoing plan will become effective as of this date and become operative as soon as the organization of the several regions has been perfected, the completion of which may be anticipated at an early date.

S. J. Elson
S. J. Elson
For the Commissioner

Approved:

Assistant Commissioner
for Administration

NHA
FPHA

Rev. 12-24-42

7.3
Regional
Circular

SUBJECT: Accounting Functions of Regional Offices and Field Activities of the Finance and Accounts Division, Central Office

The Finance and Accounts Division of the Central Office according to General Order 2.2.5, "Organization of the Central Office" is responsible, with respect to all funds available to or under the supervision of the authority, "for the initiation of fiscal policies, standards and procedures; the provision of advice and assistance to the regional offices on fiscal administration; the establishment of a system of accounts, accounting records and reports designed to meet the requirements of the several programs of the Authority; the maintenance of summary accounts pertaining to financial activities of regional offices; the establishment and operation of an auditing program to insure the legality, accuracy and validity of fiscal transactions and records and to verify the financial status of the Authority;" and for other matters as set forth in the Order.

1. Accounting Functions of Regional Offices. In accordance with the policy of maximum decentralization of operating responsibility, the regional director is responsible, through the assistant regional director for administration, for the conduct of all accounting functions in the regional office, within the limits of authority delegated by the Commissioner, and according to methods and procedures prescribed by the Central Office.

   a. Responsibilities and Duties. The regional accounting function will be directed toward providing currently complete accountability for all funds made available to the regional director, and will involve:

      (1) The installation and maintenance of all prescribed books of accounts and related records, including administrative and budgetary accounts, to reflect all financial transactions of the regional office.

      (2) The preparation of all payrolls for employees under the direction of the regional director including the maintenance of all leave and retirement records.

      (3) The installation and supervision of prescribed books of accounts and related accounting records for all field operations and local housing authorities.

(4) The installation and maintenance of prescribed field accounting records for projects constructed under the cost-plus-a-fixed-fee contracts.

(5) The approval as to availability of funds, prior to incurrence or execution, of all obligations, contracts, and purchase orders to be entered into by the regional office.

(6) The examination, for determining the validity of financial commitments, and completeness of documents, of all contracts in order to insure adequate presentation of the financial terms of the agreement on which claims presented for audit thereunder may be based.

(7) The examination and processing for approval and certification for payment of all public vouchers except those specifically excepted under subparagraph b, "Certifying Officers."

(8) The instruction of project site and local authority personnel with respect to the maintenance of books of account or as to manual requirements, or where required, by reason of changes in personnel such as housing managers and agent cashiers, the provision of assistance to incumbents and their successors concerning the accountability of funds. (A report shall be prepared outlining the information and instructions furnished at each visit to a project site or local authority and a copy provided the Director of Finance and Accounts.

b. Certifying Officers. The assistant regional director for administration, the regional accountant, and the assistant regional accountant are designated as certifying officers. Prior to the performance of the duties as certifying officers, appropriate fidelity bonds shall be furnished. Certifying officers are authorized to certify for payment all vouchers incident to regional operations except the following which are specifically reserved for certification in the Central Office:

(1) Vouchers covering payments of advance loans, annual contributions to local housing authorities and purchase of local housing authority Series B bonds.

(2) Vouchers covering deposits made with clerks of Federal District Courts to provide for the purchase of land.

Final payments for construction contracts awarded on a cost-plus-a-fixed-fee basis are subject to review and approval by the Chief Auditor, Central Office, prior to certification in the regional office.

c. Staffing. In order to accomplish the foregoing an adequate regional accounting staff supervised by a regional accountant should be maintained. The staff should include such field accountants as may be required to visit the offices of local authorities and project sites.

2. Field Activities of Chief Accountant, Finance and Accounts Division. The field activities of the Chief Accountant, Finance and Accounts Division, will involve:

a. The provision of advice and assistance in the installation and maintenance of the accounting system in the regional office.

b. The review of accounting systems and records maintained by the regional office for compliance with procedures and instructions issued by the Central Office.

3. Field Activities of Chief Auditor, Finance and Accounts Division. The Chief Auditor, Finance and Accounts Division, shall be responsible with the assistance of such resident and other auditors as required for the following field audit activities:

a. The conduct of post-audits of all operations in which FPHA has a financial interest including the audit for final payment on cost-plus-a-fixed-fee contracts.

b. The conduct of interim audits or examinations upon request of the regional director or assistant regional director for administration addressed to the Director of Finance and Accounts.

c. The conduct of post-audits of regional accounting records.

d. The provision of advice and assistance in the installation of accounting systems and records for field operations and local housing authorities upon request of Regional Director.

4. Audit Reports.

a. A copy of each audit report transmitted to the Central Office shall be sent simultaneously to the regional office. Central Office comments with respect to the examination and complete findings revealed by the reports will be sent to the auditor, and copies of such comments will be sent to the regional offices accompanied by any additional or special recommendations that may be appropriate.

b. After each regular audit of local authority operations the Chief Auditor shall prepare a brief summary report of the audit findings for transmittal by the regional director to the Chairman of the Authority.

c. Upon receipt of a request by the regional director from a local housing authority the Chief Auditor shall prepare and send a more formal and complete reviewed audit report, appropriately supported by narrative and necessary schedules to the local authority through the regional director.

This Circular supersedes my memorandum to all Regional Directors dated October 24, 1942.

John N. Edy

JOHN N. EDY
Assistant Commissioner
for Administration

8505

JHA
PHA

-12-42

7.4
Regional
Circulars

SUBJECT: Forms and Procedures for Closing Out Suspended Projects

1. Purpose. Under date of June 5, 1942, the Commissioner wrote to all regional directors regarding the closing out of suspended projects. The following instructions, and the forms mentioned below, have been prepared for the guidance of regional attorneys in carrying out the policies stated in the Commissioner's memorandum. An initial supply of the forms have been sent to each regional office.

2. Earmarkings. Where the local authority merely has an earmarking, and a loan is to be made to the local authority, the loan contract should be prepared on Specimen Form No. 88. A draft of the contract should accompany the regional director's recommendation that a loan be made, or should be submitted as soon as possible thereafter. This type of contract cannot be executed until after the President has approved the making of the loan. It will therefore be processed, both in the Central Office and in the regional offices, in substantially the same manner as contracts for loan and annual contributions.

It will be noted that no development fund agreement is required in connection with this type of contract, it being contemplated that normally only one advance will be made, immediately upon the execution of the contract, and that the funds received by the local authority will be completely disbursed within a short time after receipt.

3. Suspension of Entire Statutory Project. In this situation, Specimen Form No. 89 is to be used. A contract in this form would constitute an amendment and modification of the existing contract for loan and annual contributions. Since no Presidential approval is needed for such an amendment, a draft of the contract should be prepared and sent to the Central Office as soon as a local authority has indicated its willingness to modify its existing contract. These contracts will be processed in the Central Office and regional offices in the same manner as any amendment to a contract which does not require Presidential approval.

It will be noted that in this case, the local authority will be required to keep the existing development fund agreement in force.

(over)

DISTRIBUTION: To regional directors, regional attorneys, and Central Office Legal Division

4. Suspension of Part of Statutory Project, Balance Completed or Being Completed and to be Operated for Families of Low Income. In this situation, Specimen Form No. 87a, an agreement which provides for the splitting of the existing statutory project, should be used. In addition, separate contracts are necessary for the two parts into which the existing statutory project is split.

The contract for loan and annual contributions, covering that part of the existing statutory project which is not being suspended, should be in the form of Specimen Form No. 50 with the changes outlined in a memorandum dated April 15, 1942, and entitled "Memorandum with Respect to Developments to Continue Under a Contract for Loan and Annual Contributions," except that the new Article C (see item II of said memorandum of April 15, 1942) should read as follows:

> "This Contract is executed pursuant to and in accordance with a certain 'Agreement for Modification of Contract for Loan and Annual Contributions between _____ and Federal Public Housing Authority (Project No. _____)' between the parties hereto."

The loan contract covering the portion of the existing statutory project being suspended should be in the form of Specimen Form No. 90.

The contracts will be processed in the same manner as in the case of the suspension of an entire statutory project, since no Presidential approval is needed in this situation.

The local authority should amend its development fund agreement (or enter into a new one) to make it consistent with the new contract for loan and annual contributions. The loan contract in this situation (Specimen Form No. 90) provides for a development fund agreement only if requested by FPHA. Such a development fund agreement should be requested only where the local authority will be carrying on activities in connection with the project, involving the expenditure of funds, for a substantial period of time.

5. Suspension of Part of Statutory Project, All or Part of Balance Being Converted to 671. In this situation, Specimen Form 87B, which provides for the splitting of the existing statutory project, should be used. The contract

for financial assistance, relating to that part of the existing statutory project which is to be converted to 671, should be in the form of Specimen Form No. 86(Alternate). The loan contract for the portion being suspended should be in the form of Specimen Form No. 90. The contract for loan and annual contributions for the portion (if any) which is to continue as a low-rent project should be in the form of Specimen Form No. 50 with the changes outlined in the above-mentioned memorandum of April 15, 1942, entitled "Memorandum with Respect to Developments to Continue Under a Contract for Loan and Annual Contributions."

The contract for the portion of the existing statutory project which is being converted to 671 cannot be executed until after the necessary Presidential approval and findings have been made. In situations of this type, therefore, the contracts should be prepared at the time of, and in connection with, the conversion to 671.

6. Interim Loan Notes. The notes to be taken by FPHA under contracts in the form of Specimen Forms Nos. 88, 89, and 90, will be "Interim Loan Notes," and the resolution authorizing their issuance should be in the form of Specimen Form No. 91. Where exchange of notes is necessary, Forms 423A and 423B-6, modified to fit the particular situation, should be used.

NHA
FPHA

7.4
Regional
Circulars

6-12-42

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(over)

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NHA
FPHA
7-30-42

7.5
Regional
Circulars

SUBJECT: Payment for Land

The Central Office is in receipt of a number of inquiries from Senators, Congressmen and property owners relative to payment for land taken as sites for housing projects.

To eliminate the majority of these inquiries, it is recommended that inquiry be made of the local representative of the Department of Justice as to the approximate period of time that will elapse before payment can be made to the owners, and the negotiators be instructed to so advise the property owners at the time options are obtained. These owners should also be advised to confer with the representative of the Department of Justice immediately after the time required has elapsed with the view of obtaining their money.

If title evidence is ordered in conformity with LD-100, there should be no delay in making payment to the property owners providing title to the land is in a satisfactory condition.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA
7-30-42

7.5
Regional
Circulars

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Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

7.6
Regional
Circulars

August 3, 1942

SUBJECT: Insurance Functions of the Regional Offices

In accordance with the established policy of the FPHA to operate on a highly decentralized basis, subject to limited controls by the Central Office, each regional director through the Assistant Director for Administration is to assume responsibility for the administration of insurance activities in his region. It is suggested that the Assistant Director be assisted by a regional insurance adviser at Grade CAF-10, $3500.

Responsibilities and Duties: The regional insurance functions will be directed towards securing adequate and appropriate insurance coverage at the lowest possible cost on all projects under the supervision of the FPHA and will involve:

1. The review and approval of all insurance coverages, secured by contractors and all subcontractors on cost-plus-a-fixed-fee contracts or lump-sum contracts and of premium payments.

2. The preparation or review of estimates on annual insurance costs for inclusion in or approval of estimated budgets of operating expenses.

3. Assisting local authorities on all their insurance problems and carrying on any negotiations with them as may become necessary.

4. The examination of all insurance contracts entered into by local housing authorities for determination of proper and sufficient coverages and costs, and within the scope of policy and procedure established in the Central Office, the final approval of insurance contracts including the payment of premiums.

5. The preparation, review, and approval of insurance provisions in all contract documents.

6. Preparation of instructions to local housing authorities on bonding and necessary amendments to by-laws in connection therewith.

7. Determination of conformance by local authorities to insurance requirements as outlined in their by-laws and loan and annual contributions contract.

8. Interpretation of building laws and codes, and atate and municipal ordinances relating to local housing projects as respects insurance.

9. Maintenance of expiration, loss, and experience records of all types of insurance coverages; and maintenance of a file of insurance information and other insurance data.

10. Preparation of recommendation to the regional director regarding corrective steps to be taken to eliminate hazards which might cause injury and result in damage suits.

11. Maintenance of a continuous study of insurance rates, coverages, etc., in order to effectuate the lowest possible premium costs.

Coordination of Regional and Central Office Functions

The Central Office will prescribe standards, methods, and procedures through the issuance of appropriate instructional media to be observed with respect to all insurance matters in the regional office and render to the regional office such assistance as may be required.

Such problems as cannot be successfully resolved in the regional office shall be referred to the Central Office together with any recommendations for final action.

Effective Date of Decentralization

Decentralization of responsibility for administration of insurance activities will take place immediately upon the appointment of a person in the regional office to perform the duties resulting therefrom. The Central Office will submit files of qualified candidates to the regional directors for consideration.

JOHN N. EDY
Assistant Commissioner
for Administration

NHA
FPHA

8-5-42

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

7.7
Regional
Circular

SUBJECT: Community Facilities

The Commissioner is seriously concerned because many of our war housing projects have not been provided with reasonably adequate community facilities. Apparently, relatively few projects have either off-site or on-site facilities which meet authorized standards, thus diminishing the usefulness of the projects.

Accordingly, the Commissioner has directed the following:

1. Regional Directors shall undertake immediately to determine the reasonable needs of completed war housing projects for community facilities and services and transmit their recommendations and estimates to the Central Office as soon as possible. The investigation of need should be conducted by the Management Branch of the Regional Office, with the cooperation of the Development Branch in connection with construction cost estimates. Having in mind the shortage of a wide variety of critical materials, the Commissioner asks that minimum standards for community facilities not be exceeded in any given situation. He appreciates that this undertaking entails considerable work but he does not want the magnitude of the task to interfere with its accomplishment.

Funds have been earmarked for financing the cost of community facilities and services for existing projects and will be made available by the Central Office after regional recommendations are received. It will not be necessary for regional offices to draft allotment requests at this time, although estimates should be submitted in sufficient detail to permit preparation of the allotment document in the Central Office. All estimates should be accompanied by adequate explanation and support. Address replies for attention of Assistant Commissioner for Project Management.

The construction of community facilities approved by the Commissioner after study of regional recommendations will be the responsibility of the Development Branch of regional offices.

2. Plans for new war housing projects shall provide for all essential community facilities and services.

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

John N. Edy

JOHN N. EDY
Acting Commissioner

NHA
FPHA

8-7-42

7.8
Regional
Circulars

SUBJECT: Contracts - Availability of Funds and Negotiation after Rejection of Bids

1. No contract shall be executed and no obligation shall be incurred therefor in connection with the development of a project except after certification by the Regional Accountant that funds are available for the purpose thereof.

2. When, after advertising for bids for a project or any work in connection therewith, the Regional Director shall reject the lowest bid, or when all bids are rejected and the Regional Director negotiates a contract with other than the lowest bidder, the Regional Director shall prepare and file in his office a brief statement of the reasons for such action, indicating specifically how the interest of the Government was served thereby. Copies of such statement shall be forwarded to the Assistant Commissioner for Development and to the Assistant Commissioner for Administration in the Central Office. Nothing in this section shall be construed as requiring Central Office approval of the action or decision by the Regional Director described in his statement.

JOHN N. EDY
Acting Commissioner

NHA
FPHA

7.9

Regional
Circular

8-13-42

SUBJECT: Distribution of Central Office Releases to Regional Offices

1. The Central Office Administration Branch has adopted the following procedure to facilitate distribution of Central Office releases to regional personnal:

a. At least two copies of each order, manual, notice, circular, etc., will be mailed by fastest method to each regional office as soon as it is reproduced. The releases will be accompanied by a notice indicating those groups of employees who should be familiar with the contents of the release and by a postal card, "Acknowledgment of Receipt," to be returned to the Central Office immediately after the bulk shipment of material has been received.

b. The full quantity of each release required by the regional office will be mailed by parcel post or shipped by express depending upon volume and weight as soon as it can be dispatched by the Central Office. (Air express, which requires an air priority, will not be used except in an emergency).

2. The regional office can facilitate distribution of Central Office releases by adopting the following practices:

a. Directing the air-mailed releases, upon receipt, to a responsible officer, preferably the regional administrative planning officer, who will bring it to the attention of the regional officer primarily concerned with its provisions.

b. Filling out the postal card, "Acknowledgment of Receipt," and mailing it promptly after receipt of the bulk shipment.

c. Reviewing the release carefully and planning its distribution within the region to local authorities, housing managers on directly operated projects, project managers, accountants, other field staff members, or regional office staff members, to insure that a copy is made available to each employee who should be familiar with its provisions.

d. Notifying the Administrative Planning Division, Central Office, of the usual number of copies of each type of release required in the region.

e. Conserving the supply of each release by making no unnecessary distribution to employees whose work is not affected by it or who can be adequately served by a supervisor's desk file of releases.

3. The procedure outlined above relating to activities of the the Central Office will become effective upon issuance of this instruction. Inquiries and comments regarding the suggested procedure for regional offices should be addressed to the Administrative Planning Division, Central Office.

John N. Edy

JOHN N. EDY
Assistant Commissioner
for Administration

NHA
FPHA

7.10
Reg. Cir.

August 15, 1942

TO: All Regional Directors

FROM: John N. Edy, Assistant Commissioner for Administration
Lee F. Johnson, Assistant Commissioner for Project Management

SUBJECT: Transfer of Farm Security Administration Projects

Pursuant to the authorization by the Commissioner in his memorandum of July 8, 1942, each regional director shall make whatever arrangements are necessary to transfer to the FPHA such FSA temporary shelter projects as are available for occupancy. The transfers shall be effected in each region on the dates specified in the attached schedule of transfer. These dates have been agreed to by the Central Office of the Farm Security Administration.

Instructions based on experience in transferring FSA temporary shelter projects to FPHA Region III have been prepared and are attached for your guidance in handling transfers in your region. Copies of these procedures will be distributed to FSA regional directors.

The Central Office of FPHA will assume responsibility for the management of the FSA Subsistence Homesteads and "Greenbelt" towns.

Please notify the Central Office of the projects that you take over.

Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
for Project Management

John N. Edy

JOHN N. EDY
Assistant Commissioner
for Administration

Attachments

SCHEDULE OF TRANSFER DATES

FPHA Regions and States in which transfers are to be effective on September 16, 1942

FPHA REGION		FSA REGION
I	All States	I
II	All States	I
III	Maryland	I
IV	North Carolina, Tennessee	IV
	Alabama, Georgia, South Carolina, Florida	V
V	West Virginia	IV
VIII	Texas (part), Oklahoma	VIII
IX	Washington, Oregon, Idaho	XI

FPHA Regions and States in which transfers are to be effective on October 1, 1942

IV	Mississippi	VI
V	Michigan	II
	Ohio	III
VI	Wisconsin	II
	Illinois, Indiana, Iowa	III
	North Dakota, South Dakota	VII
VII	Missouri	III
	Utah	IX
	Colorado	X
VIII	Arkansas, Louisiana	VI
	Texas (part), New Mexico	X
X	All States	IX

FSA REGIONAL DIRECTORS

Region	Name	Address
I	James Wood	17 Brief Avenue Upper Darby, Pennsylvania
II	H. S. Muir	6th Floor County Court House Milwaukee, Wisconsin
III	Philip G. Beck	342 Mass. Ave. Indianapolis, Indiana
IV	H. H. Gordon	State College of Agriculture Patterson Hall Raleigh, North Carolina
V	E. S. Morgan	FSA Building Montgomery, Alabama
VI	A. D. Stewart	Donahey Building Little Rock, Arkansas
VII	Cal A. Ward	901 N. 17th Street Lincoln, Nebraska
VIII	Lee Ozbirn	State Exposition Bldg., Parry Ave. at Commerce St. Dallas, Texas
IX	Larry H. Hewes	30 Van Ness Street San Francisco, California
X	Charles F. Brannan	1025 14th Street Denver, Colorado
XI	Walter Duffy	Terminal Sales Building Portland, Oregon

The Regional Director shall immediately designate a Management Adviser who will act for him as a Liaison Officer. He shall be charged with the responsibility of seeing that all phases of the transfer are handled expeditiously. It will probably be desirable for the FPHA Regional Liaison Officer to arrange for the FPHA Regional Accountant, Personnel Officer, and Procurement Officer to accompany him on his first interview with the FSA regional personnel. Subsequently these regional officers should be authorized to deal directly with the appropriate FSA representatives regarding those phases of the transfer which relate to their respective functions, but the Liaison Officer must be kept posted as to the scope and purpose of all clearances.

PROJECTS NOW IN THE MANAGEMENT STAGE

I. The Liaison Officer will secure from the appropriate FSA Regional Office full particulars regarding the exact locations of the projects scheduled for transfer; the names, addresses, and telephone numbers of the managers in charge; the size and type of accommodations available at each project. Such data should be assembled in directory form and circulated with two copies to the Division of Direct Management. He will also familiarize himself with related FSA procedure, especially Instruction Sheets of the 471 Sequence. The contents of these sheets should be made known in summary form to all those concerned with the transfer.

II. Not later than two weeks before the scheduled date of transfer, the Liaison Officer will visit the FSA Regional Office for the purpose of concluding final arrangements and observing at first hand the manner in which supervisory functions are being exercised. While there he will make sure that there is an approved operating budget and rent schedule for each development. He will also review jointly with the Regional Director or his assistant the salient points of their field operations, particularly with reference to any changes imminent in organizational structure, service contracts or standards; also delinquent rent accounts and current problems relating to eligibility and occupancy.

III. This visit to the FSA Regional Office will be followed by a field inspection of all projects, preferably in company with an FSA representative, the main purpose being to confer with each Housing Manager and to give such explanation and assurance as may be necessary to the end that his activities will in no way be hindered during the transition period.

IV. Following a last minute progress check, the Liaison Officer will, on the day before the transfer is scheduled to take place, send night telegrams to the Housing Managers, advising them to continue

in full charge of their respective development exercising all functions as before except that they will act in behalf of FPHA and be administratively responsible to the Regional Director signing the wire.

PROJECTS UNDER CONSTRUCTION BY FSA

With respect to projects under construction on which initial occupancy has not as yet occurred, the FSA will complete all items of construction, including the procurement of equipment and supplies.

Arrangements have been worked out where the FSA will notify the FPHA Regional Office at least thirty (30) days prior to the completion and acceptance of any portion of a project. As soon as such notification is received, the following steps should be taken:

I. In the event that a Housing Manager has not been appointed prior to receipt of FSA's formal 30-day notice, he should be immediately. The Manager should in turn be given the power to make other appointments through the use of Field Agreement. In certain instances, where the project being completed is contiguous to other developments being operated by FSA, it will probably be advisable to make arrangements for FSA to appoint the personnel necessary to take on the additional work load. Such a procedure would, of course, only be necessary where there is insufficient time to make other arrangements due to the fact that the leasing and occupancy date falls a relatively short time after the effective date of the transfer.

II. In cases where the personnel employed are either new or not conversant with FPHA's policies and procedures, they should be furnished with all necessary manuals, bulletins, etc. and coached in the proper execution of their duties.

In cases where FSA personnel is to assume the responsibility for the opening of a new project, the forms and procedures with which they are accustomed will be used initially and until such time as arrangements are completed for a uniform procedure for all temporary shelter projects.

III. Two Operating Budgets should be prepared: one to cover necessary expenditures during the Initial Operating Period (from date of first expenditure chargeable to Management through the end of the fiscal quarter in which 95% occupancy occurred) which should provide for sufficient funds for the employment of key personnel, also temporary personnel such as that used for initial tenant selection; the second to cover all necessary operating expenses from the end of the Initial Operating Period through to the end of the fiscal

With respect to the first budget, it may be necessary in some instances to prepare the budget and have it approved prior to the transfer date, in order that necessary funds may be available for the Regional Office to appoint and enter on duty management personnel even though the actual transfer of the project has not been consummated.

IV. Applicable rent schedules should be prepared and cleared with the local representative of the Office of Price Administration whose records will show the rents generally prevailing in the community for comparable rooms on the maximum rent date. Schedules for developments closely approaching the occupancy stage should be discussed with representatives of FSA since that agency may have already established such schedules according to its procedure.

V. Arrangements should be made for utility contracts, such as gas, water, electric, etc. Up until now these contracts have been negotiated by Legal Utilities Section of the Central Office and until further notice, request for the negotiation of such contracts should be made of this section.

VI. Contracts for laundry service, garbage and refuse removal, telephone and other needed project services not mentioned in #6 will be negotiated by the Housing Manager according to established FPHA procedure.

ACCOUNTING

In accordance with the plan to transfer the management of Temporary Shelter Projects from the Farm Security Administration to the Federal Public Housing Authority, and in order that you may be fully advised in advance as to the circumstances and conditions under which the transfer will be made, there is presented herewith a memorandum, dealing with:

(1) Accounting equipment and forms now in use at the projects to be transferred.

(2) Records, reports and other information to be furnished to your Regional Office by the Farm Security Administration.

(3) Instructions to be issued by your Regional Office to the Housing Managers effective after transfer, and, Regional Office requirements.

It has been determined that except for few changes, the accounting procedure now in operation at the various projects will be continued by the Federal Public Housing Authority until such time as it is deemed practical to convert to the Federal Public Housing Authority methods and procedure. All personnel, records and equipment used in connection with these projects will be transferred, giving the effect of a continuing operation. In view of the foregoing, it is anticipated that your office will be able to carry on without difficulty or interruption.

The Farm Security Administration will issue instructions to its Regional Offices outlining a procedure for effecting the transfer.

Projects under construction will not be transferred until completed. All such projects as have been completed and ready for occupancy on the scheduled date of transfer will be turned over to the Federal Public Housing Authority.

All questions on accounting concerning the transfer should be referred to the Director of Finance and Accounts in Washington.

Item 1. Accounting Equipment and Forms now in use at the Projects.

The Farm Security Administration has provided and maintained a uniform system of accounting and procedure for the accounting activities at the projects, embodied in their manual, entitled, "Finance Division Instruction No. 52," a copy of which is available at each project.

Accounting Equipment and Forms

Burroughs Cash Receipting and Accounting Machine of the detail Accounts Receivable (Tenants Accounts)

Form	No.
Collection Receipt	FSA 330A
Debit Memo	FSA 330B
Credit Memo	FSA 330C
Receipt for Cash Refund	FSA 330D
Tenant Ledger Card	FSA 331
Weekly Statement of Operation	FSA 341
Tenant Rental Contract	FSA 272A
Register of Lease or Rental Charges (Summary)	
Register of Collections	
Register of Debit Memos	
Register of Credit Memos	
Register of Cash Refunds	

Item 2. Records, Reports, and other information to be furnished the Federal Public Housing Authority by the Farm Security Administration.

The Cashier-Bookkeeper at the project will deposit all money received through the last day the project is managed by the Farm Security Administration and route all documents in accordance with its procedure.

Each Cashier-Bookkeeper is bonded. The Treasury Department has decided that the present bond is not acceptable for Federal Public Housing Authority operations. Consequently, it will be necessary for the Cashier-Bookkeeper to return his change fund at the close of business on the date of the transfer to the Treasury Department; prepare a new bond, using Form No. 1671 G (Revised) "Treasury Department Division of Disbursements" and obtain a new change fund.

It has been determined that the matter of obtaining new change funds can be best handled through the Central Office (FPHA) in Washington, D. C. The Farm Security Administration has advised its Regional Offices to have the Cashier-Bookkeeper furnish new bonds in the following manner:

> Form No. 1671 G (Revised), original and four copies. The original and two copies to be forwarded to E. J. Michelson, Finance and Accounts Division, Federal Public Housing Authority, Washington, D. C. One copy is to be retained by the bonding company and one copy is to be retained by the Cashier-Bookkeeper.

The amount of bond will be based on the monthly rent roll at the project, for example:

Monthly Rent Roll	Bond
Under $7,000 per month	$ 3,700
$7,000 to $14,000 per month	$ 6,000
Over $14,000 per month	$ 10,000

The bond should be accompanied by a request that the employee be designated as Agent-Cashier for the particular project. The request should indicate the amount of the change fund required.

The Federal Public Housing Authority will be furnished with:

1. All supplies and materials at each project.

2. A Trial Balance of Tenants Accounts Receivable (in detail) as of the transfer date.

3. A Schedule of Non-Expendable Equipment and Fixed Property on FSA Form AD 107.

4. All records at the project.

5. A Final Cost Report - Form FSA 210.

6. A Final Allotment Ledger Report as of the transfer date.

7. Regional Office Allotment Records.

8. A copy of the Audit Report for each project as of the transfer date.

9. A supply of FSA Collection Receipts until the FPHA can secure its own supply of such forms.

10. Income and Operating Statement (FSA 459).

11. All payroll records and data necessary for the preparation of payrolls including copies of all previous payrolls. (The FSA will prepare payrolls up to the transfer date). In other words, payrolls through September 15th or 30th, respectively, will be processed and paid by FSA.

The Farm Security Administration will endeavor to assign to the Federal Public Housing Authority Regional Office one of its staff to assist in the preparation of the payrolls for the period after date of transfer. Where an FSA representative is not available it may be necessary for the FPHA Regional Office to send one of its employees to the FSA Regional Office to become familiar with the payroll procedure.

Item 3. Instructions to be Issued by your Regional Office to the Housing Managers, Effective After Transfer, and Regional Office Requirements.

As mentioned in a previous section of this memorandum, it has been decided to continue for the present the accounting system now in operation at the projects. However, certain routine changes will be necessary. The Regional Director should advise the Housing Managers with regard to the following matters:

Beginning with the day after transfer, all project personnel, including accounting personnel, will be under the jurisdiction of the Housing Manager.

The serial numbering of documents will not be changed. However, the number should be prefixed by the letters "HA" in lieu of the prefix "DA".

Under Farm Security Administrat on Management, the majority of projects do not deposit collections with Federal Depositories. Money Orders are obtained, attached to the Schedule of Collections (Form 1044) and forwarded to the Regional Disbursing Officer who prepares the Certificate of Deposit, makes the deposit and distributes the various documents. It is advisable that this practice where now followed be continued for the present and for your guidance there follows, Farm Security Administration procedure, embodied in their manual "Finance Division Instruction No. 52" section 2, pages 2 and 3:

Distribution of Schedule of Collections:

a. Original and three copies to the Regional Disbursing Office. To these copies will be attached either the Money Order or Certificate of Deposit. Two copies will be returned by the Disbursing Officer to the Finance Regional Manager who will mail one copy to the Cashier-Bookkeeper.

b. One copy to the Finance Regional Office to which will be attached the salmon copy of each Collection Receipt.

c. One copy to the Finance Regional Office for transmittal to Business Management Mails and Files.

d. One copy to be held by the Cashier-Bookkeeper.

The Housing Manager should be advised as to the changes necessary for routing the Schedules of Collections, i.e., to Federal Public Housing Authority Regional Office instead of Finance Regional Office, Farm Security Administration. Instructions as to the changes to be made in the preparation of the Schedule of Collections will be covered in a subsequent memorandum.

The Regional Disbursing Officer should also be notified as to the changes in making distribution of documents so that they may be forwarded to the FPHA Regional Office instead of the FSA Regional Office.

A representative of the Federal Public Housing Authority will be required to certify to the Farm Security Administration for the inventories of Unused Collection Receipts, Equipment and Fixed Property, etc.

The Housing Manager should be instructed to direct all inquiries and forward all vouchers for examination, certification and payment to the Federal Public Housing Authority Regional Office.

The Farm Security Administration system for allotment accounting conforms to the standard procedure prescribed by the General Accounting Office and will therefore lend itself readily to the system in operation at your Regional Office as outlined in "Manual of Instructions of Accounting Procedure, Part II, pages 1 to 37".

Funds for the operation of the FSA Temporary Shelter projects will be made available to each Regional Office sufficiently in advance of the transfer date.

Further instructions will be issued in the near future giving information concerning the preparation of Schedule of Collections, Project Accounting Code Number, D.O. Symbol Number and other pertinent items involved in carrying out the accounting activities of the Regional Office on FSA projects subsequent to transfer date.

When a project is transferred from the FSA a listing of all non-expendable property will be prepared by the FSA regional office on form A. D. 107, "Report of Transfer of Property." This will be signed by the FSA Regional Business Manager as transferring officer and by a representative of the FPHA regional office, as receiving officer, showing acceptance of the property listed thereon subject to physical inventory.

The FSA regional office will turn over complete property files to the FPHA regional office. After transfer of the projects, the records will be kept in conformity with our property procedure.

The Housing Manager will submit a report of the physical inventory to the FPHA regional office which will be audited in the latter office by making comparison with the form A. D. 107 prepared by FSA. The FPHA regional property officer will submit one copy of the inventory with a report of discrepancies, if any, to the Regional Accountant and the Housing Manager; the latter should be required to account for the differences. When all discrepancies are accounted for the Farm Security Administration will be furnished with a final receipt.

It will not be necessary to record all property included in the FPHA General Property Catalog on our forms. Rather, the FSA forms and records may be consolidated with the FPHA records. Records of automobiles, however, will be entered on FPHA forms, but past movements and maintenance costs applicable to automobiles need not be recorded.

TRANSFER OF RECORDS

The records transferred should include the following:

1. Regional central files
2. Regional travel files
3. Regional Business Management files on management allotments.
4. Copies of all leases, contracts, other agreements, commitments, etc.

As rapidly as obligations for property in the construction allotments are liquidated, these construction files should be transferred to FPHA.

PROCUREMENT FOR FSA PROJECTS

The Housing Manager will requisition all items necessary for initial operation through the FPHA Regional Office in accordance with our procurement procedure soon to be released.

PROJECT PERSONNEL

Upon determination by the FPHA Regional Director that projects in a state or region shall be transferred from the FSA, the liaison officer will communicate with the Regional Personnel Officer through his Regional Director and request the following, this information to be asked for in sufficient time so that it may be received in the Washington Personnel Division through the regional office at least seven days in advance of the actual date of transfer. A copy should be retained in the regional office.

I. List of transferees as follows:

Name - full first - middle initial - surname
Title - official payroll title - not functional title
Grade
Salary - annual or annual "wae" (when actually employed)
Kind of Appointment - e.g. indefinite War Service; temporary (state length of time for which appointment was made); probational indefinite, etc.
Entrance on duty date - if transferee was primarily engaged in housing on or before February 24, 1942, this fact should be indicated on the list rather than eod date. If employed after February 24, actual date of eod should be given.
Official Headquarters - city, state and project number
Whether retirement deductions have been taken from pay of employee.

II. Request the FSA Regional Personnel Officer to wire directly to the Director of Personnel FPHA, Washington, D. C., of any status changes approved by their central Personnel Office after submission of lists and up until date set for consummation of transfer. This is to insure that transfers are completed at the same grade and salary enjoyed by the employee on the last day of his service in the FSA.

III. For all employees who have been engaged by the FSA subsequent to February 24, 1942, completed Forms CSC 57 shall accompany the list.

IV. Request the FSA Regional Directors to attach to the list a letter authorizing the release of all employees named therein.

V. Request the FSA Regional Personnel Officer to send official status cards and personnel files of transferees to Director of Personnel FPHA, Washington, D. C. It is not necessary that this material channel through the FPHA regional office. This material does not have to be sent in simultaneously with items I, III and IV--it is essential that they be

received in Washington at least seven days in advance of the transfer date.

VI. Mechanics in connection with obtaining Civil Service approval of transfers and effecting War Service appointments for project employees will be accomplished in Washington. FPHA Regional Directors shall not clear these actions through Civil Service District Managers. Fanfold letters of appointment notification will be transmitted to the project employees through the FPHA Regional Office. These will be accompanied by oaths of office and personnel affidavits (Forms 47) for execution by transferees, upon receipt.

VII. At the request of FSA, copy of fanfold notice of appointment for each employee transferred will be sent by our Washington Personnel Division to the appropriate FSA Regional Office and the FSA Central Personnel Division in Cincinnati.

Note: Transferred employees will retain for all intents and purposes under the civil service rules the same civil service status or Ramspeck Act rights which they had in the Farm Security Administration. Accumulated and accrued annual and sick leave will be transferred to FPHA. If retirement deductions were made from their pay by FSA, we will continue the practice. Transfers will be accomplished under authority of Executive Order 9063 and the employees will not retain reemployment rights in FSA; they will be given War Service appointments in FPHA for a period not to exceed the duration of the war and six months thereafter.

REGIONAL PERSONNEL

Under the terms of Executive Order 9070 of February 24, 1942, the Farm Security Administration is not obliged to release employees even though they were engaged primarily in housing activities on the date of the Executive Order, nor is the Federal Public Housing Authority obligated to accept personnel, by transfer from FSA, unless in our opinion candidates are qualified for the positions to be filled.

The transfer of personnel in FSA regional offices shall be negotiated by regional FPHA personnel officers in the same fashion as are transfers from any other agency. The interim personnel procedure (Class 6-Regional Administrative Handbook, Division 2-Personnel Procedure) shall be used in effecting these appointments. The FPHA regional personnel officer shall negotiate with the FSA regional personnel officer and after the latter has made known the names of employees available for release, our personnel representative shall review the files to determine their eligibility for vacancies in FPHA.

Where more than one FPHA Region will be recruiting from the same FSA regional personnel, special arrangements will be made with the appropriate Regional Directors and where necessary, a member of the central Personnel Division will be available to assist in the review of files and determine the regions to which employees should be transferred dependent upon the vacancies in the FPHA Regions concerned, preference of transferees as to location and urgency of need for services in particular region.

PERSONNEL OFFICERS OF THE FARM SECURITY ADMINISTRATION

Region I	
Maine, New Hampshire, Vermont New York, Massachusetts, Rhode Island, Connecticut, New Jersey, Pennsylvania, Delaware and Maryland	Robert Ryan Upper Darby, Pennsylvania
Region II	
Minnesota, Wisconsin, Michigan	James Somerville Milwaukee, Wisconsin
Region III	
Iowa, Missouri, Illinois, Indiana and Ohio	C. M. Cornelius Indianapolis, Indiana
Region IV	
Virginia, W. Virginia, Kentucky, N. Carolina and Tennessee	V. L. Couch Raleigh, N. Carolina
Region V.	
S. Carolina, Georgia, Alabama, and Florida	P. J. Conner Montgomery, Alabama
Region VI	
Arkansas, Mississippi, Louisiana	Charles Elkin Little Rock, Arkansas
Region VII	
N. Dakota, S. Dakota, Nebraska and Kansas	Al Schickel Lincoln, Nebraska

Region VIII	
Oklahoma and part of Texas	Edwin Davis Dallas, Texas
Region IX	
California, Nevada, Utah and Arizona	Melvin Cole San Francisco, California
Region X	
Montana, Wyoming, Colorado	Stewart Allen or his successor Denver, Colorado
Region XI	
Washington, Oregon, Idaho	Irving Smith Portland, Oregon
Region XII	
New Mexico, part of Texas	Amarillo office being closed. All contacts for this FSA Region should be through Dallas, Texas.

SUGGESTED CHECK LIST

1. Obtain locations and identification symbols of projects assigned.

2. Ascertain number and type of units comprising each project along with estimated completion dates for those still in the construction stage.

3. Visit FSA Regional Office and review their policies and procedures in conference with the Regional Director or his assistant.

4. Check revenue schedules; eligibility designations; and most recent Monthly Narrative Reports and Occupancy Data on file.

5. Review working relations with public bodies relative to fire and police protection, health service, schools, etc.

6. Clear with the Rates Negotiations Section at Central Office regarding existing contracts for all utilities.

7. Make sure contracts for needed project services are continued in force.

8. Arrange for the cataloguing and transfer of all records and files, including plans and specifications of all completed jobs.

9. Obtain from FSA transcript of all pending orders and delivery schedules for furnishings and equipment.

10. Arrange to stock temporarily in the Regional Office an adequate supply of all FSA management and accounting forms in current use.

11. Arrange for taking an inventory and transfer of equipment and supplies at the projects.

12. Request FSA to advise field employees of pending transfer, and to furnish them with name and address of the FPHA Regional Director.

13. Inspect all projects prior to transfer jointly with FSA Regional Representative.

14. Advise Housing Managers as to established procedure for recruiting and appointing field personnel.

15. See that adequate personnel is employed on developments approaching the occupancy stage.

16. Arrange with Regional Construction Adviser for final inspection and acceptance of developments immediately upon completion at which time all Warranties, Guarantees, and Performance Bonds should be turned over to FPHA.

17. Instruct Housing Managers regarding FPHA procurement procedure and maintenance of property records.

18. Advise before cut-off date concerning new accounting symbols, code numbers, etc.

19. Review all approved Operating Budgets and secure copies.

20. Make immediate request for allotment of funds for management purposes that do not have approved budgets.

NHA
FPHA

8-22-42

7.11

Regional
Circular

SUBJECT: Housing Management Training

There is attached hereto a statement on Housing Management Training which outlines the objectives, fixes responsibility, and suggests procedures for accomplishing a housing management training program. The employee training policy established by the Commissioner on August 20, 1942 in General Order 262.5 places the responsibility for Housing Management Training within the Management Division of the Regional Office.

Under separate cover a supply of this statement has been sent to each Regional Office for distribution to local housing authorities and directly-operated projects. The Regional Housing Management Training Adviser shall be responsible for seeing that sufficient copies are distributed to local authorities and federally-operated projects within the Region.

Lee F. Johnson
Assistant Commissioner
for Project Management

7.11
Regional
Circular
Attachment

NATIONAL HOUSING AGENCY

FEDERAL PUBLIC HOUSING AUTHORITY

Washington

August 22, 1942

HOUSING MANAGEMENT TRAINING

The Office of Housing Management Training has been established within the Central Office of the Federal Public Housing Authority to assist and advise the supervisors in the Divisions, Offices, Sections, and Regions of FPHA and Local Housing Authorities in carrying out their responsibility to train or provide for the training of their housing management employees.

OBJECTIVES

There are two objectives of the Housing Management Training Program, the immediate and the long range.

The immediate objective of the Housing Management Training Program is in-service training. This training on the job will further successful housing management by:

1. Assisting every housing management employee to know the work he is expected to perform, helping him to perform this work efficiently and effectively, and developing the proper attitudes in his performance.

2. Providing training as needed and in the shortest possible time.

3. Relieving the shortage of qualified housing management personnel.

4. Reducing all avoidable turnover of management employees.

5. Achieving high morale and esprit de corps.

6. Stimulating employees to qualify for promotional opportunities in housing management.

The primary objective of the in-service management training program is to assist the public housing agencies in making a maximum contribution to the war effort.

(over)

The long range objective of the Housing Management Training Program is training for future personnel. This is not the direct responsibility of the FPHA, except to stimulate, advise, and cooperate with public or private organizations which it is expected will undertake such pre-entry training for housing management.

RESPONSIBILITY

It is the responsibility of the chiefs of the Management Divisions, Offices, and Section of FPHA, Central Office and Regions, and of the Local Housing Authorities to train or to provide for the training of their housing management employees.

1. Central Office Management supervisors for their housing management employees.

2. Regional Office Housing Management supervisors for their housing management employees.

3. Regional Office Housing Management supervisors for the housing management employees of directly-operated projects under their supervision.

4. Local Housing Authorities for their housing management employees.

The Office of Housing Management Training is responsible for the initiation of policies, standards and procedures for the training of housing management employees. This office will render any possible service to those responsible for management training. Assistance will be given to coordinate Regional Training activities and in the preparation of training materials.

Housing Management Training Advisers are responsible to assist in the development of the Regional Housing Management Training Program and for the quality of advice and assistance rendered on management training. They will coordinate housing management training activities with the activities of outside training agencies.

Training is an inherent part of administration and supervision. A Management Training Adviser is responsible primarily for assistance in analyzing the jobs (or tasks) for which training will be given and in planning instruction for these jobs. He is available for stimulating interest in housing management training and assisting supervisors in the conduct of training programs.

PROCEDURES

In-service training includes orientation, apprenticeship, instruction, supervision and enlightenment of employees where the purpose of such training is primarily to improve the employee's usefulness to the agency by increasing efficiency.

To establish in-service training for housing management employees the following factors should be observed.

1. Who is to be trained.

   Every new employee engaged in public housing management within the scope of FPHA operations will need some orientation related to the effective performance of the job. All experienced management employees will benefit from refresher training and staff development.

2. What is the basis for the content of training.

   For each different position (Management Supervisor, Manager, Bookkeeper, etc.) a specific outline is needed showing what the individual has to know and do. A job breakdown is needed to indicate what the employee will be trained to do. This will clarify and organize what is to be taught.

   The content of the training will vary with the level of the job and with the previous experience and knowledge of the trainee.

   Group training shall be utilized as far as possible for employees requiring identical or similar skills, habits, knowledge and attitudes.

3. Where will the training be done.

   Training will be done on the job as far as possible, and as they are required, training centers will be established for groups who have like training needs. These centers will be established at FPHA Central and Regional Offices and at selected housing projects, or other places which may be designated from time to time.

(over)

4. What techniques are to be used.

Diversified training methods are to be utilized as needed, including field practice, workshops, roundtables, staff meetings, discussion groups, or desk conferences. Special attention should be given to training aids such as manuals, demonstrations, films, slides, posters, bulletins and charts.

5. Who will conduct the training.

Housing Management supervisors, Housing Managers, and other administrators responsible for training must determine what part of the training program they will conduct and what training features they will solicit others to perform. The responsible Management administrators may call upon a variety of individuals and agencies to aid in the training program.

6. How long will training take.

Orientation is the first step in acquainting an employee with what is expected of him. This phase of training is brief and entails a minimum amount of time. In-service training is a continuous process by which employees maintain interest in doing a good job and increase competence through acquiring the skills, knowledge, habits and attitudes required for successful housing management.

7. What evalutation of training programs will be made.

All training programs shall be recorded and periodic reports prepared in order to make a continuous analysis and evaluation of training needs, policies and methods according to standards established for housing management training.

Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
for Project Management

NHA
FPHA

mr. Lovett

7.13
Regional
Circulars

8-21-42

SUBJECT: Temporary Release of Loan Commitments on Suspended Projects.

1. Forms To Be Used. Attached is a copy of the Commissioner's memorandum to all Regional Directors with respect to the above subject. Forms FPHA-1128 and 1128-A, a supply of which has been sent to each Region, are the forms of amendatory agreements referred to in that memorandum. Form FPHA-1128 is to be used where the Assistance Contract being amended states that it is with the FPHA. Form FPHA-1128-A is to be used where the contract involved was made prior to February 24, 1942, and states that it is with the USHA. In the ordinary case, the blanks in these forms can be filled in and the forms themselves used as the counterparts of the agreement to be executed.

2. Completion of Paragraph 1 of Forms FPHA-1128 and 1128-A Where Suspended Development in Pre-Construction Stage. As indicated in the Commissioner's memorandum, where developments has not yet entered the construction stage at the time of suspension, paragraph 1 of these amendatory agreements should leave the local authorities sufficient funds to acquire land and complete plans and specifications for the suspended development.

Where all the developments under a contract have been suspended, the amount inserted in paragraph 1 of these forms should equal the sum of (a) the amount heretofore advanced to the local authority, if any, plus (b) the amount estimated to be needed for the acquisition of land and the completion of plans and specifications for the statutory project.

In the event a development which has been suspended is included in a statutory project with other developments which have been or are being completed as low-rent developments or which are to be converted to 671, the amount inserted in paragraph 1 should be sufficient to (a) complete the development or developments not suspended plus (b) provide for land acquisition and completion of plans and specifications for the development or developments which have been suspended. Where any such statutory project is later split /either for the purpose of converting developments not suspended to 671 or for the purpose of permanently financing the completed (or about-to-be completed) low-rent housing developments/, the contract

relating to the suspended development should contain a special condition similar to paragraph 1 of the amendatory agreement (Form FPHA-1128 or 1128-A). The contract relating to the developments converted to 671 or to be permanently financed will not, of course, contain any such condition.

3. Completion of Paragraph 1 Where Suspended Development in Construction Stage. Where a development was suspended after it has entered the construction stage, the amendatory agreement must leave committed enough loan funds to enable the local authority to meet all its obligations with respect to the development. In the event that such amount cannot be ascertained for some time, or in the event that such amount is so large that the amendatory agreement will release only a small amount of loan funds, the complete facts should be reported to the General Counsel immediately and no amendatory agreement should be sent to the local authority until after receipt of instructions from the Central Office.

4. Requisition Agreements. In the event a Requisition Agreement is outstanding with respect to a contract being amended and the amount inserted in paragraph 1 of the amendatory agreement is less than the advance loan note we are obligated to take up under the Requisition Agreement, the following paragraph must be inserted in the amendatory agreement, as paragraph 4 thereof, and the contracts typed de novo:

> "4. Any provision of this agreement to the contrary notwithstanding, it is specifically agreed that Requisition Agreement No. , dated _____, 19___, between the parties hereto shall continue and remain in full force and effect and that the advance agreed to be made therein shall be made at the time and in the manner provided for in said Requisition Agreement."

The effect of this paragraph would be to defer the reduction in our loan commitment until the date on which the advance loan note is purchased pursuant to the Requisition Agreement. As soon as possible after that date the local authority would reduce its indebtedness to the amount stated in paragraph 1 of the amendatory agreement.

Where the effect of the insertion of the above-quoted paragraph would result in deferring the release of an appreciable amount of funds under the Assistance Contract to beyond December 1, 1942, that fact should be reported to the General Counsel and no amendatory agreement sent to the local authority until after receipt of instructions from the Central Office.

David L. Krooth

DAVID L. KROOTH
General Counsel

Attachments

NHA
FPHA

8-21-42

7.13
Regional
Circulars

Attachment 1

TO: All Regional Directors

FROM: Herbert Emmerich, Commissioner

SUBJECT: Temporary Release of Loan Commitments on Suspended Projects

All Lanham Act funds have been allocated and we are therefore unable to meet urgent and pressing needs for war housing in many communities throughout the Country. It is anticipated that Congress will make additional funds available within the next couple of months, but in the interim it is imperative that we do everything possible to secure funds to start new war housing now in the many emergency situations confronting us.

On June 5, 1942, I wrote to you about the closing out of suspended projects. That memorandum was written before the present crisis on funds and discussed the possibility of cancellation of contracts. In view of the necessity of obtaining the cooperation of all local authorities in releasing funds quickly, we have developed a plan which would involve merely an amendment to the existing loan contracts to temporarily release part of the loan commitment but which would continue the contract in force as to the annual contributions and as to enough of the loan commitment to enable the local authorities to acquire land and prepare plans. Generally speaking, an average of 15 per cent of the estimated cost of the projects should be sufficient for the acquisition of land and the preparation of plans.

In form, the amendment to the contract would provide that the FPHA shall be under no obligation to make funds available to the local authority on account of the loan in excess of a certain amount until the FPHA notified the local authority that it had funds available to make advances in excess of the amount specified. It is out thought that FPHA would directly undertake projects under Public 671 with funds so released and that these projects would be placed under the Lanham Act when Lanham Act funds became available. This would restore FPHA's loan funds and enable us to cancel the amendment to the contract and restore the full original loan. Moreover,

through the enlistment of private capital, as explained in the attached draft of letter, local authorities would have reasonable prospects of building their projects under the contracts as amended, even in the unlikely event that we were unable to restore the full loan commitment.

It is requested that you communicate with each local authority having a project which is under contract but which has been suspended, requesting it to execute such an amendment to its contract. A suggested draft of such a letter is attached. This suggested letter should, of course, be modified where it is necessary to meet particular conditions. The Legal Division is sending you forms of the amendatory agreement and of instructions for its use.

Since time is all-important in this matter, I urge that you follow up the letters with any other action necessary to complete these releases of loan funds. Please give me a report on this matter as quickly as possible and, in any event, within two weeks.

HERBERT EMMERICH
Commissioner

Attachment

NOTE: A list of the suspended projects in your Region is attached.

SUGGESTED LETTER TO LOCAL AUTHORITIES

Gentlemen:

We are writing to ask your cooperation in a matter which is vital to the successful prosecution of the war. Due to a delay in the enactment of the pending legislation for an additional $600,000,000 of war housing money under the Lanham Act, we find ourselves unable to meet urgent and pressing needs for war housing in many communities. We are confronted with emergency situations where this lack of housing will seriously impair and defeat production goals.

You have a project, the development of which has been necessarily suspended during the war. We are not suggesting that the contract covering this project be cancelled, but we are urging that you cooperate in a plan which would temporarily release part of the loan funds under the contract. We would use these released funds to build war housing in emergency situations. Immediately upon the enactment of the amendment to the Lanham Act, any such war housing would be transferred to the Lanham Act and Lanham Act funds would be used to restore the loan funds temporarily released from your contract.

Our contract with you for the project would continue in effect and our annual contribution commitments to you would continue along with a commitment of sufficient loan funds to enable you to acquire land and prepare plans for the project at such time as you are able to proceed. Incidentally, this plan of continuing the annual contribution commitment plus some loan funds may make it possible for you, even without our full loan commitment, to go ahead with the project through enlisting private capital, as some local authorities have done, but this I mention only as an addition assurance that the proposed plan is not intended to jeopardize your project. As I have explained above, it is our intention to replace the loan funds temporarily released from your contract immediately upon the enactment of the pending legislation to provide additional Lanham Act funds.

Since time is so important in obtaining funds necessary for war housing needs in emergency situations, I am enclosing a draft of a suggested resolution along with a proposed form of agreement which would carry out the plan outlined above. Four copies of the executed agreement should be

returned to me along with _____ certified copies of the minutes of the meeting at which action with respect to the agreement was taken, and we will return two copies of the agreement to you after they have been executed by the Commissioner.

Your cooperation in temporarily releasing some of your loan funds would represent a large contribution in the prosecution of the war, and I hope that you will find it possible to take the suggested action.

Sincerely yours,

Director, Region ____

NHA
FPHA

7.13
(Amendment No. 1)
Regional Circular

11-9-42

SUBJECT: Temporary Release of Funds on Suspended FPHA-Aided Projects

1. General. Regional Circular 7.13 contained instructions for securing the temporary release of loan funds on suspended FPHA-aided projects. A number of contracts have been executed pursuant to those instructions. Since additional Lanham Act funds are now available, no more such contracts will be entered into.

2. Termination of Amendatory Contracts Already Executed. The Central Office will prepare and dispatch letters (in form of attachment 1) to each local authority with whom an amendatory contract was entered into pursuant to Regional Circular 7.13, thanking the local authority for its cooperation and advising it, pursuant to paragraph 2 of the amendatory contract, that additional Lanham Act funds are available and that the amendatory contract, consequently, is no longer in effect.

3. Amendatory Contracts in Process of Execution. Where a local authority has executed such a contract, but it has not been executed by the FPHA, the incompletely executed contract should be returned to the local authority by the Regional Director with a letter along the lines of attachment 2, thanking the local authority for its cooperation and advising it that the execution of the amendatory contract is now unnecessary.

4. Rescission. Regional Circular 7.13, dated August 21, 1942, is hereby rescinded.

HERBERT EMMERICH
Commissioner

NHA
FPHA

11-9-42

7.13
Regional Circular
Attachment 1

Gentlemen:

You recently executed, upon our recommendation, an amendment to your Contract for Loan and Annual Contributions dated as of _____, 19____, relating to Project No._____, temporarily releasing some of the loan funds.

The Congress has just appropriated $600,000,000 of additional funds for war housing and I am very happy to be able to inform you, in accordance with paragraph 2 of the amendatory contract, that the FPHA now has funds, not otherwise committed, available for loan to you in the full amount provided for in your Contract for Loan and Annual Contributions. Consequently, the amendment, dated _____, 19___, to that contract is no longer in full force and effect.

You understand, of course, that this in no way changes the status of the project and that advances for the development of the project will be made only when the materials situation permits the construction of the project.

We desire to thank you for your cooperation in entering into the amendment, which represented a real contribution to the prosecution of the war.

Sincerely yours,

HERBERT EMMERICH
Commissioner

NHA
FPHA

11-9-42

7.13
Regional Circular
Attachment 2

Gentlemen:

You recently executed, upon our recommendation, an amendment to your Contract for Loan and Annual Contributions dated as of _____, 19___, relating to Project No. _____, temporarily releasing some of the loan funds.

The Congress has just appropriated $600,000,000 of additional funds for war housing. It therefore becomes unnecessary to complete execution of the amendatory contract and I am very happy to return the unexecuted copies to you.

We desire to thank you for your cooperation in executing the contract, which represented a willingness to make a real contribution to the prosecution of the war.

Sincerely yours,

Director, Region___

Enclosures

NHA
FPHA

8-22-42

7.14

Regional
Circular

SUBJECT: Use of USHA Forms

USHA forms now in use by the FPHA will continue to be used until the stock of each form is exhausted, or until the regional offices are advised to discontinue the use of a particular form regardless of the number of copies on hand.

Because of recent delegations of authority to regional directors, the present forms may, in come cases, show titles for approving officers other than those used in the procedures prescribing the use of the form. In such cases, the title shown on the form should be struck over, and the correct title, as used in the procedure, substituted.

John M. Ray
Assistant Commissioner
for Administration

NHA
FPHA

9-18-42

7.17

Regional
Circular

SUBJECT: Letter to Local Authorities with Regard to Revised Procedure for Vacancy and Collection Losses

Attached is a letter on the subject of revised procedure for reserves for vacancy and collection losses for FPHA-aided and PWA Housing Division projects.

A supply of this letter will be sent to each regional office. As soon as the supply is received, the letters should be dated, signed and dispatched to each local authority operating an FPHA-aided or leasing a PWA Housing Division project.

The material incorporated in this letter will be included in the Accounting Manual to be used by local authorities. This Manual is now in course of preparation.

JOHN N. EDY
Assistant Commissioner
for Administration

Attachment

OCT 14 1942

NHA
FPHA

9-18-42

7.17

Regional
Circular

Attachment

To Local Housing Authorities

SUBJECT: Revised Procedure for Establishing Reserves for Vacancy and Collection Losses for FPHA-Aided and PWA Housing Division Projects

1. It has been determined by the Federal Public Housing Authority to authorize Local Housing Authorities to augment their reserves for Vacancy and Collection Losses on all FPHA-Aided Projects under Acts 412 and 671 and to itself augment such reserves on all PWA Housing Division Projects, effective July 1, 1942 and continuing until further notice, in accordance with the following provisions:

As of the last day of each calendar quarter after the close of the initial operating period there shall be set aside in the Reserve for Vacancy and Collection Losses of each development, an amount equal to 10% of the total scheduled shelter rents plus utilities for such quarter less actual vacancies incurred and actual collection losses written off during such quarter; provided however, that the amount so set aside on the last day of any quarter shall not increase the accumulated total Reserve for Vacancy and Collection Losses at the end of such quarter to an amount greater than the total scheduled shelter rents plus utilities for such quarter.

2. In accordance therewith (for developments that have reached the end of the initial operating period) there is indicated below the method for determining the amount to be set aside in the reserve at the close of the calendar quarter ending September 30, 1942 and at the close of each succeeding quarter until the reserve has been established in full.

3. In explanation, assume that the total quarterly scheduled rents plus utilities (herinafter referred to as the Quarterly Dwelling Rent Schedule) is $12,000, and that the actual losses incurred through dwelling vacancies during the current quarter and actual collection losses written

OCT 14 1942

off during the quarter amount to $450 and $50, respectively. Using these amounts, the computation for the quarter would be as follows:

Quarterly Computation

(a)	Quarterly Dwelling Rent Schedule (Account No. 3100).		$12,000
(b)	Ten percent (10%) of item (a).		$1,200
(c)	Less: Quarterly Dwelling Vacancy Losses (Account No. 3300)	$450	
(d)	Less: Quarterly Collection Losses (Account No. 4700).	$ 50	$500
(e)	Amount to be set aside for the calendar quarter.		$700

(The balance of the Vacancy and Collection Loss Reserve (Account No. 2520) plus item (e) should not exceed item (a)).

For recording this transaction on the books of account a journal voucher should be prepared as follows:

Dr:	Reserved for Vacancy and Collection Losses (Account No. 4920).	$700	
Cr:	Vacancy and Collection Loss Reserve (Account No. 2520).		$700

4. The effect of the above stated limitation of the Vacancy and Collection Loss Reserve will be that once the reserve is established in full for the total amount of the Dwelling Rent Schedule for the quarter annual period, the same will remain constant until such time as the combined dwelling vacancy losses and collection losses for any calendar quarter exceeds 10% of the dwelling rent schedule for such quarter. At that time the amount of such excess will be charged to the "Vacancy and Collection Loss Reserve" (Account No. 2520) and credited to "Reserved for Vacancy and Collection Losses" (Account No. 4920).

5. When vacancy and collection loss reserves are established in full for projects that have adopted a plan of graded rent, such reserves need not be adjusted each quarter on account of the variances that will result in the total of each succeeding quarterly dwelling rent schedule.

6. Immediate steps should be taken by Local Authorities to amend their present Management Resolutions to conform with paragraph 1 relative to increased Vacancy and Collection Loss Reserves.

Sincerely yours,

Director, Region

NHA
FPHA

10-23-42

7.17

Regional
Circular
Supplemental No. 1

SUBJECT: Augmented Reserves for Vacancy and Collection Losses for FPHA-aided and PWA Housing Division Projects

General Order 252.1 authorizes local authorities to establish augmented reserves for vacancy and collection losses. It will be necessary for each local authority which desires to establish such augmented reserves to pass a resolution adopting an amendment to Section 9-B of the Master Resolution in order to put into effect the policy established in General Order 252.1. A suggested form of such an amendment is shown on the attachment to this circular. The various divisions of regional offices and of the Central Office are to be furnished copies of these amendments according to established procedure.

It will not be necessary to adopt revised operating budgets for each development. Each local authority should prepare a schedule of the increases in the amounts to be reserved for Vacancy and Collection Losses showing the amount of increased expense on each development resulting from the adoption of this policy. The schedules will then be used to adjust existing operating budgets. Copies of the schedules should be attached to all certified copies of the Minutes adopting the amendment to the Master Resolution. However, such reserves should be reflected in operating budgets prepared hereafter.

No change should be made in the present method of preparing estimates of average annual income and expense.

Regional offices should point out to local authorities that the establishment of augmented reserves will reduce the amounts available for supplemental payments in lieu of taxes and that the establishment of augmented reserves is discretionary with the local authority.

Further details relating to methods and procedures for putting this policy into effect are contained in the letter to local housing authorities attached to Regional Circular 7.17.

Lee F. Johnson
Assistant Commissioner
for Project Management

Attachment

7626

NHA
FPHA

10-23-42

7.17
Supplement No. 1
Regional Circular
Attachment

Suggested Form for Amendment to Master Resolution

BE IT RESOLVED by the Commissioners of the _____ (Name of Local Authority) as follows:

The Resolution adopted by the Commissioners of the _____ on _____ entitled, "RESOLUTION ESTABLISHING POLICIES AND STANDARDS TO GOVERN THE ADMINISTRATION OF THE USHA-Aided PROJECTS OF THIS AUTHORITY" is hereby amended by the deletion of Section 9 (b) thereof and the substitution of the following paragraphs in lieu thereof:

"Sec. 9(b)

1. As of the last day of each calendar quarter after the initial operating period there shall be set aside in the Reserve for Vacancy and Collection Losses of each development an amount equal to 10% of the total scheduled shelter rents plus utilities for such quarter less actual dwelling vacancies incurred and actual collection losses written off during such quarter; Provided, however, that the amount so set aside on the last day of any quarter shall not increase the total Reserve for Vacancy and Collection Losses at the end of such quarter to an amount greater than the total scheduled shelter rents plus utilities for such quarter.

2. The amounts so authorized to be set aside in the Reserve for Vacancy and Collection Losses shall be charged as an operating expense prior to the computation of Payments in Lieu of Taxes which are made in addition to the Payments in Lieu of Taxes contracted for in the cooperation agreement.

3. Any changes in the Reserve for Vacancy and Collection Losses accounts, required to be made pursuant to this amendment, shall become effective as of July 1, 1942.

4. Any other resolution or portion of a resolution in conflict herewith to the extent of such conflict is hereby superseded by this resolution."

NHA
FPHA

Mrs. Hughes
#107

7.17

4-5-43

Regional
Circular
Supplemental No. 2

SUBJECT: Method of Preparing Schedules of Increase in Vacancy and Collection Loss Reserves for Adjustment of Current Operating Budgets for FPHA-aided and PWA Housing Division Projects.

1. Purpose

This supplement will indicate a method of preparing schedules of the increases in the amounts to be reserved for Vacancy and Collection Losses referred to in Regional Circular 7.17 Supplemental No. 1., pertaining to augmented reserves for Vacancy and Collection Losses as provided for in General Order 252.1.

2. Applicability

The schedule is to be used only when current operating budgets have been computed on the old Vacancy and Collection Loss basis (usually 3%) and it is desired to establish not more than ten percent augmented Vacancy and Collection Loss reserves. The schedule is prepared only when the proper amendment to Section 9 (b) of the Master Resolution has been adopted and should accompany the amendment.

3. Source Amounts

Since the schedule is prepared to show the amounts by which existing budgets are to be adjusted, it should be computed from budget figures only. The purpose of this schedule is to obviate the necessity of revising existing budgets.

4. Budget Quarters Affected

The augmented reserves are authorized to be effective not earlier than July 1, 1942. Augmented reserves may start at any quarter after July 1, 1942. Increases are computed only for the portion of the budget from the effective date to the close of the budget period (fiscal period). If the local authority has closed its books for the budget period without the establishment of this augmented reserve, the adoption of this policy should not be made retroactive to affect such closed period.

5. Method of Computation

a. From ten percent of the budgeted Dwelling Rent Schedule, for the period affected, the sum of the budgeted Vacancy Loss and Collection Losses is subtracted. The remainder is equivalent to the augmented amount to be reserved for Vacancy and Collection Losses.

b. From this amount, the original budgeted amount of reserved for Vacancy and Collection Losses is subtracted. The remainder is the amount of increase in the budget caused by the augmentation.

c. It is generally desirable to show this computation by quarters and to add together the quarterly increases to obtain the total increase. This facilitates adjustment of the budget.

6. Example

Increase in Operating Budget (FPHA 848) for Development No. _____ due to the adoption of the policy for Augmentation of Vacancy and Collection Loss Reserves

The schedule below would apply to an operating budget covering the period of from July 1, 1942 to June 30, 1943 when the effective date of augmentation is October 1, 1942, and the following figures are used:

Quarterly Budgeted Dwelling Rent Schedule--------$3,000

	Quarters		
	10-1-42 to 12-31-42	1-1-43 to 3-31-43	4-1-43 to 6-30-43
Budgeted Vacancy Loss	10	25	20
Budgeted Collection Loss	5	5	5
Budgeted Reserve for Vacancy & Collection Loss	75	60	65
Total (3%)	90	90	90

It is suggested that Regional Circular 7.17 and Supplemental Nos. 1 and 2 be cross-referenced in the Local Authority Management Manual, p. 96, and the Temporary Local Authority Management Manual for War Housing Projects, p. 405.

Period			Increase
10-1-42 to 12-31-42	10% of budgeted Dwelling Rent Schedule	$300	
	Less: Budgeted Vacancy Loss 10		
	" Collection Loss 5	15	
	Augmented Reserve for Vacancy & Collection Losses	285	
	Less Original Budgeted Reserve for V & C Losses	75	
	INCREASE IN QUARTERLY BUDGET		$210
1-1-43 to 3-31-43	10% of budgeted Dwelling Rent Schedule	$300	
	Less: Budgeted Vacancy Loss 25		
	" Collection Loss 5	30	
	Augmented Reserve for V & C Losses	270	
	Less Original Budgeted Reserve for V & C Losses	60	
	INCREASE IN QUARTERLY BUDGET		$210
4-1-43 to 6-30-43	10% of budgeted Dwelling Rent Schedule	$300	
	Less: Budgeted Vacancy Loss 20		
	" Collection Loss 5	25	
	Augmented Reserve for V & C Losses	275	
	Less Original Budgeted Reserve for V & C Losses	65	
	INCREASE IN QUARTERLY BUDGET		$210
	Total Increase in Operating Budget		$630

7. Subsequent Budgets

Subsequent budgets will include the augmented amount reserved for Vacancy and Collection Losses (if the proper amendment has been adopted) and an accompanying schedule will not be necessary.

Lee F. Johnson
Assistant Commissioner
for Project Management

NHA
FPHA

10-19-42

7.19
Regional
Circular
Supplement No. 4

SUBJECT: Check List of Administrative Releases Issued by the Central Office - Week Ending October 17, 1942

The following administrative releases were reproduced for distribution by the Central Office during the week of October 12 through October 17, 1942.

CODE NO.	SUBJECT
	Commissioner's Policy Orders
220.11	Relationship of DHC to FPHA. (10-6-42)
252.3	Payments in Lieu of Taxes on Federally-owned Housing Projects and on FPHA-aided Projects. (10-10-42)
	Regional Office Administrative Handbook
610.1	Authorization and Bonding of Certifying Officers. (10-3-42)
	Regional Circulars
7.14 Suppl. 1	Use of Revised Forms. (10-10-42)
7.19 Suppl. 2	Check List of Administrative Releases Issued by the Central Office - Week Ending October 3, 1942. (10-8-42)
7.21	Regional Office Management Branch Procedure in the Provision of Commercial Facilities for Family Dwelling Projects. (9-28-42)
7.25	Working Agreement between the Office of Defense Health and Welfare Services and the Federal Public Housing Authority. (10-2-42)
7.26	Administrative Planning Functions of the Regional Offices. (10-13-42)
7.22	Procedure for Payments in Lieu of Taxes on Federally-owned War Housing Projects. (9-30-42)
	Office Memorandum
8.15	Use of the FPHA Seal. (10-10-42)

Lanham Development Manual

LD-8 Addem. No. 1	Standards for War Trailer Projects. (10-9-42)
LD-240 LD-234-LHA Addem. No. 1	Standards for Commercial Facilities. (10-9-42)
LD-244 LD-238-LHA	National Emergency Specifications for Structural Steel. (Directive No. 8, WPB). (10-9-42)
LD-600-I-4-j LD-600-LHA-I-4-j	Memorandum Specification Covering Construction Requirements for Food Storage, Preparation and Serving Facilities. (10-6-42)
LD-600-I-4-k LD-600-LHA-I-4-k	General Limitation Order L-182 - Commercial Cooking and Food and Plate Warming Equipment. (10-10-42)
LD-706 LD-706-LHA	Allowances for Field Supervision and Inspection, and Local Housing Authority Administrative Expenses. (10-9-42)

FPHA Development Manual

DD-432 DD-428-LHA Addem. No. 1	Standards for Commercial Facilities. (10-9-42)

Local Authority Management Manual

Pps. xi,xii and xii.1 Pages 393-410	Inserts for the Local Authority Management Manual. (10-1-42)

War Housing Technical Bulletin

No. D-1	Dormitories for Single Men and Women

M. Q. Redman
Administrative Planning Division

7512

NHA
FPHA

10-27-42

7.19
Regional
Circular
Supplement No. 5

SUBJECT: Check List of Administrative Releases Issued by the Central Office - Week Ending October 24, 1942

The following administrative releases were reproduced for distribution by the Central Office during the week of October 19 through October 24, 1942.

CODE NO.	SUBJECT
	Commissioner's Police Orders
210.23	Designation of Attesting Officers. (10/17/42)
210.25	Congressional Communications. (10/20/42)
2.2.2 (old code) 220.2 (new code) Suppl. 1	Organization Responsibilities and Relationships- Temporary Transfer of Regional Taxation Analysis to Central Office. (10/17/42)
240.3	Re-interpretation of Outstanding Locality Housing Programs. (10/12/42)
	Regional Office Administrative Handbook
663.1	Conservation of Motor Oil. (10/7/42)
	Regional Circulars
7.28	Use of Payroll Allotment Plan for Purchase of War Savings Bonds by Employees of FPHA Contractors. (10/14/42)
7.29	Restrictions on the Use of Public Funds Made Available to the Federal Public Housing Authority. (10/17/42)
7.30	Payment of Expenses of Attendance at Conventions and Membership in Associations. (10/20/42)
7.31	Change in dates of Submission of Legal Fee Report (Form USHA 438) (10/21/42)

Office Memoranda

8.16	Control of Telegraphic Communications. (10/13/42)
8.17	Acting Commissioner. (10/17/42)
8.18	Field Copies for the Administrator's Office. (10/21/42)

Lanham Development Manual

LD-100 Addem. No. 9	Procuring Evidence of Title from Owners of Parcels in War Housing Sites. (10/16/42)
LD-600-I-1-m LD-600-LHA-I-1-m	Procedure to Amend List of Critical Materials. (8/1/42)
LD-600-I-1-n LD-600-LHA-I-1-n	Procedure to Obtain Priority Assistance for Commercial Buildings Not Owned by But Sponsored by FPHA. (10/15/42)
LD-600-I-4-a* LD-600-LHA-I-4-a*	Conversion Order M-208 and Amendments No. 1 and No. 2. (10/15/42)
LD-213* LD-213-LHA*	Air Raid Protection During Planning and Construction of Projects. (10/16/42)
LD-245 LD-239-LHA	Use of Fuel Oil Approved for Trailer Projects. (10/15/42)
LD-246 LD-240-LHA	Use of Three Phase Power for Community Facilities. (10/16/42)
LD-600-I-4-f LD-600-LHA-I-4-f	Supplementary Conservation Order No. L-41-b, Construction. (10/16/42)
LD-600-I-4-n LD-600-LHA-I-4-n	General Limitation Order No. L-86, Interpretation No. 1. (10/15/42)
LD-600-I-4-o LD-600-LHA-I-4-o	Limitation Order L-174. (10/16/42)
LD-600-I-4-p LD-600-LHA-I-4-p	Applications for Requests for Higher Priority Ratings for Water Meters. (10/16/42)
LD-600-I-4-q LD-600-LHA-I-4-q	Limitation Order No. L-150, as Amended October 8, 1942. (10/16/42)

LD-600-I-1-n LD-600-LHA-I-1-n	Procedure to Obtain Priority Assistance for Commercial Buildings Not Owned by but Sponsored by FPHA (10/15/42)
LD-600-I-1-o LD-600-LHA-I-1-o	Procedure to Obtain Priority Assistance for Commercial Buildings Owned by FPHA or where the FPHA Becomes the Owner (10/15/42)
LD-706 LD-706-LHA	Allowances for Field Supervision and Inspection, and Local Housing Authority Administration Expenses. (10/9/42)
LD-810*	Contacting FWA on War Public Works (10/14/42)
LS-401	Correspondence, etc., Inclusion of Project Number and Location. (10/16/42)

FPHA Development Manual

DD-203* DD-202-LHA*	Rescission of DD 203 (DD 202 LHA) Land Acquisition. (10/19/42)
DD-408* DD-407-LHA*	Air Raid Protection During Planning and Construction of Projects (10/16/42)
DD-436 DD-432-LHA	National Emergency Specifications for Structural Steel. (Directive No 8, WPB) (10/9/42)
DD-437 DD-433-LHA	Use of Three Phase Power for Community Facilities. (10/16/42)

Local Authority Management Manual

Pages 157-164.4	Revision of the Local Authority Management Manual. (9/30/42)

M. C. Redman

Director, Administrative
Planning Division

7753

NHA
FPHA

11-7-42

7.19
Regional
Circular
Supplement No. 6

SUBJECT: Check List of Administrative Releases Issued by the Central Office - Week Ending October 31, 1942

CODE NO.	SUBJECT
	Commissioner's Policy Orders
2.2.3	Establishments of Regional Offices and Redesignation of Areas Covered. (Revised 10-21-42)
220.11	Relationship of DHC to FPHA. (10-6-42)
	Regional Circulars
7.17 Suppl. 1	Augmented Reserves for Vacancy and Collection Losses for FPHA-aided and PWA Housing Division Projects. (10-23-42)
7.32	Rulings by Other Departments and Agencies of the Government. (10-23-42)
	Office Memoranda
8.19	Availability of the Services of the Current Surveys Section of the Bureau of the Census to the FPHA for Statistical Surveys. (10-24-42)
8.20	Priority for Urgent Telephone Toll Calls Essential to the War Effort or Public Safety. (10-28-42)
	FPHA Development Manual
DC-300 DC-300-LHA	Lumber Grade-Marking. (10-22-42)
DD-400	National Emergency Specifications for the Design of Reinforced Concrete Buildings. (10-27-42)
DD-438 DD-434-LHA	Electric Wiring Shortage. (10-22-42)

Lanham Development Manual

LC-304 LC-302-LHA	Lumber Grade-Marking. (10-22-42)
LD-8 Add. No. 2	Revision of Procedure With Respect to Section 3 of LD-8. (10-24-42)
LD-247 LD-241-LHA	Electric Wiring Shortage. (10-22-42)
LD-249 LD-243-LHA	Design Loads used in Temporary Structures. (10-22-42)
LD-600-I-1-r LD-600-LHA-I-1-r	Certain Substitution of Materials. (10-15-42)
LD-600-I-2-h LD-600-LHA-I-2-h	Utility Application PD-545. (10-14-42)
LD-600-I-4-f LD-600-LHA-I-4-f	Conservation Order L-41, as Amended, and Interpretation No. 1 of Conservation Order L-41, amended. (10-22-42)
LD-600-I-4-s LD-600-LHA-I-4-s	List of Manufacturers of Wooden Pipe. (10-22-4
LD-600-I-4-u LD-600-LHA-I-4-u	General Limitation Order L-75 as Amended October 20, 1942. (10 26-42)
LD-700 Add. No. 1	Allowance for Architect-Engineer's Reimbursables and Revisions, in Request Forms No. 501. (10-24-42)
LD-812	Cooperation Between FWA and FPHA on WPW Projects. (10-22-42)
LS-500 Add. No. 1	Uniform Filing System - Storage of Project Manager Files in Regional Offices. (10-24-42)

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7.19
Regional
Circular
Supplement No. 7

SUBJECT: Check List of Administrative Releases Issued by the Central Office - Week Ending November 7, 1942

CODE NO.	SUBJECT
	Commissioner's Policy Orders
210.3	Delegation of Appointing Powers to Regional Directors and to Housing Managers of Directly Operated Projects. (Rev. 10-31-42)
210.23	Designation of Attesting Officers. (10-17-42)
210.27	Designation of Acting Commissioner. (11-4-42)
262.7	Prohibition of Dual Employment. (10-31-42)
	Washington Office Administrative Practice Handbook
432.1	Reordering of Forms. (11-3-42)
	Regional Circulars
7.22	Procedure for Payments in Lieu of Taxes on Federally-Owned War Housing Projects. (9-30-42)
7.33	"Book" Copies of Development Branch Correspondence to Regional Offices. (11-2-42)
	Office Memoranda
8.10	Telephone Service. (Rev. 10-29-42)
8.21	Mailing Address of Region VIII. (11-3-42)
8.23	November Holidays. (11-6-42)
	FPHA Development Manual

The following release, through an error, bears "Lanham" instead of "FPHA" in the title above the code number. It is, however, properly coded "DD" and belongs in the FPHA Development Manual.

DD-440 DD-436-LHA	National Emergency Specifications for the Design of Reinforced Concrete Buildings. (10-27-42)

Lanham Development Manual

LC-402 Addendum No. 1	Photographs of Trailer Projects. (10-29-42)
LC-402 Addendum No. 2	Revision of Contracts for Photographs, to Obtain Compliance with LC-402, 9-15-42. (11-3-42)
LD-9	Concurrent Development Activities. (11-3-42)
LD-250 LD-244-LHA	National Emergency Specifications for the Design of Reinforced Concrete Buildings. (10-27-42)
LD-240 Addendum No. 2	Provision of Equipment for Commercial Spaces in War Housing Projects. (11-3-42)
LD-300 LD-303-LHA	Construction Contract Procedure. (10-25-42)
LD-600-I-1-s LD-600-LHA-I-1-s	FWA Projects Connected With Housing. (10-27-42)
LD-600-I-2-h LD-600-LHA-I-2-h Addendum No. 1	Rescission of LD-600-I-2-h (LD-600-LHA-I-2-h), dated August 1, 1942 - Utility Application PD-545D. (11-3-42)
LD-600-I-4-a LD-600-LHA-I-4-a Addendum No. 1	Amendments No. 3 and No. 4 to Conservation Order M-208. (10-28-42)
LD-600-I-4-a LD-600-LHA-I-4-a Addendum No. 2	Conservation Order M-208, Amendment 5. (11-3-42)
LD-600-I-4-h LD-600-LHA-I-4-h	Amendment 3 to Maximum Price Regulation No. 134 - Construction and Road Maintenance Equipment Rental Prices and Operating or Maintenance Service Charges. (10-27-42)

LD-600-I-4-t LD-600-LHA-I-4-t	Cooper - General Preference Order M-9-a as Amended August 1, 1942; Supplementary Order M-9-b, as Amended August 3, 1942, and Amendment 1; and Conservation Order M-9-c as Amended May 7, 1942, and Subsequent Amendments No. 1 to No. 6; and Supplementary Conservation Order No. 1 to No. 4. (10-27-42)
LD-900 LD-900-LHA Addendum No. 2	Payment of Wage Rates in Excess of Those Specified on Cost-Plus-a-Fixed-Fee Projects and Adherence to Classifications Listed. (10-29-42)

M. C. REDMAN, Director
Administrative Planning Division

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11-17-42

7.19
Regional
Circular
Supplement No. 8

SUBJECT: Check List of Administrative Releases Issued by the Central Office - Week Ending November 14, 1942

Commissioner's Policy Orders

151.5	Director of Office Service Division. (Rev. 11-7-42)
210.27	Designation of Acting Commissioner. (11-4-42)
2.2.5 Amendment 2	Assignment of Functions to the Statistics Division. (11-6-42)

Regional Circulars

7.2 Addendum 1	Debt Service Fund Agreement. (11-4-42)
7.13 Amendment 1	Temporary Release of Funds on Suspended FPHA-Aided Projects. (11-9-42)
7.34	Numbering and Transmittal of Tenant Dwelling Leases. (11-2-42)
7.36	Leasing - Temporary Shelter Projects. (11-6-42)
7.37	Procurement of Project Equipment, Furnishings, and Material. (11-5-42)
7.38	Advance Estimates of Quantity Needs - All Manual Inserts. (11-6-42)
7.39	Accident and Boiler Inspection Reports. (10-29-42)
7.40	Personnel Functions of Regional Offices. (11-9-42)

Office Memoranda

8.22	Tickler System for Reports - Form FPHA-1149. (11-5-42)
8.23	November Holidays. (11-6-42)
8.24	Shipments of Bulk Material During December. (11-7-42)

FEDERAL PUBLIC HOUSING AUTHORITY
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FPHA Development Manual

DD-441 DD-437-LHA	WPB-NHA "War Housing Construction Standards". (11-6-42)

Lanham Development Manual

LD-100 Addendum No. 10 LD-100-LHA Addendum No. 8	Information on Water and Gas Working Pressures. (11-11-42)
LD-251 LD-245-LHA	WPB-NHA "War Housing Construction Standards". (11-6-42)
LD-300 LD-303-LHA Addendum No. 2	Invitation for Construction Bids, and Subsequent Notice to Contractors Relative to Priority Rating Obtained. (11-10-42)
LD-300 LD-303-LHA Addendum No. 4	Use of Convict-made Materials on Lanham Act Projects. (11-6-42)
LD-600-I-4-t LD-600-LHA-I-4-t Addendum No. 1	Amendment No. 1 to General Preference Order M-9-a, as Amended August 1, 1942. (11-10-42)
LD-600-I-4-w LD-600-LHA-I-4-w	Limitation Order L-205. (11-6-42)
LD-705 LD-705-LHA	Cost Controls for "Cost-Plus-a-Fixed-Fee" War Housing Projects. (11-5-42)

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7.19
Regional
Circular
Supplement No. 9

SUBJECT: Check List of Administrative Releases Issued by the Central Office - Week Ending November 21, 1942

Commissioner's Policy Orders

210.5	Delegation of Power to Certify Long Distance Telephone Tolls. (Rev. 11-12-42)
251.15	Income Taxes Not Legal Deductions in Determining Net Family Income. (11-17-42)

Regional Circulars

7.41	Field Relationships with Civil Service Commission (11-14-42)

Office Memorandum

8.9 Supplement 1	Transfer of Project from Region VI to Region IX (11-12-42)
8.25	Return of Authority-owned Publications to the Library for Cataloging (11-12-42)
8.26	Change in Pay Periods (11-17-42)
8.27	Nursing Service (11-18-42)
8.28	Acting Commissioner (11-19-42)

Lanham Development Manual

LI-3	Rescission Order (11-12-42)
LD-600 LD-600-LHA Addendum 4	Procedure Regarding Handling of Priorities (11-12-42)

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Administrative Planning Division

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7.19
Regional
Circular
Supplement No. 10

SUBJECT: Check List of Administrative Releases Issued by the Central Office - Week Ending November 28, 1942

Regional Circulars

7.43	Statistical Reports to be Submitted to Central Office. (11-20-42)
7.44	Discontinuance of Submission of Certain Report Data to the Statistics Division. (11-21-42)

FPHA Development Manual

DD-421 DD-419-LHA	WPB Housing Utility Standards. (11-12-42)

Lanham Development Manual

LD-600-I-1-1 LD-600-LHA-I-1-1	To Obtain Preference Ratings for Project Facilities (Buildings for Administration, Tenant Activities, Day Care Centers, Infirmaries, Cafeterias, Commercial Facilities, Schools, etc.) (11-12-42)
LD-300 LD-303-LHA Addendum No. 5	Inclusion of Partial Occupancy Schedule in Lump Sum Construction Contracts for Relatively Large Projects. (11-18-42)
LD-600-I-2-1 LD-600-LHA-I-2-1	Application for Project Facilities (Buildings for Administration, Tenant Activities, Day Care Centers, Infirmaries, Cafeterias, Commercial Facilities, Schools, etc.) (11-12-42)
LD-600-I-4-f LD-600-LHA-I-4-f Addendum No. 2	Interpretation No. 2 of Conservation Order L-41, as Amended September 2, 1942, and Supplementary Conservation Order L-41-b. (11-11-42)
LD-600-I-4-w LD-600-LHA-I-4-w	Limitation Order No. L-79 as Amended May 23, 1942. (11-12-42)
LD-600-I-4-z LD-600-LHA-I-4-z	Limitation Order L-192 - Construction Machinery and Equipment. (11-13-42)

M C Redman

M. C. REDMAN, Director
Administrative Planning Division

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7.19
Regional
Circular
Supplement No. 11

SUBJECT: Check List of Administrative Releases Issued by the Central Office - Week Ending December 5, 1942

Commissioner's Policy Orders

200.1	Conversion of Existing Structures. (11-24-42)
240.7	Closing Out Suspended Projects and Termination of Loan Contracts on Such Projects. (11-23-42)

Regional Circulars

7.48	Compliance with War Production Board Regulations. (11-24-42)
7.49	Fuel Oil Rationing. (11-25-42)
7.51	Instructions and Form of Letter for Modifying Existing Leases or Lease Renewal Agreements on PWA Housing Division Projects to Permit Payments in Lieu of Taxes Under Revised Policy. (11-28-42)

Office Memorandum

8.29	Holiday Leave. (12-2-42)

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Lanham Development Manual

LD-8 Addendum No. 3	Scheduling Delivery Dates of Trailers. (11-17-42)
LD-221 LD-219-LHA	Standards for Electric Facilities - Site (11-24-42)
LD-252 LD-246-LHA	Grading on Temporary Projects. (11-17-42)
LD-307 Addendum No. 3	Procedure for Bidding on Factory Fabricated Temporary Houses. (11-23-42)
LD-600-I-3-b LD-600-LHA-I-3-b	Revocation of Priorities Regulation No. 10 Regarding Symbols and End Use Numbers. (11-24-42)

FPHA Development Manual

DD-425
DD-423-LHA

Portland Cement Concrete Pavement. (8-5-42)

DD-440
DD-436-LHA

National Emergency Specifications for the Design of Reinforced Concrete Buildings. (11-24-42)

DD-442
DD-438-LHA

Sinks and Trays. (11-26-42)

Local Authority Management Manual

FPHA
LHA Mgt.
(p. 317
Rev. 10-1-42)

Rents and Other Charges for Trailer, Dormitory, and Dormitory Apartment Projects.

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(p. 317
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Rents and Other Charges for Trailer, Dormitory, and Dormitory Apartment Projects.

M. C. Redman, Director
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7.19
Regional
Circular
Supplement No. 12

SUBJECT: Check List of Administrative Releases Issued by the Central Office - Week Ending December 12, 1942

Commissioner's Policy Orders

151.9	Persons Appointed to Positions of Regional Director (12-2-42)
151.11	Acting Director of Technical Division (12-4-42)
200.3	Fire Prevention, Protection, Safety and Reporting of Property Loss Resulting from Fire and Other Perils (12-3-42)
210.29	Delegation of Authority to Execute Certain Types of Leases (12-3-42)
210.31	Exercise of Powers Delegated to Regional Officers in Case of Their Absence from Duty (12-5-42)
2.2.5 Amendment No. 1	Amending Organization of Central Office (12-10-42)
240.3 Amendment No. 1	Interpretation of Locality Housing Programs (12-5-42)
240.9	Employment of Appraisers - Relationships with the Department of Justice (11-30-42)
251.19	Provision of Project Facilities and Services for Project Occupants in War Housing Projects (12-5-42)
262.7	Prohibition of Dual Employment (10-31-42)

Washington Office Administrative Practice Handbook

422.1*	Establishment of an Exit Interview Program (12-8-42)

* This release was incorrectly coded as 4221.

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441.1*	Preparation of Confirmation Copies of Telegrams (12-2-42)
491.1	Review and Clearance of Report Forms and Instructions
	Regional Circulars
7.46	Provisions of Public No. 671 and Public No. 781 - 77th Congress as Amended by Public No. 760 - 77th Congress (11-23-42)
7.48	Compliance with War Production Board Regulations (11-24-42)
7.53	Report on Negro Employment (11-30-42)
7.56	Government Publications for Regional Offices (12-2-42)
7.58	Consultation by WPB Regional Directors Re Curtailment of Public Housing Projects (12-4-42)
7.59	Project Composition, Form FPHA 1152 (12-9-42)
	Office Memorandum
8.9 Supplement 2	Transfer of Projects of the Denver Housing Authority from Region VI to Region VII (12-7-42)
	Lanham Development Manual
LC-400 Addendum No. 4	Copy of Progress Reports for Regional Office
LD-250 LD-244-LHA	National Emergency Specifications for the Design of Reinforced Concrete Buildings (11-25-42)
LD-600-I-4-i LD-600-LHA-I-4-i	Supplementary Limitation Orders L-23-b and L-23-c Restricting Manufacture, Sale and Delivery and Domestic Electric Ranges, Cooking Appliances and Heating Stoves. (11-25-42)
LD-600-I-4m LD-600-LHA-I-4-m	Limitation Order L-31 as Amended November 12, 1942 - Natural Gas (11-30-42)

* This release was incorrectly coded as 44.1

LD-600-I-4-m LD-600-LHA-I-4-m Addendum No. 1	Supplementary Limitation Order L-31-a-Natural Gas (12-4-42)
LD-600-I-4-o LD-600-LHA-I-4-o	Limitation Order L-174 and Amendment 1 to Limitation Order L-174 Manufactured Gas (11-30-42)
LD-600-I-4-r LD-600-LHA-I-4-r	Supplementary Limitati on Order L-7-c-Domestic Ice Refrigerators (11-30-42)
LD-600-I-4-x LD-600-LHA-I-4-x	Limitation Order No. L-79 as Amended May 23, 1942 (11-12-42)
LD-600-I-5-b LD-600-LHA-I-5-b	Emergency Repairs and Maintenance (11-30-42)
LD-700	Procedure for Allotment of Funds for Project Development (11-25-42)
	FPHA Development Manual
DD-416 DD-414-LHA	Standards for Electric Facilities - Site (11-24-42)

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12-21-42

7.19
Regional
Circular
Supplement No. 13

SUBJECT: Check List of Administrative Releases Issued by the Central Office - Week Ending December 19, 1942

Commissioner's Policy Orders

210.33	Delegation of Contracting Power in Connection with Consolidation Purchase. (12-5-42)

Regional Office Administrative Practice Handbook

622.12 A	Establishment of an Exit Interview Program. (12-8-42)
691.1	Review and Clearance of Report Forms and Instructions. (12-7-42)

Regional Circulars

7.35 Attachment 2	Termination of Occupancy. (12-10-42)
7.50	Fire, Accidents and Safety. (11-28-42)
7.58	Consultation by WPB Regional Directors Re Curtailment of Public Housing Projects. (12-4-42)
7.66	Joint WPB-NHA Policy Regarding War Housing, 12-11-42. (12-18-42)

Office Memorandum

8.30	Paper for Interoffice Memoranda. (12-4-42)
8.31	D. C. Metropolitan Area Office. (12-7-42)
8.32	Discontinuance of Submission of Certain Report Data to the Statistics Division by Central Office Divisions and Offices. (12-8-42)
8.33	Holiday. (12- -42)*

* This release went out undated.

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LD-100 Addendum No.11	Execution of Certain Types of Leases by Regional Directors. (11-24-42)
LD-200 LD-200-LHA Addendum No. 7	Discontinuance of Plans and Specifications for FPHA Central Office Technical Division. (11-25-42)
LD-200 LD-200-LHA Addendum No. 8	FPHA Specification for War Dormitories and Temporary Housing Specification. (11-18-42)
LD-254 LD-248-LHA	Oil Storage - Project Operated Plants. (12-14-42)
LD-600-I-4-b LD-600-LHA-I-4-b	Limitation Order L-56 as Amended September 29, 1942--Fuel Oil. (12-3-42)
LD-600-I-5-a LD-600-LHA-I-5-a	Priorities Regulation 3 as Amended October 3, 1942: Application and Extension of Preference Ratings. (12-3-42)

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M. C. REDMAN, Director
Administrative Planning Division

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7.19
Regional
Circular
Supplement No. 14

12-28-42

SUBJECT: Check List of Administrative Releases Issued by the Central Office - Week Ending December 26, 1942

Commissioner's Policy Orders

151.1 Amendment No. 1	Persons Designated to Head Offices and Divisions, Central Office. (12-10-42)
200.5	Participation by Federal Public Housing Authority Employees in Negotiations for Sales to Local Housing Authorities. (12-10-42)
210.21	Designation of Alternate Contracting Officer. (Rev. 12-10-42)
210.35	Delegation of Authority to Grant to Other Agencies of the Government the Use of a Portion of a Project Site and to Tie in with Existing Project Facilities. (12-12-42)
262.1 Supplement No. 1	Personnel Policies for Field Operations. (12-17-42)

Regional Circulars

7.44 Supplement No. 1	Discontinuance of Submission of Certain Report Data to the Statistics Division. (12-8-42)
7.46 Amendment No. 1	Provisions of Public No. 671 and Public No. 781 - 77th Congress as Amended by Public No. 760 - 77th Congress. (12-17-42)
7.54	Occupancy Problems. (11-30-42)
7.55	Fire Resistive Standards for Alterations to Completed Dormitories, War Apartments, Administration or Community Buildings. (11-30-42)
7.60	Provision Against Increase in Utility Rates (12-9-42)

7.62	Commercial Facilities. (12-14-42)
7.63	Agreement between the Federal Works Agency and the Federal Public Housing Authority with Respect to the Provision of Facilities and Services for the War Public Housing Program. (12-16-42)
7.64	Change in Reporting Requirements for FPHA-aided Projects and Projects Under Lease to Local Housing Authorities. (12-17-42)
7.65	Use of Standard Form 14 and 14a, Telegram, Imprinted with Name of Agency Other Than FPHA. (12-17-42)

Office Memorandum

8.35	Change in Working Hours in Chicago Regional Office. (12-18-42)

FPHA Development Manual

DD-443 DD-439-LHA	Registers and Grilles - Warm Air Heating Systems. (12-1-42)
DD-444 DD-440-LHA	Oil Storage - Project Operated Plants. (12-14-42)
DD-700 Addendum No. 1	Special Instructions to Regional Utilities Attorneys Regarding the Initiation, Preparation and Execution of Utility Service Contracts for FPHA-Aided and 671 Projects. (12-12-42)
DI-1	Index of FPHA Development Manual for the Staff. (12-1-42)

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LD-200 LD-200-LHA Addendum No. 10	Standards for Temporary War Housing, October 1942. (12-17-42)
LD-212 LD-212-LHA Addendum No. 1	Registers and Grilles - Warm Air Heating Systems. (12-1-42)

LD-501 LD-501-LHA	Utility Services for War Housing Projects Furnished Through the Facilities of Army Ordnance Works and Plants and Other Establishments Privately Owned but Operated Under the Supervision of the War Department. (12-17-42)
LD-600 LD-600-LHA Addendum No. 5	Preparation of all Federal Public Housing Authority Applications for Priorities Assistance and for Exceptions to Various "L" and "M" Orders. (12-18-42)
LD-600-I-4-e LD-600-LHA-I-4-e	General Conservation Order M-126, as Amended November 5, 1942. (11-18-42)
LD-600-I-4-y LD-600-LHA-I-4-y	Supplementary Limitation Order L-30-a; Supplementary General Limitation Order L-30-b; Supplementary Limitation Order L-30-c; and Supplementary Limitation Order L-30-d - Kitchen, Household and Miscellaneous Articles. (12-4-42)
LD-600-I-4-z LD-600-LHA-I-4-z	Limitation Order L-192 as Amended November 17, 1942 - Construction Machinery and Equipment. (11-30-42) 1/
LD-600-I-5-d LD-600-LHA-I-5-d	General Limitation Order L-228 - Roofing. (12-11-42)

M. C. Redman

M. C. REDMAN, Director
Administrative Planning Division

1/ This release is incomplete. A corrected release bearing the same number will appear shortly.

NHA
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7.2
Regional
Circulars

5-30-42

SUBJECT: Loan and Annual Contributions Contract for Public No. 671 Projects

A definitive form of contract is now ready for use with respect to war housing projects assisted under the provisions of Public No. 671. This contract, which will be known as the "Contract for Financial Assistance" to distinguish it from the Contract for Loan and Annual Contributions with respect to low-rent housing projects, consists, as in the case of the latter contract, of two parts; Part I, the provisions of which are adapted to the particular project; and Part II, the provisions of which are applicable to war housing projects in general. These two parts, which are numbered Specimen Form No. 86 and Form No. FPHA 500, respectively, should be used henceforth with respect to Public No. 671 projects and supersede Specimen Forms Nos. 45 and 46, which are now obsolete. We have arranged for the distribution to all of the Regions of an initial supply of the new contract forms.

Immediate steps should be taken to place under this new form of contract all war housing projects which are now under the temporary forms of contract (Specimen Forms Nos. 45 and 46). Since only a modification and amendment of the existing contracts will be involved, it will not be necessary to have Presidential approval of these changes. With respect to these projects, several changes in Part I (Specimen Form No. 86) will be necessary, and a short mimeographed memorandum dated April 15, 1942, entitled "Memorandum with Respect to War Housing Projects under Temporary Forms of War Housing Contract," and indicating the changes necessary, has been prepared and is being distributed together with the contract forms.

In putting projects which are now under the temporary forms of war housing contracts under the definitive form, it is desirable that the contract be brought completely up to date. For example, if there are special conditions in the present temporary contracts which have already been complied with, reference to such conditions should either be eliminated altogether or take the form of representations (as in the case of Cooperation Contract and Equivalent Elimination Contract provisions). Also, if there have been changes, such as in project numbers, etc., the contract should be brought up to date with respect to such changes. In order to make possible proper review of the drafts of the new contracts by the Central Office, with respect to all changes which are made, please send a detailed memorandum explaining the reason or bases for such changes.

With respect to contracts which now provide for changes in the maximum rate of annual contributions at the end of certain periods, please use the highest rate provided in the present contract as the Fixed Contribution Percentage figure in Article D of Part I of the contract.

DISTRIBUTION: To Regional Directors, Regional Legal Advisers, and Central Office Legal Division.

Forms of Development Fund Agreement and Administration Fund Agreement have also been prepared for use with respect to war housing projects, and the development funds and administration funds of such projects should be placed under the new form of agreement. The numbers of these agreements are FPHA Form Nos. 897 and 898, respectively. An initial supply of these forms has been sent out to all Regions.

For your convenience, we are sending you herewith a copy of each of the forms involved.

Your cooperation in placing all Public No. 671 projects under the Contract for Financial Assistance immediately will be very much appreciated. The usual procedure should be followed of your sending in the draft to Central Office for review, mimeographing, and signature on behalf of FPHA, prior to sending the contract to the local authority.

Attachments

3

NHA
FPHA
September 28, 1942

7.21
Regional Circular

SUBJECT: REGIONAL OFFICE MANAGEMENT BRANCH PROCEDURE IN THE PROVISION OF COMMERCIAL FACILITIES FOR FAMILY DWELLING PROJECTS

GENERAL

Staff members using these procedures should be familiar with General Order No. 251.11, "Planning and Provision of Commercial Facilities," dated September 21, 1942; with "Procedure With Respect to Provision and Planning of Commercial Facilities," to be released as part of the Lanham Development Manual; and with "Standards for Commercial Facilities."

These procedures relate only to family dwelling unit projects and in particular do not relate to the provision of restaurants or commercial facilities in connection with dormitory, dormitory apartment, and trailer projects, concerning which procedures will be issued at a later date.

PERSONNEL

It is recommended that each Regional Office employ a consultant experienced in the leasing of commercial space, unless there is a full time employee on the Regional Management staff who is qualified in this line of work. Because of the highly specialized nature of this work, great care should be exercised to select a qualified man as consultant. The Central Office Management Branch will suggest to each Regional Director qualifications for such a consultant and names of men it believes qualified. If the Regional Director prefers to appoint a man not on this list, it is recommended that the name and qualifications of such person be submitted to this office for review prior to appointment. The staff of the Commercial Facilities Section of the Management Standards Division can be made available to assist the Regional Office in the provision of commercial facilities.

With respect to completed projects, the Commercial Facilities Section has in many cases already entered into negotiations and the status of such negotiations will be furnished to the Regional Office.

DETERMINATION OF NEED

With respect to each new project and with respect to each completed project, a preliminary survey should be made as to the adequacy of existing commercial facilities. In case of new projects, such surveys may be made by a member of the Regional Office Management or Development Branch who is familiar with the area. In the case of completed projects, the preliminary survey may be made by the Housing Manager or Local Housing Authority. If the preliminary survey indicates that a need exists, a careful and thorough analysis of the situation should be made by the consultant or other qualified member of the Regional staff. It is the purpose of such a survey to determine what facilities exist and what facilities are required, and to insure that only facilities which are essential to the project residents are provided. There is attached a suggested form of questionnaire (Attachment I) to be used in making such a survey.

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Surveys have already been made by the Commercial Facilities Section for a number of completed projects and copies of these surveys will be forwarded to the Regional Office.

TYPES OF SERVICES

Whether provided by the FPHA with Government funds or through the investment of private capital, the commercial facilities provided for any project shall include only those services which are essential to the maintenance of health, welfare, morale, and efficiency of war workers and their families.

In general, the services required will consist of a food store including meat market, drug store including soda fountain and luncheon service, variety store (in larger shopping centers only), barber and beauty shop, and dry cleaning, tailoring, laundry, and shoe repair pickup services. In accordance with General Order 251.11, the above services shall be provided where existing retail commercial facilities within one-half mile of the boundaries of the project are not adequate to serve essential consumer needs or where such retail commercial facilities do not exist. Of course, judgment must be exercised in applying this one-half mile limit. For example, good transportation might in some instances make it feasible for the facilities to be more than one-half mile away, while in other instances the existence of major traffic hazards might make it unsafe for tenants to use existing facilities located within less than one-half mile of the project.

As indicated above, dry cleaning, tailoring, laundry, and shoe repair should ordinarily be limited to pickup services or branch offices in order to save materials and in order to utilize existing facilities to the maximum extent possible.

CONSTRUCTION OF FACILITIES BY PRIVATE CAPITAL

A. General

As indicated above, facilities will be constructed either by private capital or by the Government. It is preferable that facilities be constructed by private enterprise. However, if the negotiations for the construction of facilities by private enterprise do not result in a definite and firm commitment within a short time, arrangements should be made for the construction of commercial facilities by the FPHA. The time that can be allotted to negotiating with private capital for the construction of stores will depend on the acuteness of the need.

It has been found to be difficult to arrange for private capital to construct commercial facilities due to uncertainty as to the future of war projects at the end of the emergency and for similar reasons. It has also become increasingly difficult to interest private capital in recent months due to the uncertainty of obtaining construction materials. In the care of new projects where an acute need exists for commercial facilities, it is believed that as a general rule the stores should be built

by the FPHA as part of the project in order that there will be no chance that the dwellings are completed prior to completion of the commercial facilities.

In negotiating with private capital, the Regional Offices should be careful to point out the difficulty of obtaining materials, since if private capital is encouraged to go ahead and prepare detailed plans and specifications and then cannot get priorities to obtain material there will be no way of recovering the expense incurred.

In negotiating with private capital, the maximum return to the Government should be obtained consistent with demonstrated ability to provide adequate service to the residents of the projects.

B. Outright Sale Plan

The land owned by the Government can be sold to private enterprise upon the specific authorization of the Commissioner. However, it is not considered desirable to sell land for commercial use where the land is an integral part of the project, and for this reason the outright sale plan is not generally desirable.

C. Ground Lease

A site on the project may be leased to private capital, provided that adequate control is maintained of the type of store to be built and of the method of operation. FPHA Form 1143 "Ground Lease" should be used as a guide. The rental charge for the ground should be in line with prevailing ground rentals for other comparable properties. The advice of your consultant should be very valuable in the determination of this rental.

D. Sale of Government-Built Stores

Stores may be built by the Government and then sold to private investors. However, at the present time this is not considered to be a desirable procedure.

E. Other Plans

There is attached a copy of a contract (Attachment II) entered into in connection with the San Diego, California, project. Under this plan the buildings are constructed by private enterprise, but title to the buildings remains with the Government. The investor deducts from the gross rentals received all costs of maintenance and operation, together with interest and amortization of the capital investment, and the balance is paid to the Government. Upon complete amortization of the original capital investment, a fixed percentage of the gross rentals is to be returned to the Government as rent for the ground and buildings.

CONVERSION OF EXISTING BUILDINGS

In one project it was found possible to convert part of a maintenance

(over)

building into a store. In another case, it was possible to renovate an old building which existed on the site. However, usually it is not practicable to provide facilities through the conversion of existing buildings.

LEASING OF GOVERNMENT-BUILT FACILITIES

A. Time of Negotiation

Where it is decided that stores ought to be built by the FPHA, negotiations for the leasing of the stores should be started and the leasing of the major facilities, such as food market and drug stores, completed, if possible, prior to the beginning of construction. However, this is not to be construed so that construction will be held up pending completion of these lease negotiations. The purpose of this is to insure that the space provided will fit the needs of the store tenant, and to insure as much as possible that satisfatory tenants can be obtained for all the space constructed.

B. Competition

Formal bids are not required, but the highest rental should be obtained consistent with demonstrated ability to provide adequate service to the families in the project.

C. Credit Reports

A contract exists between Dun & Bradstreet, Inc. and the FPHA for the provision of credit reports. Authority for the ordering of such reports by Regional Office staff members may be obtained upon request to the Commercial Facilities Section.

D. Form of Lease

FPHA Form 1132 "Store Lease" should be used as a guide. This form can be adapted to three types of rentals: (1) percentage of sales with minimum guarantee; (2) straight percentage; and (3) flat rental. Generally a percentage of sales with a minimum guarantee is considered the most desirable type of rental; particularly with respect to the food market, variety and drug stores.

For new projects not yet leased to Local Authorities, the lease may be executed by the Regional Director on behalf of the Government and later assigned to the Local Authority. The lease should be entered into directly with the individual store tenants or with one tenant who will operate the majority of the space.

E. Negotiation of Leases

In negotiating leases an analysis of expenditures anticipated to be made in local stores by the families in the project will be found useful in securing the interest of respective tenants. The analysis of family

expenditures should be made by the Regional Rental Analyst based on income data and family expenditure analyses published by the Bureau of Labor Statistics. A sample analysis is attached (Attachment III).

F. Approval and Execution of Leases and Contracts of Sale

Ground and store leases of Government-owned property shall be executed by the Housing Manager or Local Housing Authority after approval of the store or ground lease by the Regional Director, except that if a Manager has not been appointed or the project has not been leased to a Local Authority the store or ground lease shall be executed by the Regional Director.

Contracts of sale shall be approved by the Regional Director and forwarded to the Management Standards Division of the Central Office for execution by the Commissioner.

G. Distribution of Leases and Contracts of Sale

Distribution of executed leases and contracts of sale shall be as follows:

(1) When executed by the Housing Manager for the Government, the original shall be forwarded to the General Accounting Office, Washington, D. C.; one copy to the Commercial Facilities Section, Management Standards Division, FPHA, Washington, D. C.; one copy to the Regional Office; one copy to the lessee or grantee; and one copy retained by the Housing Manager.

(2) When executed by a Local Housing Authority operating under a management lease agreement, the original shall be retained by the Local Housing Authority; one copy shall be forwarded to the Regional Office; one copy to the lessee or grantee; and one copy to the Commercial Facilities Section, Management Standards Division, FPHA, Washington, D. C.

Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
for Project Management

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
QUESTIONNAIRE ON CONSUMERS SERVICES

Project _____ Housing Manager _____

Number of Units _____ Number of Units Occupied _____

Information on Occupants

Monthly Income of lowest paid tenant $_____

Monthly Income of highest paid tenant $_____

Check Number of Families in each Income Group*

Income		(Monthly)	Number
Under		$100	_____
$100	to	$125	_____
$126	to	$150	_____
$151	to	$175	_____
$176	to	$200	_____
Over		$200	_____

*- Estimates to form the basis for this information may be secured from Personnel officers for industrial workers, from the Finance Officer for Army or Navy workers, or from your own observation.

Number of People Housed

(If project is not occupied, please give estimates)

Adults _____

Children _____

Total _____

Age Group - Children

1 to 7 _____

7 to 15 _____

16 to 21 _____

List the Three Nearest Towns to Project:

Name of Town	Population	Distance from Project

Is your project located within the corporate limits of a town?
Name _____

Transportation Facilities from Project to Shopping Districts in Town:

Type of Transportation	Schedules	Fares	
		Single	Commutation
1.			
2.			
3.			

Information on available services in nearest towns: Name _____

Service	Distance to Nearest Store	Number in Nearest Town	Moderate Expensive Cheap
Food Stores (without meat markets)			
Food Stores (with meat markets)			
Hardware Stores			
Drug Stores			
Beauty Shops			
Dairy Service			
Filling Stations			
Garages (Repair)			
Laundry and Dry Cleaning Plants			
Restaurants			
Hotels or other transient Accommodations			
Clothing Stores			
Barber Shops			

What commercial services are operated by the Army or Navy?_____

---

1. Can existing stores and other commercial services in the city absorb the additional load expected from the project?

2. In general, is trading with these stores reasonably feasible from the standpoint of convenience?

3. Are there any existing buildings on or near the project which could be used for housing commercial units?

4. Are other types of businesses than those existing near the project needed?

5. Has there been any interest shown by local businessmen to provide adequate commercial facilities?

6. List the commercial services which you believe should be established on the project site.

7. List number of applications of each type which you have received from prospective merchants for the establishment of businesses at the project.

8. What arrangements have been made with Postal Authorities for serving your project?

AGREEMENT BETWEEN UNITED STATES OF

AMERICA AND IMPROVEMENT CO.

A CALIFORNIA CORP.,

WHEREAS, the United States of America (hereinafter called the "Government") through the Federal Works Administrator and pursuant to the provisions of Public No. 849 - 76th Congress, Chapter 862 - 3rd Session, approved October 14, 1940 (which is, together with all amendments thereto, hereinafter referred to as the "Act") did undertake the development and operation of a project (commonly called "Linda Vista") consisting of approximately 3,000 dwelling units, to provide housing for persons engaged in national defense activities (as defined in the Act and hereinafter called the "Tenants") in the City of San Diego, County of San Diego, and State of California, (hereinafter called the "State") (designated as CAL-4092 and hereinafter called the "Project"), and

WHEREAS, pursuant to Executive order No. 9070, dated February 24, 1942, all functions, powers and duties of the Federal Works Administrator under the Act relating to defense housing, are transferred to the Federal Public Housing Authority (created by said Executive Order and hereinafter called the "FPHA") together with all right, title and interest in and to the Project, and

WHEREAS, the Government has determined that there are not immediately and adequately available to the Tenants the essential commercial facilities, including but not limited to facilities for the purchase of food, clothing, furniture, drugs, household sundries, recreational services, and banking facilities (all of said facilities and services being hereinafter together called "Consumers' Services"), and

WHEREAS, the Government has further determined that the lack of immediate and adequate Consumers' Services to the Tenants impedes the national defense activities and the maximum war production efforts of the Tenants, and that it is therefore essential to the public interest that Consumers' Services, be made immediately and adequately available to the Tenants, and

WHEREAS, there is included within the boundaries of the Project an unimproved tract of land consisting of approximately Thirteen (13) acres described by metes and bounds as follows:

Those portions of Public Lots 1180 and 1189 in the County of San Diego, State of California, as per survey made by James Pasco in 1870 and filed as Miscellaneous Maps No. 36 with the County Recorder of said San Diego on December 14, 1921, described as follows:

> Beginning at the North West Corner of said Pueblo Lot 1180; thence S. 89°35'48" E. along the North side of said Pueblo Lot 1180 1428.51 feet to the easterly right-of-way line of Linda Vista Road, the TRUE POINT OF BEGINNING: thence N. 21°23'00" E. along said right-of-way line parallel to the center line of said Linda Vista Road and 50.00 feet easterly therefrom 996.01 feet to a point 40.00 feet southerly from the

center line of Ulric Street; thence S. 68°36'04" E. along a line parallel to the said center line of Ulric Street 225.00 feet to the beginning of a tangent curve concave to the south; thence easterly along the arc of said curve, central angle 58°57'26" and radius 260.33 feet, an arc distance of 267.88 feet to the beginning of a tangent curve concave to the East at a point bearing S. 80°21'22" W. 40.00 feet from the center line intersection of Dunlop and Ulric Streets: thence along the arc of said curve, central angle 31°01'45" and radius 262.09 feet, and arc distance of 141.93 feet; thence tangent to said curve S. 21°23'07" W. 464.32 feet long a line parallel to the center line of Ulric Street and 40.00 feet westerly therefrom to the beginning of a tangent curve concave to the East; thence southerly along the arc of said curve, central angle 140°44'30-1/2" and radius 1430.71 feet, an arc distance of 367.97 feet to a point 40.00 feet northerly of the center line of Comstock Street; thence N. 84°59'29" W. along a line parallel to the said center line of Comstock Street 57.54 feet to the beginning of a tangent curve concave to the North; thence westerly along the arc of said curve, central angle 16°21'33" and radius 1281.84 feet; and arc distance of 365.99 feet; thence tangent to said curve N. 68°37'56" W. along a line parallel to the said center line of Comstock Street and 40.00 feet northerly therefrom 116.33 feet to a point 50.00 feet easterly of the center line of Linda Vista Road; thence N. 21°23'00" E. parallel to the said center line of Linda Vista Road 161.99 feet to the TRUE POINT OF BEGINNING.

and hereinafter called the "site", and

WHEREAS, the Government is willing to have the site utilized for the purpose of furnishing Consumers' Services to the Tenants and for such purpose to permit such improvements as may be necessary or desirable to be made upon the site, including but not limited to streets and street lighting, utilities and utility installations, and commercial buildings (hereinafter together called the "Development") and

WHEREAS, the LAND IMPROVEMENT CO., a Corporation duly organized under the laws of the State (hereinafter called the "Corporation") is desirous of financing, constructing, managing, maintaining and administering the Development and to furnish Consumers' Services on the site through private enterpreneurs as tenants of the corporation hereinafter called "Lessees".

NOW, THEREFORE, the Government and the Corporation do hereby enter into the following Agreement:

1. The Corporation shall finance, design, plan and construct the development

(A) The Cost of the Development shall be approximately Two Hundred Thousand Dollars ($200,000.00).

(B) The Corporation will construct the Development in accordance with site plans and construction standards, plans and specifications, contracts (including a progress schedule for the progressive completion of the Development) and administrative and office budgets for the construction period, approved by the FPHA.

(C) The said plans, standard and specifications, contracts, and budgets listed in (B) above shall be submitted to the FPHA for its approval within thirty (30) days following the execution of this Agreement by the Government and not less than thirty (30) days after said approval the Corporation shall deposit with a member bank of the Federal Deposit Insurance Corporation approved by the FPHA, the sum of Two Hundred Thousand Dollars ($200,000.00) (hereinafter called the "Development Fund") under an escrow agreement (in form and substance approved by the FPHA) whereby moneys may be withdrawn or disbursed from the Development Fund only for the approved purposes of the Development. In event the Development Fund proves insufficient to complete construction of the Development, as approved pursuant to sub-paragraph (B), the Corporation shall immediately deposit such additional moneys as may be necessary to so complete the Development in the said bank and subject to the provisions of the escrow agreement, said additional moneys to become a part of the Development Fund to the same extent and for the same purposes as the moneys so originally deposited.

(D) The Corporation shall commence construction of the Development within ten (10) days after execution of the escrow agreement and thereafter construction of the Development shall proceed in accordance with the approved progress schedule.

(E) Upon the completion of the Development (in accordance with the approved site plans, construction standards, plans and specifications, and contracts) as determined by the FPHA, the final computation of the cost of the Development shall be made by the Corporation, subject to audit and approval by the FPHA. The cost so computed and approved is hereinafter referred to as the "Capital Investment." The Capital Investment shall be the aggregate of (i) the actual expenses of the organizers of the Corporation, including fees involved in creating the Corporation (ii) the cost of architectural and engineering services (iii) the cost of construction services (iv) the cost of labor and materials (v) the cost of fire, earthquake, and hurricane insurance, liability and fidelity bonds for the construction period, and (vii) initial occupancy expenses, including customary commissions for obtaining tenants on behalf of the Corporation, incurred in connection with such occupancy by the Lessees; Development Fund and the Capital Investment may be released from the escrow agreement at the convenience of the Corporation at any time after the computation and approval of the Capital Investment.

II. The Corporation shall manage, operate, administer and maintain the Development for the Government for a period of twelve (12) years, in so doing, the Corporation shall:

(A) As an independent contractor under this agreement and im its own name, rent the buildings and units or portions thereof included in the Development to the Lessees for purposes and under leases approved by the FPHA (including leases for initial occupancy) and to collect the rentals accruing therefrom and to supervise the occupancy of all such premises for the purpose of ascertaining that the provisions of said leases are being duly observed by the Lessees and, in the event of any violation, to take such action as may be authorized and appropriate under the particular lease and the circumstance of the violation.

(B) Deposit all of the income (including income from initial occupancy and before completion of the Development) derived from the management and administration of the Development (hereinafter called the "Administration Fund") in a member bank of the Federal Deposit Insurance Corporation approved by the FPHA, which shall be disbursed only in accordance with the provisions of Paragraph III of this Agreement.

(C) Provide and pay for all maintenance, replacement and repairs necessary in the course of the operation of the Development, arrange and pay for street lighting on the site, and obtain and pay for such insurance of the Development of the character and in the amounts required and approved by the FPHA.

(D) At all times maintain an office staff and maintenance crews adequate to perform the administrative, managerial and operational services described in subparagraphs (A) and (C) of this par graph II, and other services and undertakings by the Corporation in accordance with this agreement.

(E) Pay all real and personal property taxes assessed and levied against the Development by any local governing bodies within whose territorial boundaries the Development is situated, or make payments in lieu of taxes agreeable to said governing bodies.

(F) Cooperate with the Government to the end that the management and operation of the Development shall in no way conflict with the management and operation of the Project, it being the understanding of the parties hereto that the management and the operation of the Development shall be primarily for the Tenants and in the public interest. Accordingly, all management, operation and administration policies of the Corporation shall be adopted with a view to promoting good relations between the Corporation, the Tenants and the Lessees.

III. The Government and the Corporation agree that the Administration Fund shall be disbursed during each fiscal year of operation of the development by the Corporation only for the following purposes and in the following order of precedence:

(A) First, to pay the expenses and meet the obligations incurred by the Corporation in performing its undertakings under paragraph II of this Agreement during said fiscal year.

(B) Second, to compensate the corporation for its services in managing operating and administering the development in an amount not to exceed five per cent (5%) of the annual rental collected from development during said fiscal year, provided that in the event the Capital Investment has been fully amortized on or before the end of the preceding

fiscal year and in that event, the Corporation shall receive for the following and subsequent years of the life of this Agreement, a management fee in the amount of twenty per cent (20%) of annual rentals collected from the development during the following and subsequent years.

(C) Third, to pay to the Corporation an annual return of four per centum (4%) on the unamortized portion the Capital Investment.

(D) Fourth, to amortize in any fiscal year of operation during the life of this Agreement such portion of the Capital Investment as the Corporation may, at the close of said year, determine to amortize, provided the aggregate of such portions total the Capital Investment upon the expiration of this Agreement, it being the intention of the Government and the Corporation that the Capital Investment be entirely amortized within the life of this Agreement but only out of the income derived by the Corporation from the Development and only after first applying said income to the purposes set forth in subparagraphs (A), (B) and (C) of this paragraph III it being understood that the income to the Corporation is dependent in its entirety upon the occupancy of the Project and income of the Tenants, therefore, in the event that any action of the Government or an act of war which would so influence the status of the Project that the income to the Corporation becomes insufficient to amortize the then balance of the Capital Investment within the then remainder of the term of this Agreement after meeting all operations and maintenance costs contemplated in paragraph III (A), (B) and (C) of this Agreement, then, the Corporation, shall have the right at that time at its option, to purchase the Development and the site, and the Government does hereby agree to convey all its right, title and interest in the Development and in the site to the Corporation for the sum of_____Dollars ($_____)

(E) Fifth, the balance, if any, (being the funds to be derived by the Government from the operation of the Development) shall be turned over to the Government by the Corporation pursuant to instructions from the FPHA.

No part of the Administration Fund shall be disbursed (except for the purposes described in subparagraph (A) of this Paragraph III,) without the written consent of the FPHA. The FPHA shall, at the close of each fiscal year of operation of the Development, make an audit of the income and expenditures of the Development, and on the basis thereof, authorize the Corporation to disburse the proceeds of the Administration Fund available for the purposes and in the order of disbursements provided for in subparagraphs (A), (B), (C), (D) and (E) of this Paragraph III.

IV. The Corporation shall at all times during the life of this Agreement maintain complete books, records, journals, audits, accounts, minutes of its proceedings, and other data, reasonably pertinent to the financing, construction, management, operation, maintenance and administration of the Development, disclosing the full and detailed nature of all transaction of the Corporation related to its undertakings under this Agreement. Such books, records, journals, audits, accounts, minutes, and other data shall be open to the inspection of an authorized representative or representatives of the FPHA at all times during regular business hours.

V. Upon the termination of the period of this Agreement or the exercise by the Government of its option pursuant to the terms of paragraph IX, the

management, maintenance, operation and administration of the Development shall be assumed by the Government and no further contractual or other interest therein shall enure to the Corporation except that there shall be an accounting as of the expiration date to determine what portion, if any, of the administration Fund belongs to the Corporation under the term of this Agreement and upon such accounting and determination, the balance of the Administration Fund, after deducting such portion, shall be paid by the Corporation to the Government pursuant to instructions from the FPHA; provided, however, that the Government and the Corporation may agree that the Corporation shall continue to manage, operate and administer the Development for a fixed further term and to receive a managerial fee, to be then agreed upon, as compensation for said services, and provided further that (anything in this agreement to the contrary notwithstanding) in event the Corporation has been unable to entirely amortize the Capital Investment during the period of this agreement for the reasons and under the terms set forth in paragraph III (D) hereof the Government hereby agrees upon the written request of the Corporation to renew and extend the life of this Agreement for such additional period or periods from time to time as may be necessary to enable the Corporation to entirely amortize the then unamortized portion of the Capital Investment upon the same terms and conditions as are set forth in this Agreement.

VI. No provision of this Agreement shall be construed as depriving the State or any political subdivision thereof, of its civil and criminal jurisdiction in and over the Development, or impair the civil rights of the Lessees under State or local law.

VII. No provision of this Agreement shall be construed as conveying in equity or otherwise, any right, title or interest in and to the fee to the site or in any part thereof, or any lesser interest in said realty or any improvements thereon (including the Development) or any increments therefrom, or appurtenance, thereto.

VIII. Should the Government hereafter determine the additional or other Consumer's Services to the Tenants are essential in the public interest which are not immediately and adequately available in the Development, the Corporation shall be given the first right, option and privilege to make same so available upon the same terms and conditions as are set forth in this Agreement with respect to the Development, provided that it so elects in writing to the FPHA within sixty (60) days from the date when written notice of the determination that such additional or other Consumers' Services are to be made available to the Tenants is mailed or otherwise delivered to the Corporation by the FPHA.

IX. Notwithstanding any other provisions thereof, the Government reserves the right to cancel this agreement at any time after completion of the development upon sixty (60) days written notice to the Corporation of its intention to exercise said right, and thereupon to take over the control and management of the Development, provided that there are paid (first out of the Administration Fund and thereafter out of Federal funds, upon the exhaustion of the Administrative Fund) as of the date of such taking over (i) all the debts incurred by the Corporation and not paid which arose out of its management, maintenance, operation and administration of the Development (ii) to the Corporation the earned portion of the fee provided for in Paragraph III (B) of this Agreement (iii) to the Corporation the earned portion of the interest return on the unamortized balance of the Capital Investment as provided for in said Paragraph III (C) and (iv) to the Corporation the unamortized balance of the Capital Investment.

X. No member of, or delegate to the Congress, or Resident Commissioner shall be admitted to any share or part of this Agreement or to any benefit that may arise therefrom, but this Paragraph shall not be construed as extending to the Corporation and to the benefits accruing to it under this Agreement.

XI. Time being the essence with respect to the public interest involved in making Consumers' Services immediately and adequately available to the Tenants, the Government reserves the right at its option (any provision of this Agreement to the contrary notwithstanding) to consider the Agreement automatically cancelled and the Government to be under no contractual obligation to the Corporation whatsoever if the site plans, standards and specifications, contracts and budgets with respect to the Development are not submitted to the FPHA for its approval within the time limit provided for by Paragraph I (C) of this Agreement, and thereafter, if the Development Fund is not established in the amount and manner and within the time limit provided for by said Paragraph I (C).

IN WITNESS WHEREOF, this Agreement has been duly executed as of May 25, 1942.

UNITED STATES OF AMERICA

By (S) Herbert Emmerich
Federal Public Housing Commissioner

(S)
N. A. Whitmire
Attesting Officer

LAND IMPROVEMENT CO.
A CALIFORNIA CORP.

Notary Public in and for County of
Los Angeles, State of California

By (S) Philip Cravitz
President

(S) Harvey Silbert
Secretary Treasurer

Attachment III

ESTIMATED CONSUMER EXPENDITURES

TAKOMA, WASH-45015

400 Families

Class of Expenditure	
Number of Families	400
Total Expenditures	$629,200
Food	190,800
At Home	168,000
Away	22,800
Clothing	67,600
Personal	13,600
Barber and Beauty Shops (Services)	6,800
Cosmetics, Toilet Articles	6,800
Medical Care	31,600
Physician	9,600
Dentist	7,200
Drugs and Medical Supplies	5,200
Other a/	9,600
Furnishings and Equipment	29,600
Transportation	79,600
Automobile Operation	40,000
Automobile Purchase	28,400
Other Transportation b/	11,200
Tobacco	11,200
Recreation	22,400
Paid Admission	7,600
Movies	5,600
Other c/	2,000
Equipment for Games and Sports	3,600
Other d/	11,200
Housing	80,000
Household Operations	64,400
Utilities	39,200
Other e/	25,200
Reading	7,200
Formal Education	5,600
Contributions and Personal Taxes	22,000
Other Items	3,600

a/ Includes oculist, private nurse, examinations, and tests, clinic visits, hospital, health and accident insurance, other medical care.

b/ Cost of transportation other than by automobile, including daily travel to and from work.

c/ Includes plays, concerts, lectures, ball games, other spectator sports, dances, circuses and paid admission for guests.

d/ Includes radio repair and purchase, musical instruments, care of pets, cost of children's play equipment, dues to social and recreational clubs.

e/ Includes water rent, telephone, laundry, cleaning supplies, stationery and postage, telegrams, moving and freight charges.

National Housing Agency
Federal Public Housing Authority

Statistics Division
August 31, 1942

NHA
FPHA

9-30-42

7.22

Regional
Circular

SUBJECT: Procedure for Payments in Lieu of Taxes on Federally-Owned War Housing Projects

There is attached hereto a statement of the policy and procedure with respect to Payments in Lieu of Taxes on Federally-owned war housing projects. It is contemplated that the substance of this statement and of similar statements respecting Payments in Lieu of Taxes on other types of housing projects will be released subsequently as inserts to the forthcoming FPHA Management Staff Manual. The substance of the first portion (Part I through "B" of Part V) may also be released as inserts to the Local Authority Management Manual and the Direct Management Manual for Federally-Operated Projects.

Attention is particularly directed to Part VIII, page 9, Duties and Responsibilities for Payments in Lieu of Taxes.

Lee F. Johnson
Assistant Commissioner
for Project Management

7703

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FPHA
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Attachment

PAYMENTS IN LIEU OF TAXES ON FEDERALLY OWNED WAR HOUSING PROJECTS

I. Statement of Policy

Paragraph 1 of General Order 252.3 establishing the policy respecting payments in lieu of taxes on Federally-owned war housing projects for period after January 21, 1942, reads as follows:

> The FPHA will make payments in lieu of taxes on all Federally-owned war housing projects under its jurisdiction. The amount paid for any year on any project will approximate the taxes which would be paid upon such project if it were not exempt from taxation, with an appropriate allowance for expenditure by the Federal Government for streets, utilities or other public services to serve such project. Such payments are mandatory under the Lanham Act, pursuant to the Amendment of January 21, 1942 (Public Act 409, 77th Congress), and are permissive under Public Act No. 781, 76th Congress and under Public Act No. 9, 77th Congress, as amended.

It will be noted that this policy does not apply to payments in lieu of taxes on projects developed and owned by the Defense Homes Corporation, on projects developed by the Farm Security Administration and transferred to FPHA pursuant to Executive Order 9070, nor on Mutual Ownership projects after their sale to a Mutual Ownership Corporation.

FPHA will not be concerned with payments in lieu of taxes on any war housing projects which are under the jurisdiction of the War or Navy Departments, or which have been assigned to these agencies for management. If requested by the War or Navy Departments, a Tax Analyst or Regional Counsel may be assigned by the FPHA Regional Director to assist these agencies in such matters.

The above policy statement applies not only to permanent housing projects, but to trailer projects, dormitory projects, dormitory apartment projects, and demountable projects. It should be noted, however, that because of the mobility of trailers, the amount of the payment in lieu of taxes will be prorated according to the portion of the tax year that the trailers are located in the taxing jurisdiction.

Housing Managers and Management Agencies should refer all inquiries respecting payments in lieu of taxes on Federally-owned war housing projects to the appropriate Regional Director.

II. Agreements with Local Governments

In carrying out the provisions of Section 306 of the Lanham Act, as amended January 21, 1942, providing for payments approximating full taxes less

appropriate deductions, no agreements will be necessary with local governments except in those cases where the Federal Government owns all or substantially all of the property within the taxing jurisdiction. (However, cooperation agreements will be required for FPHA-aided projects owned by local housing authorities, including both war housing developed under Public Act 671, 76th Congress, and low-rent housing.)

III. Agreements Made Pursuant to Former Provisions of the Lanham Act.

A. Percentage of Rental Agreements. Where agreements were executed pursuant to the former provisions of the Lanham Act, payments based on a percentage of rentals, but limited to the taxes which would otherwise by payable, will be made in the manner provided in such agreements. In accordance with a recent decision of the Comptroller General, these payments will be made where due on the basis of the agreed upon percentage of shelter rents which were charged through January 20, 1942. No payments will be made under agreements based upon shelter rents charged after that date. There is no authority to make supplemental payments prior to that date in addition to the payments called for under the agreements.

B. Cases of No Agreements Under Former Law. There is no authority to make payments in lieu of taxes for any period prior to January 21, 1942, where no agreements exist; neither is there authority, under the decision of the Comptroller General, to pay where the agreements were negotiated but were not actually executed by the Government prior to that date. All cases in either of these categories should be referred to the Legal Division of the Central Office.

IV. Determination of Initial Liability of the Government on Federally-owned War Housing Projects

No payment can be made, either under an agreement or under the legislation, for a period for which the taxes constituted the obligation of the former landowner. In determining this, it is necessary to take account of the fact that the taxes thereon were paid, or should have been paid, for the year in which they constituted a lien. Therefore, in determining the initial liability of the Government to make payments in lieu of taxes, it should be ascertained when the Declaration of Taking, which vested title in the United States, was filed. The taxes for the year in which such Declaration of Taking was filed must be presumed to have been paid from the condemnation award, and it will, therefore, become the obligation of the United States to make payments in lieu of taxes from the date through which the taxes were thus paid. The same rule will apply where it is ascertained that such taxes could have been collected from the former landowner, or from the condemnation award for such year, but where that was not done, either through negligence, or error.

V. Determination of Amount of Full Real Property Taxes

The amount of full taxes will be based on local tax rates and an estimate of the otherwise assessable value of project real property devoted to dwelling uses to be determined according to local ad valorem tax laws, customs, and practices.

A. Items to be Excluded from Valuation. There shall be excluded from the valuation an allowance for the following:

(1) School houses, community buildings or other similar facilities from which no substantial project revenue is derived, regardless of whether they have actually been transferred by the Government and accepted for public use by a local public body;

(2) Land devoted primarily to essential public uses, such as land for schools, streets, roads, sewage systems and public parks, regardless of whether in fact such land has been dedicated by the Government and accepted by the public body;

(3) Equipment supplied by the Government which is taxed under the State law as personal property rather than realty.

B. Formula for Determining the Amount of Full Real Property Taxes. There shall be applied to the appraised value of project real property obtained by use of replacement cost less depreciation, as of the effective assessment day, the actual assessment ratio, and the amount thus determined will be the Tax Analyst's estimate of otherwise assessable value. In the calculation of the amount of full real property taxes there shall be applied to the estimate of otherwise assessable value the prevailing tax rate of all taxing jurisdictions which would have the power to levy a general ad valorem tax on the property if it were privately owned. The amount thus determined shall be the estimated amount of full real property taxes.

C. Determination of Estimate of Otherwise Assessable Value by Local Assessors and Comparisons with Federal Determination. To facilitate the determination of full real property taxes and to insure the same treatment for Government property as afforded privately-owned property, an estimate of otherwise assessable value is to be obtained from the assessing officer or officers who would ordinarily have the power to assess the property if it were privately owned. A letter in the form illustrated as Exhibit A, page 11, may be used in requesting such an estimate. This estimate is to be made as of the effective tax or assessment day of the taxing district in which the project is located.

An independent estimate of otherwise assessable value as of the effective tax day will be made by a Tax Analyst according to standards and procedure described hereafter. If the estimate of otherwise assessable value submitted by the assessor does not exceed the estimate of such value determined by the Tax Analyst, the assessor's estimate

will be accepted as the base to which the applicable local tax rate will be applied to determine the amount of full real property taxes.

If the estimate of otherwise assessable value submitted by the assessor is greater than the estimate of such value as determined by the Tax Analyst, the latter value is to be used in determining the amount of full real property taxes. However, in all such cases a complete review of all estimates of otherwise assessable values is to be made, including a re-check with the local assessor. When a Tax Analyst is definitely assigned to a Region, and the valuation otherwise provided for in this order is than determined in the Regional Office, the procedure will be as follows:

If the estimate of otherwise assessable value submitted by the local assessor is more than 10 per cent above the estimate of such value estimated by the Tax Analyst, the case is to be submitted to the Central Office. All other cases where the assessor's estimate is greater than that of the Tax Analyst are to be resolved in the Region with the assistance of the Central Office where such is necessary. If after such review and re-checking, no error has been found, the value originally recommended by the Tax Analyst shall be used.

D. Appraisal Methods to be Used by Tax Analysts. In estimating otherwise assessable values, the Tax Analysts will first determine the full value of the real property subject to taxation and multiply this appraised value by the local assessment ratio.

In all cases two methods of appraisal will be used by the Tax Analyst: (1) the replacement cost of the property less depreciation, which will be the basic method; (2) the sales value of the property as determined by comparison with sales values of similar types of property, which will be used as a check. The assessor's estimate of otherwise assessable value is to be checked against the estimate of such value as determined by the first method, modified by the customary assessment ratio. The second method is to be used by the Analyst as a check on his estimate of replacement cost. A third method, value as determined by capitilization of rentals, may be used in specific cases by the Tax Analyst in the event such a method is employed as a usual method by a local assessor. However, in the event it is used, its use is to be limited to a check on the other appraisals made by the Tax Analyst.

The replacement value may be determined by either a unit method or by a quantity survey of materials and labor used. The unit method estimates replacement costs according to a square foot or cubic foot base rate according to grades or classes of buildings. The square feet of floor area will be used for Government property since most project buildings are not more than three stories high and do not involve many variations, from a standard type. The rate tables to be used will be specified by the Office of Taxation Analysis of the Central Office. In the event the estimate of otherwise assessable value submitted by the

local assessor is greater than the estimate of such value determined by the Tax Analyst, the quantity survey method is to be used as a check on the various value estimates in order to determine the reasons for such variances in these estimated values.

A comparative sales value will be determined by reducing the sales prices of similar or nearly similar buildings to a sales price per square foot. The unit sales price so determined will be applied to Government housing projects.

E. Assessment Ratios. Because it is universally acknowledged that real property is almost always undervalued for assessment purposes in spite of statutory provisions to the effect that fair cash value or its equivalent shall be the assessed valuation, it is essential to determine this ratio in order to place such properties on the same assessment basis as privately owned property. Three methods are to be employed for such purposes in the following order of preference, assuming all are available: (1) ratios obtained by the conversion of actual sales data; (2) the opinions of local real estate experts, such as local FHA officers, local real estate board officials, real estate brokers, and building and loan association employees; (3) the testimony and opinion of local assessing officials. The preferable method of obtaining this ratio is through the use of actual sales data by dividing the assessed value of given property by the sales price paid for the property. The examples selected in such studies must be limited to bona fide sales of properties similar in character to the public housing properties, and care should be taken to insure accuracy in determination of the full sales price. Only where the ratio determined by the sales method cannot be obtained should the concensus of opinion method represented by the other two categories be used.

The Office of Taxation Analysis of the Central Office will conduct studies to determine assessment ratios and such information will be supplied to the Regional Tax Analysts. In the event that such studies are not completed and cannot be completed by the time they are needed, the Regional Tax Analyst is to conduct such a study according to rules, regulations and standards specified by the Central Office.

The assessment ratio finally determined shall be applied to the appraised value to determine the estimate of otherwise assessable value. The appraised value for a given project will not vary but the estimate of otherwise assessable values for the project may due to the fact that more than one taxing body may assess the property and the assessment ratios used by these taxing bodies vary.

F. Determination of Full Real Property Taxes. To the otherwise assessable value as determined above is to be applied the tax rates of the taxing jurisdictions which would have the power to levy a general ad valorem tax on the property if it were privately owned. The tax rate to be applied should take advantage of all discounts available for prompt payment when payment will be made by such discount dates. The amount so determined will be the estimated full real property taxes. Payments on this basis shall date Jan. 21, 1942.

VI. Deductions

A. Deductions for Expenditures Spared the Taxing Districts. Deductions may be made from the payment in lieu of taxes because of expenditures which the Taxing District is spared because the Government supplies streets, utilities, or other public services necessary to serve the housing project, if such deductions are deemed appropriate by the Commissioner. This provision sanctions deductions for expenditures for items which might normally be supplied to comparable private developments by local governmental bodies through funds raised from general taxation.

B. Deductible Item Must Have Been Supplied in Connection With Project. The expenditure for which a deduction is contemplated must have been made for items to serve such property. Such items are chiefly those provided from funds allotted as a part of project cost or which necessitate annual expenditures for service to the project. Other expenditures by the Government in the community from which the project derives a remote, incidental, or indirect benefit are not deductible.

C. Deductible Item Must Normally Be Supplied Through General Taxation. An expenditure should be considered deductible only if the funds for such expenditure are normally supplied from general tax levies. If a facility or service would in the case of a private owner be supplied by special assessments, no deductions should be made for the failure to supply such service or facility to the project.

D. War Public Works Expenditures Non-Deductible. No deductions should be made on account of funds expended on war public works under Title II of the Lanham Act, since, if such funds are loans they are repayable and if grants a need for such aid has been established by FWA. The necessity for expenditures under Title II should not be reexamined by FPHA, but should be deemed conclusive for the purpose of complying with the provisions on deductions in Section 306 of the Lanham Act, as Amended.

E. Deduction Must be for Items or Services Which it is Determined the City Would Not or Could Not Supply. Ordinarily a deduction should not be deemed appropriate for a facility or service which is supplied by the Government without a prior finding that the municipality would not or could not supply such facility or service. It is the policy of the Government to give preference to the use of local public facilities and services, in connection with its war housing projects. If, in particular cases, it is decided that the facility or service should not be secured through the taxing jurisdiction because it can be supplied more efficiently or more appropriately by the project, no deduction should ordinarily be made.

F. Deductions to be Charged to Proper Taxing Body. In making such deductions care should be taken that they are charged to the proper taxing body. Under this rule a deduction for educational services

can ordinarily be made only against the funds otherwise due a school district; such deductions should not be made against funds otherwise due the other public bodies in which the project is located, such as the county, township, city, or borough.

G. Financial Need of Community as Element in Determination of Appropriateness. It should be recognized in carrying out the policy on deductions, that Section 306 of the Lanham Act, as amended, permits such allowances as may be considered appropriate. By the use of this language Congress definitely conferred upon the Commissioner, formerly USHA Administrator a certain discretion in these matters, to be exercised after due consideration of the reasonableness of the deduction in comparison with the benefits simultaneously given the communities involved or the financial burdens imposed. Thus, in the exercise of this discretion a deduction may be deemed inappropriate, if it can be shown that it would have the effect of unreasonably impairing the ability of a community to finance its current or future operations.

H. Classification of Permissible Deductible Items. Deductions may be made in connection with the following types of items, if provided by FPHA to service the project, if normally supplied through general taxation, and if, such deduction is appropriate.

(1) Capital Expenditures

(a) Schools
(b) Hospitals and clinics
(c) Libraries
(d) Streets and roads
(e) Street lighting equipment
(f) Sewage systems, mains, and facilities
(g) Water mains and facilities
(h) Fire protection facilities, hydrants, stations and equipment
(i) Sidewalks, curbs and gutters
(j) Public buildings
(k) Trash and garbage disposal plants
(l) Parks and playgrounds

(2) Annual expenditures for costs of operating and maintaining such items, or for any other tax supported services.

Attention is directed to the probability that in most taxing jurisdictions many of the above items supplied on the development site such as streets and sidewalks or other similar facilities would be supplied by special assessment or would be paid for by the builder. Therefore, no deduction should be deemed appropriate in such cases.

I. Measurement of the Amount of Deductions. In case a deduction is deemed appropriate, the amount thereof should be measured as follows:

(1) If the deduction is on account of a service or capital facility denied the project from circumstances within the control of the taxing jurisdiction, such as refusal to permit the Government to use existing public facilities, or if the deduction is required because of refusal to supply public services which a taxing jurisdiction would be required to supply a similar development is privately owned, the full amount of the expenditure for the service and for amortization and interest on the capital item may be deducted.

Amortization and interest at 2½ per cent per annum on capital items shall be computed at level annual amounts. The period of amortization of capital items supplied in connection with a permanent project shall be the same as that used for the dwelling units. The period of amortization of capital items supplied in connection with temporary projects shall be the expected life of the capital facility. Interest shall be included on unpaid balances at the rate of 2½ per cent per annum.

(2) If the deduction is on account of a service or a capital facility denied the project from circumstances beyond the control of the taxing jurisdiction, such as inability to finance or secure materials due to the war, or some similar circumstance, the amount thereof shall be determined as follows in the case of both permanent and temporary projects. There will be applied to the assessed value of the project as determined in the manner provided herein that portion of the applicable tax rate earmarked for the cost of operating, maintaining, and supplying that facility, including debt service. This ordinarily can be ascertained from local municipal budgets. If the taxing jurisdiction has no debt outstanding with respect to such capital improvement, the amount of the deduction for such non-use of the municipal facility may be measured by some other equitable method.

VII. Time and Method of Payment

A. When Payments Can Be Made

(1) Payments due under agreements can be made at the time provided for therein.

(2) Payments due under the Lanham Act as amended will ordinarily be made at the time real estate taxes are paid by ordinary tax payers.

(3) In cases of necessity, payments due under Sec. 306 of the Lanham Act, as amended, can be made at any time within the year for which they are due, provided the tax rate has been fixed.

(4) In all cases, payments should be made within the discount period, if any. All such discounts should be claimed.

B. Method of Transmitting Payments. Payments under agreements will be made in the manner provided therein. In the case of a Lanham Act project, if the agreement provides for payment to one single collecting agency for ultimate distribution to such governmental units as are ultimately entitled thereto, the payment will be made in that manner, but only for the period through January 20, 1942. Thereafter, the payment will be made directly to all taxing bodies which levy an ad valorem tax against real property. No centralized collection will be permitted for payments due under the Lanham Act, as amended.

VIII. Duties and Responsibilities for Payments in Lieu of Taxes

A. Policy Respecting Responsibilities. The policy respecting responsibilities for determination of payments in lieu of taxes is as follows:

Pending the training of Regional Tax Analysts in the Central Office to the satisfaction of the Assistant Commissioner for Project Management, all necessary powers with respect to the determination of payments in lieu of taxes shall be vested in the Office of Taxation Analysis in Washington. During this interim training period, the Assistant Commissioner for Project Management is authorized to approve payments in lieu of taxes. When a Regional Tax Analyst has completed his training as provided for herein, a memorandum will be issued advising the Regional Director to that effect. Thereafter, the Regional Director will be authorized to review and approve payments recommended by Regional Tax Analysts, subject to any rules, regulations, standards and procedures as may be prescribed by the Central Office.

B. Responsibilities of Regional Tax Analysts. Tax Analysts will be responsible for securing the date required by Form FPHA 1142. The Determination of the Approximate of Full Taxes Less Appropriate Deductions (see Exhibit C, pages 13 to 16) to be used for determining the amount of payments due in lieu of taxes. They will perform all computations and tax analyses of an economic nature, and will consult with the Regional Counsels for advice on all legal data required by Form FPHA 1142 (see Exhibit C). This form is to be executed in triplicate in connection with the determination of tax valuations and the payments required hereby. When such determination has been made, a letter in the form illustrated as Exhibit B, page 12 will be prepared in triplicate, for transmission to the taxing body informing it of the valuation established, less any designated deductions.

One copy of Form FPHA 1142 (see Exhibit C) and of the letter described in the previous paragraph shall be transmitted to the Central Office.

C. Responsibilities of Office of Taxation Analysis. The Office of Taxation Analysis of the Central Office shall be responsible for the initiation of policies, standards and procedures governing payments in lieu of taxes. It shall act as a clearing house for all information in this field for the Tax Analysts of the Regional Offices. It shall

conduct special studies and research concerning taxation and public housing, and shall provide advice and assistance to the Regional Offices on all matters pertaining to taxation or payments in lieu of taxes. Pending the completion of training of a Regional Tax Analyst, all functions, powers and duties with respect to payments in lieu of taxes on projects in such Region shall be performed by the Central Office in Washington.

After a Regional Tax Analyst has completed his training in Washington and has been definitely assigned to a Regional Office, the Office of Taxation Analysis shall be responsible for a post-review of all determinations of payments in lieu of taxes made in such Regional Office.

D. Responsibility of Central Office Legal Division and Regional Legal Personnel. The General Counsel and the respective Regional Counsels shall be responsible for all work of a legal nature in connection with payments in lieu of taxes. A member of the staff of the General Counsel shall be made available for consultation with the Office of Taxation Analysis. Pending the completion of training of a Regional Tax Analyst, such member of the General Counsel's staff shall review and approve all legal data required by Form FPHA 1142, particularly Schedules I, II, III thereof (see Exhibit C), and perform any other necessary work of a legal nature in connection with the payments. After the completion of training of a Regional Tax Analyst, the Regional Counsel for each Region shall be responsible for performing such legal work in accordance with standards and instructions of the General Counsel.

EXHIBIT A

LETTER TO ASSESSORS WHO WOULD HAVE POWER TO ASSESS LANHAM ACT PROJECTS IF PRIVATELY OWNED

Dear Sir:

Pursuant to an Act of Congress of January 21, 1942, amending Section 306 of the Lanham Act, and Executive Order 9070, consolidating the Agencies formerly concerned with public housing, the responsibility for determining the values to be used for calculating payments in lieu of taxes for the defense housing projects built under this law rests with the Commissioner. However, in making this determination he desires to secure your cooperation in order that these projects may be treated like comparably taxed private property, insofar as it is possible to do so. It is, therefore, requested that you supply us with your estimate of an appropriate valuation for such purposes.

In making your estimate you can use any recognized method of tax appraisal, provided it would be utilized by you for appraising comparable private property and is in conformity with the local property tax law. A brief description of the method used should accompany your estimate.

In order to assist you thereon we are advising you that our records indicate that the land for the project was acquired after tax day for the tax year beginning _____; therefore, your appraisal should be made with respect to it for the next year beginning _____, as it is understood that the taxes thereon for the previous year were paid, or are payable, from the condemnation award resultant from title acquisition by the United States. As for the buildings constructed there, they should not be included if they would not have acquired a tax status if privately owned during the same period.

Kindly send this data as soon as it is available to

Upon receipt of this data and after its review by this Agency, the appropriate official of your Community will be informed of the value established by the Commissioner for purposes of determining payments in lieu of taxes for the current tax year of your community.

Very truly yours,

EXHIBIT B

LETTER TO TAXING DISTRICT INFORMING IT OF VALUATION FOR PURPOSES OF COMPUTING PAYMENTS IN LIEU OF TAXES ON LANHAM ACT PROJECT

Gentlemen:

Pursuant to Section 306 of the Lanham Act, as amended on January 21 of the current year by Public Law 409, 77th Congress, and Executive Order 9070, the responsibility for determining values to be used for purposes of calculating payments in lieu of taxes in connection with defense housing projects acquired and held under the Act, is vested in the Commissioner of this Authority.

After due consideration of all revelant facts and data having a bearing on the matter, including the estimate supplied by your local assessor, in the case of Project numbered_____, located at _____ _____, I hereby establish a valuation of _____, for said purposes for the current tax year of your _____, beginning_____ _____, and ending_____ _____, to which valuation is to be applied prevailing ad valorem tax rates applicable to real property in your taxing district during said year in order to calculate the sums thereby due in lieu of taxes.

As long as title to all of said property remains in the United States, and as long as the authority to pay sums in lieu of taxes as found in said Section 306 continues, valuation bases will be established each year by this office for determining sums in lieu of taxes, so that all conditions affecting value, such as additions, sales by the Government, destruction by fire or any other cause, and any other factors may be given full consideration.

Pursuant to said Section 306, as amended, I also determine that the appropriate deductions from the payments thus due because of any of the types of Federal expenditures in connection with the project as further authorized in said Act are:

The enclosed voucher (U.S. Govt. Form 1034) should be executed in one white original and four yellow copies. You will note that the tax rate has been left blank. This should be supplied by you and must be for the tax levied by the_____only; it must not include the levies of other taxing bodies for which you may act as a Central Collector under your state tax law.

This payment can be claimed when real property taxes are due for the current tax year of your community.

Very sincerely yours,

SCHEDULE VI-C

Value of Land and Structures Normally Taxable Based on a Unit Value Derived from Local Sales Data

Assigned Type, Schedule VI-A Column 2	Type 1	Type 2	Type 3	Type 4	Type 5
1. Base Rate					
2. Adjustments to Conform to Type					
3.					
4.					
5.					
6.					
7. Adjusted Base Rate					
8. Total Floor Area From Sch. VI-A, Col. 5					
9. Total Value of Land and Structures Normally Subject to Taxation (Item 7 x Item 8)					
10. Total Estimated Sales Value Line 3, Sch. VIII					

SCHEDULE VII

1. Condemnation Award for Land ....$_____
2. Acquisition Cost of Land Plus Cost of Site Improvements .....$_____
3. Total Construction Cost .....$_____
4. Construction Cost Less Utilities, Streets and Roads, Personal Property, and Structures Not Normally Taxable .....$_____

SCHEDULE VIII

Comparative Summary of Full and Otherwise Assessable Valuation for Entire Development

		Estimated Full Value (1)	Assessment Ratio (2)	Estimated Otherwise Assessable Value (3) (1 x 2)
1. Assessor's Estimated Value (Copy Attached) Appraisal Method of Assessor_____	State, Co., Twp. School City			
2. Value Based on Replacement Cost (Schedule VI-B, Line 14 or 16)	State, Co., Twp. School City			
3. Value Based on Sales Data (Sch. VI-C, Line 10)	State, Co., Twp. School City			
4. Recommended Otherwise Assessable Value of Development (Insert in Sch. II, Col. 7)	State, Co., Twp. School City			

SCHEDULE IX - Comments by Tax Analyst: _____

FPHA 1142
9-21-42

DETERMINATION OF T.
LESS APPROPR.

Development Number _____

Location _____

Type _____ Number of Units _____

Constructed Under Public Act _____

SCHEDULE I
Data on Local Property Tax Administration

Taxing Districts (Name and Address) (1)	Tax Day or Assessment Date (2)	Tax Year (3)	Date or Dates Taxes are Due (4)	Discount for Prompt Payment (5)	Distribution of Property Between Taxing Districts (In Per Cent) (6)

CERTIFICATION OF OFFICE OF TAXATION ANALYSIS

I HEREBY CERTIFY THAT the amounts shown above in Schedule II Column 11 approximate the full taxes which would be paid upon such development if it were not exempt from taxation with an appropriate deduction for expenditures by the Federal Government (or Local Housing Authority) for streets, utilities, or other public services to serve such development.

Approved:

_____
Tax Analyst

_____

_____

CERTIFICATION OF LEGALITY

I HEREBY CERTIFY THAT the method used in calculating the approximation of full taxes less appropriate deductions with respect to the designated housing development meets all applicable legal requirements.

_____

_____

APPROVAL OF COMMISSIONER OR HIS DESIGNEE

I HEREBY APPROVE the payment in lieu of taxes in an amount not in excess of the amounts shown above in Schedule II, Column 11.

_____

_____

SCHEDULE II
Approximation of Full Taxes Less Appropriate Deductions

Recommended Otherwise Assessable Value (From Sch. VIII Col. 3) (7)	Tax Rate Per $100 (8)	Approximation of Full Taxes (Col. 7 x 8) (9)	Appropriate Deduction in Tax Year (From Column 5, Schedule III) (10)	Approximate of Full Taxes Less Appropriate Deductions (Column 9, Less Column 10) (11)

SCHEDULE III
Appropriate Deductions from Approximation of Full Taxes

Name of Taxing District (1)	Explanation of Deduction (2)	Recommended Total Deduction (3)	Tax Year or Years to Which it Applies (4)	Amount to be Deducted in Tax Years Shown in Schedule I Column 3 (5)

COMMENTS: _____

SCHEDULE IV

Assessment Ratio

Source of Information (1)	Ratio - (In Per Cent) State County Township (2)	School (3)	City (4)
1.			
2.			
3.			
4.			
5. Recommended Ratio (Insert in Sch. VIII Column 2)			

SCHEDULE V

Value of Land and Site Improvements Normally Subject to Taxation--Unit Method

1. Number of Acres	
2. Base Rate Per Acre	
3. Location Adjustment	
4. Year Adjustment	
5. Adjusted Base Rate	
6. Total Land Value (Insert in Sch. VI-B, Line 13)	

SCHEDULE VI-A

Basic Data for Calculation of Replacement Cost and Value Based on Sales Data

1. General Description of Building Construction: _____

2. Distribution of Structures Normally Subject to Taxation

Number of Structures (1)	Assigned Type No. (2)	Description of Type of Structures (3)	Area Per Floor (4)	Total Floor Area (5)

SCHEDULE VI-B

Replacement Cost of Structures and Land Normally Subject to Taxation

Assigned Type, Schedule VI-A Column 2	Type 1	Type 2	Type 3	Type 4	Type 5
1. Base Rate					
2. Adjustments to Conform to Type:					
3.					
4.					
5.					
6. Adjusted Base Rate					
7. Adjustment Factor for Area ___%					
8. Adjustment Factor for Year ___%					
9. Final Adjusted Rate					
10. Total Floor Area (From Sch. VI-A-Col. 5)					
11. Total Value of Structures Subject to Taxation (Line 9 x 10)					
12. Total Replacement Cost of Structures Normally Subject to Taxation					
13. Value of Land and Site Improvements Normally Subject to Taxation (Schedule V, Line 6)					
14. Total Replacement Cost, Complete (Line 12 Plus Line 13. Insert in Sch. VIII, Line 2)					
15. Amount Deductible if Incomplete on Tax Day (Line 12 x ___%)					
16. Total Replacement Cost if Incomplete on Tax Day (Line 14 less Line 15, Insert in Sch. VIII, Line 2)					

Mrs Hughes
Rm. 107

NHA
FHHA

7.22
Regional
Circular
Supplement 1

1-18-43

SUBJECT: Delegation of Authority to Regional Directors to Make Payments in Lieu of Taxes on Federally Owned War Housing Projects

1. Regional Office Function. Pursuant to the provisions of Supplement 1 to General Order 210.11 the Assistant Commissioner for Project Management will notify regional directors when a tax analyst has satisfactorily completed his training in the Office of Taxation Analysis. The regional office shall at such time take the necessary steps to assume the functions thus delegated.

2. Transfer of Records and Funds. All working files and documents now in the Central Office which are necessary to the work of the regions will be transferred to the respective regions. The Director of the Division of Finance and Accounts of the Central Office will transfer to each of the regional offices sufficient funds to permit the payments to be made.

3. Procedures for Making Payments. Upon approval of the findings of the tax analyst the directors of the regional offices shall make payments in lieu of taxes in accordance with Regional Circular 7.22 subject to any standards or procedures prescribed by the Central Office. Payments thus found due should be certified by the regional certifying officer and made by the appropriate disbursing officer.

Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
For Project Management

NHA
FPHA

Mrs. Hughes
#107

7.22
Regional
Circular
Supplement 2

SUBJECT: Elimination of 10% Restriction on Regional Offices

Revision of Section V, Sub-sec. C. of the Attachment. The third and fourth paragraphs of Section V, sub-section C., page 4 of the Attachment to Regional Circular 7.22 are hereby revised to read as follows:

"If the estimate of otherwise assessable value submitted by the assessor is greater than the estimate of such value as determined by the regional tax analyst, the latter value is to be used in determining the amount of full real property tax approximates. However, in all such cases a complete review of all estimates of otherwise assessable values is to be made, including a re-check with the local assessor. If after such review and re-checking, no error has been found, the value originally recommended by the tax analyst shall be used.

"All cases in which the assessor's estimate is greater than that of the tax analyst are to be resolved in the region with the assistance of the Central Office where such is necessary."

It is suggested that all holders of Regional Circular 7.22 make a marginal notation of this Supplement on page 4 of the Attachment.

12697

NHA
FPHA

10-14-42

7.28
Regional
Circular

SUBJECT: Use of Payroll Allotment Plan for Purchase of War Savings Bonds by Employees of FPHA Contractors

1. General

To further the sales campaign of War Savings Bonds, regional directors should call the attention of all FPHA contractors, including both present and future and both lump-sum and cost-plus-a-fixed-fee contractors to the payroll allotment plan by which employees may purchase War Savings Bonds (hereinafter referred to as bonds) and should cooperate in every possible way with the representatives of the Treasury Department War Savings Staff in encouraging the sale of bonds through that plan. Such cooperation shall include, but is not restricted to:

a. Transmittal of the name and address of each present and future FPHA contractor to the appropriate War Savings Staff representative (see attachment 1);

b. Distribution of informational material regarding bonds to contractors.

2. Special Provisions for Cost-Plus-a-Fixed-Fee Contractors

a. The Comptroller General, in his decisions of February 20, March 19, and April 23, 1942 (B-23888) and June 1, 1942, (B-25985) ruled that cost-plus-a-fixed-fee contractors (as used hereinafter the word contractor shall mean only a cost-plus-a-fixed-fee contractor) may be reimbursed for all deductions made for the purchase of bonds by their employees, even though the contractor may not have actually expended such funds for the purchase of bonds in the names of employees at the time of such reimbursement. In addition, the expenses incurred by the contractors in carrying out a payroll allotment plan for the purchase of bonds by their employees may be considered proper elements of cost "to the extent that they are connected with the performance of the contract." Such expenses should be treated as part of the contractor's general and administrative overhead, and distributed accordingly.

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b. Deductions

The contractor will withhold the amounts authorized in writing by his employees for the purchase of bonds from each week's payroll. Treasury Form D.D.S.232(revised), a supply of which can be obtained from the Treasury Department War Savings Staff representative, may be used to obtain the necessary authorizations if the contractor so desires. The total amount withheld will be deposited in accordance with the procedure described below, but it will not be necessary to open a special account for each contract.

c. Special Account

The amounts withheld will be deposited immediately in a bank insured with the Federal Deposit Insurance Corporation in a separate account in the name of the contractor, entitled "Account for Employees' Purchase of War Savings Bonds" (hereinafter called the special account). A duplicate deposit slip, signed by an official of the bank in which the deposit has been made, showing the amount deducted shall be attached to the payroll involved. Each such payroll shall also contain a written statement by the contracting officer, or someone designated by him, (hereinafter called the contracting officer) that the deposit of the deductions has been verified by him. The contractor will arrange with the bank in which the special account has been lodged that checks drawn on the special account will be subject to counter-signature by the contracting officer.

d. Withdrawals from the Special Account

Checks on the special account will be drawn only in favor of:

1) Employees, for refunds of their contributions,

2) A Federal Reserve Bank for the purchase of bonds, or

3) A local National Bank or other authorized source for the purchase of bonds. In this case the contracting officer shall be responsible for the safe delivery of the bonds to the purchasers thereof.

e. Purchase of Bonds

When an employee has accumulated sufficient funds to his credit in the special account to purchase a bond in the denomination wanted, the contractor shall enter the employee's name and the denomination of the bond on a list, and forward the list to the contracting officer, together with a check drawn on the special account in an amount sufficient to cover the purchase of the bonds listed. The contracting officer shall

countersign the check and forward the list and the check to one of the sources listed in section 2d above. If he deems it advisable, however, the contracting officer may allow the contractor to inscribe the bonds and make delivery directly to the purchaser.

f. Records

The contractor will maintain proper records of all transactions involving employee's subscriptions, including a periodic reconciliation of the total amount of employees' payments on unissued bonds with the balance in the special account. The transactions in the special account and the record showing the individual employee's accounts shall be subject to audit by the contracting officer.

g. Termination of Plan

Upon termination of any payroll war savings plan, the contractor shall deliver to the contracting officer a summary of the transactions and lists of undelivered bonds and unexpended balances. The contracting officer shall insure that such undelivered bonds and unexpended balances are delivered or returned to the employee or that the Government receives the benefit thereof.

3. Lump-Sum Contractors

The Treasury Department War Savings Staff may be called upon to assist lump-sum contractors in installing the payroll allotment plan, but the FPHA will not take any administrative action in connection with the plans.

JOHN N. EDY
Assistant Commissioner
for Administration

Attachment

7385

7.28
Regional
Circular
Attachment

STATE ADMINISTRATORS - WAR SAVINGS STAFF

ALABAMA
Hon. Joseph H. Lyons
State Administrator
War Savings Staff
1525 Comer Building
Birmingham, Alabama

ALASKA
Governor Ernest Gruening
Territorial Administrator
War Savings Staff
Box 110
Juneau, Alaska

ARIZONA
Hon. William P. Stuart
State Administrator
War Savings Staff
P. O. Box 2040
Phoenix, Arizona

ARKANSAS
Hon. Roy G. Paschal
State Administrator
War Savings Staff
211 Federal Building
Little Rock, Arkansas

CALIFORNIA (Northern)
Hon. James G. Smyth
State Administrator
733 Monadnock Building
San Francisco, California

CALIFORNIA (Southern)
Hon. Howard D. Mills
State Administrator
War Savings Staff
621 South Spring Street
Room 910
Los Angeles, California

COLORADO
Hon. Ralph Nicholas
State Administrator
War Savings Staff
302 Colorado Building
Denver, Colorado

CONNECTICUT
Hon. Thomas S. Smith
State Administrator
War Savings Staff
36 Pearl Street, Room 523
Hartford, Connecticut

DELAWARE
Hon. Donald P. Ross
State Administrator
War Savings Staff
1064 duPont Hotel Building
Wilmington, Delaware

DISTRICT OF COLUMBIA
Hon. Hugh Lynch
District Administrator
War Savings Staff
Room 439, Washington Bldg.
Washington, D. C.

FLORIDA
Hon. John L. Fahs
State Administrator
War Savings Staff
404-408 Federal Building
Jacksonville, Florida

GEORGIA
Hon. Marion H. Allen
State Administrator
War Savings Staff
Old Post Office Building
Atlanta, Georgia

HAWAII
Hon. Fred H. Kanne
Territorial Administrator
War Savings Staff
Young Hotel Building
1055 Bishop Street
Honolulu, Territory of Hawaii

IDAHO
Hon. John R. Viley
State Administrator
War Savings Staff
320 Idaho Building
(P. O. Box 488)
Boise, Idaho

ILLINOIS

State Headquarters:

Hon. Norman B. Collins
State Administrator
War Savings Staff
300 Bankers Building
105 West Adams Street
Chicago, Illinois

Sub-offices:

Mount Vernon
John R. Mitchell
Deputy Administrator
War Savings Staff
City Hall Building
Mount Vernon, Illinois

Peoria
Herbert A. Graves
Deputy Administrator
War Savings Staff
416 Commercial Merchants
Bank Building
Peoria, Illinois

Springfield
John H. Read
Deputy Administrator
War Savings Staff
605 Myers Building
Springfield, Illinois

INDIANA

Eugene C. Pulliam, State Chairman
Indiana War Savings Committee
924 Illinois Building
Indianapolis, Indiana

IOWA

Hon. Vernon L. Clark
State Administrator
War Savings Staff
800 Walnut Building
Des Moines, Iowa

KANSAS

Hon. Evan Griffith
State Administrator
War Savings Staff
208-210 Federal Building
Topeka, Kansas

KENTUCKY (Western)

Hon. S. Albert Phillips
State Administrator
War Savings Staff
510 Republic Building
Louisville, Kentucky

KENTUCKY (Eastern)

Ben Williamson, Jr., State Chairman
Kentucky War Savings Committee
808 Second National Bank Building
Ashland, Kentucky

LOUISIANA

F. Mark Bartlett
Acting State Administrator
War Savings Staff
512 Pan American Building
Camp and Poydras Streets
New Orleans, Louisiana

MAINE

Hon. Clinton A. Clauson
State Administrator
War Savings Staff
Federal Building
Augusta, Maine

MARYLAND

Hon. Walter N. Ruth
State Administrator
War Savings Staff
601 Maryland Trust Building
Baltimore, Maryland

MASSACHUSETTS

Hon. Daniel J. Doherty
State Administrator
War Savings Staff
79 Milk Street
Boston, Massachusetts

Sub-office:

Springfield
Edward M. Powell
Deputy Administrator
War Savings Staff
31 Elm Street
Springfield, Massachusetts

MICHIGAN
Hon. Giles Kavanagh
State Administrator
War Savings Staff
600 Union Guardian Building
Detroit, Michigan

Sub-offices:

Flint
Thomas R. Piersol
Deputy Administrator
War Savings Staff
1406 Union Industrial Bank Bldg.
Flint, Michigan

Grand Rapids
Walter J. Wade
Deputy Administrator
War Savings Staff
360 Michigan Trust Bldg.
Grand Rapids, Michigan

MINNESOTA
Hon. Arthur D. Reynolds
State Administrator
War Savings Staff
86 South Sixth Street
Minneapolis, Minnesota

MISSISSIPPI
Hon. Eugene Fly
State Administrator
War Savings Staff
530 Post Office Building
Jackson, Mississippi

MISSOURI
Hon. Dan M. Nee
State Administrator
War Savings Staff
Post Office Building
Jefferson City, Missouri

MONTANA
Hon. William H. Bartley
State Administrator
War Savings Staff
302 Federal Building
Great Falls, Montana

NEBRASKA
Hon. Leon J. Markham
State Administrator
War Savings Staff
636 World-Herald Building
Omaha, Nebraska

NEVADA
Hon. Robert L. Douglass
State Administrator
War Savings Staff
302 Byington Building
Reno, Nevada

NEW HAMPSHIRE
Winthrop L. Carter, State Chairman
New Hampshire War Savings Committee
62 Stark Street
Manchester, New Hampshire

NEW JERSEY
Hon. John E. Manning
State Administrator
War Savings Staff
Post Office Building
Newark, New Jersey

Sub-offices:
Atlantic City
Marshall Bainbridge, Jr.
Deputy Administrator
War Savings Staff
City Publicity Bureau
Convention Hall
Atlantic City, New Jersey

Trenton
James H. Phillips
Deputy Administrator
War Savings Staff
96 East State Street
Trenton, New Jersey

NEW MEXICO

Hon. Steven P. Vidal
State Administrator
War Savings Staff
101 Federal Building
Alburquerque, New Mexico

Sub-office:

Santa Fe
George M. Bloom
Associate Administrator
War Savings Staff
114 Shelby Street
Santa Fe, New Mexico

NEW YORK

Col. Richard C. Patterson, Jr.
State Chairman
New York War Savings Committee
1270 Sixth Avenue
New York City

Sub-offices:

Albany
Alonzo P. Adams
Deputy Administrator
War Savings Staff
1405 State Bank Building
Albany, New York

Buffalo
Lars S. Potter
Deputy Administrator
War Savings Staff
1402 Marine Trust Building
Buffalo, New York

Rochester
Warren S. Parks
Deputy Administrator
War Savings Staff
736 Lincoln Alliance Building
Rochester, New York

Syracuse
Carlos C. Camenga
Deputy Administrator
War Savings Staff
Onondaga Savings Bank Bldg.
Syracuse, New York

NORTH CAROLINA

Hon. Charles H. Robertson
State Administrator
War Savings Staff
Federal Building
Greensboro, North Carolina

NORTH DAKOTA

Hon. R. R. Wolfer
State Administrator
War Savings Staff
Neirling Block
Jamestown, North Dakota

OHIO

Hon. Roy D. Moore
State Administrator
War Savings Staff
693 Union Commerce Building
Cleveland, Ohio

Sub-offices:

Cincinnati
Waldemar H. Jacob
Deputy Administrator
War Savings Staff
Chamber of Commerce Building
Cincinnati, Ohio

Columbus
Henry F. Corriveau
Deputy Administrator
War Savings Staff
35 North High Street
Columbus, Ohio

OKLAHOMA

Hon. H. C. Jones
State Administrator
War Savings Staff
209 Federal Building
Oklahoma City, Oklahoma

OREGON
Hon. Thomas R. Conway
State Administrator
War Savings Staff
305 U. S. National Bank Building
Portland, Oregon

PENNSYLVANIA
State Headquarters:
Hon. Benjamin Ludlow
State Administrator
War Savings Staff
203 South 15th Street
Philadelphia, Pennsylvania

Sub-offices:
Harrisburg
Karl W. Illigen
Deputy Administrator
War Savings Staff
Blackstone Building
112 Market Street
Harrisburg, Pennsylvania

Pittsburgh
Alan F. Clark
Deputy Administrator
War Savings Staff
317 Oliver Building
Smithfield and Sixth Avenues
Pittsburgh, Pennsylvania

RHODE ISLAND

Hon. Roderick Pirnie
State Administrator
War Savings Staff
1812 Industrial Trust Building
Providence, Rhode Island

SOUTH CAROLINA
Hon. William P. Bowers
State Administrator
War Savings Staff
U. S. Courthouse Building
Columbia, South Carolina

SOUTH DAKOTA
Hon. Charles A. Christopherson
State Administrator
War Savings Staff
Post Office Building
Sioux Falls, South Dakota

TENNESSEE
Jo Gibson, Jr.
Acting State Administrator
War Savings Staff
144 U. S. Courthouse Building
Nashville, Tennessee

TEXAS
Hon. Frank Scofield
State Administrator
War Savings Staff
Federal Building
Austin, Texas

UTAH
Hon. Charles R. Mabey
State Administrator
War Savings Staff
801 Continental Bank Building
Salt Lake City, Utah

VERMONT
Hon. Fred C. Martin
State Administrator
War Savings Staff
Post Office Building and Courthouse
Burlington, Vermont

VIRGINIA
Hon. Robert F. Nelson
State Administrator
War Savings Staff
200 North Fifth Street
Richmond, Virginia

Sub-offices:
Norfolk
Robert L. Bosman
Deputy Administrator
War Savings Staff
120 Atlantic Street
Norfolk, Virginia

Roanoke
Benjamin C. Moomaw, Jr.
Deputy Administrator
War Savings Staff
13 West Church Street
Roanoke, Virginia

WASHINGTON
Hon. Saul Haas
State Administrator
War Savings Staff
209 Federal Building
Seattle, Washington

WEST VIRGINIA
Hon. F. Roy Yoke
State Administrator
War Savings Staff
Office of Collector of Internal Revenue
Parkersburg, West Virginia

WISCONSIN
Hon. Frank J. Kuhl
State Administrator
War Savings Staff
202 Federal Building
Milwaukee, Wisconsin

WYOMING
Hon. A. E. Wilde
State Administrator
War Savings Staff
307 Federal Building
Cheyenne, Wyoming

NHA
FPHA

10-17-42

7.29
Regional
Circular

SUBJECT: Restrictions on the Use of Public Funds Made Available to the Federal Public Housing Authority

In authorizing the expenditure of public funds, regional directors shall be governed by the various statutes and regulations applicable to the use of such funds by Federal agencies in general and by the Federal Public Housing Authority in particular.

The restrictions placed upon the expenditure of funds made available to the Federal Public Housing Authority are analyzed in detail in the attached table. The principal restrictions applicable to administrative expenses in the regional offices for the current fiscal year are as follows:

1. Tenant Selection and Community Relations Activities: The employment of personnel for such activities in connection with FPHA-aided programs must receive the prior approval of the Budget Division, Washington, with respect to the availability of funds, since there is a restriction on the over-all amount which may be spent for these purposes. This limitation does not apply to programs financed from Lanham Act funds or the Emergency Fund for the President.

2. Inquiry and Informational Service Functions: The employment of personnel for formal inquiry activities in connection with FPHA-aided programs must receive the prior approval of the Budget Division, Washington, since no funds are available under this program for the preparation or dissemination of publications for the information of the general public, press releases and other forms of news coverage, or the development of educational programs through any medium, including photographic displays, models, posters and radio. This restriction, however, does not preclude the supplying of information in response to specific inquiries received from interested individuals and firms. In effect, this restricts the Authority from taking the initiative in the development, preparation and dissemination of information, although such information may be developed, prepared and furnished in response to specific inquiries. This limitation does not apply to programs financed from Lanham Act funds or the Emergency Fund for the President.

3. Purchase of Passenger Carrying Vehicles: Passenger carrying automobiles may not be purchased from funds appropriated for FPHA-aided administrative expenses. This limitation does not apply to programs financed from Lanham Act funds or the Emergency Fund for the President.

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4. Attendance at Meetings or Conventions: The payment of expenses incidental to attendance at meetings or conventions cannot be made from any administrative expense fund available to the Federal Public Housing Authority.

5. Printing: Regional offices may not contract for the purchase of printing in the field. For these purposes printing may be defined as: "The setting of matter in movable type for reproduction, which necessitates the type of machinery requiring the services of skilled and journeyman tradesmen." It includes multigraphing, but shall not apply to reproduction by stencil process.

There is no restriction on the purchase of duplicating service which may be defined as: "All processing, reproduction or duplicating by methods other than by the use of movable type." It includes mimeographing, multilithing, photostating, reproduction by ditto or hectograph processing and addressing.

JOHN N. EDY
Assistant Commissioner
for Administration

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NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

ADMINISTRATION EXPENSES — PURPOSES FOR WHICH FUNDS MAY BE USED — SHEET ONE OF THREE SHEETS

	OBJECT OF EXPENDITURE	LIMITATION NOTE: MONEY IS AVAILABLE SOLELY FOR SPECIFIED OBJECTIVES AND FOR NO OTHERS. SEC. 628, RS 3678	AUTHORITY	ADMINISTRATION EXPENSES - USHA. 1/ 1939-1940 / 1940-1941 / 1941-1942 / 1942-1943 8608094	8618094	8628094	8638094	DEVELOPMENT EXPENDITURES LANHAM 2/ 86X0350	TEMPORARY 3/ 86-112/30007 (03)	EMERGENCY 4/ 86-1120006 (03)	OPERATING EXPENDITURES TEMPORARY 86-11X6510	LANHAM 86X6500	AIDED 86X0300
	APPROPRIATIONS AMOUNT DURATION REPORT DUE	MAY BE OBLIGATED ONLY DURING THE PERIOD OF THE AUTHORIZATION	16 COMP. GEN. 37 31 USC 712	4,500,000 1940	4,510,000 1941	4,370,000 1942	4,277,132 1943	600,000,000 NO YEAR EACH CONGRESS	320,000,000 1942 - 1943 EACH 6 MOS.	100,000,000 1942 JUNE 30, '42		REVENUES NO YEAR	REVENUES NO YEAR
	AVAILABLE TO THE FPHA			4,500,000	4,510,000	4,370,000	4,277,132	600,000,000 Plus Appropriation Transfers	153,700,000	30,000	REVENUES	REVENUES	REVENUES PLUS TRANSFERS
.004	ATTENDANCE AT MEETINGS, CONVENTIONS ADDITIONAL LIMITATION	SPECIFIC LANGUAGE IN APPROPRIATION SPECIFIC APPROVAL OF ADMINISTRATOR	31 USC 551 37 STAT. 184; 15 COMP. GEN. 91	YES 2,500	YES 2,500	YES 2,500	NO	NO	NO			NO	NO
.003	AUTOMOBILES-PASSENGER CARRYING VEHICLES PURCHASES PURCHASES LIMITATION ON COST TO 4/28/42 LIMITATION ON COST AFTER 4/28/42 OPERATION AND MAINTENANCE OPERATION AND MAINTENANCE STATION WAGONS STATION WAGONS	NEW - TRADE IN SPECIFIC LANGUAGE IN APPROPRIATION MUST BE APPROVED BY SEC'Y OF WAR COST PER CAR LIMITED TO $750 COST PER CAR LIMITED TO $925 MAINTENANCE $400 or 1/3 VALUE PER YR. LIMIT REPEALED SAME, PASSENGER VEHICLE, INC'L.TURN IN PRICE LIMITATION DOES NOT APPLY	APPROPRIATION LANGUAGE 5 USC 78 SEC.6, 56 STAT. 225 SEC. 302 a, 56 STAT. 234 SEC. 405, 56 STAT.247 SEC. 302 c, 56 STAT. 234 SEC. 405, 56 STAT. 247 19 COM'P. GEN. 906 SEC. 302, 56 STAT. 169	YES 10,000	4,000 YES	NO YES	NO YES	YES YES YES YES	YES YES YES YES		YES YES YES YES	YES YES YES YES	
.002	BOOKS, LAW & REFERENCE: PERIODICALS BOOKS, PERIODICALS, PAPERS, & CLIPPINGS NEW & EXCHANGE BUILDING, RENTALS RENT - LIMIT ON RATE IN WASHINGTON, DC (FOR OFFICE USE)	MUST HAVE MONEY SPECIFICALLY AVAILABLE SPECIFIC LANGUAGE IN APPROPRIATION MAY LEASE ANY BLDG.WITH ADM'R APPRV'L OVER $2000 PER YEAR - 15% OF VALUE APPROPRIATION IN TERMS BY CONGRESS	SEC. 3, 30 STAT. 316 (ACT 3/15/1898) 31 USC 678 APPROPRIATION LANGUAGE APPROPRIATION LANGUAGE 40 USC 279 40 USC 34	5,000 YES	5,000 YES	5,000 YES	NO YES	NO NO YES	NO NO YES			NO NO	NO NO
.005	EXHIBITS - PREPARATION, MOUNTING, ETC. FEES TO EXPERTS-ENGINEERS, ACCOUNTANTS, ETC. PERIOD OF EMPLOYMENT FEES TO LEGAL COUNSEL USHA MAY EMPLOY OUTSIDE ATT'YS.	SPECIFIC LANGUAGE IN APPROPRIATION MUST BE SPECIFICALLY AUTHORIZED LIMITED TO 180 DAYS IN ONE YEAR ATT'Y.GEN'L.HANDLES ALL LITIGATION AS DESIGNATED BY ATTORNEY GENERAL	2 COM'P. GEN. 581; 14 GEN. 664 5 USC 55 C.S.C. MINUTE #336, 4/23/42 5 USC 314 SEC. 5 b, 50 STAT. 890	15,000 YES YES	15,000 YES YES	15,000 YES YES	NO NO YES	NO YES AUTHORIZED	NO YES AUTHORIZED			NO AUTHORIZED	
.107	FIELD PRINTING	AUTHORIZED TO FWA 1942 $136,250	JOINT COMMITTEE, 5/26/1941										
.2022) .1025)	INFORMATION SERVICES	SPECIFICALLY PROHIBITED IN 1943	PAGE 52 HR 6430, 77th CONGRESS	UNLIMITED	125,000	90,000	PROHIBITED	YES	YES				
	INVESTIGATIONS, BOARDS OF INQUIRY	MUST HAVE SPECIFIC APPROPRIATION	31 USC 672										
	MOVING EXPENSE DECENTRALIZATION PER DIEM EXPENSES PERSONAL AUTOMOBILES TRANSPORTATION & STORAGE, HOUSEHOLD EFFECTS TRANSPORTATION OF OFFICE EQUIPMENT RENT OF FIELD OFFICES REPAIRS TO FURNITURE OFFICE INSTALLATION EXPENSES	SPECIFIC APPROVAL OF ADMINISTRATOR TO BOSTON, NEW YORK, ATLANTA, CHICAGO $5.00 PER DAY FOR 15 DAYS 5 CENTS PER MILE	PUB.839, 77th CONG. 54 STAT. 1105 PRESIDENT'S ALLOCATION 42-85 PRESIDENT'S ALLOCATION 42-85 SUPP'L ALLOCATION NO. 42-113 PRESIDENT'S ALLOCATION NO.42/3-8			REGULAR YES YES YES YES YES YES				EXTRA YES YES			
	TELEPHONE SERVICE-PRIVATE RESIDENCE	MUST HAVE SPECIFIC AUTHORIZATION	31 USC 679; 15 COMP.GEN. 885; 21 id 239										
	TOLLS - BRIDGES, ETC.	NO TOLLS TO BE PAID ON WAR MATERIALS	33 USC 492										
	TRANSFER, HOUSEHOLD & PERSONAL EFFECTS TRANSFERS OF EMPLOYEES	E.O. 8588, 11/7/1940; E.O. 9122, 4/6/19 NOT AT CONVENIENCE OF EMPLOYEE	5 USC 73 c-1 ANNUAL TREASURY-P.O.APPRO.ACT.	NO	NO	YES	YES	YES	YES		YES	YES	
	TRAVEL EXPENSES EMPLOYEES OF OTHER AGENCIES	IF NOT STATED THEN BUDGET ESTIMATE SERVICES USED BY AUTHORITY	SEC. 5 HR. 6430, 77th CONGRESS APPROPRIATION ACT 1940	YES YES	BUDGET	BUDGET	243,993	YES	YES				
	PERSONAL SERVICES-DISTRICT OF COLUMBIA SPECIAL CONSULTANTS, PER DIEM REIMBURSABLE DETAILS	SPECIFIC AUTHORIZATION REQUIRED LIMIT $25 PER DAY or "PROF." GRADE EFFECT FUND ADJUSTMENTS BY 1080's	5 USC 45, 46 GAO 185 MS 2280; 16 COMP.GEN.793; 16 COMP. GEN. 1010 GEN. REG. 78 REVISED	YES YES	YES YES	YES YES	YES YES	YES YES	YES YES		 YES	 YES	
	PER DIEM-CONSULTANTS TO ADMINISTRATOR	$10 PER DAY IN LIEU OF SUBSISTANCE	INTERIOR APP.1940, 53 STAT.690	10									
	PER DIEM - EMPLOYEES	$6 (or $7) AFTER MARCH 15, 1942	FPHA ORDER NO. 5										
.006	PERSONS & ORGANIZATIONS, EMPLOYMENT WITHOUT REGARD TO SECTION 3709 R.S.) WITHOUT REGARD TO CLASSIFIED ACT OF '23) VOLUNTARY SERVICES	ONLY AS AUTHORIZED IN APPROPRIATION ACT MUST HAVE SPECIFIC AUTHORITY IN THE APPROPRIATION ACT MAY BE ACCEPTED, TRAVEL ALLOWED	5 USC SEC. 46 5 USC SEC. 39, 45, 46; 18 COMP. GEN. 347, 489 SEC. 4 c. 50 STAT. 889	25,000 YES	25,000 YES	25,000 YES	NO YES	YES YES	YES YES		YES YES	YES YES	YES YES
	PRINTING & BINDING	SPECIFIC LANGUAGE IN APPROPRIATION	31 USC 588	YES	YES	YES	YES	YES	YES				
	PUBLICATIONS ISSUED BY FPHA "PUBLIC HOUSING" "PUBLIC HOUSING" FREE DISTRIBUTION	MUST HAVE THE SPECIFIC APPROVAL OF THE DIRECTOR, BUREAU OF THE BUDGET 5000 WEEKLY COPIES, 8 PAGES 2000 COPIES	SEC. 220, 44 US CODE LETTER, DIRECTOR 7/19/1939 L DIRECTOR, BUREAU, BUDGET	20,000	20,000	20,000	20,000	NO	NO			NO	NO
	PURCHASES WITHOUT REGARD TO SEC. 3709 RS $100 OR LESS $300 OR LESS		54 STAT. 131 (PUR. 459) SEC. 6 b, 50 STAT. 890	YES	YES	YES	YES	YES	YES			YES	

CHECKED - E & O E, by C. I. DAVIS, 6/24/1942
AUDIT DIVISION, GENERAL ACCOUNTING OFFICE

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

PURPOSES FOR WHICH FUNDS MAY BE USED

PROGRAM EXPENDITURES: PROJECT CONSTRUCTION

OBJECT OF EXPENDITURE	LIMITATION NOTE: MONEY IS AVAILABLE SOLELY FOR SPECIFIED OBJECTS AND FOR NO OTHERS. SEC. 628, RS 3678	AUTHORITY	ADMINISTRATION EXPENSES - USHA 1/				BONDS-USHA 1/	DEVELOPMENT EXPENDITURES				OPERATING EXPENDITURES		
			8608094	8618094	8628094	8638094	86F0500	LANHAM 2/ 86X0350	TEMPORARY 3/ 86-112/3007 (03)	EMERGENCY 5/ 86-1120006 (03)	ARMY & NAVY 4/ 11X0004	TEMPORARY 86-11X6510	LANHAM 86X6500	AIDED 86X0300
APPROPRIATIONS AMOUNT DURATION REPORT DUE TO CONGRESS							$800,000,000 NO YEAR	600,000,000 NO YEAR EACH CONGRESS	320,000,000 1942-1943 EACH 6 MONTHS	100,000,000 1942 6/30/42	100,000,000 NO YEAR			
REIMBURSABLE TO PRESIDENT TO PRESIDENT	PUB.588,76th CONG.-DEFENSE HOMES CO. PUB.611,76th " " " "	SEC. 3, 54 STAT. 1126 " 3, 54 " 1126						3,300,000 6,700,000						
AVAILABLE TO FPHA			1,500,000		50,000		400,000,000	590,000,000	153,000,000	10,000,000	AS ALLOTED	NONE	NONE	PRESIDENT'S TRANSFERS
ADVERTISING	RATES PAID LIMITED TO CURRENT RATE	44 USC 322						YES	YES	YES				
BUILDINGS ERECTION ON PUBLIC GROUNDS DETAILED SPECIFICATIONS LIMITATION ON COST, EACH UNIT TEMPORARY BUILDINGS MOVABLE EQUIPMENT	MUST HAVE SPECIFIC AUTHORIZATION REQUIRED IF COST IN EXCESS $20,000 $3750,4250,4500,4750 and 7500 UNLESS DISPOSITION IN PROSPECT ONLY IF IN PUBLIC INTEREST	40 USC 68 SEC. 1136 R.S. 56 STAT. 11 (PUB.409, 77th CONG.) 56 STAT. 11 (PUB.409, 77th CONG.) 55 STAT. 147 (PUB. 42)						YES WAIVED YES YES YES	YES WAIVED YES YES YES	YES WAIVED YES YES YES				
CLAIMS AGAINST THE UNITED STATES	FOREVER BARRED AFTER 10 YEARS	31 USC 71 a												
.002 COMMUNITY FACILITIES	LIMITATION ON COST	SEC. 1 b, 54 STAT. 1126						3% ALL PROJ.						
.007 CONSTRUCTION ADVISORS AT SITES LIMITED TO AMOUNT STATED REIMBURSABLE BY PUB.HOUSING AGENCIES REIMBURSEMENTS AVAILABLE UNTIL	A SPECIAL USHA OPERATION INCLUDING ACCRUED ANNUAL LEAVE	APPROPRIATION LANGUAGE	1,500,000	NO	NO	NO								YES NO YES 6/30/1944
CONSTRUCTION CONTRACTS COST PLUS PERCENTAGE FEE COST PLUS FIXED FEE CONTRACT FEE	COMPETITIVE BIDDING NECESSARY IF WITHOUT COMPETITION	SEC. 3709 R.S. 54 STAT. 1115						FORBIDDEN IF POSSIBLE 6% LIMITATION	FORBIDDEN IF POSSIBLE 6% LIMITATION	FORBIDDEN IF POSSIBLE 6% LIMITATION				
CORPORATE FUNDS OF USHA	AVAILABLE FOR DEFENSE HOUSING	54 STAT. 676					YES							
LAND, PURCHASE LAND, PURCHASE	TITLE-ADVANCE APPRVL BY ATT'Y GENL. MUST BE SPECIFICALLY AUTHORIZED	40 USC 255 41 USC 14						WAIVED YES	WAIVED YES	WAIVED YES				
PAYMENTS IN ADVANCE OF PERFORMANCE	PROHIBITED	TITLE 31 USC 529												
PURCHASES	ALL PURCHASES SUBJECT TO BIDDING	SEC. 3709 R.S.						WAIVED	WAIVED	WAIVED				
REIMBURSABLE, PAYABLE BY FPHA TO .007 NATIONAL BUREAU OF STANDARDS	SPECIFIC REQUEST OF ADMINISTRATOR	APPROPRIATION LANGUAGE			50,000									
SALE OF SURPLUS MATERIALS	CREDIT TO APPROPRIATION PROHIBITED	31 USC 487												

CHECKED - E & O E, by C. I. DAVIS, 6/24/1942
AUDIT DIVISION, GENERAL ACCOUNTING OFFICE.

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

PROJECT MANAGEMENT, OPERATIONS — PURPOSES FOR WHICH FUNDS MAY BE USED — SHEET THREE OF THREE SHEETS

OBJECT OF EXPENDITURE	LIMITATION NOTE: MONEY IS AVAILABLE SOLELY FOR SPECIFIED OBJECTS AND FOR NO OTHERS, SEC. 628, RS 3678	AUTHORITY	ADMINISTRATION EXPENSES - USHA 1/				ANNUAL CONTRIBUTIONS 1/				DEVELOPMENT EXPENDITURES			OPERATING EXPENDITURES		
			8608094	8618094	8628094	8638094	8600302	8610302	8620302	8630302	LANHAM 2/ 86X0350	TEMPORARY 3/ 86-112/30007 (03)	EMERGENCY 4/ 86-1120006 (03)	TEMPORARY 86-11X6510	LANHAM 86X6500	AIDED 86X0300
APPROPRIATIONS: AMOUNT DURATION REPORT DUE							5,000,000 1940-41	10,000,000 1941-42	8,000,000 1942-43	13,000,000 1943	 EA.CONGR.	 EA. 6 MOS.	 6/30/42	REVENUES EA.6 MOS.	REVENUES NO YEAR EA.CONG.	REVENUES NO YEAR
.003 OPERATIONS PERMITTED LEASES TO TENANTS OPERATING EXPENSES PAYABLE FROM RENT	MANAGEMENT, MAINTENANCE, ADMINISTRATION MONEY CONSIDERATION EXCLUSIVELY	SEC. 312, 56 STAT. 13 (PUB.409) 40 USC 303b									YES WAIVED YES	YES WAIVED YES	YES WAIVED YES	YES WAIVED YES	YES YES YES	YES YES YES
AVAILABLE TO FPHA							5,000,000	10,000,000	8,000,000	13,000,000	UNDEFINED	UNDEFINED	NONE	REVENUES	REVENUES	REVENUES PRES.ALLOT.
ADMINISTRATION EXPENSES LIMITATION AS TO APPROPRIATIONS LIMITATION AS TO AMOUNT CENTRAL OFFICE REGIONAL OFFICES PROJECT SITES	OBLIGATION OF APPROPRIATED FUNDS ONLY AVAILABLE TO EXTENT OF TOTAL RENTS	15 USC 712a SEC. 303 54 STAT.1127 (55 STAT.363)	YES YES YES NO	YES YES YES NO	YES YES YES NO	YES YES YES NO	YES	YES	YES	YES	REVENUES YES YES YES	REVENUES YES YES YES	REVENUES YES YES YES	REVENUES YES NO NO YES	REVENUES YES NO NO YES	REVENUES YES NO NO YES
ADVANCES TO LOCAL HOUSING MANAGEMENTS	PERMITTED QUARTERLY IN ADVANCE	COMP.GEN.B17598 6/16/41									YES	YES		NO	NO	NO
CONTRIBUTIONS SUBSIDY TO SLUM-CLEARANCE PROJECTS RESIDENTS MUST BE CITIZENS	BALANCE AVAILABLE IN SECOND YEAR MONEY MUST BE APPROPRIATED ANNUALLY NO LIMITATION ON FILIPINOS	 SEC. 10e 50 STAT. 892 SEC. 3 HR 6430, 77th CONG.					YES YES NO	YES YES YES	YES YES YES	NO YES YES						
METERED SERVICES	SPLIT PERIOD-OBLIGATE ENTIRE AMOUNT	31 USC 668a									YES	YES	YES	YES	YES	YES
PAYMENTS IN LIEU OF TAXES	LIMITED TO AMOUNT OTHERWISE PAYABLE	SEC. 306 54 STAT. 1127 (55 STAT.363)									AUTHORIZED	AUTHORIZED		YES	YES	NO
PERSONAL SERVICES .208 TENANT AND COMMUNITY RELATIONS INCREASES IN SALARIES ABOVE $4000	SPECIFIC LIMITATION IN APPROPRIATION ADVANCES IN E.O. GRADES PROHIBITED	 INT. APP. 1940, 53 STAT. 690	APPLIES		120,000	120,000					NO	NO	NO	NO	NO	NO
PROFESSIONAL SERVICES	MAY HIRE PRIVATE AGENCIES	SEC. 305, 54 STAT.1127(55 STAT.363)									YES	YES		YES	YES	NO
PROPERTY FOR STREETS OR OTHER PUBLIC USE	MAY CONVEY TO MUNICIPALITIES WITHOUT COST	SEC. 304, 54 STAT.1127(55 STAT.363)									YES	YES	YES			
PURCHASES WITHOUT REGARD TO SEC. 3709 R.S. TYPEWRITERS	MUST HAVE BEEN IN USE 3 YEARS	41 USC 27									YES	YES	YES	YES	YES	UNDER $300
RENTS THAT MAY BE CHARGED ARMY AND NAVY PERSONNEL ADJUSTED TO INCOME OF PERSONS	FAIR RENTALS BASED ON VALUE OF PROP. SHALL BE FIXED BY WAR & NAVY DEP'TS. PERMITTED IN EXCEPTIONAL CASES	SEC. 304, 54 STAT.1127(55 STAT.363) SEC. 304, 54 STAT.1127(55 STAT.363) SEC. 304, 54 STAT.1127(55 STAT.363)									YES YES YES	YES YES YES		YES YES YES	YES YES YES	YES YES YES
SURPLUS FUNDS COVERED INTO TREASURY	AT END OF EACH FISCAL YEAR	SEC. 304, 54 STAT.1127(55 STAT.363)												ACCT. 0346	ACCT. 0345	ACCT. 0345
WAGES	8 HR.DAY @ PREVAILING RATE, OVERTIME 1½ RATE	SEC. 309, 54 STAT.1128(55 STAT.363)									YES	YES		YES	YES	YES

FOOT NOTES:

1/ United States Housing Act of 1937, as amended by Public 671 - 67th Cong., approved June 28, 1940.

2/ "Lanham Act": Public 849 - 76th Congress, as amended by Public 42 -77th Congress, 1st. Sess. approved April 29, 1941; by Public 137 - 77th Congress, 1st Sess., approved June 28, 1941; by Public 409 - 77th Cong., 2nd Sess., approved January 21, 1942; and by Public 522 - 77th Cong., 2nd Sess. approved April 10, 1942.

3/ Temporary Housing Appropriation Acts: Public 9 - 77th Congress, 1st Sess., approved March 1, 1941; Public 73 - 77th Congress, 1st Sess., approved May 24, 1941; and Public 353 - 77th Cong., 1st Sess., Third Supplemental National Defense Appropriation Act, 1942, Approved December 17, 1941.

4/ Emergency Funds for the President Appropriation Act; Public 28 - 77th Congress, 1st Sess., Independent Offices Appropriation Act, 1942, approved April 5, 1941. The President, by Allocation Number 42 - 109, dated April 13, 1942, alloted to the National Housing Agency $10,000,000 to provide defense housing in or near the District of Columbia.

5/ War and Navy Defense Housing Statute: Public 781 - 76th Cong., Second Supplemental National Defense Appropriation Act, 1941, Approved September 9, 1940. A portion of the sums appropriated under this Act is available to the Federal Public Housing Authority under the limitations of the Lanham Act. No expenditure is to be reported by the FPHA under the Symbol 11X0004.

CHECKED - E & O E, by C. I. DAVIS, 6/24/1942
AUDIT DIVISION, GENERAL ACCOUNTING OFFICE

NHA
FPHA

7.30
Regional
Circular

10-20-42

SUBJECT: Payment of Expenses of Attendance at Conventions and Membership in Associations

The purpose of this circular is to answer questions which have arisen regarding the availability of funds for payment of expenses for attendance at conventions and for membership in professional associations.

No funds available to the FPHA for the fiscal year 1943, whether derived from USHA, Lanham Act, or P.9 appropriations, are available for paying the expenses of FPHA employees in attending conventions or the dues or fees for membership of such employees in professional associations. This restriction does not prevent FPHA employees from attending conventions or joining associations at their own expense and on their own time.

Similarly, any expenses of members or employees of local housing authorities for attendance at conventions and any fees or dues for membership in professional associations of either local housing authorities or their members or employees may not be paid from Lanham or P.9 construction or management funds, regardless of whether the Authorities are developing or operating these projects by lease or agency agreement.

The foregoing restrictions are not applicable to the use of development or administrative funds of FPHA-aided or P.671 defense projects owned by local authorities. Such funds may be used by local authorities for attendance at conventions or payment of Authority membership fees or dues, subject only to budgetary limitations or restrictions of state law.

Regional directors are requested to call this information to the attention of local housing authorities.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

7514

NHA
FPHA

7.32
Regional
Circular

10-23-42

SUBJECT: Rulings by Other Departments and Agencies of the Government

The Housing Branch of the Bureau of Construction, War Production Board, has in some instances issued rulings directly to field offices of the constituent units of the National Housing Agency.

Rulings of other departments and agencies of the Government shall be honored by the regional offices of the Federal Public Housing Authority only when they are transmitted through the Central Office over the signature of the appropriate FPHA officer.

JOHN N. EDY
Assistant Commissioner
for Administration

7625

NHA
FPHA

7.33
Regional
Circular

November 2, 1942

SUBJECT: "Book" Copies of Development Branch Correspondence to Regional Offices

1. There are continuing instances when, in replying to inquiries, particularly those from a regional office, communications are written in the Development Branch, Central Office, which would be of timely interest to all other regional offices.

2. Such communications frequently deal with specific interpretations, decisions, and information of a "stop-gap" or other significant character in connection with development activities.

3. In each such case, when the writer or a surnamer believes that the issuance of a "book" of copies would be desirable, he will attach a note (to that effect) to the communication in question. The signer will decide if the preparation and transmittal of "book" copies appears justified and, if so, will have a "book" of copies prepared for transmittal to the regional offices and the Central Office Administrative Planning Division.

4. Each copy in a "book" shall be identified by the words:

INFORMATION "BOOK" COPY
FOR SPECIAL ATTENTION

5. It is not intended that "book" copies will supplant orders, releases, etc., issued under existing procedure; but rather that they will make immediately available "stop-gap" information which, ordinarily, will be confirmed later in regular issues; the signer will initiate steps for such confirming issue, when necessary.

6. Upon receipt in the Mail Room of regional offices, each "book" copy should be routed to the interested assistant director, and other interested parties, as the regional director may indicate.

for W. P. SEAVER
Assistant Commissioner
for Development

D.L.S.

NHA
FPHA

7.34
Regional
Circular

11-2-42

SUBJECT: Numbering and Transmittal of Tenant Dwelling Leases

The General Accounting Office has called attention to the fact that a great many Housing Managers and Management Agencies are failing to number tenant dwelling leases correctly and that they are not submitting leases to the General Accounting Office in just the manner which that office requires.

The matter of numbering leases and their transmittal to the General Accounting Office is covered in part on page 345, Chapter X of the Local Authority Management Manual and on pages 54 and 55 of the Direct Management Manual for Federally-Operated Projects. This subject is further amplified in Part III of the Accounting Manual for Directly Operated War Housing Projects, page 9, paragraph 15. Manual material, however, is recognizes to be incomplete and will be revised in the near future. The substance of these revisions is set forth in an attachment hereto.

The General Accounting Office requires that all leases be numbered in substantially the same manner as other contracts and that the lease number include the complete symbol which has been provided for that purpose. It further requires that the lease number must never be duplicated. Tenants moving from one unit to another should be required to execute a new lease to which a new number should be assigned. Vouchers for subsequent refunds of unearned rent should bear reference to the appropriate lease number. The original copy of each lease should be submitted as set forth in the manuals, directly to the Contract Service Section, Audit Division, General Accounting Office, Washington, D. C. Since the General Accounting Office and the FPHA are separate agencies, transmittals should be made by letter rather than by Inter-Office Memorandum.

We have been requested to distribute these supplemental instructions to all Housing Managers and Management Agents of Federally owned War Housing Projects as promptly as possible.

Lee F. Johnson

Lee F. Johnson
Assistant Commissioner
for Project Management

It is suggested that holders of the Local Authority and the Direct Management Manuals cross-reference this material by marginal notes on the pages referred to above.

NHA
FPHA

11-2-42

7.34
Regional
Circular

Attachment

Instructions with respect to Tenant Dwelling Leases for Federally-operated war housing projects and for such projects operated by Management Agencies under contracts of agency may be found on page 345 of the Local Authority Management Manual and on pages 54 and 55 of the Direct Management Manual for Federally Operated Projects. These instructions should be supplemented as follows:

In the numbering of tenant leases the appropriate contract symbol shall be completely included as a prefix. Each lease number will consist of (1) the upper case letters HA, (2) the official construction number of the project in parenthesis, (3) the lower case letters lph, (4) a hyphen and (5) a number indicating the sequence of the particular lease in the series of tenant leases for the project; the first being 1, the second 2, etc. It is important to use the construction number such as (NC-31011) and not the accounting management code or symbol number such as (32-DHM-7).

It is important that the original of each tenant lease be submitted to the General Accounting Office; copies are not acceptable. All leases submitted to General Accounting Office on each date should be listed on the letter of transmittal as follows:

Lease No.	Dated	Dwelling No.	Name
HA(NC-31011)lph-1	8/1/42	68	John Doe
HA(NC-31011)lph-2	8/1/42	43	Richard Roe

The symbol "HA(NC-31011)lph" may be explained as follows:
HA stands for "Housing Agency" and refers to the National Housing Agency:
(NC-31011) is the official construction number of the project. The appropriate construction number for each project should be used in numbering leases for such project.
1 stands for "lease", the type of contract involved;
ph stands for "public housing" and refers to the Federal Public Housing Authority.

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7.35
Regional
Circular

11-2-42

SUBJECT: Termination of Occupancy

The material included in the recently issued Direct Management Manual contains little or no help to Housing Managers in respect to termination of occupancy. A helpful article on one phase of this problem, entitled "Personal Property Left in Dwellings by Vacating Tenants," is attached herewith as Attachment 1. Unattached copies of this Attachment 1 are available separately for distribution to Housing Managers of Federally-operated projects.

This entire subject will be reissued as inserts to the Direct Management Manual. Pending such reissue, Regional Directors are requested to criticise this material and to suggest matter to be included under the subject of Termination of Occupancy. All comments should be received by December 1, 1942.

In the meanwhile, similar articles on other aspects of this subject will be released as subsequent attachments to this Regional Circular.

Lee F. Johnson

Lee F. Johnson
Assistant Commissioner
for Project Management

It is suggested that holders of the Management Staff Manual cross-reference this topic under the MR-600 series.

PERSONAL PROPERTY LEFT IN DWELLINGS BY VACATING TENANTS

Housing Managers may be faced with the problem of disposing of personal property, such as furniture and other items, which is left behind by tenants who have moved from the project. This creates problems concerning a proper and convenient method for the disposition of such property. Accordingly the following suggestions are offered for the guidance of managers.

Pursuant to the existing Dwelling Lease forms for Federally-operated war housing projects, a civilian tenant leaving the premises leased by him is under obligation to give the Government not less than fifteen days prior notice in writing or such shorter notice as may be acceptable concerning the proposed termination of his tenancy. Other Dwelling Lease forms also require such notice. Under ordinary circumstances, therefore, the Housing Manager will have advance notice that a tenant is about to vacate premises.

When such advance notice is received, the Housing Manager should, as a matter of routine, obtain a statement from each departing tenant concerning the disposal of any property which the tenant may leave on the premises. This statement may be submitted on a form prepared for this purpose. This statement should contain, (a) a list of all property which the departing tenant is leaving on the premises, including all property subject to any chattel mortgage, conditional sale or other security arrangement, (b) a statement that the departing tenant voluntarily relinquishes all claim, right or interest in any property left on the premises whether listed above or not, (c) a statement authorizing the Housing Manager on behalf of the tenant, to dispose of any property that the departing tenant may leave on the project, and, (d) a forwarding address.

At the time of making out this statement the tenant should be cautioned to make all necessary arrangements relative to the disposal of such property before he leaves and should be advised that he will be expected to pay handling and storage charges in the event he leaves any property on the project without having made such arrangements, except that the Housing Manager should consider the attendant circumstances in each case and should exercise reasonable discretion with respect to such storage charges, particularly as to vacating tenants who are members of the armed forces of the United States and who wish to store personal property on the project site for a reasonable period of time, until suitable arrangements can be made for its removal. In such meritorious cases, subject to any more restrictive instruction issued by the Regional Office, the Housing Manager may refrain from charging for such storage for a reasonable time.

In the event any property is left without any instructions concerning its disposal, as required above, the Housing Manager should write to the tenant, informing him of the nature of the property remaining at the project and requesting instructions relative to its disposal. The former tenant should be advised that the property is being stored for him, and will be held subject to the payment of handling charges and (unless waived by the Housing Manager) storage charges, which must be paid before the property can be released to him. If it is impossible to communicate with the former tenant and if no instructions are received or if the charges are not paid within thirty days, the Housing Manager may regard the property as abandoned.

In such case the Housing Manager should dispose of the property in accordance with the requirements of any local laws covering the disposal of abandoned property. If deemed practicable any provisions of local law and specific instructions for general application in disposing of property in each individual jurisdiction should be supplied each Housing Manager by the Regional Director. Regional Offices shall be responsible for informing Housing Managers concerning the application of applicable laws.

After the tenant has moved from the project, it is the duty of the Housing Manager to cause the removal of all unclaimed or abandoned property to some convenient storage place preferably on the project site for eventual disposal. Where local laws do not so prohibit, it shall be the policy of FPHA to dispose of abandoned property to charitable organizations, USO, or similar groups.

With respect to property owned in part by or subject to the property interests of other parties than the tenant, the Housing Manager should inform all persons determined by him to have an interest in such property that he is holding it subject to their claims. If no claim is made therefor, within a specified time, the Housing Manager will dispose of such property on behalf of the former owner. All documentary evidences, or other proofs, of the interests of third parties shall be submitted to the Regional Office for examination and approval before such interests are recognized. Where necessary, the Regional Office should require the issuance of legal process by persons asserting property rights in former tenants' personal property before such property is surrendered to the claimants.

Holders of Direct Management Manual:

It is suggested that this topic be included or cross-referenced in your assembly of directives immediately preceding page 83 of the Direct Management Manaual.

TERMINATION OF OCCUPANCY

Effective Termination Date of Lease

The determination of the effective termination date of a dwelling lease (or of a revocable use permit) is partly a matter of the terms of the lease itself and partly a matter for the exercise of managerial discretion after consideration of attendant circumstances. This determination is necessary because it controls the amount of rent due from the tenant or of refund due to the tenant.

I. NOTICE BY THE TENANT

Revocable Use Permit. The revocable use permit is intended for use by trailer, dormitory and dormitory apartment developments, which usually provide housing on a transient or semi-transient basis, with rent payable weekly. As a general rule, tenants under Revocable Use Permits should not be permitted to terminate their permits during the first week of occupancy. Thereafter, tenants should be permitted to terminate upon such notice as is provided by the terms of the permit. In all cases, both management and tenant are bound thereby. In such cases, the considerations discussed below concerning other types of dwelling leases may apply also to revocable use permits.

Tenant Dwelling Leases. In the case of family dwelling developments, rentals are usually established on the assumption that the tenancy will tend to be stable, with relatively low turnover. Management is entitled, therefore, to reasonable notice of termination, except that dwelling leases frequently provide that persons engaged in military or naval services who are transferred to another station may terminate their dwelling leases on notice of only one day. In the case of federally operated family war housing, dwelling leases provide that civilian tenants who wish to vacate shall give 15 days prior notice in writing or "such shorter notice as may be acceptable to management." In all cases, management should exercise such reasonable discretion as the terms of the lease permit and the circumstances require.

Written notice normally is accomplished by use of an approved form of Notice of Intent to Vacate. In some instances, however, because of the circumstances of a particular case, notice may be given in some other manner. Management should require formal notice in all cases if obtainable, but must exercise reasonable discretion in this, particularly in cases involving Army and Navy personnel. Thus if it becomes known to management that a unit has been vacated (usually including removal of property) and is available for renting to another tenant, it may be held reasonably that such knowledge is equivalent to notice and that the required notice period begins as of the day upon which such fact becomes known to management. In cases in which no formal notice is given, the required notice period should be determined according to substantially the same considerations as in cases in which formal notice is given.

Suggested cross-referencing to Local Authority and Direct Management Manuals: LHA Manual - preceding p. 369; Direct Manual - preceding p. 83.

In determining the required notice period, during which the vacating tenant continues to be responsible for the rental of the unit, generally the primary factor to be considered is revenue. Management should make refunds of prepaid rent only to tenants who give notice in the usual manner, as set forth in the appropriate accounting instructions. In exceptional cases, involving undue hardship upon a tenant through no fault of his own, management, if permitted by the terms of the lease, may compromise with the tenant as to the notice required or may even waive the notice requirment entirely.

In the event that a tenant has vacated prior to expiration of the required notice period, and the dwelling has been re-rented to another tenant, the effective termination date of the lease with the vacating tenant must precede the effective starting date of the new lease. The "effective starting date" is the first day upon which the new tenant is responsible for the rent of the dwelling, according to the terms of his lease, irrespective of whether he has paid the rent or has actually taken possession. In no case shall management attempt to collect rent for any one dwelling unit for any one day from more than one tenant.

When tenants have given acceptable notice and vacated prior to the last day of their leases, management should not take advantage of their absence. For example, if maintenance or janitorial work is required in the vacated unit before it can be leased to a new tenant, the lease of the vacating tenant should be terminated prior to the commencement of the work, provided that the need for the work is not due to any fault of the tenant who is vacating. In scheduling such work, the management considers the resulting loss of revenue as well as other work scheduled. In evaluating this loss of revenue, it must be borne in mind that in many instances such loss is inescapable; that if the termination date of the least of the vacating tenant is not made earlier, the starting date of the least with a new tenant will have to be deferred by an equal number of days. Quite frequently in such instances, the new tenant is eager to obtain possession at the earliest possible date and should be accommodated if possible.

II. NOTICE BY MANAGEMENT

In cases in which it is the management rather than the tenant who is giving notice, the notice period must be at least as great as is required by the terms of the lease, except that in instances in which management for any reason wishes to obtain possession at an early date, an agreement in writing for earlier termination may be negotiated with the tenant.

III. FAILURE TO VACATE

In instances in which the tenant fails to vacate (including removal of property) at the expiration of the notice period or by the agreed termination date, the effective termination date is automatically deferred and the tenant continues to be responsible for the rental of the unit. Again, however, management must exercise reasonable discretion. In cases in which tenants fail to remove personal property, reference should be made to Regional Circular 7.35, Attachment 1, entitled "Personal Property Left in Dwellings by Vacating Tenants." If legal proceedings are required to evict tenants, Regional Circular 7.54, Attachment 1, entitled "Rent Collection and Evictions" should be consulted.

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Circular

11 6 42

SUBJECT: Leasing - Temporary Shelter Projects

This circular supplements the material included in Chapter X of the Local Authority Management Manual (pp. 357-368) and the Direct Management Manual (pp. 67-81) with respect to tenant leasing in temporary shelter projects. It will include a series of attachments dealing with various phases of the subject, all of which will subsequently be reissued as manual inserts. Pending such reissue, Regional Directors are requested to criticize this material and to suggest additional matter to be treated on the subject of tenant leasing for temporary shelter projects. All such comment should be received at the Central Office by December 15, 1942.

Attachment 1 entitled "Correction of Revocable Use Permit, Form FPHA 2002," is self-explanatory and will serve a temporary need pending reprinting of Form FPHA 2002.

Attachment 2 entitled "Preparation and Distribution of Revocable Use Permit for Federal Operation" revises the first five paragraphs on page 360 of the Local Authority Management Manual and on page 70 of the Direct Management Manual as to Federal and management agency operations under Contracts of Agency. This revision does not apply to LHA operations under development lease agreements.

In addition to being attached hereto, copies of Attachments 1 and 2 are also available separately for distribution by Regional Directors over their own signatures with such comment as they deem appropriate.

LEE F. JOHNSON
Assistant Commissioner
for Project Management

It is suggested that holders of the Management Staff Manual cross reference this topic under the MR-400 series.

NHA
FPHA

11-6-42

7.36
Regional
Circular
Attachment 1

SUBJECT: Correction of Revocable Use Permit, Form FPHA 2002

Through error our present supply of the Revocable Use Permit, Form FPHA 2002 contains the following language in the first paragraph, "County of Clark, State of Washington." This form should have read, "County of , State of ." Until the present supply has been exhausted and the form appropriately corrected by revision, Housing Managers and local authorities using this form will strike out the names "Clark" and "Washington" and insert the appropriate names applying as to each project by interlineation. This correction does not apply in any case in which the form is being used for a project which is located in Clark County, Washington.

It is suggested that holders of the Local Authority or Direct Management Manual cross reference this material therein by marginal notation on p. 360 of the LHA Management Manual and/or on p.70 of the Direct Management Manual.

SUBJECT: Preparation and Distribution of Revocable Use Permit for Federal Operation

The first five paragraphs on page 360 of the Local Authority Management Manual and on page 70 of the Direct Management Manual are revised as to Direct and as to Contract of Agency operations (but not as to LHA operations under development lease agreements). As revised, for Federal operation, these five paragraphs should read as follows:

Form FPHA 2002, "Revocable Use Permit," shall be used to authorize occupancy of trailers and dormitory rooms and dormitory apartments. This form shall be prepared in an original and two copies, all copies to be executed. The Housing Manager, Management Agency or authorized representative, will execute all copies on behalf of the United States. The "Permit" should be signed in ink or indelible pencil.

The "Revocable Use Permit" provides for the advance payment of a weekly rental. The advance payment stipulated must be made before taking possession of the leased premises. The war worker will not be entitled to a refund of any part of the initial payment if he moves out before the end of the first week. After the first week's occupancy, it is permissible to refund unearned rent even though the occupant leaves the project of his own volition.

Occupant numbers starting with One (1) and continuing in consecutive order will be assigned by the project office to the "Revocable Use Permits." The number will be inserted in the upper right hand corner of all copies. Identical numbers are to be used on documents, receipts, correspondence, et cetera, to insure indentification of each occupant. Strict attention to the use of these numbers will prevent difficulties in identifying occupants due to illegible writing, similarity of names, et cetera. Since the "Permit" is also a contract, the occupant number is also a contract number and must conform strictly to the requirements of the U. S. General Accounting Office. In every instance the serial number which identifies the particular contract from other contracts of like nature for the same project, must include the appropriate prefix symbol identifying the agency, the project, and the type of contract. Each "Revocable Use Permit" number will consist of (1) the upper case letters "HA," (2) the official programming and construction number of the project in parenthesis, (3) the lower case letters "lph," (4) a hyphen and (5) a serial number indicating the sequence of the particular "Permit" in the series of

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It is suggested that holders of the Local Authority or Direct Management Manual cross reference this material therein by marginal notation on p. 360 of the LHA Management Manual and/or on p. 70 of the Direct Management Manual.

"permits" for the project; the first being 1, the second, 2, etc., thus: HA(Wash-1492)lph-1, HA(Wash-1492)lph-2, etc. A record of occupancy numbers assigned should be maintained on form FPHA-2003, "Register of Occupant Numbers Assigned." The occupant number should never be confused with the account number which will always be identical with the number of the trailer, dormitory room, or dormitory apartment covered by the permit, whereas the occupant number identifies the "Revocable Use Permit." A tenant moving from one unit (whether trailer, dormitory room, or dormitory apartment) to another, must be required to execute a new "Permit" to which a new occupant number shall be assigned.

The distribution of the Revocable Use Permit shall be: original copy to the General Accounting Office, the duplicate to the project file through the accountant or bookkeeper, the triplicate to the tenant. Original copies of all permits shall be transmitted directly to the Audit Division, Contract Service Section, General Accounting Office, Washington, D. C. Each group of permits so transmitted shall be covered by a letter prepared in an original and three copies. The original of this transmittal letter shall accompany each group of permits so forwarded. The first copy of each transmittal letter shall be forwarded to the Federal Public Housing Authority, attention Director of Finance and Accounts, Longfellow Building, Washington, D. C. The second copy shall be forwarded to the appropriate FPHA Regional office, attention of the Assistant Regional Director for Project Management. The third copy shall be retained in the project office. Each such transmittal letter shall list each of the permits in the group transmitted thereby in the following form:

Occupant No.	Date	Unit No.	Name
HA(Wash-1492)lph-1	11-1-42	68	John Doe
HA(Wash-1492)lph-2	11-1-42	43	Richard Roe

Page 360 of the Local Authority Management Manual is NOT revised hereby as to LHA operations under development lease agreements; LHA operations are NOT affected hereby except in cases in which local authorities or similar local agencies are acting as agents for the Federal Government under Contracts of Agency.

The symbol "HA(Wash-1492)lph" may be explained as follows: HA stands for "Housing Agency" and refers to the National Housing Agency; (Wash-1492) is the official construction number of the project. The appropriate construction number for each project should be used in numbering leases for such project. 1 stands for "lease," the general type of contract involved (irrespective of the fact that the document is slightly different from the usual lease and is designated as a permit). ph stands for "public housing" and refers to the Federal Public Housing Authority.

NHA
FPHA
3-23-43

7.36
Regional Circular
Attachment No. 3

LEASING - TEMPORARY SHELTER

Trailers as Stop-Gap Housing

Trailers are provided by FPHA only for stop-gap housing to meet the emergency needs of incoming war workers. Accordingly, trailer tenants are automatically eligible for and shall be given priority for occupancy in other types of public war housing as soon as available. At such time the Government may terminate occupancy in trailers by revoking the "Revocable Use Permit" upon 3 days notice as stated therein. In order that there shall be no misunderstanding relative to the Government's actions in terminating the permit in such instances, a clause stating this agreement is being inserted as the third paragraph in a revised version of Form FPHA 2002 which is now being prepared. Pending such time as the new form is available, the following paragraph should be inserted in the existing version of the form by attaching an addendum thereto.

"In the case of trailer accommodations, it is further understood and agreed that the revocable privilege hereby granted shall be available to the Occupant only during such period as other dwelling accommodations are not available and may be terminated when other dwelling accommodations become available for occupancy by the Occupant."

It is suggested that this attachment to Regional Circular 7.36 be cross referenced in Local Authority Management Manual, p. 367, Temporary Local Authority Management Manual for War Housing Projects, p. 367, and the Direct Management Manual, p. 79.

12169

NHA
FPHA

7.37
Regional
Circular

11-5-42

SUBJECT: Procurement of Project Equipment, Furnishings, and Materials

Purchases

Project equipment, trailers, furniture, furnishings and materials, other than office and maintenance equipment, will be purchased by the Procurement Division in the Central Office, unless otherwise designated.

Deliveries

Delivery schedules of materials so purchased will be coordinated by the Procurement Division with construction schedules furnished by regional directors. Expediting and following up deliveries will be done by the Procurement Division.

Inspection

(a) Factory Inspection will be performed under the direction of the Procurement Division by technical personnel who will make periodic trips to the manufacturing plants during manufacture.

(b) Inspection on delivery will be performed at the destination and/or job site by personnel designated by the regional director.

(c) Receiving and Inspection Reports shall be transmitted to the Procurement Division of the Central Office.

Warehousing

Warehousing will not be considered except in an emergency. Some contracts will provide for warehousing when the manufacturer has facilities. Where no facilities are available, shipments will be made according to terms of contract and the region will be notified of shipments so that the region can arrange for warehousing if the goods cannot be placed on the project.

Payment

All payments for purchases made by the Procurement Division in the Central Office will be made by the Finance and Accounts Division in the Central Office. The regional offices will be advised of such payments through the medium of Journal Vouchers, to be recorded in the Washington office payment column in the Allotment Ledger Account for each project. A copy of each voucher under which payments are made will be attached to the Journal Voucher to complete the files of the regional office.

for WILLIAM P. SEAVER
Assistant Commissioner
for Development

NHA
FPHA

7.38
Regional
Circular

11-6-42

SUBJECT: Advance Estimates of Quantity Needs - All Manual Inserts

1. Additional Quantities of Inserts in Demand. - - Regional offices will be able more quickly to obtain initially adequate quantities of manual inserts in all categories if they anticipate their needs in advance of distribution.

2. Estimates Requested in Advance. - - It is therefore requested that regional offices estimate immediately their needs for initial distribution of procedural releases and manual inserts to their staff, to local housing authorities, and to project managers and other FPHA field personnel outside of regional offices, and to forward this estimate to the Administrative Planning Division, Central Office.

Such an estimate should include the maximum anticipated number of required inserts in each category as of a date three months from the date of the estimate. Quantities may be determined in part on the basis of recent budget estimates.

Regional offices should show (1) the number of releases now received, and (2) the number of releases required for the proposed period, in the following categories.

a. Commissioner's Policy Orders
b. Organization Handbook
c. Lanham Development Manual
   (a) Regional office Staff
   (b) Local Housing Authorities
   (c) Others
d. FPHA Development Manual
   (a) Regional Office Staff
   (b) Local Housing Authorities
   (c) Others
e. Regional Circulars
f. Management Manuals
g. Accounting Manuals
h. FPHA BULLETIN

3. Suggested Distribution Control Lists. - - For the purpose of control, each Regional Office should maintain a distribution list for each manual or type of procedural release. Two suggested forms the distribution list might take are: (1) an alphabetical name file, posted on small index cards with the name of the person to whom manual is issued, a coded identification of the type of release or manual, and a position identification for the person named, or (2) a numbered file of outstanding manuals and handbooks cross referenced to the related names.

Offices equipped with and using machine addressing equipment for distribution to local authorities of releases, may find that utilization of addressing plates, stencils or master sheets is equally effective in establishing and maintaining the desired control. In any case, there should be a name record for each manual for which copies of inserts or releases are being transmitted.

ROLLAND D. SEVERY
Chief Administrative Officer

NHA
FPHA

7.39
Regional
Circular

10-29-42

SUBJECT: Accident and Boiler Inspection Reports

Attached is letter to Local Housing Authorities relative to the submission of insurance reports indicated in LHA Management Manual.

A supply of this letter will be sent to each regional office. As soon as the supply is received, the letters should be dated, signed and dispatched to each local authority in your region.

JOHN N. EDY
Assistant Commissioner
for Administration

Attachment

7750

NHA
FPHA

10-29-42

7.39
Regional
Circular

To Local Housing Authorities

SUBJECT: Accident and Boiler Inspection Reports

Your attention is called to pages 269, 271 and 272 of the Management Manual relative to required reports. In reviewing the files in this office it has been noted that accident reports or boiler inspection reports have not been submitted by every local authority having projects in operation.

If the submittal of any such reports by your Authority has been overlooked, please furnish three copies of each for our records. These reports are necessary in order (1) to maintain accurate information of the accident experience of all low-rent housing projects from the standpoint of safety as well as future rate negotiations and (2) to make certain that satisfactory boiler inspections are being made.

Local authorities should instruct insurance carriers to designate in the above reports the project name and number.

Sincerely yours,

Director, Region

7750

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FPHA

7.40
Regional
Circular

11-9-42

SUBJECT: Personnel Functions of Regional Offices

The Personnel Division of the Central Office, according to General Order 2.2.5 "Organization of the Central Office", is responsible "for the initiation of policies, standards, and procedures relating to the function of personnel administration in the FPHA including recruitment, placement, position classification, service ratings, employee training and relations; the provision of advice and assistance to the regional offices on personnel administration; and the conduct of personnel activities for the Central Office."

In accordance with the policy of maximum decentralization of operating responsibility, the Regional Director is responsible through the Assistant Regional Director for Administration for the conduct of all personnel functions in the regional offices and on federally-constructed and operated housing projects within the limits of authority delegated by the Commissioner, standards established by the Central Office, and the rules and regulations of the Civil Service Commission. These functions will include:

1. Establishment and administration of personnel policies in accordance with the general policies of the regional director.

2. The interpretation of Central Office personnel policies to regional officials; the formulation and recommendation of changes in policy to the Central Office Personnel Division.

3. The provision of advice and assistance concerning personnel matters to local housing authorities.

4. The classification of new positions and the review of existing position classifications.

5. The recruitment, selection, appointment and separation of personnel in collaboration with the field offices of the Civil Service Commission.

6. The processing of personnel actions and the maintenance of personnel records.

7. Assistance to regional officials in:

    a. the conduct of in-service training programs to qualify personnel for advancement, to train personnel for specialized types of work, and to increase the proficiency of employees in their particular positions.

b. the transfer and promotion of personnel designed to make the most effective use of the capacities and abilities of employees.

c. maintaining of employee morale.

d. assuring that official policies of the Authority concerning employee-management relations are put into effect in the region with a view toward stimulating effective working relationships.

e. providing mechanisms for the hearing of grievances and for the recommendation of action relating to personnel problems.

8. Provision of such aids and services to employees as may be required such as counseling on personal problems, educational and recreational information, relations with supervisors, and other matters affecting the quality of work of the employee.

9. The supervision of the service ratings of employees, and of the review of those service ratings.

10. The direction of programs for employee health and safety; the maintenance of healthful, sanitary and safe working conditions; the elimination of unsatisfactory conditions and potential hazards; and the provision of advice to employees on the Employment Compensation Act.

11. The interpretation to employees of policies and standards of the regional director related to the interests of the employees.

The Assistant Regional Director for Administration will be assisted in the conduct of these functions by a Personnel Section headed by a Regional Personnel Officer.

JOHN N. EDY
Assistant Commissioner
for Administration

711-

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FPHA

7.41
Regional
Circular

11-14-42

SUBJECT: Field Relationships with Civil Service Commission

1. Recruiting in the Field. The Civil Service Commission functions under certain laws, rules and regulations in serving the agencies coming under the classified service. The regulations of the Commission provide that recruiting in the field shall be done by an operating agency only with the approval of the Commission's representatives. This requirement may not be circumvented, even in the hope of speeding the recruiting process. The Commission is always willing to review the papers of applicants proposed by the agencies as qualified for vacancies about to be filled. (See relevent procedure in Regional Office Administrative Practice Handbook, page 621.1, under Recruitment). Regional Personnel Officers should inform the Commission's representative of prospective personnel needs as far in advance of actual needs as is practicable. The representative will then be better able to serve the region promptly and will not object to simultaneous recruitment on the part of the regional officer, if that expedient seems necessary.

2. Suggestions for Improvement from Regions. The Commission's procedure is not inflexible and its representatives have authority to exercise judgment and discretion in meeting situations such as arise because of a fast-moving program. Whenever a regional office feels it can suggest a change in the present procedures of the Commission which would result in improved recruiting methods, the Personnel Division of the Central Office should be informed and the suggestion will be referred to officials of the Commission, who welcome constructive contributions toward improvement of the service.

3. Importance of Cooperation with Commission. The importance of working cordially and cooperatively with the field representatives of the Civil Service Commission cannot be over-emphasized. Close liaison should be developed between Regional Personnel Officers and Commission field representatives. It is also suggested that the Regional Directors and the Assistant Regional Directors for Administration visit the Commission's representative in their area to become acquainted with him and to learn firsthand some of his problems as well as to point out to him some of the difficulties encountered by the regional offices.

JOHN N. EDY
Assistant Commissioner
for Administration

NHA
FPHA

7.42
Regional
Circular

11-21-42

SUBJECT: Instructions Regarding Suits Brought Against Cost-Plus-A-Fixed-Fee Contractors, in Which the Government's Interest May be Involved

The Federal Public Housing Authority has been notified that it is the policy of the Department of Justice to defend suits brought against cost-plus-a-fixed-fee contractors in those cases where the interest of Federal Agencies may be adversely affected by the outcome. The attached "Memorandum to United States Attorneys" prepared by the Department of Justice states this policy and gives detailed information for handling any litigation that may arise. The regional offices should cooperate in every way possible to facilitate the handling of these suits.

Instructions to be Sent to Contractors

The Regional Director shall immediately instruct all cost-plus-a-fixed-fee contractors that all suits arising out of, or in connection with, cost-plus-a-fixed-fee contracts, shall immediately be brought to the attention of the Regional Director and that a copy of the complaint or other initial pleading be sent with the notification or as soon thereafter as possible.

The instruction to the contractor shall state that the purpose of the notice of the suit is to permit the FPHA to determine if its interests are so involved that the Department of Justice should undertake the defense of the contractor. In order that this determination can be made, notice of every suit should be given even though the contractor beleives that the Government's interest is not involved. The instruction to the contractor shall also state that, if the suit is not brought to the attention of the Regional Director, the Government will not recognize any judgement obtained against the contractor as evidence of liability on the part of the Government to the contractor under the cost-plus-a-fixed-fee contract.

Procedure in Event of a Suit

The Regional Director upon receiving notice of a suit shall direct the Regional Attorney to determine whether or not the interest of the Government may be involved. In this connection attention is directed to Section 13 and 14 of the attached memorandum where litigation involving the Fair Labor Standards Act and war frauds are discussed. A copy of the determination made by the Regional Attorney shall be sent to the Assistant Regional Director for Administration and to either the Assistant Regional Director for Development or the Assistant Regional Director for Project

Management whichever has an interest in the litigation.

If the Regional Attorney finds that the interest of the FPHA may be involved, the Regional Director shall ask the contractor if he is willing to tender the defense of the suit to the United States. If the contractor expresses a willingness to make such a tender, the Regional Director shall notify the General Counsel in the Central Office who shall request formally the Department of Justice to defend the suit. Notification of the pending litigation should be given by the General Counsel, to the Assistant Commissioner for Administration and either the Assistant Commissioner for Development or the Assistant Commissioner for Project Management whichever is interested in the litigation. If time does not permit this course of action, the United States Attorney shall be requested by the Regional Director to take appropriate action, and then the General Counsel shall be notified to make a formal request of the Department of Justice to undertake the defense of the suit.

If, however, the contractor states that he will not permit the Department of Justice to defend the suit, the contractor shall be notified that the Government will disregard the judgment as evidence of Government's liability to the contractor under the cost-plus-a-fixed-fee contract and no payment shall be made upon the basis of any judgment obtained against the contractor as a result of the suit.

If the Regional Attorney determines that the interest of FPHA is not involved, the contractor shall be notified that the Government will not participate in the defense of the suit, because the Government's interest is not involved.

Your attention is directed to the fact that the instructions to the United States Attorneys require that the contractor sign a statement tendering defense of the suit to the United States. If the contractor demands, as a condition for the signing of such a statement, that the United States shall be responsible for the judgment, the Regional Director shall direct the Regional Attorney to determine whether, under the cost-plus-a-fixed-fee contract, the Government is liable for the judgment. The contractor's demand shall be granted if liability is clear. If the liability of the Government is questionable, the contractor's demand shall be denied, but an attempt should be made to convince the contractor that by signing such a statement neither the Government nor the contractor waives any right, and that in the event of an adverse judgment the contractor has waived none of his rights to claim reimbursement under the cost-plus-a-fixed-fee contract. It should be repeated that if a contractor refuses to permit representation by the United States Attorney, the Government will not recognize, as evidence of liability, any judgment obtained against the contractor.

David L. Krooth

DAVID L. KROOTH
General Counsel

NHA
FPHA

11-21-42

FMS: EEE

145-158-0

DEPARTMENT OF JUSTICE

Washington, D. C.

September 1, 1942

7.42
Regional
Circular
Attachment

MEMORANDUM TO UNITED STATES ATTORNEYS

Re: Handling of suits brought against Government cost-plus contractors.

This memorandum contains information and instructions relating to the above subject which have not been included in previous mimeographed communications. It also covers the same matters discussed in such previous communications (which may now be discarded) and should be preserved for use in connection with future actions brought against cost-plus contractors.

CONTENTS

1. The Government's interest in supplying legal representation in the defense of such suits.

2. Nature of the suits.

3. How referred to the United States Attorneys.

4. Nature of authorization required from defendants.

5. Case reports, investigations and evidence.

6. Participation of private counsel.

7. Litigation expenses.

8. Compromise of suits.

9. Cases in which the Government has a direct interest.

10. Removal of cases from State to Federal Courts.

11. Actions covered by liability insurance.

12. Appeals.

13. Cases involving the Fair Labor Standards Act.

14. Cases involving War Frauds.

15. Conclusion.

(OVER)

Appendix

A. Form of "Agreement for Representation".

B. Memorandum re compromises.

1. THE GOVERNMENT'S INTEREST IN SUPPLYING LEGAL REPRESENTATION IN DEFENSE OF SUCH SUITS

Contractors with the United States on a cost-plus-a-fixed-fee basis are reimbursed by the Government for practically all expenses properly incurred in connection with authorized performance of such contracts. (For a good general description of such a contract see Alabama v. King & Boozer, 314 U. S. 1.) In most instances it is necessary for the Government to reimburse the cost-plus contractors, not only for recoveries against them in suits arising out of their performance, but as well for the fees paid private counsel to defend the actions unless the Government provides counsel. Accordingly, it is to the interest of the Government to furnish legal representation when so requested by the Department in interest, and, as a general rule (with the exceptions hereinafter indicated), the appropriate United States Attorney is usually authorized and directed to undertake the defense of any such case as soon as possible after it has been brought to the attention of this Department.

If, for any reason, a United States Attorney should conclude that his office cannot properly handle such a case, or if he feels that to do so would seriously impair the performance of other duties, he should notify this Department promptly of such conditions and make such recommendations as may seem warranted.

2. NATURE OF THE SUITS

Numerous actions which have been brought against cost-plus contractors in more than half of the districts indicate that the following types of complaints are likely to predominate:

(a) Alleged breach of employment contracts;

(b) Alleged breach of equipment procurement and rental agreements;

(c) Alleged negligence resulting in personal injuries or deaths; and

(d) Alleged breach of contracts with sub-contractors or materialmen.

In addition complaints charging libel, slander, false arrest, conversion, trespass, etc. have not been infrequent. Almost any type

of action commonly brought against companies engaged in the conduct of private business of a similar nature is to be anticipated, as well as suits peculiar to Government contractors, such as those brought under the Miller Act, informer suits, etc.

3. HOW REFERRED TO UNITED STATES ATTORNEYS

Where time will permit the United States Attorney should not appear in a case of this kind unless and until it has been referred to him by this Department. However, where the time limits are short the United States Attorney should undertake the defense of the contractor on the request of a local officer representing the Department in interest (i.e., ordinarily the War or Navy Department) under the conditions outlined infra and with the further understanding that the United States Attorney will withdraw from the case if this Department does not authorize him to continue to handle it.

Ordinarily action should not be taken on requests received from the contractors alone. Presumably all cost-plus contractors with the Government are under a duty to provide their own counsel unless provided by the Government and their failure to do so might well constitute a defense to claims for reimbursement in the amount of default judgments which they might be required to pay. However, it seems unwise to lay down a fast rule upon this subject because the exigencies of a given case and the prior knowledge of the United States Attorney with respect to the relationships and circumstances involved may make it desirable in emergency situations to depart from the general rule. In such cases, however, it would ordinarily be advisable for the United States Attorney to clear with this Department by long distance telephone or telegram before proceeding with the matter where the time limits permit.

4. NATURE OF AUTHORIZATION REQUIRED FROM DEFENDANTS

When a case of this sort is referred to the United States Attorney this Department can do no more than authorize him to make his services available to the defendant cost-plus contractors, unless direct intervention by the United States is desired. While, as a practical matter, it is not probable that contractors will decline Government representation, it is nevertheless conceivable that they might do so, and if they do the United States Attorneys should not attempt to persuade them to take a different position. The refusal should be reported to this Department and to the local representative of the Department in interest as promptly as possible in order that the Department may take such action in the matter as they may deem appropriate.

Before taking any action on behalf of any cost-plus contractor the United States Attorney should receive, or should be reasonably assured of, a written authorization from the contractor to represent him, preserving the Government's defenses, if any, to claims for reimbursement under the

cost-plus contract. If the Department in interest could certify to this Department in each case that the amount of the judgment, if any, and the litigation expenses, would constitute reimbursable items under the contract in question, there would be no need for such proviso. However, in this type of case ordinarily the time limits and the available information do not make it possible for the interested Department to pass upon such question. Nevertheless, since such items ordinarily are reimbursable, the Government has a definite interest in defending the case and it has been decided that the defense should be handled by the local United States Attorney provided the particular contractor is willing to agree that the situation in respect of the rights and obligations of the parties to the contract will be no different than they would have been had the contractor been represented by private counsel employed by him for that purpose; except, of course, the contractor is neither charged nor reimbursed for attorneys' fees, when, and to the extent that he is, represented by the United States Attorney. Any form of words which will make this intention clear will be satisfactory. A form of agreement which has been used in a number of these cases is attached as Appendix A and may prove helpful.

Of course the contractor may decline to authorize the United States Attorney to represent him unless and until the Department in interest assures him that he will be reimbursed in the amount of any judgment which he may have to pay. However, that is a matter which concerns only the contractor and the Department in interest. And, unless the Department in interest should be prepared to certify that the judgment liability, if any, is a reimbursable item, we would not feel justified in authorizing the United States Attorney to undertake the defense until he was first assured of written authorization from the contractor including the above-mentioned proviso.

5. CASE REPORTS, INVESTIGATIONS AND EVIDENCE

As a general rule these cases must be referred to United States Attorneys by this Department on very sketchy information. However, in the vast majority of cases the name and address of some local representative of the Department in interest will be given. Such representative should be in position not only to furnish such detailed information as already may have been obtained on the case, but also to put the United States Attorney in touch with the proper representatives of the defendant cost-plus contractors. Under the existing arrangements, such local representatives of the War and Navy Departments are authorized and directed to cooperate with the United States in every way in the defense of such actions and will see to it that any and all reasonable and sufficiently explicit requests for investigations, assembling of documents, etc. are complied with, either by their offices or by the contractors.

Upon undertaking the defense of any cost-plus contractor under the conditions outlined herein, the United States Attorney has the same right to make direct contact with and make requests of the contractor as would be true if he had been employed directly by the contractor for such

purpose. As a practical matter, however, it is believed that in most cases more satisfactory results will be obtained if requests are made in the first instance through the office of the representative of the Department in interest. This is a matter which is left exclusively to the good sense of the United States Attorney in the light of existing circumstances.

In any event the United States Attorney should keep this Department advised as to the factual developments and should forward copies of all papers filed by him in the action, as well as any other pleadings or matters which may be necessary for a proper understanding of any question referred to the Department for decision.

6. PARTICIPATION OF PRIWATE COUNSEL

So long as it is perfectly understood that complete control of the litigation is in the hands of the United States Attorney, this Department as a general rule has no objection to the participation of private counsel employed by the contractor. (Questions relative to representation by insurance company lawyers will receive special consideration, infra.) However, this is not to be construed as authorizing the contractor to employ private counsel, nor should he be encouraged to do so after the case has been referred to the United States Attorney. In any discussions with the contractor upon this subject the United States Attorney should point out that, in view of the fact that one of the purposes of his participation in the litigation is to save counsel fees, it is doubtful whether the Department in interest would consider that such fees are proper items for reimbursement under the cost-plus contract unless the incurring of such expense should first be approved by an authorized representative of such Department.

7. LITIGATION EXPENSES

Where possible these cases should be treated as Government cases for the purposes of saving fees and the invoking of favorable reporting contracts, etc., as in the case of suits brough against Government officers which United States Attorneys are authorized to defend, because, at least in most instances, ultimately the Government will have to bear such expenses as part of the costs contemplated by the cost-plus contracts. Where the time limits make it possible to do so, it should be understood in advance with the contractors that they will pay such expenses in the first instance. If these expenses are not reimbursable under the contract in question the Government should not bear them, but if they are reimbursable they are proper charges upon the appropriations expressly passed by Congress for that purpose. Even if the Department in interest could certify that such expenses would be reimbursable in a particular case it would probably be more advantageous on the whole for the contractor to pay them and be reimbursed than to attempt to arrange for a transfer of funds as between appropriations.

Report should not be had to Form 25B except in unusual circumstances, and even then the form should be accompanied by a full statement of the circumstances. However, while the Department's policy in this connection is not yet fully settled, nothing said herein should be understood as requiring the contractor to pay the expenses incident to the services performed by the United States Attorney, e.g., travel, office supplies, etc. In other words the contractor should be required to pay all fees and litigation expenses which he would be required to pay if represented by a private attorney, except attorney's fees and the expenses incident to the attorney's personal services.

8. COMPROMISE OF SUITS

It has been decided that compromises arising in suits against Government cost-plus contractors do not require the approval of this Department to be effective. Accordingly the United States Attorneys need not forward such offers in compromise for acceptance as in other Government cases. For further information upon this subject there is attached, and marked "Appendix B", a copy of a memorandum from the Assistant Solicitor General to the Attorney General, dated July 12, 1941, approved by the Attorney General July 22, 1941.

The foregoing, however, is not to be construed as a direction to the United States Attorney that he refrain from participation in settlement negotiations. On the contrary, once he has undertaken the defense of a cost-plus contractor under the terms of a written authorization from the contractor as described above and the question of settlement comes up, the United States Attorney may, and in most cases probably should, participate in the settlement negotiations to the same extent that he would do so if he were a private attorney acting exclusively for the contractor and with like effect so far as the rights and obligations as between the Government and the contractor are concerned. In other words the written understanding described in part 4, supra, should be so worded that a settlement in which the United States Attorney participates will have no different effect upon the contractor's right to reimbursement than would have been the case had the contractor been represented exclusively by private counsel.

This does not mean, of course, that the question of whether or not the items are reimbursable cannot be agreed upon between the contractor and the Department in interest in advance of the settlement. However, if the contractor desires to settle without king such arrangements with the Department in interest and is willing to take his chances as to reimbursement, nothing contained in the memorandum of July 12, 1941 (Appendix B, infra) would prevent him from doing so. Such settlements do not require the prior approval of this Department unless some direct interest of the United States is involved in addition to its obligation to the contractor under the terms of the cost-plus contract.

If a situation should arise in which the Department in interest also desires to become a party to a proposed settlement between the con-

tractor and a plaintiff and requests the services of the United States Attorney in that connection, the matter should be referred by hi to this Department because the circumstances may be such that it would be improper for him to represent both parties. The United States Attorney should not undertake to represent the cost-plus contractor in any situation in which its interests seem to conflict with those of the Government, at least without explicit instructions from this Department.

In other words, where the interests of the Government do not conflict with those of the contractor, as where such interests are to oppose or reduce the claim of a plaintiff in a suit against the contractor, the United States Attorney may properly participate in the settlement. But where there is a conflict. or a potential conflict, of such interests, ordinarily the United States Attorney should not participate.

Of course nothing said herein should be understood to suggest that, in the usual case, the United States Attorney should attempt to reach a settlement on terms which are not entirely satisfactory to the contractor. Nor should the United States Attorney undertake to sign a settlement agreement on behalf of a contractor. This should be done by the contractor personally, or, if a corporation, by its duly authorized officer. Also, it should be remembered that this is merely an elaboration upon the memorandum of July 12, 1941, (Appendix B, infra) and is not to be understood as deviating from its terms in any respect.

9. CASES IN WHICH THE GOVERNMENT HAS A DIRECT INTEREST; INTERVENTION

Some cases have arisen in which the Government has had a direct interest apart from its obligation to reimburse the cost-plus contractor. For example, where suit is brought to recover possession of rented equipment which has been taken over by the Government under the recapture clause of the rental agreement, or where the Government, as third party beneficiary to a sub-contract, has been directly damaged by an alleged breach on the part of the sub-contractor. Such cases require special consideration on their peculiar facts and United States Attorneys should ask for instructions in each such instance as well as in all cases where a special interest of the Government appears to conflict with an interest of the cost-plus contractor. The United States can intervene in such cases only in the posture of a party plaintiff (see, e.g., Minnesota v. United States, 305 U. S. 382, 388-389; United States v. Sherwood, 312 U. S. 584, 589), but in no event should the United States be made a party to such an action without the prior approval of this Department.

10. REMOVAL OF CASES FROM STATE TO FEDERAL COURTS

The tests of whether a suit brought in a State court against a cost-plus contractor with the Government is removable to a Federal court are no different than in any other class of cases. If the jurisdictional

amount of $3,000 is involved and if there is diversity of citizenship or a substantial federal question, the case is removable under the same conditions and with like effect as other cases removed under 28 U.S.C. § 71. Neither the existence of the contractual relationship between the Government and the defendant, nor the intervention of the United States where authorized by this Department, of themselves make cases removable which otherwise would not be removable. However, the fact that such cases frequently have a direct relationship to governmental activities (aside from the contractual obligation to reimburse the defendant) makes it somewhat more probable that a federal question will be involved than is true of actions arising in connection with similar activities of contractors with private parties. See, e.g., Wesley Lester, et al. v. G. L. Tarlton Contractor, Inc., et al. (D. C., W. D., Mo., July 1942) _____F. Supp. _____. Even so, removability under existing legislation is the exception and not the rule.

11. ACTIONS COVERED BY LIABILITY INSURANCE

Ordinarily liability insurance policies provide that actions covered by them are to be handled by and under the control of attorneys employed by the insurance companies. Ordinarily such suits are not referred to this Department. Occasionally, however, an action is brought in which judgment is demanded for a sum exceeding the amount of the insurance coverage. In such cases the United States Attorney may be asked to take part in order to protect the Government's interest in avoiding a judgment in a sum exceeding the amount of the insurance coverage. In such case all instructions set forth herein apply as fully as in any other case, except that the United States Attorney should scrupulously avoid taking any action which would impair or jeopardize the cost-plus contractor's rights under the insurance policy. Upon reading the policy the United States Attorney will usually find that the phraseology of the "agreement for representation" (Appendix A, infra) should be changed in some respects, and he will often find that his activities, as a practical matter, will be confined largely to cooperating and conferring with the insurance company attorneys and keeping the case under surveillance. In other instances the insurance companies may invite joint participation even where the policies give them the right exclusively to conduct the defense. However, in any case, the United States Attorney should carefully safeguard the contractor's rights under the policy and should avoid taking any action which might tend to jeopardize such rights.

12. APPEALS

Unlike the question of whether an offer in compromise should be accepted, the question of whether a higher court should be called upon to review a judgment or order entered against a cost-plus contractor in a case defended by the United States Attorney must be submitted to this Department for decision in the same manner as in other Government cases. However, so-called appeals which in fact merely constitute rehearings

before the same judge or court that decided the case, or which involve trials de novo before higher courts, are not considered as appeals which require the prior approval of this Department.

Submission of the appeal question should be accompanied by a complete set of copies of the pleadings (if for any reason they have not already been supplied) all opinions and orders and a statment of the evidence. Also, the United States Attorney should recommend the action he deems desirable and should give the reasons and authorities which he feels support such recommendation. If a transcript of testimony has been made it, too, should be forwarded. If not, he should state whether and how soon it can be obtained if requested by the Department. Also he should be sure to give the date of the judgment to be appealed from as promptly as possible after that information becomes available and he should indicate the time within which the appeal must be taken.

Where the time within which to take the appeal is very short, or where the appeal question has been submitted and instructions have not been received, the United States Attorney should take any proper action which may be necessary in order to preserve the right of appeal. This may require the actual taking of the appeal, in which case the Department should be promptly notified and the instructions, when issued, will indicate whether the United States Attorney is to continue to prosecute the appeal.

Also, it should be borne in mind that the contractor, who in most instances cannot be certain that the amount of the judgment will be considered reimbursable under the cost-plus contract, has the right to prosecute an appeal by private counsel notwithstanding the Department's decision that an appeal should not be prosecuted by the United States Attorney. Therefore the contractor should be notified promptly of any such decision against appeal and should be further advised that the United States Attorney will continue to protect the right of appeal for a specified reasonable time to permit private counsel to take over the case if the contractor elects to appeal. The Department should be advised of any and all action taken by the United States Attorney in this connection notwithstandinding any statement to the effect that the Department considers the case closed.

13. CASES INVOLVING THE FAIR LABOR STANDARDS ACT

It is the settled policy of this Department not to furnish legal representation on behalf of cost-plus contractors where plaintiff bases any claim upon the provisions of the Fair Labor Standards Act (29 U.S.C. §§ 201 et seq.) unless the Labor Department first indicates that it has no objection thereto. Where such Act is found to be involved the United States Attorney should attempt to obtain an extension or continuance of not less than two weeks, without entering his formal appearance if possible, and should, at once, bring the matter to the attention of this Department with request for instructions.

Occasionally in unusual circumstances, this Department will request the United States Attorney to try to obtain an extension or continuance in such a case, although it has not yet been generally referred to him for handling. In such event he should avoid entering formal appearance if it is at all possible to do so.

14. CASES INVOLVING WAR FRAUDS

Occasionally it may be found upon investigation that actions against cost-plus contractors, which have been referred to United States Attorneys for handling, concern transactions under investigation by the War Frauds Unit of the Criminal Division of this Department. In such cases the Department should be notified promptly in order that the War Frauds Unit may be advised of the matter and in order that the United States Attorney may have the benefit of all investigations made by the Unit. Also it is desirable that the case be held in statu quo pending discussions of the matter with the Unit in order that the action to be taken by the United States Attorney may not cause embarrassment to the Unit.

15. CONCLUSION

Experience indicates that it is inadvisable to attempt to lay down rigid forms and rules for the handling of cases against Government cost-plus contractors. Sometimes the Government has a direct interest in the controversy aside from its obligations under the cost-plus contract. Sometimes the contractors will refuse to subscribe to a particular form of words but are willing to agree to different phraseology which will accomplish the same purpose. Usually the time limits and the circumstances are such that this Department cannot adequately acquaint itself with the facts and circumstances before referring the cases to the United States Attorneys, and it often happens that our information is not sufficient to form an adequate basis for the decision of particular questions thereafter referred back to the Department.

In these circumstances it seems more desirable to give general directions and policies in the above fashion than to attempt to prescribe precise forms or to give detailed instructions. If the directions are not clear, or if they do not seem to cover a particular situation about which there is doubt, the United States Attorney should not hesitate to call upon the Department for further information or advice. In doing so he should, where possible, set forth all relevant information which he may have upon the subject. And he should keep the Department currently advised as to the important developments in all such cases.

FRANCIS M. SHEA,
Assistant Attorney General.

360

APPENDIX B

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

JRB:DR

July 12, 1941

MEMORANDUM FOR THE ATTORNEY GENERAL

Re: Compromise of suits against contractors holding cost-plus-a-fixed fee contracts.

The attached memorandum addressed to me by Assistant Attorney General Shea calls attention to a situation existing in connection with defense contracts.

After carefully considering the question involved it is my view that this Department should take no part in the settlement of these cases. It is not always certain that the judgment recovered will be considered by the War or Navy Department as a proper part of the cost of performing the contract. Under the circumstances the contractor would be personally liable but might not be able to recover from the Government. The contractor therefore has a real interest in the case and clearly it could not be settled without his consent. Should this Department attempt to settle a borderline case for the contractor, the Government would be handicapped later should a question arise whether such amount was a proper part of the cost of performing the contract. I think, therefore, that It would be more advisable to let the contractor settle his case if he so desires, and if the interested department agrees that the claim is a proper part of the cost of performing the contract it may, if it thinks proper, consent to the settlement of the case.

Accordingly, it is my recommendation that the United States Attorneys be directed to defend the contractors in such cases as the Claims Division thinks it proper so to do, and that compromises arising therein be not considered as compromises requiring the approval of this Department.

It will be appreciated if you will signify your approval or disapproval of this procedure.

Respectfully,

(s) Charles Fahy

Charles Fahy
Assistant Solicitor General

(In ink:)
O. K.
FB 7/22/1941

-711-

NHA
FPHA

7.43
Regional
Circular

11-20-42

SUBJECT: Statistical Reports to be Submitted to Central Office

Pursuant to Regional Circular 7.24, the Assistant Regional Director for Administration will be responsible for submitting all statistical reports required by the Central Office to the Statistics Division in accordance with a uniform reporting system prescribed by the Statistics Division of the Central Office.

Statistical reports required by the Central Office and instructions for their preparation will be forwarded to the regional offices as attachments to Circular 7.43. As soon as feasible, all statistical reporting requirements to be issued as attachments to this circular will be incorporated in a statistical manual.

Joe Gordon

JOE GORDON, Director
Statistics Division

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

NHA
FPHA

7.44
Regional
Circular

10-21-42

SUBJECT: Discontinuance of Submission of Certain Report Data to the Statistics Division

1. Simplified Operations Desired. In the interest of simplified and more effective Central Office operations, submission to the Statistics Division of any original or duplicate copies of the report or other forms listed herein should be discontinued, effective immediately.

2. Scope of this Circular. The provisions of this circular shall not be interpreted to affect the submission of these or any other forms or reports to units of the Authority other than the Statistics Division, or the preparation of these forms or reports for local or regional office purposes.

3. Distribution of This Instruction. Regional offices should provide for immediate circularization to all local housing authorities, Project Managers and others affected by this instruction, of the provisions contained herein.

REPORT	REFERENCE	ACTION
1. Periodical Estimate for Partial Payment, Form USHA-356 (and USHA-357, 358-A, 358-B and the accounts payable voucher).	Manual of Instructions of Accounting Procedures for Local Housing Authority, Part III, Section 7 (2).	a. Eliminate one copy now prepared. b. Route no copy of Form USHA-356 (and accompanying forms) to Statistics Division.
2. Periodical Estimate for Partial Payment Form FPHA-1001 (and accompanying FPHA-1000, 1002, 1003, 1004, and Standard Form No. 1034).	Ibid., Section 6 (c)	a. Eliminate one copy now prepared. b. Route no copy of Form FPHA-1001 (and accompanying forms) to Statistics Division.
3. a. Report on Project Tenants, Form USHA-41.	LHA Management Manual, Section 30c, page 166, and Section I, page 369.	a. Discontinue preparation of Form USHA-41. New forms and instructions for reporting data are to be issued in the near future.

b. Tenant Record, Form DHM-11 (FWA)	Direct Management Manual, page 83.	b. Discontinue preparation of Form DHM-11. New forms and instructions for reporting data are to be issued in the near future.
4. Monthly Report of Cumulative Total of Cash Disbursements to End of Month, Form FPHA-921.	Letter of April 6, 1942 to all local housing authorities	Discontinue preparation of FPHA-921.
5. Progress Schedule, Form FPHA-372.	LC-400, Paragraphs 2 and 3 (and addenda); and DC-400, Paragraphs 2 and 3 (and addenda).	a. Eliminate one copy now prepared. b. Route no copies of Form FPHA-372 to Statistics Division. c. Further addenda amending LC-400 will be issued in the near future.

Joel Gordon

JOEL GORDON, Director
Statistics Division

Mrs Hughes
107

NHA
FPHA

12-8-42

7.44
Regional
Circular
Supplement No. 1

SUBJECT: Discontinuance of Submission of Certain Report Data to the Statistics Division

In the interest of further simplification of Central Office operations, submission to the Statistics Division of original or duplicate copies of the forms listed below, and related correspondence, should be discontinued, effective immediately. The provisions of this circular shall not be interpreted to affect the submission of these or any other forms or reports to units of the Authority other than the Statistics Division, or the preparation of these forms or reports for local or regional office purposes.

REPORT	REFERENCE	ACTION
1. Analysis of Expenditures and Budget Control Statement, Form USHA-213.	USHA Order No. 327, Section VII (3) of Appendix C (page 31)	Route no copy of Form USHA-213 and related correspondence to Stat. Div.
2. Income and Expense - Budget Control Statement, Form FPHA-621	Manual of Instructions of Accounting Procedure, Part II page 198.	Route no copy of Form USHA-621 and related correspondence to Stat. Div.
3. General Balance Sheet and supporting records (submitted quarterly by local housing authority)	Manual of Instructions of Accounting Procedure, Part II page 198.	Route no copy of this report and related correspondence to the Statistics Division.

Joel Gordon

Joel Gordon, Director
Statistics Division

NHA
FPHA

7.45
Regional
Circular

11-21-42

SUBJECT: Repairs, Maintenance and Replacements

This circular supplements the material included in Chapter Three of the recently issued Direct Management Manual, and Chapter X of the Local Authority Management Manual. It will include Attachment 1 entitled "Grounds - Tenant Lawn Areas on War Housing Developments" and, as it is deemed necessary, other attachments dealing with the various phases of repairs, maintenance and replacements. Copies of Attachment 1 are available to Regional Directors for distribution to local authorities and Housing Managers of war housing projects.

The material covered by this Regional Circular and its attachments will subsequently be issued as inserts to the Direct Management Manual and the Local Authority Management Manual. Pending such reissue, Regional Directors are requested to suggest additional topics to be treated under the subject of repairs, maintenance and replacements. All such comments should be received at the Central Office by December 15, 1942.

Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
for Project Management

It is suggested that holders of the Management Staff Manual cross-reference this topic under the MO-200 series.

NHA
FPHA

11-21-42

7.45
Regional
Circular
Attachment 1

REPAIRS, MAINTENANCE AND REPLACEMENTS

Grounds - Tenant Lawn Area on War Housing Development

In war housing projects on which tenant maintenance of lawn areas has been established, it is deemed inadvisable to make exceptions on an individual basis. In some instances tenants have suggested that the management staff maintain tenant lawn areas, charging a nominal fee for the service. For several reasons, such arrangements are inadvisable and should be discouraged by Housing Managers and local authorities. Tenants willing to pay for lawn maintenance should make arrangements directly with persons who might be interested in doing such work.

The management staff can be of assistance by securing lists of persons with whom tenants may be able to make satisfactory arrangements from the project tenants, local schools, Boy Scout groups, boys' clubs, church organizations or welfare officials, or by referring the tenants to other local organizations.

Housing Managers and local authorities may find that tenants are interested in forming area groups and choosing their own chairman to encourage uniform maintenance of grounds in each area. The duties of such chairman might include obtaining lists of persons whom tenants could hire to care for their lawns.

This Attachment supersedes Program Bulletin No. 28, dated April 25, 1942.

It is suggested that this Attachment be cross-referenced in the Local Authority Management Manual preceding page 393 **and/or in the Direct** Management Manual following page 105 and in the margin of page M.001 of the insert from the FWA Defense Housing Managers' Manual.

Mrs. Hughes
107

NHA
FPHA

7.45
Regional
Circular

11-21-42

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Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
for Project Management

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NHA
FPHA

11-21-42

7.45
Regional
Circular
Attachment 1

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MARKER

PUBLIC HOUSING ADMINISTRATION
LIBRARY

NHA
FPHA

11-23-42

7.46
Regional
Circular

SUBJECT: Provisions of Public No. 671 and Public No. 781 - 77th Congress as Amended by Public No. 760 -77th Congress.

1. Changes Effected by Approval of Public No. 760. Public No. 760 - 77th Congress, which was approved on October 26, 1942, extends eligibility for occupancy of units constructed with funds made available under Public No. 671 and Public No. 781 to commissioned officers of the Army and the Navy within defined grades. Attached is a copy of the affected portions of these Acts, which has been prepared to show the changes brought about by the approval of Public No. 760.

2. General Order 251.7 Still Effective. The amendment will in no way alter the existing policy of giving preference in projects programed for military and naval personnel to essential in-migrant civilian war workers as established in General Order 251.7 "Joint Directive on Procurement of War Housing." It does bring Public No.671 and Public No. 781 into closer conformance with the provisions of the Lanham Act, as amended, in relation to the eligibility of certain classes of officers.

LEE F. JOHNSON
Assistant Commissioner
for Project Management

It is suggested that holders of the Management Staff Manual cross-reference this topic under the MR-200 series.

NHA
FPHA

11-23-42

7.46
Regional
Circular

Attachment 1

Provisions of Public No. 671 and Public No. 781, which are amended by Public No. 760, 77th Congress, approved October 26, 1942, are set forth below. Changes are indicated in two ways: a broken line (----) running through a word indicates that it has been stricken from the language of the Act and CAPITAL LETTERS indicate language which has been added by the amendment.

Public 671, Title II.

Sec. 201. In connection with the national defense program, the Navy and War Departments and the United States Housing Authority are hereby authorized to cooperate in making necessary housing available for persons engaged in national defense activities, as hereinafter provided. "Persons engaged in national defense activities" (as that term is used in this title) shall include (i) enlisted men with families, who are in the naval and military service (~~excluding officers~~) AND OFFICERS OF THE ARMY AND MARINE CORPS NOT ABOVE THE GRADE OF CAPTAIN, AND OFFICERS OF THE NAVY AND COAST GUARD, NOT ABOVE THE GRADE OF LIEUTENANT and employees of the Navy and War Departments who are assigned to duty at naval or military reservations, posts, or bases, and (ii) workers with families, who are engaged or to be engaged in industries connected with and essential to the national defense program. No project shall be developed or assisted for the purposes of this title except with the approval of the President and upon a determination by him that there is an acute shortage of housing in the locality involved which impedes the national defense program.

Sec. 202. (a) Projects may be initiated hereunder by the Navy or War Department to provide dwellings on or near naval or military reservations, posts or bases for rental to the OFFICERS, enlisted men and employees of the Navy and War Departments described in Section 201 . . . .

Public 781, Title II, Navy Department, Sec. 201, Third Proviso.

Provided further, that the Secretary of War and the Secretary of the Navy, at their discretion, are hereby authorized to rent such housing units,

upon completion, to OFFICERS OF THE ARMY AND MARINE CORPS NOT ABOVE THE GRADE OF CAPTAIN, AND OFFICERS OF THE NAVY AND COAST GUARD, NOT ABOVE THE GRADE OF LIEUTENANT, WITH FAMILIES ASSIGNED TO DUTY AT NAVAL OR MILITARY RESERVATIONS, POSTS, OR BASES, OR TO DUTY AT DEFENSE INDUSTRIES, to enlisted men of the Army, Navy, Marine Corps, with families, to field employees of the Military and Naval Establishments with families, and to workers with families who are engaged, or to be engaged, in industries essential to the military and naval national defense programs, including work on ships under the control of the Maritime Commission. The Secretary of War and the Secretary of the Navy are further authorized to use such rentals as may be collected from each housing project for the management and maintenance of the housing units therein, including utilities, roads, walks, and accessories, and to set up special reserve accounts for the amortization of the cost of the project.

NHA
FPHA

12-17-42

7.46
Regional
Circular

Amendment No. 1

SUBJECT: Provisions of Public No. 671 and Public No. 781 - 77th Congress as Amended by Public No. 760 - 77th Congress

The following typographical corrections should be made in Attachment No. 1 to Regional Circular 7.46:

1. Public 671, Title II, Section 201.

   a. The dashes on line 10 should be extended through the parentheses.

2. Public 781, Title II, Section 201, Third Proviso.

   a. On line 7, insert a comma after the word "FAMILIES".

   b. On line 10, capitalize the word "to".

   c. On line 11, omit the comma after the word "Corps".

   d. The period at the end of the Proviso should be a colon.

M. C. Redman

M. C. REDMAN, Director
Administrative Planning Division

Mrs Hughes
107

NHA
FPHA

12-30-42

7.46
Regional
Circular

Supplement 1

Subject: Changes in 671 Contracts Necessitated by Public No. 760, 77th Congress.

1. Effect of Public No. 760. The general effect and applicability of Public No. 760, 77th Congress, approved October 26, 1942, is set forth in Regional Circular 7.46, dated November 23, 1942. Insofar as 671 projects are concerned, Public No. 760 makes officers of the Army and Marine Corps not above the grade of captain and of the Navy and Coast Guard not above the grade of lieutenant eligible for tenancy in those 671 projects where the Contracts for Financial Assistance were entered into on or after October 26, 1942.

2. Additional Provision in Drafts of Contracts. To comply with the provisions of Public No. 760, the Legal Division has added the following provision to all drafts of 671 contracts received after October 26, 1942 (in Article F of Specimen Form No. 86 and in Article G of Specimen Form No. 86-Alternate):

> "3. The General Covenants and Conditions (Form FPHA-500, dated April 15, 1942) are hereby amended by deleting therefrom the definition of 'persons engaged in national defense activities' under Article IX thereof, and by inserting in lieu thereof the following:

'persons engaged in national defense activities' shall include (i) enlisted men with families, who are in the naval and military service and officers of the Army and Marine Corps not above the grade of captain, and officers of the Navy and Coast Guard, not above the grade of lieutenant and employees of the Navy and War Departments who are assigned to duty at naval or military reservations, posts, or bases, and (ii) workers with families, who are engaged or to be engaged in industries, approved by the FPHA, connected with and essential to the national defense program."

Such a provision should be inserted by the regional offices in all drafts of 671 contracts hereafter submitted.

3. General Waiver and Application Thereof. Some few Contracts for Financial Assistance were in the process of execution on October 26, 1942, but were not fully executed until after that date. Although the provisions of Public No. 760 are applicable to the projects covered by these contracts, the contracts, since they were drafted before October 26, 1942, contain provisions excluding officers of the military and naval services from occupancy in the projects. In addition, although the provisions of Public No. 760 are not mandatory with respect to 671 projects the contracts for which were executed before October 26, 1942, it is desirable that the limitation on the admission of officers be waived in these cases also in order that the contracts may conform to the present law.

The attached general waiver applies to these two types of cases. The usual number of copies of this waiver should be sent to each local authority having a contract falling

within these categories. With respect to such of these contracts as were not fully executed until after October 25, 1942, the local authority shall be requested to accept the waiver at the present time.

D L Knoblock
General Counsel

Attachment

NHA
FPHA

12-30-42

7.46
Regional
Circular

Supplement 1
Attachment

W A I V E R

Of Provision, Relating to "Persons Engaged in National Defense Activities," in Contracts for Financial Assistance between Federal Public Housing Authority and Public Housing Agencies made under authority of Title II of Public No. 671, approved June 28, 1940, as Amended.

The provisions of any contract for financial assistance made under authority of Title II of Public No. 671, approved June 28, 1940, as amended, between the Federal Public Housing Authority and any public housing agency, which excludes officers of the naval and military services from the term "persons engaged in national defense activities" are hereby waived to the extent that officers of the Army and Marine Corps not above the grade of captain, and officers of the Navy and Coast Guard not above the grade of lieutenant may be deemed to be persons engaged in national defense activities within the meaning of said term as used in such contract.

John M. Gregory

Acting Commissioner
Federal Public Housing Authority

8646

NHA
FPHA

11-24-42

7.47
Regional
Circular

Febraij
107

SUBJECT: Directives and Other Releases Pertinent to Project Management

Lists of all active and inactive releases pertinent to project management are now in preparation. The first lists compiled are attached hereto.

The plan for the preparation of these lists is explained on page 1 of Attachments 1-D and 1-L, which are intended, respectively, for holders of the Direct and Local Authority Management Manuals. Copies of these attachments are available separately. The third attachment, identified as 1-S, is intended for holders of the Management Staff Manual.

Each Region is being supplied quantities of Attachments 1-D and 1-L equal to the number of copies of the corresponding Management Manuals which our record indicates are held in the Region. Additional copies will be supplied on request. Regional Directors are requested to have copies of these attachments and of subsequently issued additions thereto distributed to holders of the corresponding Management Manuals with whatever appropriate comment is deemed necessary.

It will be noted that Attachment 1-S differs from Attachments 1-D and 1-L in two important respects: The introductory explanation is omitted, and the items in this Staff list are merely supplementary to those in Attachments 1-D and 1-L. These differences are based on the assumption that all holders of the Management Staff Manual will have complete copies of this Circular, including all attachments. The introductory statements in Attachments 1-D and 1-L also apply to Attachment 1-S.

Only material needed to carry out management functions was considered in compiling the lists. Further, these lists include only items of general applicability and of a continuing nature; for example, releases applying only to specific developments or to specific Regions, those granting authority to a specified individual, or those relating to specific holidays have been omitted. In Attachment 1-L all material carrying Central Office signatures has been omitted. It is necessary, therefore, that this list be appropriately supplemented by Regional Directors.

LEE F. JOHNSON
Assistant Commissioner
for Project Management

It is suggested that holders of the Management Staff Manual cross-reference this Circular to the MI-100 series.

7.47
Regional
Circular
Attachment 1-D

NHA
FPHA
11-24-42

DIRECTIVES AND OTHER RELEASES PERTINENT TO PROJECT MANAGEMENT

Active Material and Releases Pertinent to Management
Required for Use by Housing Managers of Federally Operated Developments

Order No. 2, dated February 27, 1942, of the Acting Federal Public Housing Commissioner continued in full effect all applicable orders, rules and regulations of the several predecessor agencies which were transferred into the FPHA by Executive Order No. 9070 of February 24, 1942. In the transition period following February 24, 1942, during which the predecessor groups retained to some extent their separate identities within FPHA, each such group issued additional directives and other releases pertinent to developments operated by it. The substance of the major portion of this heritage of directives has now been incorporated into regular FPHA material. Those few directives of this nature which remain active are expected to be similarly incorporated in the early future. Meanwhile, lists of pertinent active directives will be supplied for the guidance of holders of the Direct Management Manual.

For convenience in preparing these lists, the directives in question have been divided into groups, three of which correspond to the predecessor groups transferred into FPHA, as follows:

1. FPHA directives;
2. FWA directives (including those issued in the FWA series under the FPHA name);
3. FSA Temporary Shelter Program Directives;
4. USHA directives.

In all cases, reference is made to material pertinent to management of developments for which the FPHA is responsible.

The lists prepared from the first two groups shown above are attached hereto. Subsequent lists will be released as soon as they are compiled. These lists will include only items of general applicability and of a continuing nature; for example, releases applying only to specific developments or to specific regions, those granting authority to specific individuals, and those relating to specific holidays have been omitted. Periodic revision of the lists is planned to keep them current. It is also planned that similar lists of inactive releases will be made available in the near future.

All recipients of these lists are requested to examine them critically and to write immediately to the appropriate Regional Director regarding any apparent error. Cooperation in this respect will be of very real help in the subsequent preparation of an insert to the Direct Management Manual superseding this Attachment.

The "Suggested Assembly of Directives for Direct Management of Federally Operated Projects," dated October 1, 1942, is superseded by the attached lists.

It is suggested that this material be cross-referenced or inserted following page x of the Direct Management Manual.

Active Material and Releases Pertinent to Management Required for Use by Housing Managers of Federally Operated Developments

I - FPHA RELEASES

(As of November 14, 1942)

Direct Management Manual for Federally Operated Projects

Pages

Foreword	Original page; dated October 1, 1942
ii - x	Original pages
1 - 159	Original pages

Manual of Instructions of Accounting Procedure for War Housing Projects Constructed Under the Auspices of and Directly Operated by the National Housing Agency, Federal Public Housing Authority, Part III	7- 1-42
Personnel Procedure (Sections 1, 2 and 3) Class 6, Division 2, Regional Office Administrative Practice Handbook	7- 2-42
FPHA Procurement Manual (released as a working draft under date of August 28, 1942)	9-15-42
FPHA Procedure of Property Accountability and Control (released as a working draft August 15, 1942)	8-15-42
Standardized Government Travel Regulations, As Amended	1-30-42

Order Nos.

1	Re: Transfer of functions, etc., to FPHA	2-25-42
2	Re: Continuation of authority, duties, responsibilities, etc., in FPHA	2-27-42
5	Per Diem Allowances (Amending Order No. 302, as Amended by Order No. 426 of the USHA)	3-16-42
9	Claims for Occupational Deferment of Employees Under the Selective Training and Service Act of 1940	3-26-42
9 Amendment 1	Claims for Occupational Deferment of Employees Under the Selective Training and Service Act of 1940	5-22-42

Organization
Handbook

161.1	National Housing Agency Regional Organization and NHA-FPHA Field Relationships	8- 3-42

Commissioner's
Policy Orders

2.2.1	Re: Establishment of organization responsibilities and relationships in the FPHA	5- 9-42
2.2.3	Establishments of Regional Offices and Redesignation of Areas Covered	10-21-42 (Rev.)
2.3.1	Phraseology for Projects	6- 9-42
210.3	Delegation of Appointing Powers to Regional Directors and to Housing Managers of Directly Operated Projects	10-31-42 (Rev.)
210.5	Delegation of Power to Certify Long Distance Telephone Tolls	7-30-42
210.7	Delegation of Contracting Powers to Be Exercised in the Administration of the Regional Office	8-11-42
210.11	Delegation of Powers to be Exercised in Management of Public Housing Projects	9-25-42 (Rev.)
210.13	Delegation of Authority to Sign Travel Authorizations	8-25-42
230.3	Clearance of Speeches	10- 7-42
230.5	Clearance of Articles	10- 7-42
2.51.1	Rental and Eligibility Policies for War Workers Housed in Standard Family Dwellings	6-10-42
251.5	Rental and Eligibility Policies for War Workers Housed in Trailer and Dormitory Projects	9-29-42 (Rev.)
251.7	Joint Directive on Procurement of War Housing	8- 6-42

Commissioner's
Policy Orders (Continued)

252.3	Payments in Lieu of Taxes on Federally-owned Housing Projects and on FPHA-aided Projects	10-10-42 (Rev.)
260.1	Policy on Signing of Mail and other FPHA Documents	8-28-42
262.1	Personnel Policies for Field Operations	7-15-42
262.5	Employee Training Policy	8-20-42
262.7	Prohibition of Dual Employment	10-31-42

Regional Circulars

7.1	Long Distance Telephone Calls, Form USHA 16	5-27-42
7.3	Establishment of the Office of the Regional Accountant	6- 2-42
7.11, Attachment	Housing Management Training (statement)	8-22-42
7.15	Public Law 694 (77th Congress) -- Revision of Pay Schedules Under the Classification Act of 1923, As Amended	8-27-42
7.30	Payment of Expenses of Attendance at Conventions and Memberships is Associations	10-20-42
7.34, Attachment 1	Re: Numbering and Transmittal of Tenant Dwelling Leases	11-2-42
7.35, Attachment 1	Personal Property Left in Dwellings by Vacating Tenants	11- 2-42
7.36, Attachment 1	Correction of Revocable Use Permit, Form FPHA 2002	11- 6-42
7.36, Attachment 2	Preparation and Distribution of Revocable Use Permit for Federal Operation	11- 6-42

Active Material and Releases Pertinent to Management Required for Use by Housing Managers of Federally Operated Developments

II - FWA HOUSING MANAGEMENT RELEASES

(As of November 14, 1942)

These releases are applicable only to war housing projects operating under policies established by FWA. All of the releases listed below are out of print. However, new material covering the subjects of these releases is now in preparation, and when released will supersede items listed herein. As a result of variations in the mechanics of reproduction and distribution, it is possible that some of the new material may be released prior to the release of this list. In such new material it will be stated exactly which of these items are superseded.

Program Bulletin Nos.

1	Employees' Liability Insurance	11-27-41
14	Payment of Post Office Box Rent	2-16-42
19	Church Facilities	2-28-42
*20	Revenue Schedules	3- 2-42
*21	Moves by Tenants Within Developments	3- 2-42
*22	Charges for Replacements or Repairs	3- 2-42
28	Maintaining Tenant Lawn Areas	4-25-42
29	Conservation of Brushes	4-27-42
30	Rent Collection and Evictions	5-23-42

FWA-DH-Circular Nos.

110	Form FWA 4849 - Report of Fire Loss	6-30-41
166	Accidents to Persons Other Than Employees on Defense Housing Projects	8- 7-41
*204	Statement on Application of Revised Rental Policy	10-15-41
*225	Statement of Policy on Rentals	9-26-41

* Applicable only to developments operating under rental policies established by FWA and not yet converted to revised rental policies.

11-24-42

Special Order No.

OA-276	Purchase of services and materials by Housing Developments from Army Posts	2-17-42

General Memoranda

	Tenant Associations	4-27-42

Two portions of the FWA Defense Housing Manager's Manual (pages M.001 through M.014 and D.019 through D.034) continue to have value but are not required. Those who have this material should retain these portions but those who do not have them do not need them. Also, those who have been instructed by their Regional Directors to use pages F.033 to F.052 should retain this portion, for temporary use only.

NHA
FPHA

11-24-42

7.47
Regional
Circular
Attachment 1-L

DIRECTIVES AND OTHER RELEASES PERTINENT TO PROJECT MANAGEMENT

Active Material and Releases Pertinent to Management
Required for Use by Local Housing Authorities

In effecting the establishment of the Federal Public Housing Authority, it was necessary that all applicable policies and procedures of the several predecessor agencies be continued in full effect. In the subsequent transition period, during which the predecessor groups retained to some extent their separate identities within FPHA, each such group issued additional directives and other releases pertinent to developments operated by it. The substance of the major portion of this heritage of directives has now been incorporated into regular FPHA material. Those few directives of this nature which remain active are expected to be similarly incorporated in the early future. Meanwhile, lists of pertinent active material will be supplied for the guidance of holders of the Local Authority Management Manual.

For convenience in preparing these lists, the material in question has been divided into groups, three of which correspond to the predecessor groups transferred into FPHA, as follows:

1. FPHA material;
2. FWA directives (including those issued in the FWA series under the FPHA name);
3. FSA Temporary Shelter Program Directives;
4. USHA material.

In all cases, reference is made only to material pertinent to management of developments for which FPHA is responsible.

The lists prepared from the first two groups shown above are attached hereto. Subsequent lists will be released as soon as they are compiled. They will include only items of general applicability and of continuing nature; for example, releases applying only to specific developments have been omitted. Periodic revision of the lists is planned to keep them current. It is also planned that similar lists of inactive releases will be made available in the near future.

All recipients of these lists are requested to examine them critically and to write immediately to the appropriate Regional Director regarding any apparent error. Cooperation in this respect will be of very real help in the subsequent preparation of an insert to the Local Authority Management Manual superseding this Attachment.

It is suggested that this material be cross-referenced or inserted following page xix of the Local Authority Management Manual.

Active Material and Releases Pertinent to Management Required for Use by Local Housing Authorities

I - FPHA RELEASES

(As of November 14, 1942)

Local Authority Management Manual

Pages

Foreword	Dated August 15, 1942
iii - x	Original pages; not numbered
xi - xii.1	Revised; not dated
xiii - xvii	Introduction; Rev. 8-15-42
xviii - xix	Revised; not dated
1 - 26	Original pages
27 - 28	Rev. 9-21-42
29 - 156	Original pages
157-9, 161, 162.1-162.3, 163, 164, 164.1-164.4	Rev. 9-25-42
165 - 166	Original pages
166.1	Revised; not dated
167-218	Original pages
219, 219.1-219.23, 220 and 220.1	Rev. 9-25-42
221-242	Original pages
243, 243.1, 243.2, 244-246 and 246.1	Rev. 7-24-42
247 - 274	Original pages
275 - 412	Chapter X; original pages

Regional Circulars

7.11, Attachment	Housing Management Training (statement)	8-22-42
*7.34, Attachment 1	Re: Numbering and transmittal of tenant dwelling leases	11-2-42
*7.36, Attachment 1	Correction of Revocable Use Permit, Form FPHA 2002	11-6-42
*7.36, Attachment 2	Preparation and Distribution of Revocable Use Permit for Federal Operation	11-6-42

*Applicable only to developments operating under Contracts of Agency.

Active Material and Releases Pertinent to Management Required for Use by Local Housing Authorities

II - FWA HOUSING MANAGEMENT RELEASES

(As of November 14, 1942)

These releases are applicable only to war housing projects operating under policies established by FWA. All of the releases listed below are out of print. However, new material covering the subjects of these releases is now in preparation, and when released will supersede items listed herein. As a result of variations in the mechanics of reproduction and distribution, it is possible that some of the new material may be released prior to the release of this list. In such new material, which supersedes items listed herein, it will be stated exactly which of these items are superseded.

Program Bulletin Nos.

*14	Payment of Post Office Box Rent	2-16-42
19	Church Facilities	2-28-42
**20	Revenue Schedules	3- 2-42
**21	Moves by Tenants Within Developments	3- 2-42
**22	Charges for Replacements or Repairs	3- 2-42
28	Maintaining Tenant Lawn Areas	4-25-42
*29	Conservation of Brushes	4-27-42
30	Rent Collection and Evictions	5-23-42

FWA-DH-Circulars Nos.

*110	Form FWA 4849 - Report of Fire Loss	6-30-41
**204	Statement on Application of Revised Rental Policy	10-15-41
**225	Statement of Policy on Rentals	9-26-41
* Special Order No. OA-276	Purchase of services and materials by Housing Developments from Army Posts	2-17-42

* Applicable only to developments operating under Contracts of Agency.
** Applicable only to developments operating under rental policies established by FWA and not yet converted to revised rental policy.

NHA
FPHA

11-24-42

7.47
Regional
Circular
Attachment 1-S

DIRECTIVES AND OTHER RELEASES PERTINENT TO PROJECT MANAGEMENT

Active Material and Releases Pertinent to Management and Required for Use by Holders of the Management Staff Manual

(Supplements lists for local authorities and housing managers)

I - FPHA RELEASES

(As of November 14, 1942)

FPHA Management Staff Manual 21 articles, as listed in the Table of Contents, dated 9-15-42		9-15-42
Stenographic Manual		11- 1-42
Manual of Instructions of Accounting Procedure for War Housing Projects Constructed Under the Auspices of and Directly Operated by the National Housing Agency, Federal Public Housing Authority, Part II		7- 1-42
Order No.		
3	Re: Applications for priority assistance under FPHA	2-27-42
Organization Handbook		
1.1.1	New Series of Releases on Administrative Policy and Procedure	3-28-42
Commissioner's Policy Orders		
2.1.1	Delegation of Contracting Powers in Development of War Housing	6- 3-42
2.2.2, Supplement 1	Organization Responsibilities and Relationships--Temporary Transfer of Regional Taxation Analysis to Central Office	10-17-42
210.15	Delegation of Power to Execute Financial Agreements in Connection with FPHA-Aided Projects	10-23-42 (Rev.)

Commissioner's
Policy Orders (Continued)

210.25	Congressional Communications	10-20-42
240.3	Re-interpretation of Outstanding Locality Housing Programs	10-12-42
241.1	The Housing of Essential In-migrant Negro War Workers	10- 1-42
251.3	Supplement to Rent and Eligibility Policies	7-31-42
251.11	Planning and Provision of Commercial Facilities	9-21-42
251.13	Use of Local Agencies for Management of War Housing Projects	9-28-42
252.1	Augmented Reserves for Vacancy and Collection Losses for FPHA-Aided and PWA Housing Division Projects	8-19-42

Regional Office
Operating Handbook

5.6.1	Revised Procedure for Processing and Using Form USHA 41, Report on Project Tenants	4-24-42
5.6.7	Procedure for Clearance of Requests of Local Authorities for Deferment of Equivalent Elimination	8- 7-42

Regional Office
Administrative
Practice Handbook

630.1	Transmittal of Postage Free Mail	10- 1-42
Division 6 Section 6	Procurement Procedure	March, 1942
	Travel Procedure for Regional Offices	March, 1942

Regional
Circulars

7.2	Loan and Annual Contributions Contract for Public No. 671 Projects	5-30-42

Regional
Circulars (Continued)

7.2, Addendum 1	Debt Service Fund Agreement	11- 4-42
7.6	Insurance Functions of the Regional Offices	8- 3-42
7.7	Community Facilities	8- 5-42
7.9	Distribution of Central Office Releases to Regional Offices	8-13-42
7.10	Transfer of Farm Security Administration Projects	8-15-42
7.11	Housing Management Training	8-22-42
7.12	Joint Surveys of Development Constructed by Public Buildings Administration, when "Ready for Occupancy"	8-21-42
7.14	Use of USHA Forms	8-22-42
7.17	Letter to Local Authorities with Regard to Revised Procedure for Vacancy and Collection Losses	9-18-42
7.17, Supplement 1	Augmented Reserves for Vacancy and Collection Losses for FPHA-aided and PWA Housing Division Projects	10-23-42
7.18	Per Diem Allowances for Employees and Members of Local Housing Authorities	10- 3-42
7.19	Check List of Administrative Releases Issued by the Central Office - Week Ending September 19, 1942	9-24-42
*7.19, Supplements	(All supplements, particularly beginning with No. 9)	
7.20	Payment of Accrued Annual Leave to FPHA Personnel Upon Transfer of Directly Operated Projects to Local Housing Authorities	9-24-42

* It is the responsibility of each Assistant Regional Director for Management to assure that an appropriate extract from each weekly check list of releases is circulated to Housing Managers.

Regional
Circulars (Continued)

7.21	Regional Office Management Branch Procedure in the Provision of Commercial Facilities for Family Dwelling Projects	9-28-42
7.22	Procedure for Payments in Lieu of Taxes on Federally-Owned War Housing Projects	9-30-42
7.25	Working Agreement between the Office of Defense Health and Welfare Services and the Federal Public Housing Authority	10- 2-42
7.29	Restrictions on the Use of Public Funds Made Available to the Federal Public Housing Authority	10-17-42
7.34	Numbering and Transmittal of Tenant Dwelling Leases	11- 2-42
7.35	Termination of Occupancy	11- 2-42
7.36	Leasing - Temporary Shelter Projects	11- 6-42
7.37	Procurement of Project Equipment, Furnishings and Materials	11- 5-42
7.39	Accident and Boiler Inspection Reports	10-21-42
7.40	Personnel Functions of Regional Offices	11- 9-42

Office
Memoranda

8.6	Use of Titles	7-22-42
8.8	Distinction in Usage between the Term "the NHA" and "the Office of the Administrator"	7-31-42
8.15	Use of the FPHA Seal	10-10-42
8.16	Control of Telegraphic Communications	10-13-42

Office
Memoranda (Continued)

8.19	Availability of the Services of the Current Surveys Section of the Bureau of the Census to the FPHA for Statistical Surveys	10-24-42
8.20	Priority for Urgent Telephone Toll Calls Essential to the War Effort or Public Safety	10-28-42
8.22	Tickler System for Reports - Form FPHA 1149	11- 5-42

Note: All development manual material has been omitted in the foregoing list.

Active Material and Releases Pertinent to Management Required for Use by Holders of the Management Staff Manual

(Supplements lists for local authorities and housing managers)

II - FWA HOUSING MANAGEMENT RELEASES

(As of November 14, 1942)

These releases are applicable only to war housing projects operating under policies established by FWA. All of the releases listed below are out of print. However, new material covering the subjects of these releases is now in preparation, and when released will supersede items listed herein. As a result of variations in the mechanics of reproduction and distribution, it is possible that some of the new material may be released prior to the release of this list. In such new material it will be stated exactly which of these items are superseded.

Program Procedures

2	Church Facilities	2-28-42
3	Reimbursement for Services and Materials Furnished Housing Developments by Army Posts	3- 5-42

NHA
FPHA

7.48
Regional
Circular

11-24-42

SUBJECT: Compliance with War Production Board Regulations

The Compliance Section of the War Production Board recently indicated that in some cases the FPHA has not fully complied with the regulations issued by the Board.

The regional directors are principally responsible for effecting compliance with the rules, regulations and orders of the War Production Board. Accordingly, each regional director must direct and assure that all members of his staff fully comply with the Board's regulations, and that all projects under his jurisdiction are developed in accordance therewith. It is further suggested that each regional director discuss the importance and necessity of observing War Production Board requirements with the appropriate representatives of the local housing authorities.

Since the direct responsibility for compliance will necessarily be vested in the project managers, they should be impressed with the necessity for requiring that contractors and subcontractors fully comply with such regulations. The project manager should report to the regional director the name of any contractor who intentionally fails to so comply. The regional office, after substantiation of the facts, shall not consider that contractor when negotiating future contracts.

As an aid in fulfillment of this obligation, the fundamental instructions to be followed by the project managers in complying with the regulations of the War Production Board are listed in the attached guide, which should be made available to all project managers.

HERBERT EMMERICH
Commissioner

Attachment

NHA
FPHA

11-24-42

7.48
Regional
Circular

Attachment 1

GUIDE TO GENERAL RESPONSIBILITIES OF
PROJECT MANAGERS IN COMPLYING WITH
WAR PRODUCTION BOARD REGULATIONS

Stated in very general terms, it should be made the responsibility of every project manager:

(1) To check carefully against the WPB edited list of critical materials (separated allocation for each project), to keep proper records, and not to certify any purchase order which is in excess of the allowable amounts as shown by such list.

(2) To certify each justified purchase order in the following manner:

> "The undersigned purchaser hereby represents to the seller and to the War Production Board that he is entitled to apply or extend the preference ratings indicated opposite the items shown on this purchase order, and that such application or extension is in accordance with Priorities Regulation No. 3 as amended, familar.
>
> _____ _____
> (Name of Purchaser) (Address)
>
> By _____ _____
> (Signature and Title of Duly Authorized Officer) (Date)

(3) To substitute no materials for those allowed on the WPB edited list unless such substitutions are materials not considered critical, or unless they fulfill the provisions of Paragraph 120 of the "Defense Housing Critical List" namely:

> "Materials or products of the sizes, weights or composition specified in the list may not be immediately procurable due to necessary changes in manufacturing processes or procedure. In such cases, the Preference Rating Order may be extended to secure delivery of similar products or materials previously produced for the same use, provided such delivery is made from the supplier's existing stocks or inventory."

(4) To certify no purchase orders for materials not on the WPB edited material list except for truly expendable materials such as lubricants, abrasives, and small tools, which are actually required and will be consumed on the project. The cost of such expendable materials must not exceed an amount larger than 10% of the cost of the materials to be processed with such expendables; in no case can more than 25% of such expendables be metals.

(5) To certify no purchase orders for equipment.

(6) To extend no project rating to materials which are required by the prefabricator, which materials should be obtained by him through the Production Requirements Plan and with his preference rating.

(7) To duplicate no certification of any purchase order without having personal knowledge of the loss of or destruction of the original purchase order.

(8) To obtain proper authority from the regional director whenever there is any question of doubt.

It should be remembered at all times that the primary consideration is to save critical materials. The project manager should always endeavor to save on materials even, where possible, beyond the amounts allowed in the critical material list.

NHA
FPHA
11-25-42

7.49
Regional
Circular

SUBJECT: Fuel Oil Rationing

This release is intended to aid local authorities and housing managers of developments using fuel oil, in those States which are affected by fuel oil rationing. It presents the facts, as made known to the Central Office, as of this time. Naturally, these facts are subject to change. Current information and all necessary forms should be readily obtainable, however, from any local rationing board in areas affected.

1. States Affected by Fuel Oil Rationing

Region I	-	All States
Region II	-	" "
Region III	-	" "
Region IV	-	Fla., Ga., N.C., S. C. & Va.
Region V	-	All States
Region VI	-	" "
Region VII	-	Kan., Mo., Neb.
Region VIII	-	Not affected
Region IX	-	" "
Region X	-	" "

2. General Plan. The general plan of rationing is as follows:

A. For Class A, Single Dwellings, (i.e., buildings containing from one to three family dwelling units;)

1. Last year's fuel figure for space heating will be converted to "normal" by applying the ratio of normal degree days to last year's degree days.

2. The maximum fuel allowance will be 85 per cent last year's "normal" usage. That allowance will apply to the most economically heated dwellings. For less economically heated buildings the allowance may be decreased to as little as 50 per cent of "normal" usage. This is determined from data supplied on the application form.

B. For Class B, Multiple Dwellings (i.e., buildings containing four or more dwelling units.)

1. No fuel oil will be allowed for any heating devices that can be converted to burn solid fuel (coal, coke, wood, etc.)

Suggested Cross referencing to Local Authority and Direct Management Manuals: LHA: Sec. 39, p. 259. Direct: p.155.

2. Two-thirds (66 2/3 per cent) of last year's "normal" fuel figure will be allowed for heating plants that cannot be converted.

3. Supplementary Rations. Where allowances can be shown to be inadequate, additional quantities may be obtained.

4. Basis for Allowance. The amount of fuel oil to be allowed each project will be determined by each Local Rationing Board, from the following information:

   a. Fuel oil consumption for preceding year for each heating plant for space heating and for domestic hot water.

   b. If the project did not operate for the full heating season the preceding year and therefore cannot supply consumption figures, the BTU heat loss estimated for each building may be used as the basis, except that for Class A dwellings the floor areas in square feet may be used. Inside room dimensions should be used in determining areas. Unless heated and essential for sleeping or commercial purposes do not include floor areas of spaces such as basements, laundries, sleeping porches, sun porches, garages, recreation rooms, work shops, attics, storage spaces, and any other spaces for which heat is not essential.

Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
for Project Manager

NHA
FPHA
7-30-42

7.5
Regional
Circulars

SUBJECT: Payment for Land

The Central Office is in receipt of a number of inquiries from Senators, Congressmen and property owners relative to payment for land taken as sites for housing projects.

To eliminate the majority of these inquiries, it is recommended that inquiry be made of the local representative of the Department of Justice as to the approximate period of time that will elapse before payment can be made to the owners, and the negotiators be instructed to so advise the property owners at the time options are obtained. These owners should also be advised to confer with the representative of the Department of Justice immediately after the time required has elapsed with the view of obtaining their money.

If title evidence is ordered in conformity with LD-100, there should be no delay in making payment to the property owners providing title to the land is in a satisfactory condition.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

7.50
Regional
Circular

11-28-42

SUBJECT: Fire, Accidents and Safety

The material included in the Direct Management Manual and the Local Authority Management Manual contains little information on the subject of fire, accidents and safety. This circular, and attachments which will be issued from time to time, will supplement existing manual material pending complete coverage of the subject in manual inserts.

Attachment 1 is entitled "Report of Fire Loss - Federally Owned War Housing Developments." Additional copies are available to regional directors for distribution to the management of federally-owned war housing projects, including local authorities.

The necessity for immediate reporting of fire loss on federally-owned developments cannot be overemphasized. Upon receipt of such reports by the regional director, three copies of the letter or memorandum discussed in Attachment 1 shall be forwarded immediately to the Management Standards Division of the Central Office. The original and two copies of the report shall be retained in the regional office.

Regional directors are requested to suggest additional topics to be treated on the subject of fire, accidents and safety. All such comments should be received by the Central Office by December 31, 1942.

Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
for Project Management

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

It is suggested that holders of the Management Staff Manual cross reference this topic under the MO-400 series.

NHA
FPHA

11-28-42

7.50
Regional
Circular
Attachment 1

FIRE, ACCIDENTS AND SAFETY

Report of Fire Loss
Federally Owned War Housing Developments

1. Each local authority and housing manager operating a federally-owned war housing project shall report to the regional director immediately each instance of loss or damage by fire. Such reports provide data upon which future preventive action can be based, if such action is required. Consideration should be given to this fact by managers and local authorities preparing fire loss reports.

2. In all cases of loss or damage by fire, a report of fire loss in the form of a letter or interoffice memorandum shall be prepared in seven copies by the housing manager or local authority. The original and 5 copies of this report shall be transmitted to the appropriate regional office. These reports shall be submitted, in addition to any telegraphic or telephone report which may be necessary. The letter or memorandum shall include the following information, together with any other pertinent facts which are available:

(1) Date, (2) Project number, (3) Location, (4) Unit number, (5) Date of loss, (6) Time of loss, (7) Cause and nature of loss (giving details), (8) Estimate of loss, and (9) Description of the effectiveness of the fire protection agency with respect to speed in answering alarm, availability of water supply, and other information bearing on fire fighting ability.

3. FWA-DH-Circular 110 of June 30, 1941 is hereby superseded.

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

This attachment may be cross-referenced in the Local Authority Management Manual following page 412 and/or in the Direct Management Manual preceding page 111.

NHA
FPHA

7.51
Regional
Circular

11-28-42

SUBJECT: Instructions and Form of Letter for Modifying Existing Leases or Lease Renewal Agreements on PWA Housing Division Projects to Permit Payments in Lieu of Taxes Under Revised Policy

In many instances lease renewal agreements and leases now in effect for PWA Housing Division Projects must be appropriately modified to conform with the revised policy on payments in lieu of taxes as set forth in General Order 252.3, revised October 10, 1942. In such instances it is necessary that Regional Directors modify such agreements or leases to permit payments under the new policy where such would be required thereby for revenues accrued subsequent to July 1, 1942. The attached suggested draft of a letter designated as Attachment 2 may be used for such purpose.

Four signed copies of this letter should be prepared for the following distribution and disposition:

1. Original to Local Housing Authority as Lessee;

2. One copy to be retained by Region and attached to executed copy of lease or lease renewal agreement which it modifies;

3. Two copies to be sent to Finance & Accounts Division, Central Office, (a) one to be attached to executed copy of lease or lease renewal agreement in Finance & Accounts Division, and (b) one to be transmitted to the General Accounting Office for attachment to original lease of lease renewal agreement.

Approved provisions for incorporation in lease and lease renewal agreement are set forth in Attachment 1, hereto.

Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
for Project Management

It is suggested that staff members cross reference this material by marginal notation on page 263 of the Local Authority Management Manual and in the MM-00 series, Municipal Relations, in the Management Staff Manual.

NHA
FPHA

11-28-42

7.51
Regional
Circular
Attachment 1

SUBJECT: Approved Provision for Incorporation in Leases and Lease Renewal Agreements to Permit Payments in Lieu of Taxes Under Revised Policy

A. New lease renewal agreements executed for PWA Housing Division projects after July 1, 1942, should contain the following language in providing for payments in lieu of taxes:

"Notwithstanding the second paragraph of Section 2.06 of the Indenture of Lease, the Lessee may make payments in lieu of taxes to the appropriate taxing district or districts which (together with any payments in lieu of taxes heretofore agreed upon) will equal either (a) 5% of Actual Shelter Rents, or (b) 1/6 of the excess of the Revenues of the project over the Operating Expenses (including reserves, but excluding fixed rent, additional rent, and payments in lieu of taxes), whichever amount is the greater, but not in excess of the amount of full taxes. Such payments may be made after the end of each annual lease period, and may be paid in respect to revenues accrued subsequent to July 1, 1942. The payments in lieu of taxes hereby provided for in excess of amounts heretofore agreed upon may be made only to the extent that funds are available therefor and if prior approval to pay same has been received from FPHA. Such payments shall be distributed by the Lessee among the various taxing districts in which the project is located and shall not exceed the amounts permitted to be paid by it under applicable state or local laws."

B. In the case of new leases prepared after July 1, 1942, for PWA Housing Division Projects, the second paragraph of Section 2.06 of Indenture of Lease (Specimen Form 40) should read as follows:

"The Lessee covenants and agrees not to make any payment, out of income derived from the operation of the Project, of taxes or sums in lieu of taxes with respect to the Project, except that the Lessee may make payments to the State of _____, or to certain of its political subdivisions, of not to exceed the aggregate sum of _____ _____($_____) per annum, as a service charge in lieu of taxes for services rendered during the term of this lease or any renewal term thereof; provided that the Lessee may make additional payments in lieu of taxes on the Project, if approved by the FPHA prior to payment, which payments (together with any payments in lieu of taxes heretofore agreed upon) will equal either (a) 5% of Actual Shelter Rents, or (b) 1/6 of the excess of the Revenues of the Project over Operating Expenses (including reserves, but excluding fixed rent, additional rent, and payments in lieu of taxes) whichever amount is the greater, but not in excess of the amount of full taxes. Such additional payments may be made after the end of each annual lease period, and may be paid in respect to revenues accrued subsequent to July 1, 1942, if funds are available to permit such payments. Such payments shall be distributed by the Lessee among the various taxing jurisdictions and shall not exceed the amounts permitted to be paid by it under applicable state or local laws."

NHA
FPHA

11-28-42

7.51
Regional
Circular
Attachment 2

Suggested form of letter modifying and waiving certain provisions of existing lease or lease renewal agreement between FPHA and local housing authority in order to authorize payments in lieu of taxes pursuant to new policy.

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

Gentlemen:

In view of the liberalized policy of this Authority for payments in lieu of taxes on PWA Housing Division Projects as issued on October 10, 1942, in General Order 252.3, your Authority as lessee of Project No. _____, located at_____ is hereby given authority to make payments in lieu of taxes pursuant to said policy, notwithstanding any provisions in conflict with said policy on payments in lieu of taxes contained in existing leases or lease renewal agreements otherwise governing such payments.

Pursuant to said policy, your Authority is authorized to make payments which (together with any payments in lieu of taxes heretofore agreed upon) will equal either (a) 5% of Actual Shelter Rents, or (b) 1/6 of the excess of the Revenues of the project over the Operating Expenses (including reserves, but excluding fixed rent, additional rent, and payments in lieu of taxes), whichever amount is the greater, but not in excess of the amount of full taxes. Such payments may be made after the end of each annual lease period, and may be paid in respect to revenues accrued subsequent to July 1, 1942. The payments in lieu of taxes hereby provided for in excess of amounts heretofore agreed upon, may be made only to the extent that funds are available therefor. It is understood that the local authority shall distribute such payment among the various taxing jurisdictions in such amounts as shall not exceed the amounts permitted to be paid by it under applicable state or local laws; and such payments must be approved by the FPHA prior to payment.

FEDERAL PUBLIC HOUSING AUTHORITY

By_____

Director, Region _____.

Library

NHA
FPHA

7.52
Regional
Circular

107

11-30-42

SUBJECT: War Housing Rent Schedules Adopted Pursuant to Policies Established by Predecessor Agencies

General Order No. 251.3 of July 31, 1942, provides that the rental policy set forth in General Order No. 251.1 (old number 2.51.1) of June 10, 1942, is applicable to war housing projects then in oppration only as conversion of the rental schedules of such projects can, in the determination of the Regional Director, be effected. General Order No. 251.5, revised September 29, 1942, likewise provides for gradual conversion. The rental policies established by the predecessor agencies of the FPHA are, therefore, temporarily still applicable to certain projects. Reference is made to articles MR-1 and MG-800 of the Management Staff Manual for the procedure for establishing the Management Program for each development, thereby converting such development to the FPHA rental policy.

In order that it shall be available for reference by staff members and others having an interest therein, the pertinent portions of the "Statement of Policy on Rentals," approved by the Federal Works Administrator on September 26, 1941, and the pertinent procedure appertaining thereto, have been summarized and are restated as Attachment 1, hereto. In the event such action subsequently appears necessary, similar statements concerning the rental policies of other predecessor agencies will be reproduced and distributed as additional attachments hereto.

This Regional Circular, including attachments, should be distributed to members of the regional management staffs, especially to holders of the Management Staff Manual. Regional Directors are requested to cause appropriate distribution of Attachment 1 and any subsequent attachments, with such comment as is deemed necessary, to local authorities and housing managers of developments to which the attachments are applicable.

Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
for Project Management

It is suggested that holders of the Management Staff Manual cross-reference this material under the MR-1 series.

WAR HOUSING RENTAL SCHEDULES ESTABLISHED PRIOR TO JUNE 10, 1942

Rental Policy and Procedure Established by Federal Works Agency

Lanham Act housing developments for which rentals were previously established pursuant to the former FWA rental policy will continue to operate under such rental policy and procedure, pending conversion of the rental schedules of such projects to the FPHA rental policies for War housing projects. For convenience the pertinent provisions of the former FWA policy and procedure are restated herein.

I. SUMMARY OF THE POLICY

Sections I and II of the Federal Works Administrator's "Statement of Policy on Rentals," dated September 26, 1941, relating to rentals for developments housing Army and Navy personnel, have been superseded by subsequent agreements with the War and Navy Departments. The existing rental rates for Army and Navy personnel are set forth on pages 312 to 314 of the Local Authority Management Manual and on pages 17 to 19 of the Direct Management Manual.

Section III of the Statement, relating to rentals for civilian workers engaged in essential war industries, continues in effect for projects not yet converted. It provides:

1. That monthly shelter rentals shall be $27.50, $30.00 and $32.50, respectively, for one, two and three bedroom dwellings;

2. That variations from this schedule shall be permitted for marked differences in amenities and in localities where the established rental pattern of other public and private housing varies materially from the schedule;

3. That in no case shall monthly shelter rent exceed $37.50.

The Statement also provides that the FWA rental policy be applied in accordance with procedure established by the Division of Defense Housing. (Note: This Division was the predecessor of the latter FWA Division of Housing Management, which was transferred to the FPHA on February 24, 1942.)

II. SUMMARY OF THE PROCEDURE

A. Revenue Schedule. The procedure established pursuant to the former FWA rental policy provided for General Revenue Schedules.

Suggested cross-referencing to Local Authority and Direct Management Manuals: LHA Manual - following page 313; Direct Manual - following page 24.

(applicable to all developments) and Specific Revenue Schedules (each applicable only to the development or developments specified therein). Each development was furnished copies of all General and Specific Revenue Schedules applying to it. The Revenue Schedules applying to each development still operating under the rentals established pursuant to FWA policy should be on file in the appropriate Regional Office and in the Central Office also. Reference should be made to these files to ascertain the rentals in effect at any such development.

B. Management Employees. A schedule of monthly shelter rentals was also established for management employees who lease dwellings in projects to which they are assigned. This schedule, which is applicable only to developments not yet converted from the rental policy established by the FWA, is as follows:

1. For management employees receiving salaries of $2100 per year or more: $27.50, $30.00 and $32.50, respectively, for one, two, and three bedroom dwellings;

2. For other management employees: $21.00 for one bedroom dwellings and $23.50 for two or three bedroom dwellings.

It is further provided that not more than two management employees may live in any project without prior approval of the appropriate management. Area Supervisor. (For adaptation to FPHA this is interpreted to mean informal written approval of the Regional Director or his designee.)

C. Utility Charges. Separate charges are made to tenants for utilities furnished by management pursuant to tables of charges furnished each development for this purpose.

The following FWA releases are superseded: Administrator's "Statement of Policy on Rentals," September 26, 1941 (also released as FWA-DH-Circular 225); FWA-DH-Circulars 204, 205, 208; Program Bulletin Nos. 20, 21 and 22; Section II, "Determination of Rent to be Paid," of the Proposed Manual for Tenant Selection Renting in Defense Housing Developments, dated November 1941.

NHA
FPHA

7.53

Regional
Circular

11-30-42

SUBJECT: Report on Negro Employment

The President's Committee on Fair Employment Practice has requested that we report to them the number of Negroes employed in the field organization of the FPHA as of March 31, July 31, and November 30 of each year.

The Personnel Division in the Central Office does not have a record of the race of each employee, and therefore, each regional personnel officer is requested to furnish the Personnel Division in the Central Office with a list showing the name, title, grade, and salary of all Negro employees in his region by regional office and project sites, as of the close of business November 30. The list should be forwarded to the Central Office not later than December 5.

In order that the Central Office may have the material needed for preparing subsequent reports to the President's Committee on Fair Employment Practice, regional personnel officers should indicate the race of new appointees entering on duty on or after December 1, 1942, on copy 4 of the Fanfold Form FPHA 6, which is forwarded to the Personnel Division in the Central Office. Regional personnel officers should issue instructions to their field officers as to how to report the information to the Regional Office. It is suggested that at the time of entrance on duty, the field officers indicate race on the original field agreement or on other personnel forms which are sent by that office to the regional personnel office.

ROLLAND D. SEVERY
Chief Administrative Officer

FEDERAL PUBLIC HOUSING AUTHORITY
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7.54
Regional
Circular

11-30-42

SUBJECT: Occupancy Problems

This circular, with such attachments as may be issued, supplements material set forth in the management manuals. Attachment 1, entitled "Rent Collection and Evictions," is attached hereto. Unattached copies of Attachment 1 are available to Regional Directors for distribution to housing managers and local authorities on Federally-owned war housing projects.

It should be noted that, as specified in the third full paragraph on page 2 of Attachment 1, Regional Directors are to receive two copies of each letter requesting the initiation of legal action in their respective regions. One copy of each letter received shall be forwarded by the Regional Director to the General Counsel in the Central Office of the FPHA.

As stated in Attachment 1, private collection agencies may be employed in the collection of delinquent rentals on Federally-operated developments only in cases for which the Regional Director has approved such means of collecting. For the present Regional Directors should approve the use of private collection agencies only after receiving from the Central Office specific approval in each case.

The material included in this circular and its subsequent attachments will subsequently be issued as manual inserts. Pending such reissue, suggestions from Regional Directors as to additional topics which should be treated under the subject of occupancy problems will be appreciated. All such comments should be received at the Central Office by December 31, 1942.

LEE F. JOHNSON
Assistant Commissioner
for Project Management

Attachment

It is suggested that holders of the Management Staff Manual cross-reference this circular under a new MR-500 series, Occupancy Problems.

OCCUPANCY PROBLEMS

Rent Collection and Evictions

As provided by established policy, tenants of Federally-owned war housing developments are required by the terms of their leases to pay rental and other charges not later than the first day of each month. Prompt collection of such revenue is a basic responsibility of housing managers and local authorities. Collection of overdue revenues must be pursued vigorously. However, since tenants living in war housing developments are essential to war industries or military operations, all reasonable steps should be taken to secure payment or to eliminate habitual tardiness in payment before resorting to more drastic measures.

Initial Efforts to Eliminate Rent Delinquency

A simple, and yet often effective, incentive to prompt payment by habitually tardy tenants is to write or stamp the word "Late" on the face of receipts for rent paid after the due date. In other cases, a conference with both husband and wife may produce the desired results, especially if the more severe measures to which recourse may be had are tactfully explained in advance. If these simpler methods fail, the problem should be referred to the tenant's employer for any assistance he may be able or willing to render. In particularly complicated cases, involving a need for assistance in budgeting the family income or in adjusting a family problem, aid may be solicited from local welfare agencies. Housing managers and local authorities may develop other methods and techniques which will prove effective in particular areas. Recourse to legal action should always be the last resort.

Army and Navy Developments

On developments for Army and Navy personnel, usually it will be found that resort to legal action in rent delinquency cases is unnecessary. The Commanding Officer of the Post which the development is serving usually can effect payment through military channels, even in the case of personnel who have been transferred outside continental United States. However, since long delays and piling up of substantial amounts of overdue payments are likely to result in such rent delinquency cases, it may be found expedient to remind the Commanding Officer to request all Army and Navy transferees to allot to their families sufficient allowances to permit them to pay their rent promptly.

Rents Unpaid on Departure of Tenant

If a tenant and his family leave the development without making all due payments of rent, the housing manager or local authority should make

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Suggested cross-referencing to Local Authority and Direct Management Manuals: LHA Manual - preceding p. 369; Direct Manual - preceding p. 83.

every effort to locate the family and arrange for prompt payment. Former neighbors, the moving company, or the tenant's employer may be able to furnish the new address. Except in unusual circumstances, if satisfactory arrangements for payment of the debt are not made within a month after the tenant's departure, legal action should be taken.

On Federally-owned projects operated by local housing authorities under development leases, the case should be referred to the counsel of the local authority for collection. On Federally-owned projects operated directly by housing managers or by local housing authorities under contracts of agency, the case should be referred to the United States District Attorney, in accordance with procedures prescribed below.

Legal Action on Federally-owned Developments Managed Directly or Under Contracts of Agency.

Whenever reasonable application of less drastic methods fails to produce desired results in specific cases of rent delinquency, it may be necessary to refer the case to the local United States District Attorney for appropriate action. The particular circumstances in each case must be considered carefully in determining what action is appropriate. Legal action may consist of request for eviction, request for eviction together with collection of delinquent rentals, or request for collection of delinquent rentals only.

In all cases in which the assistance of the U. S. District Attorney is solicited, the housing manager or management agency shall prepare for each case a letter to the U. S. District Attorney requesting appropriate action and containing all information necessary to obtain action. The original and one copy of each such letter shall be sent to the United States District Attorney, one copy to the Lands Division, Trial Section, Department of Justice, Washington, D. C., and two copies to the appropriate Regional Director.

The United States Attorneys have been instructed to take no action, unless it appears from the correspondence that a copy of the claim letter has been forwarded to the Department of Justice, Lands Division, Trial Section, Washington, D. C. It is imperative, therefore, that copies of all correspondence with U. S. District Attorneys be prepared and submitted to the Department of Justice as herein indicated.

In the event the District Attorney fails or refuses to act promptly upon cases referred to him in accordance with the procedures prescribed herein, all circumstances should be reported to the Regional Director.

Nature of Requests Allowed in Claim Letters.

The instructions provided herein conform to the requirements of the Department of Justice as set forth in a recent amendment to the Field Instructions, which are designated as "II The Trial Section" of the Lands Division Field Instructions to U. S. Attorneys and Field Attorneys.

Requests for legal action should be made only if reasonable application of all less drastic methods has failed. In no case is a United States Attorney to be used as a collection agency. Claims for collection only are to be submitted only in cases in which the tenant is out of possession of the dwelling, or in cases in which eviction together with collection of rentals is desired.

Claims for collection of delinquent rentals should be submitted to the U. S. Attorney only in those cases in which the amount of the claim is more than $25 and less than $1000. Requests shall not include amounts claimed for minor damage, such as soiling of walls or dwelling equipment.

It should be noted that requests for legal action can be submitted directly to the U. S. Attorney only when such requests arise on Federally-owned projects which are directly operated or operated by local authorities under agency agreements.

Requests for Collection Only. In requesting recovery of delinquent rentals when the tenant is not in possession of the dwelling, the United States Attorney must be supplied the following information:

1. The name and address of the defaulting tenant, and place of employment, if any;

2. A statement that the project is Federally-owned and is operated directly or under an agency agreement;

3. Sufficient information to indicate that if a judgment is recovered against the tenant, it is collectible; for example, the fact that the tenant is employed, together with the name of his employer, or indication that the tenant has certain assets that can be levied against;

4. Any additional information which would be of assistance in obtaining and collecting the judgment.

No request for collection of money only should be submitted to U. S. District Attorneys unless the foregoing information is available.

Requests for collection of money only should be submitted to the United States Attorney for the judicial district in which the tenant resides, and not to the United States Attorney for the district in which the housing project is located. Actions arising on Lanham developments may be filed in the Federal courts, and the procedure will follow, as closely as possible, the State laws providing for summary proceedings in such actions.

Requests for Eviction and for Evictions together with Collection of Rentals. Requests for eviction of tenants or eviction together with collection of delinquent rentals should be made to the United States Attorney for the judicial district in which the project is located. In accordance with the provisions of the Lanham Act, legal actions for

evictions only arising on Lanham projects must be commenced in State courts under State laws. If the request for eviction is coupled with the collection of rentals, however, the necessary legal action may be instituted in the Federal Court.

In States in which court costs for eviction proceedings must be paid on the initiation of action, managers of directly operated developments are authorized to make such payments from the Agent-Cashier Fund and charge the expenditure to the "Other Office Expense" account. Management agencies under contracts of agency may make such payments from the operating fund advances and charge the expenditure to the "Other Office Expense" account.

Use of Collection Agencies. Generally, use of private collection agencies should be unnecessary. In exceptional cases, however, such procedure may be employed, provided that in the case of direct operation and of operations under contracts of agency, each instance of this nature is previously approved by the Regional Director. No such approval, other than budget approval, is required, however, in the case of local authority operation of FPHA-aided developments or of local authority operations under development leases.

Program Bulletin No. 30, dated May 23, 1942, is hereby superseded.

Library 107

NHA
FPHA

7.55
Regional Circular

November 30, 1942

SUBJECT: Fire Resistive Standards for Alterations to Completed Dormitories, War Apartments, Administration or Community Buildings.

1. Projects taken over by FPHA from the Farm Security Administration, PBA or the Maritime Commission, or which have not been constructed under fire resistive standards comparable to the WD Series of the FPHA shall be reviewed by Regional Technical staffs immediately. Prepare plans for alterations to provide better fire control and an estimate of cost to cover such alterations and submit, when possible, with a complete set of plans and specifications of the original construction to the Central Office as soon as possible. Work shall proceed however without Central Office approval of plans.

2. Alterations to such structures should be directed primarily toward minimizing loss of life and retarding the spread of fire until fire apparatus can reach the site. Highly flammable structures cannot be rebuilt to prevent all loss; however, loss experience indicates attention to the following factors will increase safety of occupants and reduce possible fire loss.

3. The following suggestions should be carefully considered. Some items may not be practical on all structures.

(a) Install draft stops in attics, heat ducts and corridors, approximately 75 feet apart. Attic draft stops shall consist of two layers of 3/8" gypsum board, joints staggered and filled, extended to a tight fit against ceilings and roof. Draft stops in ducts shall be automatic and meet N.B.F.U. Standards. Draft doors in corridors shall be one 1-3/4" stock cross panel doors covered each side with 1/8" asbestos mill board. Draft doors shall be hung on three butts and arranged to close by release of a fusible link and concrete weights hung on sash chain. Draft doors to be installed in cross partitions covered with 1/2" gypsum board.

(b) Install additional exists if necessary so that each 75 ft. section shall have an exit. All exit stairways shall be closed type with risers and be of slow burning constructions. Strangers, posts and steps at least 2-1/2" thick.

(c) Install draft stops in ducts at walls enclosing heater rooms.

(d) Install automatic fire doors at all other openings to heater rooms.

(e) Line any flammable walls and ceilings of heater rooms with two 1/2" layers of gypsum board joints staggered and filled.

(f) Line all flammable walls of corridors with one 1/2" layer of gypsum board.

(g) Cover all doors to corridors from rooms with at least 1/8" of asbestos cement mill board on corridor side.

(h) Cover all ceilings of first story in two story buildings with 3/8" of gypsum wall board joints filled.

(k) Provide 165° automatic sprinkler head in all rooms used for trash collections with control valve in accessible location.

(l) Provide exits for all floors at ends of all wings.

(m) All exit doors shall open outward and be equipped with easy opening hardware.

(n) Install ladders to roof at each fire exit.

(o) Provide 1 inch clearance from combustible materials for steam pipes.

(p) Provide thermostats in return air ducts to cut out fan when return air temperature reached 120°.

(q) Thermostats to be enclosed so as to be inaccessible to occupants.

(r) Provide rate of rise thermostats in central heating furnace rooms arranged to ring a gong on the outside of the building.

(s) Check standard clearance for metal heating ducts.

(t) Check 1 inch clearance from combustibles for transite vents from gas fired heating equipment.

(u) All exits should be clearly marked with exit lights on separate circuit. Directional arrows to exits should be posted in corridors.

(v) Check location of war service shut-offs and where too close to buildings or located within the buildings relocate where accessible in the event of envelopment of the building by fire.

(w) Hydrant layout should be checked with local fire chief and changes required to make hydrants accessible to pumping apparatus or to relocate them where too close to buildings for safety of firemen and apparatus in the event of fire.

(x) Suggest that alarm device in dormitories be an automobile horn with both bell ringer transformer and dry battery arrangement.

(y) Provide incombustible ash trays, trash and ash containers with covers.

(z) Provide pump tank fire extinguishers, five gallon capacity at each exit.

4. The fact that some space may be sacrificed to carry out some of these requirements shall not operate to prevent the change.

5. CAFETERIAS

(a) Provide 6" clearance for range hoods and ducts.

(b) Partitions behind ranges to be constructed of or faced with incombustible material.

(c) Protection for combustible floors below cooking ranges to be ventilated type.

(d) If steam is available, arrange steam jet with quick opening value for range hood.

(e) Asbestos protection under gas plates to be provided.

6. MANAGEMENT

(a) Insist that dust mops, dust rags, etc. be hung up and not allowed to accumulate in piles.

(b) Post signs in telephone pay stations and at other locations with Fire and Police Department numbers.

(c) Provide detached paint storage.

(d) Established rigid rules for trash and rubbish collection and disposal.

(e) Insist on regular weekly soap and water clean-up of grease collecting on exhaust ducts, fans, etc. Ladders to be provided to make this equipment easily accessible.

(f) Institute regular periodic fire drills.

(g) Provide immediately 24-hour watchman patrol with minimum hourly tours of each building. Watchmen must be mentally and physically capable qualified for deputization and properly instructed in emergency duties. Provide portable watch clock or other means of tour supervision.

(h) Segregate occupants by shifts worked, to the maximum extent practicable.

W. P. Seaver

W. P. SEAVER
Assistant Commissioner
for Development

711

NHA
FPHA

7.56
Regional
Circular

12-2-42

SUBJECT: Government Publications for Regional Offices

1. Publications of Federal Agencies: Publications of other Federal agencies desired for the official use of regional offices' staff members, should be obtained by direct application to the agency concerned or to the Superintendent of Documents, Washington, D. C.

The Office of War Information, Washington, D. C. publishes a list titled "Information and Publication Offices of Federal Departments and Agencies", which shows the name and title of the supervisor, and the name and address of the unit to contact for information and publications from each department and agency. This list is available without charge.

The Superintendent of Documents, U. S. Government Printing Office, Washington, D. C., publishes (1) special lists of GPO publications on numerous subjects, and (2) a "Weekly List of Selected United States Government Publications". These lists are available without charge. The "Monthly Catalog of United States Government Publications" ($1.50 per year) lists all government publications except press releases and administrative, routine and confidential publications.

2. Publications of State Agencies: A "Monthly Checklist of State Publications" ($1.50 per year) can also be obtained from the Superintendent of Documents. This index to the publications of the several states may be of interest to the regional offices.

3. Procedure: With the aid of the above indices, the regional offices can and may make requests for information or for copies of publications directly from the proper source. If additional information regarding publications is needed, the catalogues of the local library will probably be helpful. In any remaining cases, the Central Office Librarian will endeavor to supply information concerning a desired publication.

4. Limitations: Government publications, as well as all other publications, may not be purchased from Central Office funds.

a. Government publications which take the form of newspapers may not be purchased from either Central Office or Regional Office funds.

JOHN N. EDY
Assistant Commissioner for
Administration

FEDERAL PUBLIC HOUSING AUTHORITY
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NHA
FPHA

7.57
Regional
Circular

12-4-42

SUBJECT: Checks for Insurance Loss Payments on FPHA-Aided Projects

1. Regional Offices to Endorse Checks on Insurance Losses. The Local Authority Management Manual, Chapter IX, Section 47d, page 268, sub-item (k) provides that checks in payment of damage in excess of $250 shall be payable jointly to the local housing authority and the USHA. Section 47 g, page 272, provides that such checks are to be submitted to the USHA (FPHA) for endorsement. In view of the decentralization of the FPHA, such checks should be submitted to the appropriate FPHA regional office, cleared by the regional insurance adviser, and endorsed in the regional offices by one of the certifying officers.

2. Checks on Insurance Losses of $250 or Less. On checks not exceeding $250, the FPHA shall not be included as payee and the checks shall not be submitted to the FPHA for endorsement.

JOHN N. EDY
Assistant Commissioner
for Administration

FEDERAL PUBLIC HOUSING AUTHORITY
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NHA
FPHA

12-4-42

7.57
Regional
Circular

SUBJECT: Checks for Insurance Loss Payments on FPHA-Aided Projects

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2. Checks on Insurance Losses of $250 or Less. On checks not exceeding $250, the FPHA shall not be included as payee and the checks shall not be submitted to the FPHA for endorsement.

JOHN N. EDY
Assistant Commissioner
for Administration

FEDERAL PUBLIC HOUSING AUTHORITY
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NHA
FPHA

7.58
Regional
Circular

12-4-42

SUBJECT: Consultation by WPB Regional Directors Re Curtailment of Public Housing Projects

The War Production Board, through its Regional Directors, is making a survey of all kinds of construction including housing. I am sending you a copy of a memorandum which Mr. Wade T. Childress, Deputy Director General for Field Operations, sent to the War Production Board Regional Directors with respect to public housing projects. I have furnished Mr. Childress with a list of the Federal Public Housing Authority Regional Directors.

HERBERT EMMERICH
Commissioner

Attachment

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FEDERAL PUBLIC HOUSING AUTHORITY
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NHA
FPHA

12-4-42

7.58
Regional
Circular

Attachment

FIELD OPERATIONS CIRCULAR NO.____

TO: Regional Directors,
War Production Board.

FROM: Wade T. Childress,
Deputy Director General
For Field Operations.

SUBJECT:

Mr. Herbert Emmerich, Commissioner, Federal Public Housing Authority, and I have had several discussions with respect to the review of housing projects, and he has kindly offered the services of his field organization and requested that they cooperate with you in bringing about recommendations for discontinuance.

It would therefore be appreciated if before you negotiate any curtailment of building activities in which the Federal Public Housing Authority is interested, that you consult with their regional directors and that before any recommendations come into this office they also contain the recommendation of the Federal Public Housing Authority field office in the territory involved.

FEDERAL PUBLIC HOUSING A
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NHA
FPHA

Mrs. Hughes
#107

7.59
Regional
Circular

12-9-42

SUBJECT: Project Composition, Form FPHA 1152

Under the present decentralized system of operation through regional offices, the Central Office is entirely without means of securing complete and reliable project data of certain kinds without a vast amount of examination of project plans, specifications, and correspondence, and without directing inquiries to the regions to supplement such examination. Certain data with respect to projects in the development phase are urgently required and must be obtained in the very near future and thereafter reported currently with respect to new projects.

It is necessary, therefore, that we call upon the regional offices to compile this material and submit it to the Central Office on Form FPHA 1152, a supply of which is being forwarded to each region. The form should be submitted (original and four copies) to the Central Office, attention of Projects Division, Cost and Construction Contract Analysis Section. While this is a large and burdensome job coming at a time when the regions are exceedingly busy, the securing of this material is highly important and the full cooperation of the regions is requested.

The scope of this inquiry is to include every project authorized from funds under Public 671, Public 9, and Public 849, together with all their various amendments, without regard to what agency develops the project, except trailer projects and projects developed by PBA, the Army, and the Navy.

Where projects are already under construction, the reports shall be made immediately and shall be complete and accurate as of the date of preparation. it is suggested that these reports be prepared by project managers. Where projects are not yet under construction, the reports shall be based upon contract plans and specifications and shall be made and submitted at the same time that the contract plans and specifications are submitted to the Central Office for post review, as provided in the Lanham Development Manual procedures.

It is requested that each regional director submit a schedule immediately, indicating the projects upon which reports are required in accordance with the above instructions and a statement as to when we may expect the reports in each case. It seems reasonable to expect that, in view of the great urgency, all the reports should be submitted to the Central Office not later than two weeks after receipt of this circular.

for W. P. SEAVER
Assistant Commissioner
for Development

707

NHA
FPHA

12-31-42

7.59
Regional
Circular
Supplement No. 1

SUBJECT: Submittal of Project Composition, Form FPHA 1152, for Projects in Management

1. General. This will supplement the instructions in Regional Circular 7.59 in order to include projects in the management stage. The following provisions cover all projects managed by or under the jurisdiction of the FPHA, except trailer projects.

2. Projects Now in Development. Where a project has already been reported upon during the construction or preconstruction stage as provided in Regional Circular 7.59, an additional report on Form 1152 should be submitted as soon as the project enters management if there has been a substantial change in the composition of the project.

3. Projects Now in Management. In order that the Central Office may have information on all projects now in management, the regional office should submit a complete report on Form 1152 for each project. It is suggested that regional directors submit reports on all projects now in management within six months of receipt of this circular.

4. Schedule for Projects. It is suggested also that regional directors submit a schedule of projects now in management together with an indication of when a report may be expected on each. This schedule should not include projects covered in paragraph 2 above. This schedule should be transmitted to the Central Office within two weeks of receipt of this circular.

5. Suggested Procedure. Preparation of Forms 1152 may be simplified for many of the projects since the information required on Form 1152 has been supplied to the regional office on Form FPHA 960, Project Data for Computing Average Annual Costs of Project Administration. In such cases, the data may be transposed from Form 960 to Form 1152. It is suggested that supplemental information not contained on Form 960 be supplied by the housing manager in the case of directly operated projects and by local housing authorities for projects under their jurisdiction.

6. Transmittal of Form. The form shall be transmitted in an original and four copies to the Central Office Management Standards Division.

LEE F. JOHNSON
Assistant Commissioner
for Project Management

NHA
FPHA

7.6
Regional
Circulars

August 3, 1942

SUBJECT: Insurance Functions of the Regional Offices

In accordance with the established policy of the FPHA to operate on a highly decentralized basis, subject to limited controls by the Central Office, each regional director through the Assistant Director for Administration is to assume responsibility for the administration of insurance activities in his region. It is suggested that the Assistant Director be assisted by a regional insurance adviser at Grade CAF-10, $3500.

Responsibilities and Duties: The regional insurance functions will be directed towards securing adequate and appropriate insurance coverage at the lowest possible cost on all projects under the supervision of the FPHA and will involve:

1. The review and approval of all insurance coverages, secured by contractors and all subcontractors on cost-plus-a-fixed-fee contracts or lump-sum contracts and of premium payments.

2. The preparation or review of estimates on annual insurance costs for inclusion in or approval of estimated budgets of operating expenses.

3. Assisting local authorities on all their insurance problems and carrying on any negotiations with them as may become necessary.

4. The examination of all insurance contracts entered into by local housing authorities for determination of proper and sufficient coverages and costs, and within the scope of policy and procedure established in the Central Office, the final approval of insurance contracts including the payment of premiums.

5. The preparation, review, and approval of insurance provisions in all contract documents.

6. Preparation of instructions to local housing authorities on bonding and necessary amendments to by-laws in connection therewith.

7. Determination of conformance by local authorities to insurance requirements as outlined in their by-laws and loan and annual contributions contract.

8. Interpretation of building laws and codes, and atate and municipal ordinances relating to local housing projects as respects insurance.

9. Maintenance of expiration, loss, and experience records of all types of insurance coverages; and maintenance of a file of insurance information and other insurance data.

10. Preparation of recommendation to the regional director regarding corrective steps to be taken to eliminate hazards which might cause injury and result in damage suits.

11. Maintenance of a continuous study of insurance rates, coverages, etc., in order to effectuate the lowest possible premium costs.

Coordination of Regional and Central Office Functions

The Central Office will prescribe standards, methods, and procedures through the issuance of appropriate instructional media to be observed with respect to all insurance matters in the regional office and render to the regional office such assistance as may be required.

Such problems as cannot be successfully resolved in the regional office shall be referred to the Central Office together with any recommendations for final action.

Effective Date of Decentralization

Decentralization of responsibility for administration of insurance activities will take place immediately upon the appointment of a person in the regional office to perform the duties resulting therefrom. The Central Office will submit files of qualified candidates to the regional directors for consideration.

JOHN N. EDY
Assistant Commissioner
for Administration

NHA
FPHA
12-30-42

7.61
Regional
Circular

SUBJECT: Eligibility for Occupancy of War Housing

The purpose of this regional circular is to explain the general interpretation the FPHA has given to the Administrator's Order 60-1 regarding eligibility for war housing. A more detailed interpretation will be issued as part of the Management Manuals.

1. Administrator's General Order No. 60-1. There is attached a General Order issued by the Administrator on the subject "Eligibility for Occupancy of War Housing (Private and Public)."

This Order was developed in collaboration with the War Production Board and the War Manpower Commission. It is intended to be applicable to all war housing (public or private) which is under the jurisdiction or supervision of the National Housing Agency or its constituent units. Under the terms of this Order, all tenants for public war housing projects are to be selected hereafter in accordance with the eligibility standards set forth therein. Each regional director is responsible for obtaining compliance with the Order with respect to the management of all public housing projects under his supervision.

2. Application of Order to Federally-Owned War Housing Projects. With respect to all Federally-owned public war housing projects (Lanham, Public No. 9, Public No. 781, and Federally-owned Public No. 671 Projects) appropriate directions to obtain compliance with this Order should be issued immediately by regional directors to housing managers or local authorities managing or leasing such projects.

3. Application of Order to Local Authority Owned War Housing Projects. With respect to local authority owned public war housing projects (Public No. 671 and priority assisted low rent housing projects) regional directors shall immediately request local authorities to appropriately amend their management programs (including resolutions on specimen forms No. 76 and 77) to conform to the provisions of this Order.

Monthly progress reports setting forth the status of the amendments to these management programs for local authority owned public war housing projects shall be submitted to the Management Branch of the Central Office.

4. Locality List of Designated War Plants. You will note that Section 2 (1) of the attached Order refers to a locality list of plants, establishments and other units which are engaged in war activities. The existing list of designated war plants now used for selecting tenants for public war housing projects should continue in effect until you are otherwise notified by the NHA Regional Representative.

8735

5. Eligibility of Federal Employees. You will note that the Federal employees described in Section 2-2 (a) and 2-2 (b) of the attached Order are eligible for occupancy of any war housing project; whereas occupancy by Federal employees described in Section 2-2 (c) is restricted to war housing projects other than those built under Title I of the Lanham Act and P.A. No. 781. A copy of the Bureau of the Budget circular referred to in Section 2-2 (c) is attached.

6. Application of the Order. All dwellings in war housing projects shall be reserved for indispensable in-migrant civilian war workers (as defined in NHA General Order No. 60-1) for a period of 90 days from the date when the dwellings first became available for occupancy. This period of initial reservation may, at the direction of the Regional Representative of the NHA, be extended for an additional period not in excess of 60 days. After the period of reservation is ended any dwellings remaining vacant may be leased to other civilian war workers (as defined in NHA General Order No. 60-1) or to enlisted men in the naval or military services of the United States or to officers of the Army and Marine Corps not above the rank of captain, and officers of the Navy and Coast Guard, not above the grade of lieutenant, senior grade, assigned to duty at naval or military reservations, posts, or bases, or to duty at defense industries; Provided, however, that preference shall at all times be given to indispensable in-migrant civilian war workers. In the filling of vacancies which occur after initial occupancy first preference shall be given to indispensable in-migrant civilian war workers.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

Attachments: NHA GENERAL ORDER NO. 60-1. Effective 11/27/42
Bureau of the Budget, Circular No. 400. 9/25/42

It is suggested that holders of the Local Authority Management Manual cross reference this in the margin alongside Section 7 on page 298, Section 6 on page 304, subdivision I page 325 and subdivision III page 329.

Holders of the Direct Management Manual should cross reference this in the margin alongside Section 6 page 10, subdivision I page 31, subdivision III page 34.

8735

Operating Manual
NATIONAL HOUSING AGENCY
Office of the Administrator

NHA GENERAL ORDER NO. 60-1

Approved 11/27/42
Effective 11/27/42

(Signed) John B. Blandford, Jr.
Administrator

ORIGINAL FILED IN OFFICE OF DIRECTOR, ADMINISTRATIVE RELATIONS DIVISION

SUBJECT: PUBLIC REGULATION - Eligibility for Occupancy of War Housing (Private and Public)

(Applies to all employees of the National Housing Agency and to all persons engaged in the management of public or private housing reserved for war workers)

SECTION 1 General Policy

.01 The National Housing Agency is responsible for the proper occupancy of war housing under its control and for the adoption of regulations assuring the reservation of war housing for indispensable in-migrant civilian war workers.

.02 The statement of policy issued jointly by the War Production Board and the National Housing Agency on April 15, 1942, established that the National Housing Agency would provide housing only for war workers whose in-migration from beyond the distance of feasible transportation into localities of intensive war production activity is indispensable to augment the local labor supply to the extent necessary for securing maximum practicable war production. By the Directive of July 16, 1942, the War Department, the Navy Department and the National Housing Agency have agreed further that the NHA shall program housing only for indispensable in-migrant civilian war workers, and that with respect to housing already programmed preference shall be given to such workers.*

.03 For the purpose of carrying out the general policy indicated above, the following definitions are necessary to determine "indispensable in-migrant civilian war workers." The application of these definitions shall be subject to such regulations respecting preferences as may hereafter be adopted.

SECTION 2 Definition of Civilian War Worker

.01 Civilian war workers, in addition to qualifying as "indispensable in-migrants" according to sections 3 and 4 below, are those falling within one of the following classifications:

1 Civilian workers employed in plants, establishments, or other units which are included on a Locality List (prepared for each defense housing critical area by the NHA Regional Representative with the advice of a designated representative of the War Manpower Commission) because they are engaged primarily in the following essential war activities:

(a) Production, mining or fabrication of materials or products used exclusively or almost exclusively by the armed forces and the merchant

* In the District of Columbia, however, in-migrant enlisted men and officers of the Army and Navy shall be eligible except that, in projects under the Lanham Act, P.A. No. 671 and P.A. No. 781, officers above the rank of Captain in the Army and Lieutenant Senior Grade in the Navy shall not be eligible.

marine (not including articles used also by civilians such as clothing, shoes, food, soap, etc.), and production, mining or fabrication of materials or products going into or used for the production or fabrication of such materials or products;

(b) Transportation where it is vitally necessary to the transport of war materials or products, war workers, or the armed forces;

(c) Power production where it is vitally necessary for (a), (b), or (d);

(d) Production or repair of equipment, machinery, and tools needed for the foregoing activities.

Construction workers shall not be eligible for war housing unless they are engaged in construction needed for the foregoing activities and (except for existing structures and trailers) unless the prospect is that they will be stationed in the locality for the duration of the emergency as "civilian war workers."

2 Civilian employees of the United States in the following categories:

(a) Persons working in (though not necessarily employed by) plants, establishments, or units included on the Locality List specified under 1 above;

(b) Employees of the Navy or War Department assigned to duty at naval or military reservations, posts or bases which also are included on the Locality List specified under 1 above;

(c) Employees of Federal agencies in classes 1, 2, 3, and 4, of the "Priority Classification of Executive Departments and Agencies" issued by the Bureau of the Budget on September 25, 1942, who are administratively determined hereby to be engaged in work essential to national defense. (Employees in this category are not eligible for occupancy as civilian war workers in projects developed under Title I of the Lanham Act or P.A. No. 781).

3 Civilian workers (including employees of the United States) engaged in services performed within a defense housing critical area and necessary to the health and safety of "civilian war workers" in that area: Provided, that the NHA Regional Representative and a designated representative of the War Manpower Commission deem in-migration into the area indispensable to furnishing such services and on that basis includes such services on the Locality List specified under 1 above. These services may include water, sewage, and public utility services; medical, dental, and public health services; fire and police protection; educational services; and in exceptional circumstances food distribution and essential neighborhood service trades.

SECTION 3 Definition of In-Migrant Civilian War Worker

.01 In-migrant civilian war workers, in addition to qualifying as "civilian war workers" and as "indispensable" according to sections 2 and 4,

must fall within one of the following classifications:

1 A civilian war worker whose present or most recent residence is beyond practicable daily commuting distance from his place of work;

2 A civilian war worker who is a family head whose family is housed separately from him at a home beyond practicable daily commuting distance from his place of employment and who finds it necessary to bring his family to live with him;

3 A civilian war worker who, within one year prior to the date of execution of a contract of purchase or a lease of public or private war housing, has come into the locality from a former home beyond practicable daily commuting distance, and who now has to live under temporary or makeshift conditions so intolerable as to impair his efficiency.

.02 A civilian war worker who cannot find other suitable living conditions when forced to move from his dwelling because it is to be demolished or converted to other use or the possession thereof recovered by the lessor in a manner permitted by the regulations issued by the Administrator of the OPA, shall be considered in the same category as an in-migrant.

.03 "Practicable daily commuting distance" shall mean a distance within which it is possible to commute daily to the place of employment by established common carrier or by private transportation available to the worker with a cost to the war worker of not more than 50¢ per round trip and with normal traveling time of not more than three hours per round trip.

SECTION 4 Definition of Indispensable In-Migrant Civilian War Worker

.01 The term indispensable in-migrant civilian war worker shall include only those "in-migrant civilian war workers", qualified according to sections 2 and 3 above, whose in-migration into an area is absolutely necessary to the war effort. The War Manpower Commission shall furnish lists for the various areas, indicating whether or not for various occupations there are such shortages of labor as to justify in-migration. The War Manpower Commission will not regard a shortage of labor justifying in-migration to exist unless every reasonable effort has been made to meet labor requirements by use of local labor and by other practicable alternatives. No war housing shall be reserved for any civilian war worker who in-migrates to an area subsequent to a determination by the War Manpower Commission that no such shortage of labor exists in the area with respect to the occupation to which he belongs.

SECTION 5 Field Interpretation

.01 NHA Regional personnel shall consult and advise with a designated representative of the War Manpower Commission in interpreting these definitions in borderline cases arising out of special local conditions. Through such consultation most borderline cases can be handled in the field. Interpretations which would amount to amendment shall be referred to the Office of the Administrator.

NHA
FPHA

12-30-42

7.61
Regional
Circular
Attachment 2

Circular No. 400

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington, D.C.

September 25, 1942

TO THE HEADS OF EXECUTIVE DEPARTMENTS,
INDEPENDENT ESTABLISHMENTS AND AGENCIES

SUBJECT: Priority Classification of Executive Departments and Agencies, required by Executive Order No. 9243

In accordance with the provisions of Section 2 of Executive Order No. 9243, there is hereby established the following priority classification of the several departments and agencies, based on their relative importance to the war program. The classification will be used by the Civil Service Commission in the control and regulation of transfers of Federal employees.

The priorities established are as to classes only. The order of listing of departments and agencies, or parts thereof, within each class is not indicative of any priority within that class.

This priority classification supersedes the classification established under Circular No. 388, February 26, 1942, required by Executive Order No. 9067. It becomes effective September 27, 1942.

CLASS 1.

Department of Agriculture:
- Agricultural Adjustment Agency: Washington and Salt Lake City aerial photography laboratories, (military work)
- Forest Service:
  - Division of Engineering: Army mapping activities
  - Emergency rubber project
- Soil Conservation Service: Cartographic Division, (military work)

Department of Commerce:
- Coast and Geodetic Survey:
  - Division of Charts
  - Division of Coastal Surveys
  - Division of Geodesy

CLASS 1. (Continued)

Department of the Interior:
- Office of Petroleum Coordinator for War
- Office of Solid Fuels Coordinator for War
- Geological Survey:
  - Topographic Branch
  - Division of Engraving and Printing
- Bureau of Mines: Helium production

Department of Justice: Federal Bureau of Investigation

Navy Department

Treasury Department: Procurement Division (lend-lease activities)

War Department:
- Departmental and military activities
- Alaska Communication System
- Inter-American Defense Board
- Civil functions, Corps of Engineers:
  - U. S. Lake Survey
  - Mapping Sections (Little Rock, Atlanta, and Los Angeles Districts)

Executive Office of the President:
- The White House Office
- Board of Economic Warfare
- Office for Emergency Management:
  - Office of Scientific Research and Development
  - War Manpower Commission (except as otherwise specified)
  - War Production Board
  - War Shipping Administration (except as otherwise specified)
- Office of Strategic Services

National Advisory Committee for Aeronautics

Selective Service System

United States Maritime Commission

CLASS 2.

Department of Agriculture:
- Office of the Secretary: Immediate Offices of the Secretary, Under Secretary, and Assistant Secretary
- Office of Foreign Agricultural Relations
- Office for Agricultural War Relations: Food Requirements Committee activities
- Forest Service:
  - Alaska Sitka spruce project
  - Division of Forest Products: Studies requested by agencies in classes 1 and 2
  - Bureau of Agricultural Chemistry and Engineering: Studies requested by agencies in classes 1 and 2

CLASS 2. (Continued)

Department of Commerce:
- Office of the Secretary:
  - National Inventors Council
  - Loan agencies: Reconstruction Finance Corporation (war activities)
- Office of Administrator of Civil Aeronautics:
  - General administration
  - Civilian pilot training program
  - Development of landing areas
  - Establishment of air-navigation facilities
  - Maintenance and operation of air-navigation facilities
- Bureau of Standards: Research and production
- Coast and Geodetic Survey (except as specified above)
- Weather Bureau

Department of the Interior:
- Office of the Secretary: Immediate Offices of the Secretary,
  - Under Secretary, and Assistant Secretaries
  - Bituminous Coal Division
  - Bonneville Power Administration
  - Division of Power
- National Power Policy Committee
- Office of Indian Affairs:
  - Power projects
  - Cooperation with War Relocation Authority
- Bureau of Reclamation: Power projects

Department of Justice:
- Office of the Attorney General
- Criminal Division: National Defense Section
- Anti-Trust Division: Board of Economic Warfare Section
- War Division:
  - Special War Policies Unit
  - Alien Enemy Control Unit

Department of State (except as otherwise specified)

Treasury Department:
- Office of the Secretary: Immediate Offices of the Secretary,
  - Under Secretary, and Assistant Secretaries
- Bureau of Internal Revenue
- Secret Service Division

War Department:
- Civil functions, Corps of Engineers:
  - Power projects
  - Navigation and flood control projects directly connected with the prosecution of the war
- Panama Canal

CLASS 2. (Continued)

Executive Office of the President:
- Bureau of the Budget
- Office for Emergency Management:
  - Office of Defense Transportation
  - Office of Lend-Lease Administration
  - Office of War Information
  - War Communications Board
  - War Manpower Commission:
    - National Roster of Scientific and Specialized Personnel
    - Procurement and Assignment Division
    - Employment Service
    - Training Within Industry Service
    - Apprenticeship Training Service
    - National Youth Administration
  - War Relocation Authority
  - War Shipping Administration: Division of Training
  - Office of Censorship
  - Office of Price Administration

Civil Service Commission (except Retirement Division)

Federal Communications Commission: War activities

Federal Power Commission: War activities

Railroad Retirement Board: Employment Service activities

Tennessee Valley Authority

Veterans' Administration: National Service Life Insurance activities

Federal Security Agency:
- Office of Education: Defense training
- Public Health Service:
  - Disease and sanitation investigations: Studies requested by agencies in classes 1 and 2
  - National Institute of Health:
    - Production of vaccines
    - Studies requested by agencies in classes 1 and 2
  - Training for nurses

National Housing Agency:
- Office of Administrator: War housing
- Federal Housing Administration: War housing
- Federal Public Housing Authority: War housing

CLASS 3.

Department of Agriculture:
- Office for Agricultural War Relations (except as specified above)
- Office of Experiment Stations: Insular Experiment Station (Puerto Rico)
- Bureau of Plant Industry: Rubber investigations
- Forest Service:
  - Northeastern Timber Salvage Administration
  - General administration
  - Division of Fire Control
  - Division of Timber Management
  - Division of Range Management
  - Division of Engineering (except as specified above)
  - Personnel assigned to National Forests Administration
  - Construction of strategic mineral and timber roads
- Agricultural Adjustment Agency
- Agricultural Marketing Administration
- Commodity Credit Corporation
- Sugar Agency

Department of Commerce:
- Office of the Secretary: Immediate Offices of the Secretary, Under Secretary and Assistant Secretary
  - Loan agencies: Export-Import Bank of Washington
- Office of Administrator of Civil Aeronautics: Technical development

Department of the Interior:
- Office of the Secretary:
  - Petroleum Conservation Division
  - Division of Territories and Island Possessions
  - Government in the Territories
  - U. S. High Commissioner to the Philippine Islands
  - Grazing Service
  - Office of Director of Forests
- General Land Office:
  - Forest protection and management
  - Grazing lease administration
- Office of Indian Affairs:
  - Irrigation projects: Operation, maintenance, and protection of project works
  - Forest and range management
- Bureau of Reclamation:
  - Reclamation projects: Construction, operation, and maintenance
  - Protection of project works
- Geological Survey (except as specified above)
- Bureau of Mines (except as specified above)
- National Park Service: Branch of forestry
- Fish and Wildlife Service: Division of Fishery Industries

Department of Justice:
- Office of the Solicitor General
- Office of the Assistant Solicitor General
- Office of the Assistant to the Attorney General

CLASS 3. (Continued)

Department of Justice: (Continued)
- Immigration and Naturalization Service: Border patrol
- Lands Division
- War Division: Alien Property Unit
- War Frauds Unit
- Offices of the United States Attorneys

Department of Labor:
- Office of the Secretary: Immediate Offices of the Secretary and Assistant Secretaries
- Division of Labor Standards
- Commissioners of Conciliation

Treasury Department:
- Foreign funds control
- Division of Research and Statistics
- Office of Tax Legislative Counsel
- Division of Tax Research
- Division of Monetary Research

Executive Office of the President:
- National Resources Planning Board
- Office for Emergency Management:
  - Alien Property Custodian
  - Office of Defense Health and Welfare Services
  - Office of Liaison Officer
  - Central Administrative Services
  - Office of Civilian Defense
  - National War Labor Board
  - Office of Coordinator of Inter-American Affairs

General Accounting Office:
- Immediate offices of the Comptroller General and Assistant Comptroller General
- Office of General Counsel
- Audit Division:
  - War Contracts Audit Section
  - War Contracts Examining Section
  - War Contracts Project Audit Section

Interstate Commerce Commission:
- Preventing car shortages

National Labor Relations Board

National Mediation Board

The Alley Dwelling Authority

Veterans' Administration: Immediate Office of the Administrator

CLASS 3. (Continued)

Federal Security Agency:
- Office of the Administrator: Immediate Offices of the Administrator and Assistant Administrators
- Public Health Service:
  - Surgeon General and immediate staff
  - Emergency health and sanitation activities
  - Venereal disease control (adjacent to military areas)

Federal Works Agency:
- Office of the Administrator: Immediate Offices of the Administrator and Assistant Administrator
  - War public works program
- Public Roads Administration
- Public Buildings Administration:
  - War public works program
  - Protective Construction Unit

CLASS 4.

Department of Agriculture:
- Office of the Secretary (except as specified above)
- Office of the Solicitor
- Office of Information
- Office of the Agricultural Research Administrator
- Office of the Agricultural Conservation and Adjustment Administrator
- Bureau of Agricultural Economics:
  - Division of Statistical and Historical Research
  - Division of Marketing and Transportation Research
  - Division of Program Surveys
  - Division of Economic Information
  - Chief of Bureau and immediate staff
- Bureau of Animal Industry: Meat inspection
- Bureau of Dairy Industry:
  - Division of Dairy Herd-Improvement Investigations
  - Division of Dairy Market Milk Investigations
  - Division of Dairy Research Laboratories
- Bureau of Home Economics: Division of Foods and Nutrition
- Soil Conservation Service:
  - Agronomy Division
  - Engineering Division
  - Land Management Division
  - Soil Conservation Survey Division
  - Personnel assigned to the administration of soil conservation districts, demonstration projects, and land utilization projects
- Rural Electrification Administration (except collection of loans)

Department of Commerce:
- Office of the Secretary (except as specified above)
- Bureau of Standards (except as specified above)

CLASS 4. (Continued)

Department of Commerce: (Continued)
- Patent Office
- Bureau of Foreign and Domestic Commerce
- Bureau of the Census
- Office of Administrator of Civil Aeronautics:
  - Enforcement of safety regulations
  - Maintenance and operation, Washington National Airport
- Civil Aeronautics Board

Department of the Interior:
- Office of the Secretary (except as specified above)
- General Land Office:
  - Mineral leasing
  - Administration of mining laws
- Office of Indian Affairs: Mineral leasing

Department of Justice:
- Administrative Division
- Immigration and Naturalization Service: Alien registration

Department of Labor:
- Office of Solicitor: Bacon-Davis determinations
- Bureau of Labor Statistics

Post Office Department (except as otherwise specified)

Department of State:
- International Fisheries Commission
- Pacific Salmon Fisheries Commission
- International Boundary Commission, U. S. and Mexico

Treasury Department:
- Office of the Secretary (except as specified above)
- Office of the General Counsel
- Division of Personnel
- Office of the Chief Clerk
- Bureau of Accounts
- Bureau of the Public Debt
- War Savings Staff
- Office of the Treasurer of the United States
- Bureau of Customs: Inspection and guard duties
- Bureau of Narcotics
- Bureau of the Mint
- Bureau of Engraving and Printing

Bituminous Coal Consumers' Counsel

Federal Communications Commission (except as specified above)

Federal Power Commission (except as specified above)

Federal Trade Commission

CLASS 4. (Continued)

Interstate Commerce Commission (except as specified above)

National Archives

Tariff Commission

Veterans' Administration:
- Hospital activities
- Office of Executive Assistant to the Administrator
- Office of Solicitor

Federal Security Agency:
- Food and Drug Administration
- Public Health Service:
  - Office of the Surgeon General (except as specified above)
  - Disease and sanitation investigations (except as specified above)
  - National Institute of Health (except as specified above)
  - Preventing spread of epidemic diseases
  - Venereal disease control (except as specified above)
  - Division of Marine Hospitals and Relief (except Leprosarium at Carville, La.)
  - Division of Mental Hygiene: Hospital at Fort Worth, Texas
- Saint Elizabeths Hospital

CLASS 5.

Department of Agriculture (except as specified above)

Department of Commerce (except as specified above)

Department of the Interior (except as specified above)

Department of Justice (except as specified above)

Department of Labor (except as specified above)

Post Office Department:
- Philatelic Agency
- Operating force, public buildings

Department of State:
- International Boundary Commission (U. S. and Canada)
- International Joint Commission (U. S. and Great Britain)

Treasury Department (except as specified above)

War Department Civil functions (except as specified above)

Executive Office of the President: Maintenance, Executive Mansion and grounds

American Battle Monuments Commission

CLASS 5. (Continued)

Board of Investigation and Research -- Transportation

Board of Tax Appeals

Civil Service Commission: Retirement Division

Employees' Compensation Commission

Federal Deposit Insurance Corporation

General Accounting Office (except as specified above)

National Capitol Park and Planning Commission

Railroad Retirement Board (except as specified above)

Securities and Exchange Commission

Smithsonian Institution, including National Gallery of Art

Veterans Administration (except as specified above)

Federal Security Agency (except as specified above)

Federal Works Agency (except as specified above)

National Housing Agency (except as specified above)

HAROLD D. SMITH
Director

NHA
FPHA

12-9-42

7.60
Regional
Circular

SUBJECT: Provision Against Increases in Utility Rates

As you know, Public Law 729, 77th Congress, Second Session, provides in part as follows:

> "No common carrier or other public utility shall make any general increase in its rates or charges which were in effect on September 15, 1942, unless it first gives thirty days' notice to the President, or such agency as he may designate, and consents to the timely intervention by such agency before the Federal, State, or Municipal Authority having jurisdiction to consider such increase."

On the reverse, for your information, is a copy of Directive No. 1 issued by the Director of Economic Stabilization under date of October 14, 1942, in furtherance of this Act. You will note that, by virtue of this Directive, the Price Administrator of the Office of Price Administration has been designated as the representative of the Director of Economic Stabilization for the purpose of effectuating the provisions of the Act with regard to increases in utility rates or charges.

David F. Krooth

DAVID L. KROOTH
General Counsel

OFFICE OF ECONOMIC STABILIZATION

[Directive No. 17]

Designation of Price Administrator of Office of Price Administration as Representative of Director of Economic Stabilization to Receive Notices of Increases in Common Carrier or Other Public Utility Rates and Charges

By virtue of the authority vested in me by Executive Order No. 9250, of October 3, 1942, and in order to effectuate the provisions of Paragraph 4 of Title VI of that Executive Order and of section 1 of the Act of October 2, 1942 (Pub. Law 729, 77th Cong.), entitled "An Act to amend the Emergency Price Control Act of 1942, to aid in preventing inflation, and for other purposes", I hereby designate the Price Administrator of the Office of Price Administration as the representative of the Director of Economic Stabilization to receive notices of increases in common carrier or other public utility rates and charges, with authority to issue appropriate regulations for the receipt of such notices and to intervene and participate in proceedings before Federal, State, and municipal authorities in connection with proposed increases in such rates and charges, subject to such directives on policy as may be issued by the Director. Nothing in this order shall be construed to limit the right of the Office of Price Administration, on its own behalf, to intervene or participate in any common carrier or other public utility proceeding or to take such other steps as it may deem appropriate with respect to common carrier or other public utility rates or charges for the purpose of effectuating the policies of the Emergency Price Control Act of 1942 (Pub. Law 421, 77th Cong.) as amended by the Act of October 2, 1942 (Pub. Law 729, 77th Cong.).

This order shall become effective upon issuance.

Issued at Washington, D. C., this 14th day of October 1942.

JAMES F. BYRNES,
Director of Economic Stabilization.

[F. R. Doc. 42-10937; Filed, October 27, 1942; 5:13 P. M.]

NHA
FPHA

3-19-43

7.61
Regional
Circular
Supplement 1

SUBJECT: Eligibility for Occupancy of War Housing

There is herewith transmitted a copy of Administrator's General Order 60-5, "Public Regulations - Occupancy of Public War Housing", and a copy of General Order 60-5A which amends Section 2.01 of Order 60-5. The provisions of these Orders supersede the interpretation of Order 60-1 which was contained in Regional Circular 7.61, dated December 30, 1942. Administrator's General Order 60-1 transmitted on December 30, 1942 and 60-5 and 60-5A transmitted herewith now embody the outstanding instructions as to eligibility and reservation of public war housing.

It should be noted that Order 60-5A provides for an initial reservation period which, as a general rule, shall be not more than sixty days (subject to extension) instead of the ninety-day period heretofore in effect.

Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
for Project Management

It is suggested that holders of the Local Authority Management Manual cross reference this in the margin alongside Section 7 on Page 298, Section 6 on Page 304, subdivision I Page 325 and subdivision III Page 329.

Holders of the Direct Management Manual should cross reference this in the margin alongside Section 6 Page 10, subdivision I Page 31, subdivision III Page 34.

NHA
FPHA

7.61 Regional Circular Attachment 1 to Supplement 1

60-5
Page 1 of 3

Operating Manual
NATIONAL HOUSING AGENCY
Office of the Administrator

NHA GENERAL ORDER NO. 60-5
(Appears in Federal Register as Title 24, Chapter VII)

Approved 2/2/43

Effective 2/5/43

John B Blandford, Jr
Administrator

ORIGINAL FILED IN OFFICE OF DIRECTOR, ADMINISTRATIVE RELATIONS DIVISION

SUBJECT: PUBLIC REGULATIONS - Occupancy of Public War Housing

(Applies to all employees and representatives of the National Housing Agency and to all persons engaged in the management of public housing reserved for war workers)

SECTION 1 General Policy

.01 The purpose of this General Order is to set forth the public war housing to which occupancy standards apply, the persons who are eligible war workers for such housing, the length of time such housing must be held for their use, and the conditions under which such housing may be made available for other purposes.

SECTION 2 Exclusive Reservation

.01 On or after February 10, 1943, initial occupancy and re-occupancy of every dwelling accommodation in all Federally-owned or leased public war housing projects under the jurisdiction or control of NHA, or any of its constituent units, 1/ shall be reserved exclusively for eligible war workers, as defined in NHA General Order No. 60-1, except (a) with respect to 4 Lanham Act mutual ownership projects under the jurisdiction of FPHA (which are substantially completed and occupied), resident as well as in-migrant civilian war workers may be admitted to occupancy, and (b) with respect to off reservation or off post projects programmed for military or naval personnel prior to July 16, 1942 (the date of the joint directive of the War Department, Navy Department and National Housing Agency), eligible military or naval personnel, as certified by the local commandant, 2/ may be admitted to occupancy, provided that preference (without a specified reservation period) has first been given to indispensable in-migrant civilian war workers.

1/ All public war housing projects undertaken pursuant to (a) the Lanham Act (Public No. 849, 76th Congress) as amended (including conversion projects undertaken under the supervision of NHA Homes Use Service), (b) Public Acts Nos. 9, 73, 353, 77th Congress, and (c) Public Act No. 781, 76th Congress; all projects of Defense Homes Corporation; and all Federally-owned projects undertaken pursuant to Public Act No. 671, 76th Congress.

2/ In such projects, tenants are selected by the local commandant.

.02 On or after February 10, 1943, initial occupancy or re-occupancy of every dwelling accommodation in all FPHA-aided public war projects 3/ for which applications for priority assistance are submitted to WPB after February 10, 1943 shall be reserved exclusively for such eligible war workers, as defined in NHA General Order No. 60-1, as are eligible for occupancy thereof under applicable state or Federal laws. 4/

.03 On or after February 10, 1943, re-occupancy of every dwelling accommodation in such Federally-owned public non-war housing projects 5/ under the jurisdiction of FPHA, as the National Housing Administrator determines are suitable to provide war housing, shall be reserved exclusively for eligible war workers as defined in NHA General Order No. 60-1. 6/

Provided, that after any housing accommodation, described in the foregoing Sections 2, .01, .02 and .03, has been held available for occupancy by such eligible war workers for 60 days after completion or for 60 days after any vacancy occurs,

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3/ Federally-aided local authority-owned Public Act No. 671 projects and priority assisted Public Act No. 412 projects.

4/ Tenant selection, in projects included in this Section 2 .02 which are located in States that have not enacted appropriate defense or war housing legislation, is subject to low income limitations of applicable state housing legislation; and with respect to those projects which are not converted to Public Act No. 671, tenant selection is subject also to the low income limitations of the United States Housing Act and of applicable state housing legislation.

5/ FPHA-operated PWA Housing Division projects, local authority-leased PWA Housing Division projects, and non-farm housing projects transferred to FPHA from FSA pursuant to the provisions of paragraph 1(g) of Executive Order No. 9070.

6/ On all projects described in this Section 2 .03 where there are outstanding lease or sale agreements, compliance with the provisions of this Order is subject to appropriate modification of such outstanding lease or sale agreements to conform them to the provisions of this Order. On all PWA Housing Division projects, compliance with the provisions of this Order is subject to the obtaining of appropriate Presidential findings and conversion to Public Act No. 671.

the NHA constituent agency having control of any such dwelling accommodation may (if the NHA Regional Representative has been informed fifteen days in advance to indicate a further holding period if he deems it desirable) permit such housing accommodation to be occupied by (a) other civilian war workers (as defined in NHA General Order No. 60-1) or to enlisted men in the naval or military services of the United States or to officers of the Army or Marine Corps not above the rank of captain, and officers of the Navy and Coast Guard, not above the grade of lieutenant, senior grade, assigned to duty at naval or military reservations, posts or bases, or to duty at defense industries; or (in the event there is no present or anticipated demand for occupancy by such other civilian or military war workers) to (b) others eligible for occupancy as prescribed by the NHA constituent agency having control of such dwelling accommodation.

SECTION 3 Limited Reservation

.01 Reasonable preference for occupancy by war workers (as required by the conditions under which priority assistance was granted 7/) shall be observed with respect to all FPHA-aided public war housing projects for which applications for priority assistance were submitted to WPB prior to February 10, 1943. 8/ The local housing authorities that own and manage these projects shall be requested to conform, to the extent practicable, their management programs by reserving initial occupancy or re-occupancy in these projects to such eligible war workers (as defined in NHA General Order No. 60-1) as are eligible under applicable state or Federal laws in the same manner as is required with respect to the projects described in Section 2 .02 above.

7/ The conditions under which priority assistance for these projects were granted defined reasonable preference as meaning that each dwelling unit shall be reserved for occupancy by in-migrant or resident war workers for 30 days after the entire project is available for occupancy or 90 days from starting to take tenant applications, whichever period is longer.

8/ Includes Federally-aided local authority-owned Public Act No. 671 projects and priority assisted Public Act No. 412 projects, but excludes normal low rent housing projects under Public Act No. 412 which merely obtained civilian priority assistance without a requirement of reasonable preference for war workers.

NHA
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7.61 Regional
Circular
Attachment 2 to
Supplement 1

Operating Manual
NATIONAL HOUSING AGENCY
Office of the Administrator

NHA GENERAL ORDER NO. 60-5A
(Appears in Federal Register as Title 24, Chapter VII)

Approved 3/19/43

Effective 3/23/43

John B Blandford, Jr
Administrator

ORIGINAL FILED IN OFFICE OF DIRECTOR, ADMINISTRATIVE RELATIONS DIVISION

SUBJECT: PUBLIC REGULATIONS - Occupancy of Public War Housing

(Applies to all employees and representatives of the National Housing Agency and to all persons engaged in the management of public housing reserved for war workers)

SECTION 1 General Policy

.01 The purpose of this General Order is to amend NHA General Order No. 60-5 as to the length of time public war housing must be held for the use of eligible war workers, and the conditions under which such housing may be made available for other purposes.

SECTION 2 Amendment of NHA General Order 60-5

.01 Section 2 of NHA General Order 60-5 is hereby amended by deleting in its entirety the proviso clause constituting the last paragraph thereof and substituting in lieu thereof the following:

PROVIDED, that after any housing accommodation, described in the foregoing Sections 2, .01, .02 and .03, has been held available for occupancy by such eligible war workers for a reasonable period of time after completion or after any vacancy occurs, the NHA constituent unit having control of any such dwelling accommodation may (upon 10 days notice to the NHA Regional Representative, who shall have the privilege of indicating a further holding period if he deems it desirable) permit such housing accommodations to be occupied, in the following order of preference, by (a) eligible in-migrant military personnel, viz, enlisted men in the naval or military services of the United States or to officers of the Army or Marine Corps not above the rank of Captain, and officers of the Navy and Coast Guard not above the grade of Lieutenant, Senior Grade, assigned to duty at military or naval reservations, posts or bases, or to duty at defense industries; (b) other civilian war workers (as defined in NHA General Order No. 60-1) or eligible military personnel; or (c) (in the event there is no present or anticipated demand for occupancy by such other civilian war workers or military personnel) to others eligible for occupancy as determined and prescribed by the NHA constituent unit having control of such dwelling accommodation. The term "reasonable period of time", as used in this proviso, shall be deemed to constitute a period of sixty days, except that a lesser period of time may be established by the NHA constituent unit having control of such dwelling accommodation, if such constituent unit (with the concurrence of the NHA Regional Representative) determines on the basis of local conditions that there is no present or anticipated demand for occupancy of such dwelling accommodations by indispensable in-migrant civilian war workers.

Mrs. Hughes
#107

NHA
FPHA

7.61
Regional
Circular
Supplement 2

SUBJECT: Eligibility for Occupancy of War Housing

There is transmitted herewith a copy of Administrator's General Order 60-1A, "PUBLIC REGULATION - Eligibility for Occupancy of War Housing (Private and Public)". The provisions of General Order No. 60-1A supersede the provisions of General Order 60-1, which was contained in Regional Circular 7.61, dated 12-30-42.

The changes in NHA General Order 60-1 made by General Order 60-1A are indicated below. The material that has been deleted is shown in brackets and the material that has been added is indicated by the broken underscoring.

(1) Section 3.01 3 is revised to read as follows:

A civilian war worker who, [within one year prior to the date of execution of a contract of purchase or a lease of public or private war housing,] subsequent to July 1, 1941, (or such later date as is fixed by the Regional Representative of the NHA for the locality involved) has come into the locality or has brought in his family from a former home beyond practicable daily commuting distance, and who now has to live under temporary or makeshift conditions so intolerable as to impair his efficiency.

(2) Section 3.03 is revised to read as follows:

"Practicable daily commuting distance" shall mean a distance within which it is possible to commute daily to the place of employment by established common carrier or by private transportation available to the worker with a cost to the war worker of not more than fifty cents per round trip and with nominal traveling time of not more than 3 hours per round trip, unless the Regional Representative of the NHA shall have fixed other costs or time for the locality.

Abner D. Silverman

ABNER D. SILVERMAN
For the Assistant Commissioner
For Project Management

NHA
FPHA

7.61 Regional
Circular
Attachment 1 to Supplement 2

Operating Manual
NATIONAL HOUSING AGENCY
Office of the Administrator

NHA GENERAL ORDER NO. 60-1A
(Supersedes NHA General Order 60-1 which should be destroyed)

Approved 4/2/43

Effective 4/2/43

John B. Blandford, Jr.
Administrator

ORIGINAL FILED IN OFFICE OF DIRECTOR, ADMINISTRATIVE RELATIONS DIVISION

SUBJECT: PUBLIC REGULATION - Eligibility for Occupancy of War Housing (Private and Public)

(Applies to all employees of the National Housing Agency and to all persons engaged in the management of public or private housing reserved for war workers)

SECTION 1 General Policy

.01 The National Housing Agency is responsible for the proper occupancy of war housing under its control and for the adoption of regulations assuring the reservation of war housing for indispensable in-migrant civilian war workers.

.02 The statement of policy issued jointly by the War Production Board and the National Housing Agency on April 15, 1942, established that the National Housing Agency would provide housing only for war workers whose in-migration from beyond the distance of feasible transportation into localities of intensive war production activity is indispensable to augment the local labor supply to the extent necessary for securing maximum practicable war production. By the Directive of July 16, 1942, the War Department, the Navy Department and the National Housing Agency have agreed further that the NHA shall program housing only for indispensable in-migrant civilian war workers, and that with respect to housing already programmed preference shall be given to such workers.*

.03 For the purpose of carrying out the general policy indicated above, the following definitions are necessary to determine "indispensable in-migrant civilian war workers." The application of these definitions shall be subject to such regulations respecting preferences as may hereafter be adopted.

SECTION 2 Definition of Civilian War Worker

.01 Civilian war workers, in addition to qualifying as "indispensable in-migrants" according to sections 3 and 4 below, are those falling within one of the following classifications:

1 Civilian workers employed in plants, establishments, or other units which are included on a Locality List (prepared for each defense housing critical area by the NHA Regional Representative with the advice of a designated representative of the War Manpower Commission) because they are engaged primarily in the following essential war activities:

(a) Production, mining or fabrication of materials or products used exclusively or almost exclusively by the armed forces and the merchant marine (not including articles used also by civilians such as clothing, shoes, food, soap, etc.), and production, mining or fabrication

* In the District of Columbia, however, in-migrant enlisted men and officers of the Army and Navy shall be eligible except that, in projects under the Lanham Act, P.A.No 671 and P.A. No. 781, officers above the rank of Captain in the Army and Lieutenant Senior Grade in the Navy shall not be eligible.

of materials or products going into or used for the production or fabrication of such materials or products;

(b) Transportation where it is vitally necessary to the transport of war materials or products, war workers, or the armed forces;

(c) Power production where it is vitally necessary for (a), (b), or (d);

(d) Production or repair of equipment, machinery, and tools needed for the foregoing activities;

Construction workers shall not be eligible for war housing unless they are engaged in construction needed for the foregoing activities and (except for existing structures and trailers) unless the prospect is that they will be stationed in the locality for the duration of the emergency as "civilian war workers."

2 Civilian employees of the United States in the following categories:

(a) Persons working in (though not necessarily employed by) plants, establishments, or units included on the Locality List specified under 1 above;

(b) Employees of the Navy or War Department assigned to duty at naval or military reservations, posts or bases which also are included on the Locality List specified under 1 above;

(c) Employees of Federal agencies in classes 1, 2, 3, and 4, of the "Priority Classification of Executive Departments and Agencies" issued by the Bureau of the Budget on September 25, 1942, who are administratively determined hereby to be engaged in work essential to national defense. (Employees in this category are not eligible for occupancy as civilian war workers in projects developed under Title I of the Lanham Act or P.A. No. 781).

3 Civilian workers (including employees of the United States) engaged in services performed within a defense housing critical area and necessary to the health and safety of "civilian war workers" in that area: Provided, that the NHA Regional Representative and a designated representative of the War Manpower Commission deem in-migration into the area indispensable to furnishing such services and on that basis includes such services on the Locality List specified under 1 above. These services may include water, sewage, and public utility services; medical, dental, and public health services; fire and police protection; educational services; and in exceptional circumstances food distribution and essential neighborhood service trades.

SECTION 3 Definition of In-Migrant Civilian War Worker

.01 In-migrant civilian war workers, in addition to qualifying as "civilian war workers" and as "indispensable" according to sections 2 and 4,

must fall within one of the following classifications:

1 A civilian war worker whose present or most recent residence is beyond practicable daily commuting distance from his place of work;

2 A civilian war worker who is a family head whose family is housed separately from him at a home beyond practicable daily commuting distance from his place of employment and who finds it necessary to bring his family to live with him;

3 A civilian war worker who, subsequent to July 1, 1941, (or such later date as is fixed by the Regional Representative of the NHA for the locality involved) has come into the locality or has brought in his family from a former home beyond practicable daily commuting distance, and who now has to live under temporary or makeshift conditions so intolerable as to impair his efficiency.

.02 A civilian war worker who cannot find other suitable living conditions when forced to move from his dwelling because it is to be demolished or converted to other use or the possession thereof recovered by the lessor in a manner permitted by the regulations issued by the Administrator of the OPA, shall be considered in the same category as an in-migrant.

.03 "Practicable daily commuting distance" shall mean a distance within which it is possible to commute daily to the place of employment by established common carrier or by private transportation available to the worker with a cost to the war worker of not more than 50¢ per round trip and with normal traveling time of not more than three hours per round trip, unless the Regional Representative of the NHA shall have fixed other costs or time for the locality.

SECTION 4 Definition of Indispensable In-Migrant Civilian War Worker

.01 The term indispensable in-migrant civilian war worker shall include only those "in-migrant civilian war workers", qualified according to sections 2 and 3 above, whose in-migration into an area is absolutely necessary to the war effort. The War Manpower Commission shall furnish lists for the various areas, indicating whether or not for various occupations there are such shortages of labor as to justify in-migration. The War Manpower Commission will not regard a shortage of labor justifying in-migration to exist unless every reasonable effort has been made to meet labor requirements by use of local labor and by other practicable alternatives. No war housing shall be reserved for any civilian war worker who in-migrates to an area subsequent to a determination by the War Manpower Commission that no such shortage of labor exists in the area with respect to the occupation to which he belongs.

SECTION 5 Field Interpretation

.01 NHA Regional personnel shall consult and advise with a designated representative of the War Manpower Commission in interpreting these definitions in borderline cases arising out of special local conditions. Through such consultation most borderline cases can be handled in the field. Interpretations which would amount to amendment shall be referred to the Office of the Administrator.

NHA
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12-14-42

7.62
Regional
Circular

SUBJECT: Commercial Facilities

Pending subsequent incorporation in the appropriate management manuals of a section on the subject of commercial facilities, a series of Regional Circulars and of attachments and supplements thereto, will be issued for the guidance of Regional Staff employees, local authorities and Housing Managers. An important article entitled "Restaurant and Cafeteria Operation" is presented herewith as Attachment 1. Supplements to this attachment, as issued will be identified by the same number and should be closely associated with it in filing. Other attachments on other phases of commercial facilities will also be issued from time to time. For material respecting other aspects of commercial facilities, reference is made to Regional Circular 7.21, dated September 28, 1942.

All attachments and supplements will be "keyed" to the appropriate management manuals by reference notes at the bottom of the first page of each. Regional Directors are requested to cause distribution to the holders of the manuals referred to, with appropriate comment if deemed requisite. Those intended for use by local authorities and Housing Managers will be available separately (i.e., unattached) to facilitate such distribution.

Lee F. Johnson
Assistant Commissioner
for Project Management

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It is suggested that holders of the Management Staff Manual cross-reference this material and that previously presented as Regional Circular 7.21, under a new MC-100 series, Commercial Facilities.

In cases in which it is judged that the foregoing does not provide adequate guidance, the matter should be submitted to the Central Office, which will advise and assist Regional Directors in solving cafeteria operation problems.

It is to be noted that the contract form requires that the Operator and certain employees of the operator be bonded. As a guide to Regional Directors, it is belived that the amount of bond to be required on the operator should be approximately 5 percent of the estimated annual gross income but not to exceed $50,000. As to the amounts of fidelity bonds required in the case of individual employees, Regional Directors should be guided by the terms of the contract and be standard business practice.

This Regional Circular Attachment, in its present form, is not intended to be complete but is designed to be of help to Regional Directors in meeting some of their more immediate problems of restaurant and cafeteria operation. Supplements will be provided from time to time as available. The Central Office has restaurant specialists available to assist Regional Directors, as the volume of restaurant and cafeteria operations does not warrant the employment of a full time restaurant specialist in each region at this time. It is also beleived that the Regional Commercial Facilities consultants can be of considerable assistance in the cafeteria program.

Recipients of this Regional Circular Attachment are to make suitable arrangements to assure that this and all subsequent material on this subject are filed together as one composite directive.

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In cases in which it is judged that the foregoing does not provide adequate guidance, the matter should be submitted to the Central Office, which will advise and assist Regional Directors in solving cafeteria operation problems.

It is to be noted that the contract form requires that the Operator and certain employees of the operator be bonded. As a guide to Regional Directors, it is belived that the amount of bond to be required on the operator should be approximately 5 percent of the estimated annual gross income but not to exceed $50,000. As to the amounts of fidelity bonds required in the case of individual employees, Regional Directors should be guided by the terms of the contract and be standard business practice.

This Regional Circular Attachment, in its present form, is not intended to be complete but is designed to be of help to Regional Directors in meeting some of their more immediate problems of restaurant and cafeteria operation. Supplements will be provided from time to time as available. The Central Office has restaurant specialists available to assist Regional Directors, as the volume of restaurant and cafeteria operations does not warrant the employment of a full time restaurant specialist in each region at this time. It is also beleived that the Regional Commercial Facilities consultants can be of considerable assistance in the cafeteria program.

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7 PHA

Mrs. Hughes
#107

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12-14-42

SUBJECT: Commercial Facilities

Pending subsequent incorporation in the appropriate management manuals of a section on the subject of commercial facilities, a series of Regional Circulars and of attachments and supplements thereto, will be issued for the guidance of Regional Staff employees, local authorities and Housing Managers. An important article entitled "Restaurant and Cafeteria Operation" is presented herewith as Attachment 1. Supplements to this attachment, as issued will be identified by the same number and should be closely associated with it in filing. Other attachments on other phases of commercial facilities will also be issued from time to time. For material respecting other aspects of commercial facilities, reference is made to Regional Circular 7.21, dated September 28, 1942.

All attachments and supplements will be "keyed" to the appropriate management manuals by reference notes at the bottom of the first page of each. Regional Directors are requested to cause distribution to the holders of the manuals referred to, with appropriate comment if deemed requisite. Those intended for use by local authorities and Housing Managers will be available separately (i.e., unattached) to facilitate such distribution.

Assistant Commissioner
for Project Management

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It is suggested that holders of the Management Staff Manual cross-reference this material and that previously presented as Regional Circular 7.21, under a new MC-100 series, Commercial Facilities.

NHA
FPHA

12-14-42

7.62
Regional
Circular
Attachment 1

COMMERCIAL FACILITIES

Restaurant and Cafeteria Operations

In order to meet the increasing demand for dining facilities for dormitory and war apartment projects, FPHA has found it necessary to enter into a field which is completely new to public housing. Further, we are entering into this field at one of its most critical periods due to present difficulties in securing an adequate variety of foods and adequate personnel for operation. It is recognized that both of these problems are becoming more acute.

It is therefore deemed essential, at least in the early stages of the restaurant program, to retain a large measure of control in the Central Office as to standards and methods of operation as well as to standards of building layout. We have therefore determined in this office certain methods of operation in order to meet the purpose of this program. That purpose is to assure the provision of adequate dining facilities for war workers housed in FPHA dormitories and dormitory apartments in cases in which it appears that private industry will not do so. Due to the scarcity of materials and the indeterminate length of the usefulness of the projects, it is anticipated that FPHA will have to completely equip restaurants in addition to providing the buildings to house them.

It is essential that these restaurants be so operated as to provide an adequate variety of good, wholesome, and appetizing foods, prepared and served under proper sanitary conditions and at prices within the reach of the war workers for whom the restaurants are provided. In order to assure this result, General Order No. 251.17 authorizes Regional Directors to select operators and operating organizations on the basis of their experience and organizational facilities; preferably those organizations operating one or more cafeterias or restaurants at present. Such restaurant organizations normally maintain in their central offices a staff of experts in the various phases of restaurant operation and, particularly if they are operating a number of restaurants, will normally be able to assign competent managers to new FPHA restaurants from their own employees.

A standard form of cafeteria contract to be used in arranging for cafeteria operation has been adopted in the Central Office and will be furnished to the Regions in the near future. This standard form of cafeteria contract (Specimen Form No. 95 for local authority use and Specimen Form No. 96 for Federal use) will provide for the payment of a lump sum to the operator for his services. This contract will further provide that the operator will collect all income from the operation of the restaurant or cafeteria and will pay out of such income all actual operating expenses of the restaurant or cafeteria. The lump sum to be paid will actually be for the services which the operator performs in directing and supervising the complete operation of the restaurant or cafeteria. The balance of income, after payment of operating expense will be paid to the FPHA quarterly.

It is suggested that holders of the Management Staff Manual cross-reference this material under the MC-100 series, Commercial Facilities.

(over)

Under this plan of operation the success of the restaurant program will depend almost entirely on the operators selected by the Regional Directors. For this reason General Order No. 251.17 authorizes the Regional Director to negotiate contracts for this purpose. It is imperative, therefore, that Regional Directors select only the most experienced and best equipped operators available in each Region. This point cannot be too strongly emphasized.

It is suggested that each Regional Director ascertain the outstanding operators in his Region and discuss our standard type of operating contract with them in order to determine whether or not they will be interested in contracts of this type, if and when the Region is called upon to develop cafeterias even though none are planned at this time.

In negotiating an operating contract, the amount of the proposed compensation in dollars should be based upon an estimate of the annual gross income for the particular restaurant or cafeteria in question. As a guide to Regional Directors, the fee should vary from an amount equivalent to approximately 2 percent to an amount equivalent to approximately 5 percent of the estimated gross income. For example, on an estimated annual gross income of $100,000, the fee used as a basis for negotiation might be 5 percent or $5,000. On an estimated annual gross income of $1,000,000 or more, however, the basis might be only 2 percent or $20,000 in the case of an estimated gross income of exactly $1,000,000.

There may be rare instances in which it is necessary that funds be advanced to operators for the purchase of an initial stock of expendible supplies. In such cases, Regional Directors may approve such advances of funds in amounts deemed to be the minimum amounts which are consistent with the provisions of the contract. In such instances, the contract form must be modified by the incorporation of an additional clause in the following form:

"In order to provide the Operator with sufficient funds to meet essential expenses during the initial period of operation and management of the cafeteria facilities, pursuant to this contract, the ** will advance to the Operator the sum of $_____. Such advance shall be deposited in the Operator's bank account established pursuant to Section 7 of this contract, to be used for the performance of this contract, and shall be repaid to the ** by the Operator when in the opinion of the ** the funds are not further required for such performance.

All such advances should be based upon Budget Estimates approved by the Regional Director. Allotment of funds for such advances to Operators may be obtained by including an additional item at the bottom of the daily memorandum illustrated as page 2 of article MA-300 of the Management Staff Manual.

** Insert "Government" or "Authority" as the case may be.

FEDERAL PUBLIC HOUSING AUTHORITY
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In cases in which it is judged that the foregoing does not provide adequate guidance, the matter should be submitted to the Central Office, which will advise and assist Regional Directors in solving cafeteria operation problems.

It is to be noted that the contract form requires that the Operator and certain employees of the operator be bonded. As a guide to Regional Directors, it is belived that the amount of bond to be required on the operator should be approximately 5 percent of the estimated annual gross income but not to exceed $50,000. As to the amounts of fidelity bonds required in the case of individual employees, Regional Directors should be guided by the terms of the contract and be standard business practice.

This Regional Circular Attachment, in its present form, is not intended to be complete but is designed to be of help to Regional Directors in meeting some of their more immediate problems of restaurant and cafeteria operation. Supplements will be provided from time to time as available. The Central Office has restaurant specialists available to assist Regional Directors, as the volume of restaurant and cafeteria operations does not warrant the employment of a full time restaurant specialist in each region at this time. It is also beleived that the Regional Commercial Facilities consultants can be of considerable assistance in the cafeteria program.

Recipients of this Regional Circular Attachment are to make suitable arrangements to assure that this and all subsequent material on this subject are filed together as one composite directive.

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7.63
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12-16-42

SUBJFCT: Agreement between the Federal Works Agency and the Federal Public Housing Authority with Respect to the Provision of Facilities and Services for the War Public Housing Program*

The Federal Works Agency and the Federal Public Housing Authority have prepared a joint statement defining the types of facilities and services for the War Public Housing Program, not otherwise provided, for which each agency will furnish funds. A copy of this joint statement is attached.

JOHN N. EDY
Assistant Commissioner
for Administration

Attachment

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*Attention is directed to the following references:

Lanham Manual Inserts

LD-810 dated October 14, 1942
LD-810 Addendum No. 1 dated May 29, 1942
LD-810 Addendum No. 2 dated June 27, 1942
LD-810 Addendum No. 3 dated August 8, 1942
LD-811 dated August 26, 1942
LD-812 dated October 22, 1942

Regional Circular 7.25 covers the inter-agency agreement with the Office of Defense Health and Welfare Services.

NHA
FPHA

12-14-42

7.63
Regional
Circular

Attachment 1

November 21, 1942

Mr. Harold Smith, Director
Bureau of the Budget
Washington, D. C.

Dear Mr. Smith:

At a recent conference attended by representatives of the Bureau of the Budget, the Federal Works Agency, and the Federal Public Housing Authority, it was agreed that a statement would be prepared defining the types of facilities for the War Public Housing Program, not otherwise provided, that would be furnished from FWA funds, and those to be furnished from FPHA funds. This statement follows.

1. Water Supply and Sewerage Systems

a. The Federal Works Agency is to assume all responsibility for financing the construction of such water supply and sewerage systems as are needed to service war public housing projects up to the project site line.

b. The Federal Public Housing Authority is to assume responsibility for financing the construction of all water supply and sewerage systems needed to service war public housing projects within the boundaries of their site lines.

c. Where the water supply needed is only to service a war public housing project and will be obtained from wells located upon the project's site, the building of the service supply lines and the pumping plant, the drilling of the wells, and all operation and maintenance expense shall be the financial responsibility of the Federal Public Housing Authority.

(over)

2. Sewage Disposal Plants

a. The Federal Works Agency is to assume all responsibility for financing the construction of such sewage disposal plants or additions as are necessary to properly service public sewerage systems which service war public housing projects.

b. The Federal Public Housing Authority is to assume all responsibility for financing the construction, maintenance, and operation of all sewage disposal plants constructed on war public housing sites which will service only war public housing communities.

3. Access Roads and Bridges (Main Highways)

a. The Federal Works Agency through the Public Roads Administration is to assume all responsibility for financing the purchase of Right of Ways and the construction of roads and bridges needed to service a housing project adjacent to a War Needs Plant and highways passing through the site serving primarily the general public.

b. The Federal Public Housing Authority is to assume all responsibility for financing the construction of street paving, sidewalks, curbs, and gutters on the project portion of all streets bordering war public housing project sites, also for street paving, curbs, and gutters on streets passing through these sites, or those servicing the projects within the site boundaries.

4. Gas and Electricity

The Federal Public Housing Authority as a general rule will not request financial assistance from the Federal Works Agency in making gas and electricity available to the sites of war public housing projects.

5. Fire Stations

a. Where war public housing projects arellocated adjacent to or within an incorporated community, the Federal Works Agency is to assume all responsibility for:

(1) Financing the construction of fire stations

(2) Financing the equipping of fire stations

b. Wherever a war public housing project is the entire community to be safeguarded from fire hazard, the Federal Works Agency is to furnish mobile pumping equipment, and the Federal Public Housing Authority is to assume the responsibility for:

(1) Financing the construction of fire stations

(2) Maintaining and operating the fire equipment and stations

6. Recreational Facilities

The Federal Public Housing Authority is to assume financial responsibility for the construction, equipping, furnishing, and for providing the operation of all recreational facilities which it regards as necessary to service the tenants of its war public housing projects.

7. Schools

a. General School Facilities

The Federal Works Agency is to assume all responsibility for financing the construction, equipping, furnishing, and for providing the operation of all school facilities deemed necessary to serve the community in which the war housing project is located, without reference to whether the building is erected on or off a project site.

b. Day Care School Facilities

(1) The Federal Public Housing Authority is to assume financial responsibility for the construction and equipping of such day care school facilities on site as may be necessary.

(2) The Federal Works Agency is to assume financial responsibility for the construction

and equipping of off-site day care school facilities and for providing the operation of all day care school facilities.

8. Health Facilities

a. The Federal Works Agency is to assume all responsibility for financing the construction, equipping, furnishing, and for providing the operation of all hospital and clinic facilities deemed necessary to serve the community in which the war housing project is located including the tenants of the project.

b. The Federal Public Housing Authority is to assume all responsibility for financing the construction, equipping, and furnishing of all infirmary and clinic facilities which are located within the boundaries of housing project sites and which serve primarily the occupants of war housing projects.

9. Meal Service Facilities

The Federal Public Housing Authority is to assume financial responsibility for the construction, equipping, and furnishing and for providing the operation of all restaurants and cafeterias which it regards as necessary to service the tenants of its war housing projects.

10. Commercial Facilities

Within the limitation of funds available for the purpose, the Federal Public Housing Authority is to assume financial responsibility for the construction, equipping, furnishing, and providing operation of all commercial facilities which it regards as necessary to service the tenants of its war housing projects.

Funds Available to the Federal Public Housing Authority for Community Facilities

Funds available to the Federal Public Housing Authority for community facilities deemed necessary to adequately service the tenants of war housing projects are limited under the Lanham Act to 3% of appropriations made under that Act. After local and private sources have been

exhausted, the Federal Public Housing Authority as a general rule will use such funds to finance the construction, equipping, and furnishing of recreational facilities, infirmaries, meal service facilities, commercial facilities and day care school facilities.

Sincerely yours,

HERBERT EMMERICH
Commissioner

/s/ Philip B. Fleming

PHILIP B. FLEMING
Administrator

8136

Library

NHA
FPHA
12/17/42

7.64
Regional
Circular

SUBJECT: Change in Reporting Requirements for FPHA-aided Projects and Projects Under Lease to Local Housing Authorities

1. Reduction in Number of Reports. In order to further reduce the number of reports required from local authorities, financial reports for FPHA-aided projects and projects under lease to local authorities will be required on a monthly basis only until the total costs of the principal contracts represented in Account Groups 1450 and 1460 have been recorded in full. Thereafter, reports may be submitted on a quarterly basis. The quarterly reports should be submitted for the periods ending March 31, June 30, September 30, and December 31. Both monthly and quarterly reports should be submitted on or before the fifteenth of the month following the close of the month or quarter for which the report is made. Such reports should consist of the following:

(a) General Balance Sheet (original and three copies), with supporting schedules attached

(b) Analyses of Expenditures and Budget Control Statement (Form FPHA 213) for each development (original and one copy)

(c) Income and Expense - Budget Control Statement (Form FPHA 621) for each development (original and three copies); this form is presently submitted on a quarterly basis.

(d) Journal Vouchers (one copy only)

(e) Affidavit (original only)

2. Assembling Reports. The monthly and quarterly financial reports should be assembled and bound in four separate sets as follows:

	Balance Sheet	Form FPHA 213	Form FPHA 621	Journal Vouchers	Affidavit
1 (Original)	1	1	1	1	1
2 (Duplicate)	1	1	1	None	None
3 (Duplicate)	1	None	1	None	None
4 (Duplicate)	1	None	1	None	None
	4	2	4	1	1

3. Distribution of Reports. Upon receipt of these sets in the Regional office, the following distribution should be made:

Set 1 to the Finance and Accounts Division, Central Office

Set 2 to the Regional Accountant

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

FPHA Regional Circular - 7.62

Date	Borrower and action taken	Date Due
2-23-44	Miss Fitzgerald 913-A X 2	MAR 6 1944

CHARGE CARD (1)

Date	Borrower and action taken	Date Due

FRHA-----O.S.-10a 2-2-43

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12/17/42

Set 3 to the Assistant Regional Director for Project Management

Set 4 to the Management Standards Division, Central Office

4. Notification to Local Authorities. Regional directors should immediately notify local authorities within their region of this change in reporting requirements.

JOHN N. EDY
Assistant Commissioner
for Administration

Mrs. Hughes
107

NHA
FPHA

7.65
Regional
Circular

12-17-42

SUBJECT: Use of Standard Form 14 and 14a, Telegram, Imprinted with Name of Agency Other Than FPHA

In order to facilitate payment of charges for telegraphic service, offices which have stocks of and are using, Standard Forms 14 and 14a bearing the name of an agency other than the Federal Public Housing Authority should, by rubber stamp or otherwise, overprint the name of such agency with "Federal Public Housing Authority".

George A. Baird

GEORGE A. BAIRD, Director
Office Service

NHA
FPHA

7.65
Regional
Circular

12-17-42

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George A. Baird

GEORGE A. BAIRD, Director
Office Service

Mrs Hughes
107

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7.66
Regional
Circular

12-18-42

SUBJECT: Joint WPB-NHA Policy Regarding War Housing, 12-11-42

1. Application of Joint Policy. The attached Joint Declaration of Policy of the War Production Board and the National Housing Agency Regarding War Housing (December 11, 1942) is binding upon the FPHA. Regional Directors and their staffs should familiarize themselves with its provisions immediately.

2. Further Instructions. The Central Office will issue further necessary instructions as soon as possible explaining what steps the Authority must take to effectuate the policy.

JOHN N. EDY
Acting Commissioner

Attachment

WPB Release
PDL-1246
12/11/42
(6-43)

PDL–1246
12–11–42
(6–43)

WAR PRODUCTION BOARD

JOINT DECLARATION OF POLICY OF THE WAR PRODUCTION BOARD AND THE NATIONAL HOUSING AGENCY REGARDING WAR HOUSING

Increasing shortages of critical materials have required a mutual review by the National Housing Agency and the War Production Board of their policies applicable to housing for war workers. To make available such housing within the limits imposed by such shortages and to formalize certain changes already observed by these agencies in their practices, the following Declaration of Policy, modifying some previously established policies, is hereby jointly made to apply to all publicly or privately financed war housing.

1. Housing for Eligible War Workers

A. Occupancy shall be limited to eligible war workers as defined from time to time by the National Housing Agency in consultation with the War Production Board and the War Manpower Commission.

B. The National Housing Agency reaffirms its policy of making maximum use of existing property to house eligible war workers. This will include:

1. Securing wherever possible the use for housing accommodations of the maximum number of rooms and family accommodations in existing structures.

2. The conversion of existing space to make apartments and rooms available for housing accommodations.

3. Not approving new war housing construction in any locality except to the extent that the housing needs of the locality cannot be met by the measures described in Sections 1 and 2 above.

C. For the duration of the war emergency, the dwelling units in war housing projects, construction of which is begun hereafter, shall be rented to war workers; provided that an occupant, after four months of occupancy, may purchase the privately financed housing unit subject to such regulations as the National Housing Agency may determine from time to time.

II. Conservation of Materials

A. Consumption of all critical materials and any other materials which may be specified by the War Production Board from time to time, shall in all future projects be limited in accordance with the provisions of the War Housing Construction Standards, the latest War Housing Critical List, and this Declaration of Policy. These limitations shall apply to all materials used, whether taken from stock, secured without priority assistance, secured with priority assistance, or by gift or loan.

B. Where the National Housing Agency determines that the established quota for a "Housing Critical Area" is excessive, the National Housing Agency will take steps necessary to revise or cancel such quota and the War Production Board will similarly revise or cancel the authorizations and preference rating orders applicable thereto.

C. All war housing projects approved for construction shall, wherever possible, be conformed to the War Housing Construction Standards and the latest War Housing Critical List. Accordingly, wherever a project requires further formal action by the War Production Board such as authentication of purchase orders, rerating or extension of the expiration date of the applicable preference rating order, the National Housing Agency will see that steps are taken to make such changes as are practicable to effect the conservation of critical materials and conformity with the War Housing Construction Standards and the latest War Housing Critical List. The present requirement of authentication of purchase orders of builders of war housing will be vigorously enforced by the National Housing Agency acting under a delegation of authority from the War Production Board which is hereby authorized.

D. Pursuant to the principles recognized by the War Housing Construction Standards, it shall be the policy of the National Housing Agency and the War Production Board to standardize utility and equipment installations, size of units, and the like, to effect minimum consumption of critical materials.

III. Programming

A. All housing for war workers shall be programmed by the National Housing Agency, which shall be responsible for consultation with other interested agencies.

B. Within fifteen days after receipt of instructions from the War Production Board the National Housing Agency will submit to the War Production Board, in the form specified, all requirements for the first calendar quarter of 1943 and estimates for the second and third quarters for critical materials and other materials specified by the War Production Board. It shall also submit a breakdown, by location and number, of the units which it programs for construction in each of the following categories: permanent family housing, temporary family housing, dormitory apartments and dormitories. After a mutual consideration of the data submitted the War Production Board will take action within thirty days. Pending such action, the War Production Board, if necessary, may provide interim allocations of critical materials. This procedure shall be followed for each quarterly presentation of requirements.

C. After determination by the War Production Board as to the availability of critical materials for war housing, the Board will allocate the critical materials by quarters and the National Housing Agency will determine the division of such materials between publicly and privately financed war housing.

D. The National Housing Agency shall require that all war housing shall be so located as to be accessible to the industry it is intended to serve, giving due consideration to the necessity for conserving critical materials in construction and utility extensions.

E. The National Housing Agency will continue to provide a large proportion of its total program in the form of temporary housing, including family dwelling units, dormitory apartments, and dormitories.

IV. Administration and Enforcement

A. The National Housing Agency will set up an inspection service adequate to insure that construction of all housing programmed by it conforms to the applicable rules, regulations and orders of the National Housing Agency and the War Production Board.

B. The War Production Board will enforce compliance by:

1. Revoking authorizations or preference rating orders and otherwise penalizing any builder guilty of violating any provision of any application to, or any order or regulation of, the War Production Board affecting housing.

2. Promptly investigating every charge of violation brought up by the National Housing Agency.

3. Requesting the Department of Justice, in appropriate cases, to institute civil or criminal proceedings.

4. Instructing its Compliance Division to make inspections to supplement the inspection service of the National Housing Agency.

C. In appropriate cases either agency will exercise its powers of requisition or condemnation to make available materials or real property for war housing.

D. The War Production Board will promptly review and process applications.

Donald M. Nelson,
Chairman, War Production Board.

John B. Blandford, Jr.,
Administrator, National Housing Agency.

Dated: December 11, 1942.

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7.67
Regional
Circular

12-19-42

SUBJECT: Personnel Files for Transferred Employees

In order that FPHA personnel offices may have complete personnel records, the file of each employee should follow him when he is transferred from one region to another, from a regional office to the central office, or from the central office to a regional office.

At the time a regional office receives notice that a transfer has been accomplished it should note its records and forward the file to the personnel officer of the region or office to which the employee was transferred.

Charles G. Stern

CHARLES G. STERN, Director
Personnel Division

FEDERAL PUBLIC HOUSING AUTHORITY
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NHA Mrs Hughes
FPHA

12-24-42 107

7.68
Regional
Circular

SUBJECT: Establishment of Allotments for Stock Purchases

1. Regional Allotments. In order to assist regional offices in the procurement for projects of supplies, materials, and such equipment as is not purchased through the Procurement Division of the Central Office for (1) initial equipping, (2) maintenance and operation, and (3) replacement of equipment, a special allotment for each region will be established out of which purchases chargeable to two or more projects may be financed pending reimbursement from the proper project allotments.

2. Issuance of Advice of Allotment. Upon receiving a request from a regional director for the establishment of an allotment of a specified amount, the Director of Finance and Accounts will issue an Advice of Allotment, FPHA Form 1070, establishing a special allotment within appropriation account 86X6500, "National Defense Housing, Federal Public Housing Authority, Maintenance, etc."

3. Limitation upon the Use of Allotment. A control on an obligation basis shall be maintained on this allotment and at no time shall the net obligations* exceed the allotment made by the Director of Finance and Accounts. Purchases should be made from this allotment only to the extent to which funds from the project allotments to be subsequently charged will be available for reimbursement to the special allotment.

4. Method of Reimbursement.

   a. Reimbursements to the special allotment from project management allotments under account 86X6500, should be effected through the use of a Journal Voucher, Standard Form 1017-G.

   b. If it should be necessary to requisition equipment, material, or supplies from the stock purchased under 86X6500 for the management of "Temporary Shelter" projects accounted for under symbol 86-11X6510, or for purposes of project development, the reimbursements should be effected through the use of Standard Form 1080, Voucher for Adjustments Between Appropriations and/or Funds.

John N. Edy

JOHN N. EDY
Assistant Commissioner
for Administration

*Unliquidated obligations plus expenditures less reimbursements credited to the allotment.

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7.69
Regional
Circular

12-26-42

SUBJECT: Issuance of Releases for FPHA Manual of Policy and Procedures

The purpose of this Circular is to describe the procedure to be followed by the FPHA after January 15, 1943 in duplicating and issuing releases for the FPHA Manual of Policies and Procedures.

1. Decentralized Responsibility for Duplication. To facilitate more rapid distribution of releases to regional employees, local housing authorities and federal project employees, regional offices shall mimeograph releases when instructed by the Central Office to do so.

   a. The Central Office, upon approval of a release, will airmail each region at least six copies of the release, and include specific instructions as to whether the regional supply of the release should be duplicated at the regional office.

   b. If so instructed, the regional office will then arrange to reproduce as many copies of the release as may be required to fill its needs. In some cases stencils will be furnished by the Central Office. In other cases each regional office will have to cut its own stencils. Releases duplicated by the region should be exact copies of the release furnished by the Central Office.

   c. The Central Office will furnish regional needs for a release if the regional office is not instructed to duplicate it.

   All releases duplicated in the regions will be identified by the phrase "Reproduced by Regional Office," which should be inserted in the lower left corner of each page.

2. Releases and Other Material Duplicated in Central Office.

   a. All FPHA Manual of Policy and Procedure releases will be duplicated by the Central Office in sufficient quantity to meet the requirements of the Central Office Staff and to provide the regional offices with the advance six copies.

   b. No forms stocked by the Central Office shall be duplicated by the regional offices except upon specific instructions from the Office Service Division.

3. Duplicating Methods. Detailed standards for the guidance of regional offices in duplicating material will be issued as a separate release.

ROLLAND D. SEVERY
Chief Administrative Officer

NHA
FPHA

Grass 210

8-5-42

7.7
Regional
Circular

SUBJECT: Community Facilities

The Commissioner is seriously concerned because many of our war housing projects have not been provided with reasonably adequate community facilities. Apparently, relatively few projects have either off-site or on-site facilities which meet authorized standards, thus diminishing the usefulness of the projects.

Accordingly, the Commissioner has directed the following:

1. Regional Directors shall undertake immediately to determine the reasonable needs of completed war housing projects for community facilities and services and transmit their recommendations and estimates to the Central Office as soon as possible. The investigation of need should be conducted by the Management Branch of the Regional Office, with the cooperation of the Development Branch in connection with construction cost estimates. Having in mind the shortage of a wide variety of critical materials, the Commissioner asks that minimum standards for community facilities not be exceeded in any given situation. He appreciates that this undertaking entails considerable work but he does not want the magnitude of the task to interfere with its accomplishment.

Funds have been earmarked for financing the cost of community facilities and services for existing projects and will be made available by the Central Office after regional recommendations are received. It will not be necessary for regional offices to draft allotment requests at this time, although estimates should be submitted in sufficient detail to permit preparation of the allotment document in the Central Office. All estimates should be accompanied by adequate explanation and support. Address replies for attention of Assistant Commissioner for Project Management.

The construction of community facilities approved by the Commissioner after study of regional recommendations will be the responsibility of the Development Branch of regional offices.

2. Plans for new war housing projects shall provide for all essential community facilities and services.

John N. Edy

JOHN N. EDY
Acting Commissioner

NHA
FPHA

7.7C
Regional
Circular

12-30-42

SUBJECT: Victory Tax Provisions of the Revenue Act of 1942

1. Application of the Victory Tax. Beginning January 1, 1943 every employer, including local housing authorities, contractors and others operating pursuant to a contractual relationship with the FPHA, is required to withhold, collect and pay upon all wages and all remuneration (regardless of when earned) of certain employees a tax of 5 percent of the excess of each payment of such wages over a withholding deduction allowable. Instructions for the collection of the tax are given in Circular VT of the Bureau of Internal Revenue, "Collection of Tax at Source on Wages."

2. Applicability to FPHA Employees. Instructions for the withholding and payment of the tax for FPHA employees were transmitted to the regional offices on December 17, 1942 in an undated release, subject, "Procedure for Withholding a Victory Tax from Salaries and Wages of Federal Public Housing Authority Employees Pursuant to the Revenue Act of 1942."

3. Applicability to Employees of Local Housing Authorities, Etc. Regional directors should obtain copies of Bureau of Internal Revenue Circular VT, "Collection of Tax at Source on Wages," from the collector of internal revenue for the district in which they are located and make them available to local housing authorities, contractors and others associated with the FPHA in its operations.

Employers utilizing payroll forms and records prescribed by or approved by the FPHA should be instructed to record the amount of the deduction in a separate column on the payroll form opposite the name of the employee. Employers operating pursuant to an FPHA cost-plus-a-fixed-fee type of contract should be instructed to account for and seek reimbursement for Victory Taxes paid following actual payment of the tax to the collector of internal revenue, as they presently do in connection with unemployment insurance and certain other types of payroll deductions.

S. J. Elson

SAMUEL J. ELSON, Director
Finance and Accounts Division

Mrs. Hughes
#107

NHA
FPHA

7.71
Regional
Circular

12-31-42

SUBJECT: Rental Analysis Functions of the Regional Office

1. Introduction. The Office of Rental Analysis in the Project Management Branch of the Central Office (General Order 2.2.9, "Organization of the Central Office"), is responsible "for the initiation of policies, standards, and procedures governing the conduct of studies related to determination of appropriate rentals, conformance of projects to local housing requirements, and compliance with equivalent elimination requirements, and the provision of advice and assistance to the regional offices in their execution; and the review of all requests for deferment of equivalent elimination requirements on FPHA-aided projects."

2. Regional Rental Analysis Functions. The regional director, through the assistant director for project management, will be responsible for the following activities:

a. Rents for Projects in War Housing Areas

(1) Estimating the average prevailing rent and, by comparison of the prevailing rent with the economic rent, determining the basis for establishing specific project rent schedules for each community, including schedules of adjusted rents for those tenants who by reason of inadequate income are regarded as exceptional cases.

(2) Determining maximum legal rent schedules and consulting with and advising local housing authorities, FPHA housing managers, and regional and local representatives of the Office of Price Administration regarding these rents.

b. Other Market Aspects of Public Housing Program

(1) Consulting with the regional representatives and regional housing analysts of the Office of the Administrator of NHA and other agencies when necessary, in regard to market implications of public housing projects programmed and in regard to modifications needed in existing programs.

(2) Interpreting for the regional staff, housing managers, and for local housing authorities the significance to management of the market aspects of public housing projects programmed, and advising with respect to the formulation of the management program to meet market requirements.

(3) Analyzing the extent to which the public housing program meets requirements in various communities and determining required modification of the management program to improve operating results.

DISTRIBUTION: It is suggested that this circular be distributed only to regional employees directly concerned with rental analysis.

(4) Conducting such special investigations of the management program with respect to market matters in war housing projects and low income projects as may be necessary.

c. Expenditure Pattern of Project Families in War Housing Areas. Estimating aggregate annual money expenditures of project tenants for various types of goods and services in order to assist the regional office in determining whether commercial facilities are needed.

d. Equivalent Elimination. Reviewing requests of local housing authorities for deferment of equivalent elimination and reports evidencing compliance with the equivalent elimination requirements. Preparing recommendations relating thereto for the regional director.

3. Relationships with Regional Staff of the Office of the Administrator The FPHA regional office analyzes and interprets market situations with respect to the housing needs and market problems which FPHA operations must be designed to meet. The Office of the Administrator of NHA -- being responsible for the determination of need and the programming of public and private housing -- conducts overall field investigations and supplies comprehensive data pertaining to housing market situations. Results of these studies are recorded in the War Housing Program, in the Docket Memorandum prepared in substantiation of regional representative's program recommendations and in other reports prepared or secured by regional housing analysts and other regional staff members of the Office of the Administrator.

The Office of the Administrator will make available to any of the constituent units of NHA, the overall housing market data which are compiled for the purpose of programming. The region, therefore, shall maintain close contacts and working relationships with the regional representatives of the Office of the Administrator. In accordance with Administrator's Order No. 7, the market information which is required in the performance of the above functions shall be obtained from the regional housing analyst. Information contained in reports available in the Office of the Administrator or other sources in Washington but not available in the regions, should be secured through the Central Office. The regional office may secure from other sources information not covered by the overall market studies of the Office of the Administrator. If it is necessary to conduct any field surveys in order to obtain such information, however, clearance shall be obtained from the regional housing analyst of the Office of the Administrator so that such surveys may be integrated with any other related work which may be contemplated.

4. Suggested Staffing. The assistant regional director for project management may be assisted in the performance of these functions by a rental analyst at Grade P-5 with the additional assistance of a P-4 analyst and such additional professional and clerical

assistance as may be required by the work load. In regions such as regions VII and IX where the work load is comparatively light it is suggested that the functions of rental analysis and analysis of payments in lieu of taxes be combined in one P-5 rental and taxation analyst. Where temporary professional assistance is required the Office of Rental Analysis in the Central Office should be called upon for help.

It is further suggested that in all regions in which the position has not already been filled, the appointment of the Regional Rental Adviser should be made at the earliest possible opportunity. The Personnel Division of the Central Office, upon request, will give all assistance possible in the recruitment of competent and qualified candidates. The Office of Rental Analysis in Washington should be notified of appointments so that arrangements may be made for a few days of intensive training in the Central Office.

Lee F. Johnson

LEE F. JOHNSON
Assistant Commissioner
for Project Management

8654

NHA
FPHA

7.72
Regional
Circular

12-31-42

SUBJECT: Preliminary Instructions Regarding Procedure for Payment of Overtime Rates of Compensation to Employees of the Federal Public Housing Authority Pursuant to S. J. Resolution 170

1. General

a. Joint Resolution 170 approved December 24, 1942, extended overtime compensation to all civilian employees in or under the United States Government, including Government-owned or controlled organizations effective December 1, 1942, until April 30, 1943.

b. The joint resolution excepts from overtime compensation employees, (1) whose wages are fixed on a daily or hourly basis and adjusted from time to time in accordance with prevailing rates by wage boards or similar administrative authority serving the same purpose, (2) elected officials, (3) heads of departments, independent establishments, and agencies, and (4) employees outside the continental limits of the United States, including Alaska, who are paid in accordance with local prevailing native wage rates for the area in which employed.

c. Overtime compensation is authorized for employment in excess of forty hours in any administrative workweek computed at a rate not less than one-and-one-half times the regular rate paid to employees affected by the joint resolution.

d. It is further provided that overtime compensation authorized is payable only on that part of an employee's basic compensation not in excess of $2900 per annum and each such employee shall be paid only such overtime compensation or portion thereof as will not cause his aggregate compensation to exceed a rate of $5000 per annum.

e. Employees whose compensation is based on mileage, fees, piecework or other than a time period basis or whose hours of duty are intermittent, irregular or less than full time; and substitute employees whose compensation is based upon a rate per hour or per day, shall be paid additional compensation in lieu of the overtime compensation authorized, amounting to 10 percent of so much of the earned basic compensation as is not in excess of a rate of $2900 per annum and each such employee shall be paid only such additional compensation or portion thereof as will not cause his aggregate compensation to exceed a rate of $5000 per annum.

f. Under the provisions of previous Acts which are extended by this joint resolution, overtime compensation of per annum employees shall be determined by considering the base pay of one day as one-three-hundred-and-sixtieth of the respective per annum salaries.

g. The provisions of the Saturday half-holiday law of March 3, 1931, (46 Stat. 1482; U.S.C., title 5 Sec. 26 (a)), are suspended for the

period during which this joint resolution is in effect.

2. Computation of Overtime Compensation

a. Until such time as regular published tables are available for distribution, the attached tables are issued for the information and use by Regional Accountants.

b. Salary Table I, attached herein shows:

(1) Base annual salary
(2) Overtime pay for a semi-monthly period
(3) Gross base pay
(4) Retirement Deduction
(5) Victory Tax Deduction
(6) Net amount to be paid after deduction of retirement and Victory Tax

c. Salary Table II, attached herein shows:

(1) Base annual salary
(2) Daily overtime rate

d. In preparing supplemental pay rolls to cover overtime pay for the period December 1, 1942 to and including December 28, 1942, Table II shall be utilized to compute the overtime pay for the entire period. This shall be accomplished by referring to the appropriate daily rate and multiplying by 26 1/2 days. The computation on the basis of 26 1/2 days is used because the table is based on a 48 hour week, whereas, during the period December 1 to December 28, there were three four hour Saturdays. Thus, twelve hours or 1 1/2 days must be deducted from the period of twenty-eight days for which overtime pay is to be paid. For example, assume that the base annual salary is $1260. The computation of overtime pay for the period December 1 to December 28 would be thus:

.75833 x 26 1/2 = $20.10

For regular or full pay periods Table I shall be used.

e. No deduction for retirement shall be made from the overtime pay.

f. No Victory Tax deduction shall be made on the supplemental pay roll for the period December 1 to December 28 as the withholding tax provisions are not applicable for this period.*

3. Preparation of Pay Rolls

a. In preparing pay rolls, three amounts shall be shown in the

*Note: The Victory Tax should be withheld on regular salaries earned in December, 1942 and paid after January 1, 1943. No Victory Tax should be withheld on overtime pay earned between December 1 and December 28, 1942, and paid subsequent to January 1, 1943.

Gross Amount Column. Namely: overtime, base salary and total amount. Refer to mimeographed sample pay roll form attached to Supplemental Government Salary Tables issued November 23, 1942, and transmitted with Procedure on Victory Tax.

4. Annual - and- Sick - Leave Regulation

a. Employees who are entitled to annual - and - sick - leave benefits shall continue to be charged annual or sick leave for approved absence, except on leave without pay.

b. Executive Order 9289 approved December 26, 1942, authorizes overtime payment to employees who are absent on approved annual or sick leave during the officially established workweek.

S. J. Elson

S. J. Elson, Director
Finance and Accounts Division

Gross Amount Column. Namely: overtime, base salary and total amount. Refer to mimeographed sample pay roll form attached to Supplemental Government Salary Tables issued November 23, 1942, and transmitted with Procedure on Victory Tax.

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S. J. Elson

S. J. Elson, Director
Finance and Accounts Division

TABLE I

Semi-Monthly Overtime Salary Table - 48 Hr. Week

Base Salary	Overtime Pay	Gross Pay	Retirement Deduction	Victory Tax Deduction	Net Pay
$ 600	$ 5.41	$25.00	$1.25	$0.40	$28.76
660	5.95	27.50	1.38	.40	31.67
720	6.50	30.00	1.50	.40	34.60
780	7.04	32.50	1.63	.40	37.51
840	7.58	35.00	1.75	.90	39.93
900	8.12	37.50	1.88	.90	42.84
960	8.66	40.00	2.00	.90	45.76
1020	9.20	42.50	2.13	1.40	48.17
1080	9.75	45.00	2.25	1.40	51.10
1140	10.29	47.50	2.38	1.40	54.01
1200	10.83	50.00	2.50	1.90	56.43
1260	11.37	52.50	2.63	1.90	59.34
1320	11.91	55.00	2.75	1.90	62.26
1380	12.45	57.50	2.88	1.90	65.17
1440	13.00	60.00	3.00	2.40	67.60
1500	13.54	62.50	3.13	2.40	70.51

Base Salary	Overtime Pay	Gross Pay	Retirement Deduction	Victory Tax Deduction	Net Pay
$1560	$ 14.08	$ 65.00	$ 3.25	$ 2.40	$ 73.43
1620	14.62	67.50	3.38	3.20	75.54
1680	15.16	70.00	3.50	3.20	78.46
1740	15.70	72.50	3.63	3.20	81.37
1800	16.25	75.00	3.75	3.20	84.30
1860	16.79	77.50	3.88	3.20	87.21
1920	17.33	80.00	4.00	3.20	90.13
1980	17.87	82.50	4.13	4.20	92.04
2000	18.05	83.33	4.17	4.20	93.01
2040	18.41	85.00	4.25	4.20	94.96
2100	18.95	87.50	4.38	4.20	97.87
2160	19.50	90.00	4.50	4.20	100.80
2200	19.86	91.66	4.59	4.20	102.73
2200	20.04	92.50	4.63	4.20	103.71
2300	20.76	95.83	4.80	4.20	107.59
2400	21.66	100.00	5.00	5.20	111.46
2500	22.57	104.16	5.21	5.20	116.32
2600	23.47	108.33	5.42	5.20	121.18

Base Salary	Overtime Pay	Gross Pay	Retirement Deduction	Victory Tax Deduction	Net Pay
$ 2700	$ 24.37	$ 112.50	$ 5.63	$ 5.20	$126.04
2800	25.28	116.66	5.84	6.20	129.90
2900	26.18	120.83	6.05	6.20	134.76
3000	26.18	125.00	6.25	6.20	138.73
3100	26.18	129.16	6.46	6.20	142.68
3200	26.18	133.33	6.67	6.20	146.64
3300	26.18	137.50	6.88	7.20	149.60
3400	26.18	141.66	7.09	7.20	153.55
3500	26.18	145.83	7.30	7.20	157.51
3600	26.18	150.00	7.50	7.20	161.48
3700	26.18	154.16	7.71	8.20	164.43
3800	26.18	158.33	7.92	8.20	168.39
3900	26.18	162.50	8.13	8.20	172.35
4000	26.18	166.66	8.34	8.20	176.30
4100	26.18	170.83	8.55	8.20	180.26
4200	26.18	175.00	8.75	9.20	183.23
4400	25.00	183.33	9.17	9.20	189.96
4600	16.67	191.66	9.59	9.20	189.54
4800	8.33	200.00	10.00	9.20	189.13

TABLE II

DAILY OVERTIME RATES - 48 Hr. WEEK

S. J. Res. 170, Dec. 22, 1942

Base Salary	Daily Rate
$600	$0.36110
660	.39721
720	.43333
780	.46943
840	.50554
900	.54166
960	.57777
1020	.61387
1080	.65000
1140	.68609
1200	.72221
1260	.75833
1320	.79443
1380	.83054
1440	.86666
1500	.90276
1560	.93887
1620	.97500
1680	1.01110
1740	1.04721
1800	1.08333
1860	$1.11943
1920	1.15554
1980	1.19166
2000	1.20369
2040	1.22777
2100	1.26387
2160	1.30000
2200	1.32405
2220	1.33609
2300	1.38425
2400	1.44443
2500	1.50462
2600	1.56480
2700	1.62500
2800	1.68518
2900 to 4200 incl.	1.74536
4400	1.66666
4600	1.11111
4800	.55555

Library

NHA
FPHA

7.72
Regional
Circular
Amendment No. 1

SUBJECT: Amending Instructions for Payment of Overtime Rates of Compensation to Employees of the Federal Public Housing Authority Pursuant to S. J. Resolution 170

The following shall be substituted for paragraph 2, item d of Regional Circular 7.72.

"d. In preparing supplemental pay rolls to cover overtime pay for the period December 1, 1942, to and including December 28, 1942, it will be necessary to compute the overtime pay for the period December 1 to December 20 inclusive on the basis of a 44 hour work week and from December 21 to December 28 inclusive on the basis of a 48 hour work week. Table II may be utilized for both computations. However, the daily overtime rates shown in Table II must be divided by two in order to determine the daily overtime rates for a 44 hour work week. Thus, assume that the base annual salary is $1260, the computation of overtime pay for the period December 1 to December 20 and from December 21 to December 28 would be as follows:

$$\frac{.75833}{2} \times 20 = \$7.58$$

$$.75833 \times 8 = \$6.07$$

Total overtime pay for the period $13.65

For regular or full pay periods Table I may be used."

S. J. Elson

S. J. Elson, Director
Finance and Accounts Division

9697

Asst. Comm.
1/13

NHA
FPHA

7.73
Regional
Circular

12-31-42

SUBJECT: Funds for Newly Authorized Agent-Cashiers

1. Conditions under which Second Fund May Be Established. It is the practice of the Treasury Department to advance funds to only one agent-cashier for each project or specific unit of a project. That Department has agreed, however, that in cases involving the transfer of the agent-cashier function from one employee to another, it will advance funds to the newly authorized agent-cashier before the then incumbent closes his account and renders a final accounting. This second fund will be advanced only when it is definitely established that the then agent cashier is to be replaced and with the understanding that his fund will be immediately returned to the Treasury Department.

2. Procedure to be Followed. Requests for the establishment of cash funds should be processed as described in Section V of Part III of the Accounting Manual.

S. J. Elson

SAMUEL J. ELSON, Director
Finance and Accounts Division

Anne Hughes

NHA
FPHA

7.74 # 915
Regional
Circular

12-31-42

SUBJECT: Local Authority and Direct Management Manuals Correction in Instructions for Preparation of Form FPHA 841-W

1. Error in Instructions. The instruction for the preparation of Form FPHA 841-W as set forth in the Local Authority and Direct Management Manuals is incorrect as to item 9. This error occurs on page 371 of the Local Authority Management Manual and on page 85 of the Direct Management Manual.

2. Correction Necessary. The figure "7" in the first line of the instruction for this item should be an "8". All manual holders are requested to make this correction in ink so that the complete corrected instruction for item 9 will then read as follows:

> "Item 9. Total Applications - The total of Items 4 through 8. Indicate in the appropriate spaces the total number of applications received from white, Negro and other families."

Suggested cross-referencing to Management Manuals; Local Authority-page 371: Direct - page 85.

8833

NHA
FPHA

7.75
Regional
Circular

12-31-42

SUBJECT: Application for Family Dwelling in War Housing Project, Form FPHA 1060A

Attachment 1 of this Regional Circular contains instructions for the use of Form FPHA 1060A, a short form of Application for a Family Dwelling in war housing projects. Regional Directors are requested to distribute Attachment 1, with any comments they think necessary, to those housing managers and local authorities which prefer to use a short form application.

Supplies of Form FPHA 1060A are being sent to each Regional Director, and additional copies may be obtained from the Central Office in the usual manner. If for any reason this form is printed or otherwise reproduced by the Regional Offices or by local authorities, it should be reproduced on 5" x 8" cards, and the items included must be identical to those on the attached specimen copy, in order that the FPHA may obtain uniform statistical information essential to analysis and planning. When FPHA 1060A is used by a local authority for FPHA-aided projects, provision must be made to include on it items for determining citizenship status, since citizenship is an eligibility requirement in such projects by law.

Lee F. Johnson
Assistant Commissioner
for Project Management

It is suggested that holders of the Management Staff Manual cross-reference this topic under the MR-400 series.

8877

NHA
FPHA

12-31-42

7.75
Regional
Circular
Attachment 1

Application for Family Dwelling in War Housing Project

FPHA 1060A is an alternative short form application designed to expedite Tenant Selection and Leasing in critical areas where the workload is particularly heavy and time is an essential factor. It also eliminates the necessity for setting up folder files on applications, as the application card itself becomes the tenant record.

The front of FPHA 1060A may be filled out by the applicant war worker himself, some member of his family or by an interviewer of the managing agency. The term applicant war worker as used in these instructions refers to the war worker upon whose employment eligibility is to be determined. Whenever the application is filled out by a person other than an interviewer of the managing agency, it must be reviewed for completeness and accuracy and signed by a staff member of the managing agency. The names of persons verifying data are to be recorded on the application in the proper spaces.

When FPHA 1060A is used by a local authority for FPHA-aided projects, some provision must be made to include on it items for determining citizenship status, since citizenship is an eligibility requirement in such projects by law.

Items 1 through 4 - The name of the applicant war worker, his address, race and telephone number, are to be entered in the spaces provided.

Item 5 - Date Worker Moved to this Locality - Record date the applicant war worker came to this locality to live.

Item 6 - Date Family Moved Here - Enter the date on which the family of the applicant war worker came to the war locality.

Item 7 - Worker Moved Here From - Enter the name of the locality from which the war worker came.

Approximate Distance - Enter approximate number of miles.

Item 8 - Names of Persons to Live in Home - Enter names of persons to live in the dwelling. List family before lodgers. Record any surnames which differ from that of the applicant. Applicant's name must be placed on the first line.

Suggested cross-referencing to Local Authority and Direct Management Manuals: LHA Manual - following page 343; Direct Manual - following page 51.

Relationship to Applicant - Indicate the relationship to the applicant of all other persons in the dwelling unit as "wife," "son," "lodger," etc.

Sex - Enter "M" or "F" to indicate male or female.

Age - Record age of each member of the family as of last birthday.

Occupation, Rank, or School Grade - For those regularly employed, record present occupation, as "welder," "riveter," etc. If the wife stays at home, record "housewife." For unemployed but employable, record usual occupation followed by "unemployed." For aged or incapaciated, record "unemployable." For school children, note their present grade, as "2nd yr. High", etc. For military personnel specify only branch of service and rank - "U. S. Army, Corporal." Do not record identifying information of military importance as name of Commanding Officer, ship, etc.

Employer - Record the name of the company by which each worker in the household is employed. For Federal employees, specify the Department in which person is employed.

Badge No. - Enter number of shop badge or other work identification.

Base Pay - Amount - Enter the base rate of pay, such as "90¢" or "30¢." etc. Per - Enter period covered by such pay rate, as "hour" or "week."

Total Earnings Last Full Week - Enter in this column the total amount earned in the latest week during which the usual number of hours were worked. Include fairly regular over-time. Also include in these earnings the amount of any payroll deductions for war stamps, bonds, or Victory tax. Do not state the amount earned for any week in which earnings were unusually high or unusually low.

If any person listed is not at work yet but has a job with a definite starting date, enter here the amount he will probably earn per week when he starts to work.

Item 9 - Is Family living With Worker? - Enter "Yes" or "No." If the applicant war worker is not living with his family, record the present address of the worker's family.

Items 10, 11, and 12 should be answered only if the worker is living with his family.

Item 10 - Distance from Work - Enter the number of miles worker must travel from his family home to reach his place of employment.

Transportation - Specify whether worker travels by streetcar, bus, auto, etc.

Cost Round Trip)
Time Round Trip) - Enter the time required for and cost of round trip.

Item 11 - Describe Present Housing Condition - Specify present living accommodations of war worker, such as trailer, tent, hotel room, rooming house, shared apartment, etc.

Item 12 - Do You Have Notice to Move? - Enter "Yes" or "No."

If Yes, When Must You Move? - Specify date on which family must vacate.

Why? - State the exact reason why the family is being forced to move as "dwelling condemned and ordered demolished," "landlord wished to occupy house himself," etc.

Reverse of Card:

Section I. Certificate of Employment - This section is to be filled in by a duly authorized representative of the designated war industry. This can be effected by delivering otherwise completed applications to the plant at regular intervals.

If FTHA 1060A is to be used in projects programmed to serve more than one or two war industries, a separate Certification of Employment (Form FTHA 1052) should be used instead of the Certification section provided on the application form. This will preclude the possibility of lost or mislaid applications by reason of wide distribution to various plants and industries.

Section II. Housing Need:

Item 1 - Check if applicant is not with family and is an in-migrant.

Item 2 - (a) Check if applicant is with family but home is beyond reasonable commuting distance.

Item 2 - (b) Check if applicant is an in-migrant living with family in temporary housing.

Item 2 - (c) Check if applicant is forced to move for reasons sanctioned by Rent Control Board.

Item 3 - If the applicant and his family are residents of the locality and not in-migrant, check item 3 only if the housing is substandard.

Section III. Computation of Family Income

(a) Total Weekly Earnings - Total weekly earnings of all members of family as shown in item 8 on front of application and record in space provided here.

(b) Annual Family Income - Entries are to be made here only if the applicant is eligible to pay a graded rent, or if maximum income limits have been established as a condition of eligibility. Where net income is computed, the data used, sources of information and actual computation should be stapled to the application form.

1. Gross Income - Total earnings, income from lodgers and other sources and record.

   Income from Earnings - On the basis of information from item 8 and the employer's certification, estimate the total amount of earnings for the next 12 months. The income of family members derived from earnings may be estimated by securing from the plant data on the typical weekly earnings of employees of the same industrial classification in that plant and multiplying the typical weekly earnings by the number of weeks of probable employment. Increased earnings resulting from "up-grading" or change of the occupational status of an applicant war worker should not be anticipated unless it is certain that the change will occur during the first year of the applicant's residence in the project, since income will be reexamined at the end of such year.

   Income from Lodgers - Enter total estimated amount to be received from lodgers for room and board for next 12 months.

   Other Income - Specify the amount received per year from other sources. Show on the supplementary sheet used to compute income, the source of income as "pension," etc., and identify the person receiving it by entering the appropriate line number from Item 8.

2. Deductions - Total all allowable deductions and enter.

   Allowable deductions include: (a) verified amounts actually paid for the support of a person or persons who do not reside with the family but for whose support one or more of the members of the family is legally or morally responsible, not including, however, the support of children away from home for purposes of normal and voluntary education; (b) deductions required by law to be made from wages, salaries, or other compensation for personal services, including social security taxes, payments to government retirement funds, pay roll taxes, and similar items (payroll deductions for Victory tax, war bonds and stamps and income tax are not deductible), and (c) special occupational expenses necessary to employment but for which no reimbursement is made by the employer, including purchase and laundry of uniforms, union dues, payments into pension funds, group health or insurance plans which are mandatory upon the employee as a condition of employment, and reasonable expenses actually incurred for care of pre-school children to permit the employment of a sole wage earner, but not for a secondary wage earner.

Net Annual Income - Subtract total deductions from gross income and enter total net income.

Section IV. Remarks - Record all pertinent information or special comments regarding the applicant which will be relevant in determining eligibility. For residential applicants, record the number of rooms actually occupied by the family and indicate any facilities which the present dwelling lacks, such as cooking facilities, sink in the kitchen, bath, toilet, etc. Also state which facilities are shared with one or more other families. Any correspondence in connection with an application should be noted in this space as to date and purport and the letters filed in a correspondence folder in straight alphabetical order for ready access and identification.

Section V. This section provides essential data for filing. The "Development Number" may be written or stamped in.

The "Application Number" is to be filled in from the Application Register (Worksheet A Form 841-W).

"Classification" indicates the disposition of the application into the Eligible, Ineligible, Pending or Withdrawn classifications.

In the space "Unit Size" enter the size of dwelling required to house the approved occupants in accordance with occupancy standards adopted for the development.

Enter in the space "Order of Acceptance" the factor on which action is to be predicated as "In-migrant - Vital," "Resident - Essential," etc., indicating the number (1 to 12) which designates the order of acceptance.

Desig. (Designated); N. Desig. (Non-designated); Non-War
A check is to be made in the "Desig." space when an employer or plant has been placed on the list of designated industries to be served by a development. On the "designated" list will be industries for which a specific number of dwellings has been allocated or industries from which tenants may be selected, but for which dwellings have not been specifically allocated.

"N. Desig." is to be checked when the industry by which the applicant is employed is engaged in war work but has not been included on the development's list of designated war industries.

"Non-War" is to be checked when the applicant is employed in an industry not performing war work.

Section VI. Final Disposition - When assignment of a dwelling to the applicant has been completed, all data required in this section are to be fill ' in. The Dwelling No., Size, Basic Rent, Net Family

Income, and Rent to be paid by tenant are to be entered in the spaces provided.

No. of Lodgers Required - When by reason of lack of dwellings of suitable size, a larger unit is assigned than is needed by the family group, such families may be required to take in lodgers who are war workers and who have been approved by the Manager. The number of lodgers approved by the Manager to reside in the dwelling assigned should be recorded in this space.

Pages 333 through 343 of the Local Authority Management Manual and pages 41 through 51 of the Direct Management Manual are modified to the extent necessary in cases in which the procedures set forth herein are followed.

FPHA 1060 A
11-17-42
Bureau Budget No. 63-R-190-42
Approval expires Dec. 31, 1943

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
WASHINGTON, D. C.

APPLICATION FOR A FAMILY DWELLING

1 Name _____ 2. Race _____ 3. Address _____
(Street) (City) (State)

Phone _____ 5. Date worker moved to this locality _____ 6. Date family moved here _____
(Mo.) (Yr.) (Mo.) (Yr.)

7. Worker moved here from _____ (City) _____ (State); an approximate distance of _____ miles.

8. Names of Persons to Live in Home	Relationship to Applicant	Sex	Age	Occupation, Rank, or School Grade	Name of Company by Which Employed	Badge No.	Base Pay		Total Earnings Last Full Week
							Amt.	Per	

9. Is family living with worker? _____ (Yes or No) If not, give family's address _____

NOTE.—Answer items 10, 11, and 12 **only** if family **is** living with worker.

10. Distance from work _____ (Miles) Transportation _____ (Street-car, bus, auto, etc.) Cost, round trip _____ cents. Time, round trip _____ hrs. _____ min.

11. Describe present housing conditions _____

12. Do you have notice to move? _____ If so, when must you move? _____ (Mo.) (Yr.) Why? _____

I understand that this is not a contract and does not bind either party. I certify that the above is true to the best of my knowledge. I have no objection to inquiries for the purpose of verification.

Interviewed by _____ Applicant's signature _____ Date _____

16—31986-1

I. TO BE FILLED IN BY EMPLOYER OR HIS REPRESENTATIVE:

I hereby certify that _____ (Name of worker) is employed by this company as a _____ (Occupation of worker) at a rate of $_____ per _____ (Hour, week, month, etc.)

He was employed here on _____ (Date) and given badge number _____ (Number)

State number hrs. in average work week _____ Certified by _____ (Name) _____ (Title)

Name of company _____

V. FOR OFFICE USE ONLY

Dev. No. _____ Appl. No. _____

Classification			
Unit size			
Order of acceptance			

DESIG. ☐ NON-DESIG. ☐ NON-WAR ☐

Employer _____

FOR OFFICE USE ONLY

II. HOUSING NEED:

Inmigrant:

1. Not with family:
   - Family home inaccessible ☐
2. With family:
   - (a) Home inaccessible ☐
   - (b) Temporary housing ☐
   - (c) Forced to move ☐

Resident:

3. Substandard ☐

Forced to move—

Verified by:

_____

III. COMPUTATION OF FAMILY INCOME:

(a) Total weekly earnings _____ $_____

(b) Annual family income:

1. Gross income _____ $_____
   - Income from earnings $_____
   - Income from lodgers _____
   - Other income _____
2. Deductions:
   - Support of relatives _____
   - Payroll deductions _____
   - Occupational expenses _____
   - Other _____
   - Net annual income _____ $_____

IV. REMARKS:

_____

VI. FINAL DISPOSITION:

Dwelling No. _____ _____ Size _____

Basic rent _____ $_____ Net family income _____ $_____

Number of lodgers required _____ Rent to be paid by tenant, $_____

GPO 16—31986-1

NHA
FPHA

8-7-42

7.8
Regional
Circulars

SUBJECT: Contracts - Availability of Funds and Negotiation after Rejection of Bids

1. No contract shall be executed and no obligation shall be incurred therefor in connection with the development of a project except after certification by the Regional Accountant that funds are available for the purpose thereof.

2. When, after advertising for bids for a project or any work in connection therewith, the Regional Director shall reject the lowest bid, or when all bids are rejected and the Regional Director negotiates a contract with other than the lowest bidder, the Regional Director shall prepare and file in his office a brief statement of the reasons for such action, indicating specifically how the interest of the Government was served thereby. Copies of such statement shall be forwarded to the Assistant Commissioner for Development and to the Assistant Commissioner for Administration in the Central Office. Nothing in this section shall be construed as requiring Central Office approval of the action or decision by the Regional Director described in his statement.

JOHN N. EDY
Acting Commissioner

NHA
FPHA

7.9

Regional
Circular

8-13-42

SUBJECT: Distribution of Central Office Releases to Regional Offices

1. The Central Office Administration Branch has adopted the following procedure to facilitate distribution of Central Office releases to regional personnal:

a. At least two copies of each order, manual, notice, circular, etc., will be mailed by fastest method to each regional office as soon as it is reproduced. The releases will be accompanied by a notice indicating those groups of employees who should be familiar with the contents of the release and by a postal card, "Acknowledgment of Receipt," to be returned to the Central Office immediately after the bulk shipment of material has been received.

b. The full quantity of each release required by the regional office will be mailed by parcel post or shipped by express depending upon volume and weight as soon as it can be dispatched by the Central Office. (Air express, which requires an air priority, will not be used except in an emergency).

2. The regional office can facilitate distribution of Central Office releases by adopting the following practices:

a. Directing the air-mailed releases, upon receipt, to a responsible officer, preferably the regional administrative planning officer, who will bring it to the attention of the regional officer primarily concerned with its provisions.

b. Filling out the postal card, "Acknowledgment of Receipt," and mailing it promptly after receipt of the bulk shipment.

c. Reviewing the release carefully and planning its distribution within the region to local authorities, housing managers on directly operated projects, project managers, accountants, other field staff members, or regional office staff members, to insure that a copy is made available to each employee who should be familiar with its provisions.

d. Notifying the Administrative Planning Division, Central Office, of the usual number of copies of each type of release required in the region.

e. Conserving the supply of each release by making no unnecessary distribution to employees whose work is not affected by it or who can be adequately served by a supervisor's desk file of releases.

3. The procedure outlined above relating to activities of the the Central Office will become effective upon issuance of this instruction. Inquiries and comments regarding the suggested procedure for regional offices should be addressed to the Administrative Planning Division, Central Office.

JOHN N. EDY
Assistant Commissioner
for Administration

8.1 - Office Memorandum

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
Washington

8.1
Office
Memorandum

May 26, 1942

SUBJECT: Holiday - Memorial Day - May 30

The President has indicated that the heads of departments and agencies may require the attendance during regular working hours on May 30, Memorial Day, of those employees whose work will further the war effort.

Accordingly the Federal Public Housing Authority will remain open on Saturday, May 30. The Assistant Commissioners and the Regional Directors will determine what activities require the attendance of employees. A skeleton force for central services will be maintained.

HERBERT EMMERICH
Commissioner

NHA
FPHA

8.2
Office
Memorandum

6-6-42

SUBJECT: Vacations

Office heads, division and regional directors shall take immediate steps to ascertain the vacation plans of employees based on an allowance not to exceed two calendar weeks at one time. This information should be obtained by circulating Form FPHA 946 and tabulating the information submitted to Form FPHA 947.

Vacation periods should be scheduled throughout the balance of the year and no concentration of vacations should be permitted during the months of July and August. The staggering of vacations throughout the year will materially help in avoiding the disruption of the regular working operations during the war program.

All vacations shall be so arranged that leave will commence on Tuesdays, Wednesdays, or Thursdays of the week and will likewise terminate on Tuesdays, Wednesdays, or Thursdays, thereby relieving the congestion of common carrier facilities on weekends.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

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*Form numbers in this Office Memorandum have been given the FPHA prefix since all USHA forms will be identified in that way as soon as the present stock has been depleted.

NHA
FPHA

8.3
Office
Memorandum

6-27-42

SUBJECT: Region V, Cleveland, Ohio, and Region VII, Kansas City, Missouri

Within the immediate future, the headquarters for Region V will be established in Cleveland, Ohio, and Region VII in Kansas City, Missouri.

Employees who wish to be considered for vacancies in the new regional offices should consult the Employment Section, Room 413, indicating by memorandum their interest in specific positions to be established. Employees should furnish this information to the Personnel Division not later than July 3. The Government will bear the expenses for the usual allowances for moving household equipment and personal effects of employees so transferred. However, special per diem allowances as authorized for the recent regional moves are not authorized for employees transferring to the Cleveland Office, or Kansas City Office.

JOHN N. EDY
Assistant Commissioner
for Administration

NHA
FPHA

8.4
Office
Memorandum

6-30-42

SUBJECT: Inquiry Service

The Inquiry Service is established as an activity of the immediate staff of the Commissioner. Charles Alldredge is designated as Acting Chief of the Service and will be responsible for the following functions, which are deemed by the Commissioner essential to the administration of the Authority's war housing program:

1. The preparation of a bulletin containing official and professional material for guidance of employees of the Federal Public Housing Authority and local housing authorities.

2. The preparation of notices announcing the assignment of housing projects, bid-openings, and other information pertinent to the development of public housing, dissemination of which is essential to the establishment of necessary relationships with prospective architects and builders and material suppliers of the Authority's projects.

3. The preparation of press digests for use within the Authority.

4. The preparation of replies to inquiries relative to the activities and program of the Authority.

Except for functions hereby assigned to the Inquiry Service, and the Photographic Library, which is transferred to the FPHA Library, Office Service Division, the activities of the Office of the Director of Information are suspended, effective June 30, 1942.

HERBERT EMMERICH
Commissioner

MARKER

PUBLIC HOUSING ADMINISTRATION
LIBRARY

NHA
FPHA

8.5
Office
Memorandum

6-27-42

SUBJECT: Holiday - Independence Day, July 4

The President has indicated that the heads of departments and agencies may require the attendance during regular working hours on July 4, Independence Day, of those employees whose work will further the war effort.

The Federal Public Housing Authority shall remain open on Saturday, July 4. The Assistant Commissioners and the Regional Directors shall determine what activities require the attendance of employees. A skeleton force for office services shall also be maintained.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

8.6
Office
Memorandum

7-22-42

SUBJECT: Use of Titles

The second part of paragraph 1 of Temporary Notice No. 4, dated March 27, 1942, is hereby rescinded.

Hereafter officials and employees of the Federal Public Housing Authority are to sign their names and titles to memoranda and correspondence relating to subjects with which they are authorized to deal.

The complimentary close on letters shall hereafter be prepared as follows:

1. For the Commissioner's signature:

Sincerely yours,

HERBERT EMMERICH
Commissioner

2. For the Assistant Commissioners' signatures:

Sincerely yours,

(NAME)
Assistant Commissioner
for .....

3. For Division and Office Heads' signatures:

Sincerely yours,

(NAME), Director
..... Division

4. For Regional Directors' signatures:

Sincerely yours,

(NAME)
Director, Region XII

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

7-30-42

8.7
Office
Memorandum

SUBJECT: Acting Commissioner

Mr. John N. Edy, Assistant Commissioner for Administration, shall be Acting Commissioner during my absence from July 31, 1942 to August 11, 1942 and, during that period, is authorized to exercise all powers vested in the Commissioner of the Federal Public Housing Authority.

HERBERT EMMERICH
Commissioner

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY
AUG 1 1942

8

8.8

NHA
FPHA

Office
Memorandum

7-31-42

SUBJECT: Distinction in Usage between the Term "the NHA" and "the Office of the Administrator"

There is a tendency on the part of FPHA employees to use the term "the NHA" when referring to "the Office of the Administrator." This practice should be discontinued. Use of the term "the NHA" should be restricted to references to the over-all organization of which the FPHA, the FHA and the FHLBA, as well as the Office of the Administrator, are constituent parts.

HERBERT EMMERICH
Commissioner

NHA
FPHA

8-14-42

8.9

Office
Memorandum

SUBJECT: Communications Regarding Activities in Regions V and VII

Communications and correspondence regarding policies, standards, procedures and administrative activities which relate to the FPHA program in Regions V and VII should be directed to:

Region V

Carleton F. Sharpe
Regional Director
Cleveland Trust Company
2073 East Ninth Street
Cleveland, Ohio

Region VII

Gunnar Mykland
Regional Director
Dierks Building
1006 Grand Avenue
Kansas City, Missouri

Pending the establishment of operating staffs in these regional headquarters, and until further notice, communications and correspondence regarding the management of war housing projects, will continue to be referred to the Project Management Branch, Central Office. Communications regarding the management of FPHA-aided and PWA Housing Division projects and the development of projects in each of the states listed should be routed to the following regional headquarters::

Kentucky, West Virginia	Region III, Washington, D.C..
Colorado, Kansas, Michigan, Missouri, Nebraska, Ohio, Wyoming	Region VI, Chicago
Utah	Region X, San Francisco

John N. Edy

JOHN N. EDY
Assistant Commissioner
for Administration

NHA
FPHA

8.9
Office
Memorandum

Revised
9-16-42

SUBJECT: Communications Regarding Activities in Regions V and VII

1. All communications and correspondence regarding FPHA activities in Region V should henceforth be directed to:

Carleton F. Sharpe
Director, Region V
Cleveland Trust Company
2073 East Ninth Street
Cleveland, Ohio

2. All communications and correspondence regarding FPHA activities in Region VII should henceforth be directed to:

Gunnar Mykland
Director, Region VII
Dierks Building
1006 Grand Avenue
Kansas City, Missouri

3. Until such time as it assumes full supervisory responsibility, Region VII headquarters will forward correspondence, documents, and other papers relating to Region VII projects to the regional office presently supervising development or management of such projects.

JOHN N. EDY
Assistant Commissioner
for Administration

NHA
FPHA

8.9
Supplement No. 1

11-12-42

Office
Memorandum

SUBJECT: Transfer of Project from Region VI to Region IX

Project MONT-5-1, Anaconda, Montana, was transferred from the jurisdiction of Region VI to that of Region IX effective November 1, 1942.

All communications and correspondence regarding this project should hereafter be addressed to Region IX.

JOHN N. EDY
Assistant Commissioner
for Administration

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

711

NHA
FPHA

8.9
Supplement 2

12-7-42

Office
Memorandum

SUBJECT: Transfer of Projects of the Denver Housing Authority from Region VI to Region VII

1. Effective December 7, 1942, projects of the Denver Housing Authority will be transferred from the jurisdiction of Region VI to that of Region VII.

2. All communications pertinent to these projects should be addressed to Region VII after that date.

JOHN N. EDY
Assistant Commissioner
for Administration

744

NHA
FPHA

8.10
Office
Memorandum

August 14, 1942

SUBJECT: Telephone Service

1. General Conservation Order L-50 of the War Production Board, declaring an acute shortage of critical materials used in the telephone industry, necessitates certain restrictions upon the installation and use of telephone facilities in the FPHA.

2. In order to comply with the restrictions imposed by the WPB without interfering with the effective conduct of the FPHA program, it is essential that the Office Service Division compile certain information regarding present use of telephone facilities. Accordingly, each division and office head shall prepare and submit to the Director, Office Service Division, on or before August 20,1942, a list of all telephones and equipment now in use by their personnel which may be restricted or eliminated without sacrificing the efficiency of the organization. Each list should be prepared in accordance with the attached form and set forth the following information by branch and room number:

a. Unrestricted telephones on which outside calls can be made which may be restricted to inside calls only.

b. Telephone extensions which can be eliminated.

c. Wiring plans which can be eliminated.

3. The following regulations will be observed in the installation of the telephone facilities:

a. Changes in the type of telephone facilities now used in the FPHA will not be made, except to replace non-essential complicated wiring systems by simpler ones where the latter are not essential to effective functioning of the office.

b. New telephone installations will not be made unless the necessity for each installation is clearly established by a detailed justification accompanying the request for the installation.

c. New telephones will be installed as extensions of existing branches unless this is clearly impracticable.

4. The following regulations regarding the use of telephone facilities designed to effectuate adequate essential telephone service shall be observed:

a. Officials shall accept or reject long distance telephone calls immediately in order to prevent overloading of the circuit.

b. All telephone calls shall be limited to essential official business.

c. Employees shall refrain from using office telephones for personal calls. Pay telephone booths for personal calls are located on each floor.

JOHN N. EDY
Assistant Commissioner
for Administration

-14-42

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

REPORT ON TELEPHONE SERVICE

Division or Office _____

Room Number	Main Lines to be Discontinued	Extensions to be Discontinued	Main Lines to be Restricted	Wiring Plans to be Discontinued	Date Change to be Effective

NHA
FPHA

8.10
Office
Memorandum

10-29-42
Revised

SUBJECT: Telephone Service

1. General Conservation Order L-50 of the War Production Board, declaring an acute shortage of critical materials used in the telephone industry, necessitates certain restrictions upon the installation and use of telephone facilities in the FPHA.

2. In order to comply with the restrictions imposed by the WPB, the following regulations will be observed in the installation of the telephone facilities:

a. Changes in the type of telephone facilities now used in the FPHA will not be made, except to replace non-essential complicated wiring systems by simpler ones where the former are not essential to effective functioning of the office.

b. New telephone installations will not be made unless the necessity for each installation is clearly established by detailed justification accompanying the request for the installation.

c. New telephones will be installed as extensions of existing branches unless this is clearly impracticable.

3. The following regulations regarding the use of telephone facilities designed to effectuate adequate essential telephone service shall be observed:

a. Officials shall accept or reject long distance telephone calls immediately in order to prevent overloading of the circuit.

b. In placing calls, Regional office and Central office officials shall indicate their willingness to talk to an assistant if the person called is not available.

c. All telephone calls shall be limited to essential official business.

d. Employees shall refrain from using office telephones for personal calls. Pay telephone booths for personal calls are located on each floor.

JOHN N. EDY
Assistant Commissioner
for Administration

7780

MARKER

PUBLIC HOUSING ADMINISTRATION
LIBRARY

NHA
FPHA

8-28-42

8.11

Office
Memorandum

SUBJECT: Holiday - Labor Day, September 7

The President has indicated that the heads of departments and agencies may require the attendance during regular working hours on September 7, Labor Day, of those employees whose work will further the war effort.

The Federal Public Housing Authority shall remain open on Monday, September 7. The assistant commissioners and the regional directors shall determine what activities require the attendance of employees.

HERBERT EMMERICH
Commissioner

NHA
FPHA

9-19-42

8.12

Office
Memorandum
Central Off.

SUBJECT: Air-Conditioning

In response to complaints of high temperature in the various offices of the building, the Building Engineer checked into the situation yesterday and found 34 windows open.

Since the air-conditioning system will not function under these circumstances, we are asking again that the occupants of all offices keep their windows closed.

John N. Edy

JOHN N. EDY

NHA
FPHA

8.13
Office
Memorandum

10-8-42

SUBJECT: Inter-Library Lending Service

1. General: In addition to its own facilities and accessions, the FPHA Library has made arrangements with the Library of Congress and other specialized libraries to borrow books and periodicals for the official use of the personnel of the Federal Public Housing Authority located in Washington.

2. Limitations: The Library of Congress will not lend the following types of publications: law books, imaginative literature, works on local history, and certain types of reference books. Some of these materials, however, are available from the other libraries. In accordance with the usual practice, books must be returned to the lending library within two weeks of release, and are subject to immediate recall in the interim. Current issues of periodicals may be borrowed for only two days. In all cases, the due date will be shown on a transmittal slip attached by the FPHA Library.

3. Requests: Employees may neither make requests from nor return books directly to the cooperating libraries. All requests, either by phone, (Extension 726) or memorandum, (Room 200 Longfellow Building) to the FPHA Library, should provide, if possible: (a) author's full name, (b) complete title, (c) edition, (d) publisher, and (e) date published. About three or four days should be allowed for receipt of any material requested.

ROLLAND D. SEVERY
Chief Administrative Officer

7177

NHA
FPHA

10-9-42

8.14
Office
Memorandum

SUBJECT: Acting Commissioner

Mr. John N. Edy, Assistant Commissioner for Administration, shall be Acting Commissioner during my absence from October 9, 1942, to October 12, 1942, and, during that period, is authorized to exercise all powers vested in the Commissioner of the Federal Public Housing Authority.

HERBERT EMMERICH
Commissioner

7243

NHA
FPHA

8.17
Office
Memorandum

10-17-42

SUBJECT: Acting Commissioner

Mr. John N. Edy, Assistant Commissioner for Administration, shall be Acting Commissioner during my absence from October 19, 1942 to October 26, 1942, inclusive, and, during that period, is authorized to exercise all powers vested in the Commissioner of the Federal Public Housing Authority.

HERBERT EMMERICH
Commissioner

7474

NHA
FPHA

S.18
Office
Memorandum

10-21-42.

SUBJECT: File Copies for the Administrator's Office.

Correspondence prepared in the Federal Public Housing Authority for the signature of the Administrator of the National Housing Agency, or for the signature of any member of his staff must be accompanied by a FILE COPY and a BLUE COPY for the Central Files of the Office of the Administrator.

ROLLAND D. SEVERY
Chief Administrative Officer

7553

NHA
FPHA

8.19
Office
Memorandum

10-24-42

SUBJECT: Availability of the Services of the Current Surveys Section of the Bureau of the Census to the FPHA for Statistical Surveys

The Bureau of the Census has established a Current Surveys Section as a central service unit that will serve other government agencies in the collection of statistics requiring the direct enumeration of population. The feasibility of using this service, which is available on an actual cost basis should be considered whenever the FPHA requires information that the Current Surveys Section can obtain.

The Current Surveys Section maintains current information on population, housing and agriculture, and is equipped to make surveys at a low cost on such subjects as employment, unemployment, labor reserves, housing, rentals, transportation migration, and related subjects of prime importance to war activities.

Divisions and offices requiring information of any of the types mentioned above should discuss their requirements with the Statistics Division. If the Statistics Division does not have the information desired, the Director of the Statistics Division will make the necessary contacts with the Bureau of the Census.

Should a regional office require statistics on any of the subjects listed above, the information should be outlined in a memorandum to the Director of the Statistics Division, who will make the necessary contacts with the Current Surveys Section.

At the present time the Current Surveys Section is making a survey of housing vacancies and housing occupancy for the National Housing Agency. This and other surveys should be of considerable value in meeting the constantly changing needs of the FPHA program.

JOHN N. EDY
Assistant Commissioner
for Administration

7668

NHA
FPHA

8.20
Office
Memorandum

10-28-42

SUBJECT: Priority for Urgent Telephone Toll Calls Essential to the War Effort or Public Safety

The Board of War Communications has determined that the national defense and security and the successful conduct of the war demand that certain telephone toll calls be given preferred handling. Beginning November 1, 1942, urgent toll calls placed by authorized persons in federal agencies shall, upon request, be given precedence over other toll calls in the following order of priorities:

(a) Priority 1 shall be given to calls which require immediate completion for war purposes or to safeguard life or property and which relate to one or more of the following matters:

1. Arrangements for moving armed forces during combat operations.

2. Extremely urgent orders to armed forces.

3. Immediate dangers due to the presence of the enemy.

4. Hurricane, flood, earthquake or other disaster materially affecting the war effort or public security.

Where necessary for the immediate completion of a call having Priority 1, any conversation in process (other than one having Priority 1) may be interrupted.

(b) Priority 2 shall be given to calls which require immediate completion for the national defense and security, the successful conduct of the war, or to safeguard life or property other than those specifically described in (a) above.

(c) Priority 3 shall be given to calls which require prompt completion for the national defense and security, the successful conduct of the war, or to safeguard life or property and which involve matters of the following type:

1. Important governmental functions.

2. Machinery, tools or raw materials for war plants.

3. Production of essential supplies.

4. Maintenance of essential public health and safety.

5. Supply or movement of food.

6. Civilian defense or public health and safety.

In general, the activities of the FPHA program will not justify calls other than those classified under Priority 3; use of even this communication priority, however, should be made only in emergency instances. Determination as to whether a call is sufficiently important to require a priority shall rest with division heads and assistant regional directors.

ROLLAND D. SEVERY
Chief Administrative Officer

7754

NHA
FPHA

11-3-42

8.21
Office
Memorandum

SUBJECT: Mailing Address of Region VIII

In order to facilitate delivery of correspondence and telegrams to the headquarters of Region VIII, the following official address should be used:

1205 Electric Building

7th and Taylor Streets

Fort Worth, Texas

Rolland D. Severy

ROLLAND D. SEVERY
Chief Administrative Officer

NHA
FPHA

11-5-42

8.22
Office
Memorandum

SUBJECT: Tickler System for Reports - Form FPHA-1149

1. Form FPHA-1149 has been devised as a convenient tickler card for use by offices which are required to prepare periodic reports. It is designed primarily for regional office use, but it may be used elsewhere.

2. One suggested use of the form is to prepare one copy for each type of report and file the forms chronologically according to the dates when reports must be prepared. The file should be maintained at some central point by a clerk who will draw the card a day or so before preparation of a report should be undertaken and send it to the employee responsible for preparing the report. The file clerk should use an "Out" card to note that the responsible employee has been advised of the report due. When the report is completed, the card should be attached to it and remain with the report until it is removed by the "outgoing-mail" clerk for return to the central file. It should then be filed as of the next date the report is to be prepared.

Rolland D. Severy

ROLLAND D. SEVERY
Chief Administrative Officer

NHA
FPHA

11-5-42

8.22
Office
Memorandum

Attachment

Title of Report		Due in C. O. on
Form No. used	No. of copies required by C. O.	Prepare as of
Manual reference		
Direct Report to		
Title of Regional Office employee preparing		

NOTICE OF CENTRAL OFFICE REPORT DUE

Form FPHA-1149
11-1-42

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

M A R K E R

PUBLIC HOUSING ADMINISTRATION
LIBRARY

NHA
FPHA

8.23
Office
Memorandum

11-6-42

SUBJECT: November Holidays

The President has indicated that the heads of departments and agencies may require the attendance of employees during regular working hours on November 11, Armistice Day, and on November 26, Thanksgiving Day, if the war effort is furthered by doing so.

All FPHA employees shall remain on duty Wednesday, November 11. The assistant commissioners and the regional directors shall provide a skeleton staff in their units on Thursday, November 26. If more than a skeleton staff is necessary, they are authorized to require the attendance of needed employees.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

8.24
Office
Memorandum

11-7-42

SUBJECT: Shipments of Bulk Material During December

During the month of December bulk shipments of printed matter and supplies to the regional offices from the Central Office will be deferred in order to relieve the seasonal burden on postal and express facilities, handicapped especially this year by shortage of personnel and war transport requirements. Requests by FPHA regional offices on other agencies for bulk shipments of printed matter or supplies should also be postponed, if possible.

Supplies of stationery, forms, manual inserts, etc., should, therefore, be ordered immediately for shipment in November, in a quantity sufficient to meet anticipated requirements until January 15, 1943.

Similar instructions to project and housing managers should be issued by each regional office.

Rolland D. Severy

ROLLAND D. SEVERY
Chief Administrative Officer

NHA
FPHA

11-12-42

8.25
Office
Memorandum
(Central Office)

SUBJECT: Return of Authority-owned Publications to the Library for Cataloging

The Library of the Federal Public Housing Authority is the major reference source within the Authority of information relating to all phases of public and private housing.

In order that all of the informational resources of the FPHA may be made available to all employees, all books, periodicals, and pamphlets purchased directly by the several divisions are now to be cataloged in the Library. After all of the material available is cataloged, the Library will take steps to acquire any additional housing publications needed to complete its collection.

In order to complete the cataloging with the least disturbance to regular functions, each division and office head should immediately assign one or more employees to make a thorough desk to desk audit within the division or office. Each book, pamphlet, and periodical purchased with Government funds will be recorded.

Each Division and office head should submit a memorandum to the Librarian by not later than November 20, showing the name of the employee designated to act as liaison with the Library. The memorandum should also list the books, pamphlets, and periodicals found during the audit in the manner shown below:

Title	Author	Type *	Publisher	Date	Custodian

Those books which are in continuous use by the division may be indicated by an asterisk to the left of the title.

Cataloging of the books, pamphlets, and periodicals will begin immediately after November 20, on a division by division schedule. The Librarian will contact the liaison employee of the division, who will collect the publications from the desks and files and send them in lots of fifty to the Librarian. After each lot of material has been cataloged and identified, the Library will return to the division or office on long term loan those books which are needed for constant reference.

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* Indicate whether book, pamphlet, periodical, or other.

Appropriate recognition will be accorded to any employee who desires to add to the Library's collection by donation of personally-owned books, pamphlets, or periodicals.

ROLLAND D. SEVERY
Chief Administrative Officer

NHA
FPHA

8.26

Office
Memorandum

11-17-42

SUBJECT: Change in Pay Periods

1. The pay days of the National Housing Agency have been changed from the 8th and 23rd to the 13th and 28th. This change will be effective for the Federal Public Housing Authority as of the pay period beginning November 29.

2. Employees will receive their regular pay check on November 23. A pay check will be issued for the period November 24 to November 28. The pay check for the next regular pay period will be made on December 13. The pay check due on November 28 will be a day or two late in distribution to employees.

3. Pay roll deductions for War Savings Stamps and Bonds will be made from the November 23 and December 13 pay checks. No deduction will be made in the November 28 pay check.

JOHN N. EDY
Assistant Commissioner
for Administration

NHA
FPHA

8.27
Office
Memorandum

11-18-42

SUBJECT: Nursing Service

Nurses in attendance in the FPHA Emergency Room, a service of the Training and Personnel Relations Section, Personnel Division, will render all assistance possible to employees who may be injured, are convalescing, or become indisposed, even though the injury or illness may not have occurred in the line of duty. Services available in the Emergency Room include first aid treatment, bandaging, sedatives, rest facilities, relief for common colds, and advice when further medical treatment seems advisable.

When an employee is injured, however slightly, he should visit the Emergency Room. It is in his interest to have every injury promptly examined and recorded, and to receive first aid treatment.

In addition to the services listed above, a nurse will visit the home of every employee on sick leave for more than three days to assist the employee in obtaining proper medical care, if this is otherwise unavailable to the employee, and to give the employee such nursing care as may be required by his condition and as may be feasible. The Administrative Assistant in each Division or Office, or some employee designated by the Division or Office Head, shall be responsible for furnishing daily the names of such employees to the Chief of the Training and Personnel Relations Section.

Employees on sick leave for three of more days shall report to the Emergency Room prior to reporting for duty. The nurse will determine whether the employee is fit to perform his duties without further hazard to his own health or that of fellow employees.

Roland D. Severy

ROLLAND D. SEVERY
Chief Administrative Officer

NHA
FPHA

8.28
Office
Memorandum

11-19-42

SUBJECT: Acting Commissioner

The Commissioner will be absent from duty in the Central Office on Saturday, November 21, 1942 and John N. Edy will serve as Acting Commissioner in accordance with General Order 210.27 (11/4/42).

ROLLAND D. SEVERY
Chief Administrative Officer

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

NHA
FPHA

11-30-42

8.28
Office
Memorandum

Supplement 1

SUBJECT: Acting Commissioner

During the absence of the Commissioner from duty in the Central Office from December 1 to December 3, inclusive, and from December 7 to December 18, inclusive, John N. Edy will serve as Acting Commissioner, in accordance with General Order 210.27, dated November 4, 1942.

ROLLAND D. SEVERY
Chief Administrative Officer

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

547

NHA
FPHA

8.29
Office
Memorandum

12-2-42

SUBJECT: Holiday Leave

The Director of the Office of Defense Transportation has requested that

1. All Government Agencies cancel all civilian employee annual leaves between December 18 and January 10 where travel would be involved as a result of such leaves.

2. All Government Agencies instruct their personnel to limit, as far as is possible without impairing the war effort, the calling of meetings which would involve travel during the period from December 18 through January 10.

In order that the Federal Public Housing Authority may comply to the fullest extent possible with this request, all employee requests for annual leave between December 18 and January 10 must be submitted to the respective Assistant Commissioners, the General Counsel or Regional Directors for approval. Each such request must be supported by a statement from the Division Head or Regional Representative that:

1. No travel on public transportation facilities is involved in connection with this leave, or,

2. The employee has personal business of a sufficiently urgent character to justify an exception to the request of the ODT. Exceptions will not be granted where the request of the employee is based purely on a desire to be somewhere else at Christmas.

The request may be approved where it is urgent that the employee travel for reasons unrelated to the holiday season, or where the employee will be reunited with a member of the armed forces.

In order not to unjustly penalize employees who have given up summer vacations and whose accumulated leave has reached the maximum and who therefore might lose leave by virtue of this memorandum, every favorable consideration will be given to requests from such employees for leave between now and December 18.

I should like the cooperation of all employees in refraining from using public transportation unnecessarily during this critical period.

Herbert Emmerich

HERBERT EMMERICH
Commissioner

NHA
FPHA

8.30
Office
Memorandum

12-4-42

SUBJECT: Paper for Interoffice Memoranda

To further the government's paper conservation program, half-size interoffice memorandum sheets should be used whenever possible.

A supply of this size memorandum sheets is available in the Central Office Supply room.

ROLLAND D. SEVERY
Chief Administrative Officer

705

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

NHA
FPHA

8.31
Office
Memorandum

12-7-42

SUBJECT: D. C. Metropolitan Area Office

The D. C. Metropolitan Area Office has been consolidated with that of Region III. Mr. Gilbert L. Rodier, its Acting Director, has been transferred to the Central Office as Acting Director of the Technical Division. Correspondence previously directed to Mr. Rodier as Acting Director of the D. C. Metropolitan Area should therefore be directed henceforth to Oliver C. Winston, Director, Region III.

Holders of the recently issued Stenographic Manual should be instructed to note the change in their manual on page 7, Table II. The description of the geographic area under the jurisdiction of Region III on page 5, Table I, should also be corrected by striking out the words in parentheses which excluded the territory previously administered by D. C. Metropolitan Area Office..

JOHN N. EDY
Assistant Commissioner
for Administration

NHA
FPHA

8.32
Office Memorandum
(Central Office)

12-8-42

SUBJECT: Discontinuance of Submission of Certain Report Data to the Statistics Division by Central Office Divisions and Offices

In the interest of simiplified and more effective Central Office operations, submission to the Statistics Division of any original or duplicate copies of the forms and documents listed below, and related correspondence, should be discontinued, effective immediately.

FORM OR DOCUMENT	RECEIVED FROM	ACTION
1. Loan and annual contributions contract (and amendments)	Legal Division	Route no copy of these documents to the Statistics Division
2. Contracts for financial assistance	Legal Division	Route no copy of these documents to the Statistics Division
3. Agreements for revision and modification of loan and annual contributions contracts.	Legal Division	Route no copy of these documents to the Statistics Division
4. Earmarking memoranda and recissions thereof	Office of Chief Economist	Route no copies of these memoranda to the Statistics Division
5. Monthly reports-Funds available to local housing authorities.	Finance and Accounts Division	Route no copies of these reports to the Statistics Division
6. Construction contract documents (exclusive of proceed order)	Office Service Division; Construction Division	a. Route on construction contract documents to Statistics Division b. Continue to route proceed orders to Statistics Division

Joel Gordon, Director
Statistics Division

NHA
FPHA

8.33
Office
Memorandum

12- -42

SUBJECT: Holiday

Christmas Day will be observed as a holiday by the Federal Public Housing Authority.

New Year's Day, and the days preceding and following Christmas Day and New Year's Day, will be work days, and all offices of the Federal Public Housing Authority shall be open for business on those days.

JOHN N. EDY
Acting Commissioner

FEDERAL PUBLIC HOUSING AUTHORITY
LIBRARY

872

Mrs. Hughes
107

NHA
FPHA

8.34
Office
Memorandum

12-17-42

SUBJECT: Address of Director of Region V

The correct address of the Director of Region V is as follows:

Mr. Carleton F. Sharpe, Regional Director
Federal Public Housing Authority
2073 East Ninth Street
Cleveland, Ohio

Employees holding the Stenographic Manual should make the appropriate change in the Manual on page 5.

ROLLAND D. SEVERN
Chief Administrative Officer

MARKER

PUBLIC HOUSING ADMINISTRATION
LIBRARY

NHA
FPHA

8.35
Office
Memorandum

12-18-42

SUBJECT: Change in Working Hours in Chicago Regional Office

At the request of the Office of Defense Transportation, Region VI has revised its schedule of working hours in the Regional Office, as follows (Central War Time):

Daily - 9:15 a.m. to 5:45 p.m.
Saturday - 9:15 a.m. to 1:15 p.m.

Telegrams and telephone calls to the Chicago Regional Office should be timed to correspond with this revised working schedule.

The working hours of the various project offices in Region VI are not affected by this change.

Rolland D. Severy

ROLLAND D. SEVERY
Chief Administrative Officer

Library
104

NHA
FPHA

8.36
Office
Memorandum

12-22-42

SUBJECT: Release of Employees for Transfer within the National Housing Agency

1. Authority for Approving Transfers. Under Section 6 of Regulation IX of the War Service Regulations of the Civil Service Commission the Administrator may make intra-agency transfers of employees from one activity to another activity with a higher priority classification without the prior approval of the Civil Service Commission.

   The Administrator, in NHA General Order 23-1, delegates this power to the Commissioner of the constituent unit of the National Housing Agency to which an employee is to be transferred. In accordance with FPHA General Order 210.3, regional directors may, subject to the conditions stated below, approve such transfers.

2. Prior Written Approval of Release Required. Transfers shall be approved only upon receipt of a written notice of approval of release from the constituent unit from which the employee is to be transferred.

3. Notification of Civil Service Commission. The Civil Service Commission shall be notified of each such action.

Charles G. Stern
CHARLES G. STERN, Director
Personnel Division

8444

NHA
FPHA

8.37
Office
Memorandum

12-24-42

SUBJECT: Hatch Act

1. Persons Affected

(a) It is the opinion of the FPHA General Counsel that employees of the FPHA and of the local authorities are prohibited from engaging in the political activities outlined in the following paragraphs 2 and 3. These prohibitions have been construed to apply to temporary, substitute, and per diem employees, during their active employment, and to furloughed employees and employees on leave, either with or without pay, but not to persons who are retained from time to time to perform special services on a fee basis and who take no oath of office, nor to retired employees.

(b) In the absence of a ruling by the Attorney General or the Civil Service Commission, it is the opinion of the FPHA General Counsel that members of local authorities are not subject to the provisions of Section 12 (a) of the Act.

(c) Employees subject to the provisions of the Act who live in the immediate vicinity of the National Capital (including Alexandria, Annapolis, Arlington, Chevy Chase, Falls Church, etc.) are permitted to take part in political activity which involves the municipality or political subdivision in which they reside. The Civil Service Commission has ruled that the activities engaged in must be of a local character and in the domestic interest of resident employees who are subject to the Act. Offices held by such employees must be purely local offices, the duties of which do not involve state or national partisan politics, and the nominations and elections to such offices must be conducted in such a manner that employees can participate in the resulting political management and campaigns in a nonpartisan manner.

2. Provisions of the Act. The Hatch Act (Act of August 2,. 1939, as amended by the Act of July 19, 1940) provides as follows:

"Sec. 9. (a) It shall be unlawful for any person employed in the executive branch of the Federal Government, or any agency or department thereof, to use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. No officer or employee in any executive branch of the Federal Government, or any agency or department thereof, shall take any active part in political management or in political campaigns. * * * "

"Sec. 12. (a) No officer or employee of any State or local agency whose principal employment is in connection with any activity which is financed in whole or in part by loans or grants made by the United States or by any Federal agency shall (1) use his official authority or influence for the purpose of interfering

(over)

with an election or a nomination for office, or affecting the result thereof, or (2) directly or indirectly coerce, attempt to coerce, command, or advise any other such officer or employee to pay, lend, or contribute any part of his salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes. No such officer or employee shall take any active part in political management or in political campaigns. * * * "

3. Prohibited Activities. Direct or indirect participation in any of the following types of political activity is in contravention of the prohibitions of the Hatch Act as construed by the Attorney General and the Civil Service Commission:

Serving on or for any political committee, party, or similar organization; soliciting or handling political contributions; addressing or organizing or serving as officer of a political club; taking an active part in preparing, organizing, or conducting a political meeting or rally; engaging in political conferences while on duty, or canvassing a district or soliciting political support for a party, faction, or candidate; taking an active part in primary or regular elections, such as soliciting votes, assisting voters in marking ballots, or helping to get out the voters on registration or election days; acting as an election officer in a capacity which may involve partisanship or partisan political management; publishing or being connected editorially or managerially with any newspaper generally known as a partisan from a political standpoint; writing for publication or publishing any letter or article, signed or unsigned, in favor of or against any political party or candidate; becoming a candidate for nomination or election to a Federal, State, or local office, which is to be filled through an election in which party candidates are involved; distributing campaign literature or material; initiating or circulating political petitions; becoming prominently identified with any political movement, party, or faction, or with the success or failure of any candidate for election to public office.

4. Extent of Lawful Activity. The Act expressly reserves the right of employees to vote as they may choose and to express their opinions on all political subjects and candidates (Sections 9 and 12 of the Act). It does not prohibit political activity in connection with any question which is not specifically identified with any National or State political party, such as questions relating to constitutional amendments, referendums, or approval of municipal ordinances (Section 18 of the Act).

5. Penalties. Although some Sections of the Hatch Act provide a penalty of fine and imprisonment for certain types of political activity, the penalty for violations of Sections 9 and 12 is removal from office by appropriate administrative action; Section 12 imposes

the duty upon the Federal agency making loans or grants of funds to report to the Civil Service Commission all situations where it has reason to believe that an officer or employee has violated the provisions of the section. Consequently, all violations and suspected violations should be reported to the Central Office.

6. Other Regulations. In addition to the Hatch Act, it is also to be noted that the Executive Orders of January 17 and January 28, 1873, forbid persons holding Federal civil office by appointment from holding any State or municipal office. However, this prohibition has been suspended by the Executive Order of August 15, 1940, and Civil Service Commission regulations adopted pursuant thereto, with respect to positions directly concerned with national defense.

John N. Edy

JOHN N. EDY
Assistant Commissioner
for Administration

Mrs. Hughes

NHA
FPHA

8.38
Office
Memorandum

12-29-42

SUBJECT: Conversion List of FWA Forms Formerly Used by FPHA

Forms used in the discharge of certain functions performed by the FWA in the construction and maintenance of defense housing projects transferred to the FPHA were continued in use on these projects pending the creation of FPHA forms to supersede them.

Attached is a list showing the FPHA forms which have been designated for use in lieu of these FWA forms. Those FWA forms which are to be continued in use until stocks on hand are exhausted are indicated by an asterisk to the right of the FWA number.

ROLLAND D. SEVERY
Chief Administrative Officer

Attachment

8623

NHA
FPHA

12-29-42

8.38
Office
Memorandum
Attachment 1

SUBJECT: Conversion List of FWA Forms Formerly Used by FPHA

DHM FORM NUMBER	TITLE	CORRESPONDING FPHA FORM NUMBER
1*	Certification of Defense Activity and Income Data	1060 2000**
2	Rent Policies	Obsolete
3	Dwelling Lease	Continue to use form if separat charge made for utilities furnished by mgt.
4	Dwelling Lease	Obsolete
5	Conditions of Occupancy	Obsolete
6	Report on Applications, Leasing and Occupancy	840-W 841-W
7	Application for a Dwelling	1060 2000**
11*	Tenant Record	41
12*	Notice of Premises Vacated	376-376a
13	Notice of Change in Rental Charge	Obsolete
22	Electricity Contract Gas Contract (unnumbered)	1021 1022
23	Delivery and Acceptance of a Portion of a Project	Handle by memo (See LC-800)
24	Advice of Allotment	Obsolete
26	Contract of Agency	Still used
27	Contract of Agency	Still used
28* 28a*	Rental Certificate Rental Certificate	1054 1054
29* 29a*	Occupancy Record (Card file type) Occupancy Record (Visible index type)	1104 1104

* Continue to use FWA form until supply is exhausted
* * Trailer, Dormitory, and Dormitory Apartment Projects

DHM FORM NUMBER	TITLE	CORRESPONDING FPHA FORM NUMBER
30	Preliminary Inventory of Tools, Supplies, and Equipment	Obsolete
31	Recapitulation of Income and Expense	848 Page 1 of 3 2020**
36	Development Registration Card	Obsolete
37*	Utility Consumption Analysis	711
38*	Analysis of Lighting, Refrigeration, and Cooking	712
39*	Summary of Utility Analysis	652
40*	Analysis of Heating and Hot Water	637
43	Breakdown of Budget by Months	848 Page _ of 3 2020** (quarterly)
44*	Budget Control Record	See page 120 of Dir.Mgt.Manual. Will be replaced by FPHA form.
45	Monthly Budget Report	621 2019**
46	Report on Agreements for Payments in Lieu of Taxes	Obsolete
101*	Advice of Allotment	1070
104*	Purchase Order	64
106*	Stores Requisition	2022
107a*	Summary Analysis of Daily Time Reports	1085
108*	Stores Inventory Record	2023
110*	Purchase Requisition	60
205	Tenants Ledger (accounts payable)	2013

* Continue to use FWA forms until supply is exhausted
** Trailer, Dormitory, and Dormitory Apartment Projects

DHM FORM NUMBER	TITLE	CORRESPONDING FPHA FORM NUMBER
207	Tenants Ledger (accounts receivable)	2013
209	Summary Statement of Rental Schedule of Tenants Accounts Receivable and Tenants Accounts Payable Ledger	2009
210*	Rental Schedule	Obsolete
250*	Analytical General Ledger Trial Balance	1079
250a*	Analytical Cash Accounts	1078
251	Cumulative Statement of Revenues and Obligations for Defense Housing Operations	Obsolete
253	Allotment Ledger Postings	Std. Form 1015

FWA FORM NUMBER	TITLE	CORRESPONDING FPHA FORM NUMBER
19*	Pay Receipts	1508
22-E	Travel Authorization	91
23-E	Request for Travel Authorization	90
25	Cost Distribution Ledger	Obsolete
30-P	Personnel Requisition	950
32-E	Application for Leave	100
37-P	Contract for Temporary Employment in the Field	35
38-P	Field Classification Sheet	525
39-E	Request for Supplies, Equipment or Service	60
41-P	Application for Employment (Use CSC 57)	
50-P	Field Agreement	35
173-P	Personnel Requisition (Field)	950

* Continue to use FWA forms until supply is exhausted

DHC FORM NUMBER	TITLE	CORRESPONDING FPHA FORM NUMBER
2	Monthly Pay Roll Report	606
3	Weekly Report on Operations on All Defense Housing Under Construction	Obsolete
4	Monthly Report on Racial Employment in Accordance with Racial Relations Regulations No. 2	806
6	Daily Report on Changes in Status of Defense Housing Projects	Obsolete
9	Weekly Construction Progress Report	377
10	General Conditions - Contract Documents (Lump Sum)	1018
11	Standard Instructions to Bidders for Defense Public Works and Defense Housing (Lump Sum)	1018
12*	Telegram - Weekly Defense Housing Program Report	Std.Form 14a
13	Proposal for Survey	1007
DH FORMS		
2	Payment in Lieu of Taxes Information for Housing Manager	Obsolete
2a	Memorandum Distribution of Overhead	Obsolete
22b	Distribution of Direct Cost and Overhead	1532
22-A*	Employee's Record Card	1501
27-A*	Breakdown of Estimated Construction Costs	1524
28*	Daily Time Report	1504
31*	Field Check List	1505
32-A*	Receiving and Inspection Report	1513
33*	Abstract of Bids	1510

* Continue to use FWA forms until supply is exhausted

DH FORM NUMBER	TITLE	CORRESPONDING FPHA FORM NUMBER
36*	Employment Slip	1500
37-A*	Foreman's Daily Report	1506
40*	Shipping Ticket	1514
41*	Pay Envelope	1507
41-A*	Pay Receipt	1508
42-A*	Purchase Order	1511
47-A*	Voucher (white-pink)	1522
53*	Requisition to Purchase	1509
68*	Statement of Vouchers Submitted for Reimbursement, Period Ending_____	1523
75-A*	Inventory Card	1517
106-C*	Summary of Allotment Ledger Postings	Std.Form 1015A
117-A*	Miscellaneous Obligation Record	1075
154*	Work Classification Cost Account	1519
210*	Project Manager's Progress Report	1525
282*	Affidavit from Contractor Appointing Officer or Employee to Supervise Payment of Employees	282
283-A*	Weekly Pay Roll	283
284*	Weekly Pay Roll Summary	284
299*	Contractor's Insurance Coverage	299
300	Engineer's Material Quantity Survey	Obsolete
301	Detail of Materials Required	Obsolete
303	Labor Cost Card	Obsolete
304	Time Study Summary	Obsolete

* Continue to use FWA forms until supply is exhausted

DH FORM NUMBER	TITLE	CORRESPONDING FPHA FORM NUMBER
305*	Government Timekeeper's Daily Report	1504
307	List of Contractor's Vouchers on Hand Over Eight Working Days	Obsolete
388	Purchase Change Order	1512
1000*	Schedule of Amounts for Contract Payments	355a 1000#
1001	Periodical Estimate for Partial Payment	1001
1002-A*	Change Order	Obsolete

* Continue to use FWA forms until supply is exhausted
\# War Housing

NHA
FPHA

8.39
Office
Memorandum

12-29-42

SUBJECT: Submission of Travel Vouchers for Reimbursement

1. Introductory Explanation. The failure to receive travel vouchers accompanied by the white copies of Government Requests for Travel makes it impossible for the regional and Central Office accounting sections to process carriers' transportation bills for payment. As a consequence the following rulings have been made:

   a. Deadline Established. All vouchers for reimbursement of expenses incident to official travel shall be submitted immediately after the completion of a trip in cases of infrequent travel. Otherwise vouchers should be submitted on a calendar month basis. In any case, they must be submitted to the regional or Central Office accounting sections not later than the tenth of the month following that in which travel occurred.

   b. White Copies of Transportation Requests Essential. Travel vouchers which are not accompanied by the white copies of Government Requests for Transportation will not be considered for payment. They shall be returned to the traveler.

2. Previous Releases Affected. Part I of the Accounting Manual, Section III, Subsection 7; Part II, Accounting Manual, Section IV, Part III, Accounting Manual, Section VI-I, should be amended to correspond with the above rulings.

3. Cooperation of Regional Directors Requested. Regional directors are requested to impress all persons who travel with the importance of submitting travel vouchers promptly and in accordance with the provisions of Standard Government Travel Regulations.

Rolland D. Severy

ROLLAND D. SEVERY
Chief Administrative Officer

NHA
FPHA

12-30-42

8.41
Office
Memorandum
(Central Office)

SUBJECT: Contact with Naval Officers Re Local Housing Program

1. Direct Contact Undesirable. From time to time Naval officers concerned with housing matters for specific localities visit Washington in connection with their local programs. In some instances these officers have consulted FPHA staff members directly, and unnecessary confusion has resulted because they lacked intimate knowledge of the policies and procedures being followed by the Navy Department in administering its relations with the FPHA.

2. Function of Bureau of Yards and Docks. The Navy Department has requested the FPHA to notify Navy personnel who consult with the Central Office that they should initiate any actions, regarding housing activities, through the Bureau of Yards and Docks of the Navy Department in order to avoid any misunderstanding or conflicting efforts which might otherwise develop.

FPHA Central Office personnel should cooperate in fulfilling this request of the Navy Department.

Rolland D. Severy

ROLLAND D. SEVERY
Chief Administrative Officer

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