

Programs with Respect to Relief  
and Rescue of Refugees. Other  
Government Agencies

Budget-Circulars  
Folder 2

000344

Amendment to Appendices I, III, IV  
of Circular No. A-8  
Released November 3, 1944

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

CLASSIFICATION OF POSTS FOR  
FOREIGN LIVING ALLOWANCES

Effective as of the dates indicated below, the Secretary of State has authorized the following additions to the classifications of posts for foreign living allowances issued as Appendices I, III, and IV to Bureau of the Budget Circular No. A-8.

1. Effective July 1, 1944, the following posts are added to the classification of posts for living quarters allowances issued as Appendix I, dated August 1, 1943, as amended June 30, 1944:

<u>Additions</u>	<u>To</u> <u>Class</u>
Costermanville, Belgian Congo	II
La Ensenada, Mexico	I
Las Delicias, Mexico	I
Morococho, Peru	I
Potrerosillos, Chile	I
Santarem, Para, Brazil	I

2. Effective November 1, 1944, the following posts are added to the classification of posts for living and quarters allowances issued as Appendix III, dated June 30, 1944:

<u>Additions</u>	<u>To</u> <u>Class</u>
Costermanville, Belgian Congo	IV
La Ensenada, Mexico	II
Las Delicias, Mexico	II
Morococho, Peru	IV
Potrerosillos, Chile	IV
Santarem, Para, Brazil	III

3. Effective November 1, 1944, the following post is added to the classification of posts for cost of living allowances issued as Appendix IV, dated January 29, 1944, as amended June 30, 1944:

<u>Addition</u>	<u>To</u> <u>Class</u>
Costermanville, Belgian Congo	I

(No. A-8)

HAROLD D. SMITH  
Director

000345

Amendment to Appendices I, III, IV  
of Circular No. A-8  
Released November 3, 1944

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
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<u>Additions</u>	To <u>Class</u>
Costermanville, Belgian Congo	IV
La Ensenada, Mexico	II
Las Delicias, Mexico	II
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Potrerillos, Chile	IV
Santarem, Para, Brazil	III

3. Effective November 1, 1944, the following post is added to the classification of posts for cost of living allowances issued as Appendix IV, dated January 29, 1944, as amended June 30, 1944:

<u>Addition</u>	To <u>Class</u>
Costermanville, Belgian Congo	I

(No. A-8)

HAROLD D. SMITH  
Director

000346

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington 25, D. C.

BULLETIN NO. 1944-45:4

October 2, 1944

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Statements of receipts, expenditures, and obligations  
required for the 1946 Budget

1 In compiling the Budget for the fiscal year 1946 the Bureau of the Budget will require the following statements from departments and establishments: (1) Statement of estimated receipts, (2) Statement of estimated expenditures, and (3) Statement of obligations (classified by objects)

2. This request does not supersede prior arrangements (as to date of submission of requested information) made with the following departments and establishments:

Executive Office of the President:  
Office for Emergency Management (constituent agencies)  
Office of Censorship  
Office of Price Administration  
Office of Strategic Services  
Petroleum Administration for War

Independent establishments:  
Selective Service System

Department of Commerce:  
Office of Administrator of Civil Aeronautics:  
Development of Landing Areas

Department of the Interior:  
Solid Fuels Administration for War  
War Relocation Authority

Navy Department

War Department:  
Military Establishment

3. Statement of estimated receipts. Estimates of miscellaneous receipts for general and special accounts and of trust fund receipts for the fiscal years 1945 and 1946 shall be submitted on forms to be furnished by the Bureau of the Budget. The Bureau will enter on these forms the actual receipts for the fiscal year 1944, based on information

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(2) Reimbursements to  
for the receiving appropriate  
received from other agencies  
public The estimated  
appropriation from other agencies  
appropriation from other agencies

furnished by the Treasury Department on receipts deposited and covered into the Treasury by receipt covering warrants, and will forward an original and duplicate thereof to the budget officers of the departments and establishments. Promptly after receiving the forms, the departments and establishments shall complete them by entering their estimates of receipts for the fiscal years 1945 and 1946, and return the original to the Bureau. Estimates may be rounded to tens or hundreds of dollars for small items and to thousands or millions for larger items. The estimates for 1945 and 1946 shall be classified by source in the same manner as the actual receipts for 1944. In preparing these estimates, reference should be made to Tables 4 and 10 in the 1945 Budget document, to the Treasury Department "Combined Statement of Receipts, Expenditures, and Balances" for the fiscal year 1943 (pages 39 to 98), and to the Departmental Deposit Lists (Treasury Form 601) which lists are copies of the covering warrants showing the classification and disposition of deposits.

4 Statement of estimated expenditures. Estimates of expenditures for general and special accounts and for trust accounts for the fiscal years 1945 and 1946 shall be submitted on forms to be furnished by the Bureau of the Budget. The Bureau will enter on these forms the actual expenditures for the fiscal year 1944, as they will be shown in the checks-issued column of the 1944 Combined Statement, and will forward an original and duplicate thereof to the budget officers of the departments and establishments. Promptly after receiving notice of the appropriations to be recommended to the Congress for 1946, the departments and establishments shall complete the forms and return the original to the Bureau. Estimates may be rounded to tens or hundreds of dollars for small items and to thousands or millions for larger items.

a Estimated obligations: The form provides for showing the unliquidated obligations as of June 30, 1944, and the estimated obligations for 1945 and 1946 to serve as a basis for estimating the expenditures for 1945 and 1946. The estimated obligations to be shown for each appropriation will be the figure shown for "grand total obligations" on the corresponding green sheet schedule adjusted, as explained hereinafter, for transfers of appropriated funds (see paragraph 23 of Bulletin No. 1943-44:9 "Call for estimates of appropriations for the fiscal year 1946")

(1) Transfers between appropriations: Transfers between regular appropriations by transfer appropriation warrant merge the transferred funds with the receiving appropriation. Consequently, the estimated obligations for the receiving appropriation will include the obligations to be incurred against the transferred funds, and they will be excluded from the estimated obligations for the transferring appropriation. Thus, if it is anticipated that both the receiving and the transferring appropriations will be fully obligated, the estimated obligations will be more than the amount of the appropriation for the receiving appropriation, and correspondingly less for the transferring appropriation, by the amount of the transfer.

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receipts deposited and covered  
warrants, and will forward an  
budget officers of the departments  
receiving the forms. The estimates of  
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100s or hundreds of dollars. The

(2) Reimbursements to appropriations: In the case of reimbursements to appropriations, the estimated obligations for the receiving appropriation will be net of reimbursements received from other agencies or appropriations and from the public. The estimated obligations from the transferring appropriation will include payments to other agencies or appropriations in reimbursement for services or supplies.

(3) Working funds: Estimates for working funds established under Section 601 of the Economy Act (31 U.S.C. 686) will be made by the transferring or requisitioning agency if working funds are established by advances from a single appropriation, and by the receiving agency if funds from two or more appropriations are commingled in a single working fund account. (The actual expenditures for 1944 will be shown in this manner on the forms furnished to the agencies by the Bureau of the Budget.) The estimated obligations for the transferring appropriation will include the advance payments to working funds. The estimates for the working fund will be net of the advance payments. Thus, the estimated obligations for the year in which a working fund is established will be zero if the fund is fully obligated and a minus figure if it is not fully obligated. In the succeeding year the estimated obligations will be a plus figure, if obligations are incurred against an unobligated balance brought forward from the prior year and are not offset by additional advances received during the year.

(4) Transfers to transfer appropriation accounts: New transfer appropriation accounts are established for allocations from Emergency Funds for the President and from Defense Aid (Lend-Lease) appropriations and for some transfers from other appropriations by transfer appropriation warrant. In the case of allocations from Emergency Funds for the President or from Defense Aid appropriations and transfers from the appropriation for Foreign-service Pay Adjustment or to the appropriation for Helium Production (Bureau of Mines), the receiving agency will submit estimates of the obligations to be incurred under the transfer accounts. However, the receiving agency will not submit estimates of obligations to be incurred under transfer accounts established by transfers from appropriations other than those mentioned in the preceding sentence. In such cases, the estimated obligations for the transferring appropriation will include those to be incurred by the receiving agency under the transfer account. (The actual expenditures for 1944 will be shown in this manner on the forms furnished to the agencies by the Bureau of the Budget.)

b. Estimates of expenditures: Expenditures should be estimated for 1945 and 1946 on the basis of the estimated obligations for the particular year and the unliquidated obligations at the beginning of the year, recognizing the time lag between the incurring and the paying of the obligations. The estimated expenditures for a

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new appropriation title will usually be less than the estimated obligations, because some of the obligations will normally be liquidated by cash payments in the subsequent two years. In the case of appropriations under titles existing in prior years, the estimated expenditures will be more or less than the estimated obligations by the amount of the anticipated reduction or increase in the unliquidated obligations at the beginning of the year

5. Statement of obligations (classified by objects). Estimated and actual obligations for the fiscal years 1944, 1945, and 1946 for general and special accounts shall be submitted, on the blank form furnished herewith, promptly after notice is received of the appropriations to be recommended to the Congress for 1946. This statement will be a summary of the three columns of the green sheet schedules (Standard Form No. 3a) included in the Budget document for all general and special accounts, excluding working fund accounts established under Section 601 of the Economy Act. The statement will also exclude trust accounts and appropriation accounts established for Government corporations from their own funds.

6. The completed statements and questions regarding their preparation are to be submitted to the Budgetary Control Section, Fiscal Division, Room 431-A, State Department Building, telephone Executive 3300, Extension 82 or 293

HAROLD D. SMITH

Director

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(Department or Agency)

**ESTIMATED AND ACTUAL OBLIGATIONS**  
 Summary by objects of estimated and actual obligations for the fiscal years 1946, 1945, and 1944 under General and Special Accounts, excluding working fund accounts

Objects	1946 Estimated	1945 Estimated	1944 Actual
01 Personal Services			
02 Travel			
03 Transportation of Things			
04 Communication Services			
05 Rents and Utility Services			
06 Printing and Binding			
07 Other Contractual Services			
08 Supplies and Materials			
09 Equipment			
10 Lands and Structures			
11 Grants, Subsidies, and Contributions			
12 Pensions, Annuities, and Insurance Losses			
13 Refunds, Awards, and Indemnities			
14 Interest			
15 Public Debt Retirement			
16 Investments and Loans			
Total Obligations			
Appropriation Receipts and Reimbursements (-)			
Contract Authorizations (-)			
Transfers between Appropriations (/) or (-) <sup>1/</sup>			
Savings and Unobligated Balances (/)			
Total Estimates or Appropriations			

<sup>1/</sup> Including amounts from prior or subsequent fiscal year appropriations.

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EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington 25, D. C.

BULLETIN NO. 1944-45:4

October 2, 1944

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Statements of receipts, expenditures, and obligations  
required for the 1946 Budget

1. In compiling the Budget for the fiscal year 1946 the Bureau of the Budget will require the following statements from departments and establishments: (1) Statement of estimated receipts, (2) Statement of estimated expenditures, and (3) Statement of obligations (classified by objects)

2. This request does not supersede prior arrangements (as to date of submission of requested information) made with the following departments and establishments:

Executive Office of the President:  
Office for Emergency Management (constituent agencies)  
Office of Censorship  
Office of Price Administration  
Office of Strategic Services  
Petroleum Administration for War

Independent establishments:  
Selective Service System

Department of Commerce:  
Office of Administrator of Civil Aeronautics:  
Development of Landing Areas

Department of the Interior:  
Solid Fuels Administration for War  
War Relocation Authority

Navy Department

War Department:  
Military Establishment

3. Statement of estimated receipts. Estimates of miscellaneous receipts for general and special accounts and of trust fund receipts for the fiscal years 1945 and 1946 shall be submitted on forms to be furnished by the Bureau of the Budget. The Bureau will enter on these forms the actual receipts for the fiscal year 1944, based on information

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(2) Reimbursements for the receiving appropriation will be received from other agencies. The estimated appropriation will

furnished by the Treasury Department on receipts deposited and covered into the Treasury by receipt covering warrants, and will forward an original and duplicate thereof to the budget officers of the departments and establishments. Promptly after receiving the forms, the departments and establishments shall complete them by entering their estimates of receipts for the fiscal years 1945 and 1946, and return the original to the Bureau. Estimates may be rounded to tens or hundreds of dollars for small items and to thousands or millions for larger items. The estimates for 1945 and 1946 shall be classified by source in the same manner as the actual receipts for 1944. In preparing these estimates, reference should be made to Tables 4 and 10 in the 1945 Budget document, to the Treasury Department "Combined Statement of Receipts, Expenditures, and Balances" for the fiscal year 1943 (pages 39 to 98), and to the Departmental Deposit Lists (Treasury Form 601) which lists are copies of the covering warrants showing the classification and disposition of deposits.

4 Statement of estimated expenditures. Estimates of expenditures for general and special accounts and for trust accounts for the fiscal years 1945 and 1946 shall be submitted on forms to be furnished by the Bureau of the Budget. The Bureau will enter on these forms the actual expenditures for the fiscal year 1944, as they will be shown in the checks-issued column of the 1944 Combined Statement, and will forward an original and duplicate thereof to the budget officers of the departments and establishments. Promptly after receiving notice of the appropriations to be recommended to the Congress for 1946, the departments and establishments shall complete the forms and return the original to the Bureau. Estimates may be rounded to tens or hundreds of dollars for small items and to thousands or millions for larger items.

a Estimated obligations: The form provides for showing the unliquidated obligations as of June 30, 1944, and the estimated obligations for 1945 and 1946 to serve as a basis for estimating the expenditures for 1945 and 1946. The estimated obligations to be shown for each appropriation will be the figure shown for "grand total obligations" on the corresponding green sheet schedule adjusted, as explained hereinafter, for transfers of appropriated funds (see paragraph 23 of Bulletin No 1943-44:9 "Call for estimates of appropriations for the fiscal year 1946")

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(2) Reimbursements to appropriations: In the case of reimbursements to appropriations, the estimated obligations for the receiving appropriation will be net of reimbursements received from other agencies or appropriations and from the public. The estimated obligations from the transferring appropriation will include payments to other agencies or appropriations in reimbursement for services or supplies.

(3) Working funds: Estimates for working funds established under Section 601 of the Economy Act (31 U.S.C. 686) will be made by the transferring or requisitioning agency if working funds are established by advances from a single appropriation, and by the receiving agency if funds from two or more appropriations are commingled in a single working fund account. (The actual expenditures for 1944 will be shown in this manner on the forms furnished to the agencies by the Bureau of the Budget.) The estimated obligations for the transferring appropriation will include the advance payments to working funds. The estimates for the working fund will be net of the advance payments. Thus, the estimated obligations for the year in which a working fund is established will be zero if the fund is fully obligated and a minus figure if it is not fully obligated. In the succeeding year the estimated obligations will be a plus figure, if obligations are incurred against an unobligated balance brought forward from the prior year and are not offset by additional advances received during the year.

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Summary by objects of estimated and actual o  
for the fiscal years 1946, 1945, and 1944 un  
and Special Accounts, excluding working  
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HAROLD D. SMITH  
Director

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(Department or Agency)

ESTIMATED AND ACTUAL OBLIGATIONS

Summary by objects of estimated and actual obligations  
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08 Supplies and Materials			
09 Equipment			
10 Lands and Structures			
11 Grants, Subsidies, and Contributions			
12 Pensions, Annuities, and Insurance Losses			
13 Refunds, Awards, and Indemnities			
14 Interest			
15 Public Debt Retirement			
16 Investments and Loans			
Total Obligations			
Appropriation Receipts and Reimbursements (-)			
Contract Authorizations (-)			
Transfers between Appropriations (/) or (-) 1/			
Savings and Unobligated Balances (/)			
Total Estimates or Appropriations			

1/ Including amounts from prior or subsequent fiscal year appropriations.

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EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

August 28, 1944

CIRCULAR NO. A-26  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Utilization and disposition of federal equipment, materials,  
and supplies

In view of the release of inventories of critical materials and other surpluses by many departments and establishments, the creation of the Surplus War Property Administration, the issuance of regulations by that Administration, and the designation of several surplus property disposal agencies, Circular No. A-26, dated August 1, 1943, is not now applicable and is hereby rescinded.

HAROLD D. SMITH  
Director

(No. A-26)

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EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

August 28, 1944

CIRCULAR NO. A-26  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

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HAROLD D. SMITH  
Director

(No. A-26)

000358

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

*Circular  
Budget*

August 12, 1944

BUDGET CIRCULAR NO. A-35

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Improved Paper Conservation and Salvage Measures

1. Purpose. Paper has become a critical item and its conservation is becoming increasingly urgent. The exemption of government activities from mandatory limitations on paper supply by the War Production Board can only be continued on condition that Federal agencies take further steps to reduce their rate of paper consumption and increase their rate of paper salvage.

Although much has been done by Federal agencies to conserve and salvage paper, more can be accomplished through clearing out dead stocks of publications and forms, reducing inventories of printing papers and paper products, and increasing disposal by salvage of obsolete publications, forms, records, and other printed material. There is also room for further improvement in the review and control of proposed printed matter.

The current critical paper situation and the objectives of Public Law 364, 78th Congress, relating to the use of the penalty mail privilege, lend urgency to the need for each Federal department and establishment to examine its existing provisions for paper control and to strengthen those controls in order to achieve a reduction in the use of paper and an increase in the amount of paper salvaged.

2. Action by departments and establishments. Each department and establishment should establish effective control of the procurement, use, and salvage of paper and paper products. Attached to this circular is "A Guide for Management of the Procurement, Use, and Salvage of Paper and Paper Products." This was designed for the use of agency heads in instituting improvements which will reduce paper use and increase paper recovery.

3. Suggestions for placement of responsibility for exercising controls. To achieve better management of paper, it is necessary that adequate authority and responsibility be given to individuals or to a central service to permit prompt and efficient action. It is recommended that such authority be given to an individual or a central unit within the agency to cover all aspects of the paper program. However, in some agencies it may be necessary or desirable to delegate this authority along other organizational lines. Those designated should have the unqualified support of the head of the agency.

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The objectives are to reduce paper consumption and increase paper salvage. The agency head may adapt these suggestions in whatever manner will best accomplish these objectives.

4. No formal reports required. The Bureau of the Budget is not requesting formal periodic reports on the means adopted for controlling paper use and promoting its salvage. Staff members of the Bureau of the Budget will, however, check with the agencies from time to time for purposes of comparing agency achievements and analyzing the methods used.

HAROLD D. SMITH  
Director

Attachment

MANAGEMENT OF THE PRODUCTION, USE,  
A. Control of Content, Specific  
Publications as  
leaflets, single issues,  
periodicals, bulletins,  
summaries, etc.

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2.  
Reduce paper consumption and increase paper  
supt these suggestions in whatever manner  
Bureau of the Budget is not  
able to adopt for controlling  
the time for pur-  
chase.

A Guide  
for  
MANAGEMENT OF THE PROCUREMENT, USE, AND SALVAGE OF PAPER AND PAPER PRODUCTS

A. Control of Content, Specification, Quantity, and Distribution of Publications

"Publications" as used herein includes:

Single issues (in a subject matter series or not) of books, pamphlets, leaflets, bulletins, newsletters, folders, throwaways, broadsides, newspapers, periodicals, magazines, journals, studies, reports, statistical abstracts and summaries, technical papers, manuals, handbooks, instructions, procedures, envelope stuffers, etc., - or reprints of same - regardless of the method of reproduction.

All publications, whether administrative or informational, should be thoroughly reviewed either before or after their reproduction, preferably before. Major publications should always be reviewed prior to publication. Where review is subsequent to issuance, the originating officer should be advised of economies possible in future publications.

Following are some of the points which should be checked in controlling publications:

1. Review each publication as to necessity for its present or continued issuance.
2. Review the number of copies requested to be reproduced and determine proper quantity based on minimum needs.
3. Examine carefully all material to determine that the lightest weight of an acceptable grade of paper, proper style of binding, and correct color of ink is used consistent with the end use of the publication.
4. Discourage bleed illustrations, eliminate blank pages, design format with the object of conserving paper, and effect other economies wherever possible.
5. Check the trim size on all publications to see that it conforms to standard sizes as recommended by the Government Printing Office.
6. Carefully determine whether each item should be printed or processed. Most material worthy of publication in other than small quantities merits professional printing.
7. Check to ascertain that authors conform with rules and regulations with respect to authors' corrections as required in Bureau of the Budget Circular A-16.

The following regulations are in effect and pertinent to the control of printing and publications:

Joint Committee on Printing:  
Regulations of the Joint Committee on Printing relative to  
Periodicals and Field Printing.

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**Bureau of the Budget:**

Circular No. A-3, dated August 1, 1943. Subject: Government periodicals.

Circular No. A-16, dated August 1, 1943. Subject: Publications and informational matter.

Circular No. A-20, dated August 1, 1943. Subject: Regulations governing the procuring of printing, binding, and blank book work.

(Note: Executive Order 9103, dated March 18, 1942, is also especially pertinent.)

**Office of War Information:**

OWI Regulation No. 8, dated November 11, 1943, and supplements thereto, on clearance of informational publications by Inter-Agency Publications Committee.

**Government Printing Office:**

Style Manual

The Government Printing Office has a corps of technically trained personnel whose advice and assistance is available to the agencies, on request, with regard to publications.

**B. Elimination, Reduction, Simplification, and Standardization of Forms and Blank Book Work**

It has been variously estimated that forms represent approximately 50 percent of the total cost of printing for the executive branch of the Government. Great savings in paper, manpower, and machine hours can be made in the proper planning of forms.

Following are some of the points which should be checked in controlling forms:

1. Review thoroughly all forms and blank book work as to necessity for printing or processing, specifically considering (a) results its use will accomplish, (b) other media existent which could be substituted or with which it can be combined, (c) duration of the need for information, and (d) whether any entries required on the form could be eliminated.
2. Thoroughly check the size of each proposed form to see that (a) it is the smallest practicable size, (b) it can be cut or folded economically from standard sheets stocked and recommended by GPO, (c) the size adopted can be economically reproduced by the process decided upon, (d) it can be filed in standard cases, binders, or other filing equipment, (e) if it will generally be mailed, that it can be folded or otherwise packaged in the smallest practicable standard-size envelope, or made up as a post card, and (f) it can be filled in on a standard typewriter, if it is designed for that purpose.
3. Determine whether it is designed, including format, in the very best possible manner and whether the context is presented in the most simple and least confusing manner.
4. Examine carefully to determine use of the lightest weight of an acceptable grade of paper and the most economical style of binding, consistent with the end use of the form.

5. Make certain that procedures relating to require the preparation of more copies than are processed.

6. Carefully determine whether each and that similar bureau for

7. Ascertain that the check to determine should be checked

8. When an ex-

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Subject: Government Publications  
August 1, 1943.  
Subject: Regulations  
August 1, 1943.  
Subject: Regulations  
of printing, binding, and blank books  
March 18, 1942, is also

5. Make certain that procedures relating to the use of a form do not require the preparation of more copies than are absolutely essential.
6. Carefully determine whether each proposed form should be printed or processed.
7. Ascertain that the greatest possible use is made of standard forms and that similar bureau forms are converted into agency standardized forms.
8. When an existing form is reordered, which was not originally cleared, check to determine whether it meets the above prerequisites and whether it should be changed before reordering.
9. Make certain that proper approval is secured on forms coming within the purview of Bureau of the Budget Regulation A, dated February 13, 1943, under the Federal Reports Act (Public Law 831, 77th Congress).

The following regulations are in effect and pertinent to the control of forms and blank books:

- Bureau of the Budget:
  - Circular No. A-17, dated August 1, 1943.
  - Regulation A, dated February 13, 1943, under Public Law 831, 77th Congress.

The Government Printing Office has a corps of technically trained personnel whose advice and assistance is available to the agencies, on request, with regard to forms.

C. Purchase, Control, Readjustment, and Distribution of Inventories of Bulk and Blank Paper

The major steps which should be taken include:

1. Determine what quantities are on hand and on order, by location.
2. Determine what quantities represent the over-all need (including sufficient warehouse stock to cover time required to replace).
3. Determine what quantities are excess. (1 minus 2.)
4. Determine what action is to be taken with respect to excess stocks, either by:
  - a. Cancelling or reducing outstanding replenishment orders for paper, or
  - b. Redistribution:
    - (1) Within the agency.
    - (2) To other "adjacent" Federal agencies on a reimbursable basis with appropriate repayment for the value of the paper transferred under 31 U.S.C. 686.
    - (3) By declaration as surplus to the needs of the agency.

The Bureau of the Budget is vitally interested in the balancing of agencies' inventories with anticipated needs and will lend every possible assistance in this matter.

The review and approval of all requisitions for paper and paper products should be an integral part of the complete paper program of an agency. Paper is such a common item that in some cases it has been omitted from the regular inventory records. Only infrequently are paper requirements of an agency based on sound records of past use and present inventories which have been correlated with plans for their use. When this correlation exists, it may be possible not only to prevent the ordering of items of which sufficient quantities are on hand, but also to standardize on the items carried in stock and to order reduced weight and grade paper when the substitution can be made without detriment to the end use.

The following order is in effect and pertinent to inventories of bulk and blank paper:

War Production Board:  
Limitation Order L-340, dated July 18, 1944, as amended.

D. Control of Miscellaneous Paper Items such as Envelopes (Penalty and Non-Penalty), Letterheads, File Folders, Paper Towels, Paper Cups, etc.

The development of economical practices in the control of the other uses and kinds of paper such as envelopes, letterheads, file folders, paper towels, paper cups, guide cards, fillers, posters, wrapping paper, etc., is also an important paper conservation necessity. Bureau of the Budget Regulation No. 4 (Revised) January 18, 1944, established certain specific regulations with respect to letterheads, continuation sheets, manifold (tissue) sheets, memorandum forms, and envelopes. The suggestions contained in Regulation No. 4 should be reviewed in this connection.

Public Law 364 (H.R. 4033), relating to the use of the penalty mail privilege, approved June 28, 1944, makes it imperative that penalty mail envelopes be used providently. One of the avowed purposes of this act was to effect savings in cost and the use of paper. Practices and procedures should be worked out in each agency to restrict the use of penalty envelopes to only those transmittals to be handled by the Post Office Department.

A few suggestions are:

1. Standard Form No. 65, Messenger Service Envelope, should be used when the message is not to be transmitted by mail.
2. Plain non-penalty envelopes should be used when the message is not to be transmitted by mail and it is necessary that the envelope be sealed.
3. Multiple daily mailings to the same address should be consolidated to the greatest possible extent.
4. Review other suggestions in Bureau of the Budget Regulation No. 4, especially that pertaining to the use of smallest size envelopes consistent with the material to be enclosed.

Mailing lists are in many cases not current. Continuous efforts should be made to reduce rather than expand mailing lists.

The field of conservation of a matter of improving procedures established "employee suggestion" Many productive ideas can be secured.

E. Reuse of Containers

The manufacture of paperboard requires approximately one-half of the paper making. It is...

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...the balance of an agency's...  
...will send every possible assist-  
...paper products  
...regular  
...based  
...related  
...on  
...re-  
...order re-  
...of agenci-

The field of conservation of paper covered in this section is essentially a matter of improving procedures and of employee education. Some agencies have established "employee suggestion systems" as a means of improving management. Many productive ideas can be secured from employees in the field of paper conservation.

E. Reuse of Containers

The manufacture of paperboard from which paper containers are made requires approximately one-half of the total supply of the raw materials for paper making. It is imperative that action be taken by each agency to insure the proper handling, reuse, and disposal of all available containers. Specific suggestions are:

1. Use care in opening:
  - a. Set-up paper boxes - Carefully collapse bodies and covers by cutting or tearing the four corner stays. Pack flat in used corrugated containers. Corners can be retaped and the boxes used again.
  - b. Corrugated and solid fibre containers - If sealed: break seal on flaps by sliding a wooden paddle back and forth, not up and down, underneath flaps. This does not damage containers. Collapse box, tie in bundles. If gum-taped: cut tape, collapse box, tie in bundles.
  - c. Paper bags - Never slash or cut tops off sewn bags, pull chain stitch to open.
2. Keep containers dry, and free from dirt, tears, and rips.
3. Lift bags - don't drag them.
4. Reuse containers:
  - a. For outgoing shipments from the agency.
  - b. For handling of materials within the agency.
5. Sell containers:
  - a. Direct to shippers who need them as containers.
  - b. To "junk" dealers who will sell them for reuse as containers or as salvage.

(Note: Segregate kraft fibre salvage paper from mixed paper before selling. Kraft paper has a considerably higher ceiling price.)

F. Salvage

Salvage waste paper is one of the principal raw materials needed in the manufacture of paper and paper products and the chief substitute for pulp wood. (Unsalvage waste paper includes such items as cups, waxed and greased paper, and most paper which has been contaminated with other refuse or chemically impregnated so as to render it useless for recovery.)

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Many Federal agencies have been doing constructive work and showing outstanding results in selling all salvable waste paper. Other agencies have given this subject inadequate attention.

The salvage and sale of waste paper will:

1. Release space, equipment, and manpower that can be used for other purposes.
2. Convert dormant investment into cash recovery by the Treasury.
3. During the present emergency, aid in relieving the over-all paper shortage.

"Records," as defined in Public Law 115, 78th Congress, may not be disposed of except in accordance with the requirements of that law and the regulations of the National Archives Council promulgated pursuant thereto. However, records authorized for disposition through the Archivist as well as other salvable waste paper should be disposed of as follows:

1. Secret papers should be burned or otherwise destroyed unless a scheme which meets all security requirements can be worked out for its recovery.
2. Papers of a confidential or less secret nature, and obsolete ration coupons, certificates, etc., should be shredded, macerated, or dry-pulped wherever facilities are or can be made available. Burning should be resorted to only where there is no other alternative. The administrative officer responsible for this program in each agency should determine that every effort is made to salvage these papers before authorizing burning.
3. All other papers, and those salvaged above, should be sold as waste paper wherever practicable, or otherwise disposed of in accordance with procedures as prescribed by each agency.

Salvable waste paper may be disposed of:

1. In the District of Columbia
  - a. By authorizing the Superintendent of Documents to dispose of material held by him for the agency, or held by the agency.
  - b. By direct sale under Treasury Procurement waste paper contract.
2. In the field
  - a. By sale on a bid basis under agency procedure when quantities warrant. (As provided in the regulation of the National Archives Council, each contract for the sale of "records" as waste paper, shall include a provision prohibiting their resale as records or documents.)
  - b. By donation to local public institutions or municipal salvage committees when quantities do not warrant sale or are in isolated locations. Otherwise, the day-by-day accumulations should be disposed of through the janitor service or regular building disposal system in which event an attempt should be made to determine that the waste paper is salvaged and not destroyed by burning.

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recorder's office  
by the Treasurer.  
recorder's office  
all paper  
recorder's office  
that can be used for other pur-  
poses.  
waste paper  
recorder's office  
constructive work  
agencies have given  
out-

The Government Printing Office is holding in storage large quantities of printed publications from many agencies for public distribution, excess stocks of which may be disposed of only by authorization of the owning agency. Each agency should send a representative to the Superintendent of Documents, 45 G Street, N. W., Room 603, to ascertain the publications currently being held for it and to determine obsolete and surplus stocks.

Every printed publication held for public distribution determined to be obsolete or in excess of requirements should be disposed of:

1. By authorizing the Superintendent of Documents to sell, if held in storage by him, or,
2. By immediately arranging with the Government Printing Office for delivery to or disposal by the Superintendent of Documents, if held by the agency.

Each request for clearance should be in memorandum form to the Superintendent of Documents stating that the publications are surplus to the needs of the agency.

All agencies should request disposition instructions from the Archivist for those "records" on which his authorization must be secured and disposition schedules should be set up to continuously move those "records" that have served their purpose. Prompt action is also to be taken to dispose of records authorized for disposition through the Archivist.

For the duration of the present critical paper shortage, many problems will no doubt arise in connection with the salvage of paper in isolated areas. Likewise because of the manpower shortage and expense of sorting, some waste paper dealers may decline accumulations of certain grades of paper. Unless (in the first case) the quantities are very small, or (in the second case) the paper refused is so contaminated as to render it useless for recovery, all instances of this kind should be referred to the appropriate War Production Board regional office. WPB's Regional Salvage Managers should prove to be very helpful to field offices in solving salvage problems.

Each agency should continuously review printed publications, posters, records, files, documents, etc., on hand and promptly dispose of unnecessary items in accordance with existing laws and regulations. Agencies should issue adequate instructions and provide sufficient follow-up to assure themselves that everything possible that comes under the category of salvageable waste paper is being recovered both in Washington and in the field.

Listed below are the most important laws and regulations, together with interpretations and explanations, relative to disposal of records, documents, and waste paper.

1. The law of January 12, 1895, provides that:

All public documents accumulating in the several executive departments, bureaus, and offices not needed for official use shall be annually turned over to the Superintendent of Documents for distribution or sale.

Note: This law has been interpreted by the Administrative Assistant to the Public Printer to allow the agency broad responsibility for determining action to be taken.

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2. The Joint Committee on Printing has defined "documents" as follows:

The term 'document' \* \* \* shall be construed as applying to pretentious publications, such as pamphlets and books, and to such publications as are expressly designated to be documents, of which there is a free public distribution.

3. Public Law 115, 78th Congress, entitled "An Act to provide for the disposal of certain records of the United States Government," defines the word "records" and then further states that:

Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are NOT included within the definition of the word 'records' as used in this Act. (Caps and underscoring supplied.)

4. Regulations of the National Archives Council, adopted July 14, 1943, establish regulations and procedures to be followed in the disposition of all "records" which must clear through the Archivist but do not include the exemptions set forth in paragraph 3 above.

Paragraph 2 of the above-mentioned regulations states that:

Whenever the head of any agency shall have been authorized to dispose of any records in his custody \* \* \* he shall, \* \* \* (a) cause the said records to be sold as waste paper: Provided that, unless the said records shall have been treated in such a manner as to destroy their record content, any contract for sale of them shall prohibit their resale as records or documents; (b) cause them to be destroyed, if they cannot advantageously be sold or if, in the opinion of the head of the said agency, destruction is necessary to avoid the disclosure of information that might be prejudicial to the interests of the Government or of individuals; or (c) cause them to be transferred, without cost to the United States Government, to any State, dependency, or former dependency of the United States or to any appropriate educational institution; library, museum, or historical, research, or patriotic organization that has made application for them through the Archivist of the United States. (Underscoring supplied.)

Attention is directed to the method of disposition of records as may be authorized through the Archivist, and if such records are sold as waste paper, there must be a provision included in the contract prohibiting their resale as records or documents.

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EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington 25, D. C.

BULLETIN NO. 1944-45:3

August 5, 1944

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Bureau of the Budget Circulars in effect August 1, 1944

This bulletin sets forth a listing of Bureau of the Budget Circulars in effect as of August 1, 1944. It will be useful to those persons who seek to maintain an up-to-date list of these releases.

No.	Subject	Date
A-1	Re-issue and consolidation of prior Budget circulars .....	8-1-43
A-2	New Federal activities .....	8-1-43
A-3	Government periodicals .....	8-1-43
A-4	Standard Government telegram blank forms .....	8-1-43
A-5	Standard forms for reporting motor vehicle accidents .....	8-1-43
A-6	Standard forms for requisitioning printing and binding .....	8-1-43
A-7	Promulgation and amendments of Standardized Government Travel Regulations .....	7-6-44
A-8	Various allowances payable to Federal officers and employees stationed in foreign countries, etc. ....	8-1-43
	Appendix I .....	8-1-43
	Amendment .....	6-30-44
	Appendix II .....	8-1-43
	Amendment .....	1-4-44
	Appendix III (Schedule Living and Quarters Allowances only) ...	8-1-43
	Amendment .....	6-30-44
	Supplement .....	1-11-44
	Appendix IV (Cost of Living Allowances, Schedules 1 & 2 only) ..	1-11-44
	Amendment .....	1-29-44, 6-30-44
A-9	Enrolled bills .....	8-1-43
A-10	Confidential character of estimates .....	8-1-43
A-11	Coordination of hours of duty of civilian personnel .....	8-1-43
A-12	Effectuation and distribution of executive orders, proclamations, and regulations .....	8-1-43
A-13	Staggering of hours of duty in Metropolitan Washington .....	8-1-43
A-14	Identification of Government-owned motor vehicles .....	8-1-43
A-15	Maximum allowances of furniture and furnishings for Government- owned personnel quarters .....	8-1-43
A-16	Publications and informational matter .....	8-1-43

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<u>No.</u>	<u>Subject</u>	<u>Date</u>
A-17	Control over Standard Forms and related forms .....	8-1-43
A-18	Freight and express traffic activities of departments and establishments .....	8-1-43
A-19	Reports and recommendations on proposed or pending legislation .....	8-1-44
A-20	Regulations governing the procuring of printing, binding, and blank-book work .....	8-1-43
A-21	Conservation of motor oil .....	8-1-43
A-22	(Circular No. A-22, issued August 1, 1943, rescinded July 1, 1944)	
A-23	(Circular No. A-23, issued August 1, 1943, rescinded May 10, 1944)	
A-24	Utilization of automotive tires and tubes in possession of non-military agencies .....	6-30-44
A-25	Joint Army-Navy Air Transport Committee .....	8-1-43
A-26	Utilization and disposition of federal equipment, materials, and supplies .....	8-1-43
A-27	Federal Board of Hospitalization .....	8-1-43
A-28	Restrictions on purchases of selected items for the duration of the war .....	8-1-43
A-29	Determination of personnel requirements .....	5-10-44
A-30	Central collection of information concerning Government-owned motor vehicles .....	6-2-44
A-31	Allocation of emergency funds for the President .....	8-1-43
A-32	Limitations and services under the National War Agency Appropriation Act, 1945 .....	7-1-44
A-33	Utilization of Transportation Officers or Committees to Assist in Car-Sharing Programs for Federal Employees in Metropolitan Washington .....	8-28-43
A-34	Field Service of the Bureau of the Budget .....	1-7-44
	Supplement .....	3-21-44

HAROLD D. SMITH  
Director

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EXECUTIVE OFFICE OF THE PRESIDENT  
 BUREAU OF THE BUDGET  
 Washington 25, D. C.

BULLETIN NO. 1944-45:3

August 5, 1944

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HAROLD D. SMITH  
Director

000372

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

August 1, 1944

CIRCULAR NO. A-19  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Reports and recommendations on proposed or pending legislation

This revision of Circular No. A-19 replaces Circular No. A-19, dated August 1, 1943. The only change incorporated in this revision is the addition of paragraph three relating to the submission to the Bureau of the Budget, in certain instances, of annual and special reports.

1. There shall be submitted to the Bureau of the Budget, before submission to the Congress, or any committee or member thereof, two copies of each recommendation or report, concerning proposed or pending legislation requested from or advanced by any department or establishment, or any officer thereof. The submitting department or establishment will then be advised by the Bureau of the Budget as to the relationship of the legislation, or of the report or recommendation thereon, to the program of the President; when such recommendation or report is thereafter submitted to the Congress, or to a committee or member thereof, it shall include a statement of the advice so received from the Bureau of the Budget.

2. Before any person in his official capacity as officer or employee of any department or establishment shall orally advocate or oppose legislation before any committee of the Congress, he shall, if time permits, ascertain the relationship, upon the advice of the Bureau of the Budget, of such legislation to the program of the President, and his testimony before the committee shall include a statement of the advice so received. If time does not permit the ascertainment of such advice prior to his appearance before the committee, the witness shall make clear to the committee that his testimony does not involve any commitment as to the relationship of the legislation to the program of the President.

3. Whenever any department or establishment proposes to include in an annual or special report a recommendation for an appropriation or for new or amendatory legislation, such proposal shall first be submitted to the Bureau of the Budget for ascertainment of its relation to the program of the President.

By direction of the President:

HAROLD D. SMITH  
Director

(No. A-19)

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EXECUTIVE OFFICE OF THE PRESIDENT,  
BUREAU OF THE BUDGET  
Washington, D. C.

August 1, 1944

CIRCULAR NO. A-19  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

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By direction of the President:

HAROLD D. SMITH  
Director

(No. A-19)

000374

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

BULLETIN NO. 1944-45:2

August 1, 1944

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Section 213, Independent Offices Appropriation Act, 1945

1. Your attention is invited to the provisions of section 213 of the Independent Offices Appropriation Act, 1945 (P.L. 358), which reads as follows:

"SEC. 213. After January 1, 1945, no part of any appropriation or fund made available by this or any other Act shall be allotted or made available to, or used to pay the expenses of, any agency or instrumentality including those established by Executive order after such agency or instrumentality has been in existence for more than one year, if the Congress has not appropriated any money specifically for such agency or instrumentality or specifically authorized the expenditure of funds by it. For the purposes of this section, any agency or instrumentality including those established by Executive order shall be deemed to have been in existence during the existence of any other agency or instrumentality, established by a prior Executive order, if the principal functions of both of such agencies or instrumentalities are substantially the same or similar. When any agency or instrumentality is or has been prevented from using appropriations by reason of this section, no part of any appropriation or fund made available by this or any other Act shall be used to pay the expenses of the performance by any other agency or instrumentality of functions which are substantially the same as or similar to the principal functions of the agency or instrumentality so prevented from using appropriations, unless the Congress has specifically authorized the expenditure of funds for performing such functions."

2. It is the intention of the Bureau of the Budget to submit to Congress a proposed provision authorizing the expenditure of funds for interdepartmental committees, boards, or other groups, which are engaged in authorized activities of common interest to two or more departments or agencies and are composed of representatives serving without additional compensation. The language of the proposed provision which the Bureau intends to submit to Congress reads as follows:

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Appropriations of the executive departments and independent establishments of the Government for the fiscal year 1945 shall be available for the expenses of committees, boards, or other interagency groups engaged in authorized activities of common interest to such departments and establishments and composed of representatives thereof who receive no additional compensation by virtue of such membership: Provided, That employees of such departments and establishments rendering service for such committees, boards, or other groups other than as representatives shall receive no additional compensation by virtue of such service.

3. Estimates of appropriation or legislation authorizing the expenditure of funds should be submitted as soon as possible for all agencies or instrumentalities affected by the provisions of section 213 which are expected to continue to function beyond the time permitted under said section and are not covered by the proposed provision quoted above.

HAROLD D. SMITH  
Director

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EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

BULLETIN NO. 1944-45: 1

July 25, 1944

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Special foreign living allowance for China.

Due to the unusual and extraordinary war conditions in China, and delay in receipt of complete data on living costs, the Secretary of State has authorized for an additional period not to extend beyond September 30, 1944, the special allowance for all posts in China authorized by Bureau of the Budget Bulletin No. 1943-44: 7, issued May 31, 1944. This allowance shall be paid in lieu of all other allowances to all officers and employees stationed in China who are entitled to allowances under Bureau of the Budget Circular No. A-8. This allowance shall be at the rate of \$2,600 per annum except that for those employees who are furnished quarters in Government-owned or rented buildings the allowance shall be at the rate of \$1,950 per annum.

Pursuant to paragraphs 6, 14a and 23 of Bureau of the Budget Circular No. A-8, Appendices I, III and IV thereof are hereby amended accordingly for an additional period not to extend beyond September 30, 1944.

HAROLD D. SMITH  
Director

000377

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

BULLETIN NO. 1944-45: 1

July 25, 1944

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HAROLD D. SMITH  
Director

000378

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

July 6, 1944

CIRCULAR NO. A-7  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Promulgation and amendments of Standardized Government  
Travel Regulations

This revision of Circular No. A-7 replaces Circular No. A-7 dated August 1, 1943 and Supplement to Circular No. A-7 dated January 7, 1944. The changes incorporated in this revision are: (a) an amendment to paragraph 45 of the Standardized Government Travel Regulations establishing maximum per diem allowances in lieu of subsistence for travel outside the continental limits of the United States, and (b) an amendment to paragraph 95 permitting the use of vessels of other than United States registry.

1. Government travel regulations, and amendments thereto, are promulgated from time to time by the Director of the Bureau of the Budget with the approval of the President. The current regulations, except for certain amendments which are set forth below, are contained in the printed document entitled "Standardized Government Travel Regulations," issued January 30, 1942. The regulations are supplemented by "Statutes, Rules and Regulations Relating to Transportation and Subsistence of Civilian Officers and Employees of the Federal Government Traveling on Official Business," issued October 1, 1942. Both of these publications may be requisitioned from the Government Printing Office.

2. The following amendments to the printed "Standardized Government Travel Regulations" referred to above are currently in effect:

a. The paragraph entitled "Definition" in paragraph 8, preceding subparagraph (a) of paragraph 8, reads as follows (effective October 8, 1942):

"8. Definition.--Transportation includes all necessary official travel on railroads, air lines, steamboats, streetcars, taxicabs, and other usual means of conveyance. Transportation may include fares and such expenses incident to transportation as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs and steamer rugs at customary rates actually charged; staterooms on

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(b) Steamer accommodations  
(1) State rooms: One  
accommodati  
passenger  
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steamers -- not to exceed lowest first-class rate. (See par. 29)  
All fees and tips are payable from the per diem in lieu of subsistence. (See par. 44)"

b. The following paragraph is added to paragraph 12, after paragraph 12 (a), (effective July 17, 1942):

"(b) Joint Travel. -- Mileage, in lieu of actual expenses of transportation under paragraph 12, shall be payable to only one of two or more employees traveling together on the same trip and in the same vehicle, but no deduction shall be made from the mileage otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Government employees) may travel with him and contribute in defraying the operating expenses. (See paragraph 89)"

c. Paragraph 13 reads as follows (effective November 15, 1942):

"13. Accommodations on trains and steamers. -- An employee will be allowed the following accommodations on trains and steamers (See par. 57):

(a) Train accommodations

- (1) Sleeping-car accommodations: One standard lower berth when night travel is involved. When practicable, through sleeping accommodations should be obtained in all cases where more economical to the Government. Where a change of sleeping-car enroute is necessary, the traveler should secure the usual transfer check from the sleeping-car conductor for exchange at the ticket office for accommodations beyond the point where the change is made.
- (2) Parlor-car accommodations: One seat in a sleeping or parlor-car when the continuous rail journey is more than two hours in duration and within the continental United States, provided however that a stop for the purpose of changing trains shall not be considered an interruption in the journey. If under emergency or similar unusual circumstances the use of such a seat is necessary for a journey of two hours or less, it must be specifically authorized or approved in writing in each case by the head of the department or independent establishment or by an official to whom such authority has been properly delegated. If the journey is outside the continental United States, lowest rate first-class accommodations may be allowed without regard to the length of the journey. (See par. 28)

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Paragraph is added to paragraph 12, after the first-class rate. (See par. 29) from the per diem in lieu of subsistence. Mileage, in lieu of actual expenses of the July 17, 1942. Mileage shall be payable to only one of the steamer on the same trip and in the fact of other employees may be made from the reason of the fact of other employees.

(b) Steamer accommodations

- (1) Staterooms: One lowest rate first-class stateroom accommodation when same is not included in cost of passage ticket. (See pars. 29, and 95 as amended July 17, 1942, and Section 10 of the Act of March 3, 1933, Title 5, Section 73b, United States Code)
- (2) Application for steamer accommodations: Accommodations on steamers should be applied for at the earliest practicable moment after receipt of the travel order. Any cost resulting from unnecessary delay in securing such accommodations shall be borne by the traveler. (See pars. 57, and 95 as amended July 17, 1942)"

d. Paragraph 29 reads as follows (effective October 8, 1942):

"29. Staterooms.---When requests are issued for staterooms on river or coastwise steamships, where the staterooms are a separate charge, the specific value of the room authorized must be inserted on the requests and shall not exceed the minimum first-class rate. If it is impracticable when issuing the request to determine what sleeping accommodations are available, the words 'NOT TO EXCEED LOWEST RATE 1ST CL.' must be inserted on the request. (See Section 10 of the Act of March 3, 1933, Title 5, Section 73b, United States Code)"

e. Paragraph 45 reads as follows (effective July 1, 1944):

45. Subsistence allowances.-- Unless otherwise expressly provided in an employee's commission or appointment, or by law, the official authorized to issue travel may authorize in the order per diem allowance not to exceed \$6 in lieu of subsistence expenses while traveling on official business within the limits of the continental United States, except where such travel is performed by means of a privately owned trailer. No per diem allowance for such travel by trailer shall be paid unless the travel by such means be authorized in advance, in which event per diem allowance may be paid at a rate not to exceed \$2.50.

With the exception of travel chargeable to the appropriations of the War and Navy Departments and Office of Strategic Services, for travel on official business outside the continental limits of the United States, a per diem allowance not to exceed \$7 in lieu of subsistence expenses may be allowed (except that during the fiscal year 1945 the maximum per diem allowance shall be the amount prescribed in Appendix I of this regulation). The per diem allowances provided herein represent the maximum allowable, not the minimum. It is the responsibility of the heads of departments and establishments

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LOCALITY  
Afghanistan  
Africa (except Egypt)  
Egypt  
Asia  
China  
India

or the officials to whom such authority has been properly delegated to see that travel orders authorize only such per diem allowance not in excess of the maximum as are justified by the circumstances surrounding the travel. To this end, care should be exercised to prevent the fixings of a per diem allowance in excess of that required to meet the necessary authorized expenses.

f. Paragraph 92 reads as follows (effective October 8, 1942):

"92. Certification of Accounts.--Any person rendering an expense account containing reimbursement items must certify that the account is just and true in all respects and that the penalties for presenting a false claim are known to him."

g. Paragraph 93 is cancelled (effective October 8, 1942).

h. Paragraph 94 reads as follows (effective October 8, 1942):

"94. Penalty.--The penalty as prescribed by law for presenting a false claim is a fine of not more than \$10,000 or imprisonment for not more than ten years or both. (See Title 18, Section 80, United States Code; Vol. 52, page 197, Statutes at Large)"

i. Paragraph 95 reads as follows (effective July 1, 1944):

95. Travel by American ships. Section 207 of the Independent Offices Appropriation Act, 1945, provides that "The provision of law prescribing the use of vessels of United States registry by employees of the government traveling overseas (46 U.S.C. 1241) shall not apply to such travel during the fiscal year 1945."

3. In the event that the head of any executive department or establishment shall deem that any provision of the amended travel regulations requires change, he shall submit the proposed change to the Director of the Bureau of the Budget for consideration and appropriate action.

By direction of the President:

Harold D. Smith  
Director

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 Authority has been properly delegated  
 authorize only such per diem allowance not  
 care should be exercised to  
 in excess of that  
 8, 1942):  
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Appendix I

<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>
Afghanistan	\$ 8.00
Africa (except Egypt)	7.00
Egypt	10.00 *
Asia	
China	7.00
India and Ceylon	8.00
Australia	6.00
New Zealand	6.00
South Pacific Islands	6.00
Caribbean Islands	7.00
Central America	6.00
Europe	
Portugal and Portuguese Islands of Maderia and Azores	7.00
United Kingdom and Irish Free State	7.00
Russia	12.00
Spain and Canary Islands	8.00
Sweden	9.00
Switzerland	8.00
Iceland	10.00
Mexico	6.00
Middle East	
Arabia	10.00 *
Iran	10.00 *
Iraq	10.00 *
Lebanon	10.00 *
Palestine and Transjordan	10.00 *
Saudi Arabia	10.00 *
Syria	10.00 *
Turkey	10.00 *
North America	
Canada	7.00
Newfoundland	7.00
Panama	7.00
South America (except Venezuela)	7.00
Venezuela	8.00
Other Localities and Ocean Travel	7.00

\*Indicates change in rates.  
 (No. A-7)

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EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

July 6, 1944

CIRCULAR NO. A-7  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Promulgation and amendments of Standardized Government  
Travel Regulations

This revision of Circular No. A-7 replaces Circular No. A-7 dated August 1, 1943 and Supplement to Circular No. A-7 dated January 7, 1944. The changes incorporated in this revision are: (a) an amendment to paragraph 45 of the Standardized Government Travel Regulations establishing maximum per diem allowances in lieu of subsistence for travel outside the continental limits of the United States, and (b) an amendment to paragraph 95 permitting the use of vessels of other than United States registry.

1. Government travel regulations, and amendments thereto, are promulgated from time to time by the Director of the Bureau of the Budget with the approval of the President. The current regulations, except for certain amendments which are set forth below, are contained in the printed document entitled "Standardized Government Travel Regulations," issued January 30, 1942. The regulations are supplemented by "Statutes, Rules and Regulations Relating to Transportation and Subsistence of Civilian Officers and Employees of the Federal Government Traveling on Official Business," issued October 1, 1942. Both of these publications may be requisitioned from the Government Printing Office.

2. The following amendments to the printed "Standardized Government Travel Regulations" referred to above are currently in effect:

a. The paragraph entitled "Definition" in paragraph 8, preceding subparagraph (a) of paragraph 8, reads as follows (effective October 8, 1942):

"8. Definition.--Transportation includes all necessary official travel on railroads, air lines, steamboats, streetcars, taxicabs, and other usual means of conveyance. Transportation may include fares and such expenses incident to transportation as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs and steamer rugs at customary rates actually charged; staterooms on

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steamers -- not to exceed lowest first-class rate. (See par. 29)  
All fees and tips are payable from the per diem in lieu of subsistence. (See par. 44)"

b. The following paragraph is added to paragraph 12, after paragraph 12 (a), (effective July 17, 1942):

"(b) Joint Travel. -- Mileage, in lieu of actual expenses of transportation under paragraph 12, shall be payable to only one of two or more employees traveling together on the same trip and in the same vehicle, but no deduction shall be made from the mileage otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Government employees) may travel with him and contribute in defraying the operating expenses. (See paragraph 89)"

c. Paragraph 13 reads as follows (effective November 15, 1942):

"13. Accommodations on trains and steamers. -- An employee will be allowed the following accommodations on trains and steamers (See par. 57):

(a) Train accommodations

- (1) Sleeping-car accommodations: One standard lower berth when night travel is involved. When practicable, through sleeping accommodations should be obtained in all cases where more economical to the Government. Where a change of sleeping-car enroute is necessary, the traveler should secure the usual transfer check from the sleeping-car conductor for exchange at the ticket office for accommodations beyond the point where the change is made.
- (2) Parlor-car accommodations: One seat in a sleeping or parlor-car when the continuous rail journey is more than two hours in duration and within the continental United States, provided however that a stop for the purpose of changing trains shall not be considered an interruption in the journey. If under emergency or similar unusual circumstances the use of such a seat is necessary for a journey of two hours or less, it must be specifically authorized or approved in writing in each case by the head of the department or independent establishment or by an official to whom such authority has been properly delegated. If the journey is outside the continental United States, lowest rate first-class accommodations may be allowed without regard to the length of the journey. (See par. 28)

- 3 -  
(b) Steamer accommodations  
(1) Steamers: One lowest accommodation when passage ticket when July 17, 1942  
3, 1933  
(2)

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Class rate. (See par. 39)  
Per diem in lieu of sur-  
added to Paragraph 12, after  
1942);  
of actual expenses of  
to only one of the  
ship and in the other-

(b) Steamer accommodations

- (1) Staterooms: One lowest rate first-class stateroom accommodation when same is not included in cost of passage ticket. (See pars. 29, and 95 as amended July 17, 1942, and Section 10 of the Act of March 3, 1933, Title 5, Section 73b, United States Code)
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d. Paragraph 29 reads as follows (effective October 8, 1942):

"29. Staterooms.---When requests are issued for staterooms on river or coastwise steamships, where the staterooms are a separate charge, the specific value of the room authorized must be inserted on the requests and shall not exceed the minimum first-class rate. If it is impracticable when issuing the request to determine what sleeping accommodations are available, the words 'NOT TO EXCEED LOWEST RATE 1ST CL.' must be inserted on the request. (See Section 10 of the Act of March 3, 1933, Title 5, Section 73b, United States Code)"

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45. Subsistence allowances.-- Unless otherwise expressly provided in an employee's commission or appointment, or by law, the official authorized to issue travel may authorize in the order per diem allowance not to exceed \$6 in lieu of subsistence expenses while traveling on official business within the limits of the continental United States, except where such travel is performed by means of a privately owned trailer. No per diem allowance for such travel by trailer shall be paid unless the travel by such means be authorized in advance., in which event per diem allowance may be paid at a rate not to exceed \$2.50.

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LOCALITY  
Afghanistan  
Africa (except Egypt)  
Egypt  
Asia  
China  
India and  
Australia

or the officials to whom such authority has been properly delegated to see that travel orders authorize only such per diem allowance not in excess of the maximum as are justified by the circumstances surrounding the travel. To this end, care should be exercised to prevent the fixings of a per diem allowance in excess of that required to meet the necessary authorized expenses.

f. Paragraph 92 reads as follows (effective October 8, 1942):

"92. Certification of Accounts.--Any person rendering an expense account containing reimbursement items must certify that the account is just and true in all respects and that the penalties for presenting a false claim are known to him."

g. Paragraph 93 is cancelled (effective October 8, 1942).

h. Paragraph 94 reads as follows (effective October 8, 1942):

"94. Penalty.--The penalty as prescribed by law for presenting a false claim is a fine of not more than \$10,000 or imprisonment for not more than ten years or both. (See Title 18, Section 80, United States Code; Vol. 52, page 197, Statutes at Large)"

i. Paragraph 95 reads as follows (effective July 1, 1944):

95. Travel by American ships. Section 207 of the Independent Offices Appropriation Act, 1945, provides that "The provision of law prescribing the use of vessels of United States registry by employees of the government traveling overseas (46 U.S.C. 1241) shall not apply to such travel during the fiscal year 1945."

3. In the event that the head of any executive department or establishment shall deem that any provision of the amended travel regulations requires change, he shall submit the proposed change to the Director of the Bureau of the Budget for consideration and appropriate action.

By direction of the President:

Harold D. Smith  
Director

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has been properly delegated  
per diem allowance not  
exercised to

Appendix I

<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>
Afghanistan	\$ 8.00
Africa (except Egypt)	7.00
Egypt	10.00 *
Asia	
China	7.00
India and Ceylon	8.00
Australia	6.00
New Zealand	6.00
South Pacific Islands	6.00
Caribbean Islands	7.00
Central America	6.00
Europe	
Portugal and Portuguese Islands of Maderia and Azores	7.00
United Kingdom and Irish Free State	7.00
Russia	12.00
Spain and Canary Islands	8.00
Sweden	9.00
Switzerland	8.00
Iceland	10.00
Mexico	6.00
Middle East	
Arabia	10.00 *
Iran	10.00 *
Iraq	10.00 *
Lebanon	10.00 *
Palestine and Transjordan	10.00 *
Saudi Arabia	10.00 *
Syria	10.00 *
Turkey	10.00 *
North America	
Canada	7.00
Newfoundland	7.00
Panama	7.00
South America (except Venezuela)	7.00
Venezuela	8.00
Other Localities and Ocean Travel	7.00

\*Indicates change in rates.  
(No. A-7)

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EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

July 1, 1944

CIRCULAR NO. A-32  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Limitations and services under the National War Agency  
Appropriation Act, 1945

This revision of Circular No. A-32 replaces and rescinds Circular No. A-32, dated August 1, 1943. It sets forth procedures applicable to certain war agencies during the fiscal year 1945 for the establishment of limitations on objects of expenditure and for the performance of services rendered by other departments and establishments of the Government. Principal changes from the procedure applicable during the fiscal year 1944, as set forth in Circular No. A-32, dated August 1, 1943, are as follows:

- a. Exclusion of special projects performed by nongovernmental agencies from limitations established for traveling expenses, printing and binding, and the purchase of motor-propelled passenger-carrying vehicles;
- b. Adoption of a revised Bureau of the Budget Form No. 397, "Order for Performance of Work or Rendering of Service";
- c. Establishment of procedures and conditions whereby war agencies may request permission to obtain services from other departments or establishments without prior clearance of the Bureau of the Budget.

Establishment of Limitations for Certain Objects of Expenditure

1. With the exception of special projects performed by non-governmental agencies, the National War Agency Appropriation Act, 1945 (Sec. 202), provides that only such amounts as shall be approved by the Director of the Bureau of the Budget may be expended for traveling expenses, printing and binding, and the purchase of motor-propelled passenger-carrying vehicles, from sums set apart for special projects from appropriations for all agencies coming within the purview of this section.
2. Pursuant to such provision, each agency so affected shall submit to the Bureau of the Budget a distribution of such sums provided for special projects which have not otherwise been excepted from the requirements of this provision, showing separately the amounts estimated to be required for the objects mentioned above. Upon approval of the amounts which may be expended for traveling expenses, printing and binding, and the purchase of motor-propelled passenger-carrying vehicles,

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there shall be established such accounts or controls as may be necessary to assure compliance with said limitations.

Performance of Work or Services by Other Agencies

3. The National War Agency Appropriation Act, 1945 (Sec. 203), also prohibits the performance of work or the rendering of service by other Government agencies for any agency affected by said section, with or without reimbursement (including the detail or loan of personnel) without the prior approval of the Bureau of the Budget unless under specific authority of other law.

4. Requests for such approval shall be submitted to the Bureau of the Budget sufficiently in advance of the commencement date to permit their approval in accordance with requirements of the law. Insofar as practicable, similar types of activities to be performed by one department or establishment shall be prepared on Bureau of the Budget Form No. 397, Revised, "Order for Performance of Work or Rendering of Service" showing:

- a. Name of the performing agency.
- b. At the end of the opening paragraph, the name of the requesting agency.
- c. A brief but adequate description of the work or service requested under "Description of Project". If space provided is not sufficient to permit an adequate description of the project such description should be continued on the reverse side of the form or may be included as an attachment. If an attachment is used, this fact should be noted on the face of the form. In the case of statistical projects, indicate status of clearance pursuant to Regulation A issued by the Director of the Bureau of the Budget under the Federal Reports Act, 1942.
- d. Duration of project.
- e. By means of an "X" whether a working fund as defined in Budget Treasury Regulation No. 1, Revised, is to be established or if reimbursement is to be made after the performance of the work or services.
- f. The amount of funds to be transferred or reimbursed, if any set forth by object classification, as shown in Budget-Treasury Regulation No. 1, Revised. However, any amounts included for (1) the purchase of motor-propelled passenger-carrying vehicles, (2) printing and binding, and (3) traveling expenses shall be shown as separate items and any request involving personal services should include all overtime and be so noted.

5. After signature  
agency has been affixed  
the performing agency,  
performing agency, a  
transmit the original  
After approval by  
approved order  
copy will be

6.  
binding,  
vehicle  
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5. After signature of the representative of the requesting agency has been affixed, the Form 397, Revised, should be sent to the performing agency in a sufficient number of copies to permit the performing agency, after indicating its acceptance of the order, to transmit the original and three copies to the Bureau of the Budget. After approval by the Bureau of the Budget, the original of the approved order will be returned to the performing agency and one copy will be sent to the requesting agency.

6. The amounts shown for traveling expenses, printing and binding, and the purchase of motor-propelled passenger-carrying vehicles in the space provided for Bureau of the Budget approval will be considered as limitations on amounts which may be expended for such purposes. Any request for change in such limitations shall be submitted on Form No. 397, Revised, as a supplement to the original request.

7. The Form 397 has been revised in order to eliminate as much as possible the need for exchanging correspondence between agencies; however, such memoranda and letters as relate to negotiations which have transpired between the affected agencies should accompany the request. A supply of the revised forms may be secured by contacting the Publication Unit of the Bureau of the Budget (Executive Office, telephone extension 6).

8. Any agency may, upon the submission of a written request, be granted an authorization which will permit other government agencies to perform work or services for it without the necessity of submitting individual requests to the Bureau of the Budget if such work or services (a) are to be performed outside the 48 States and the District of Columbia or (b) involve not more than \$5,000 or, in case of personnel details or loans, not more than 60 man-days. In those cases where payments are to be made for services performed under this paragraph, the agency requesting such services will establish limitations on the amounts which may be expended for traveling expenses, printing and binding, and the purchase of motor-propelled passenger-carrying vehicles and the performing agency shall be bound by such limitations, and the transferring document should clearly state each such limitation. Each agency receiving an authorization under this paragraph shall submit monthly reports to the Bureau of the Budget showing with respect to each case, the name of the agency performing the work or service, the nature of the work or service, and the current estimate of the amount transferred or reimbursed or to be transferred or reimbursed. This report should be submitted to the Bureau of the Budget not later than 15 days after the close of the month for which the report is rendered. If no work or service was performed under such authorization, the report should so state. The continuation of such authorizations is contingent upon the regular submission of these reports and full compliance with all other provisions of the law and this circular.

9. In the event special projects are initiated under authorizations as outlined in paragraph 8 hereof and it is later estimated that the total cost will exceed \$5,000 or that details will involve more than 60 man-days, it will be incumbent upon the requesting agency immediately to submit such project to the Bureau of the Budget for further specific approval in accordance with the procedure contained in this Circular. The request shall be accompanied by an explanation of the circumstances surrounding such project and the extent to which the project has already progressed.

10. The provisions of this Circular do not in any way modify, amend, revise or alter the provisions contained in Bureau of the Budget Circular No. A-2 and Regulation A under the Federal Reports Act, 1942.

11. Furnishing of statistical, research, or other reports or general information or other general services, of a kind and character normally furnished to departments or establishments by other departments or establishments without reimbursement, will not require clearance by the Bureau of the Budget.

HAROLD D. SMITH  
Director

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington 25, D. C.

July 1, 1944

CIRCULAR NO. A-22  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Priority classification of departments and establishments

In accordance with Executive Order 9451, dated June 20, 1944,  
Circular No. A-22, dated August 1, 1943, is rescinded.

HAROLD D. SMITH  
Director

(No. A-22)

000393

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington 25, D. C.

BULLETIN NO. 1943-44:9

June 30, 1944

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Call for estimates of appropriations for the fiscal year 1946

1. Purpose. To call for the submission of estimates of appropriations for the fiscal year 1946 and to set forth the manner and form in which they are to be presented to the Bureau of the Budget.

GENERAL INSTRUCTIONS

2. Time of submission. The departments, establishments, and agencies (hereinafter referred to as "agencies") will submit their estimates of appropriations for inclusion in the regular Budget for the fiscal year ending June 30, 1946, to the Bureau of the Budget on or before September 15, 1944.

In the case of the following agencies, the detailed estimates of appropriations will not be included in the regular Budget for the fiscal year 1946. These agencies will furnish by December 15, 1944, such summary information respecting their budgetary programs for the fiscal years 1944, 1945, and 1946 as may be requested by representatives of this Bureau and will submit their detailed estimates of appropriations together with the supporting documents on or before March 1, 1945.

Executive Office of the President:

Office for Emergency Management (constituent agencies)  
Office of Censorship  
Office of Price Administration  
Office of Strategic Services  
Petroleum Administration for War  
War Refugee Board

Independent establishments:

Selective Service System

Department of Commerce:

Office of Administrator of Civil Aeronautics:  
Development of Landing Areas

Department of the Interior:

Solid Fuels Administration for War  
War Relocation Authority

Navy Department

War Department:

Military Establishment

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3. Material to be submitted. The estimates and supporting documents will include the following:

a. Letter of transmittal together with summary of estimates by bureaus, offices, etc.

b. Estimates of appropriations (hereinafter referred to as language sheets). See Exhibit A.

c. Schedules of obligations (hereinafter referred to as green sheets). See Exhibits B through E.

d. Justifications of estimates, including Exhibits F through K.

4. Number of sets of material required. Five legible sets (one a ribbon or processed copy to be marked "Printer's Copy") of the language sheets and green sheets, and four legible sets of the justifications will be submitted. The justifications will be prepared on letter-size (8 x 10 $\frac{1}{2}$  inches) sheets, with 1-inch margin at top and left side. Material will be typed on the justification sheets either lengthwise or across, whichever method will avoid the necessity of rewriting for subsequent use. (Onionskin or tissue paper will not be used.)

5. Method of assembling estimates. When submitted to the Bureau of the Budget the sets of estimates mentioned in paragraph 4 will be assembled as follows:

a. The original of each estimate, followed by the original of the supporting green sheets (Standard Form 3a, Revised) and the statement relating to passenger-carrying vehicles (Exhibit J), arranged in order, will constitute one set, the pages of which will be numbered consecutively in the top center. The statement of transfers between appropriations (Exhibit I), unnumbered, will follow. This set will be the ribbon or processed copy and will be marked "Printer's Copy."

b. Each of the other four sets will be arranged for each appropriation in the order set forth below and pages of each set numbered consecutively in the lower right corner. These page numbers will also be placed in the lower right corner of the corresponding pages of the "Printer's Copy" in order to permit ready identification. The four sets will be punched for binding in standard three-ring binders, the punching for language and green sheets to be at the left side and for justifications either the left side or top side depending upon which way the justification sheets have been written up. (See paragraph 4.)

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- (1) Language sheets;
- (2) Green sheets (Standard Form 3a, Revised);
  - (a) By objects of expenditure, and
  - (b) By projects or functions;
- (3) Text of explanation and justification of the estimates.

c. A tab should be attached to the right margin of the first sheet of each estimate of appropriation or, in the case of large lump-sum appropriations, of each major subdivision. These tabs, numbered consecutively, should be so arranged as not to obscure each other when the estimates are assembled in order. At the end of each set there should be attached the statement of transfers between appropriations.

6. Supplemental estimates.

a. The estimates of appropriations for the fiscal year 1946 must include amounts to meet all requirements for the period July 1, 1945, to June 30, 1946, in order to avoid transmission to Congress of supplemental estimates.

b. The estimates for 1946 will be accompanied by a list of any amounts that are contemplated for later submission as supplemental estimates for the fiscal year 1945, such list to set forth briefly the need for such supplemental estimates.

7. Advice on preparation of estimates. In order to expedite budget hearings, individual budget officers should consult freely with Bureau of the Budget representatives in charge of their estimates as to the provisions of this bulletin. Upon request of these officers the Bureau of the Budget will send representatives to meetings called to discuss preparation of estimates.

LANGUAGE SHEETS

8. Primary source.

a. The language printed in the various appropriation acts for the fiscal year 1945 constitutes the primary source of the material to be included on the language sheets. The Bureau of the Budget will prepare a complete specimen set of the language sheets including therein all appropriation items for the fiscal year 1945. This specimen set will show for

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each appropriation the title of the appropriation as carried in the Digest of Appropriations issued by the Treasury Department, the amount appropriated for the fiscal year 1945, and such pertinent notes as may be required. The set will also include necessary group totals and will be stamped "Printer's Copy." This set will be transmitted to each agency and will include all regular, supplemental, and deficiency appropriations for the fiscal year 1945 enacted up to the time of transmission. The titles, amounts of appropriations, and notes typed on the specimen set by the Bureau of the Budget will be carefully verified by the respective agencies and corrections made where necessary.

b. The Bureau of the Budget will also furnish each agency 10 copies of its enrolled annual appropriation act for 1945 and the pertinent parts of supplemental and deficiency acts. These 10 copies will be used by the agencies concerned for clipping and pasting 4 additional sets of language sheets plus any other sets that the agency may require for its own use. These 4 sets will be prepared on blank white sheets (8 x 10 $\frac{1}{2}$  inches) and must conform to the specimen set, particularly as to spacing and position on the sheet.

c. The original or "Printer's Copy," together with the 4 additional sets, will be returned to the Bureau of the Budget as the 5 sets required by paragraph 4 above.

d. The total amount appropriated, shown on language sheets, will always include the amount of supplemental and deficiency appropriations to date of submission of the estimates by the agency.

(1) If the language of a supplemental or deficiency appropriation for the fiscal year 1945 merely provides an additional amount for the same purpose and subject to the same conditions as contained in the annual appropriation act for that year, the language of the annual act only will be printed and the following footnote, related to the appropriation total concerned, will be shown: "a/ Includes \$ \_\_\_\_\_ appropriated in the \_\_\_\_\_ Appropriation Act, \_\_\_\_\_."

(2) If the language of the supplemental or deficiency appropriation for the fiscal year 1945 changes the purposes or conditions specified in the annual act for that year the language of the supplemental or deficiency appropriation must also be printed.

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(3) The language of any supplemental or deficiency appropriation for the fiscal year 1944 will also be printed in those cases where provision is made for the amounts appropriated therein to remain available during the fiscal year 1945 or where any provisos carried therein are also applicable to the fiscal year 1945.

e. No explanations or justifications will be written on the language sheets except as provided in paragraphs 8d(1) and 14 of this bulletin.

9. Changes in language and amounts. When a change is proposed in an amount or in the language of the 1945 appropriation act, any matter to be omitted will be enclosed in brackets and any new matter will be typewritten and underscored on the sheet at the right side of the printed matter pasted thereon, with a caret and line indicating where the new matter is to be inserted. New matter should follow (and not precede) bracketed matter in all cases even though bracketed matter may be only figures and new matter is additional language to the preceding matter. Care should be taken not to obliterate punctuation marks and the place where the insertion is to be made should be clearly indicated. Brackets, carets, and insert lines are to be indicated in ink and not by typewriter. The amount of the estimate for the fiscal year 1946 will be inserted in the space indicated below the language.

10. Waivers of civil-service and classification laws. All provisions included in the appropriation language proposed for the fiscal year 1946 which waive the civil-service and classification laws, or which have the effect of waiving those laws for any groups or classes of employees, must be approved by the Civil Service Commission prior to the submission of the estimates to the Bureau of the Budget regardless of whether proposed as new language or a continuation of existing language. Requests for such approval should be made in writing to the United States Civil Service Commission (attention of Mr. Kenneth C. Vipond, Assistant Chief Examiner), and a carbon copy of the Commission's reply must accompany the estimates concerned when submitted to the Bureau. If an agency is in doubt as to whether a particular provision waives these laws, it should be submitted to the Civil Service Commission for determination.

11. Content of estimates. In preparing estimates of the funds required for the operations under the various appropriations, agencies will be guided by the following special instructions governing the instances cited:

a. Overtime, additional compensation, and night-work differential:

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(1) No funds will be included in the 1946 estimates for the payment of overtime and additional compensation under the laws expiring on or before June 30, 1945.

(2) Funds required for the payment of overtime, additional compensation, and night-work differential under laws which do not expire prior to the beginning of the fiscal year 1946 will be included in the 1946 estimates in an amount sufficient to cover the cost of such payments to the employees covered by such appropriation estimates who are subject to these laws.

b. 48-hour workweek: No change will be anticipated in the number of hours constituting the present workweek. The number of man-years estimated to be required under any particular appropriation item will be computed on the basis of the regular number of hours in a workweek for the employees concerned. Generally, this will require computations on the basis of a 48-hour workweek.

c. Ramspeck promotions: No additional funds will be included in the 1946 estimates specifically to cover the cost of within-grade salary advancements authorized by Public Law 200, 77th Congress, and Executive Order 8842, estimated to occur in that year.

d. Penalty mail: Enactment of H.R. 4033 relating to the use of penalty mail privileges will require the inclusion in the 1946 estimates of amounts sufficient to (1) pay into the Treasury the cost, as determined by the Post Office Department, of handling penalty mail, and (2) comply with the provisions of section 3 of the bill with respect to shipments of mail exceeding 4 pounds in weight. Each agency will submit a single new estimate of appropriation which will include all funds expected to be deposited into the general fund of the Treasury in accordance with section 2(d) of H.R. 4033 or, if the agency has only one appropriation, the amount may be included therein. If additional funds are required to comply with section 3 of the bill, such funds should be included in the regular appropriations. In the case of corporations required to submit estimates of appropriations to the Congress the method of handling the estimates for penalty mail shall be discussed with representatives of the Bureau of the Budget and such procedure as may be agreed upon will be followed in the submission of the estimates.

12. Special accounts. The language for special accounts is in reality a brief description of the funds and the agencies will be responsible for the correctness of such descriptions.

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a. In cases where special fund receipts are covered into the Treasury as miscellaneous receipts and appropriated for a particular purpose by virtue of a permanent appropriation act, the amounts of such permanent appropriations will be determined by the amounts of the appropriation warrants issued or to be issued by the Treasury Department for each of the fiscal years concerned. Following the language of each such special account, the amount shown in the 1945 Budget as the estimate for that year will be inserted as "Appropriated 1945, \$ \_\_\_\_\_." Immediately beneath this entry will be inserted the entry "Revised 1945, \$ \_\_\_\_\_," this latter figure representing the agency's latest estimate of the amount to be appropriated, which may or may not agree with the amount shown in the 1945 Budget.

b. In those cases where the receipts are deposited into accounts in the nature of special deposit accounts, the obligations under these accounts will be offset by the receipts and no amounts will be shown as appropriations.

c. In order to determine whether receipts into special accounts are to be handled as permanent appropriations or as special deposit accounts, the Division of Bookkeeping and Warrants, Treasury Department, should be contacted. (For examples, see pages 298 and 635 of the 1945 Budget.)

13. Trust accounts.

a. The language for trust accounts is in reality a brief description of the funds and the agencies will be responsible for the correctness of such descriptions. Following the language under each trust account the amount shown in the 1945 Budget as the estimate for that year will be inserted as "Appropriated 1945, \$ \_\_\_\_\_." Immediately beneath this entry will be inserted the entry "Revised 1945, \$ \_\_\_\_\_," this latter figure representing the agency's latest estimate of the amount of receipts to be appropriated, which may or may not agree with the amount shown in the 1945 Budget. In arriving at the amount of the revised estimate for 1945 as well as the estimate for 1946, agencies will undertake to reflect as nearly as possible the total amount to be shown on appropriation warrants to be issued by the Treasury Department for each of the fiscal years concerned, using the same basis as that followed in determining the actual appropriation for the fiscal year 1944 as shown on the green sheets. The total to be shown as appropriated under a trust fund appropriation account will represent the total of the appropriation warrants

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issued, and will not include or be reduced by transfer and counter warrants or transfer appropriation warrants. (See Budget-Treasury Regulation No. 1, Revised, for definitions of these warrants.) The actual appropriation for the fiscal year 1944 as shown on the green sheets and determined in accordance with these instructions may vary from the amounts shown in the Combined Statement of Receipts and Expenditures issued by the Treasury Department because of the exclusion of these types of warrants but ordinarily the figures may be reconciled by the footnotes shown in the Combined Statement.

b. Ordinarily appropriations under trust fund appropriation accounts consist of collections from individuals or others, income from investments, general fund appropriations for the purpose, and/or receipts from other sources coming into the Treasury and covered into the respective trust fund receipt accounts. For example, the appropriation under the Civil Service Retirement and Disability Fund is made up of funds received from individuals as contributions, from interest and profits on investments, etc., and from the Civil Service Retirement and Disability Appropriated Fund (general fund account), all of which are covered into a trust fund receipt account and then appropriated under the trust account "Civil Service Retirement and Disability Fund."

c. Unless transfers are made by transfer appropriation warrants no transfers will be shown on the green sheets between general fund appropriation accounts and trust fund appropriation accounts, as funds to be transferred from general fund appropriation accounts will be handled in those accounts as an obligation and in the trust fund accounts either as a receipt or as a reimbursement as the case may be. In the rare cases where funds are taken from a trust fund and added to a general fund appropriation account, the transaction will be handled in the reverse manner, i.e., as an obligation in the trust fund appropriation account and as a reimbursement in the general fund appropriation account concerned.

14. Activities or appropriations transferred or consolidated.

a. Transfers or consolidations affecting only part of an appropriation:

(1) When it is proposed to transfer or consolidate an activity with another division, bureau, department, or appropriation, the estimate of appropriation will be carried in the appropriate place under

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the division, bureau, department, or appropriation to which the transfer is made. All language sheets involving a transfer or consolidation of activities will carry immediately below the estimate and appropriation line footnotes stating the amounts deducted from or added to the appropriation estimates concerned. In such cases a reference "a/" will be placed against the amount of the estimate and the footnote shall read as follows: "a/ Includes (or excludes) \$ \_\_\_\_\_ transferred from (or to) '(appropriation title)'." This transfer is reflected in the 1944 and 1945 columns of the schedule for comparative purposes only."

(2) In those cases where an activity has been transferred to or consolidated with another division, bureau, department, or appropriation during the fiscal year 1945 by Executive order or by law, the reference "a/" will be placed against the amount appropriated for 1945 and the footnote shall read as follows: "a/ Includes (or excludes) \$ \_\_\_\_\_ transferred from (or to) '(appropriation title)'." This transfer is reflected in the 1944 column of the schedule for comparative purposes only."

b. Transfers or consolidations affecting an entire appropriation:

(1) When it is proposed to transfer an entire appropriation to another division, bureau, or department, or when it is proposed to consolidate an entire appropriation with another appropriation item, the original appropriation title will be retained in the place from which transferred with the following footnote: "Note.—Appropriation under above title transferred to (and consolidated under) '(title of appropriation)'." A footnote reference "a/" will be placed against the amount of the appropriation for 1945 under the appropriation item to which transferred, followed by a footnote reading: "a/ Includes \$ \_\_\_\_\_ transferred from '(name of division, bureau, or department, in the case of a straight transfer of appropriation item, or title of appropriation in case of a consolidation)'.""

(2) Where an entire appropriation has been transferred to another division, bureau, or department or has been consolidated with another appropriation item

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during fiscal year 1945, the original appropriation title will be retained in the place from which transferred with the following footnote: "Note.--Appropriation under above title has been transferred to (and consolidated under) '(title of appropriation)' by Executive Order \_\_\_\_\_, dated \_\_\_\_\_ (or law, as the case may be)."<sup>11</sup> A footnote reference "a/" will be placed against the amount of the appropriation for 1945 under the appropriation item to which transferred, followed by a footnote reading: "a/ Includes \$ \_\_\_\_\_ transferred from '(Name of bureau or department, in the case of a straight transfer of appropriation item, or title of appropriation, in the case of a consolidation)' by Executive Order \_\_\_\_\_, dated \_\_\_\_\_ (or law, as the case may be)."<sup>11</sup>

15. Statutory and code references. Language sheets must refer to the authorizing legislation, treaty, or Executive order, or indicate the lack of such authority. Reference to authorizing legislation may be made in the body of the language and, if so, this reference need not be repeated in the citations at the end of the language. Except as specified above, and when applicable, citations are to be shown as follows: (1) Basic authorizing legislation, (2) amendments to authorizing legislation enacted in the calendar year 1944, (3) the 1945 appropriation act, and (4) any other act providing supplemental appropriations for 1945. All citations will be by reference to the titles and sections of the Code, or if not to be found therein, to the date of the act and public law number, the date and number of Executive order, or date of treaty. (For example, 16 U.S.C. 581, or Act of June \_\_, 1944, Public Law \_\_.) Reference is not to be made to the Statutes at Large except in the District of Columbia Chapter and treaty citations. If the reference to the United States Code by title and section is not sufficient to identify the particular legislation, the section number should be followed by reference to paragraphs and subparagraphs. The agencies will furnish and be responsible for the correctness of all statutory references on the language sheets. In those cases where there is no authorizing legislation, treaty, or Executive order, and no previous appropriation, the language will be followed by the word "submitted" in parentheses.

16. Arrangement. The arrangement of estimates of annual appropriations will follow that of corresponding appropriations in the appropriation act for the fiscal year 1945. Estimates of new appropriations and estimates for activities appropriated for in supplemental or deficiency acts will be inserted at appropriate places. Agencies which have heretofore obtained separate appropriations under the heading "National Defense" or "National Defense Activities" will submit separate estimates for such activities if they are to be continued in the fiscal year 1946.

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Activities financed in 1945 by means of allotments from the President's Emergency Fund, which are to be continued during the fiscal year 1946, will be estimated for in the regular manner (i.e., an estimate of appropriation will be submitted to the Bureau of the Budget for transmission to the Congress) and will carry as a part of the appropriation title the words "(National Defense)." Estimates of appropriations not carried in the annual and supplemental appropriation acts (e.g., permanent appropriations and trust accounts) will follow the same arrangement as corresponding estimates in the Budget for the fiscal year 1945.

#### GREEN SHEETS

17. Requirements for submission. Green sheets will be submitted for all appropriations or funds (including working funds, appropriations made for claims, judgments, and private relief acts, and items such as transfers or allotments from the appropriation "Foreign-Service Pay Adjustment, Appreciation of Foreign Currencies" and other similar appropriations) under which obligations, including those incurred under contract authorizations, have been made or are contemplated in 1944, 1945, and 1946. Green sheets are required for 1944 and 1945 obligations even though no estimate is submitted for 1946. The green sheets under funds allocated or transferred, as described in paragraph 23, prior to July 1, 1944, exclusive of Defense Aid (Lend-Lease) appropriations and the appropriation "Cooperation With the American Republics," will be inserted immediately following the green sheets pertaining to the regular appropriations which the allocated funds supplement. (See Department of State, pages 628-629, 1945 Budget.) The green sheets for Defense Aid (Lend-Lease) appropriations will be prepared by the Foreign Economic Administration based on information furnished it by agencies receiving allocations and will be incorporated into the Budget under the heading "Emergency Funds Appropriated to the President." The green sheets for the appropriation "Cooperation With the American Republics" will be prepared by the Department of State and included in the Department of State Chapter of the Budget.

18. Definition of obligations. Amounts reported as obligations will conform to the concept of obligations included in Budget-Treasury Regulation No. 1, Revised. Obligations incurred are there defined as orders placed, contracts awarded, services received, and all other transactions during a given period which legally reserve the appropriation for expenditure, including orders for procurement through the General Supply Fund, orders placed with the Naval Stock Fund and Naval Working Fund, orders placed with the Government Printing Office, and orders for interdepartmental work under section 601 of the Economy Act. Such amounts include expenditures not preceded by obligations and in the case of liquidated obligations reflect the adjustments for the differences between obligations and the actual expenditures. No cents will be shown in the obligations columns, the amounts being stated to the nearest dollar.

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19. Form. Green sheets will be prepared with typewriter, double spaced, on Standard Form 3a, Revised. Obligations for personal services (net) and other objects of expenditure will be shown by the two-digit symbol numbers of the object classification set forth in part V of Budget-Treasury Regulation No. 1, Revised, except that a more detailed classification may be employed when necessary to show the distribution of large or unusual expenditures under the object classification. (See column 1, page 307, 1945 Budget.) Additional instructions covering the preparation of green sheets are set forth below and specimen forms, Exhibits B through E, are attached hereto for the information and guidance of the agencies.

20. Personal services. Green sheets for personal services, departmental and field, will be prepared in the form, manner, and order of items shown in Exhibit B, and in accordance with the following instructions.

a. Green sheets shall include both departmental and field personnel and list such services separately in that order under appropriate captions.

b. The distinction between departmental and field service to be followed in preparing green sheets will be the same as that observed in the preparation of Civil Service Commission Form 3257, Revised, as it is necessary that the green sheets be in general agreement with the reports submitted on that form.

c. Personal services will be divided into the following services or groups and listed on the green sheets in the order named: Clerical, administrative, and fiscal service; professional service; subprofessional service; crafts, protective, and custodial service; Executive order grades (established by Executive Order 6746); grades established by special acts; and unclassified. Under each service or group, grades will be listed in descending order of salary ranges. All employees in any one grade and service under each appropriation will be listed together, i.e., no breakdown by organization units, functions, etc., will be shown on the green sheets.

d. The personal services to be divided into services or groups and listed on green sheets in accordance with the instructions in subparagraph c above will be limited to permanent employees and those temporary employees who occupy permanent positions. All positions specifically provided for in the appropriation language will be included in the distribution by services or groups and listed on the green sheets regardless of whether the position is filled or not. The exact title of such position as described in the language shall be shown on the green sheets and if vacant throughout a year no man-years or money will be shown opposite the entry for that year.

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e. Classification<sup>grade</sup> grade number and basic salary range will be entered on the green sheets for each grade (classification act, Executive Order 6746, or special act) in which service was performed or is contemplated.

f. Under each grade for which the minimum basic annual salary rate is \$3,200 or more will be entered the operating titles of positions in which service was performed or is contemplated and for each such title there will be shown in the obligations column for each fiscal year the number of man-years of service performed or contemplated and the total basic salary (exclusive of overtime, additional compensation, night-work differential, and additional pay for service outside the 48 States and the District of Columbia) paid or contemplated to be paid for such man-years of service. The term "operating title" means the title usually used in the office concerned when referring to the particular position. The purpose of using "operating titles" is to convey information as to the duties and character of work performed by the incumbent and the title of the position as used on the employee's classification sheet may not be sufficiently informative for this purpose.

g. For each grade for which the minimum basic annual salary rate is less than \$3,200 the same procedure will be followed except that operating titles will not be shown and the man-years of service and total basic salary shown will be for all service performed or contemplated in each such grade.

h. The number of man-years represents the total of the time served by all employees occupying a given position or grade stated in terms of years, or, in other words, the average employment in that position or grade for the year concerned. The term "time served" as used herein includes all periods for which compensation was paid or is contemplated for payment without regard to service or leave status. Man-years will be shown to the nearest tenth; if midway between tenths the next higher tenth will be used.

i. Positions filled by military or naval personnel will not be included in the man-years shown in the green sheet schedules of the 1946 Budget for any agency other than War, Navy, Panama Canal, D. C. Government, War Shipping Administration, United States Maritime Commission, and Veterans' Administration.

j. When the actual or estimated man-years and obligations have been entered on the green sheets in accordance with the foregoing instructions, the man-years and amounts of money will

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be totalled and shown opposite the entry "Total permanent, departmental (or field, as the case may be)." Following this total entry will be listed the following additional groups of employees, showing for each group the man-years and obligations for each fiscal year: Temporary employees occupying temporary positions, part-time employees, employees on a "when actually employed" basis, employees serving without compensation, employees receiving nominal compensation (e.g., \$1 per year), casual employees, etc. Following these entries will be shown one-line entries for the total amounts paid or estimated to be paid on account of overtime, additional compensation, night-work differential, and additional pay for foreign service. Immediately following these entries and opposite the entry "All personal services, departmental (or field, as the case may be)" will be the sum of these entries plus the previous total shown opposite the entry "Total permanent, departmental (or field, as the case may be)."

k. The totals for the departmental and field services will then be combined and shown opposite the entry "Total, departmental and field" and from this total will be deducted the chargeable value of quarters, subsistence, etc., furnished in kind, leaving the amount of "01 Personal services (net)."

21. Consolidated schedules for personal services. In some cases employees are held as a pool for work under a number of different appropriations. A single pay roll is used for such groups of employees and the amount of the roll is distributed among appropriations chargeable in accordance with the accounting method employed by the agency concerned. Unless the distribution of the roll by appropriation is made on an actual time-worked basis, any segregation of employees by appropriation is purely arbitrary and in such cases a consolidated green sheet should be submitted for the entire group. This consolidated green sheet will show the breakdown of employees by services and grades and in addition the distribution of the total actual and estimated obligations by appropriations. On the green sheets submitted under each of the appropriations affected there will be included a one-line entry "Personal services, departmental (or field, as the case may be) (see consolidated schedule)," agreeing with the amount shown on the consolidated schedule as chargeable to that appropriation. (See Corps of Engineers, pages 727-729, 1945 Budget.)

22. Other objects of expenditure.

a. Other obligations: Following the entry "01 Personal services (net)" and under the heading "Other obligations," there will be listed the actual and estimated obligations under each object of expenditure, followed by a total reading

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"Total other obligations." To this amount will be added the amount shown opposite the entry "01 Personal services (net)" in order to arrive at the "Grand total obligations."

b. Payment for penalty mail: Estimates of funds required to pay into the Treasury the cost of handling penalty mail (see paragraph 11d) will be shown on the green sheets as a separate item under object classification 04 opposite the entry "Payment for penalty mail." Other items properly chargeable to object classification 04 will be lumped under the heading "Other communication services."

23. Transfers of appropriated funds. The green sheets must reflect all transfers of appropriated funds from one agency or appropriation to another agency or appropriation. In the preparation of the green sheets the transfers may be divided into the following four classes:

a. Transfers between appropriations: Transfers between regular appropriations which operate to increase the authority to incur obligations under the receiving appropriation are made by transfer appropriation warrants only (except in the case of activities transferred, see paragraph 14, this bulletin). Such transfers are generally used in those cases in which funds are advanced to cover the cost of work to be performed and the transaction results in a straight transfer from one appropriation account to another with no increase in the total number of appropriation accounts carried on the books of the Treasury Department. Amounts deducted or added on account of such transfers must be stated in identical amounts in the green sheets for the appropriations involved after consultation and agreement in writing between the agencies concerned and also adjusted when necessary after notification of allowances for the ensuing fiscal year. The agency to which such transfers are made should be advised by the transferring agency of the appropriation titles from which the transfers are made and the agency from which the transfers are made should be advised by the receiving agency of the appropriation titles under which the funds transferred will be obligated. This procedure will cover cases of actual transfers for 1944 and estimated transfers for 1945 and 1946. This class of transfers will be shown on the green sheets in the following manner:

(1) Receiving agency or appropriation: The obligations incurred against such transfers will be merged with and detailed by object classification under the appropriation to which the transfer is made, and from the grand total obligations will be deducted such transfers stated separately by amounts and titles of the appropriations from which the transfers are

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made. For an example see green sheet under "Salaries and Expenses, Office of Secretary of Agriculture," on page 212 of the 1945 Budget.

(2) Transferring agency or appropriation: Under the appropriation from which the transfers are made, the amounts transferred will not be included in the detail of obligations, and to the grand total obligations will be added the amount of transfers made therefrom stated separately by amounts and titles of appropriations to which such transfers are made. For an example see green sheet under "Salaries and Expenses, Soil Conservation Service," on page 317 of the 1945 Budget.

b. Reimbursements to appropriations: Transfers between regular appropriations which operate to offset obligations represent reimbursements to appropriations of collections or receipts creditable to the appropriation or fund which are either covered or to be covered into the Treasury by repay covering warrant or handled on a transfer and counter warrant as an adjustment for expenditures previously made. Examples of such transfers are orders for procurement through the general supply fund, orders placed with the Government Printing Office, or reimbursements for services performed. These transactions also result in straight transfers from one appropriation account to another with no increase in the total number of appropriation accounts carried on the books of the Treasury Department. This class of transfers will be shown on the green sheets in the following manner:

(1) Receiving agency or appropriation: The obligations incurred thereunder will be merged with and detailed by object classification under the appropriation reimbursed, and from the grand total obligations will be deducted the sum of all reimbursements opposite the entry "Reimbursements for services performed." For an example see green sheet under "Aeronautical Charts, Coast and Geodetic Survey," on page 385 of the 1945 Budget.

(2) Transferring agency or appropriation: The amount of such transfers will be included in the obligations (usually under "07 Other contractual services") under the appropriation for which the work was done in accordance with paragraph 18 above; the effect being to include the obligations under both appropriations, this duplication being offset by the entry opposite "Reimbursements for services performed" for the appropriation receiving the reimbursement.

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c. Working funds: The third class of transfers results in the establishment of new appropriation accounts on the books of the Treasury Department, known as working funds. Such appropriation accounts may be identified by the inclusion of the phrase "working fund" as a part of the title of the account. These transfers are used to establish appropriation accounts for funds transferred from one agency or activity to another for the performance of work or delivery of materials, usually in advance of the actual performance or delivery. This class of transfers will be shown on the green sheets in the following manner:

(1) Receiving agency: The receiving agency will submit green sheets indicating briefly the purposes of the working funds received by it and showing in detail the obligations by object classification. The total obligations as shown on the green sheets will be offset by either "Received by transfer from (specify appropriation from which transfer is made)" in the case of receipts by transfer appropriation warrant or "Advanced from (specify agency advancing funds)" in the case of all other receipts, leaving the "Total estimate or appropriation" as zero. For an example see green sheet under "Working Fund, Commerce, Weather Bureau (Advance from Maintenance of Air-Navigation Facilities, Office of Administrator of Civil Aeronautics)," on page 398 of the 1945 Budget.

(2) Transferring agency: The obligation on account of such transfers to working funds will be merged with other obligations on the green sheets for the transferring agency, usually under "07 Other contractual services."

d. Appropriation accounts established by allocations or transfers: The remaining class of transfers includes those instances where authority is contained in appropriation acts to allocate or transfer funds to other agencies and where such funds are not allocated or transferred directly to a regular appropriation but result in the establishment of new appropriation accounts other than working funds. These appropriation accounts are set up by means of transfer appropriation warrants. This class of transfers will be shown on the green sheets in the following manner:

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(1) Receiving agency: The agencies receiving such allocations or transfers will submit green sheets for the amount received showing in detail the obligations by object classification. The total obligations as shown on the green sheets will be offset by "Received by transfer from (specify appropriation from which transfer is made)." For an example see green sheet under "Emergency Fund for the President, National Defense, Civil Service Commission," on page 55 of the 1945 Budget. An exception to these instructions will be made in the case of allocations or transfers from Defense Aid (Lend-Lease) and "Cooperation With the American Republics" (Department of State) appropriations. (See paragraph 17.)

(2) Transferring agency: On the green sheets submitted by the allotting agency these allocations or transfers will be listed showing the amount transferred to each agency. For an example see green sheet under "Emergency Fund for the President, National Defense," on page 48 of the 1945 Budget.

24. Other adjusting entries. When the estimated or actual obligations for a fiscal year, after adding or deducting adjustments on account of reimbursements and transfers, do not agree with the amount of the appropriation or estimate of appropriation for that year, adjusting entries will be made representing an analysis of the difference and using plus or minus signs in order to bring the final total into agreement with the amount of appropriation or estimate of appropriation. Such adjusting entries will be made in the manner indicated in Exhibit B, and the wording of the various entries shall conform to that used in the exhibit referred to. Care should be taken to distinguish between the bringing forward of balances under appropriations remaining available for obligation and the reappropriation of balances from appropriations which would have lapsed for obligation purposes. In the latter case, specific congressional action is required to reappropriate balances and the appropriation language for the fiscal years involved should be checked to determine whether this has been done or is proposed.

25. Activities transferred or consolidated. When an activity is transferred to (or consolidated with) another division, bureau, agency, or appropriation the green sheets for such activity will be carried in the proper place under the division, bureau, agency, or appropriation to which the transfer is made, including comparable figures for the years 1944 and 1945. The obligations under the receiving division, bureau, agency, or appropriation will include the obligations incurred for the

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transferred activity for all 3 years, and in those cases where the entire appropriations for 1944 and 1945 are not transferred (see paragraph 14, this bulletin), the grand total obligations on the receiving side will be offset by showing as transfers amounts equaling the total of the obligations incurred during 1944 and 1945 for the activity concerned. In such cases, the transferring division, bureau, agency, or appropriation will not include these amounts in its obligations but will show the amounts as transferred to the division, bureau, agency, or appropriation concerned. (See pages 141-143, 1945 Budget.)

26. Projects or functions green sheets. In every case in which the work provided for by an appropriation or fund is susceptible of division into two or more activities, projects, or functions, an additional green sheet will be prepared showing the obligations under such classifications. The classifications used under each appropriation or fund will be numbered serially. The difference between the grand total obligations as shown on the projects or functions green sheets and the "Total estimate or appropriation" will be entered as a one-line entry as follows: "Adjustments (see objects schedule for detail)." (See Exhibit C.)

#### JUSTIFICATIONS OF ESTIMATES

27. Relation of estimate to current appropriation. The first statement in justification of each estimate of appropriation will be a tabular statement showing the relation of the amount of the estimate to the amount of the 1945 appropriation. For an illustration of this statement, see Exhibit F. In the first line of this tabular statement under the title of the appropriation will be shown the amount of the regular 1945 appropriation. To this amount will be added the amounts of any supplemental appropriations for the fiscal year 1945 and a total will be shown as the total appropriations for 1945. From this total will be deducted the items included in the following classes, each individual item to be listed separately:

- a. Estimated cost of overtime in 1945;
- b. Estimated cost of items or activities carried in 1945 but not required in 1946;
- c. Reductions contemplated in items or activities carried in 1945;
- d. Estimated unobligated balance at end of 1945;
- e. Any portion of the 1945 appropriation obligated in the fiscal year 1944;
- f. Any portion of the 1945 appropriation which it is proposed to transfer from that appropriation to a different 1946 estimate of appropriation. (See paragraph 14.)

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To the remainder will be added as individual items the additional funds required on account of items included in the following classes:

- a. New functions or activities;
- b. Additional cost of activities financed in 1945 on a part-year basis;
- c. Proposed increases in other programs.

The addition of these items will give the total estimate for 1946 and the estimate as thus established will be analyzed by projects, functions, organization units, or objects of expenditure as may be indicated by representatives of the Bureau of the Budget.

28. Statement of permanent positions. Each estimate of appropriation providing for permanent personal services will be supported by a statement of positions for departmental and field services broken down by grades and by projects, functions, or organization units. (See Exhibit G.) This exhibit will immediately follow the tabular statement Exhibit F. The first section of the form will be filled out as follows:

a. Column 1 of the Exhibit G will be identical with the corresponding column of the green sheets (see paragraphs 20a to e, inclusive). Operating titles of positions also will be shown for positions having a minimum basic annual salary rate of \$3,200 or more.

b. In column 2 will be shown, by grades, the number of positions filled as of the latest available date and the total annual salaries of those positions.

c. In column 3 will be shown, by grades, the number of positions which are vacant at the time indicated (use same date as in second column), but which are expected to be filled at some time during the remainder of the fiscal year 1945, and the total annual salaries of those positions.

d. In column 4 will be shown the sum of the figures in the second and third columns. Opposite the entries "Man-years and total salaries" will be shown the man-years and total salaries for the fiscal year 1945 as shown on the green sheets.

e. In column 5 will be shown, by grades, the number of positions which should be added to or eliminated from the 1945 total to meet the needs for 1946 and the total annual salaries of those positions.

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f. In column 6 will be shown, by grades, the total number of positions requested for 1946 and the total annual salaries of those positions. The figures in this column will be those shown in the fourth column plus additions or minus eliminations indicated in the fifth column. Opposite the entries "Man-years and total salaries" will be shown the man-years and total salaries for the fiscal year 1946 as shown on the green sheets.

The second section of the form shall summarize the foregoing by projects, functions, or organization units to accord with the method used in justifying the estimates.

29. Justification of language changes. Immediately following the tabular statement Exhibit G will be a written text in explanation and justification of all proposed changes in the language of the appropriation.

30. Justification of amounts requested. Following the justification of the language changes will be the text in justification of the proposed 1946 estimate of appropriation. While the character and form of the text of statements in support of estimates of appropriation for 1946 will vary with the character of the amounts requested and of the activities involved, every effort should be made to present supporting information as clearly and concisely as possible. The basic text to be submitted to the Bureau of the Budget should be prepared with the view of conserving manpower by avoiding rewriting for subsequent use. A general paragraph in explanation of the entire amount of the appropriation, while desirable as an introductory paragraph, cannot be accepted as a substitute for a detailed justification of the component parts of the estimate. Following such an introductory paragraph there should be a separate statement for each of the projects, functions, organization units, or objects of expenditure. These statements should show the objectives of the agency, the accomplishments during the past years under the various programs, and the need for continuing work at the level estimated for.

31. Informational data. Owing to the wide variety and complexity of Federal appropriations it is not practicable to describe in detail the form and content of justifications. However, there are certain questions that almost invariably arise in the consideration of an agency estimate, the answers to which are not reflected in the exhibits required. The justification should include the necessary supplemental information so that such questions may be answered readily. Among these questions are those relating to:

- a. Past, current, and anticipated workload.
- b. Backlogs of work, if any, as of various dates, indicating increases or decreases.

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c. The number of employees expected to be in a pay status as of June 30, 1946, and the total commitment on an annual basis.

d. The additional man-years required in 1946 to provide for a specified number of employees for a full year in 1946 who will be on a part-year basis during 1945 and the increase or decrease in man-years for 1946 due to the increase or decrease in positions for 1946 as shown in column 5 of Exhibit G, and the amount of funds involved in each case.

e. Relationship of proposed expenditures for equipment and supplies, where appropriate, to numbers of employees and inventories of equipment and supplies on hand.

f. Relationship of proposed expenditures for travel, communication, and other services to number of employees.

Other similar relationships and comparisons will occur to the agency as probable inquiries in appropriate cases.

32. Workload measurements and standards. Operating standards are essential for the translation of workloads into costs. In numerous units of government organization such standards and ratios have been developed and applied as effective tools of management and as bases for estimates of needed funds, personnel, and facilities; e.g., vouchers audited per examiner; claims adjudicated per examiner; cards tabulated per hour of machine rental; cards punched or coded or sorted per operator; documents filed or searched per file clerk; sheets mimeographed per machine, per operator; lines typed per operator; man-days or crew-days per acre or per parcel of land surveyed; cost per mile and per hour of vehicle operation; ratio of employment office personnel to total employment; ratio of pay roll personnel to total personnel; cubic-foot costs of new construction by types; ratio of annual repair cost to total investment; and for institutional activities - cost per bed, cost per patient-day, personnel-to-patient ratios, and utilization rates. As a contributory step in assembling and making more widely available operating standards now in use, and in furthering their development and application, it is desired that to whatever extent such standards have been developed each justification text for 1946 present them in concise written or tabular form following, or as a part of, the presentation of the workload.

33. Penalty mail. The justifications of the estimates submitted in accordance with the provisions of H.R. 4033 shall include a breakdown of the total estimate by organizational subdivision or by appropriation items. The justifications shall also include information as to the types and quantities of material expected to be mailed; e.g., \_\_\_ units of printed and processed informational material, \_\_\_ units of correspondence, \_\_\_ units of administrative forms, regulations, etc. The unit of measurement should be arrived at in consultation with representatives of the Bureau of the Budget.

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34. Public works. Estimates and appropriations for public works projects should be designated as such. Examples of the type of projects to be included under this head will be found in the General Public Works Program Chapter of the 1945 Budget. These estimates will, in the preparation of the Budget for 1946, be excluded from the chapter for the agency concerned and will be included under the public works chapter. A summary statement listing such projects by appropriation items and showing the amounts therefor should accompany the estimates. For each construction project or program of work to be continued beyond the fiscal year 1946 there will be shown the amount heretofore appropriated, the amount obligated or to be obligated through June 30, 1945, the amount of the estimate for the fiscal year 1946, the additional amount required for completion, and the limit of cost, if any.

35. Statement of detailed employees. Statements shall be submitted showing all employees in the departmental service who have been detailed or loaned, on a nonreimbursable basis, for one month or more during the fiscal year 1944 to an office or activity for which personal services are provided under an appropriation other than the appropriation from which the employee is being paid while serving on such detail. The statements shall show for all appropriation units from which, as well as appropriation units to which, details are made, the employees detailed by classification grade and basic annual rate of pay, time for which detailed in months and tenths of months, compensation while on detail, appropriation from which paid while on detail, and appropriation chargeable with the expense of personal services in the office to which detailed. The statements shall also include like information as to details for the fiscal years 1945 and 1946. (See Exhibit H.)

36. Statement of transfers between appropriations. Each agency shall submit a statement showing all actual or contemplated transfers (other than proposed consolidations) made or received affecting any appropriation under that agency in 1944, 1945, or 1946. The amounts shown in this statement must agree with the transfers included in the green sheets. (See paragraph 23a.) This paragraph does not apply to funds allocated or transferred as described in paragraph 23d, but does apply to subsequent transfers from such allocations or transfers. (See Exhibit I.)

37. Statement of passenger-carrying vehicles (5 U.S.C 78). In connection with each estimate of appropriation or fund which includes an amount for the purchase, maintenance, repair, or operation of passenger-carrying vehicles, there shall be submitted a statement for each bureau or office specifying the number and gross cost of vehicles to be purchased, the number and allowance value of all vehicles to be exchanged, the net cost of the vehicles to be purchased, the number of old vehicles which will continue to be operated, the total estimated cost of maintenance, repair, and operation for all vehicles, the public purposes for

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which the vehicles are intended, and the classes of officials or employees by whom the vehicles are to be used. (See Exhibit J.) In arriving at the estimated cost of maintenance, repair, and operation of automobiles, the definition of cost of operation in Budget Circular A-30, Revised, will be followed.

38. Printing and binding. The agencies will be required to submit in connection with the justifications for all printing and binding estimates the information outlined in Exhibit K.

By direction of the President.

HAROLD D. SMITH

Director of the  
Bureau of the Budget

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EXHIBIT A

Salaries and Expenses, \_\_\_\_\_ Commission--  
For [every expenditure requisite for and incident to] ✓ expenses necessary for  
the work of the \_\_\_\_\_ Commission, including not \$102,000  
to exceed \$112,165 ✓ for travel expenses; purchase, maintenance,  
and operation of motor-propelled passenger-carrying vehicles;  
law books, books of reference, periodicals, and newspapers; \$1,064,800  
not to exceed \$1,209,000 ✓ for personal services in the  
District of Columbia; \$1,378,240 ✓ and obligations chargeable to the  
appropriation for this purpose for  
the fiscal year 1945; \$1,195,780,  
together with the unexpended balance  
of the appropriation for this purpose  
for the fiscal year 1945 and repay-  
ments thereto

(16 U. S. C. 791-825; 15 U. S. C. 717; Act of June  
1944, Public Law \_\_\_\_\_; Act of Oct. \_\_\_\_\_, 1944, Public  
Law \_\_\_\_\_).

Estimate 1946, \$1,195,780      Appropriated 1945, <sup>a/</sup>\$1,560,240

<sup>a/</sup>Includes \$182,000 appropriated in the First Supplemental National  
Defense Appropriation Act, 1945.

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EXHIBIT B

Appropriation title: Salaries and Expenses, Commission--

Standard Form 34  
(Approved by  
President  
June 16, 1923  
Revised July 1,  
1943)

Type size:  
6 point,  
22 lines

Use in preparing schedules of obligations accompanying estimates for  
inter-annual appropriations

U.S. GOVERNMENT PRINTING OFFICE: 1943-33831-1

By objects	Obligations					
	Estimate, 19 46		Estimate, 19 45		Actual, 19 44	
	Man-years	Total salary	Man-years	Total salary	Man-years	Total salary
<b>Personal services, departmental</b>						
<b>Clerical, administrative, and fiscal service:</b>						
Grade 16. In excess of \$9,000:						
Commissioner.....	4	\$40,000	4	\$40,000	3.7	\$37,000
*****						
<b>Professional service:</b>						
Grade 7. Range \$6,500 to \$7,500:						
Chief of division.....	6	39,250	6	39,250	5.5	35,981
*****						
<b>Subprofessional service:</b>						
Grade 4. Range \$1,620 to \$1,980.....	12	21,960	12.4	22,320	9.5	16,530
<b>Crafts, protective, and custodial service:</b>						
Grade 2. Range \$1,200 to \$1,500.....	15	19,620	16.5	21,285	13.3	15,775
Total permanent, departmental.....	336.2	1,053,620	341.8	1,067,505	330	1,024,780
Temporary employment, departmental.....	3	7,500	3	7,500	3	7,500
Part-time employment, departmental.....	1.4	3,680	1.4	3,680	1	2,500
Overtime pay, departmental.....				129,900		62,720
<b>All personal services, departmental.....</b>	<b>340.6</b>	<b>1,064,800</b>	<b>346.2</b>	<b>1,208,585</b>	<b>334</b>	<b>1,097,500</b>

(Mono cast: 21.4)

(Mono cast: 7.0)

(Mono cast: 7.0)

(Mono cast: 7)

000419

EXHIBIT B--Continued

Appropriation title: Salaries and Expenses, \_\_\_\_\_ Commission--Continued

Standard Form 34  
(Approved by  
President  
June 15, 1923  
Revised July 1,  
1943)

Type size:  
6 point,  
22 picas

Use in preparing schedules of obligations accompanying estimates for  
lump-sum appropriations

By objects	Obligations					
	Estimate, 19		Estimate, 19		Actual, 19	
	Man- years	Total salary	Man- years	Total salary	Man- years	Total salary
<b>Personal services, field</b>						
<b>Clerical, administrative, and fiscal service:</b>						
Grade 12. Range \$4,600 to \$5,600:						
Chief, New York office.....	1	5,000	1	5,000	0.9	4,4
Grade 7. Range \$2,600 to \$3,200.....	2	6,400	1.5	4,300	1	3,200
*****						
<b>Professional service:</b>						
Grade 3. Range \$3,200 to \$3,800:						
Associate attorney.....					0.8	2,271
*****						
<b>Crafts, protective, and custodial service:</b>						
Grade 3. Range \$1,320 to \$1,620.....	10	14,370	12.4	17,360	10	13,8
Unclassified.....	5	2,700	5.6	3,124	2	1,080
Total permanent, field.....	39	112,500	42.6	124,730	31.5	90,162
Temporary employment, field.....	8.4	19,700	8.1	19,000	7.9	18,579
W. A. E. employment, field.....	2	5,000	1.5	3,750	1.5	3,750
	(Mono cast: 21.4)		(Mono cast: 7.9)		(Mono cast: 7)	

000420

**EXHIBIT B--Continued**

Appropriation title: **Salaries and Expenses, \_\_\_\_\_ Commission--Continued**

Standard Form 3a  
(Approved by  
President  
June 15, 1923  
Revised July 1,  
1943)

Type size:  
6 point,  
22 picas

Use in preparing schedules of obligations accompanying estimates for  
lump-sum appropriations

U. S. GOVERNMENT PRINTING OFFICE 16-38804-1

By objects	Obligations					
	Estimate, 19 <b>46</b>		Estimate, 19 <b>45</b>		Actual, 19 <b>44</b>	
	Man- years	Total salary	Man- years	Total salary	Man- years	Total salary
<b>Personal services, field--Continued</b>						
Overtime pay, field.....				19,760		7,790
Night-work differential, field.....		3,600		3,600		3,600
Additional pay for foreign service, field.....		5,000		5,000		4,000
<b>All personal services, field.....</b>	<b>49.4</b>	<b>145,800</b>	<b>52.2</b>	<b>175,840</b>	<b>40.9</b>	<b>128,201</b>
<b>Total, departmental and field.....</b>	<b>390</b>	<b>1,210,600</b>	<b>398.4</b>	<b>1,384,425</b>	<b>374.9</b>	<b>1,225,701</b>
Deduct quarters and subsistence furnished.....		2,000		1,850		1,623
<b>01 Personal services (net).....</b>	<b>390</b>	<b>1,208,600</b>	<b>398.4</b>	<b>1,382,575</b>	<b>374.9</b>	<b>1,224,078</b>
<b>Other obligations</b>						
<b>02 Travel.....</b>		102,000		112,165		101,000
<b>03 Transportation of things.....</b>		800		800		781
<b>04 Communication services.....</b>		15,000		16,000		14,283
<b>05 Rents and utility services.....</b>		7,200		7,200		6,919

(Mono cast: 21.4)

(Mono cast: 7.9)

(Mono cast: 7.9)

(Mono cast: 7)

000421

Standard Form 3a  
 (Approved by  
 President  
 June 15, 1923  
 Revised July 1,  
 1943)

EXHIBIT B--Continued

Appropriation title: **Salaries and Expenses, Commission--Continued**

Type size:  
 6 point,  
 22 picas

Use in preparing schedules of obligations accompanying estimates for  
 lump-sum appropriations

U. S. GOVERNMENT PRINTING OFFICE 16-34891-1

By objects	Obligations					
	Estimate, 19		Estimate, 19		Actual, 19	
	Man-years	Total salary	Man-years	Total salary	Man-years	Total salary
<b>Other obligations--Continued</b>						
<b>Other contractual services:</b>						
Advertising and notices.....		3,000	3,000			2,731
Photographing.....		2,500	2,500			1,3
07 Total, other contractual services.....		5,500	5,500			4,679
09 Equipment.....		2,000	2,000			3,973
Total other obligations.....		132,500	143,665			132,620
Grand total obligations.....		1,341,100	1,526,240			1,356,698
Reimbursements for services performed.....			- 3,500			- 2,505
Transferred to "Miscellaneous researches, transferred funds, National Bureau of Standards".....		+ 4,680	+ 5,500			+ 4,419
Received by transfer from--						
"Loans, grants, and rural rehabilitation, Department of Agriculture".....						- 20,000

(Mono cast: 21.4)

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(Mono cast: 7.0)

(Mono cast: 7)

000422

Standard Form 3a  
 (Approved by  
 President  
 June 15, 1923  
 Revised July 1,  
 1943)

**EXHIBIT B--Continued**

Appropriation title: **Salaries and Expenses, \_\_\_\_\_ Commission--Continued**

Type size:  
 6 point,  
 22 picas

Use in reporting schedules of obligations accompanying estimation for  
 lump-sum appropriations

By objects	Obligations					
	Estimate, 1946		Estimate, 1945		Actual, 1944	
	Man-years	Total salary	Man-years	Total salary	Man-years	Total salary
<b>Received by transfer from--Continued</b>						
"Conservation and use of agricultural land resources, Department of Agriculture".....				- 15,000		- 15,000
"Salaries and expenses, Bureau of Foreign and Domestic Commerce".....				- 3,000		- 2,000
1944 appropriation obligated in 1943.....						4 50,000
*Subsequent appropriation to be obligated in 1946.....		- 100,000				
1943 appropriation available in 1944.....						- 70,000
Reappropriation of 1945 balance in 1946.....		- 50,000		4 50,000		
<b>Net total obligations.....</b>		<b>1,195,780</b>		<b>1,560,240</b>		<b>1,301,612</b>
<b>Estimated savings, unobligated balance.....</b>						<b>16,809</b>
<b>Total estimate or appropriation.....</b>		<b>1,195,780</b>		<b>1,560,240</b>		<b>1,318,421</b>
* This entry to be used where contract authorization is requested.						

(Mono cast: 21.4)

(Mono cast: 7.9)

(Mono cast: 7.9)

(Mono cast: 7)

000423

EXHIBIT C

Appropriation title: **Salaries and Expenses,** \_\_\_\_\_ **Commission--Continued**

Standard Form 3a  
(Approved by  
President  
June 15, 1923  
Revised July 1,  
1943)

Type size:  
6 point,  
22 lines

Use in preparing schedules of obligations accompanying estimates for  
lump-sum appropriations

U. S. GOVERNMENT PRINTING OFFICE: 16-38804-1

By projects or functions <small>FUNCTIONS</small>	Obligations					
	Estimate, 19		Estimate, 19		Actual, 19	
	<small>NEW</small>	<small>RENEW</small>	<small>NEW</small>	<small>RENEW</small>	<small>NEW</small>	<small>RENEW</small>
1. Administration.....		\$204,100		\$262,240		\$210,698
2. Economic investigations.....		237,000		338,000		336,000
3. Trade practice agreements.....		400,000		416,000		350,000
4. Unlawful practices.....		500,000		510,000		460,000
Grand total obligations.....		1,341,100		1,526,240		1,356,698
Adjustments (see objects schedule for detail).....		- 145,320		+ 34,000		- 38,277
Total estimate or appropriation.....		1,195,780		1,560,240		1,318,421

(Mono cast: 21.4)

(Mono cast: 7.0)

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(Mono cast: 7)

000424

**EXHIBIT D**

Appropriation title: **Emergency Fund for the President, National Defense ( \_\_\_\_\_ Commission)---**

Standard Form 34  
(Approved by  
President  
June 15, 1923  
Revised July 1,  
1943)

Type size:  
6 point,  
22 picas

Use in preparing schedules of obligations accompanying estimates for  
lump-sum appropriations

U. S. GOVERNMENT PRINTING OFFICE 16-38894-1

By objects	Obligations					
	Estimate, 19		Estimate, 19		Actual, 19	
	Man- years	Total salary	Man- years	Total salary	Man- years	Total salary
<b>Personal services, departmental</b>						
<b>Clerical, administrative, and fiscal service:</b>						
Grade 2. Range \$1,440 to \$1,800.....					1	\$1,440
<b>Professional service:</b>						
Grade 3. Range \$4,600 to \$5,400:						
Senior production representative.....					1	4,600
Senior liaison representative.....					1	4,600
<b>01 Personal services (net).....</b>					<b>3</b>	<b>10,640</b>
<b>Other obligations</b>						
<b>06 Printing and binding.....</b>						150
<b>09 Equipment.....</b>						2
<b>Total other obligations.....</b>						<b>350</b>
<b>Grand total obligations.....</b>						<b>10,990</b>
<b>Received by transfer from "Emergency fund for the President, national defense".....</b>						<b>- 10,990</b>
<b>Total estimate or appropriation.....</b>						
	(Mono cast: 21.4)		(Mono cast: 7.0)	(Mono cast: 7.0)		(Mono cast: 7)

000425

**EXHIBIT E--Trust Account**

Appropriation title: **Franklin D. Roosevelt Library--**

Standard Form 3a  
Approved by  
President  
June 15, 1923  
Revised July 1,  
1943

Type size:  
6 point,  
22 picas

Use in preparing schedules of obligations accompanying estimates for  
lump-sum appropriations

By objects	Obligations					
	Estimate, 19 46		Estimate, 19 45		Actual, 19 44	
	Man-years	Total salary	Man-years	Total salary	Man-years	Total salary
07 Other contractual services.....		\$2,500		\$2,000		\$1,500
10 Lands and structures.....		500		250		400
Grand total obligations.....		3,000		2,250		1,900
Reimbursements for services performed.....		- 500		- 200		- 175
1943 funds available in 1944.....						- 600
1944 funds available in 1945.....				- 300		300
1945 funds available in 1946.....		- 500		500		
1946 funds available in 1947.....		600				
Total estimate or appropriation.....		2,600		2,250		1,425

(Mono cast: 21.4)

(Mono cast: 7.0)

(Mono cast: 7.0)

(Mono cast: 7)

000426

EXHIBIT F

Relation of Estimate to Current Appropriations

Salaries and Expenses, \_\_\_\_\_ Commission

1945 appropriation in annual act.....  
Supplemental appropriation for 1945.....

Total appropriations for 1945.....

Deduct items carried in 1945 not required in 1946:

Add items requested in 1946 not provided for in 1945:

Total estimate for 1946.....

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**EXHIBIT G**  
**Statement of Permanent Positions**

1 BY GRADES	2 Pay roll as of	3 Vacant posi- tions as of	4 Total positions 1945	5 Increases or decreases pro- posed for 1946	6 Total positions 1946
	Total Num- annual ber salaries	Total Num- annual ber salaries	Total Num- annual ber salaries	Total Num- annual ber salaries	Total Num- annual ber salaries
<u>Departmental</u>					
*****	*****	*****	*****	*****	*****
Total permanent, departmental.....					
Man-years and total salaries.....	XXX	XXX		XXX	
<u>Field</u>					
*****	*****	*****	*****	*****	*****
Total permanent, field.....					
Man-years and total salaries.....	XXX	XXX		XXX	
Grand total permanent depart- mental and field.....					
Man-years and total salaries.....	XXX	XXX		XXX	
<u>BY PROJECTS, FUNCTIONS, OR ORGANIZATION UNITS</u>					
*****	*****	*****	*****	*****	*****
Total.....					
Man-years and total salaries.....	XXX	XXX		XXX	

Note.-Agencies must be prepared to reconcile the positions shown on this form with the man-years shown on the green sheets for any grade or position.

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EXHIBIT I

Statement of Transfers Between Appropriations

\_\_\_\_\_  
(Agency)

From--		To--		Amount			Citation of authority
Agency	Appropriation (and subhead) title	Agency	Appropriation (and subhead) title	1946	1945	1944	

000430

EXHIBIT J

Purchase of Passenger-Carrying Vehicles

Statement of proposed expenditures for purchase, maintenance, repair, and operation of passenger-carrying vehicles, for the fiscal year ending June 30, 1946, as required by 5 U. S. C. 78

BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

Appropriation	For purchase				Net cost of vehicles to be purchased	Old vehicles still to be used	Total maintenance, repair, and operation, all vehicles	Public purpose and users
	Vehicles to be purchased (motor unless otherwise indicated)		Old vehicles to be exchanged					
	Number	Gross cost	Number	Allowance (estimated)				
Fruit insects.....	4	\$3,600	1/4	\$375	\$3,225	13	\$4,000	New vehicles to be used by entomologists and assistants stationed at Moorestown, N. J., Fort Valley, Ga., Fresno and Whittier, Calif.; old vehicles to be used by staff engaged in field work throughout United States.
Japanese beetle control.....	5	4,500	5	500	4,000	9	3,500	For use of supervising officials in quarantine and scouting work throughout Japanese beetle infested areas.
Mexican fruitfly control.....						1	200	Used by supervisors in quarantine and scouting work throughout Mexican fruitfly infested area in Texas.
Citrus-canker eradication.....						2	500	Used by agents in citrus-canker work in Louisiana and Texas.
Total.....	9	8,100	1/9	875	7,225	25	8,200	

1/ 2 trucks.

000431

EXHIBIT K

Printing and Binding, general estimate

Statement of printing and binding requirements by \_\_\_\_\_ of \_\_\_\_\_  
 (Office) (Agency)  
 to accompany justifications for estimates for printing and binding, fiscal year 1946

(Actual for 1944; estimated for 1945 and 1946)

Title of publication, blank form, etc., purpose for which printed	Fiscal year	How often printed	Average No. pages each	No. copies authorized by law	Total No. copies printed	COST	
						Unit price	Total
	1944 1945 1946						
	1944 1945 1946						
	1944 1945 1946						
	1944 1945 1946						
	1944 1945 1946						
	1944 1945 1946						
	1944 1945 1946						

Total cost for: 1944, \$ \_\_\_\_\_; 1945, \$ \_\_\_\_\_; 1946, \$ \_\_\_\_\_

000432

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

June 30, 1944

CIRCULAR NO. A-24  
Revised

TO THE HEADS OF THE EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Utilization of automotive tires and tubes in possession of  
nonmilitary agencies

This revision of Circular No. A-24 replaces Circular No. A-24, dated August 1, 1943. It eliminates paragraphs 3 and 4 of the August 1, 1943, circular, which required the submission of requisitions for tires and tubes to the Procurement Division of the Treasury Department, and the certification by the Procurement Division that the requirement could not be met from surplus stocks prior to purchase in the open market. Although the rescinding of these paragraphs removes the restrictions set forth therein, it is expected that all departments and establishments will take full advantage of surplus stocks which are or may become available and will fill their requirements from that source whenever possible.

1. The critical shortage of rubber has created the necessity for the best possible utilization of all tires and tubes in possession of Government agencies. Therefore, this circular, issued under authority of Executive Order No. 9235, dated August 31, 1942, shall be complied with by all departments and establishments (hereinafter called nonmilitary agencies), exclusive of the War Department, Navy Department, Maritime Commission, and War Shipping Administration.

2. The following standards of rubber tire and tube ownership established by Office of Price Administration Order No. 1-A, for the general public, is hereby established for nonmilitary agencies, effective February 6, 1943. The exemptions accorded commercial vehicle owners shall not apply to Federal agencies.

a. Passenger automobiles, station wagons, etc.: Not to exceed 5 tires and 5 tubes per unit.

b. Trucks and trailers: Not to exceed the tires and tubes actually mounted on the wheels of the vehicle, plus one spare tire and tube. In case a vehicle requires different size tires for front and rear wheels, one spare in each size may be retained.

c. Motorcycles: Not to exceed the tires and tubes actually on the wheels of the vehicle, plus one spare tire and tube.

(No. A-24)

000433

d. Tractors and other automotive machinery: Not to exceed the tires and tubes actually mounted on the wheels of a vehicle, plus one spare tire and tube. In case a vehicle requires different size tires for front and rear wheels, one spare in each size may be retained.

3. All departments and establishments shall effect such controls with respect to the use of automotive equipment in the field and authorize such substitutes as may be necessary to reduce such use to a minimum. Any excess number of automobiles in the possession of each department and establishment shall be declared surplus to Treasury Procurement at once as a means of insuring maximum utilization.

HAROLD D. SMITH  
Director

(No. A-24)

000434

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

June 30, 1944

CIRCULAR NO. A-24  
Revised

TO THE HEADS OF THE EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Utilization of automotive tires and tubes in possession of  
nonmilitary agencies

This revision of Circular No. A-24 replaces Circular No. A-24, dated August 1, 1943. It eliminates paragraphs 3 and 4 of the August 1, 1943, circular, which required the submission of requisitions for tires and tubes to the Procurement Division of the Treasury Department, and the certification by the Procurement Division that the requirement could not be met from surplus stocks prior to purchase in the open market. Although the rescinding of these paragraphs removes the restrictions set forth therein, it is expected that all departments and establishments will take full advantage of surplus stocks which are or may become available and will fill their requirements from that source whenever possible.

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(No. A-24)

000435

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3. All departments and establishments shall effect such controls with respect to the use of automotive equipment in the field and authorize such substitutes as may be necessary to reduce such use to a minimum. Any excess number of automobiles in the possession of each department and establishment shall be declared surplus to Treasury Procurement at once as a means of insuring maximum utilization.

HAROLD D. SMITH  
Director

(No. A-24)

000436

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
WASHINGTON, D. C.

June 24, 1944

REGULATION NUMBER 3 (Revised)  
Under Executive Order 9235  
issued August 31, 1942

SUBJECT: Establishment of Warehouses or Rehabilitation and Repair Shops

Effective immediately Regulation No. 3 (Revised) under Executive  
Order 9235 issued August 31, 1942, is rescinded.

HAROLD D. SMITH  
Director

000437

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
WASHINGTON, D. C.

June 24, 1944

REGULATION NUMBER 3 (Revised)  
Under Executive Order 9235  
issued August 31, 1942

SUBJECT: Establishment of Warehouses or Rehabilitation and Repair Shops

Effective immediately Regulation No. 3 (Revised) under Executive  
Order 9235 issued August 31, 1942, is rescinded.

HAROLD D. SMITH  
Director

000438

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

BULLETIN NO. 1943-44:8

June 7, 1944

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Revocation of instruction on interrelationship of agencies

From time to time it has been represented by responsible officials that the conduct of business between two departments or establishments tends to be cumbersome under present conditions by reason of the instruction of the President, September 12, 1933, communicated by the Executive Secretary of the Emergency Council September 13, 1933, reading as follows: "The interrelationship of departments and agencies must be conducted through the heads of departments and agencies."

The President has directed that the instruction quoted above be revoked and that interagency business be conducted in such manner as the respective agency heads may agree upon.

HAROLD D. SMITH  
Director

000439

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

BULLETIN NO. 1943-44:8

June 7, 1944

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

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The President has directed that the instruction quoted above be revoked and that interagency business be conducted in such manner as the respective agency heads may agree upon.

HAROLD D. SMITH  
Director

000440

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

June 2, 1944

CIRCULAR NO. A-30  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Central collection of information concerning Government-owned motor vehicles

This revision of Circular No. A-30 replaces and rescinds Circular No. A-30 dated August 1, 1943. Principal changes incorporated in this revision include:

- a. Limitation of reporting to motor vehicles located in the continental United States (paragraphs 1 and 2b);
- b. Expansion of the definition of "Cost of Operation" to include storage charges, parking fees, and tolls (paragraph 2c);
- c. Elimination of reporting on tires, and rearrangement of other reported items (paragraph 4); and
- d. Withdrawal of the requirement placed on the Treasury Procurement Division by the original circular for reporting on vehicles acquired by the departments and establishments.

1. Purpose. In order to provide a central office which will be responsible for receiving and consolidating information relating to motor vehicles owned and operated by the Federal Government in the continental United States; to provide for the standardization of reporting procedure; to eliminate duplication and needless detail in the gathering of information concerning such vehicles; and to expedite the supplying of such information, the procedure set forth in this circular is established. The War and Navy Departments, U. S. Maritime Commission and War Shipping Administration are exempted from the provisions of this circular.

2. Definitions. As used in paragraphs 2 to 7, inclusive, of this Circular:

a. The term "vehicle" shall be limited to motor-propelled passenger-carrying vehicles, ambulances, busses, trucks, station wagons, trailers, semi-trailers, and motorcycles.

b. The term "vehicles owned and operated by the Federal Government" shall include each vehicle for which a department or establishment has title of ownership resulting from purchase, transfer, donation, repossession, or seizure and which is operated by the same or another department or establishment in the continental United States. The term shall not include vehicles rented or leased from commercial sources.

(No. A-30)

000441

c. The term "cost of operation" shall not include such elements as depreciation, original purchase price of accessories and special equipment, and operators' salaries; but shall be limited to expenditures for the following subjects:

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

3. Designation of central office. The Public Roads Administration of the Federal Works Agency is hereby designated as the central office responsible for assembling and tabulating the information required by this circular. A report for each fiscal year shall be submitted to the Public Roads Administration by each department and establishment not later than the succeeding September 1.

4. Information to be reported. The following items of information shall be reported for each vehicle owned and operated by the Federal Government. Data concerning any such vehicle shall be reported by the department or establishment which owns and operates it. But if such a vehicle is owned by one department or establishment and operated by another, reporting responsibility shall be that of the owning department or establishment, in order that no required report shall be omitted or duplicated. If a vehicle is disposed of during a fiscal year, the required information shall be reported for that portion of the year the vehicle was operated, and the date and method of disposition (sale, transfer, wreck, or other method) shall be indicated. If a vehicle was acquired during the fiscal year, indicate date and method of acquisition.

a. Ownership: Report the department or establishment which owns the vehicle, and the bureau or other comparable organizational subdivision to which assigned.

b. Location: Report the state and county in which the vehicle is located at the end of the fiscal year.

c. Identification number: Report the manufacturer's chassis serial number, if available. If this is not available report the engine number. Also report the official U.S. Government tag number. For those vehicles which are exempted by the provisions of Bureau of the Budget Circular

No. A-14 from carrying the official U.S. shall be recorded in the space provided in the report form.  
d. Make: Report "Report" manufactured.  
e. Year model: Report "Report" manufactured.  
f. Vehicle: Report "Report" manufactured.  
to the following:

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ment and repairs and refilling of  
 the bearings and clutch  
 the lubricants used  
 servicing of air  
 shall not include such elements as  
 of accessories and special equip-  
 shall be limited to expenditures for

No. A-14 from carrying the official U.S. Government tag, the word "exempt" shall be recorded in the space provided for reporting the tag number on the report form.

- d. Make: Report "Ford," "Chevrolet," "Plymouth," etc.
- e. Year model: Report the model year or the year the vehicle was manufactured.
- f. Vehicle type: Report the vehicle type of each vehicle according to the following designations:

Passenger	Motorcycle	Truck	Full trailer
Ambulance	Bus	Truck-tractor	Semi-trailer

g. Body type: Report the body type for each vehicle according to the following designations:

<u>Passenger Vehicles</u>	<u>Trucks or Trailers</u>	
Coach	Cargo	Rack
Coupe	Dump	Sedan delivery**
Coupe pick-up	Express or screen	Stake or platform
Sedan	Panel	Tank
Station wagon	Pick-up	Van
Suburban carry-all	Refrigerated	Other

h. Capacity: For passenger vehicles; report only seating capacity for busses. Report the manufacturer's rated capacity in tons for trucks or trailers.

- i. Indicate whether vehicle was operated during the fiscal year.
- j. Fuel: Report the type of fuel and the number of gallons used during the fiscal year.
- k. Mileage driven: Report (1) the mileage the vehicle was operated during the fiscal year and (2) the accumulated life-time mileage including that reported under (1). If the vehicle has no automatic mileage registering device, the mileage must be estimated.

l. Cost of operation: Report the total cost (for the fiscal year) as defined in paragraph 2c hereof. No itemization is required.

5. Forms to be used.

a. Maintenance of records within agencies: It shall be the responsibility of each department or establishment to develop such internal procedures and forms as are necessary for obtaining with accuracy the data to be reported by it pursuant to paragraph 4 hereof.

b. Annual inventory: The necessary forms for reporting the information will be distributed by the Public Roads Administration, Federal Works Agency, Washington, D.C. The completed forms shall be returned to that agency.

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6. Requests for information. All departments and establishments, including those which require statistical data relating to motor vehicles owned and operated by the other departments and establishments, shall place their requests for such data with the Public Roads Administration. Such requests shall ordinarily be limited to the items of information enumerated in paragraph 4 hereof.

7. Additional information. Any request by a department or establishment for information not available under the provisions of this circular shall be submitted by that department or establishment to the Bureau of the Budget for appropriate action under the Federal Reports Act of 1942.

HAROLD D. SMITH  
Director

000444

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

BULLETIN NO. 1943-44:7

May 31, 1944

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Special foreign living allowance for China

Due to the unusual and extraordinary war conditions prevailing in China, the Secretary of State has established a special allowance for all posts in China, pending further analysis of living costs and post classifications. This allowance shall be paid in lieu of all other allowances for a period not to exceed 90 days beginning May 1, 1944 to all officers and employees stationed in China who are entitled to allowances under Bureau of the Budget Circular No. A-8. This allowance shall be at the rate of \$2,600 per annum except that for those employees who are furnished quarters in Government-owned or rented buildings the allowance shall be at the rate of \$1,950 per annum.

Pursuant to paragraphs 6, 14a and 23 of Bureau of the Budget Circular No. A-8, Appendices I, III and IV thereof are hereby amended accordingly for a period not to exceed 90 days, beginning May 1, 1944.

HAROLD D. SMITH  
Director

000445

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

BULLETIN NO. 1943-44:7

May 31, 1944

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Pursuant to paragraphs 6, 14a and 23 of Bureau of the Budget Circular No. A-8, Appendices I, III and IV thereof are hereby amended accordingly for a period not to exceed 90 days, beginning May 1, 1944.

HAROLD D. SMITH  
Director

000446

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

BULLETIN NO. 1943-44:6

April 24, 1944

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Legislation providing for discontinuance of reports  
to Congress.

Based upon a survey made by the Bureau of the Budget several years ago, there is now pending in the Congress a bill, H. R. 2433, that would repeal the provisions of certain statutes requiring the submission of reports, the discontinuance of which can be effected without detriment to the public service. Several amendments to the pending bill have been suggested by departments and establishments, and these amendments have been incorporated in the attached draft of the bill.

Since the last survey, the Congress has enacted legislation requiring the submission of numerous additional reports. House Document No. 406, under date of January 10, 1944, sets forth in detail the reports to Congress required by statute.

In the interest of conserving manpower, space, equipment, and materials, I would appreciate your early advice as to what reports to Congress not included in the draft of bill, attached, may, in your opinion, be discontinued without detriment to the public service. Will you please address your replies to the attention of the Bureau's Assistant Director in charge of Legislative Reference.

HAROLD D. SMITH  
Director

Attachment

000447

A B I L L

To discontinue certain reports now required by law.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following reports or statements now required by law are hereby discontinued, and all Acts or parts of Acts herein cited as requiring the submission of such reports or statements are hereby repealed to the extent of such requirement:

THE QUARTERLY REPORT OF THE HEAD OF EACH EXECUTIVE

DEPARTMENT TO THE PRESIDENT

1. The quarterly report of the head of each executive department or other Government establishment at the seat of government not under an executive department as to the condition of the public business in said department or establishment and whether any branch thereof is in arrears, Act of March 15, 1898 (30 Stat. 316).

REPORTS UNDER THE DEPARTMENT OF AGRICULTURE

2. Report to the Congress on forest roads and trails required of the Secretary of Agriculture on or before the first Monday in January of each year, giving a detailed statement of the work done, the status of each project undertaken, the allocation of appropriations, an itemized statement of the expenditures and receipts during the preceding fiscal year, an itemized statement of the travel and other expenses, including a list of employees, their duties, salaries and travel expenses, and his recommendations, if any, for new legislation amending or supplementing existing law (42 Stat. 216; 48 Stat. 995).

3. Annual report to the Congress required of the Secretary of Agriculture of Agricultural Adjustment Administration payments in excess of \$1,000, and showing the names of persons to whom payments were made during the preceding year (52 Stat. 68).

REPORTS UNDER THE DEPARTMENT OF COMMERCE

4. Report showing the names for whom work has been performed, the nature of the services rendered, the price charged for services, and the manner in which the money received was deposited or used (49 Stat. 292).

REPORTS UNDER THE DEPARTMENT OF THE INTERIOR

5. Investigation to determine whether any dams, waterworks, or other projects have been constructed in Clear Lake Watershed, in the State of California, in violation of the water rights of the United States in California, and to render a report thereon (49 Stat. 1975).

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6. Examinations and surveys, and to locate and construct irrigation works for storage, diversion, and development of waters, including artesian wells, and to report the results of such examinations and surveys, giving estimates of cost of all contemplated works, the quantity and location of the lands which can be irrigated therefrom, and all facts relative to the practicability of each irrigation project; also, the cost of works in process of construction, as well as those which have been completed (32 Stat. 388).

7. Cost account of all moneys expended on each irrigation project (36 Stat. 270; 38 Stat. 583).

8. Statement to the Speaker of the House of Representatives of the fiscal affairs of all Indian tribes for whose benefit expenditures from either public or tribal funds were made (36 Stat. 1077).

9. Report of transactions under the revolving fund for loans to Indians and Indian-chartered corporations (48 Stat. 986).

10. Report of expenditures made during the fiscal year for relief of destitution of natives of Alaska (50 Stat. 584).

11. Annual report of the operations of the Geological Survey (20 Stat. 395).

12. Statement showing amount expended from the appropriation "Mineral leasing (year); Geological Survey", for the benefit of Indian tribes and Indian allottees (44 Stat. 487).

13. Report all temporary details to the District of Columbia of field employees of the Bureau made during each fiscal year (50 Stat. 603).

14. Report of all operations under section 5 of the Act of March 2, 1919, including receipts and disbursements (40 Stat. 1272).

15. Detailed information as to projects and expenditures under the "Federal aid to wildlife restoration fund" (50 Stat. 919).

#### REPORTS UNDER THE DEPARTMENTS OF THE NAVY AND WAR

16. Detailed report of the Navy and War Departments' operations under section 10 of the Act entitled "An Act to provide more effectively for the national defense by increasing the efficiency of the Air Corps of the Army, and for other purposes", (44 Stat. 787).

17. Report required of the Secretary of the Navy or the Secretary of War, as the case may be, of exemptions on account of contracts or subcontracts for scientific equipment used for communication, target detection, navigation, and fire control, under the Act of March 27, 1934, as amended, relating to excess profits in connection with the construction of naval vessels or the procurement of aircraft (48 Stat. 505; 49 Stat. 1926; 53 Stat. 560).

18. That part  
of the Secretary  
undertaken during  
other Act  
such  
part  
in

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locate and construct irri-  
gation works, in-  
clude of such examinations  
of completed works, the  
irrigation therefrom,  
and, as well  
in project

- 3 -

18. That part of the report required of the Secretary of the Navy or the Secretary of War with respect to contracts in excess of \$150,000 undertaken during the fiscal year for the expenditure of funds appropriated by the Sixth Supplemental National Defense Act, 1942, or any other Act requiring the names of the persons who approved the specifications, consummated the making, or concluded the negotiations of any such contract on behalf of the Government, and of all persons who participated in the negotiations on behalf of the contractor, and information in cases where such contract was awarded without competitive bidding as to the principal or controlling reason for the selection of the contractor (55 Stat. 686; 56 Stat. 244).

19. Report required by the Secretary of the Navy or the Secretary of War of persons commissioned from civilian life (56 Stat. 369).

#### REPORTS UNDER THE DEPARTMENT OF THE NAVY

20. Report of disbursing officers relieved of responsibility on account of loss or deficiency of Government funds, vouchers, records, or papers (41 Stat. 132).

21. Report of expenditures in excess of \$450,000 for repairs to any one naval vessel for any eighteen consecutive months (49 Stat. 482).

22. Report of all agreements entered into under authority of the Act of June 30, 1938, relating to the conservation, care, custody, protection, and operation of the naval petroleum and oil-shale reserves (52 Stat. 1253).

23. Report of all contracts entered into under authority of section 4 of the Act approved April 25, 1939, authorizing the Secretary of the Navy to proceed with the construction of certain public works (Public, Numbered 43, Seventy-sixth Congress).

24. Report of vessels whose names have been stricken from the Navy register (22 Stat. 296).

#### REPORTS UNDER THE DEPARTMENT OF WAR

25. Report of all inspections made by the inspection department of the Army as to the necessity, economy, and propriety of all disbursements made by disbursing officers of the Army; also whether the disbursing officers of the Army comply with the law in keeping their accounts and making their deposits (18 Stat. 33).

26. Statement of the cost of all types and experimental manufacture of guns and other articles and the average cost of the several classes of guns and the other articles manufactured by the Government (26 Stat. 320).

27. Report of the activities and expenditures of the Council of National Defense (39 Stat. 650).

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28. Statement of expenditures at the Springfield Armory, Massachusetts, and the Rock Island Arsenal, Illinois, and of arms, components of arms, and appendages fabricated, altered, and repaired, during the fiscal year ended June 30 (26 Stat. 320).

29. A detailed report of sales of any war supplies, material, lands, factories, or buildings, showing character of articles sold, price received, and purpose for which sold (40 Stat. 850).

30. Hereafter the Secretary of War shall, within the limits of appropriations made from time to time by Congress, and in accordance with reasonable rules and regulations approved by him upon the recommendation of the National Board for the Promotion of Rifle Practice, in connection with the promotion and encouragement of rifle practice, authorize and provide for: Construction work, equipment, maintenance and operation of rifle ranges; issues of ordnance; sales of arms; procurement of supplies; expenses of the National Board; transportation of certain officials; procurement of badges, prizes, and so forth; and transportation of supplies, and so forth. Full report of all things done hereunder to be made annually to Congress (43 Stat. 510).

31. Submission to the respective chairmen of the Committees on Military Affairs of the Senate and House of Representatives of copies of each contract, order, or agreement (not later than 24 hours after made), covering the exchange or other disposition of military equipment, munition, or supplies (54 Stat. 681).

32. Report to the Congress each month of the number of men in active training and service in the land forces under section 3 (b) of the Selective Training and Service Act of 1940 (55 Stat. 628).

#### REPORTS UNDER THE FEDERAL SECURITY AGENCY

33. Annual report at the beginning of each regular session of Congress to be made by the Superintendent of Saint Elizabeths Hospital showing in detail the receipts and expenditures for all purposes connected with the hospital for the fiscal year preceding such session (21 Stat. 156; 39 Stat. 309).

34. Report of the administration of title VI of the Act of August 14, 1935 (49 Stat. 635).

000451

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

BULLETIN NO. 1943-44:6

April 24, 1944

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Legislation providing for discontinuance of reports  
to Congress.

Based upon a survey made by the Bureau of the Budget several years ago, there is now pending in the Congress a bill, H. R. 2433, that would repeal the provisions of certain statutes requiring the submission of reports, the discontinuance of which can be effected without detriment to the public service. Several amendments to the pending bill have been suggested by departments and establishments, and these amendments have been incorporated in the attached draft of the bill.

Since the last survey, the Congress has enacted legislation requiring the submission of numerous additional reports. House Document No. 406, under date of January 10, 1944, sets forth in detail the reports to Congress required by statute.

In the interest of conserving manpower, space, equipment, and materials, I would appreciate your early advice as to what reports to Congress not included in the draft of bill, attached, may, in your opinion, be discontinued without detriment to the public service. Will you please address your replies to the attention of the Bureau's Assistant Director in charge of Legislative Reference.

HAROLD D. SMITH  
Director

Attachment

000452

A B I L L

To discontinue certain reports now required by law.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the following reports or statements now required by law are hereby discontinued, and all Acts or parts of Acts herein cited as requiring the submission of such reports or statements are hereby repealed to the extent of such requirement:

THE QUARTERLY REPORT OF THE HEAD OF EACH EXECUTIVE  
DEPARTMENT TO THE PRESIDENT

1. The quarterly report of the head of each executive department or other Government establishment at the seat of government not under an executive department as to the condition of the public business in said department or establishment and whether any branch thereof is in arrears, Act of March 15, 1898 (30 Stat. 316).

REPORTS UNDER THE DEPARTMENT OF AGRICULTURE

2. Report to the Congress on forest roads and trails required of the Secretary of Agriculture on or before the first Monday in January of each year, giving a detailed statement of the work done, the status of each project undertaken, the allocation of appropriations, an itemized statement of the expenditures and receipts during the preceding fiscal year, an itemized statement of the travel and other expenses, including a list of employees, their duties, salaries and travel expenses, and his recommendations, if any, for new legislation amending or supplementing existing law (42 Stat. 216; 48 Stat. 995):

3. Annual report to the Congress required of the Secretary of Agriculture of Agricultural Adjustment Administration payments in excess of \$1,000, and showing the names of persons to whom payments were made during the preceding year (52 Stat. 68).

REPORTS UNDER THE DEPARTMENT OF COMMERCE

4. Report showing the names for whom work has been performed, the nature of the services rendered, the price charged for services, and the manner in which the money received was deposited or used (49 Stat. 292).

REPORTS UNDER THE DEPARTMENT OF THE INTERIOR

5. Investigation to determine whether any dams, waterworks, or other projects have been constructed in Clear Lake Watershed, in the State of California, in violation of the water rights of the United States in California, and to render a report thereon (49 Stat. 1975).

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6. Examinations and surveys, and to locate and construct irrigation works for storage, diversion, and development of waters, including artesian wells, and to report the results of such examinations and surveys, giving estimates of cost of all contemplated works, the quantity and location of the lands which can be irrigated therefrom, and all facts relative to the practicability of each irrigation project; also, the cost of works in process of construction, as well as those which have been completed (32 Stat. 388).
7. Cost account of all moneys expended on each irrigation project (36 Stat. 270; 38 Stat. 583).
8. Statement to the Speaker of the House of Representatives of the fiscal affairs of all Indian tribes for whose benefit expenditures from either public or tribal funds were made (36 Stat. 1077).
9. Report of transactions under the revolving fund for loans to Indians and Indian-chartered corporations (48 Stat. 986).
10. Report of expenditures made during the fiscal year for relief of destitution of natives of Alaska (50 Stat. 584).
11. Annual report of the operations of the Geological Survey (20 Stat. 395).
12. Statement showing amount expended from the appropriation "Mineral leasing (year); Geological Survey", for the benefit of Indian tribes and Indian allottees (44 Stat. 487).
13. Report all temporary details to the District of Columbia of field employees of the Bureau made during each fiscal year (50 Stat. 603).
14. Report of all operations under section 5 of the Act of March 2, 1919, including receipts and disbursements (40 Stat. 1272).
15. Detailed information as to projects and expenditures under the "Federal aid to wildlife restoration fund" (50 Stat. 919).

REPORTS UNDER THE DEPARTMENTS OF THE NAVY AND WAR

16. Detailed report of the Navy and War Departments' operations under section 10 of the Act entitled "An Act to provide more effectively for the national defense by increasing the efficiency of the Air Corps of the Army, and for other purposes", (44 Stat. 787).
17. Report required of the Secretary of the Navy or the Secretary of War, as the case may be, of exemptions on account of contracts or subcontracts for scientific equipment used for communication, target detection, navigation, and fire control, under the Act of March 27, 1934, as amended, relating to excess profits in connection with the construction of naval vessels or the procurement of aircraft (48 Stat. 505; 49 Stat. 1926; 53 Stat. 560).

18. That part of the Secretary's report under the Act of March 27, 1934, as amended, relating to excess profits in connection with the construction of naval vessels or the procurement of aircraft.

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... and to locate and construct irri-  
... on, and development of waters, in-  
... all results of such examinations,  
... be irrigated therefrom, the  
... each irrigation, as well  
... project

18. That part of the report required of the Secretary of the Navy or the Secretary of War with respect to contracts in excess of \$150,000 undertaken during the fiscal year for the expenditure of funds appropriated by the Sixth Supplemental National Defense Act, 1942, or any other Act requiring the names of the persons who approved the specifications, consummated the making, or concluded the negotiations of any such contract on behalf of the Government, and of all persons who participated in the negotiations on behalf of the contractor, and information in cases where such contract was awarded without competitive bidding as to the principal or controlling reason for the selection of the contractor (55 Stat. 686; 56 Stat. 244).

19. Report required by the Secretary of the Navy or the Secretary of War of persons commissioned from civilian life (56 Stat. 369).

REPORTS UNDER THE DEPARTMENT OF THE NAVY

20. Report of disbursing officers relieved of responsibility on account of loss or deficiency of Government funds, vouchers, records, or papers (41 Stat. 132).

21. Report of expenditures in excess of \$450,000 for repairs to any one naval vessel for any eighteen consecutive months (49 Stat. 482).

22. Report of all agreements entered into under authority of the Act of June 30, 1938, relating to the conservation, care, custody, protection, and operation of the naval petroleum and oil-shale reserves (52 Stat. 1253).

23. Report of all contracts entered into under authority of section 4 of the Act approved April 25, 1939, authorizing the Secretary of the Navy to proceed with the construction of certain public works (Public, Numbered 43, Seventy-sixth Congress).

24. Report of vessels whose names have been stricken from the Navy register (22 Stat. 296).

REPORTS UNDER THE DEPARTMENT OF WAR

25. Report of all inspections made by the inspection department of the Army as to the necessity, economy, and propriety of all disbursements made by disbursing officers of the Army; also whether the disbursing officers of the Army comply with the law in keeping their accounts and making their deposits (18 Stat. 33).

26. Statement of the cost of all types and experimental manufacture of guns and other articles and the average cost of the several classes of guns and the other articles manufactured by the Government (26 Stat. 320).

27. Report of the activities and expenditures of the Council of National Defense (39 Stat. 650).

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28. Statement of expenditures at the Springfield Armory, Massachusetts, and the Rock Island Arsenal, Illinois, and of arms, components of arms, and appendages fabricated, altered, and repaired, during the fiscal year ended June 30 (26 Stat. 320).

29. A detailed report of sales of any war supplies, material, lands, factories, or buildings, showing character of articles sold, price received, and purpose for which sold (40 Stat. 850).

30. Hereafter the Secretary of War shall, within the limits of appropriations made from time to time by Congress, and in accordance with reasonable rules and regulations approved by him upon the recommendation of the National Board for the Promotion of Rifle Practice, in connection with the promotion and encouragement of rifle practice, authorize and provide for: Construction work, equipment, maintenance and operation of rifle ranges; issues of ordnance; sales of arms; procurement of supplies; expenses of the National Board; transportation of certain officials; procurement of badges, prizes, and so forth; and transportation of supplies, and so forth. Full report of all things done hereunder to be made annually to Congress (43 Stat. 510).

31. Submission to the respective chairmen of the Committees on Military Affairs of the Senate and House of Representatives of copies of each contract, order, or agreement (not later than 24 hours after made), covering the exchange or other disposition of military equipment, munition, or supplies (54 Stat. 681).

32. Report to the Congress each month of the number of men in active training and service in the land forces under section 3 (b) of the Selective Training and Service Act of 1940 (55 Stat. 628).

#### REPORTS UNDER THE FEDERAL SECURITY AGENCY

33. Annual report at the beginning of each regular session of Congress to be made by the Superintendent of Saint Elizabeths Hospital showing in detail the receipts and expenditures for all purposes connected with the hospital for the fiscal year preceding such session (21 Stat. 156; 39 Stat. 309).

34. Report of the administration of title VI of the Act of August 14, 1935 (49 Stat. 635).

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TREASURY DEPARTMENT

Washington

Office of the Administrative  
Assistant to the Secretary

April 10, 1944.

To Heads of Bureaus, Offices and Divisions,  
and Chiefs of Divisions, Secretary's Office,  
Treasury Department,

There are transmitted herewith for your information and guidance, copies of Amendments to Appendixes I, III and IV of Bureau of the Budget Circular No. A-8 released March 30, 1944, relating to the classification of posts for cost of living allowances.

C. R. SCHOENEMAN  
Acting Administrative Assistant  
to the Secretary.

Enclosures

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EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

CLASSIFICATION OF POSTS FOR  
LIVING QUARTERS ALLOWANCES

Effective as of the beginning of the current fiscal year except where otherwise indicated below, the Secretary of State has authorized the following additions to and changes in the classification of posts for living quarters allowances issued as Appendix I to Budget Circular No. A-8, dated August 1, 1943, which is hereby amended accordingly. This list is inclusive of all amendments to Appendix I authorized since the date of issue of Circular No. A-8. Changes and additions authorized by this amendment are indicated by an asterisk(\*).

<u>Changes</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
	<u>Class</u>	<u>Class</u>	<u>Date</u>
Bone, Algeria	V	II	Oct. 1, 1943
Ceuta, Spanish Morocco	V	II	" " "
*Chengt'u, China	V	I	April 1, 1944
*Chungking, China	V	I	" " "
*Helsinki	IV	I	" " "
*Kunming, China	V	I	" " "
*Kweilin, China	V	I	" " "
*Lanchow, China	V	I	" " "
Oran, Algeria	V	I	Oct. 1, 1943
Rabat, Morocco	V	II	" " "
*Sian, China	V	I	April 1, 1944
*Tihwa, China	V	I	" " "
Tunis, Tunisia	V	I	Oct. 1, 1943
<u>Additions</u>	<u>To</u>	<u>To</u>	
	<u>Class</u>	<u>Class</u>	
*Aguascalientes, Mexico	I	*Bage, Brazil	I
*Angro do Hermasimo, Azores	I	*Bandar Shalipur, Iran	III
Annapolis, Goiaz, Brazil	I	*Barquisimeto, Venezuela	I
*Asmara, Eritrea	IV	Bicas, Minas Gerais, Brazil	I

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Additions (Cont'd)

Casaca, Mexico  
\*Oruro, Bolivia  
\*Prachica, Mexico  
Parana, Arge  
Parellas, Arge  
\*P...  
\*P...

Additions (Cont'd)	To	To	
	Class	Class	
Bluefields, Nicaragua	I	Gibraltar	IV
*Bougie, Algeria	II	*Gourock, Scotland	II
Buga, Colombia	I	*Grenada, B.W.I.	I
Campina Grande, Paraiba, Brazil	I	*Guanajuato, Mexico	I
*Campinas, Brazil	I	*Guayaramerin, Bolivia	I
Campo Formosa, Baia, Brazil	I	*Hermosillo, Mexico	I
*Campos, Brazil	I	*Huacho, Peru	I
*Cape Haiti, Haiti	I	*Ibague, Colombia	I
*Capiapo, Chile	I	*Ica, Peru	I
*Carupano, Venezuela	I	*Iquique, Chile	I
*Cerro de Pasco, Peru	I	Iquitos, Peru	I
*Chiclayo, Peru	I	*Ixtepec, Mexico	I
*Chillan, Chile	I		
*Chiquinquira, Colombia	I	*Jalapa, Mexico	I
Chitre, Panama	I	*Jeremie, Haiti	I
*Churchill, Canada	II	*Joao Pessoa, Brazil	I
*Cienaga, Colombia	I	*Jujuy, Argentina	I
*Colima, Mexico	I		
*Concepcion, Paraguay	I	*Khoramshah, Iran	IV
*Concordia, Argentina	I	Lages, Rio Grande do Norte, Brazil	I
*Coquimbo, Chile	I	*La Plata, Argentina	II
*Coronel, Chile	I	*La Rioja, Argentina	I
*Corrientes, Argentina	I	*Le Cap, Haiti	I
Cosolapa, Mexico	I	*Leon, Mexico	I
*Cuena, Ecuador	I	*Leon, Nicaragua	I
*Cuernanaca, Mexico	I	*Los Andes, Chile	I
*Culliacan, Mexico	I	*Los Angeles, Chile	I
*Cumana, Venezuela	I	*Lugano, Switzerland	IV
Gurvelo, Minas Gerais, Brazil	I		
*Cuzco, Peru	I	*Maracay, Venezuela	I
		*Massawa, Eritrea	III
Damien, Haiti	II	*Matias Romero, Mexico	I
David, Panama	I	*Mercedes, Uruguay	II
Diamantina, Minas Gerais, Brazil	I	*Minatitlan, Mexico	I
*Dinjon, Assam, India	III	*Mollendo, Peru	I
		*Monizales, Colombia	I
*El Porvenir Plantation, Guatemala	I	Montalban, Venezuela	I
		Monte Claros, Minas Gerais, Brazil	I
*Foochow, China	I	Muriahe, Minas Gerais, Brazil	I
*Freemantle, Australia	I		

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Amendment to Appendix III  
of Circular No. A-8  
Released March 30, 1944

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

CLASSIFICATION OF POSTS FOR  
LIVING AND QUARTERS ALLOWANCES

Effective as of the dates indicated below, the Secretary of State has authorized the following additions to and changes in the classification of posts for living and quarters allowances issued as Appendix III to Budget Circular No. A-8, dated August 1, 1943, which is hereby amended accordingly. This list is inclusive of all amendments to Appendix III authorized since the date of issue of Circular No. A-8. Changes and additions authorized by this amendment are indicated by an asterisk (\*).

<u>Changes</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
<u>Post</u>	<u>Class</u>	<u>Class</u>	<u>Date</u>
Accra, Gold Coast	VI	VII	Feb. 1, 1944
Aden, Arabia	V	VII	" " "
Alexandria, Egypt	VII	VIII	" " "
Asuncion, Paraguay	IV	VI	" " "
*Bage, Brazil	II	III	Apr. 1, 1944
*Bahia Blanca, Argentina	II	III	" " "
Barcelona, Spain	VIII	VIII	Nov. 1, 1943
*Barquisimeto, Venezuela	V	IV	Apr. 1, 1944
Belize, British Honduras	III	IV	Feb. 1, 1944
*Bello Horizonte, Brazil	I	III	Apr. 1, 1944
Bilbao, Spain	IX	VI	Nov. 1, 1943
Bombay, India	IX	XI	Feb. 1, 1944
Bone, Algeria	VI	V	Nov. 1, 1943
*Bougie, Algeria	VI	V	Apr. 1, 1944
Cairo, Egypt	VIII	IX	Feb. 1, 1944
Calcutta, India	IX	XI	" " "
*Calgary, Canada	III	IV	Apr. 1, 1944
Cali, Colombia	V	IV	Feb. 1, 1944
*Campinas, Brazil	IV	III	Apr. 1, 1944
*Campos, Brazil	IV	III	" " "
Ceuta, Morocco	IX	VI	Nov. 1, 1943
*Chihuahua, Mexico	V	IV	Apr. 1, 1944
*Chillan, Chile	II	III	" " "
*Chungking, China	XI	II	" " "
*Churchill, Manitoba, Canada	VI	III	" " "
*Cordoba, Argentina	III	IV	" " "
*Corrientes, Argentina	II	III	" " "

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From  
Class  
TV

Post  
Quito, Ecuador  
Rabat, Morocco  
\*Resistencia, Arica  
\*Reykjavik

Changes (Cont'd)

Changes (Cont'd)

Post	From Class	To Class	Effective Date
*Evesham, England	VII	VI	Apr. 1, 1944
*Florianoopolis, Brazil	I	III	" " "
*Gourock, Scotland	VI	IV	" " "
Guatemala, Guatemala	VI	VII	Feb. 1, 1944
Guayaquil, Ecuador	V	VI	" " "
*Halifax, Canada	VI	V	Apr. 1, 1944
*Helsinki, Finland	XII	IV	" " "
Kabul, Afghanistan	IX	VIII	Feb. 1, 1944
Karachi, India	VI	VII	" " "
Kingston, Jamaica	V	VI	" " "
*Kunming, China	XI	II	Apr. 1, 1944
*Kweilin, China	XI	II	" " "
La Ceiba, Honduras	II	IV	Feb. 1, 1944
*Lanchow, China	XI	II	Apr. 1, 1944
*La Plata, Argentina	VI	IV	" " "
Las Palmas De Gran Canaria, Canary Islands	VI	IV	Nov. 1, 1943
Madrid, Spain	XIII	VIII	" " "
Malaga, Spain	IX	VI	" " "
Maracaibo, Venezuela	V	VI	Feb. 1, 1944
Medellin, Colombia	III	IV	" " "
Nairobi, Kenya	V	VI	" " "
New Delhi, India	IX	XI	" " "
Oporto, Portugal	V	IV	Nov. 1, 1943
Oran, Algeria	VI	IV	" " "
*Parana, Argentina	II	III	Apr. 1, 1944
*Philippeville, Algeria	VI	V	" " "
Port Limon, Costa Rica	II	IV	Feb. 1, 1944
Port Said, Egypt	VI	VII	" " "
*Posadas, Argentina	II	III	Apr. 1, 1944
Pretoria, Union of South Africa	VI	VII	Feb. 1, 1944
Puerto Cortes, Honduras	II	IV	" " "
*Puerto Montt, Chile	II	III	Apr. 1, 1944
Puntarenas, Costa Rica	III	IV	Feb. 1, 1944

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To  
CLASS  
VI  
III

Effective  
Date  
Apr. 1, 1944  
" "  
" "

Changes (Cont'd)

Post	From Class	To Class	Effective Date
Quito, Ecuador	IV	VI	Feb. 1, 1944
Rabat, Morocco	VI	V	Nov. 1, 1943
*Resistencia, Argentina	II	III	Apr. 1, 1944
*Reykjavik, Iceland	XII	VI	" " "
*St. Lucia, B. W. I.	II	III	Apr. 1, 1944
*St. Pierre, Miquelon	IV	III	" " "
San Jose, Costa Rica	VI	VII	Feb. 1, 1944
*San Juan, Argentina	II	III	Apr. 1, 1944
*San Luis, Argentina	II	III	" " "
San Salvador, El Salvador	V	VI	Feb. 1, 1944
*Santa Cruz de la Sierra, Bolivia	IV	V	Apr. 1, 1944
*Santa Fe, Argentina	II	III	" " "
*Santiago, Chile	VII	VIII	" " "
Seville, Spain	IX	VI	Nov. 1, 1943
Suez, Egypt	VI	VII	Feb. 1, 1944
*Tananarive, Madagascar	III	V	Apr. 1, 1944
Tangier, Morocco	IX	VIII	Nov. 1, 1943
Tegucigalpa, Honduras	V	VII	Feb. 1, 1944
*Temuco, Chile	II	III	Apr. 1, 1944
Tenerife, Canary Islands	VI	IV	Nov. 1, 1943
*Therezina, Brazil	II	III	Apr. 1, 1944
*Tucuman, Argentina	II	III	" " "
Tunis, Tunisia	VI	IV	Nov. 1, 1943
Valencia, Spain	VIII	VI	" " "
Valparaiso, Chile	IV	VI	Feb. 1, 1944
*Victoria, Brazil	I	III	Apr. 1, 1944
Vigo, Spain	VIII	VI	Nov. 1, 1943

Additions

*Addis Ababa, Ethiopia	VIII	Apr. 1, 1944
*Angro do Hermasimo, Azores	II	" " "
Annapolis, Goiaz, Brazil	III	Feb. 1, 1944

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Additions (Cont'd)

Lages, Rio Grande do Norte,  
Brazil  
\*Le Cap, Haiti  
\*Lugano

Additions (Cont'd)

	To Class	Effective Date
*Bandar Shalipur, Iran	X	Apr. 1, 1944
*Banff, Canada	IV	" " "
Biscas, Minas Gerais, Brazil	III	Feb. 1, 1944
*Bluefields, Nicaragua	III	Apr. 1, 1944
*Brookwood, England	V	" " "
Buga, Colombia	IV	Feb. 1, 1944
Campina Grande, Paraiba, Brazil	III	" " "
Campo Formosa, Baia, Brazil	III	" " "
Cape Haiti, Haiti	III	Oct. 1, 1943
*Central Hershey, Cuba	IV	Apr. 1, 1944
*Chengtuo, China	II	" " "
Chitre, Panama	IV	Feb. 1, 1944
*Cordoba, Mexico	III	Apr. 1, 1944
*Cosolapa, Mexico	II	" " "
Culiacan, Mexico	II	Oct. 1, 1943
Curvelo, Minas Gerais, Brazil	III	Feb. 1, 1944
Damien, Haiti	IV	" " "
*Dar-es-Salaam, Tanganyika Territory	VI	Apr. 1, 1944
David, Panama	IV	Feb. 1, 1944
*Depot Harbor, Canada	III	Apr. 1, 1944
Diamantina, Minas Gerais, Brazil	III	Feb. 1, 1944
*Diego Suarez, Madagascar	V	Apr. 1, 1944
Dinjon, Assam, India	VIII	Aug. 1, 1943
*Djibouti, French Somaliland	VII	Apr. 1, 1944
El Porvenir Plantation, Province of San Marcos, Guatemala	IV	Aug. 1, 1943
Fisherman's Lake, Liberia	VII	" " "
*Foochow, China	II	Apr. 1, 1944
*Gibraltar	VI	" " "
*Grenada, B.W.I.	III	" " "
*Hacienda Santa Engracia, Mexico	II	" " "
Iquitos, Peru	III	Feb. 1, 1944
*Ixtepec, Mexico	IV	Apr. 1, 1944
*Jeremie, Haiti	III	" " "

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EXECUTIVE OFFICE OF  
 BUREAU OF THE ELECTRICITY  
 Washington, D. C.  
 CLASSIFICATION  
 has effective as  
 authorized  
 to Budget

Additions (Cont'd)

	To Class	Effective Date
*Santa Cruz, Bolivia	V	Apr. 1, 1944
Santa Thereza, Espirito Santo, Brazil	III	Feb. 1, 1944
Sao Thome, Rio Grande do Norte, Brazil	III	" " "
Saulte Sainte Marie, Canada	IV	" " "
Sete Lagoas, Minas Gerais, Brazil	III	" " "
*Setubinah, Brazil	III	Apr. 1, 1944
*Shrewsbury, England	IV	" " "
*Sian, China	II	" " "
Sinchona, Peru	IV	Oct. 1, 1943
*Southampton, England	IV	Apr. 1, 1944
Tapachula, Mexico	III	Feb. 1, 1944
*Tela, Honduras	V	Apr. 1, 1944
*Tihwa, China	II	" " "
Tingo Maria, Peru	III	Feb. 1, 1944
*Trail, Canada	IV	Apr. 1, 1944
*Turbo, Colombia	III	" " "
*Turrialba, Costa Rica	IV	" " "
*Waterton Lakes, Canada	IV	" " "
*Zaragoza, Spain	VI	" " "

HAROLD D. SMITH  
 Director

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Class  
 III  
 Apr. 1, 1944  
 Feb. 1, 1944  
 Effective  
 Date

Amendment to Appendix IV  
 of Circular No. A-8  
 Released March 30, 1944

EXECUTIVE OFFICE OF THE PRESIDENT  
 BUREAU OF THE BUDGET  
 Washington, D. C.

CLASSIFICATION OF POSTS FOR  
 COST OF LIVING ALLOWANCES

Effective as of the dates indicated below, the Secretary of State has authorized the following changes in and additions to the classification of posts for cost of living allowances issued as Appendix IV to Budget Circular No. A-8, which is hereby amended accordingly. This list is inclusive of all amendments to Appendix IV authorized since its release on January 29, 1944. Changes and additions authorized by this amendment are indicated by an asterisk (\*).

<u>Changes</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
<u>Post</u>	<u>Class</u>	<u>Class</u>	<u>Date</u>
*Chengtou, China	XI	O	April 1, 1944
*Chungking, China	XI	O	" " "
*Helsinki, Finland	VII	I	" " "
*Kunming, China	XI	O	" " "
*Kweilin, China	XI	O	" " "
*Lanchow, China	XI	O	" " "
*Reykjavik, Iceland	XI	I	" " "
*Santiago, Chile	V	VI	" " "
*Sian, China	XI	O	" " "
*Tihwa, China	XI	O	" " "
<u>Additions</u>			
*Asmara, Eritrea		VIII	" " "
*Bandar Shalipur, Iran		XI	" " "
*Bougie, Algeria		II	" " "
*Brookwood, England		I	" " "
Buga, Colombia		I	Feb. 1, 1944

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Additions (Con't)

Additions (Con't)

	To	Effective
	Class	Date
*Carupano, Venezuela	I	April 1, 1944
*Central Hershey, Cuba	I	" " "
Chitre, Panama	II	Feb. 1, 1944
*Concepcion, Paraguay	I	April 1, 1944
*Cumana, Venezuela	I	" " "
Damien, Haiti	I	Feb. 1, 1944
*Dar-es-Salaam, Tanganyika Territory	I	April 1, 1944
David, Panama	II	Feb. 1, 1944
*Diego Suarez, Madagascar	I	April 1, 1944
*Dinjon, Assam, India	VIII	" " "
*Djibouti, French Somaliland	VIII	" " "
*Evesham, England	I	" " "
*Fisherman's Lake, Liberia	V	" " "
*Gibraltar	I	" " "
*Gourock, Scotland	I	" " "
*Guayaramerin, Bolivia	IV	" " "
*La Plata, Argentina	II	" " "
*Leon, Nicaragua	I	" " "
*Lugano, Switzerland	IX	" " "
*Maracay, Venezuela	I	" " "
*Mercedes, Uruguay	II	" " "
Montalban, Venezuela	I	Feb. 1, 1944
*Murmansk, U.S.S.R.	XI	April 1, 1944
*Oruro, Bolivia	IV	" " "
*Philippeville, Algeria	II	" " "
Port du Paix, Haiti	I	Feb. 1, 1944
*Potosi, Bolivia	IV	April 1, 1944
*Puerto Barrios, Guatemala	I	" " "
*Puerto Cabello, Venezuela	I	" " "
*Reading, England	I	" " "
*Retalhulen, Guatemala	I	" " "
Riberalta, Bolivia	IV	Feb. 1, 1944
San Carlos, Cojedes, Venezuela	I	" " "
*San Cristobal, Venezuela	I	April 1, 1944

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\*San Pedro Sula, Honduras  
\*Santa Cruz, Bolivia  
\*Santa Cruz de la Sierra, Bolivia

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To  
 CLASS  
 Effective  
 Date  
 April 1, 1944  
 " " "  
 Feb. 1, 1944

Additions (Con't)

	<u>To</u> <u>Class</u>	<u>Effective</u> <u>Date</u>
*San Pedro Sula, Honduras	I	April 1, 1944
*Santa Cruz, Bolivia	IV	" " "
*Santa Cruz de la Sierra, Bolivia	IV	" " "
*Shrewsbury, England	I	" " "
*Sucre, Bolivia	IV	" " "
*Tananarive, Madagascar	I	" " "
*Tela, Honduras	I	" " "
*Turrialba, Costa Rica	I	" " "
*Valencia, Venezuela	I	" " "
*Villarrica, Paraguay	I	" " "
*Zaragoza, Spain	VII	" " "

HAROLD D. SMITH  
 Director

(No. A-8)

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Amendment to Appendix I  
of Circular No. A-8  
Released March 30, 1944

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

CLASSIFICATION OF POSTS FOR  
LIVING QUARTERS ALLOWANCES

Effective as of the beginning of the current fiscal year except where otherwise indicated below, the Secretary of State has authorized the following additions to and changes in the classification of posts for living quarters allowances issued as Appendix I to Budget Circular No. A-8, dated August 1, 1943, which is hereby amended accordingly. This list is inclusive of all amendments to Appendix I authorized since the date of issue of Circular No. A-8. Changes and additions authorized by this amendment are indicated by an asterisk(\*).

<u>Changes</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
	<u>Class</u>	<u>Class</u>	<u>Date</u>
Bone, Algeria	V	II	Oct. 1, 1943
Ceuta, Spanish Morocco	V	II	" " "
*Chengt'u, China	V	I	April 1, 1944
*Chungking, China	V	I	" " "
*Helsinki	IV	I	" " "
*Kunming, China	V	I	" " "
*Kweilin, China	V	I	" " "
*Lanchow, China	V	I	" " "
Oran, Algeria	V	I	Oct. 1, 1943
Rabat, Morocco	V	II	" " "
*Sian, China	V	I	April 1, 1944
*Tihwa, China	V	I	" " "
Tunis, Tunisia	V	I	Oct. 1, 1943

<u>Additions</u>	<u>To</u>	<u>To</u>
	<u>Class</u>	<u>Class</u>
*Aguascalientes, Mexico	I	*Bage, Brazil I
*Angro do Hermasimo, Azores	I	*Bandar Shalipur, Iran III
Annapolis, Goiaz, Brazil	I	*Barquisimeto, Venezuela I
*Asmara, Eritrea	IV	Bicas, Minas Gerais, Brazil I

(No. A-8)

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Additional (Cont'd)

Additional (Cont'd)

	To		To
	Class		Class
Bluefields, Nicaragua	I	Gibraltar	IV
*Bougie, Algeria	II	*Gourock, Scotland	II
Buga, Colombia	I	*Grenada, B.W.I.	I
		*Guajuato, Mexico	I
Campina Grande, Paraiba, Brazil	I	*Guayaramerin, Bolivia	I
*Campinas, Brazil	I	*Hermosillo, Mexico	I
Campo Formosa, Baia, Brazil	I	*Huacho, Peru	I
*Campos, Brazil	I		
*Cape Haiti, Haiti	I	*Ibague, Colombia	I
*Capiapo, Chile	I	*Ica, Peru	I
*Carupano, Venezuela	I	*Iquique, Chile	I
*Cerro de Pasco, Peru	I	Iquitos, Peru	I
*Chiclayo, Peru	I	*Ixtepec, Mexico	I
*Chillan, Chile	I		
*Chiquinquira, Colombia	I	*Jalapa, Mexico	I
Chitre, Panama	I	*Jeremie, Haiti	I
*Churchill, Canada	II	*Joao Pessoa, Brazil	I
*Cienaga, Colombia	I	*Jujuy, Argentina	I
*Colima, Mexico	I		
*Concepcion, Paraguay	I	*Khoramshah, Iran	IV
*Concordia, Argentina	I	Lages, Rio Grande do Norte, Brazil	I
*Coquimbo, Chile	I	*La Plata, Argentina	II
*Coronel, Chile	I	*La Rioja, Argentina	I
*Corrientes, Argentina	I	*Le Cap, Haiti	I
Cosolapa, Mexico	I	*Leon, Mexico	I
*Cuena, Ecuador	I	*Leon, Nicaragua	I
*Cuernanaca, Mexico	I	*Los Andes, Chile	I
*Culliacan, Mexico	I	*Los Angeles, Chile	I
*Cumana, Venezuela	I	*Lugano, Switzerland	IV
Curvelo, Minas Gerais, Brazil	I		
*Cuzco, Peru	I	*Maracay, Venezuela	I
		*Massawa, Eritrea	III
Damien, Haiti	II	*Matias Romero, Mexico	I
David, Panama	I	*Mercedes, Uruguay	II
Diamantina, Minas Gerais, Brazil	I	*Minatitlan, Mexico	I
*Dinjon, Assam, India	III	*Mollendo, Peru	I
		*Monizales, Colombia	I
*El Porvenir Plantation, Guatemala	I	Montalban, Venezuela	I
		Monte Claros, Minas Gerais, Brazil	I
*Foochow, China	I	Muriahe, Minas Gerais, Brazil	I
*Freemantle, Australia	I		

Oaxaca, Mexico  
 \*Oruro, Bolivia  
 \*Pachuca, Mexico  
 \*Parana, Argent  
 Parelhas, Rio  
 do Norte  
 \*Paria, Per  
 \*Pelotas  
 \*Pereira  
 Pich  
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To  
Class  
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Additions (Cont'd)

Oaxaca, Mexico	I
*Oruro, Bolivia	I
*Pachuca, Mexico	I
*Parana, Argentina	I
Parelhas, Rio Grande do Norte, Brazil	I
*Payta, Peru	I
*Pelotas, Brazil	I
*Pereira, Colombia	I
*Philippeville, Algeria	II
Pichilingue, Ecuador	I
Pichuy, Paraiba, Brazil	I
*Ponte Nova, Brazil	III
*Popoyan, Colombia	I
Port du Paix, Haiti	I
*Potosi, Bolivia	I
*Puebla, Mexico	I
Puerto Bolivar, Ecuador	III
*Puerto Cabelas, Nicaragua	I
*Puerto Cabello, Venezuela	I
*Puerto Montt, Chile	I
*Puerto Varas, Chile	I
Puira, Peru	I
*Queretaro, Mexico	I
Rama, Nicaragua	I
*Rancagua, Chile	I
Raul Soares, Minas Gerais, Brazil	I
*Resistencia, Argentina	I
Retalhulen, Guatemala	I
Riberalta, Bolivia	I
*Rio Blanca, Peru	I
*Riobamba, Ecuador	I
*Rodriguez Clara, Mexico	I
*Salina Cruz, Mexico	I
*Salta, Argentina	I
Saltillo, Mexico	I
San Carlos, Cojedes, Venezuela	I

To

Class

*San Cristobal, Venezuela	I
*San Juan, Argentina	I
*San Luis, Argentina	I
*San Pedro Sula, Honduras	I
Santa Cruz, Bolivia	I
*Santa Fe', Argentina	I
*Santa Marta, Colombia	I
Santa Thereza, Espirito Santo, Brazil	I
*Santiago del Estero, Argentina	I
*Sao Laurengo, Brazil	I
Sao Thome, Rio Grande do Norte, Brazil	I
Sete Lagoas, Minas Gerais, Brazil	I
*Setubinah, Brazil	I
*Sinchona, Peru	I
*Sucre, Bolivia	I
*Tacna, Peru	I
*Talca, Chile	I
*Taxco, Mexico	I
Tela, Honduras	I
*Temuco, Chile	I
*Therezina, Brazil	I
Tingo Maria, Peru	I
*Townsville, Australia	I
*Trujillo, Peru	I
*Tucuman, Argentina	I
*Tumaco, Colombia	I
Turbo, Colombia	I
Turrialba, Costa Rica	I
*Valencia, Venezuela	I
*Villarrica, Paraguay	I
*Zacatecas, Mexico	I
*Zaragoza, Spain	II

To

Class

HAROLD D. SMITH  
Director

(No. A-8)

000472

Amendment to Appendix III  
of Circular No. A-8  
Released March 30, 1944

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

CLASSIFICATION OF POSTS FOR  
LIVING AND QUARTERS ALLOWANCES

Effective as of the dates indicated below, the Secretary of State has authorized the following additions to and changes in the classification of posts for living and quarters allowances issued as Appendix III to Budget Circular No. A-8, dated August 1, 1943, which is hereby amended accordingly. This list is inclusive of all amendments to Appendix III authorized since the date of issue of Circular No. A-8. Changes and additions authorized by this amendment are indicated by an asterisk (\*).

Changes Post	From Class	To Class	Effective Date
Accra, Gold Coast	VI	VII	Feb. 1, 1944
Aden, Arabia	V	VII	" " "
Alexandria, Egypt	VII	VIII	" " "
Asuncion, Paraguay	IV	VI	" " "
*Bage, Brazil	II	III	Apr. 1, 1944
*Bahia Blanca, Argentina	II	III	" " "
Barcelona, Spain	VIII	VIII	Nov. 1, 1943
*Barquisimeto, Venezuela	V	IV	Apr. 1, 1944
Belize, British Honduras	III	IV	Feb. 1, 1944
*Bello Horizonte, Brazil	I	III	Apr. 1, 1944
Bilbao, Spain	IX	VI	Nov. 1, 1943
Bombay, India	IX	XI	Feb. 1, 1944
Bone, Algeria	VI	V	Nov. 1, 1943
*Bougie, Algeria	VI	V	Apr. 1, 1944
Cairo, Egypt	VIII	IX	Feb. 1, 1944
Calcutta, India	IX	XI	" " "
*Calgary, Canada	III	IV	Apr. 1, 1944
Cali, Colombia	V	IV	Feb. 1, 1944
*Campinas, Brazil	IV	III	Apr. 1, 1944
*Campos, Brazil	IV	III	" " "
Ceuta, Morocco	IX	VI	Nov. 1, 1943
*Chihuahua, Mexico	V	IV	Apr. 1, 1944
*Chillan, Chile	II	III	" " "
*Chungking, China	XI	II	" " "
*Churchill, Manitoba, Canada	VI	III	" " "
*Cordoba, Argentina	III	IV	" " "
*Corrientes, Argentina	II	III	" " "

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Changes (Cont'd)  
Post  
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Changes (Cont'd)

Post	From Class	To Class	Effective Date
*Evesham, England	VII	VI	Apr. 1, 1944
*Florianoapolis, Brazil	I	III	" " "
*Gourock, Scotland	VI	IV	" " "
Guatemala, Guatemala	VI	VII	Feb. 1, 1944
Guayaquil, Ecuador	V	VI	" " "
*Halifax, Canada	VI	V	Apr. 1, 1944
*Helsinki, Finland	XII	IV	" " "
Kabul, Afghanistan	IX	VIII	Feb. 1, 1944
Karachi, India	VI	VII	" " "
Kingston, Jamaica	V	VI	" " "
*Kunming, China	XI	II	Apr. 1, 1944
*Kweilin, China	XI	II	" " "
La Ceiba, Honduras	II	IV	Feb. 1, 1944
*Lanchow, China	XI	II	Apr. 1, 1944
*La Plata, Argentina	VI	IV	" " "
Las Palmas De Gran Canaria, Canary Islands	VI	IV	Nov. 1, 1943
Madrid, Spain	XIII	VIII	" " "
Malaga, Spain	IX	VI	" " "
Maracaibo, Venezuela	V	VI	Feb. 1, 1944
Medellin, Colombia	III	IV	" " "
Nairobi, Kenya	V	VI	" " "
New Delhi, India	IX	XI	" " "
Oporto, Portugal	V	IV	Nov. 1, 1943
Oran, Algeria	VI	IV	" " "
*Parana, Argentina	II	III	Apr. 1, 1944
*Philippeville, Algeria	VI	V	" " "
Port Limon, Costa Rica	II	IV	Feb. 1, 1944
Port Said, Egypt	VI	VII	" " "
*Posadas, Argentina	II	III	Apr. 1, 1944
Pretoria, Union of South Africa	VI	VII	Feb. 1, 1944
Puerto Cortes, Honduras	II	IV	" " "
*Puerto Montt, Chile	II	III	Apr. 1, 1944
Puntarenas, Costa Rica	III	IV	Feb. 1, 1944

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Additions (Cont'd)

	To	Effective
	Class	Date
*Bandar Shalipur, Iran	X	Apr. 1, 1944
*Banff, Canada	IV	" " "
Biscas, Minas Gerais, Brazil	III	Feb. 1, 1944
*Bluefields, Nicaragua	III	Apr. 1, 1944
*Brookwood, England	V	" " "
Buga, Colombia	IV	Feb. 1, 1944
Campina Grande, Paraiba, Brazil	III	" " "
Campo Formosa, Baia, Brazil	III	" " "
Cape Haiti, Haiti	III	Oct. 1, 1943
*Central Hershey, Cuba	IV	Apr. 1, 1944
*Chengt'u, China	II	" " "
Chitre, Panama	IV	Feb. 1, 1944
*Cordoba, Mexico	III	Apr. 1, 1944
*Cosolapa, Mexico	II	" " "
*Culiacan, Mexico	II	Oct. 1, 1943
Curvelo, Minas Gerais, Brazil	III	Feb. 1, 1944
Damien, Haiti	IV	" " "
*Dar-es-Salaam, Tanganyika Territory	VI	Apr. 1, 1944
David, Panama	IV	Feb. 1, 1944
*Depot Harbor, Canada	III	Apr. 1, 1944
Diamantina, Minas Gerais, Brazil	III	Feb. 1, 1944
*Diego Suarez, Madagascar	V	Apr. 1, 1944
Dinjon, Assam, India	VIII	Aug. 1, 1943
*Djibouti, French Somaliland	VII	Apr. 1, 1944
El Porvenir Plantation, Province of San Marcos, Guatemala	IV	Aug. 1, 1943
Fisherman's Lake, Liberia	VII	" " "
*Foochow, China	II	Apr. 1, 1944
*Gibraltar	VI	" " "
*Grenada, B.W.I.	III	" " "
*Hacienda Santa Engracia, Mexico	II	" " "
Iquitos, Peru	III	Feb. 1, 1944
*Ixtepec, Mexico	IV	Apr. 1, 1944
*Jeremie, Haiti	III	" " "

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Additions (Cont'd)

	To	Effective
	Class	Date
*Santa Cruz, Bolivia	V	Apr. 1, 1944
Santa Thereza, Espirito Santo, Brazil	III	Feb. 1, 1944
Sao Thome, Rio Grande do Norte, Brazil	III	" " "
Saulte Sainte Marie, Canada	IV	" " "
Sete Lagoas, Minas Gerais, Brazil	III	" " "
*Setubinah, Brazil	III	Apr. 1, 1944
*Shrewsbury, England	IV	" " "
*Sian, China	II	" " "
Sinchona, Peru	IV	Oct. 1, 1943
*Southampton, England	IV	Apr. 1, 1944
Tapachula, Mexico	III	Feb. 1, 1944
*Tela, Honduras	V	Apr. 1, 1944
*Tihwa, China	II	" " "
Tingo Maria, Peru	III	Feb. 1, 1944
*Trail, Canada	IV	Apr. 1, 1944
*Turbo, Colombia	III	" " "
*Turrialba, Costa Rica	IV	" " "
*Waterton Lakes, Canada	IV	" " "
*Zaragoza, Spain	VI	" " "

HAROLD D. SMITH  
Director

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Amendment to Appendix IV  
of Circular No. A-8  
Released March 30, 1944

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

CLASSIFICATION OF POSTS FOR  
COST OF LIVING ALLOWANCES

Effective as of the dates indicated below, the Secretary of State has authorized the following changes in and additions to the classification of posts for cost of living allowances issued as Appendix IV to Budget Circular No. A-8, which is hereby amended accordingly. This list is inclusive of all amendments to Appendix IV authorized since its release on January 29, 1944. Changes and additions authorized by this amendment are indicated by an asterisk (\*).

<u>Changes</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
<u>Post</u>	<u>Class</u>	<u>Class</u>	<u>Date</u>
*Chengtzu, China	XI	O	April 1, 1944
*Chungking, China	XI	O	" " "
*Helsinki, Finland	VII	I	" " "
*Kunming, China	XI	O	" " "
*Kweilin, China	XI	O	" " "
*Lanchow, China	XI	O	" " "
*Reykjavik, Iceland	XI	I	" " "
*Santiago, Chile	V	VI	" " "
*Sian, China	XI	O	" " "
*Tihwa, China	XI	O	" " "
<u>Additions</u>			
*Asmara, Eritrea		VIII	" " "
*Bandar Shalipur, Iran		XI	" " "
*Bougie, Algeria		II	" " "
*Brookwood, England		I	" " "
Buga, Colombia		I	Feb. 1, 1944

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Additions (Con't)

Additions (Con't)

	<u>To</u>	<u>Effective</u>
	<u>Class</u>	<u>Date</u>
*Carupano, Venezuela	I	April 1, 1944
*Central Hershey, Cuba	I	" " "
Chitre, Panama	II	Feb. 1, 1944
*Concepcion, Paraguay	I	April 1, 1944
*Cumana, Venezuela	I	" " "
Damien, Haiti	J	Feb. 1, 1944
*Dar-es-Salaam, Tanganyika Territory	I	April 1, 1944
David, Panama	II	Feb. 1, 1944
*Diego Suarez, Madagascar	I	April 1, 1944
*Dinjon, Assam, India	VIII	" " "
*Djibouti, French Somaliland	VIII	" " "
*Evesham, England	I	" " "
*Fisherman's Lake, Liberia	V	" " "
*Gibraltar	I	" " "
*Gourock, Scotland	I	" " "
*Guayaramerin, Bolivia	IV	" " "
*La Plata, Argentina	II	" " "
*Leon, Nicaragua	I	" " "
*Lugano, Switzerland	IX	" " "
*Maracay, Venezuela	J	" " "
*Mercedes, Uruguay	II	" " "
Montalban, Venezuela	I	Feb. 1, 1944
*Murmansk, U.S.S.R.	XI	April 1, 1944
*Oruro, Bolivia	IV	" " "
*Philippeville, Algeria	II	" " "
Port du Paix, Haiti	I	Feb. 1, 1944
*Potosi, Bolivia	IV	April 1, 1944
*Puerto Barrios, Guatemala	I	" " "
*Puerto Cabello, Venezuela	I	" " "
*Reading, England	I	" " "
*Retalhulen, Guatemala	I	" " "
Riberalta, Bolivia	IV	Feb. 1, 1944
San Carlos, Cojedes, Venezuela	I	" " "
*San Cristobal, Venezuela	I	April 1, 1944

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Additions (Con't)

\*San Pedro Sula, Honduras

\*Santa Cruz, Bolivia

\*Santa Cruz de la Sierra, Bolivia

\*Shreveport, Louisiana

\*Sucre, Bolivia

\*Taranaki, New Zealand

\*Tientsin, China

000480

No.  
 Class  
 Effective Date  
 April 1, 1944  
 Feb. 1, 1944  
 April 1, 1944

Additions (Con't)

	<u>To</u>	<u>Effective</u>
	<u>Class</u>	<u>Date</u>
*San Pedro Sula, Honduras	I	April 1, 1944
*Santa Cruz, Bolivia	IV	" " "
*Santa Cruz de la Sierra, Bolivia	IV	" " "
*Shrewsbury, England	I	" " "
*Sucre, Bolivia	IV	" " "
*Tananarive, Madagascar	I	" " "
*Tela, Honduras	I	" " "
*Turrialba, Costa Rica	I	" " "
*Valencia, Venezuela	I	" " "
*Villarrica, Paraguay	I	" " "
*Zaragoza, Spain	VII	" " "

HAROLD D. SMITH  
Director

000481



OFFICE OF THE ADMINISTRATIVE  
ASSISTANT TO THE SECRETARY

TREASURY DEPARTMENT

WASHINGTON 25

March 30, 1944



Dear Mr. Pehle:

I am enclosing five copies of a "Management Bulletin" recently issued by the Bureau of the Budget. This is the first of a series of similar publications to be released by the Bureau of the Budget for the purpose of assisting Federal departments and establishments with respect to management problems.

This bulletin has already been brought to the attention of the heads of Treasury bureaus and divisions, and while the War Refugee Board is not included in the Budget Bureau's Treasury group, Mr. Parsons has requested me to furnish you with a few copies for such distribution as you might care to make.

If additional copies are desired, you may obtain them from the Budget Section, Room 480, Treasury Building.

Very truly yours,

Acting Administrative Assistant  
to the Secretary

Mr. John W. Pehle, Director  
War Refugee Board  
Room 288 $\frac{1}{2}$   
Treasury Building  
Washington, D. C.

Enclosures - 5

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MANAGEMENT BULLETIN

**▶ An Agency  
Management  
Program:** A guide

for self-appraisal and plan-  
ning economies in operation

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET ■ MARCH 1944

000483

# ★ THE URGENT NECESSITY

for ying on the

work of the Federal Government with the smallest possible expenditure of manpower, money, and materials is obvious to everyone. The President has stated this necessity in the following language:

*"The Federal Government must concentrate on one task—the winning of the war. At this time we must measure all Government activities against the grim standards of total war. Many activities, desirable in peacetime, must be eliminated, provided only that such eliminations do not result in permanent harm to the future health and security of our individual citizens; many services must be provided at a reduced standard; all agencies—military and civilian—must take all necessary measures to organize their work for maximum efficiency . . ."*

Much has been done to eliminate nonwar activities and to prosecute war activities as economically as possible. There remain, however, opportunities for tightening up operations, reducing margins of safety, and simplifying methods. We must leave no such opportunity unexploited.

These opportunities for effecting economy may best be realized through improvement of *management*. The Bureau of the Budget has prepared this outline to assist each agency in a self-appraisal of its management effectiveness. We hope that each agency head will read through the outline, and that he will find in it at least one idea he can use in improving the management of his agency.

No formal reports to the Bureau of the Budget on the results of the self-appraisal are considered necessary. Rather, it is expected that management improvements will be reflected in the quarterly requests for personnel "ceilings" and in budget estimates hereafter submitted to the Bureau.

In order to inform all agencies of especially good management devices developed by particular agencies, we plan to circulate from time to time additional Management Bulletins. We solicit the aid of each agency in gathering material for these bulletins. Especially do we solicit your continued cooperation in making the management of the Federal establishment sound and efficient.

HAROLD D. SMITH,  
Director of the Bureau of the Budget.

## What's Our Attitude Toward Management?

NOTES OR ACTION

1. Did we take specific steps to implement the President's policy concerning the improvement of management, announced in his letter of December 22, 1942, and his Budget Message of January 10, 1944? What have we done to support his program?
2. Have we reduced the over-all job of our agency to a concise statement of objectives that is understandable to everyone?
3. Have we agreed upon the paths we are going to follow in obtaining our objectives and reduced these, also, to a clear "road-map" and "timetable" for everyone to follow?
4. Have we formally announced a policy of aggressive, persistent efforts to find better, more effective, and less expensive ways of doing our agency's job?
5. Are we certain that our objectives, our "road-map" and "time-table," and our management improvement policy have been made known, even to the smallest organization units? What checks have we made to be sure of this?
6. Do we keep bureau chiefs, division heads, and regional directors constantly aware that we seriously mean to improve management? Do we:
  - a. Make improvement of management the primary subject of staff conferences?
  - b. Send supervisors periodic communications about management problems?
  - c. Publicly commend those who have made significant progress?
  - d. Single out for individual attention those who are backward or complacent?

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7. Does the head of our agency personally handle management matters, or is he primarily concerned with program? If so, has he delegated full management authority to his deputy?

8. Is anybody topside in the agency primarily concerned with management? Has he authority to act? Does he?

9. When was the last time that the head of our agency saw the budget officer? The personnel officer? The organization and methods officer?

10. Can these staff aides see the chief, or somebody really empowered to act, when they need to?

11. Does the staff act finally, in the chief's name, on matters covered by a policy that has been adopted by him, and thoroughly prepare for his decisions those that haven't? Or is it just a collection of "housekeeping" units that process papers?

12. Does anybody know the reason for each of the motions we go through? Is it a good reason?

13. Does anybody know why each form we use is indispensable? That we must have the exact number of copies now prepared? Whether it costs more to prepare than it saves through its use? Whether it can be combined with one or more other forms? What would be the consequences of junking it?

14. In short, do we have an imaginative, spirited attitude toward getting the job done in the easiest, cheapest way? Or, honestly, can we be fairly charged with being sunk in "bureaucratic" ineptitude?

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## Are All of Our Activities Essential?

15. What specific steps have we taken to comply with the President's directive to discontinue all work not directly valuable to the prosecution of the war, or essential to the health and security of the people?

16. What activities have we dropped since the President issued his directive? Is our work load now appreciably smaller? Or larger? Have we rationalized a heavier work load as "vital to the war effort"?

17. Do we really distinguish between activities that are *essential*, and those that from our point of view are highly desirable? Are we brutally honest in the evaluation of our own programs? Do we require subordinate officials to prove that their activities *must* be continued?

18. How would we rearrange our activities if our available money were cut 10 percent? Or 25 percent? Could we continue to operate in either case?

19. How do we effect reductions in program? By agency head mandate? Through the budget office? By negotiated agreement with subordinate officials?

20. Have we aggressively sought changes in legislation or Executive orders, to enable us to drop unnecessary but presently required activities?

21. Has anyone recently questioned the indispensability of every periodic report we prepare? And of every publication we issue?

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22. Are we still performing activities that seemed necessary only because we expected the enemy to bring the war to our shores and to the skies over our cities?

23. Are we measuring the manpower and money cost of recording, checking, and auditing operations against the losses that might occur if we eliminated the operations?

24. Are we saving manpower by deliberately taking calculated risks? Have we substituted "spot" control for detailed control every place where we can safely do so?

### Are We Well Organized?

25. Have we built an organization structure by analyzing work requirements at the lowest operating level, and then establishing successive levels in such number and size as are required for effective supervision at each higher level? Or did we develop our organization plan by providing the agency head with the number and kind of assistants he thought he needed, and successively repeating the process as we moved downward to the point where the actual work has to be done?

26. Have the idiosyncrasies of prima donnas in the agency dictated the kind of organization we have? If so, has it been worth the price?

27. How well does our organization structure meet commonly accepted criteria? Are activities really well grouped? Is the load fairly evenly distributed? Is there a straight-line flow of authority and responsibility? Do officials have to supervise too many units? Is there a minimum of duplication? Are responsibilities clearly assigned?

28. Have we a written statement of our objectives, our organization, our policies, and our principal procedures for the guidance of old and new employees alike? Do we keep it up to date?

29. Do subordinates feel free to establish direct contact with superiors of other branches, merely keeping their superiors generally advised? Or do we insist that matters go up, across, down, back up, across again, and finally back down to the starting point?

30. Are all units in a field office under a single head, or have our functional specialists succeeded in establishing a number of parallel organizations that tie together only at headquarters?

31. Have we assigned to the field all operations and authority that can be assigned without losing over-all control of performance?

32. Does our headquarters organization engage only in the work required for effective supervision and control, or have we unnecessarily duplicated at headquarters the kinds of jobs being carried on in the field?

33. Must field offices habitually carry excess personnel, so as to be able to comply with unanticipated headquarters directives or requests for voluminous information? Or are field offices consulted in advance about the practicability of proposed changes?

34. Who is responsible for detecting symptoms of bad organization and initiating remedies? Who do we assign to look into administrative breakdowns and cases of alleged inefficiency? Do we act quickly in such cases, or do we defend the status quo?

35. Has anyone actually traced out on paper the path through our organization of each principal item of business? Do we distinguish between routing of matter for informational purposes and routing for desirable review and approval? When did we last count the sets of initials on the "fold-back" copy?

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36. Is the budget officer expected to insist on effective management? Does it review programs, demand unit costs and other measures of performance, and press for elimination of waste? Is the budget officer primarily a good manager or just a good bookkeeper?

37. Does the personnel office handle employment and change of status papers quickly and effectively? Does it confine itself to this job? Or does it provide an aggressive personnel service? What has it done about training? Placement? Employee welfare? Credit unions? Do its classification studies cast up opportunities for improvement in organization or of work methods? Is it expert in devices for securing maximum utilization of employees' skills?

38. Does any staff unit have responsibility for continually reexamining our organization structure and work methods? Does it frequently initiate action to improve procedures? Does it follow through on the actual installation of recommended improvements?

39. Do we have a chief assistant to the agency head who can and does act finally for him on all but the most important policy questions? And does each head of an important subdivision similarly make full use of an administrative deputy?

40. Is anyone especially alarmed when executives act at cross purposes, or are too busy to see their subordinates, or spend too much time with their subordinates, or insist on personally acting upon minor matters?

### What Have We Done To Conserve Men, Money, and Materials?

41. Is our paper consumption now smaller or larger than last year? Do we require central review and approval of new and old forms? Must each additional copy be strongly justified?

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42. Must reports be central approval before any recurring report, however minor, can be required? Has anyone questioned skeptically the present need for reports now in use?

43. Who is required to approve the starting or continuation of a publication? Do we question the indispensability of the publication, the weight and quality of the paper stock, the economy of format, the number of colors of ink, and the kind of binding?

44. Do we have control over large mimeographing or other duplication runs? Over the indiscriminate use of drafting time? Over the taking and printing of photographs?

45. Have we established an optimum ratio of clerical to professional employees? Have we insisted that where possible secretaries serve two or more principals? Are we making maximum use of dictating machines? Of typing pools? Of hand-written memos when they will serve adequately? Have we instructed dictators in ways to avoid the necessity of retyping?

46. Have we made serious, sustained efforts to "level pressure" in large scale operations so that the need for standby help to meet peak loads will be minimized and each person be kept working to capacity?

47. Are subordinate units permitted to define their responsibilities and issue circular instructions without central approval? Is there central review and approval of instructions to the field? Including circular telegrams?

48. Have we cut our communications facilities to the bone? Have we insisted on the sharing of telephone instruments? Have we eliminated unnecessary intercommunication systems? Have we developed codes and strict time schedules for our teletype network? Do we exercise strict control over the use of the long distance telephone? Do minor officials place their own calls, and answer their own telephones? Do they refuse to accept calls while "in conference" with one or two co-workers?

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49. Have we analyzed our regional organization and location of field offices from the standpoint of travel cost? How many days out of the year are our field people on per diem status? How much cross-traveling is there? Is there periodic central review of individual travel records?

50. Do we provide for systematic analysis of work methods as a continuing activity? Do we understand and use such devices as process charting and flow charting? On what operations and procedures have we used these devices this past year? What were our savings?

51. Do we analyze and compare the performance, production, and cost of organizational units or employees doing comparable work? What did we do about high cost units?

52. Have we enlisted employee help in improving management? Do we recognize and reward employee contributions? Have we an employee suggestion system? Have we used the Job Methods Training program? Are "meritorious" promotions given on merit?

53. What have we done to make sure that the time and skills of our present employees are fully utilized? Did we seize upon the Civil Service Commission's check list for evaluating employee utilization and immediately apply it to our own situation?

54. Does our procurement unit screen requisitions for nonstandard items or does it just buy anything that a unit requisitions? Does it forecast needs and pool requisitions? Do we secure comparative reports from the procurement unit on the consumption by using units? Does it locate and utilize existing surpluses before buying new commodities?

55. Do our management people keep in touch with the activities of their counterparts in other Federal agencies and in industry? Are they always familiar with the latest developments in management practice? Are they known for their high standing as efficient Federal civil servants?

## Sources of Ideas and Techniques of Manpower, Material, and Money Conservation

A limited number of additional copies of this Management Bulletin may be secured from the Bureau of the Budget for use within Federal Agencies. Copies for use elsewhere may be purchased from the Superintendent of Documents, Washington, D. C.

Listed below are various documents that agency officers will find useful.

*U. S. Civil Service Commission.* Better Use of Personnel. An outline and check list for evaluating Federal agency employee utilization programs. Form 4462, January 1944. (For sale by Superintendent of Documents, Washington, D. C.)

\_\_\_\_\_ and *Office of Price Administration.* *War-Rating Correspondence.* (Copies can be obtained from Reference Service, Federal Work Improvement Program, U. S. Civil Service Commission, Washington, D. C.)

*U. S. War Production Board.* *Questionnaire Manual, 1943.* (Copies can be obtained from Office of Survey Standards, Bureau of Planning and Statistics, W. P. B., Washington, D. C.)

\_\_\_\_\_ *Principles of Design and Standardization of Forms.* July 1943. (Copies can be obtained from Printing and Distribution Control Branch, W. P. B., Washington, D. C.)

*Navy Department.* *Navy Management Program, SECNAV P-10, 1943.* (For sale by Superintendent of Documents, Washington, D. C.)

*Princeton University, Industrial Relations Section,* Department of Economics and Social Institutions, Princeton, N. J. *Maximum Utilization of Employed Manpower.* A check list of company practice. (Copies can be obtained from Princeton University.)

*Public Administration Service,* Chicago. *The Work Unit in Federal Administration.* Publication No. 56, price 75 cents. (Copies for sale by Public Administration Service, 1313 East 60th Street, Chicago, Ill.)

*Army Service Forces.* *Manual for Control Officers, Vol. 3, Work Simplification.* (Copies of this and other A. S. F. publications listed below can be obtained from Control Division Headquarters, A. S. F., Washington, D. C.)

\_\_\_\_\_ *Work Load Studies for Use in Personnel Strength Control.*

\_\_\_\_\_ *Control Manual, Supplement I, Techniques of Control, October 1943.*

\_\_\_\_\_ *Control Manual, M703-4, Work Simplification (Material Handling), October 30, 1943.*

1100488

**FROM THE PRESIDENT'S BUDGET  
MESSAGE OF JANUARY 10, 1944**

**“M**ORE than a year ago  
I notified the heads of all departments and agencies  
that I expected them to eliminate every nonvital serv-  
ice, to seize every opportunity for improving the speed  
and efficiency of operations, and to conserve manpower,  
materials, and money. Each of these officials is now  
being asked to take stock of what his agency has accom-  
plished and to continue aggressive efforts for improve-  
ment in the management and economical functioning  
of his organization.”

000489

March 30, 1944

Dear Sirs:

Attention: Mr. Frederick J. Lawton

In connection with the work of the War Refugee Board it would be appreciated if the Board could be put on your distribution list to receive two copies of all future Budget Bureau circulars, etc. These copies should be addressed to the Assistant Executive Director, War Refugee Board, Room 190, Main Treasury Building, Washington, D. C.

Yours very truly,

(Signed) Ward Stewart

Ward Stewart  
Assistant Executive Director

Bureau of the Budget  
State Department Building  
Washington, D. C.

WStewart; pdk 3/30/44

000490

March 30, 1944

Dear Sirs:

Attention: Mr. Frederick J. Lawton

In connection with the work of the War Refugee Board it would be appreciated if the Board could be put on your distribution list to receive two copies of all future Budget Bureau circulars, etc. These copies should be addressed to the Assistant Executive Director, War Refugee Board, Room 190, Main Treasury Building, Washington, D. C.

Yours very truly,

Ward Stewart  
Assistant Executive Director

Bureau of the Budget  
State Department Building  
Washington, D. C.

WStewart; pdk 3/30/44

000491

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

March 21, 1944

Supplement to  
CIRCULAR NO. A-34

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Field Service of the Bureau of the Budget

This supplement to Circular No. A-34 announces the establishment of two additional Field Service offices of the Bureau of the Budget. These additional offices, and the Chief Field Representative in charge of each are as follows:

Chicago, Illinois

L. C. Gibson  
802 New Post Office Building  
Chicago, Illinois

Denver, Colorado

W. R. Vawter  
825 University Building  
Denver (2), Colorado

HAROLD D. SMITH  
Director

(No. A-34)

000492

Amendment to Appendix I  
of Circular No. A-8  
Released February 29, 1944

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

CLASSIFICATION OF POSTS FOR  
LIVING QUARTERS ALLOWANCES

Effective as of the dates indicated below, the Secretary of State has authorized the following additions to and changes in the classification of posts for living quarters allowances issued as Appendix I to Budget Circular No. A-8, dated August 1, 1943, which is hereby amended accordingly. This list is inclusive of all amendments to Appendix I authorized since the date of issue of Circular No. A-8. Additions authorized by this amendment are indicated by an asterisk(\*).

<u>Changes</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
<u>Post</u>	<u>Class</u>	<u>Class</u>	<u>Date</u>
Bone, Algeria	V	II	Oct. 1, 1943
Ceuta, Spanish Morocco	V	II	" " "
Oran, Algeria	V	I	" " "
Rabat, Morocco	V	II	" " "
Tunis, Tunisia	V	I	" " "
<u>Additions</u>			
*Annapolis, Goiaz, Brazil		I	Feb. 1, 1944
*Bicas, Minas Gerais, Brazil		I	" " "
Bluefields, Nicaragua		I	July 1, 1943
*Bugá, Colombia		I	Feb. 1, 1944
*Campina Grande, Paraíba, Brazil		I	" " "
*Campo Formosa, Baía, Brazil		I	" " "
*Chitre, Panama		I	" " "
Cosolapa, Mexico		I	July 1, 1943
*Curvelo, Minas Gerais, Brazil		I	Feb. 1, 1944
*Damien, Haiti		II	" " "
*David, Panama		I	" " "
*Diamantina, Minas Gerais, Brazil		I	" " "
Gibraltar		IV	July 1, 1943
*Iquitos, Peru		I	Feb. 1, 1944
*Lages, Rio Grande do Norte, Brazil		I	" " "

(No. A-8)

000493

Additions (Cont'd.)

<u>Post</u>	<u>Class</u>	<u>Effective Date</u>
*Montalban, Venezuela	I	Feb. 1, 1944
*Monte Claros, Minas Gerais, Brazil	I	" " "
*Muriahe, Minas Gerais, Brazil	I	" " "
Oaxaca, Mexico	I	July 1, 1943
*Parelhas, Rio Grande do Norte, Brazil	I	Feb. 1, 1944
Pichilingue, Ecuador	I	July 1, 1943
*Picuhy, Paraiba, Brazil	I	Feb. 1, 1944
*Port du Paix, Haiti	I	" " "
*Puerto Bolivar, Ecuador	III	" " "
*Puirá, Peru	I	" " "
Rama, Nicaragua	I	July 1, 1943
*Raul Soares, Minas Gerais, Brazil	I	Feb. 1, 1944
Retalhulen, Guatemala	I	July 1, 1943
*Riberalta, Bolivia	I	Feb. 1, 1944
Saltillo, Mexico	I	July 1, 1943
*San Carlos, Cojedes, Venezuela	I	Feb. 1, 1944
Santa Cruz, Bolivia	I	July 1, 1943
*Santa Thereza, Espirito Santo, Brazil	I	Feb. 1, 1944*
*Sao Thome, Rio Grande do Norte, Brazil	I	" " "
*Sete Lagoas, Minas Gerais, Brazil	I	" " "
Tela, Honduras	I	July 1, 1943
Tingo Maria, Peru	I	" " "
Turbo, Colombia	I	" " "
Turrialba, Costa Rica	I	" " "

HAROLD D. SMITH  
Director

000494

Amendment to Appendix III  
of Circular No. A-8  
Released February 29, 1944

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

CLASSIFICATION OF POSTS FOR  
LIVING AND QUARTERS ALLOWANCES

Effective as of the dates indicated below, the Secretary of State has authorized the following additions to and changes in the classification of posts for living and quarters allowances issued as Appendix III to Budget Circular No. A-8, dated August 1, 1943, which is hereby amended accordingly. This list is inclusive of all amendments to Appendix III authorized since the date of issue of Circular No. A-8. Additions authorized by this amendment are indicated by an asterisk (\*).

<u>Changes</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
<u>Post</u>	<u>Class</u>	<u>Class</u>	<u>Date</u>
Accra, Gold Coast	VI	VII	Feb. 1, 1944
Aden, Arabia	V	VII	" " "
Alexandria, Egypt	VII	VIII	" " "
Asuncion, Paraguay	IV	VI	" " "
Barcelona, Spain	XIII	VIII	Nov. 1, 1943
Belize, British Honduras	III	IV	Feb. 1, 1944
Bilbao, Spain	IX	VI	Nov. 1, 1943
Bombay, India	IX	XI	Feb. 1, 1944
Bone, Algeria	VI	V	Nov. 1, 1943
Cairo, Egypt	VIII	IX	Feb. 1, 1944
Calcutta, India	IX	XI	" " "
Cali, Colombia	V	IV	" " "
Ceuta, Morocco	IX	VI	Nov. 1, 1943
Chungking, China	XVII	XI	Feb. 1, 1944
Guatemala, Guatemala	VI	VII	" " "
Guayaquil, Ecuador	V	VI	" " "
Helsinki, Finland	XII	VII	" " "
Kabul, Afghanistan	IX	VIII	" " "
Karachi, India	VI	VII	" " "
Kingston, Jamaica	V	VI	" " "
Kunming, China	XVII	XI	" " "
La Ceiba, Honduras	II	IV	" " "
Las Palmas De Gran Canaria, Canary Islands	VI	IV	Nov. 1, 1943
Madrid, Spain	XIII	VIII	" " "
Malaga, Spain	IX	VI	" " "
Maracaibo, Venezuela	V	VI	Feb. 1, 1944
Medellin, Colombia	III	IV	" " "

(No. A-8)

000495

Additions (Con't)  
Additions

Changes (Con't)

<u>Changes</u> <u>Post</u>	<u>From</u> <u>Class</u>	<u>To</u> <u>Class</u>	<u>Effective</u> <u>Date</u>
Nairobi, Kenya	V	VI	Feb. 1, 1944
New Delhi, India	IX	XI	" " "
Oporto, Portugal	V	IV	Nov. 1, 1943
Oran, Algeria	VI	IV	" " "
Port Limon, Costa Rica	II	IV	Feb. 1, 1944
Port Said, Egypt	VI	VII	" " "
Pretoria, Union of South Africa	VI	VII	" " "
Puerto Cortes, Honduras	II	IV	" " "
Puntarenas, Costa Rica	III	IV	" " "
Quito, Ecuador	IV	VI	" " "
Rabat, Morocco	VI	V	Nov. 1, 1943
San Jose, Costa Rica	VI	VII	Feb. 1, 1944
San Salvador, El Salvador	V	VI	" " "
Seville, Spain	IX	VI	Nov. 1, 1943
Suez, Egypt	VI	VII	Feb. 1, 1944
Tangier, Morocco	IX	VIII	Nov. 1, 1943
Tegucigalpa, Honduras	V	VII	Feb. 1, 1944
Tenerife, Canary Islands	VI	IV	Nov. 1, 1943
Tunis, Tunisia	VI	IV	" " "
Valencia, Spain	VIII	VI	" " "
Valparaiso, Chile	IV	VI	Feb. 1, 1944
Vigo, Spain	VIII	VI	Nov. 1, 1943

Additions

*Annapolis, Goiaz, Brazil	III	Feb. 1, 1944
*Bicas, Minas Gerais, Brazil	III	" " "
*Buga, Colombia	IV	" " "
*Campina Grande, Paraiba, Brazil	III	" " "
*Campo Formosa, Baia, Brazil	III	" " "
Cape Haiti, Haiti	III	Oct. 1, 1943
*Chitre, Panama	IV	Feb. 1, 1944
Culiacan, Mexico	II	Oct. 1, 1943
*Curvelo, Minas Gerais, Brazil	III	Feb. 1, 1944

000491

\*Damien, Haiti  
\*David, Panama  
\*Diamantina, M  
Dinjon, Ac  
El Port  
Pr

To  
Class  
Effective Date  
 VI  
XI  
 Feb. 1, 1944  
 " " "  
 Nov. 1, 1943  
 " " "  
 Feb. 1, 1944  
 " " "  
 " " "  
 " " "

Additions (Con't)

Additions

	<u>To</u>	<u>Effective Date</u>
	<u>Class</u>	
*Damien, Haiti	IV	Feb. 1, 1944
*David, Panama	IV	" " "
*Diamantina, Minas Gerais, Brazil	III	" " "
Dinjon, Assam, India	VIII	Aug. 1, 1943
El Porvenir Plantation, Province of San Marcos, Guatemala	IV	" " "
Fisherman's Lake, Liberia	VII	" " "
*Iquitos, Peru	III	Feb. 1, 1944
Kweilin, China	XI	" " "
*Lages, Rio Grande do Norte, Brazil	III	" " "
Lanchow, China	XI	" " "
Minatitlan, Mexico	I	Oct. 1, 1943
*Montalban, Venezuela	IV	Feb. 1, 1944
*Monte Claros, Minas Gerais, Brazil	III	" " "
*Muriahe, Minas Gerais, Brazil	III	" " "
*Parelhas, Rio Grande do Norte, Brazil	III	" " "
*Picuhy, Paraiba, Brazil	III	" " "
*Port du Paix, Haiti	IV	" " "
*Puerto Bolivar, Ecuador	IV	" " "
*Puirá, Peru	III	" " "
*Raul Soares, Minas Gerais, Brazil	III	" " "
*Riberalta, Bolivia	V	" " "
*San Carlos, Cojades, Venezuela	IV	" " "
*Santa Thereza, Espirito Santo, Brazil	III	" " "
*Sao Thome, Rio Grande do Norte, Brazil	III	" " "
*Saulte Sainte Marie, Canada	IV	" " "
*Sete Lagoas, Minas Gerais, Brazil	III	" " "
Sinchona, Peru	IV	Oct. 1, 1943
*Tapachula, Mexico	III	Feb. 1, 1944
*Tingó Maria, Peru	III	" " "

HAROLD D. SMITH  
Director

000497

Amendment to Appendix IV  
of Circular No. A-8  
Released January 29, 1944  
Effective February 1, 1944

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

AMENDMENT TO APPENDIX IV OF CIRCULAR NO. A-8

The following list, which is effective February 1, 1944, supercedes and cancels the classification of posts for cost of living allowances prescribed in Appendix IV of the Supplement to Circular No. A-8 dated January 11, 1944. This revised list is made necessary because during the month of January the Secretary of State authorized certain additions to and changes in the previous classification of posts which by regulation automatically become effective on the first of the following month.

<u>POST</u>	<u>CLASS</u>	<u>POST</u>	<u>CLASS</u>	<u>POST</u>	<u>CLASS</u>
Acapulco de Juarez	II	Bombay	XI	Curacao	III
Accra	V	Bone	II	Dakar	II
Addis Ababa	VIII	Bradford	I	Damascus	XI
Aden	X	Brazzaville	VII	Douala	VIII
Alexandria	IX	Bristol	I	Dublin	VI
Algiers	II	Bucaramanga	I	Durban	I
Ankara	XI	Buenaventura	II	Edinburgh	I
Antigua	III	Buenos Aires	I	Foynes	IV
Antilla	III	Cairo	IX	Freetown	III
Antofagasta	III	Calcutta	XI	Geneva	IX
Archangel	XI	Cali	I	Georgetown	III
Aruba	III	Camaguey	III	Glasgow	I
Asuncion	III	Capetown	II	Goteborg	IX
		Caracas	IV	Guatemala	V
Baghdad	XI	Cardiff	I	Guayaquil	I
Bahia	II	Caripito	I	Guaymas	I
Barbados	III	Cartagena	III	Habana	VI
Barcelona	VII	Casablanca	II	Hamilton	V
Barranquilla	III	Cayenne	III	Helsingborg	IX
Basel	IX	Ceuta	VI	Helsinki	VII
Basra	XI	Chengtu	XI	Iskenderun	XI
Beira	VII	Chungking	XI	Istanbul	XI
Beirut	XI	Cienfuegos	V	Izmir	XI
Belfast	I	Ciudad Bolivar	I	Jerusalem	XI
Belize	I	Ciudad Trujillo	III	Jidda	XI
Bern	IX	Cochabamba	V	Johannesburg	III
Bilbao	VII	Colombo	VIII		
Birmingham	I	Colon	IV	Kabul	VIII
Bogota	V	Cork	VI	Karachi	VIII

(No. A-8)

000498

<u>POST</u>	<u>CLASS</u>	<u>POST</u>	<u>CLASS</u>	<u>POST</u>	<u>CLASS</u>
Khoramshah	XI	Mexico City	I	Rabat	II
Kingston	II	Mombasa	I	Reykjavik	XI
Kuibyshev	XI	Monrovia	VII	Rio de Janeiro	II
Kunming	XI	Montevideo	III		
Kweilin	XI	Moscow	XI	St. John's	V
				San Jose	V
La Ceiba	I	Nairobi	II	San Salvador	II
Lagos	IV	Nassau	V	Santiago, Chile	V
La Guaira	IV	Newcastle-		Santiago de	
Lanchow	XI	on-Tyne	I	Cuba	V
Lá Paz	VIII	New Delhi	XI	Sao Paulo	II
Las Palmas de		Nuevitas	III	Seville	VII
Gran Canaria	I			Sian	XI
Leopoldville	VII	Oporto	I	Southampton	I
Lima	VI	Oran	II	Stockholm	X
Lisbon	III			Suez	IX
Liverpool	I	Panama	IV		
Loanda	VII	Para	II	Tabriz	XI
London	VI	Plymouth	I	Tangier	VI
Lourenco Marques	VII	Port-au-Prince	II	Tegucigalpa	V
Madras	VIII	Port Elizabeth	I	Tehran	XI
Madrid	VII	Port Limon	I	Tenerife	I
Malaga	VII	Port-of Spain	II	Tihwa	XI
Malmo	IX	Port Said	IX	Tunis	II
Managua	II	Pretoria	III		
Manchester	I	Puerto Cortes	I	Valencia	VII
Maracaibo	III	Puerto de la		Valparaiso	III
Martinique	VII	Cruz	I	Vatican City	V
Massawa	VIII	Puntarenas	I	Vigo	VII
Matanzas	V			Vladivostok	XI
Medellin	II	Quito	I	Zurich	IX

Harold D. Smith  
Director

(No. A-8)

000499

Amendment to Appendix IV  
of Circular No. A-8  
Released February 29, 1944

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

CLASSIFICATION OF POSTS FOR  
COST OF LIVING ALLOWANCES

The Secretary of State has authorized the following additions to the classification of posts for cost of living allowances prescribed in Appendix IV of the Supplement to Circular No. A-8 released January 29, 1944, which is hereby amended accordingly.

<u>POST</u>	<u>CLASS</u>	<u>EFFECTIVE DATE</u>
Buga	I	Feb. 1, 1944
Chitre	II	" " "
Damien	I	" " "
David	II	" " "
Montalban	I	" " "
Port du Paix	I	" " "
Riberalta	IV	" " "
San Carlos	I	" " "

HAROLD D. SMITH  
Director

(No. A-8)

000500

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

January 11, 1944

Supplement to  
CIRCULAR NO. A-8

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Various allowances payable to Federal officers and employees stationed in foreign countries, etc.

Purpose: This supplement to Circular No. A-8 adds Part III, comprising paragraphs 18, 19, 20, 21, 22, 23, and 24, and an Appendix IV to the contents of the original Circular No. A-8, issued August 1, 1943. It sets forth the Presidential regulations required to extend the payment of cost of living allowances, now payable only to employees of the State Department under the Act of February 23, 1931, (22 U.S.C. 12), to the employees of other agencies, as authorized by Section 304 of the First Supplemental National Defense Appropriation Act, 1944. These regulations are effective February 1, 1944.

\* \* \*

Part III: Standardized Regulations to Govern the  
Payment of Cost of Living Allowances to  
Certain Civilian Officers and Employees  
Permanently Stationed in Foreign Countries

18. Authority. The Act of February 23, 1931 (22 U.S.C. 12) provides: "That under such regulations as the President may prescribe, and within the limitations of such appropriations as may be made therefor, which appropriations are hereby authorized, ambassadors, ministers, diplomatic, consular, and Foreign Service officers may be granted \* \* \* post allowances wherever the cost of living may be proportionately so high that in the opinion of the Secretary of State such allowances are necessary to enable such diplomatic, consular, and Foreign Service officers to carry on their work efficiently \* \* \*."

Section 304 of the Act of December 23, 1943 extends these benefits to employees of all other departments and establishments, except the Departments of War and Navy. With the approval of the President, and except as may be otherwise required by statute, the following regulations are promulgated governing the payment of cost of living allowances.

(No. A-8)

000501

23. Basis of allowances.  
(a) the relative cost of living in Part I, paragraph 12, of the schedule published in Part I, paragraph 12, of this Circular.

19. Cost of living allowance is an allowance to an employee to equalize the difference between costs at the foreign post and Washington, D. C. of subsistence, services, commodities, and other living expenses, except quarters (including heat, fuel, and light). As used herein, the term "employee" includes both officers and employees.

20. Scope of these regulations. These regulations shall be effective February 1, 1944, and shall govern all payments of cost of living allowances to employees of departments and establishments authorized by Section 304 of the Act of December 23, 1943, to pay ~~those~~ allowances. These allowances are payable to employees who are being furnished quarters or receiving allowances in lieu thereof under Part I of this Circular and who are stationed at foreign posts for which cost of living allowances are provided (Appendix IV).

The following employees are excluded:

- a. Employees of the Departments of War, Navy, and State
- b. Non-citizens of the United States.
- c. Employees who may be determined by the head of the department or establishment concerned or by such persons as he may designate for that purpose, to be ineligible for cost of living allowances because no higher costs for subsistence, services, commodities, and other living expenses, except quarters (including heat, fuel, and light), are occasioned by an assignment in a foreign country.

21. Allowances authorized. An employee having permanent station at one of the foreign posts for which cost of living allowances are provided shall receive such an allowance in accordance with these regulations, which allowance shall in each case be authorized or approved by the head of the department or establishment concerned or by such persons as he may designate for that purpose.

22. Classification of posts. The foreign posts at which the cost of living is higher than at Washington, D. C. are determined and classified on the basis of the relative cost of living by the Secretary of State pursuant to the Act of February 23, 1931 (22 U.S.C. 12). Posts are added and the classification of posts revised periodically as necessary, effective from the first of the month following the date of determination. A classification of posts is published as a part of Appendix IV of this Circular.

000502

ance to an employee to  
foreign post and Washington,  
and other living expenses,  
(5th). As used herein,  
and employees.  
regulations shall be  
in all payments of cost of  
its and establishments  
ember 23, 1943, to pay  
to employees who are  
thereof under

23. Basis of allowances. The cost of living allowances as provided in the schedule published in Appendix IV are based upon: (a) the relative cost of living at the foreign post, (b) employee's Civil Service classification grade, and (c) family status as defined in Part I, paragraph 5, of this Circular. New schedules will be issued from time to time as may be necessary. Where circumstances are such that the amount otherwise payable at a particular foreign post does not accomplish the purpose for which cost of living allowances are prescribed, application should be made to the Director of the Bureau of the Budget for the establishment of a special allowance.

24. Method of computing allowances. The allowance shall be on an annual basis, payable monthly, and shall be computed in accordance with the following provisions:

- a. The employee shall receive a cost of living allowance from February 1, 1944 or from the date of his arrival at his official station at a foreign post, whichever is later.
- b. The cost of living allowance to an employee resigning, dismissed, or transferred to another official station shall terminate at the end of the last day he is on duty at the post. In the case of transfers, no allowance shall be paid at the new post unless specifically authorized or approved.
- c. An employee shall not receive a cost of living allowance while on leave without pay. An employee shall receive a cost of living allowance while on sick leave with pay and while on annual leave: Provided, however, that no such allowance shall be paid during any leave taken in the United States.
- d. An employee without dependents shall not receive a cost of living allowance while away from his post of duty in a travel status for more than 24 hours.
- e. Increases and decreases in allowances on account of change in salary or family status shall be effective on the first of the month following the date of such change.
- f. When the head of the department or establishment contemplates sending an employee to a foreign post which has not been classified, he shall request the Secretary of State to classify the

post according to paragraph "22" hereof. When the post is classified, the allowance shall be paid from the date of arrival.

By direction of the President:

HAROLD D. SMITH  
Director

(No. A-8)

000504

APPENDIX IV

COST OF LIVING ALLOWANCES

Allowances established by Part III of Budget Circular No. A-8  
for employees having permanent station in foreign countries  
Effective February 1, 1944

Schedule No. 1 Personnel with Dependents

CAF	P	Classification of Post										
		1	2	3	4	5	6	7	8	9	10	11
15-16	8-9	\$200	\$400	\$600	\$800	\$1000	\$1200	\$1400	\$1600	\$2000	\$2400	\$2800
14	7	150	300	450	600	750	900	1050	1200	1500	1800	2100
13	6	135	270	405	540	675	810	945	1080	1350	1620	1890
12	5	125	250	375	500	625	750	875	1000	1250	1500	1750
9-10-11	3-4	115	230	345	460	575	690	805	920	1150	1380	1610
7-8	2	110	220	330	440	550	660	770	880	1100	1320	1540
6		105	210	315	420	525	630	735	840	1050	1260	1470
5	1	100	200	300	400	500	600	700	800	1000	1200	1400
4		90	180	270	360	450	540	630	720	900	1080	1260
3		80	160	240	320	400	480	560	640	800	960	1120
2		70	140	210	280	350	420	490	560	700	840	980
1		60	120	180	240	300	360	420	480	600	720	840

(No. A-8)

Appendix IV

000505

APPENDIX IV

COST OF LIVING ALLOWANCES  
 Allowances established by Part III of Budget Circular No. A-8  
 for employees having permanent station in foreign countries  
 Effective February 1, 1944  
 Schedule No. 2-Personnel without Dependents

(No. A-8)

CAF	P	Classification of Post										
		1	2	3	4	5	6	7	8	9	10	11
15-16	8-9	\$160	\$320	\$480	\$640	\$800	\$960	\$1120	\$1280	\$1600	\$1920	\$2240
14	7	120	240	360	480	600	720	840	960	1200	1440	1680
13	6	108	216	324	432	540	648	756	864	1080	1296	1512
12	5	100	200	300	400	500	600	700	800	1000	1200	1400
9-10-11	3-4	92	184	276	368	460	552	644	736	920	1104	1288
7-8	2	88	176	264	352	440	528	616	704	880	1056	1232
6		84	168	252	336	420	504	588	672	840	1008	1176
5	1	80	160	240	320	400	480	560	640	800	960	1120
4		72	144	216	288	360	432	504	576	720	864	1008
3		64	128	192	256	320	384	448	512	640	768	896
2		56	112	168	224	280	336	392	448	560	672	784
1		48	96	144	192	240	288	336	384	480	576	672

Appendix IV  
 (continued)

000501

48 512 640 864 1008  
92 448 560 768 896  
6 384 480 672 784  
576 672

Appendix IV  
(continued)

Appendix IV  
(continued)

CLASSIFICATION OF POSTS  
(Effective February 1, 1944)

CLASS I

Belfast	Edinburgh	Newcastle
Birmingham	Glasgow	Oporto
Bradford	Guaymas	Plymouth
Bristol	Las Palmas	Port Elizabeth
Bucaramanga	Liverpool	Puerto de la Cruz
Buenos Aires	Managua	St. Pierre-Miquelon
Capetown	Manchester	San Salvador
Cardiff	Medellin	Tegucigalpa
Caripito	Mexico City	Tenerife
Ciudad Bolivar	Mombasa	
Durban	Nairobi	

CLASS II

Acapulco	Dakar	Port-of-Spain
Algiers	Guatemala	Pretoria
Barbados	Johannesburg	Rabat
Bone	Maracaibo	Rio de Janeiro
Buenaventura	Montevideo	Sao Paulo
Cali	Oran	Tunis
Cartagena	Para	
Casablanca	Port-au-Prince	

CLASS III

Antilla	Ciudad Trujillo	Lagos
Antofagasta	Curacao	Lisbon
Aruba	Freetown	Nuevitas
Camaguey	Georgetown	San Jose

CLASS IV

Accra	Cayenne	La Guaira
Antigua	Cochabamba	Panama
Barranquilla	Colon	Santiago
Caracas	Foynes	

CLASS V

Aden	La Paz	St. John's, N.F.
Bogota	Matanzas	Vatican City
Cienfuegos	Nassau	
Hamilton, Bermuda	Santiago de Cuba	

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CLASS VI

Ceuta  
Habana

Karachi  
Lima

London  
Tangier

CLASS VII

Alexandria  
Barcelona  
Beira  
Bilboa  
Brazzaville  
Cairo  
Colombo  
Cork

Dublin  
Loanda  
Leopoldville  
Lourenco Marques  
Madras  
Madrid  
Malaga  
Martinique

Monrovia  
Port Said  
Seville  
Suez  
Valencia  
Vigo

CLASS VIII

Addis Ababa

Douala

Massawa

CLASS IX

Basel  
Bern  
Geneva

Goteborg  
Helsingborg  
Kabul

Malmo  
New Delhi  
Zurich

CLASS X

Bombay

Calcutta

Stockholm

CLASS XI

Ankara  
Archangel  
Baghdad  
Basra  
Beirut  
Chengtun  
Chungking  
Damascus  
Helsinki

Iskenderun  
Istanbul  
Izmir  
Jerusalem  
Jidda  
Khoramshah  
Kuibyshev  
Kunming  
Kweilin

Lanchow  
Moscow  
Reykjavik  
Sian  
Tabriz  
Tehran  
Tihwa  
Vladivostok

000508

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

January 7, 1944

Supplement to  
CIRCULAR NO. A-7

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Amendments of Standardized Government Travel Regulations

1. Purpose. This supplement to Circular No. A-7, which amends paragraph 45 of the Standardized Government Travel Regulations prescribing per diem allowance for foreign travel and suspends paragraph 95 with respect to travel by vessels of other than United States registry, is made necessary by the enactment of the First Supplemental National Defense Appropriation Act, 1944, approved December 23, 1943.

2. Section 301 of the First Supplemental National Defense Appropriation Act, 1944, provides:

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

Accordingly, paragraph 45 of the Standardized Government Travel Regulations is hereby amended to read as follows: (Changes indicated by underscoring)

45. Subsistence allowances.—Unless otherwise expressly provided in an employee's commission or appointment, or by law, the official authorized to issue travel orders may

(No. A-7)

000509

4. Your attention is directed to allowances established by this that such lesser amount by this is warranted by the amount of employee concern the

authorize in the order a per diem allowance not to exceed \$6 in lieu of subsistence expenses while traveling on official business within the limits of the continental United States, except where such travel is performed by means of a privately owned trailer. No per diem allowance for such travel by trailer shall be paid unless the travel by such means be authorized in advance, in which event per diem allowances may be paid at a rate not to exceed \$2.50.

With the exception of travel chargeable to the appropriations of the War and Navy Departments, for travel on official business outside the continental limits of the United States, a per diem allowance not to exceed \$7 in lieu of subsistence expenses may be allowed, except that, during the fiscal year 1944 (a) the maximum per diem allowance for travel performed after January 31, 1944 shall be the amount prescribed in Appendix I of this regulation, and (b) the maximum per diem allowance for travel performed prior to February 1, 1944, shall be as authorized by the head of the department or establishment in accordance with laws and regulations then applicable. The per diem allowances provided herein represent the maximum allowable, not the minimum. It is the responsibility of the heads of departments and establishments or the officials to whom such authority has been properly delegated to see that travel orders authorize only such per diem allowance not in excess of the maximum as are justified by the circumstances surrounding the travel. To this end, care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses.

Subparagraph (a) of paragraph 45: No change.

3. Section 302 of the First Supplemental National Defense Appropriation Act, 1944, provides:

Sec. 302. "The provision of law prescribing the use of vessels of United States registry by employees of the Government traveling overseas (46 U.S.C. 1241) shall not apply to such travel during the fiscal year 1944."

Accordingly, the provisions of paragraph 95 of the Standardized Government Travel Regulations, which are set forth in Circular No. A-7, issued August 1, 1943, are suspended for the fiscal year 1944.

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000510

allowance not to exceed  
while traveling on  
of the continental  
No per diem allow-  
will be paid unless the  
in advance, in which  
rate not to

4. Your attention is directed to the fact that the per diem allowances established by this circular are maxima. It is expected that such lesser amount of per diem allowance will be granted as is warranted by the actual costs to be experienced by each employee concerned.

By direction of the President:

HAROLD D. SMITH  
Director

(No. A-7)

000511

## Appendix I

<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>
Afghanistan	\$ 8.00
Africa (except Egypt)	7.00
Egypt	9.00
Asia	
China	7.00
India and Ceylon	8.00
Australia	6.00
New Zealand	6.00
South Pacific Islands	6.00
Caribbean Islands	7.00
Central America	6.00
Europe	
Portugal and Portuguese Islands of Maderia and Azores	7.00
United Kingdom and Irish Free State	7.00
Russia	12.00
Spain and Canary Islands	3.00
Sweden	9.00
Switzerland	8.00
Iceland	10.00
Mexico	6.00
Middle East	
Arabia	9.00
Iran	9.00
Iraq	9.00
Lebanon	9.00
Palestine and Transjordan	9.00
Saudi Arabia	9.00
Syria	9.00
Turkey	9.00
North America	
Canada	7.00
Newfoundland	7.00
Panama	7.00
South America (except Venezuela)	7.00
Venezuela	8.00
Other Localities and Ocean Travel	7.00

(No. A-7)

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000512

Amendment to Appendix II  
of Circular No. A-8  
Released January 4, 1944

NOTE: This amendment is issued to  
replace and correct the amendment  
released December 31, 1943 which  
inaccurately stated that allowances  
for Group I were increased from  
\$3,000 to \$4,500.

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
Washington, D. C.

AMENDMENT TO APPENDIX II OF CIRCULAR NO. A-8

The Secretary of State has authorized the following amendment  
in the maximum allowances for rent, heat, fuel, and light for civilian  
officers and employees of the Government stationed in foreign countries,  
as set forth in Appendix II of Circular No. A-8, dated August 1, 1943:

Group I: Chief of Mission, State Department; allowances  
at posts in classes I to V, inclusive, are  
increased from \$3,000 to \$4,000, effective  
January 1, 1944.

HAROLD D. SMITH  
Director

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