

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

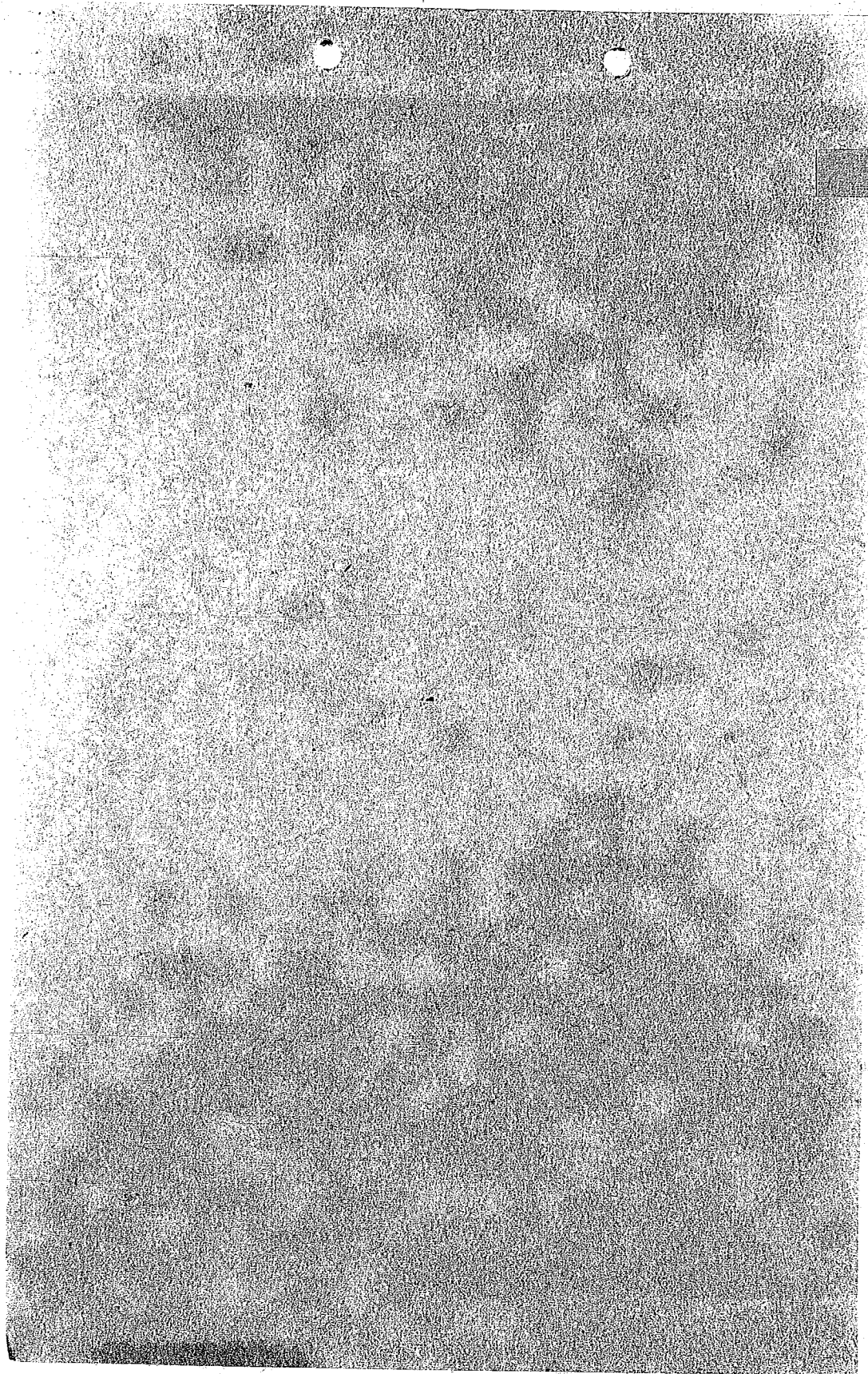
Bureau of the Budget

000514

COOPERATION WITH OTHER AGENCIES; OTHER GOVERNMENT AGENCIES (BUREAU OF
THE BUDGET)

1. GENERAL
2. ESTIMATES OF PERSONNEL REQUIREMENTS
(TAKEN FROM MR. WHITE'S FILES)

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CROSS-REFERENCE

...COOPERATION WITH OTHER AGENCIES; OTHER GOVERNMENT AGENCIES;...BUR..OF BUDGET
(Name of Applicant)

.....
(Application Number)

FOR OTHER RE BUDGET

SEE: ADMINISTRATIVE MATTERS: BUDGET

000517

SEP 14 1945

Dear Mr. Smith:

This is to advise you that a history of the War Refugee Board with selected documents has been prepared by the staff of the Board. It is presently being duplicated and will be sent to you within the next few weeks.

Very truly yours,

(Signed) William O'Dwyer

William O'Dwyer
Executive Director

Mr. Harold D. Smith,
Director,
Bureau of the Budget,
Washington, D. C.

FH:hd 9/14/45

000518

Dear Mr. Smith:

I take pleasure in sending you herewith
a copy of my final summary report on the ac-
tivities of the War Refugee Board.

Very truly yours,

William O'Dwyer
Executive Director

Mr. Harold D. Smith,
Director,
Bureau of the Budget,
Washington 25, D. C.

Enclosure.

FH:hd 8/8/45

000519

copy with Budget

TREASURY DEPARTMENT

INTER OFFICE COMMUNICATION

DATE Aug. 24, 1945

TO Mr. David White, Administrative Officer,
War Refugee Board
FROM Mr. Schoeneman, Budget Officer

Subject: Transmitting Budget Bureau
Bulletin No. 5, - "Agency
Liquidation or Reduction
Procedure".

For your information, I am enclosing a copy of Bulletin 5, issued by the Budget Bureau under date of August 20th, relating to "Agency Liquidation or Reduction Procedure".

If additional copies are desired, please advise me.

Attachment

MS

000520

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

BULLETIN NO. 1945-46:5

August 20, 1945

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Agency Liquidation or Reduction Procedure

Changing conditions in government will continue to impose varying degrees of adjustment upon most, if not all, Federal agencies. Many agencies are even now faced with problems of one phase or another of liquidation or reduction. As a means of assisting such agencies to prepare for prompt, orderly, and economical liquidation or reduction of their activities, the Bureau of the Budget has prepared the enclosed Management Bulletin, "Agency Liquidation or Reduction, - A Procedural Guide."

Efficient agency management requires that administrative service records and controls be in such condition at all times that they will be ready for any change, regardless of nature or timing. To aid in achieving this status, four Management Bulletins were recently published for appraising records, property, fiscal and personnel services. The attached guide outlines in detail the steps necessary in the liquidation or reduction process and should be used in conjunction with the check-lists contained in those bulletins. These steps relate to responsibilities to be fixed; programs to be eliminated, reduced or altered; field offices to be closed or relocated; personnel to be released or retained; directives to be prepared and issued; records to be closed out; and the timing and sequence of the administrative details that must be carried out.

The liquidation experiences of such agencies as National Youth Administration, Civilian Conservation Corps, Work Projects Administration, National Resources Planning Board, and the Division of Central Administrative Services, which have been drawn on in the preparation of this guide, emphasize that the sooner steps are taken to prepare and plan for liquidation and reduction, the more orderly, rapid, and economical the process will be.

Through the Bureau of the Budget examiner who maintains liaison with your department or establishment, the Bureau is prepared to provide additional copies of the Management Bulletins and to make available specialized advice and assistance in working out agency adjustment programs.

HAROLD D. SMITH
Director

Enclosure

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M A N A G E M E N T B U L L E T I N

**Agency Liquidation
or Reduction:**

A Procedural Guide

**EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET • JULY 1945**

000522

AGENCY LIQUIDATION OR REDUCTION
A PROCEDURAL GUIDE

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INTRODUCTION

From time to time Government agencies are confronted with complex problems of adjustment attendant upon the liquidation or reduction of agency programs. These problems can arise anywhere and at any time. Experiences of agencies in making such adjustments emphasize one basic point -- the importance of early and comprehensive planning.

The purpose of this guide is to assist agencies in planning for necessary adjustments well in advance, and in carrying out those plans efficiently. It is directed to all agencies faced with the prospect of change, whether that change is complete liquidation or merely curtailment of certain functions. Curtailment may actually pose problems more difficult of solution and of a more continuing nature than problems of liquidation. Reduction, in fact, entails the same degree of planning, organization and action as liquidation.

Plans for liquidation or reduction can be carried out most rapidly and economically only if backlogs of work have been eliminated in advance and if program functions and administrative services are operating on a current basis -- in short, only if an effective management program is already in working order. Frequent critical appraisal of program operations will reveal those activities which can be terminated, adjusted or transferred prior to liquidation or reduction. The status of administrative services and controls can be evaluated by use of the four Management Bulletins issued by the Bureau of the Budget in January 1945. These bulletins comprise checklists on fiscal, personnel, property and records activities. From this appraisal, work outlines can be developed, staff assigned, and deadlines set for the tasks of clearing up backlogs, bringing records and other program and administrative work up-to-date, and disposing of records and property wherever possible. Thereafter continuing use of the checklists should be made to review periodically the status of administrative service records and controls.

In the case of war agencies, hasty organization and high personnel turnover may have left the program and related administrative work in varying states of delinquency. As a result it may require disproportionate time and funds to bring the records and controls to current status. In such instances it is particularly important that decisions as to courses of action be made promptly by the directing officials of the agency in consultation with the Bureau of the Budget and other agencies concerned.

Practical lessons gained from the actual liquidation experiences of a number of government agencies have been incorporated in this guide. Also valuable contributions were made by representatives of the Civil Service Commission, Council of Personnel Administration, General Accounting Office, National Archives, Surplus Property Board, Treasury Department, and other agencies.

ORGANIZING FOR LIQUIDATION OR REDUCTION

Leadership, direction and control for planning and executing a program of liquidation or reduction is the direct responsibility of agency management. The effectiveness of management will be enhanced by early recognition of the

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necessity for adjustments and of the scope and implication of problems involved. With the initiation of liquidation or reduction, a radical change takes place in the objectives of the organization units affected and plans should be ready so that all personnel concerned - executive, supervisory and operating - will know what to do and how to do it effectively.

ORGANIZING AND PLANNING THE PROGRAM

The first preparatory step, then, is for the agency head to have prepared for him a general prospectus of what will have to be done prior to and during liquidation or reduction. His next job is to see that responsible officials in his agency are designated promptly to deal with the problems as they arise. Normally the head of the agency cannot undertake personally to work out the details of planning, direction and control of the liquidation or reduction program. Therefore, at the earliest possible date he should fix specific responsibility in this regard in a key staff assistant who would develop a specific program with time schedules, and subsequently determine that the program and schedules are adhered to.

Details of organization will vary with the nature and extent of the adjustments to be made and the speed with which they must be accomplished. To the extent practicable, unit heads already responsible for program execution and such staff functions as administrative planning, fiscal, personnel, property, and records management should be made responsible for the adjustment activities in their respective fields. If these officials do not have available the necessary time to devote to these matters, other individuals should be designated to carry the respective responsibilities.

Similar organization should be provided throughout the field service in order that the process may be carried out on an agency-wide basis. Specifically, personnel in field offices as well as at headquarters should be designated to carry the responsibilities for the steps in the process as it affects each operating function and each administrative function.

During liquidation or reduction the work of the administrative service units is likely to increase. Therefore it may be necessary to maintain, if not temporarily to increase, the normal manpower strength in those units even though reductions are being made in the number employed on program functions. As a result of changes in emphasis of personnel utilization, provision should also be made for supervisory training where appropriate, in order to prepare personnel for the duties they will perform.

As soon as possible the staff assistant referred to above should work out with the designated heads of the program activities and administrative service units, the policies, plans, procedures and tentative time schedules for a coordinated agency-wide program for the adjustments to be made. Agreements should be reached on definite dates for clearing up backlogs of work and on approximate dates for completion or termination of assignments and for the release of personnel, property, space, and records. When the date is established for liquidation or reduction to begin, these tentative dates should be converted into specific deadlines in the time schedules set up for each organizational unit concerned.

For advice and assistance in developing specific plans and schedules for liquidation or reduction, for techniques of clearing up backlogs of work and completing records, the Bureau of the Budget, Civil Service Commission, Accounting Office, National Archives, Public Buildings Administration, General Department, Surplus Property Board, and the property disposal agencies should be consulted.

CARRYING OUT THE PROGRAM

Frequently the final decision to initiate the liquidation or reduction of functions will be made with very little advance notice. In order to maintain morale and efficiency, it is desirable and often imperative that certain of the steps listed below be taken immediately after the decision has been made known. This will be possible only if adequate preparations have been completed in advance.

As soon as it is known when liquidation or reduction is to begin, a meeting should be held by the head of the agency and the staff assistant with the supervisory staff (including heads of principal field offices if possible) for announcement and discussion of the plans, policies, time schedules, and general procedures. At that time specific responsibilities of the staff organization should be outlined, a formal announcement of plans and personnel policies should be issued to all employees, the administrative regulations and instructions should be promulgated and the public announcement made to the press. Various control and service agencies of the Government should be notified and provided with copies of the law, Executive Order or other authority for liquidation, and with any final data as to the plans developed.

Periodic reports should be made to the Bureau of the Budget and to appropriation and other committees of the Congress which may be concerned or which may be called upon for assistance. Channels should be authorized within the agency for dissemination of information to the press, the public and other agencies who make inquiries.

Below the executive and supervisory level the problems of retaining adequate qualified staff and of maintaining a high level of efficiency during liquidation or reduction operation become more acute as adjustments in personnel progress. Employees become concerned over the prospects for more permanent employment and request release, or resign to accept such opportunities as they develop. Furthermore it is extremely difficult to recruit new employees for a liquidating agency. Therefore, to minimize feelings of insecurity, employees should be assured of their retention for specified periods of time and all arrangements possible should be made to insure employment for them thereafter.

Throughout liquidation or reduction, effective performance with maximum coordination of effort in the headquarters and field offices requires frequent follow-up and close control by the staff assistant in charge. He should systematically review periodic reports of progress and assist the unit heads on problems of adjustment in organization, budgets, and time schedules.

STEPS IN LIQUIDATION OR REDUCTION

Specific steps that will serve to guide in planning and executing a liquidation or reduction program are set forth in detail below. Certain of these are general and pertain to both program and administrative functions throughout the agency; others apply only to the administrative services, and have been broken down under the four checklist categories of fiscal, personnel, property, and records.

GENERAL ACTIVITIES

1. Review all program functions of the agency in consultation with the Bureau of the Budget, and formulate recommendations as to which functions should be (a) transferred to other agencies, (b) retained by the agency whether or not in reduced status, and (c) abolished.
2. For each unit, office or function to be transferred to another agency, have readily available a description of its purpose and responsibilities, and copies of organization charts, regulations, procedures, etc. As soon as the effective date of the transfer is known, prepare schedules of positions, personnel, property, funds (including unexpended balances of appropriations, allocations, and other available funds), contracts, files, and records to be transferred.
3. For each unit, office or function that is to be reduced or abolished:
 - a. Prepare estimates of the positions, property, time and funds that will be required for each work assignment during the curtailment period.
 - b. Determine which employees must be retained and which may be released, and plan for progressive reductions of personnel, taking into account the number of employees who will be required at each successive stage of the program.
 - c. Determine which property must be retained and which may be released and plan for the progressive disposal of property and release of space as rapidly as it becomes surplus to agency needs.
 - d. Set specific dates for the completion or termination, where applicable, of investigations, studies, reports and other assignments. Notify the Division of Statistical Standards of the Bureau of the Budget of the proposed termination of any questionnaires or reporting programs which have been approved by that Division or of the proposed abandonment or transfer of any study based on such an approved reporting project.
4. Prepare over-all plan of organization for conduct of the agency liquidation or reduction program, including a clear definition of the responsibilities of supervisory personnel of each unit, office, or function concerned.
5. In consultation with the Bureau of the Budget prepare the budget for the agency liquidation or reduction program, setting up the necessary reserves and apportionment of funds. Include the amount necessary for lump-sum payments for accumulated and current accrued annual leave.

6. Submit to the Bureau of the Budget such proposed executive orders or legislation as may appear necessary for accomplishment of the liquidation or reduction.
7. Develop a definite schedule for completing as rapidly as possible the report on the wartime administrative history and accomplishments of the War Administration, Bureau of the Budget.
8. Develop a simple but adequate system of graphic and narrative reporting of progress that will facilitate effective central control of the liquidation or reduction program and follow-up of the time schedules established.
9. Arrange for official designation of an appropriate agency to handle the disposition of all mail which will continue to be directed to the agency for a considerable time after liquidation. This includes bills, inquiries, exceptions, receipts, inquiries, or reports from the General Accounting Office, Treasury Department, and other agencies; and inquiries concerning the former personnel, records, property, publications, and functions of the defunct agency.
10. Prepare and clear with the agency executives concerned, including the head of the agency when necessary, drafts of administrative regulations (instructions, orders cancelling and transferring jurisdiction or authority), indicating where they represent changes in those now in effect. Give special attention to such supplemental instructions as may be necessary for closing of field offices.
11. Prepare draft of the initial announcement that will be made simultaneously to the employees of all units by the head of the agency. This should be a forthright and constructive statement designed to strengthen morale, establish confidence, and prevent unnecessary anxiety and uncertainty that otherwise results when it becomes generally known that liquidation, reduction in force, or transfers of functions are imminent. The statement should make clear that:
 - a. Liquidation, reduction or transfer of functions is to be completed as expeditiously and efficiently as possible.
 - b. The agency has need for the continued services of personnel until released from duty and it is their responsibility to render every possible assistance until such release.
 - c. Each employee affected by a reduction in force will be given an individual notice in writing at least 30 days prior to termination of active duty wherever possible.
 - d. Each employee to be separated or furloughed will be given a statement of availability.
 - e. The agency will cooperate with the Civil Service Commission and other agencies in an effort to assist employees to locate further employment.

11. All accumulated and current accrued annual leave will be paid for in lump sum unless transferred to another agency having the same leave system.
12. An agency policy for granting unearned leave during liquidation or reduction will be established.
13. An agency policy in regard to classification, promotion, demotion, release, and recruiting during liquidation or reduction will be established.
14. Receipt of personal mail at the agency is to be discontinued and personal correspondents and postmasters are to be notified promptly as to change of address.
15. Prepare draft of initial public announcement to be made by the head of the agency including as far as possible a statement of the disposition to be made of the functions of the agency.
16. Provide supervisory training where appropriate adequately to prepare personnel for the duties they will perform during liquidation or reduction. It is important that the program and procedures be thoroughly understood and adhered to at all levels and in the field offices of the agency.
17. Hold a conference of the principal executive and supervisory staff (including heads of principal field offices if possible) with the head of the agency as soon as it is known when liquidation or reduction in force schedules, and general procedures for the program. Following the conference, promptly issue the formal announcement to all employees.

FISCAL ACTIVITIES

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1. Periodically utilize the Bureau of the Budget Management Bulletin, "Fiscal Records and Controls," as an aid in continuously appraising the status of the work and to facilitate speedy accomplishment of the steps necessary in liquidation or reduction. The supplement, "Citations on Fiscal Records and Controls," provides a ready reference to the general legislative and regulatory requirements.
2. Completely post and balance general ledgers.
3. Reconcile general ledger with last account current received and prepare required appropriation and fund accounting reports. Consult the Treasury Department, Bureau of Accounts, where necessary.
4. Completely post and reconcile all subsidiary ledgers and records with general ledger.
5. Collect promptly all accounts receivable and make immediate deposit of all collections.
6. Completely identify all items in the special deposit accounts and clear as rapidly as possible.

7. Establish such special controls over incurring obligations as may be necessary during the curtailment period.
8. Ascertain that all obligations have been covered by an obligating document and posted to allotment ledgers.
9. Reconcile unliquidated obligation file with allotment ledger account balance of unliquidated obligations.
10. Analyze all unliquidated obligations to determine validity, adjusting outstanding obligations as necessary.
11. Completely post and reconcile all subsidiary ledgers and records with allotment ledger.
12. Obtain necessary supporting documents in order that all vouchers may be audited and certified promptly by the agency or such other agency as may be designated to handle such residue of accounts as may remain at the expiration of the liquidation period.
13. Notify public carriers, vendors, and contractors where communications should be sent during and after liquidation.
14. Dispose promptly of all General Accounting Office inquiries, exceptions, and disallowances.
15. Submit promptly to General Accounting Office for direct settlement all uncleared vouchers, maintaining complete supporting data such as contracts, purchase orders, receiving and inspection reports, invoices, explanatory statements, etc., so that inquiries from General Accounting Office may be answered promptly.
16. By letter immediately request the General Accounting Office to expedite their audit of vouchers and settlement of claims.
17. Promptly cancel special authorities such as certifying authority, contracting authority, etc., when an employee is separated.
18. Obtain immediate refunds of outstanding travel advances.
19. Completely post individual earnings record cards; reconcile amounts deducted for taxes, bonds, and retirement with their respective control accounts.
20. Prepare and furnish, as required, Forms W-1, W-2, and W-3 to the Collector of Internal Revenue, giving applicable Form W-2 to each employee. Consult Treasury Department, Bureau of Internal Revenue, on special problems.
21. Terminate bond allotment authorizations, promptly issuing all bonds completely paid for and clearing unapplied bond deduction balances.
22. Prepare, completely post and balance Form 2806, Retirement Record Card, for each employee, forwarding such forms to Civil Service Commission as employees are separated. Consult Civil Service Commission on special problems.

23. Prepare and submit promptly to Civil Service Commission, Form 2807-2, Annual Summary of Retirement Fund Transactions.
24. Transmit Form 3005, Application for Refund of Retirement Deductions, to Civil Service Commission immediately upon receipt. To expedite payment of retirement refunds, attach the pertinent Form 2806, Retirement Record Card, if it has not already been forwarded.
25. Before issuing final salary check to an employee insure that necessary adjustments have been made because of overdrawn leave, unliquidated travel advances and unreturned accountable property charged to the individual employee.
26. Refer to General Accounting Office for collection, all cases of former employees who are or may be indebted to the Government; submit with each case all available information.
27. Send to Treasury Department, Division of Disbursement, with suitable explanation of each case, all government checks which have not been delivered.
28. Clear promptly unobligated or unexpended balances of funds provided under special arrangements such as working funds, allocations, appropriation transfers, and trust funds, when there is no further need therefor.
29. Prepare, as required for internal agency use, reports of progress in winding up the fiscal affairs of the agency.

(Steps to be taken in connection with leave are included under Personnel Activities.)

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PERSONNEL ACTIVITIES

1. Periodically utilize the Bureau of the Budget Management Bulletin, "Personnel Records and Controls," as an aid in continuously appraising the status of the work and to facilitate speedy accomplishment of the steps necessary in liquidation or reduction. The supplement, "Citations on Personnel Records and Controls," provides a ready reference to the general legislative and regulatory requirements.
2. Maintain for each employee an up-to-date, easily accessible record (preferably a sortable card), showing information necessary for preparation of retention registers or report of liquidation, i.e. name, position title, service, class, grade, salary, headquarters, date of birth, current efficiency rating, type of appointment, veterans preference, length of creditable Federal service, organizational unit, reemployment rights, restoration rights, retention rights, retention preference classification, and competitive level.
3. Return to duty or separate employees on leave without pay or furlough other than military.

4. Terminate details of employees to and from other agencies and inform the agency fiscal office.
5. Arrange for rating each employee who has not received an official efficiency rating in his present position and grade.
6. Settle and report upon all pending appeals of efficiency ratings and other personnel actions.
7. Obtain Civil Service Commission approval of competitive areas within the agency.
8. Where necessary, prepare retention registers for reductions in force in accordance with regulations of Civil Service Commission.
9. Where necessary, prepare listing of classified civil service status "retention group A" employees as required for the report of liquidation program to Civil Service Commission.
10. Prepare, clear with agency units concerned and transmit to employees, individual separation notices as prescribed in regulations of the Civil Service Commission.
11. Control the granting of unearned leave during liquidation or reduction according to uniform policy established by the agency.
12. Completely post, audit, and close out annual and sick leave records; furnish reports of amounts available to each employee upon separation or transfer and, where necessary, to the fiscal office when lump sum payment for annual leave is to be made.
13. Cooperate with Civil Service Commission, United States Employment Service, and other local agencies in making specific arrangements for assisting employees being released to locate further employment. To the fullest extent possible, furnish information to employees regarding retirement and leave records and separation and reemployment problems.
14. Supply information requested by government agencies and private employers concerning employment records and qualifications of present and former employees of the agency.
15. Control classification, promotion, demotion, release, and recruiting of personnel during liquidation or reduction according to uniform policies established by the agency.
16. Supply information to the Employees' Compensation Commission on pending or new claims, as circumstances may require. Consult the Commission on special problems regarding injury compensation claims.
17. Notify Local Selective Service Boards, through the Agency Committee on Deferrals, of the dates of separation of any employees holding occupational deferrals on account of service in the agency.
18. Make progressive reductions in force throughout the agency in accordance with retention registers or agency liquidation policies.

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19. Prepare reports for Civil Service Commission such as those required for production in force and liquidation programs; prepare reports to committees of Congress as may be required.

20. Review the individual personnel folder for each active, inactive, or separated employee to insure that it contains only documents of permanent value that relate to the employee's tenure or status, such as the following and dispose of all other material through established procedure:

- a. Standard Form 57, or equivalent personal history statement.
 - b. Civil Service or other appointment authority (if this is a document for only one individual).
 - c. Documents, if any, supporting employee's Civil Service status.
 - d. Notices of personnel actions including appointment and separation or transfer notices.
 - e. Standard Form 61, or oath of office and personal affidavit (or equivalent).
 - f. Efficiency ratings.
 - g. Correspondence and forms relating to military service.
 - h. Documents supporting employee's draft status.
 - i. Report of suitability investigation and clearance documents (if any).
 - j. Correspondence and forms relating to medical history (except where such records are housed in an agency medical division).
21. Prepare, as required for internal agency use, reports of progress in winding up the personnel affairs of the agency.

(Steps to be taken in connection with individual earnings records, salary deductions, retirement fund records, and employee indebtedness refunds are included under Fiscal Activities.)

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PROPERTY AND PROCUREMENT ACTIVITIES

1. Periodically utilize the Bureau of the Budget Management Bulletin, "Property Records and Controls," as an aid in continuously appraising the status of the work and to facilitate speedy accomplishment of the steps necessary in liquidation or reduction. The supplement, "Citations on Property Records and Controls," provides a ready reference to the general legislative and regulatory requirements.

2. Determine which disposal agency or agencies will be responsible for disposing of agency property (see Surplus Property Board Regulation No. 1);

establish liaison with such agencies and develop plans, procedures, and suitable working relationship aimed at prompt disposal of surplus property.

3. Complete the posting of existing inventory records showing quantity, identification, and purchase price or value for all property.

4. Reconcile inventory records where available, with physical inventory, properly surveying off the records lost, broken, destroyed, or obsolete items. In that connection, it is suggested that agencies establish survey committees to consider the circumstances involved and recommend appropriate action.

5. Reconcile inventory records where available with general ledger control accounts.

6. If adequate records are not maintained, identify, locate, and price all property for declaration and transfer. Consult designated disposal agencies and, if necessary, the Surplus Property Board, on special problems.

7. Return all borrowed property to owning agencies, obtaining proper receipts for the same.

8. Secure the return of all property loaned to other agencies unless they desire permanent transfer of the same, in which cases, make necessary arrangements through the appropriate disposal agency.

9. Secure return of property issued to individual employees, as the service of each is terminated, receipting for same and clearing property accountability records as far in advance as practicable, to avoid undue delay in payment of their last salary check. Such property will include:

Official files, records, and books
 Unused transportation requests and book covers
 Unused tax exemption certificates and book covers
 Unused postage stamps
 Unused transportation or Pullman tickets, street car tokens and passes
 Unused purchase orders and bills of lading
 Keys and portable items of property which are readily convertible to personal use
 Government credentials including identification cards, badges, insignia, building passes, etc. Such credentials should not be returned to the individual, if requested, until they have been defaced by perforating machine or such other method of conspicuous and permanent marking as will prevent their misuse.

10. Prepare and submit declaration lists on forms prescribed by Surplus Property Board, for all property (including administrative equipment and supplies) as rapidly as it can be released for disposal as surplus to the needs of the agency. Procedures must be in conformity with the provisions of the Surplus Property Act of 1944 and regulations prescribed by the Surplus Property Board, or applicable provisions of the authority for liquidation of the activities concerned.

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11. Arrange for proper custody, storage, and protection of all property against damage or loss until officially accepted by the disposal or receiving agency, since the owning agency has responsibility for adjusting any discrepancy between surplus declarations and property actually available for transfer.
12. Notify Post Office Department of disposal of envelopes and other items bearing the penalty indicia, under the Act of June 28, 1944 (Public Law 364, 78th Congress).
13. Ascertain that all procurement commitments are covered by an obligating document.
14. Clear promptly "open" procurement files by obtaining all necessary purchase orders, receiving and inspection reports, invoices, etc.; whenever possible, cancel "open" items which have not been delivered. If such cancellation cannot be effected, arrange for receipt and disposal as unused surplus property.
15. Reply promptly to exceptions taken by General Accounting Office or the agency fiscal office on procurement activities.
16. Instruct all offices to securely attach to equipment declared surplus or otherwise transferred, any keys, records showing services still obtainable under free service guarantees, and instructions for the operation, care and service of such equipment.
17. Arrange for disposal of surplus Government publications through the Superintendent of Documents, Government Printing Office.
18. Promptly terminate, transfer, or adjust contracts and leases when all or part of the service is no longer required, giving in writing the advance notice required by the contract. Consult with Public Buildings Administration in developing plans for termination schedules and notify that agency in advance of any release of space. Report completed transfers or cancellations of leases for property, to the Surplus Property Board at intervals not exceeding 30 days.
19. Notify custodians or superintendents of rent-free space the dates when such space will be vacated.
20. If required by the lease, arrange to restore space to its previous condition upon proper notice from the lessor. If such lease was executed by or is serviced through Public Buildings Administration, arrange for necessary restoration through that agency.
21. Prepare, as required for internal agency use, reports of progress in winding up the property and procurement affairs of the agency.

RECORDS DISPOSAL AND TRANSFER ACTIVITIES

1. Periodically utilize the Bureau of the Budget Management Bulletin, "Records Retirement and Controls," as an aid in continuously appraising the status of the work and to facilitate speedy accomplishment of the steps necessary in liquidation or reduction. The supplement, "Citations on Records Retirement and Controls," provides a ready reference to the general legislative and regulatory requirements, including those of the National Archives which are of particular importance in these activities. Also consult the National Archives Publication, "Manual of Information about the National Archives for Government Officials," not listed in the "Citations."
2. Call in and insure return to the files of all records immediately after they have served the purpose for which they were withdrawn.
3. Consult with National Archives and the Bureau of the Budget in developing plans, procedures, and instructions for surveying, appraising, and preparing all agency records material for disposal or transfer to National Archives or other agencies.
4. Consult with agency historical officer in determination of disposal policies; arrange for his access to records prior to disposal or transfer.
5. Conduct surveys throughout the agency to determine location, description, volume, anticipated frequency of use, purpose, value, etc., of all records not previously surveyed. Included are such items as policy, operating, housekeeping, photographic, and cartographic records and sound recordings. Uniform survey forms should be prescribed by the agency. For suggestions see the National Archives publication, "How to Dispose of Records."
6. Evaluate records on the basis of survey information and opinion of records personnel, to determine the nucleus of records of enduring value to the Government that should be preserved permanently. Designate the period of time for which each class of the remaining records should be retained before disposal. For suggestions see the National Archives Publication, "Retention and Disposal of Housekeeping Records in Federal Agencies."
7. Consult the Bureau of the Budget regarding any proposed disposition or transfer of record and non-record materials related to data collection programs approved under the Federal Reports Act. This includes completed questionnaires and report forms, tabulations and other materials.
8. Compile and submit to National Archives for action:
 - a. A letter to the Archivist offering for transfer to the National Archives those records requiring permanent preservation. The letter should identify the records, state their location, quantity, reasons for requesting the transfer and any necessary restrictions on their future use.
 - b. Disposal lists and schedules, on forms supplied by National Archives, covering the non-permanent records.

9. Authorize and arrange for the disposal or transfer of all non-record materials as soon as possible.
10. Authorize and expedite disposal of records throughout the agency as rapidly as disposal lists are approved by National Archives and the Congressional Joint Committee on Disposition of Executive Papers.
11. Destroy in such fashion as to render useless all secret, confidential or restricted material that is not to be preserved or transferred.
12. Segregate and prepare for shipment those files and records which are to be transferred to other agencies.
13. In transferring records or information of a confidential character take appropriate steps to safeguard, in accordance with the Federal Reports Act, pledges of confidence made by the Government.
14. Arrange for packing, marking, and shipping to National Archives or agency headquarters those records, disposal of which has not been authorized. Instructions should cover types of containers to use, method of packing and shipping, information desired on the container label for identification of the contents, and statement of exact destination to insure correct delivery.
15. Prepare, as required for internal agency use, reports of progress in winding up the program for disposal or transfer of records based on regular reports by field offices and other units showing progress made on actions authorized, records disposed of, and funds received for records sold as waste paper.

A list of materials published by National Archives may be obtained from the Exhibits and Publications Unit, National Archives, Washington 25, D. C.)

* * *

OTHER BUREAU OF THE BUDGET PUBLICATIONS ON MANAGEMENT

Management Bulletins

- An Agency Management Program, March 1944
- Fiscal Records and Controls, January 1945*
- Personnel Records and Controls, January 1945*
- Property Records and Controls, January 1945*
- Records Retirement and Controls, January 1945*

Training Guides

- Specifications for an Agency Work Simplification Program, January 1945
- Trainer's Guide to the Work Simplification Training Sessions, January 1945
- Supervisor's Guide to the Work Distribution Chart, January 1945
- Supervisor's Guide to the Process Chart, January 1945
- Supervisor's Guide to the Work Count, January, 1945

* A supplement which lists citations to supporting Federal legislation, rules, regulations and instructions is also available.

1100531

Copy with Budget

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, 25, D. C.

August 21, 1945

Mr. David White
Budget Officer
War Refugee Board
Washington, D. C.

Dear Mr. White:

Attached are two copies of the regulations being sent to all agencies asking for estimates on the amounts which may be repealed from appropriations as a result of the end of the war.

Since the War Refugee Board is planning to be out of existence by September 15, I take it that these regulations do not apply to you.

Sincerely yours,

Jane Highsaw
Jane D. Highsaw

Attachments - 2

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

BULLETIN NO. 1945-46:6

August 18, 1945

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: House Appropriations Committee Hearings on repeal of appropriations and contract authorizations

1. The Chairman of the Appropriations Committee, House of Representatives, has advised me that he is calling a meeting of the Deficiency Subcommittee at 10 a.m. Wednesday, September 5, 1945, for the purpose of starting hearings with the view of drafting a measure for presentation to the House as early as may be practicable repealing wholly or partly existing appropriations and contract authorizations for or incidental to the prosecution of the war.

The following are excerpts from the Chairman's letter:

"As to each appropriation that will be under review we shall wish to know the amount of obligational availability on July 1st, last, how much thereof has been or is scheduled to be withdrawn from availability to obligate in consequence of administrative action, and, as to the remainder, how much has been obligated as of the most recent date a firm or reasonably firm figure may be available, separated to show the portion unretrievably committed and the portion wholly or partly recoverable. As to the portion wholly or partly recoverable, a project breakdown will be required as well as full justifications for continuing funds which the respective agencies deem should be continued.

"I wish you would issue appropriate instructions to the several departments and agencies involved to prepare themselves for the hearings, and supply the Committee with a copy of the instructions and with a list of the departments and agencies notified. Upon receipt thereof, the Clerk of the Committee will prepare a hearing schedule. Further details needed by your office or the departments and agencies may be had from John Pugh, our Clerk.

"The Committee will require 13 copies of all prepared data and these should be made available to the Committee as early as may be practicable before witnesses are scheduled to appear."

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2. The heads of the departments and establishments are requested to arrange at once for the preparation of the data called for in the Chairman's letter. Thirteen copies of the data are to be submitted to the House Appropriations Committee, 2 copies to the Senate Appropriations Committee, and one copy to the Bureau of the Budget. The copy for the Bureau of the Budget is to be submitted as soon as practicable but not later than September 1, 1945.

There is attached a sample form which shall be used for the summary figures to be supplied to the Committee for each appropriation or contract authorization concerned. In the supporting breakdown of obligations to be incurred during the remainder of the period of availability, which is to be included in the justifications, it is suggested that the amount included for overtime pay and terminal leave be shown separately under personal services. (In estimating the cost of terminal leave agencies should keep in mind the recent decision of the Comptroller General, B-50806, dated July 20, 1945, addressed to the Civil Service Commission.)

3. Members of my staff who have been making continuous study of the appropriation requirements of your department or independent establishment will be expected to report to me for my review and recommendation to the President and to the Congress their estimate of the amounts which at this time should be reported as savings resulting from a change in the war situation. It is essential, therefore, that the basis for the justification for continuing funds and the amounts to be withdrawn be clearly understood by both Bureau and agency staffs so that any difference in the recommendations to the Committee may be easily identified. Wherever possible, such differences should be resolved before final submission of the recommendation to the Committee.

4. Any further questions regarding appropriations involved, form of preparation, transfer of functions, liquidation, policy, etc., should be taken up with examiners of the Bureau of the Budget assigned to your department or independent establishment.

HAROLD D. SMITH
Director

Attachment

establishments are requested
the data called for in the
is to be submitted to the
of the Senate Appropriations
Committee as soon as practicable.
The copy
will be used for the summary
of each appropriation or contract
of the establishment or contract.

SAMPLE FORM

(Department or Establishment)

(Appropriation or Contract Authorization)

(Termination Date)

Appropriation or contract authorization available July 1, 1945 . \$

Deduct:

Expenditures July 1 to August 11, 1945

Unexpended balance, August 11, 1945

Deduct:

Estimated outstanding obligations, August 11, 1945

Unobligated balance, August 11, 1945

Deduct:

Estimated obligations, August 11, 1945, to end of
availability

Estimated unobligated balance at end of availability

Add:

Estimated savings through reimbursements and cancellation
of obligations that augment the above appropriation

Amount to be returned to Treasury

Note:- If unable to obtain firm or reasonably firm figure as of
August 11, use an earlier date and substitute date used
in lieu of August 11 in above form.

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

BULLETIN NO. 1945-46:6

August 18, 1945

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: House Appropriations Committee Hearings on repeal of appropriations and contract authorizations

1. The Chairman of the Appropriations Committee, House of Representatives, has advised me that he is calling a meeting of the Deficiency Subcommittee at 10 a.m. Wednesday, September 5, 1945, for the purpose of starting hearings with the view of drafting a measure for presentation to the House as early as may be practicable repealing wholly or partly existing appropriations and contract authorizations for or incidental to the prosecution of the war.

The following are excerpts from the Chairman's letter:

"As to each appropriation that will be under review we shall wish to know the amount of obligational availability on July 1st, last, how much thereof has been or is scheduled to be withdrawn from availability to obligate in consequence of administrative action, and, as to the remainder, how much has been obligated as of the most recent date a firm or reasonably firm figure may be available, separated to show the portion unretrievably committed and the portion wholly or partly recoverable. As to the portion wholly or partly recoverable, a project breakdown will be required as well as full justifications for continuing funds which the respective agencies deem should be continued.

"I wish you would issue appropriate instructions to the several departments and agencies involved to prepare themselves for the hearings, and supply the Committee with a copy of the instructions and with a list of the departments and agencies notified. Upon receipt thereof, the Clerk of the Committee will prepare a hearing schedule. Further details needed by your office or the departments and agencies may be had from John Pugh, our Clerk.

"The Committee will require 13 copies of all prepared data and these should be made available to the Committee as early as may be practicable before witnesses are scheduled to appear."

000536

2. The heads of the departments and establishments are requested to arrange at once for the preparation of the data called for in the Chairman's letter. Thirteen copies of the data are to be submitted to the House Appropriations Committee, 2 copies to the Senate Appropriations Committee, and one copy to the Bureau of the Budget. The copy for the Bureau of the Budget is to be submitted as soon as practicable but not later than September 1, 1945.

There is attached a sample form which shall be used for the summary figures to be supplied to the Committee for each appropriation or contract authorization concerned. In the supporting breakdown of obligations to be incurred during the remainder of the period of availability, which is to be included in the justifications, it is suggested that the amount included for overtime pay and terminal leave be shown separately under personal services. (In estimating the cost of terminal leave agencies should keep in mind the recent decision of the Comptroller General, B-50806, dated July 20, 1945, addressed to the Civil Service Commission.)

3. Members of my staff who have been making continuous study of the appropriation requirements of your department or independent establishment will be expected to report to me for my review and recommendation to the President and to the Congress their estimate of the amounts which at this time should be reported as savings resulting from a change in the war situation. It is essential, therefore, that the basis for the justification for continuing funds and the amounts to be withdrawn be clearly understood by both Bureau and agency staffs so that any difference in the recommendations to the Committee may be easily identified. Wherever possible, such differences should be resolved before final submission of the recommendation to the Committee.

4. Any further questions regarding appropriations involved, form of preparation, transfer of functions, liquidation, policy, etc., should be taken up with examiners of the Bureau of the Budget assigned to your department or independent establishment.

HAROLD D. SMITH
Director

Attachment

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which shall be used for the summary of each appropriation or contract and breakdown of obligations to and establishments are requested of the data called for in the copies to the Senate Appropriations Bureau of the Budget. The copy submitted as soon as practicable

SAMPLE FORM

(Department or Establishment)

(Appropriation or Contract Authorization)

(Termination Date)

Appropriation or contract authorization available July 1, 1945 . \$

Deduct:

Expenditures July 1 to August 11, 1945 _____
Unexpended balance, August 11, 1945 _____

Deduct:

Estimated outstanding obligations, August 11, 1945 _____
Unobligated balance, August 11, 1945 _____

Deduct:

Estimated obligations, August 11, 1945, to end of
availability _____
Estimated unobligated balance at end of availability _____

Add:

Estimated savings through reimbursements and cancellation
of obligations that augment the above appropriation _____
Amount to be returned to Treasury _____

Note:- If unable to obtain firm or reasonably firm figure as of
August 11, use an earlier date and substitute date used
in lieu of August 11 in above form.

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

BULLETIN NO. 1944-45:12

April 30, 1945

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Citations supplementing Management Bulletins on review and appraisal of administrative service records and controls

To supplement the four management bulletins devoted to records, property, fiscal and personnel administration which were sent you in January 1945, the Bureau of the Budget has prepared the four attached lists of citations. These lists provide citations to supporting legislation, rules, regulations and instructions for use in conjunction with the bulletins.

The number of applicable laws, executive orders, regulations and administrative instructions is so voluminous that complete lists would be unwieldy. Consequently, for the sake of clarity and conciseness, references that pertain to only a single agency or department are not included. It follows that these lists do not represent total coverage of all applicable laws and regulations, and official interpretations thereof. The lists of citations will, however, serve a useful purpose in identifying the more important basic requirements in the several subject fields covered by the bulletins.

Additional copies of these lists may be obtained from the Bureau of the Budget Examiner who maintains liaison with your department or establishment. Through this same source the Bureau will arrange to provide specialized advice and assistance in working out agency programs.

HAROLD D. SMITH
Director

Attachments

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EXECUTIVE OFFICE OF THE PRESIDENT
Bureau of the Budget - April 1945

CITATIONS ON
FISCAL RECORDS AND CONTROLS

This list provides citations to selected laws and regulations for use in conjunction with the Management Bulletin entitled "Fiscal Records and Controls," issued in January 1945. Each listed citation is briefly annotated to identify the subject matter. A few of these selected references serve as background material, while the remainder apply to specific bulletin questions and are cross-indexed, pages 4 and 5, to facilitate use of the list.

For clarity and conciseness, only basic references, applying generally to all government agencies, are included. It follows, therefore, that this list does not represent total coverage of all applicable laws, regulations, or official interpretations thereof.

Valuable assistance was given in the compilation of this list by officials of the Civil Service Commission, General Accounting Office, Treasury Department and other agencies.

LEGISLATION

- | | |
|---|---|
| 5 U.S.C. 719 | - Retirement deductions and credits to retirement and disability fund. |
| 5 U.S.C. 828 | - Travel advances and recover thereof. |
| 26 U.S.C. 1621-1632 | - Tax withholdings. |
| 31 U.S.C. 1-2, 18, 20-21, 49, 53-54, 71-71a | - Excerpts from Budget and Accounting Act. |
| 31 U.S.C. 75, 78, 82 | - Rendition of current accounts. |
| 31 U.S.C. 89-93 | - Financial accountability of officials entrusted with government property. |
| 31 U.S.C. 484, 490 | - Deposit of collections. |
| 31 U.S.C. 865 | - Prohibition against overexpending appropriations. |
| Public Law 315 -78th Congress | - Tax withholdings. |
| Public Law 525 -78th Congress | - Lump sum payment for annual leave upon separation. |

REGULATIONS

Budget-Treasury:

- Regulations Nos. 2 and 3 - Reporting by government corporations and enterprises.

REGULATIONS

Bureau of the Budget:

Budget Circular No. A-37

- Agency accountability for government credentials.

Civil Service Commission:

Departmental Circular No. 514 - Lump sum payment for annual leave upon separation.

Form 2805, Revised

- Maintenance of retirement accounts.

Regulations relating to annual and sick leave of government employees, January 1, 1945.

Retirement Circular No. 83 and Supplements - Set-off of retirement account against indebtedness.

104 - Relaxing requirements for maintenance of retirement accounts.

105 and Supplements - Suspension of prior service verification.

110 - Discretionary set-off of retirement account against indebtedness of ten dollars or less.

111 - Set-off of retirement account against overdrawn leave.

115 - Discontinuance of prior service verification.

117 - Duplicate copies of claims required for set-off of retirement account.

General Accounting Office:

Accounts and Procedures Letter No. 8403 - Accounting for unclaimed odd-pennies of war bond allotments.

General Regulations No. 40 and Supplements 1, 2, 3 and 4 - Accounting for miscellaneous collections.

41 - Standard forms to be used in rendering accounts current.

46 and Supplement 1 - Use and control of transportation requests and identification cards.

54 and Supplements 1, 2, 3, 6, 7 and 11 - Accounting for retirement fund deductions.

65 Supplement 2 - Maintenance of individual pay records containing retirement deductions.

80 and Supplement 1 - Rendition of accounts current to G.A.O.

83 - Reporting disbursements and collections under limitations in appropriations - use of Standard Form 1095.

86-Revised - Use and control of tax exemption certificates and identification cards.

REGULATIONS

General Accounting Office Cont'd:

General Regulations No. 87, Amendment and Supplement 1 - Accounting for all moneys received.

88-Revised - Travel advances and recovery thereof.

93-Revised - Responsibilities and authority of certifying officers with respect to certification, exceptions and disallowances.

96 Supplements 2 and 3 - Accounting for tax withholdings.

100 - Administrative appropriation and fund accounting and reporting.

102 - Simplified payroll procedure.

Treasury Department:

Department Circular No. 176 and Supplements - Deposit of public moneys and payment of government checks and warrants.

369 (Revised) - Regulations governing advances of public funds.

618 - Use and control of tax exemption certificates and identification cards.

677 (Revised) - War bond allotment procedures.

680 and Supplements - Certifying officer bonds and procedures relating to disbursements.

Memoranda to heads of departments and establishments on "Withheld taxes" dated June 29, 1943, November 22, 1944 and January 20, 1945.

Circular WT and WT-Revised - Withheld taxes.

Circular No. 76, Bureau of Accounts, Division of Disbursements - Transfers of special deposits.

MISCELLANEOUS

"Statutes, Rules, and Regulations Relating to Transportation and Subsistence of Civilian Officers and Employees of the Federal Government Traveling on Official Business" - Government Printing Office, October 1, 1942.

CITATIONS BY MANAGEMENT BULLETIN QUESTION NUMBER

Question Nos.	References
1	- G.A.O. General Regulations 100.
2	- 31 U.S.C. 75, 78, 82; G.A.O. General Regulations 41, 80 and Supplement 1, and 83.
3,4	- Budget-Treasury Regulations 2 and 3; G.A.O. General Regulations 100.
5,6	- 31 U.S.C. 484, 490; G.A.O. General Regulations 40 and Supplements 1, 2, 3 and 4 and 87, Amendment and Supplement 1; Treasury Department Circular 176 and Supplements.
7	- 26 U.S.C. 1621-1632; Public Laws 315 and 525-78th Congress; G.A.O. General Regulations 96 Supplements 2 and 3, and 102; Treasury memoranda on withheld taxes, June 29, 1943, November 22, 1944 and January 20, 1945; Treasury Circulars WT and WT-Revised; Treasury Circular 76.
8	- G.A.O. Accounts and Procedures Letter 8403, General Regulations 102; Treasury Department Circular 677 (Revised); Treasury Circular 76.
9	- 5 U.S.C. 719; C. 3.C. Form 2805, Revised, Retirement Circulars 104, 105 and Supplements, and 115; G.A.O. General Regulations 54 and Supplements 1, 2, 3, 6, 7 and 11, 65 Supplement 2, 87, Amendment and Supplement 1, and 102.
10	- Same as Questions 7, 8 and 9.
11	- Same as Question 7.
13,14,15,16, 17,18,19,20	- 31 U.S.C. 665; G.A.O. General Regulations 100, Sec. III.
24,25,26,27	- G.A.O. General Regulations 93-Revised.
29	- 5 U.S.C. 828; G.A.O. General Regulations 88; Treasury Department Circular 369 (Revised).
30,31	- Same as Question 8.
32,33,34,35	- Same as Question 9.

H-1185-c-P4-bu-

H-1185-c-P2-bu-

CITATIONS BY MANAGEMENT
Question Nos.
36

5 U.S.C. 828;
Congress; Bureau
Departmental C
lations January
Supplements, 110
Tions 46 and 5
Treasury
on

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CITATIONS BY MANAGEMENT BULLETIN QUESTION NUMBER Cont'd

Question Nos.

References

- 36 - 5 U.S.C. 828; 31 U.S.C. 89-93; Public Law 525-78th Congress; Bureau of the Budget Circular A-37; C.S.C. Departmental Circular 514, annual and sick leave regulations January 1, 1945, Retirement Circulars 83 and Supplements, 110, 111 and 117; G.A.O. General Regulations 46 and Supplement 1, 86, 88 and 100, Section V; Treasury Department Circular 618; Treasury memorandum on withheld taxes, January 20, 1945.
- 37 - G.A.O. General Regulations 93-Revised; Treasury Department Circular 68C and Supplements.

EXECUTIVE OFFICE OF THE PRESIDENT
Bureau of the Budget - April 1945

CITATIONS ON
PERSONNEL RECORDS AND CONTROLS

This list provides citations to selected laws and regulations for use in conjunction with the Management Bulletin entitled "Personnel Records and Controls," issued in January 1945. Each listed citation is briefly annotated to identify the subject matter. A few of these selected references serve as background material, while the remainder apply to specific bulletin questions and are cross-indexed, pages 3 and 4, to facilitate use of the list.

For clarity and conciseness, only basic references, applying generally to all government agencies, are included. It follows, therefore, that this list does not represent total coverage of all applicable laws, regulations, or official interpretations thereof.

Valuable assistance was given in the compilation of this list by officials of the Civil Service Commission, Council of Personnel Administration, General Accounting Office and other agencies.

LEGISLATION

- 5 U.S.C. 751-798 - Compensation for employees injured while on duty.
- 5 U.S.C. 30-30m, 31b - Annual and sick leave privileges.
- 50 U.S.C. 308, 357, 403 - Veterans reemployment rights.
- 50 U.S.C. 1471-1472 - Merchant mariners reemployment rights.
- Public Law 346 - Federal aid in servicemen's readjustment ("GI Bill of Rights").
- 78th Congress
- Public Law 359 - Veterans preference in federal employment.
- 78th Congress
- Public Law 473 - Extension of time of application for veterans reemployment.
- 78th Congress
- Public Law 525 - Lump sum payment for annual leave upon separation.
- 78th Congress

EXECUTIVE ORDERS

- No. 8973 - Reemployment benefits of federal employees transferring to national defense work.
- 9063 - Authorizing Civil Service Commission to adopt special procedures during war emergency.

EXECUTIVE ORDERS Cont'd

- No. 9067 - Reemployment benefits of federal employees transferring under agency priority classification.
- 9243 - Transfer and release of federal personnel governed by War Manpower Commission policies.
- 9451 - Revoking agency priority classification.

REGULATIONS

Civil Service Commission:

- Departmental Circular No. 303 - Reemployment rights of transferees to national defense work.
- 323, Revised, and Supplements, 326 and 329 - War service regulations.
 - 335 - Veterans reemployment rights.
 - 345, Revision 2 and 358 - Amendments to war service regulations.
 - 396 - Delaying action on removals during military service.
 - 397 and Supplements - Reemployment rights under war service regulations.
 - 438 - General information regarding military service.
 - 442 and Supplements and 454 - Employment practices in compliance with WMC policies.
 - 458 and Supplements and 474 - Uniform efficiency rating system.
 - 475 and Supplements - Use of Standard Form 63.
 - 483 Supplements and Revision 1 - Veterans reemployment rights.
 - 486 - Uniform efficiency rating system.
 - 493 and Supplements - Revised war service regulations.
 - 494, Revised - Restoration of persons who have reemployment rights.
 - 496 - Reemployment rights of Merchant mariners.
 - 498 - War reemployment list.
 - 504 and Supplements - Maintenance of leave accounts.
 - 508 - Veteran preference for U. S. Coast Guard (Temp.) service.
 - 510 - Reductions in force.
 - 514 - Lump sum payment for annual leave upon separation.
- Form 3823, Revised - Efficiency Rating Manual.
3823A - Rating Official's Guide.

REGULATIONS
of transferees
REGS Cont'd
Federal employees transferring under
Federal personnel governed by War Man-
power Commission.
Federal personnel governed by War Man-
power Commission.
Federal personnel governed by War Man-
power Commission.

REGULATIONS

United States Employees' Compensation Commission:
Regulations - Administration of employees' compensation act. 1939.

War Manpower Commission:
Directive No. X, Amend. 2 and XVI - Transfer and release of Federal
employees.

MISCELLANEOUS

Civil Service Commission:
Civil Service Act and Rules, November 30, 1941.
Civil Service Acts, Rules, and Regulations, Annotated.
Revision of Annual and Sick Leave Laws and Regulations for Govern-
ment Employees (Revised effective January 1, 1945).

CITATIONS BY MANAGEMENT BULLETIN QUESTION NUMBER

Question Nos.	References
1	- 50 U.S.C. 308, 357, 403, 1471-1472; Public Laws 346, 473 and 359-78th Congress; Executive Order 8973, 9063, 9067, 9242 and 9451; C.S.C. Departmental Circulars 303, 323 and Supplements, 326, 329, 335, 345, Revision 2, 358, 396, 397 and Supplements, 438, 442 and Supplements, 454, 458 and Supplements, 474, 483 Supplements and Revision 1, 486, 493 and Supplements; 494 Revised, 496, 498, 508 and 510, Forms 3823 Revised and 3823A; W.M.C. Directives X, Amend. 2 and XVI.
2	- C.S.C. Departmental Circular 510.
5,6	- Same as Question 1.
7,8	- 5 U.S.C. 30-30m, 31b; Public Law 525-78th Congress; C.S.C. Departmental Circulars 504 and Supplements and 514, annual and sick leave regulations January 1, 1945.
9,10,11,12, 13,14	- Same as Question 1.
16,17	- C.S.C. Departmental Circulars 458 and Supplements, 474, 486 and 510, Forms 3823 Revised and 3823A.

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EXECUTIVE OFFICE OF THE PRESIDENT
Bureau of the Budget - April
PROPERTY RECORDS AND
This list provides citations
January 1945. Each list
question number.

- 4 -

CITATIONS BY MANAGEMENT BULLETIN QUESTION NUMBER Cont'd

Questions Nos.	References
18	- C.S.C. Departmental Circular 510.
20	- Same as Questions 7 and 8.
21,22	- C.S.C. Departmental Circulars 475 and Supplements and 504 and Supplements.
23,24	- 5 U.S.C. 751-798; U. S. Employees' Compensation Commission Regulations, 1939.

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al Circular 510.
References
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EXECUTIVE OFFICE OF THE PRESIDENT
Bureau of the Budget - April 1945

CITATIONS ON
PROPERTY RECORDS AND CONTROLS

This list provides citations to selected laws and regulations for use in conjunction with the Management Bulletin entitled "Property Records and Controls," issued in January 1945. Each listed citation is briefly annotated to identify the subject matter. To further facilitate use of the list, a cross-index of citations by bulletin question number appears on pages 3 and 4.

For clarity and conciseness, only basic references, applying generally to all government agencies, are included. It follows, therefore, that this list does not represent total coverage of all applicable laws, regulations, or official interpretations thereof.

Valuable assistance was given in the compilation of this list by officials of the General Accounting Office, Public Buildings Administration, Surplus Property Board, Treasury Department and other agencies.

LEGISLATION

- 5 U.S.C. 109 - Maintenance, by departments, of complete property records.
- 31 U.S.C. 89-93 - Financial accountability of officials entrusted with government property.
- 31 U.S.C. 665 - Prohibition against overexpending appropriations.
- 40 U.S.C. 1, 346 - Control and leasing of space by Public Buildings Administration in the District of Columbia.
- 40 U.S.C. 304a-304e - Control and leasing of space by Public Buildings Administration in the field.
- Public Law 364 -78th Congress - Restriction of use of penalty mail privilege.
- Public Law 457 -78th Congress - Establishment of board to control disposition of surplus government property.
- "Statutes Pertaining to the Disposition of Surplus Property" - Department of Justice, August, 1944.

EXECUTIVE ORDERS

- No. 9235 - Responsibility of Bureau of the Budget to develop effective utilization of government supplies and equipment.
- 9425 - Establishing Surplus War Property Administration.

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REGULATIONS

Bureau of the Budget:

- Budget Circular No. A-16 - Utilization of stocks of publications.
A-23 - Utilization of typewriters.
A-24 - Utilization of automotive tires and tubes.
A-26 - Utilization and disposition of equipment, materials and supplies.
A-35 - Paper conservation and salvage measures.
A-37 - Agency accountability for government credentials.
Regulation No. 4 (Revised) - Standards of stationery utilization.

Federal Works Agency:

Public Buildings Administration Form J-7 - Clearance of leases

General Accounting Office:

- General Regulations No. 46 and Supplement 1 - Use and control of transportation requests and identification cards.
86-Revised - Use and control of tax exemption certificates and identification cards.
97 - Use and control of bills of lading.
100 - Administrative appropriation and fund accounting and reporting.

Post Office Department:

Order of the Postmaster General No. 25157 - Use of penalty mail privilege.

Surplus Property Board:

- SPB Reg. 1 and Orders - Disposal of surplus property in continental U.S.
Temporary Order No. 3 - Leasing real property in period between surplus declaration and disposition.
Temporary Regulation A and Orders - Disposal of surplus property outside continental U.S.

Surplus War Property Administration:

Regulation No. 1 and Supplements - Disposal of surplus property.

Treasury Department:

Department Circular No. 618 - Use and control of tax exemption certificates and identification cards.

ADMINISTRATIVE
Post Office Department:
Letters dated July 1, 1944 and
agency heads from Comptroller
privilege.
Instructions of the Third Assistant
Comptroller dated August 8, 1944
4, 1944 - Use of penalty mail privilege.
"Dispos..."

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ation of stocks of publications.
ation of typewriters, tires and
ation of automotive tires and
s. -
ization and disposition of equip-
t, materials and supplies.
per conservation and salvage meas-
es. accountability for government
utilization.

ADMINISTRATIVE INSTRUCTIONS

Post Office Department:

Letters dated July 1, 1944 and July 18, 1944 to department and agency heads from Comptroller of Post Office - Use of penalty mail privilege.

Instructions of the Third Assistant Postmaster General and the Comptroller dated August 8, 1944, September 8, 1944 and October 4, 1944 - Use of penalty mail privilege.

MISCELLANEOUS

"Disposal of Government-Owned Personal Property" (legislation, orders, regulations) - Library of Congress, Bulletin No. 29.

U.S. Standard Form No. 2 (Revised) - Standard lease form.

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CITATIONS BY MANAGEMENT BULLETIN QUESTION NUMBER

Question Nos.	References
2	- Public Law 457-78th Congress; "Statutes Pertaining to the Disposition of Surplus Property" - Department of Justice; Executive Order 9425; SPB Reg. 1 and Orders, Temporary Order 3, Temporary Regulation A and Orders; S.W.P.A. Regulation 1 and Supplements; Library of Congress Bulletin 29.
3,4,5,6,7	- 5 U.S.C 109; 31 U.S.C. 89-93; Bureau of the Budget Circular A-35; SPB Reg. 1 and Orders; S.W.P.A. Regulation 1 and Supplements.
8	- G.A.O. General Regulations 100: Section 1, Paragraph 5; Section II, Account Numbers 33.1, '33.11, 33.6 and 33.61.
10,11	- 31 U.S.C. 89-93; Bureau of the Budget Circular A-37; G.A.O. General Regulations 46 and Supplement 1, 86-Revised, 97 and 100, Section V; Treasury Department Circular 618.
12	- Public Law 364-78th Congress; Order of the Postmaster General No. 25157; Letters dated July 1, 1944 and July 18, 1944 to department and agency heads from Comptroller of Post Office; Instructions of the Third Assistant Postmaster General and the Comptroller dated August 8, 1944, September 8, 1944 and October 4, 1944.

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CITATIONS BY MANAGEMENT BULLETIN QUESTION NUMBER Cont'd

Question Nos.	References
13	- Executive Order 9235; Bureau of the Budget Circulars A-16, A-23, A-24, A-26, and A-35, Regulation 4 (Revised); SPB Reg. 1 and Orders; S.W.P.A. Regulation 1 and Supplements.
14,15	- 31 U.S.C 665.
19	- Bureau of the Budget Circular A-26.
22,23	- Bureau of the Budget Circulars A-16 and A-35.
26,27	- 40 U.S.C 1, 304a-304e, 346; P.B.A. Form J-7.
29	- U.S. Standard Form 2 (Revised), Paragraph 8.

EXECUTIVE OFFICE OF THE PRESIDENT
Bureau of the Budget - April 1945

CITATIONS ON
RECORDS RETIREMENT AND CONTROLS

This list provides citations to selected laws and regulations for use in conjunction with the Management Bulletin entitled "Records Retirement and Controls," issued in January 1945. Each listed citation is briefly annotated to identify the subject matter. Because of the general applicability of these references to the bulletin questions, citations by specific bulletin question number are not considered necessary.

For clarity and conciseness, only basic references, applying generally to all government agencies, are included. It follows, therefore, that this list does not represent total coverage of all applicable laws, regulations, or official interpretations thereof.

Valuable assistance was given in the compilation of this list by officials of the National Archives and other agencies.

LEGISLATION

- 18 U.S.C. 234-235 - Prohibition against destruction of public records.
- 44 U.S.C. 300-300k - Establishment of National Archives.
- 44 U.S.C. 364-380 - Disposal of records.

REGULATIONS

- Bureau of the Budget:
 - Budget Circular No. A-35 - Paper salvage in the disposal of records.
- National Archives Council:
 - Adopted July 14, 1943 - Disposal of records.
 - Adopted November 9, 1944 - Classes of material for transfer.

ADMINISTRATIVE INSTRUCTIONS

- National Archives:
 - Publication No. 45-5 - "How to Dispose of Records."
 - Preliminary Draft - "The Retention and Disposal of Housekeeping
(December 1944) Records in Federal Agencies."

MISCELLANEOUS

The President:

Letters to Director, Bureau of the Budget, regarding a program for recording the history of war administration, dated March 4, 1942 and January 25, 1944. (Distribution has been made to agency Historical Officers.)

Bureau of the Budget:

Memorandum to Historical Officers on status of federal historical program, dated December 26, 1944.

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

BULLETIN NO. 1944-45:11

April 26, 1945

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Training Conferences on Budgetary Formulation

For several years I have felt that Federal budgetary administration could be improved by bringing together staff members from the various agencies for an interchange of ideas and experience. Consequently, I am glad to announce that such a program has been initiated as a joint effort of representatives of agency budget offices, the Civil Service Commission, and the Bureau of the Budget. It is one of a series of training programs which are being developed under the sponsorship of the Civil Service Commission's Advisory Committee on Management Training.

At the request of the advisory committee a plan for training in budgetary administration was prepared. In framing this plan agency budget officers, the Civil Service Commission, and the Bureau of the Budget all took part. The plan was accepted by the advisory committee with the recommendation that the program be administered by a Committee on Training in Budgetary Administration consisting of representatives of the three groups which had cooperated in developing the original plan.

A preliminary conference on budget formulation is now under way. Members of the group have been drawn from several major departments, the Federal Works Agency, the Federal Security Agency, the Veterans Administration, and the Bureau of the Budget. Its organization and program are described in the attached statements. Further conference groups are planned, and departmental and agency budget officers will be called upon to designate staff members to participate.

The conference on budget formulation represents the beginning of an activity which I hope will have a permanent place in Federal administration. Its long-run success will depend upon the support it receives from each agency.

HAROLD D. SMITH
Director

Attachments - 6 pages

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April 26, 1945

Committee on Training in Budgetary Administration

PRELIMINARY CONFERENCE ON BUDGET FORMULATION

In August, 1944, at the recommendation of the Council of Personnel Administration, the Civil Service Commission established an Advisory Committee on Management Training to assist in developing training programs for Government personnel engaged in the various phases of management work. Members of this committee are Messrs. Flemming, Civil Service Commission, Chairman; Bagley, General Accounting Office; Belsley, War Production Board; Carmody, Maritime Commission; Jump, Department of Agriculture; Mack, Treasury Procurement; Niehoff, National Housing Agency and Chairman, Committee on Training, Council of Personnel Administration; Pollock, Civil Service Commission; D. C. Stone, Bureau of the Budget; Taylor, Commerce Department; and Hogan, Executive Secretary, Civil Service Commission. This committee recommended that a program in budget formulation be undertaken as the opening phase of a long-run program of training in budgetary administration. In framing the plan approved by the committee, representatives of agency budget officers, the Bureau of the Budget, and the Civil Service Commission all took part.

It was recommended that the program be administered under the general guidance of a committee of representatives of the agency budget officers, the Bureau of the Budget, and the Civil Service Commission. This committee was organized, consisting of Messrs. Kurth, State Department; Northrop, Interior Department; Pollock, Civil Service Commission; and Scott and Shipman of the Bureau of the Budget. Detailed preparation of training materials and plans for meetings is the responsibility of a group of Budget Bureau and agency staff members.

The purpose of the program in budget formulation is to strengthen the understanding and skill of Government personnel engaged in budgetary work by conducting a series of carefully planned discussions at which the requirements, methods, and problems of formulating budget estimates can be thoroughly analyzed and related to the primary objective of the Federal budget as a financial plan for the annual operations of the Government. A major objective is to equip each member of the group with a realistic understanding of how other agencies are attacking common problems so that he is better prepared to contribute to better budget formulation in his own agency. It is expected that the program in budget formulation will be followed by another dealing with budget execution and control. The method is conference discussion under the chairmanship of a departmental or agency budget officer.

For the purpose of testing and refining the materials and method, an experimental conference is being conducted in advance of the regular

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Session 10: PROCEDURE FOR INTERNAL ESTIMATE REVIEW

(April 19)

The use of successive stages of estimate review to assure accuracy, completeness, and consistency in the agency budget. Distribution of review responsibility. Alternative methods and devices involved.

Session 11: PREPARATION OF THE EXECUTIVE BUDGET

(April 26)

Review by Bureau of the Budget and President; subsequent adjustments by operating agencies; the annual Budget and supplemental documents.

Session 12: CONGRESS AND THE BUDGET

(May 3)

Congressional organization and procedure with respect to appropriations and other budgetary legislation. Executive representation before Congress.

PRELIMINARY TRAINING CONFERENCE
Qualifications of Participants

Each person selected for
should:
1. Have knowledge of
the budget process
as a staff member
and as a manager

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IMMEDIATE REVIEW (April 19)
Review to assure accuracy,
agency budget. Distribution of review
and devices involved.
LIVE BUDGET (April 26)
Identify subsequent adjustments by
and supplemental documents.
(May 3)

PRELIMINARY TRAINING CONFERENCE ON BUDGET FORMULATION

Qualifications of Participants

Each person selected for participation in the preliminary conference should:

1. Have "second man" or "second level" responsibility in the budget office where he works. Except in the case of very small bureaus, the budget officer should not be selected because as a general rule he has broad administrative responsibilities and necessarily relies upon subordinates for the detailed work of analyzing budgetary requirements and developing estimates of appropriation. An employee performing routine processing operations exclusively should not be selected. In brief, the conference members should be the men who, in their budget offices, are primarily engaged in giving assistance to operating officials in developing estimates, analyzing program plans to determine personnel and other expense requirements, preparing or reviewing justifications, and assisting in the presentation of estimates to the department or the Bureau of the Budget.
2. Have been engaged in the work indicated in the preceding paragraph long enough to have a thorough understanding of the budget methods used by the agency. No minimum experience is specified, but sufficient work background is necessary to permit the conference member to explain the methods used in his agency and to participate in the discussion of methods used by other agencies.
3. Be a person upon whom the budget officer (to whom he reports) relies for initiative and resourcefulness in developing and appraising ideas for the strengthening of the budgetary methods used in the agency. It is important that each agency represented profit by the presentation and discussion of other agencies' experience which will occur during the conference meetings.

The age of the person, salary level and educational background are not controlling considerations in terms of the qualifications stated above. It may be noted, however, that persons meeting these requirements are generally at grades CAF-7 to CAF-12.

Where two participants are designated from a department or agency, they should, if possible, be persons who have related responsibilities. For example, one person might be selected from a bureau and the other from the department budget office. In this case the person selected from the departmental level should be a staff member who is acquainted with the budget estimates of the bureau which is being represented. Where this selection is not feasible, the two representatives should be selected from different bureaus of the department.

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CONFERENCE ON BUDGET FORMULATION
Preliminary Series - Feb. 15 to May 3, 1945

Chairman:

Harry Kurth, Chief, Division of Budget and Finance, Department of State

(Alternate: Vernon D. Northrop, Director, Division of Budget and
Administrative Management, Department of the Interior)

Participants:

Keith Hanna, Department of Agriculture (Farm Security Administration)
Paul Wilson, Department of Agriculture
C. J. McGinnis, Department of Commerce (Civil Aeronautics Administration)
John T. Moore, Department of Commerce (Bureau of the Census)
Robert J. Ballantyne, Department of the Interior
John L. Ramsey, Department of the Interior (Geological Survey)
Allen W. Corthell, Department of Justice
Bertram F. Sheehy, Department of Labor
*Lt. (j.g.) Verne B. Lewis, Navy Department
John C. White, Post Office Department
Harold G. Kissick, Department of State
Edward J. Heid, Treasury Department
Joe N. McCollum, Treasury Department (Bureau of Internal Revenue)
Lawrence Backs, Federal Security Agency
Roy Wynkoop, Federal Security Agency (Social Security Board)
Preston C. Jumonville, Federal Works Agency
Charles L. Jacobs, Veterans Administration
Victor Da Silva (Inter-American Intern), Bureau of the Budget
*Allen D. Manvel, Bureau of the Budget
*Norman L. Munster, Bureau of the Budget
Donald G. Schuler, Bureau of the Budget
*Carl W. Tiller, Bureau of the Budget
Adolf Woernle, Jr., Bureau of the Budget

Committee on Training in Budgetary Administration:

Harry Kurth, Department of State
Vernon D. Northrop, Department of the Interior
Ross Pollock, Civil Service Commission (Ralph M. Hogan, alternate)
George A. Shipman, Bureau of the Budget
James E. Scott, Bureau of the Budget

*Will have special responsibility for introduction of discussion topics
and explanation of prepared illustrative materials.

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Cons with Budget

SUPPLEMENT NO. 1

BUDGET - TREASURY

REGULATION NO. 5

RELATING TO

REPORTS OF PERSONAL PROPERTY ABROAD

BY

NONMILITARY U. S. GOVERNMENT AGENCIES

ISSUED UNDER

EXECUTIVE ORDER NO. 8512

AS AMENDED BY

EXECUTIVE ORDER NO. 9084

MARCH 31, 1945

**ISSUED BY THE BUREAU OF THE BUDGET
AND THE TREASURY DEPARTMENT**

G. S. - FEA No. 1809

0-4009- Cover

000560

BUDGET-TREASURY REGULATION NO. 5

SUPPLEMENT NO. 1

Relating to Reports of
PERSONAL PROPERTY ABROAD
by
NONMILITARY U. S. GOVERNMENT AGENCIES

Issued Under Executive Order No. 8512
As Amended by Executive Order No. 9084

March 31, 1945

1. This Supplement to Budget-Treasury Regulation No. 5 requires each agency of the United States Government having personal property abroad, except the War and Navy Departments, to prepare and submit to the Clearing Office for Foreign Transactions and Reports of the Foreign Economic Administration, Washington 25, D. C. and the Bureau of Accounts of the Treasury Department, Washington 25, D. C., quarterly inventory reports covering such property. The first report shall be submitted as of March 31, 1945.

2. The Report of Personal Property Abroad shall contain information on inventories of U. S. Government-owned personal property on hand in each foreign country, except classes of property excluded by paragraph 14 of this Supplement.

3. The general provisions of Budget-Treasury Regulation No. 5 relating to the number of copies of the report, the form of the report, the requisition and supply of blank forms, and the submission and consideration of questions in connection with the preparation of the report shall be applicable to the reports transmitted under this Supplement.

/s/ D. W. BELL,

/s/ HAROLD D. SMITH,

Acting Secretary of the Treasury Director of the Bureau of the Budget

I concur:

/s/ LINDSAY C. WARREN,

Comptroller General of the United States
(III)

G-4092-p1 of 14 nobu

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SECTION I

GENERAL INSTRUCTIONS

4. Purpose. This Supplement to Budget-Treasury Regulation No. 5 provides for the reporting of U. S. Government-owned inventories of personal property abroad by U. S. Government agencies, except the War and Navy Departments. The purpose of the Report of Personal Property Abroad, Budget-Treasury Form 51 (Exhibit A), hereinafter referred to as Form 51, is the same as for facilities and installations abroad as described in paragraph 7 of Budget-Treasury Regulation No. 5.

5. Terminology. The terms used for reporting under this Supplement shall have the following meanings:

- (a) Personal Property Abroad. This term shall include any property, other than real property, owned by the United States or any U. S. Government agency located outside the United States and its territories and possessions, including such property as equipment, machines, accessories, parts, assemblies, products, commodities, materials, and supplies, whether new or used. (See paragraphs 13 and 14.)
- (b) Stockpiles. This term shall include materials purchased and held by one U. S. Government agency for the contingent use of, or allocation by, other U. S. Government agencies and shall further include materials held as a contingent reserve and as a margin of safety to provide against the interruption of supply or production. It shall include materials acquired;
 - (1) Through preclusive buying;
 - (2) To stabilize markets;
 - (3) To insure supply of materials, equipment, and supplies, such as tires, petroleum, petroleum products, machine tools, food, etc., required for essential war uses, the procurement of which in adequate quantities, quality, and time is sufficiently uncertain for any reason to require prior provision for the supply thereof;
 - (4) As reserve stocks of strategic and critical materials, including strategic minerals and metals.

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- (c) Strategic and Critical Materials, Including Strategic Minerals and Metals. This term shall include all minerals in Groups A and B of the Army and Navy Munitions Board's List of Strategic and Critical Materials (Appendix A). With respect to copper, lead, zinc, tin, manganese, manganese, chromite, industrial diamonds, nickel, molybdenum, tungsten, mercury, mica, quartz crystals, cadmium, fluorospar, cobalt, tantalite, antimony, vanadium, platinum, beryl, and graphite, the stocks thereof shall include ores, concentrates, alloys, and completely fabricated articles of which the principal components by value consist of such minerals and metals.
6. Classification of Data. In order to serve the purposes intended, the data reported shall be classified according to foreign country and commodity as follows:

- (a) Foreign Country. Personal property abroad shall be reported for each independent country or dependency thereof, in which the property is located, in accordance with the names and codes appearing in the geographical classification lists attached as Appendices A and B to Budget-Treasury Regulation No. 4. Such lists include all countries and the more important dependencies arranged (1) alphabetically and (2) by area. Personal property located in the United States or its territories and possessions is not to be reported. However, personal property located in the Philippine Islands is to be reported.

- (b) Commodity Classification. Personal property abroad shall be classified (1) by commodity (showing quantity and cost) for each item classified as a stockpile item as defined in paragraph 5(b), and (2) by the major groups (2 digits) of the Standard Commodity Classification (showing cost for each group) for all other items of personal property, except that where the amount involved is relatively small the Clearing Office for Foreign Transactions and Reports may authorize reporting the total value under the category of "Materials, Equipment, and Supplies".

7. Methods of Determining Cost. Cost of personal property abroad shall be reported on the basis of cost to the United States in terms of United States dollars. The recorded procurement cost shall be reported or, in its absence, the estimated original cost,

excluding transportation or handling charges incurred after original purchase, except that U. S. Government corporations and other U. S. Government agencies buying and selling commodities in their normal operations shall report the complete cost of the commodities as carried in their books of account. The factors and principles used in determining cost shall be explained in the statement required by paragraph 8.

8. Supporting Statements. Each U. S. Government agency required to report under this Supplement shall furnish with each report an explanation of (a) the rate of exchange used by its central office to convert to United States dollars the cost reported by the field offices in foreign currency, and (b) the factors and principles used in determining cost under paragraph 7. If in succeeding reports the basis of determining cost remains the same, an affirmative statement to that effect will be sufficient. If there is any personal property required to be reported under this Supplement which is omitted because of circumstances beyond the control of the reporting agency, the supporting statement shall also include an explanation of the circumstances and the property excluded.

9. Periods to be Covered by Reports. The reports shall be compiled quarterly as of September 30, December 31, March 31, and June 30. The first report shall be submitted as of March 31, 1945.

10. Time to be Submitted. The reports shall be submitted on or before the close of the second month following the end of the reporting quarter.

11. Sources of Data Included in Reports. The data reported by each U. S. Government agency shall be compiled on the basis of accounting or other records available to the reporting agency. Cost shall be reported as provided in paragraph 7.

12. Additional Information Which May be Requested. Each U. S. Government agency required to report under this Supplement shall have available records or other data sufficiently comprehensive to provide information necessary for supporting the reports, and shall furnish such detailed information upon the request of the Clearing Office for Foreign Transactions and Reports. For example, supplementary information may be requested concerning the location, description, quantity, unit, and cost of each item or group of items included in reports submitted under this Supplement.

13. Personal Property to be Included in Reports. The following classes of personal property shall be included in reports submitted under this Supplement:

- (a) Stockpiles of strategic and critical materials, including strategic minerals and metals;
 - (b) Other stockpiles procured and held for contingent use or allocation;
 - (c) Stocks of personal property, including tires, petroleum, petroleum products, machine tools, food, etc., procured and held for issue and use by the owning agency;
 - (d) Commodity pools in which the United States has a financial interest, other than "civilian supply pools" hereinafter excluded under paragraph 14(h);
 - (e) Watercraft (small craft) which are not based in the United States and which could not be returned to the United States under their own power or which could not be towed back;
 - (f) Machinery, equipment, and similar personal property installed in facilities and installations which are not included in reports submitted under Budget-Treasury Regulation No. 5;
 - (g) Returns of Lend-Lease articles which have been accepted by the United States Government;
 - (h) Scrap when considered as a stockpile item (e.g., scrap rubber);
 - (i) Personal property on hand which has been determined to be surplus to the needs of the owning agency but which has not been formally declared surplus on the prescribed report form of the Surplus Property Board;
 - (j) All other classes of personal property normally carried in the inventories of the reporting agency and which are not excluded under paragraph 14.
14. Property to be Excluded from Reports. The following classes of property shall be excluded from reports submitted under this Supplement:

- (a) Facilities and installations and the machinery, equipment, and similar personal property considered to be an integral part thereof, as defined in paragraphs 8 and 22 of Budget-Treasury Regulation No. 5;
 - (b) U. S. Government-owned inventories of materials, equipment, and supplies furnished to a manufacturer to be used as components in the manufacture, production, or fabrication of a product under a U. S. Government contract;
 - (c) Domestic inventories procured and held for delivery to foreign governments under the Lend-Lease Act;
 - (d) Lend-Lease property under the custody or control of foreign governments and also property transferred to foreign governments under the Lend-Lease Act even though actual delivery has not been completed;
 - (e) Lend-Lease personal property tendered for return to the United States Government, but not accepted up to the time of reporting;
 - (f) Personal property identified as property made available to the United States by a foreign government under Reverse Lend-Lease;
 - (g) Aircraft and watercraft based in the United States but traveling to foreign countries and watercraft (ocean-going ships, barges, or floating drydocks) which could be returned to the United States under their own power or which could be towed back;
 - (h) "Civilian supply pools" in which the United States has a financial interest, which are covered by Budget-Treasury Regulation No. 5;
 - (i) Scrap, unless considered as a stockpile item;
 - (j) Personal property on hand which has been determined to be surplus to the needs of the owning agency and formally declared surplus on the prescribed report form of the Surplus Property Board.
- Office equipment and supplies used by U. S. Government agencies in their normal administrative operations shall be excluded unless merged in records with other property which is to be reported.

REPORT OF PERSONAL PROPERTY ABROAD (FORM 51)

15. General. U. S. Government-owned personal property, as described in paragraph 13 of this Supplement, which is on hand in each foreign country as of the end of each quarter shall be reported on Form 51. Personal property which one U. S. Government agency has on loan from another U. S. Government agency shall be reported by the U. S. Government agency owning and accountable for such property rather than by the U. S. Government agency in possession thereof. Personal property which any U. S. Government agency has on loan from any source other than another U. S. Government agency, shall not be included in any report submitted under this Supplement.

16. Entries on the Report. Countries shall be arranged alphabetically by country name, and under each country commodities shall be listed alphabetically by the commodity name or in the order of the major groups (2 digits) of the Standard Commodity Classification, as illustrated in Exhibit A. A one-line entry shall be made for each commodity or commodity group.

17. Explanation of Reporting Form. The manner in which the report is to be prepared is outlined below by reference to columnar headings on Form 51.

(a) Country and Commodity (Column 1). The country name and commodity or commodity group name shall be listed in this column as provided in paragraphs 6 and 16 above. The commodity shall be described in sufficient detail to provide ready identification in order to permit the Clearing Office for Foreign Transactions and Reports to properly code each item listed.

(b) Code (Column 2). The reporting agency shall insert the country code in this column opposite the country name. No entry shall be made in this column for the commodity code since such code will be inserted by the Clearing Office for Foreign Transactions and Reports.

(c) Unit (Column 3). Report in this column, for each item considered as a stockpile item, the unit of measurement such as each, ounce, Troy ounce, pound, ton, gallon, thousand, bushel, feet, barrel, etc. Distinguish between long, short, and metric tons.

Clearly understandable abbreviations may be used. Whenever possible, the type of unit to be used for reporting purposes shall be the unit specified in the "Statistical Classification of Imports into the United States", issued by the Bureau of Census, Department of Commerce. If the unit of measurement is not shown in this classification, the reporting agency should consult with the Clearing Office for Foreign Transactions and Reports regarding the unit to be used. If a commodity is procured in more than one unit of measurement, it will be necessary for the reporting agency to convert the units of procurement of that commodity to the unit to be used in the report.

(d) Quantity (Column 4). Report in this column the quantity of each stockpile item in terms of the unit shown in column (3) as described above.

(e) Total Cost (Column 5). Report in this column the total cost in terms of United States dollars, omitting cents, of (a) each stockpile item, or (b) all items included in each major group (2 digits) of the Standard Commodity Classification, or (c) all items included under the category of "Materials, Equipment, and Supplies". The total for each country shall be reported in this column and a grand total at the bottom of the last sheet of the report.

REPORT-INDUSTRIAL FORM 31
(Rev. 10-15-63 and R. 5-1-64)
FISCAL SERVICE - BUREAU OF ACCOUNTS
Inspected by Director of Bureau of the Budget

REPORT OF PERSONAL PROPERTY ABROAD

Sheet 1 of 1 sheets

As of March 31, 1945

Department or Agency
International Commodity Corporation

Country and Commodity	Code	Unit	Quantity	Total Cost
(1)	(2)	(3)	(4)	(5)
COUNTRY "A"				
Coffee		Lb	8,500,000	1,275,000
Diamonds, Industrial		Carats	15,000	531,000
Meat		Lb	4,200,000	1,722,000
Tapdices		Lb	500,000	22,750
Tires		Each	12,000	190,000
Tubes		Each	28,500	111,000
Materials, Equipment, and Supplies				114,318
Total				3,906,068
COUNTRY "B"				
Crude Rubber and Allied Gums		Lb	19,100,000	1,337,000
Wheat		Bu	32,800,000	25,912,000
Materials, Equipment, and Supplies				69,872
Total				27,312,872
COUNTRY "C"				
Codfish Oil		Gal	7,500	3,150
Fish and Fish Products		Lb	87,400,000	568,100
Sugar - Raw		Lb	210,000,000	7,770,000
Sugar - Refined		Lb	396,800,000	7,936,000
General Purpose Industrial Machinery and Equipment				188,571
Electrical Machinery and Equipment				134,479
Special Industry Machinery				86,113
Metallurgical Machinery				169,873
Construction, Mining, Excavating Machinery				1,361,336
Motor Vehicles				108,921
Total				18,326,613
GRAND TOTAL.....				49,545,553

The reporting agency shall insert in this column the appropriate country codes, but not the commodity codes.

I hereby certify that this statement has been prepared in conformity with the requirements of Executive Order No. 9512 as amended by Executive Order No. 9064 and the applicable regulations thereunder.

Signature John Doe
Title Director
Date May 15, 1945

ARMY AND NAVY MUNITIONS BOARD

Washington, D. C.

LIST OF STRATEGIC AND CRITICAL MATERIALS (November 20, 1944)

GROUP "A"

Materials for which stockpiling is deemed the only satisfactory means of insuring an adequate supply for a future emergency.

Agar	Mercury
Antimony	Mica
Asbestos	Muscovite Block and Film,
Rhodesian Chrysolite	Good Stained and Better
South African Amosite	Muscovite Splittings
Bauxite	Phlogopite Splittings
Beryl	Monazite
Bismuth	Nickel
Cadmium	Opium
Castor Oil	Optical Glass
Celestite	Palm Oil
Chromite	Pepper
Metallurgical Grade	Platinum Group Metals
Refractory Grade	Iridium
Rhodesian Origin	Platinum
Other Origin	Pyrethrum
Cobalt	Quartz Crystals
Coconut Oil	Quebracho
Columbite	Quinidine
Copper	Quinine
Cordage Fibers	Rapeseed Oil
Manila	Rubber
Sisal	Crude Rubber
Corundum	Natural Rubber Latex
Diamonds, Industrial	Rutile
Emetine	Sapphire and Ruby
Graphite	Shellac
Amorphous Lump	Sperm Oil
Flake	Talc, Steatite, Block or Lava
Hyoscine	Tantalite
Iodine	Tin
Jewel Bearings	Tung Oil
Instrument Jewels, Except Vee Jewels	Tungsten
Sapphire and Ruby Vee Jewels	Vanadium
Watch and Time-Keeping Device Jewels	Zinc
Kapok	Zirconium Ores
Kyanite, Indian	Baddeleyite
Lead	Zircon
Manganese Ore	
Battery Grade	
Metallurgical Grade	

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ARMY AND NAVY MUNITIONS BOARD

Washington, D.C.

LIST OF STRATEGIC AND CRITICAL MATERIALS (November 20, 1944)

GROUP "B"

Materials practicable for stockpiling, but recommended for acquisition only to the extent available for transfer from Government Agencies because adequacy of supply can be insured either by stimulation of existing North American production or by partial or complete use of available substitutes.

Aluminum
Barite
Chalk, English
Chromite
 Chemical Grade
Cryolite, Natural
Diamond Dies
Emery
Fluorspar
 Acid Grade
 Metallurgical Grade
Graphite
 Crystalline Fines
Magnesium
Mica
 Muscovite Block, Stained and Lower
 Phlogopite Block
Molybdenum
Platinum Group Metals
 Osmium
 Palladium
 Rhodium
 Ruthenium
Selenium
Talc, Steatite, Ground
Wool

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**BUDGET - TREASURY
REGULATION NO. 6**

**RELATING TO
REPORTS OF CIVILIAN SUPPLIES AND RELIEF AND
REHABILITATION ITEMS FURNISHED FOR DISTRIBUTION ABROAD**

**ISSUED UNDER
EXECUTIVE ORDER NO. 8512**

**AS AMENDED BY
EXECUTIVE ORDER NO. 9084**

DECEMBER 31, 1944

**ISSUED BY THE BUREAU OF THE BUDGET AND
THE TREASURY DEPARTMENT**

6-5912-Cover

000569

BUDGET-TREASURY REGULATION NO. 6
RELATING TO REPORTS OF CIVILIAN SUPPLIES AND
RELIEF AND REHABILITATION ITEMS FURNISHED
FOR DISTRIBUTION ABROAD

Issued Under Executive Order No. 8512
As Amended by Executive Order No. 9084

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SECTION I

GENERAL INSTRUCTIONS

4. The original of the quarterly report shall be transmitted to the Clearing Office for Foreign Transactions and Reports of the Foreign Economic Administration, Washington 25, D. C., and two copies thereof shall be transmitted to the Bureau of Accounts, Treasury Department, Washington 25, D. C.

5. All questions regarding this Regulation should be submitted to the Clearing Office for Foreign Transactions and Reports.

/s/ D. W. BELL,

/s/ HAROLD D. SMITH,

Acting Secretary of the Treasury Director of the Bureau of the Budget

I concur:

/s/ LINDSAY C. WARREN,

Comptroller General of the United States

6. Purpose. The purpose of the reports of civilian supplies and foreign relief and rehabilitation is to gather and consolidate information showing as completely as possible, according to foreign countries and by categories of commodities, the value of civilian supplies and relief and rehabilitation items furnished directly or indirectly by the United States Government to foreign countries or other entities abroad and a statement showing the status of all funds made available for foreign relief and rehabilitation or civilian supply activities.

7. Character of civilian supplies and foreign relief and rehabilitation transactions. Civilian supplies and foreign relief and rehabilitation transactions, hereinafter referred to as "civilian relief", involve the furnishing of goods, services, and funds by the United States Government to provide relief or rehabilitation to any foreign government or other foreign entity abroad, and include commodities and services furnished by the armed services of the United States for use by civilians in liberated and occupied areas during the military period. In any case of doubt as to whether the goods, services or funds furnished are primarily for civilian or military use, the reporting agency shall decide on the basis of information available to it and report accordingly. Inasmuch as monies received by the United States as reimbursement for civilian relief will be reported under Budget-Treasury Regulation No. 4, they are not to be reported under this Regulation.

8. Within this concept, civilian relief shall include primarily the following:

- (a) Supplies issued by the armed services of the United States for civilian use abroad, and supplies, facilities and services provided directly by other agencies of the United States Government to foreign governments or other foreign entities abroad.
- (b) Supplies, services, and funds furnished by the United States Government to international or national agencies for civilian relief, including such items furnished to the United Nations Relief and Rehabilitation Administration, the Intergovernmental Committee on Refugees, and the American Red Cross.

9. The following transactions shall not be reported under this Regulation:

- (a) Transfers to foreign governments made under lend-lease or reverse lend-lease agreements, including retransfers and returned lend-lease or returned reverse lend-lease, as well as goods and services provided by any agency of the United States Government at the request of a foreign government or other foreign entity under authority of the Lend-lease Act with funds provided by the foreign government or other entity, either in advance of procurement or where an agreement provides for reimbursement to the United States Government.
- (b) Transactions classified as loans, advances, or financial aid under Supplement 2 to Budget-Treasury Regulation No. 4.
- (c) Goods, services, and funds provided through non-governmental channels by United States citizens or other residents within the United States, even though the furnishing of such goods, services, and funds be accomplished through an agency approved by the United States Government, as for example, contributions from private sources to the Red Cross or United Nations Relief and Rehabilitation Administration.
- 10. Valuation of Supplies and Services. Insofar as feasible, supplies furnished for civilian relief shall be reported at "landed cost" which is defined as including all costs for delivering civilian relief commodities at the end of ship's tackle at the port of final debarkation. If the landed cost basis of valuation is not feasible, the agency should consult with the Clearing Office for Foreign Transactions and Reports, hereinafter referred to as the Clearing Office, as to an appropriate basis of valuation. Services shall be reported at actual cost. If actual cost is not available the closest approximation thereto shall be used.
- 11. Classification of Transactions. Except as hereinafter provided, civilian relief will be classified according to country and category of commodities furnished:
 - (a) Foreign Country. Classification according to country shall be on the geographical basis indicated in Appendices A and B of Budget-Treasury Regulation No. 4. All supplies provided to a recipient country shall be charged to that country

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whether they are turned over to a recognized government or authority within the country or distributed directly by Allied or United States armed forces.

- (b) Commodity Classification. Classification by category of commodities furnished, including one category for services rendered for use by agencies other than the armed services of the United States, shall be on the bases set forth in paragraphs 22 and 34 of this Regulation.
- 12. Form of Reports. The reports of civilian supplies and relief and rehabilitation items furnished for distribution abroad shall be submitted on the following Budget-Treasury forms:
 - (a) Form 60 - Report of Net Shipments of Civilian Supplies to Combined Pools Abroad (Exhibit A).
 - (b) Form 61 - Report of United States' Share of Bills Rendered for Pooled Civilian Supplies Distributed Abroad (Exhibit B).
 - (c) Form 62 - Report of Civilian Supplies or Relief and Rehabilitation Items Furnished for Distribution Abroad (Exhibit C).
- 13. Supply of Forms. Supplies of Forms 60, 61 and 62 will be furnished by the Clearing Office upon request.
- 14. Report of Funds Obligated and Expended. In addition to the reports referred to in paragraph 12, each agency receiving an appropriation or allocation of funds which is used for civilian relief activities shall report each quarter, in either tabular or narrative form, or both, the amount of funds appropriated or allocated for this purpose, and the extent to which these funds have been obligated and expended, as well as the amounts spent (a) for administrative expenses not assignable to particular countries, (b) for services not assignable to particular countries, and (c) for contributions to such agencies as the United Nations Relief and Rehabilitation Administration. In the event the reporting agency cannot segregate expenditures for civilian relief from other expenditures charged against an appropriation or allocation, it shall submit a statement to that effect, giving the reasons therefor and listing the titles of the appropriations and allocations against which such civilian relief expenditures are charged.

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15. Periods to be Covered by Reports. The reports shall be compiled quarterly for the periods ending September 30, December 31, March 31, and June 30. Amounts contained in the reports shall be cumulative from the beginning of each fiscal year (July 1), irrespective of the fiscal years for which appropriations were made, and should be submitted on the basis of information received and recorded in the accounts in the agency's central office where the data are compiled. Under this arrangement, transmittal of the quarterly reports shall not be delayed in order to include data from field offices or other sources of information which do not furnish their reports in time to be consolidated in the current report. Data for prior periods received in the agency's central office after the submission of the current report should be included in the regular report. Special arrangements will be made by the Clearing Office with each agency to furnish similar information, insofar as practicable, for the fiscal years 1941 to 1944 inclusive.

16. Time to be Submitted. The reports shall be submitted on or before the fifteenth of the second month following the end of the quarter to which the reports pertain.

17. Sources of Data Included in Reports. The data reported by each agency shall be compiled on the basis of accounting or statistical records of the reporting agency or on the basis of reports submitted to it by those acting as its agents in any foreign relief transaction. The agency shall report the amounts in terms of United States dollars. Cents may be omitted.

SECTION II

REPORTS OF CIVILIAN SUPPLIES

18. Reports by Military Services of the United States. The military services of the United States shall report civilian supplies furnished and distributed abroad through combined Allied pools on Budget-Treasury Forms 60 (Exhibit A) and 61 (Exhibit B), as hereinafter described. The War Department shall also report on these forms civilian supplies furnished without reference to combined pools.

Report of Net Shipments of Civilian Supplies to Combined Pools Abroad.
Budget-Treasury Form 60 (Exhibit A)

19. The Report of Net Shipments of Civilian Supplies to Combined Pools Abroad, Budget-Treasury Form 60 (Exhibit A) covers the value, as defined in paragraph 10 of this Regulation, of net shipments of civilian supplies to theaters of operations or foreign countries.

20. Theaters of Operations. A separate sheet shall be submitted for each theater of operations. In case substantial shipments are made directly to individual countries rather than to theaters of operations, the armed service making the report may, however, report such shipments on a country basis instead of on the basis of theaters of operations. In such cases, a separate sheet shall be used for each country.

21. Categories of Civilian Supplies, to be Used by the Navy Department (Column 1). The Navy Department shall use the categories of civilian supplies listed in paragraph 34 (a) through (j) in reporting on either Form 60 (Exhibit A) or Form 62 (Exhibit C).

22. Categories of Civilian Supplies, to be Used by the War Department (Column 1). The categories of civilian supplies listed in this column shall be used exclusively by the War Department and shall include the following:

(a) Foodstuffs (Category 1)

Items reported in this category shall include grains, cereals and preparations; animal feeds (if animals are for immediate human consumption or dairy production);

meats and meat products; fish, shellfish, and products; eggs and dairy products; vegetables, fruits, nuts, and preparations; sugar and related products; oils, fats, and derivatives (animal and vegetable); miscellaneous foods and food preparations; beverages; and tobacco and tobacco products, if furnished.

(b) Soap (Category 2)

Items reported in this category shall include laundry, toilet, G. I., and miscellaneous soap.

(c) Medical and Sanitary Supplies (Category 3)

Items reported in this category shall include drugs, medicines, pharmaceutical supplies and equipment; laboratory and reagent chemicals; hospital equipment, including sterilization equipment, and surgical and diagnostic instruments, dressings, attire, appliances and supplies; X-ray equipment, accessories, and supplies; laboratory equipment and supplies; C.A.D. hospital, C.A.D. medical, C.A.D. sanitary, C.A.D. antimalarial, C.A.D. antityphus, and C.A.D. veterinary units and components, and miscellaneous medical equipment and supplies.

(d) Coal (Category 4)

Items reported in this category shall include anthracite, bituminous, lignite, and miscellaneous coal.

(e) Petroleum Products (Category 5)

Items reported in this category shall include gasoline (motor fuel), kerosene, gas oil, Diesel oil, grease and lubricants, wax and wax products, and other petroleum products.

(f) Communication and Transportation Equipment, Including Repairs (Category 6)

Items reported in this category shall include radio broadcast receiving and transmitting equipment and apparatus, commercial and specialized radio communication equipment, electronic devices and tubes (except medical), telephone and telegraph equipment, and

miscellaneous communication equipment, parts, and repairs; aircraft, ships, small watercraft, and marine propulsion machinery; railroad transportation equipment; motor vehicles; dock equipment; street railway and bus equipment; and miscellaneous transportation equipment, parts and repairs for transportation equipment.

(g) Industrial Equipment and Repairs (Category 7)

Items reported in this category shall include general purpose machinery and equipment, electrical machinery and apparatus, special industrial machines, and metal-working machinery and equipment; construction, mining, excavating and related machinery; office and printing machines; water, gas, and sewage repair equipment and supplies; and parts and repairs.

(h) Other Equipment, Except Agricultural (Category 8)

Items reported in this category shall include plumbing and heating equipment, refrigerating equipment, lighting fixtures, furniture and fixtures, photographic goods and processed motion pictures, and optical instruments and apparatus; indicating, recording, and controlling instruments and accessories (except watches and clocks); other professional and scientific instruments and apparatus; and miscellaneous equipment, parts, and repairs.

(i) Agricultural Supplies and Equipment (Category 9)

Items reported in this category shall include seeds and plants; fertilizers and fertilizer materials; pesticides and agricultural chemicals; live animals; agricultural machinery and implements (including parts, repairs, and accessories); tractors, farm trailers, trucks and wagons (including parts and repairs); and miscellaneous agricultural materials, supplies, and equipment (including parts, accessories and repairs).

(j) Clothing, Shoes, and Textiles, Including Blankets (Category 10)

Items reported in this category shall include finished garments, footwear, bedding, fabricated textile products, textile basic manufacturers, leather materials, shoe stock,

dressed furs, hides, raw cotton, raw wool, findings used in the manufacture of clothing and textiles, dyes, and miscellaneous clothing, shoes, and textiles.

(k) Miscellaneous Manufactured End Products (Category 11)

Items reported in this category shall include and products of leather (except apparel and footwear), converted paper products and pulp goods, products of paper printing and publishing industries, and products of natural or synthetic rubber (except tires, footwear, clothing, medical, and laboratory), and products of metal industries (except machinery and equipment), finished wood products (except furniture and millwork), and products of glass, clay, and stone (except medical), building materials, and miscellaneous end products of manufacturing industries.

(l) Miscellaneous Materials and Products (Category 12)

Items reported in this category shall include inedible crude products; wood and paper materials, not elsewhere classified; chemicals (except agricultural, medical, and laboratory reagents); iron and steel; alloys and nonferrous metals; fabricated metal basic products, not elsewhere classified; nonmetallic mineral basic products, structural and nonstructural; and other materials and products not elsewhere classified.

23. Shipments (Column 2). Report in this column the total landed cost of each category of supplies shipped to the theater of operations or country concerned.

24. Diversions of Civilian Supplies (Columns 3 and 4). Report in these columns diversions of civilian supplies as follows:

- (a) Diversions of Military Stocks (Column 3). Report in this column the net transfer of civilian supply stocks to military stocks within the military theater of operations. If the net diversion has been from military to civilian supply stocks, a plus entry shall be made; if the net diversion has been from civilian supply to military stocks, a minus entry shall be made.

- (b) Other Diversions (Column 4). Report in this column the net adjustments to shipment figures necessary to take into account ship losses, ship diversions, and differences in shipment arrivals as reported by the theater. If the net diversion has resulted in an increase in the civilian supply stocks in any theater of operations, a plus entry shall be made; if the net supply stocks in any theater of operations, a minus entry shall be made.

25. Net Shipments (Column 5). Report in this column the total of the three preceding columns for each theater of operations or country, taking into account the plus or minus entries in columns (3) and (4).

26. Total. A total shall be shown for each of the amount columns.

Report of United States' Share of Bills Rendered for Pooled Civilian Supplies Distributed Abroad
Budget-Treasury Form 61 (Exhibit B)

27. The Report of United States' Share of Bills Rendered for Pooled Civilian Supplies Distributed Abroad, Budget-Treasury Form 61 (Exhibit B), covers the value, as defined in paragraph 10 of this Regulation, of total supplies distributed and the United States' share of bills rendered to each recipient country by the combined Allied pools of civilian supplies. Reporting agencies submitting Form 60 (Exhibit A) shall also submit Form 61 (Exhibit B).

28. Recipient Country (Column 1). Report in this column the name of each country, as defined in paragraph 11 (a) of this Regulation, which has received civilian supplies. In cases where compliance with the country classification provided in Budget-Treasury Regulation No. 4 is not practicable, the Clearing Office may approve the use of a less detailed country classification.

29. Total Supplies Distributed (Column 2). Report in this column the value of civilian supplies distributed to recipient countries listed in column (1), which comprises supplies distributed from combined Allied pools and those distributed directly from United States stocks. This column will therefore include the distribution

of supplies furnished by other governments as well as the Government of the United States. All supplies provided to a recipient country shall be charged to that country whether they are turned over to a recognized government or authority within the country or distributed directly by Allied or United States forces.

30. United States Government's Share of Bills Rendered (Column 3). Report in this column the United States Government's share of bills rendered to each recipient country for supplies distributed as reported in column (2).

31. Total. A total shall be shown for each of the amount columns.

SECTION III

Report of Civilian Supplies or Relief and Rehabilitation Items Furnished for Distribution Abroad. Budget-Treasury Form 62 (Exhibit C)

32. The Report of Civilian Supplies or Relief and Rehabilitation Items Furnished for Distribution Abroad, Budget-Treasury Form 62 (Exhibit C) covers the value, as defined in paragraph 10 of this Regulation, of civilian relief furnished for distribution abroad by agencies having civilian relief transactions other than those reporting on Forms 60 (Exhibit A) and 61 (Exhibit B).

33. Country (Column 1). Report in this column the name of each country as defined in paragraph 11 (a) of this Regulation, which has received civilian relief. In cases where compliance with the country classification provided in Budget-Treasury Regulation No. 4 is not practicable, the Clearing Office may approve the use of a less detailed country classification. Where the recipient country is not definitely known, the country of destination may be reported.

34. Categories of Civilian Relief (Columns 2 through 12). Report in these columns the value, as defined in paragraph 10 of this Regulation, of civilian relief furnished for distribution abroad, classified as follows:

(a) Foods, Fats and Oils, Feeds, Soap, and Tobacco (Column 2).

Items reported in this category shall include grains, and cereals and preparations; animal feeds; meats and meat products; fish, shellfish, and products; eggs and dairy products; vegetables, fruits, and nuts and preparations; sugar and related products; soap, oils, fats, and waxes and derivatives (except medical); miscellaneous foods and preparations, beverages, and tobacco.

(b) Medical Supplies and Equipment (Column 3).

Items reported in this category shall include drugs, medicines, pharmaceutical supplies and equipment; laboratory and reagent chemicals; hospital equipment (including sterilization), surgical instruments, dressings, and supplies; X-ray equipment, accessories, and supplies; laboratory equipment and supplies (except

chemicals); culture media and sterilizers; dental equipment and supplies; veterinary equipment and supplies; and miscellaneous medical equipment and supplies.

(c) Fuel, Lubricants, Petroleum, and Products (Column 4).

Items reported in this category shall include solid fuels, fuel oils, kerosene, and gasoline for internal combustion engines; gas oil, Diesel and fuel oils for internal combustion engines, lubricating oils and greases, coal and petroleum gases, crude petroleum products, and miscellaneous petroleum products (except raw materials for chemical industries).

(d) Communication and Transportation Equipment (Column 5).

Items reported in this category shall include radio, telephone, telegraph, and other communication equipment and electronic devices; aircraft, ships, small watercraft, and marine propulsion machinery; railroad transportation equipment; motor vehicles; tires and tubes; and miscellaneous transportation equipment.

(e) Industrial Equipment (Column 6).

Items reported in this category shall include general purpose industrial machinery and equipment; electrical machinery and apparatus; special industrial machinery; metalworking machinery and equipment; construction, mining, excavating, and related machinery; office machines; and miscellaneous machinery.

(f) Other Equipment, Except Agricultural (Column 7).

Items reported in this category shall include plumbing and heating equipment; air-conditioning and refrigeration equipment; lighting fixtures; furniture and fixtures; photographic goods and processed motion pictures; optical instruments and apparatus (except medical); indicating, recording, and controlling instruments and accessories (except watches and clocks); other professional and scientific instruments and apparatus; and miscellaneous equipment.

(g) Agricultural Supplies and Equipment (Column 8).

Items reported in this category shall include seeds and plants; fertilizers and fertilizer materials; pesticides and agricultural chemicals; live animals; agricultural machinery and implements (including accessories); tractors, farm trailers, trucks, and wagons; and miscellaneous agricultural materials, supplies, and equipment.

(h) Clothing, Textiles, and Footwear, Including Fibers, Leather, Hides, and Skins (Column 9).

Items reported in this category shall include footwear, finished garments, bedding, fabricated textile products, textile basic manufactures, basic leather materials, shoe stock and hides, unmanufactured fibers (vegetable and animal), and miscellaneous clothing, textiles, and footwear (including fibers, leather, hides, and skins).

(i) Miscellaneous Manufactured End Products (Column 10).

Items reported in this category shall include end products of leather (except apparel, footwear, and dairy, and luggage); converted paper products and pulp goods; products of printing and publishing industries; rubber and products, natural and synthetic (except tires, tubes, footwear, clothing, medical, and laboratory); and products of metal industries (except machinery and equipment); finished wood products (except furniture and millwork); and products of glass, clay, and stone (except medical); and miscellaneous end products of manufacturing industries.

(j) Miscellaneous Raw Materials and Products (Column 11).

Items reported in this category shall include inedible crude products; wood and paper materials, not elsewhere classified; chemicals (except agricultural, medical, and laboratory reagents); iron, steel, alloys, and non-ferrous metals; fabricated metal basic products; non-metallic mineral basic products; and miscellaneous raw materials and products.

Sheet _____ of _____ sheets

From July 1 19____

To _____ 19____

Date _____

BUDGET-TREASURY REGULATION NO. 6

RELATING TO REPORTS OF CIVILIAN SUPPLIES AND
RELIEF AND REHABILITATION ITEMS FURNISHED
FOR DISTRIBUTION ABROAD

Issued Under Executive Order No. 8512

As Amended by Executive Order No. 9084

December 31, 1944

INTRODUCTION

1. This Regulation issued under authority of Executive Order No. 8512 of August 13, 1940, as amended by Executive Order No. 9084 of March 3, 1942, provides for quarterly reports from United States Government agencies having transactions concerned with providing civilian supplies and relief and rehabilitation, including supplies, services, and funds for foreign governments and other entities abroad.

2. The President's letter of April 7, 1944, requested the Administrator of the Foreign Economic Administration, in accordance with the recommendation of the Interdepartmental Committee to Study Recording and Reporting of Lend-Lease Transactions and Government Expenditures Abroad, to establish a clearing house which would obtain information on foreign transactions including civilian supplies furnished by the armed services of the United States and relief and rehabilitation items furnished by other agencies of the United States Government.

3. Each department, establishment, corporation or agency of the United States Government which has transactions concerned with providing civilian supplies and relief and rehabilitation, including supplies, services, and funds furnished by the United States Government to foreign governments or other entities abroad, shall prepare and submit quarterly reports beginning with the report for the quarter ended September 30, 1944, as hereinafter described. This Regulation contemplates the classification of these transactions, where possible, according to foreign country and by category of supplies.

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4. The original of the quarterly report shall be transmitted to the Clearing Office for Foreign Transactions and Reports of the Foreign Economic Administration, Washington 25, D. C., and two copies thereof shall be transmitted to the Bureau of Accounts, Treasury Department, Washington 25, D. C.

5. All questions regarding this Regulation should be submitted to the Clearing Office for Foreign Transactions and Reports.

Secretary of the Treasury

Director of the Bureau of the Budget

I concur:

Comptroller General of the United States

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SECTION I

GENERAL INSTRUCTIONS

6. Purpose. The purpose of the report of civilian supplies and foreign relief and rehabilitation is to gather and consolidate information showing as completely as possible, according to foreign countries and by categories of commodities, the value of civilian supplies and relief and rehabilitation furnished directly or indirectly by the United States Government to foreign governments or other entities abroad and a statement showing the status of all funds made available for foreign relief and rehabilitation or civilian supply activities.

7. Character of Civilian Supplies and Foreign Relief and Rehabilitation Transactions. Civilian supplies and foreign relief and rehabilitation transactions, hereinafter referred to as "civilian relief", involve the furnishing of goods, services, and funds by the United States Government to provide relief or rehabilitation to any foreign government or other foreign entity abroad, and include commodities and services furnished by the armed services of the United States for use by civilians in liberated and occupied areas during the military period. In any case of doubt as to whether the goods, services, or funds furnished are primarily for civilian or military use, the reporting agency shall decide on the basis of information available to it and report accordingly. Inasmuch as monies received by the United States as reimbursement for civilian relief, will be reported under Budget-Treasury Regulation No. 4, they are not to be reported under this Regulation.

8. Within this concept, civilian relief shall include primarily the following:

- (a) Supplies issued by the armed services of the United States for civilian use abroad, and civilian supplies, facilities, services, and funds provided directly by other agencies of the United States Government to foreign governments or other foreign entities abroad.
- (b) Civilian supplies, services, and funds furnished by the United States Government to international or national agencies for civilian relief, including such items furnished to the United Nations Relief and Rehabilitation Administration, the Intergovernmental Committee on Refugees, and the American Red Cross.

9. The following transactions shall not be reported under this Regulation:

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- (a) Transfers to foreign governments made under lend-lease or reverse lend-lease agreements, including retransfers and returned lend-lease or returned reverse lend-lease, as well as goods and services provided by any agency of the United States Government at the request of a foreign government or other foreign entity under authority of the Lend-Lease Act with funds provided by the foreign government or other entity, either in advance of procurement or where an agreement provides for reimbursement to the United States Government.
- (b) Transactions classified as loans, advances, or financial aid under Supplement 2 to Budget-Treasury Regulation No. 4.
- (c) Goods, services, and funds provided through nongovernmental channels by United States citizens or other residents within the United States, even though the furnishing of such goods, services, and funds be accomplished through an agency approved by the United States Government, as for example, contributions from private sources to the Red Cross or United Nations Relief and Rehabilitation Administration.

10. Valuation of Supplies and Services. Insofar as feasible, supplies furnished for civilian relief shall be reported at "landed cost" which is defined as including all costs for delivering civilian relief commodities at the end of ship's tackle at the port of final debarkation. If the landed cost basis of valuation is not feasible, the agency should consult with the Clearing Office for Foreign Transactions and Reports, hereinafter referred to as the Clearing Office, as to an appropriate basis of valuation. Services shall be reported at actual cost. If actual cost is not available the closest approximation thereto shall be used.

11. Classification of Transactions. Except as hereinafter provided, civilian relief will be classified according to country and category of commodities furnished:

- (a) Foreign Country. Classification according to country shall be on the geographical basis indicated in Appendices A and B of Budget-Treasury Regulation No. 4. All supplies provided to a recipient country shall be charged to that country whether they are turned over to a recognized government or authority within the country or distributed directly by Allied or United States armed forces.

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- (b) Commodity Classification. Classification by category of commodities furnished, including one category for services rendered for use by agencies other than the armed services of the United States, shall be on the bases set forth in Paragraphs 22 and 34 of this Regulation.

12. Form of Reports. The reports of civilian supplies and relief and rehabilitation items furnished for distribution abroad shall be submitted on the following Budget-Treasury forms:

- (a) Form 60 - Report of Net Shipments of Civilian Supplies to Combined Pools Abroad (Exhibit A).
- (b) Form 61 - Report of United States' Share of Bills Rendered for Pooled Civilian Supplies Distributed Abroad (Exhibit B).
- (c) Form 62 - Report of Civilian Supplies or Relief and Rehabilitation Items Furnished for Distribution Abroad (Exhibit C).

13. Supply of Forms. Supplies of Forms 60, 61 and 62 will be furnished by the Clearing Office upon request.

14. Report of Funds Obligated and Expended. Each agency receiving an appropriation or allocation of funds which is used for civilian relief activities shall also report each quarter, in either tabular or narrative form, or both, the amount of funds appropriated or allocated for this purpose, and the extent to which these funds have been obligated and expended, as well as the amounts spent (a) for administrative expenses not assignable to particular countries, (b) for services not assignable to particular countries and, (c) as money contributions to such agencies as the United Nations Relief and Rehabilitation Administration or other international or foreign entities. In the event the reporting agency cannot segregate expenditures for civilian relief from other expenditures charged against an appropriation or allocation, it shall submit a statement to that effect, giving the reasons therefor and listing the titles of the appropriations and allocations against which such civilian relief expenditures are charged.

15. Periods to be Covered by Reports. The reports shall be compiled quarterly for the periods ending September 30, December 31, March 31, and June 30. Amounts contained in the reports shall be cumulative from the beginning of each fiscal year (July 1), irrespective of the fiscal years for which appropriations were made, and should be submitted on the basis of information received and recorded in the accounts

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in the agency's central office where the data are compiled. Under this arrangement, transmittal of the quarterly reports shall not be delayed in order to include data from field offices or other sources of information which do not furnish their reports in time to be consolidated in the current report. Data for prior periods received in the agency's central office after the submission of the current report should be included in the regular report. Special arrangements will be made by the Clearing Office with each agency to furnish similar information, insofar as practicable, for the fiscal years 1941 to 1944 inclusive.

16. Time to be Submitted. The reports shall be submitted on or before the fifteenth of the second month following the end of the quarter to which the reports pertain.

17. Sources of Data Included in Reports. The data reported by each agency shall be compiled on the basis of accounting or statistical records of the reporting agency or on the basis of reports submitted to it by those acting as its agents in any foreign relief transaction. The agency shall report the amounts in terms of United States dollars. Cents may be omitted.

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SECTION II

REPORTS OF CIVILIAN SUPPLIES

18. Reports by Military Services of the United States. The military services of the United States shall report civilian supplies furnished and distributed abroad through combined Allied pools on Budget-Treasury Forms 60 (Exhibit A) and 61 (Exhibit B), as hereinafter described. The War Department shall also report on these forms civilian supplies furnished without reference to combined pools.

Report of Net Shipments of Civilian Supplies to Combined Pools Abroad.
Budget-Treasury Form 60 (Exhibit A)

19. Report of Net Shipments of Civilian Supplies to Combined Pools Abroad, Budget-Treasury Form 60 (Exhibit A) covers the value as defined in Paragraph 10 of this Regulation, of net shipments of civilian supplies to theaters of operations or foreign countries.

20. Theaters of Operations. A separate sheet shall be submitted for each theater of operations. In case substantial shipments are made directly to individual countries rather than to theaters of operations, the armed service making the report may, however, report such shipments on a country basis instead of on the basis of theaters of operations. In such cases, a separate sheet shall be used for each country.

21. Categories of Civilian Supplies to be Used by the Navy Department (Column 1). The Navy Department shall use the categories of civilian supplies listed in Paragraph 34 (a) through (j) in reporting on either Form 60 (Exhibit A) or Form 62 (Exhibit C).

22. Categories of Civilian Supplies to be Used by the War Department (Column 1). The categories of civilian supplies listed in this column shall be used exclusively by the War Department and shall include the following:

(a) Foodstuffs (Category 1)

Items reported in this category shall include grains, cereals and preparations; animal feeds (if animals are for immediate human consumption or dairy production); meats and meat products; fish, shellfish, and products; eggs and dairy products; vegetables, fruits, nuts,

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and preparations; sugar and related products; oils, fats, and derivatives (animal and vegetable); miscellaneous foods and food preparations; beverages; and tobacco and tobacco products, if furnished.

(b) Soap (Category 2)

Items reported in this category shall include laundry, toilet, G. I., and miscellaneous soap.

(c) Medical and Sanitary Supplies (Category 3)

Items reported in this category shall include drugs, medicines, pharmaceutical supplies and equipment; laboratory and reagent chemicals; hospital equipment, including sterilization equipment, and surgical and diagnostic instruments, dressings, attire, appliances and supplies; X-ray equipment, accessories, and supplies; laboratory equipment and supplies; C.A.D. hospital, C.A.D. medical, C.A.D. sanitary, C.A.D. antimalarial, C.A.D. antityphus, and C.A.D. veterinary units and components, and miscellaneous medical equipment and supplies.

(d) Coal (Category 4)

Items reported in this category shall include anthracite, bituminous, lignite, and miscellaneous coal.

(e) Petroleum Products (Category 5)

Items reported in this category shall include gasoline (motor fuel); kerosene, gas oil, Diesel oil, grease and lubricants, wax and wax products, and other petroleum products.

(f) Communication and Transportation Equipment, Including Repair (Category 6)

Items reported in this category shall include radio broadcast receiving and transmitting equipment and apparatus, commercial and specialized radio communication equipment, electronic devices and tubes (except medical); telephone and telegraph equipment, and miscellaneous communication equipment, parts, and repairs; aircraft; ships, small watercraft, and marine propulsion machinery; railroad transportation equipment; motor vehicles; dock equipment; street

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railway and bus equipment; and miscellaneous transportation equipment, parts, and repairs for transportation equipment.

(g) Industrial Equipment and Repairs (Category 7)

Items reported in this category shall include general purpose machinery and equipment, electrical machinery and apparatus, special industrial machines, metal-working machinery and equipment; construction, mining, excavating and related machinery; office and printing machines; water, gas and sewage repair equipment and supplies; and parts and repairs.

(h) Other Equipment, Except Agricultural (Category 8)

Items reported in this category shall include plumbing and heating equipment, refrigerating equipment, lighting fixtures, furniture and fixtures, photographic goods and processed motion pictures, and optical instruments and apparatus; indicating, recording, and controlling instruments and accessories (except watches and clocks); other professional and scientific instruments and apparatus; and miscellaneous equipment, parts, and repairs.

(i) Agricultural Supplies and Equipment (Category 9)

Items reported in this category shall include seeds and plants; fertilizers and fertilizer materials; pesticides and agricultural chemicals; live animals; agricultural machinery and implements (including parts, repairs and accessories); tractors, farm trailers, trucks and wagons (including parts and repairs); and miscellaneous agricultural materials, supplies, and equipment (including parts, accessories and repairs).

(j) Clothing, Shoes and Textiles, Including Blankets (Category 10)

Items reported in this category shall include finished garments, footwear, bedding, fabricated textile products, textile basic manufactures, leather materials, shoe stock, dressed furs, hides, raw cotton, raw wool, findings used in the manufacture of clothing and textiles, dyes, and miscellaneous clothing, shoes, and textiles.

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(k) Miscellaneous Manufactured End Products (Category 11)

Items reported in this category shall include end products of leather (except apparel and footwear), converted paper products and pulp goods, products of paper printing and publishing industries, end products of natural or synthetic rubber (except tires, footwear, clothing, medical and laboratory), end products of metal industries (except machinery and equipment), finished wood products (except furniture and millwork), end products of glass, clay and stone (except medical), building materials, and miscellaneous end products of manufacturing industries.

(l) Miscellaneous Materials and Products (Category 12)

Items reported in this category shall include inedible crude products; wood and paper materials, not elsewhere classified; chemicals (except agricultural, medical and laboratory reagents); iron and steel; alloys and non-ferrous metals; fabricated metal basic products; not elsewhere classified; nonmetallic mineral basic products, structural and nonstructural; and other materials and products not elsewhere classified.

23. Shipments (Column 2). Report in this column the total landed cost of each category of supplies shipped to the theater of operations or country concerned.

24. Diversions of Civilian Supplies (Columns 3 and 4). Report in this column diversions of civilian supplies as follows:

(a) Diversions of Military Stocks (Column 3). Report in this column the net transfer of civilian supply stocks to military stocks within the military theater of operations. If the net diversion has been from military to civilian supply stocks, a plus entry shall be made; if the net diversion has been from civilian supply to military stocks, a minus entry shall be made.

(b) Other Diversions (Column 4). Report in this column the net adjustments to shipment figures necessary to take into account ship losses, ship diversions, and differences in shipment arrivals as reported by the theater. If the net diversion has resulted in an increase in the civilian supply stocks in any theater

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of operations, a plus entry shall be made; if the net diversion has resulted in a decrease in the civilian supply stocks in any theater of operations, a minus entry shall be made.

25. Net Shipments (Column 5). Report in this column the total of the three preceding columns for each theater of operations or country, taking into account the plus or minus entries in columns (3) and (4).

26. Total. The total shall be shown for each of the amount columns.

Report of United States' Share of Bills Rendered
for Pooled Civilian Supplies Distributed Abroad
Budget-Treasury Form 61 (Exhibit B)

27. The Report of United States' Share of Bills Rendered for Pooled Civilian Supplies Distributed Abroad, Budget-Treasury Form 61 (Exhibit B) covers the value, as defined in Paragraph 10 of this Regulation, of total supplies distributed and the United States' share of bills rendered to each recipient country by the combined Allied pools of civilian supplies. Reporting agencies submitting Form 60 (Exhibit A) shall also submit Form 61 (Exhibit B).

28. Recipient Country (Column 1). Report in this column the name of each country, as defined in Paragraph 11 (a) of this Regulation, which has received civilian supplies. In cases where compliance with the country classification provided in Budget-Treasury Regulation No. 4 is not practicable, the Clearing Office may approve the use of a less detailed country classification.

29. Total Supplies Distributed (Column 2). Report in this column the value of civilian supplies distributed to recipient countries listed in column (1), which comprises supplies distributed from combined Allied pools and those distributed directly from United States stocks. This column will therefore include the distribution of supplies furnished by other governments as well as the Government of the United States. All supplies provided to a recipient country shall be charged to that country whether they are turned over to a recognized government or authority within the country or distributed directly by Allied or United States forces.

30. United States Government's Share of Bills Rendered (Column 3). Report in this column the United States Government's share of bills rendered to each recipient country for supplies distributed as reported in column (2).

31. Total. The total shall be shown for each of the amount columns.

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SECTION III

Report of Civilians Supplies or Relief and Rehabilitation
Items Furnished for Distribution Abroad.
Budget-Treasury Form 62 (Exhibit C)

32. The Report of Civilian Supplies or Relief and Rehabilitation Items Furnished for Distribution Abroad, Budget-Treasury Form 62 (Exhibit C) covers the value, as defined in Paragraph 10 of this Regulation, of civilian relief furnished for distribution abroad by agencies having civilian relief transactions other than those reporting on Forms 60 (Exhibit A) and 61 (Exhibit B).

33. Country (Column 1). Report in this column the name of each country as defined in Paragraph 11 (a), of this Regulation, which has received civilian relief. In cases where compliance with the country classification provided in Budget-Treasury Regulation No. 4 is not practicable, the Clearing Office may approve the use of a less detailed country classification. Where the recipient country is not definitely known, the country of destination may be reported.

34. Categories of Civilian Relief (Columns 2 through 12). Report in these columns the value, as defined in Paragraph 10 of this Regulation, of civilian relief furnished for distribution abroad, classified as follows:

(a) Foods, Fats and Oils, Feeds, Soap and Tobacco (Column 1).

Items reported in this category shall include grains, and cereals and preparations; animal feeds; meats and meat products; fish, shellfish, and products; eggs and dairy products; vegetables, fruits, and nuts and preparations; sugar and related products; soap, oils, fats, and waxes and derivatives (except medical); miscellaneous foods and preparations, beverages, and tobacco.

(b) Medical Supplies and Equipment (Column 2).

Items reported in this category shall include drugs, medicines, pharmaceutical supplies and equipment; laboratory and reagent chemicals; hospital equipment (including sterilization), surgical instruments, dressings and supplies; X-ray equipment, accessories, and supplies; laboratory equipment and supplies (except chemicals); culture media and sterilizers, dental equipment and supplies; veterinary equipment and supplies; and miscellaneous medical equipment and supplies.

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(c) Fuel, Lubricants, Petroleum and Products (Column 3).

Items reported in this category shall include solid fuels, fuel oils, kerosene, and gasoline for internal combustion engines; gas oil, Diesel and fuel oils for internal combustion engines, lubricating oils and greases, coal and petroleum gases, crude petroleum products, and miscellaneous petroleum products (except raw materials for chemical industries).

(d) Communication and Transportation Equipment (Column 4).

Items reported in this category shall include radio, telephone, telegraph, and other communication equipment and electronic devices; aircraft; ships, small watercraft, and marine propulsion machinery; railroad transportation equipment; motor vehicles; tires and tubes; and miscellaneous transportation equipment.

(e) Industrial Equipment (Column 5).

Items reported in this category shall include general purpose industrial machinery and equipment; electrical machinery and apparatus; special industrial machinery; metalworking machinery and equipment; construction, mining, excavating, and related machinery; office machines; and miscellaneous machinery.

(f) Other Equipment, Except Agricultural (Column 6).

Items reported in this category shall include plumbing and heating equipment; air-conditioning and refrigeration equipment; lighting fixtures; furniture and fixtures; photographic goods and processed motion pictures; optical instruments and apparatus (except medical); indicating, recording, controlling instruments, and accessories (except watches and clocks); other professional and scientific instruments and apparatus; and miscellaneous equipment.

(g) Agricultural Supplies and Equipment (Column 7).

Items reported in this category shall include seeds and plants; fertilizers and fertilizer materials; pesticides and agricultural chemicals; live animals; agricultural machinery and implements (including accessories); tractors, farm trailers, trucks, and wagons; and miscellaneous agricultural materials, supplies, and equipment.

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(h) Clothing, Textiles and Footwear, Including Fibers, Leather, Hides and Skins (Column 8).

Items reported in this category shall include footwear, finished garments, bedding, fabricated textile products, textile basic manufactures, basic leather materials, shoe stock and hides, unmanufactured fibers (vegetable and animal), and miscellaneous clothing, textiles, and footwear (including fibers, leather, hides and skins).

(i) Miscellaneous Manufactured End Products (Column 9).

Items reported in this category shall include end products of leather (except apparel, footwear, saddlery, and luggage); converted paper products and pulp goods; products of printing and publishing industries; rubber end products, natural and synthetic (except tires, tubes, footwear, clothing, medical, and laboratory); and products of metal industries (except machinery and equipment); finished wood products (except furniture and mill work); end products of glass, clay, and stone (except medical); and miscellaneous end products of manufacturing industries.

(j) Miscellaneous Raw Materials and Products (Column 10).

Items reported in this category shall include inedible crude products, wood and paper materials, not elsewhere classified; chemicals (except agricultural, medical, and laboratory reagents); iron, steel, alloys and nonferrous metals; fabricated metal basic products; nonmetallic mineral basic products; and miscellaneous raw materials and products.

(k) Services (Column 11).

Report in this column any services furnished, such as services of doctors, nurses, technicians, etc., or services in connection with provision of shelter or information, insofar as they can be allocated to particular countries. The cost of such services should be reported regardless of whether the personnel rendering the services are in the United States or abroad.

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35. Country Totals (Column 13). Report in this column the total value of civilian relief furnished to each country shown in column (1).

36. Total. The total shall be shown for each of the amount columns. The total of columns (2) through (12) shall be equal to the total of column (13).

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BUDGET-TREASURY FORM 60
(Exhibit A)

REPORT OF NET SHIPMENTS OF CIVILIAN SUPPLIES TO COMBINED POOLS ABROAD

From July 1, 19__ to _____ 19__

Categories of Supplies (1)	Theater of Operations or Country _____			
	Shipments (2)	Diversions (+ or -)		Net Shipments (5)
		Mili- tary Stocks (3)	Other (4)	
1. Foodstuffs				
2. Soap				
3. Medical and Sanitary Supplies				
4. Coal				
5. Petroleum Products				
6. Communication and Transportation Equipment				
7. Industrial Equipment				
8. Other Equipment, Except Agricultural				
9. Agricultural Supplies and Equipment				
10. Clothing, Shoes and Textiles				
11. Miscellaneous Manufactured End Products				
12. Miscellaneous Materials and Products				
Total				

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Agency _____

Date Submitted _____

BUDGET-TREASURY FORM 61
(Exhibit B)REPORT OF UNITED STATES' SHARE OF BILLS RENDERED FOR POOLED
CIVILIAN SUPPLIES DISTRIBUTED ABROAD

From July 1, 19__ to _____ 19__

Recipient Country (1)	Total Supplies Distributed (2)	United States Government's Share of Bills Rendered (3)
Total		

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BUDGET-TREASURY FORM 62
(Exhibit C)Agency _____
Date Submitted _____

REPORT OF CIVILIAN SUPPLIES OR RELIEF AND REHABILITATION ITEMS FURNISHED FOR DISTRIBUTION ABROAD

From July 1, 19__ to ____ 19__

Country	C A T E G O R I E S O F C I V I L I A N R E L I E F											Country Totals
	(1) Foods, Fats and Oils, Feeds, Scrap, and Tobacco	(2) Medical Supplies and Equipment	(3) Fuel, Lubricants Petroleum and Products	(4) Communication and Transportation Equipment	(5) Industrial Equipment	(6) Other Equipment (except Agricultural)	(7) Agricultural Supplies and Equipment	(8) Clothing, Textiles and Footwear	(9) Miscellaneous Manufactured and Products	(10) Miscellaneous Raw Materials and Products	(11) Services	(12) (13)
Total												

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

JUL 29 1944

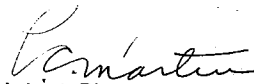
Mr. Ward Stewart
Assistant Executive Director
War Refugee Board
Washington, D. C.

Dear Mr. Stewart:

A recent redistribution of assignments in the Estimates Division of this Bureau has resulted in the transfer of functions previously performed in the Emergency Organization Section to groups reporting to Mr. William F. McCandless, Assistant Chief of the Division of Estimates.

In the future, budgetary matters of the War Refugee Board are to be handled by what has been designated as Group XI. Mr. S. S. Sheppard is in charge of this group and work pertaining to the Board will, under the general direction of Mr. Sheppard, continue to be handled by Mr. J. C. Miller with the assistance of Mr. W. C. Dunn.

Sincerely yours,


Assistant Director
Estimates.

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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)."^a 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)."^a

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 20, 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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Classification

e. *Classificate* 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

to exceed [\$112,165] ✓ \$102,000

for travel expenses; purchase, maintenance,
and operation of motor-propelled passenger-carrying vehicles;

law books, books of reference, periodicals, and newspapers;

not to exceed [\$1,209,000] ✓ \$1,064,800

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, ^a/\$1,560,240

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

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Standard Form 35
(Approved by
President
June 15, 1923
Revised July 1,
1943)

Type size:
6 point,
22 pica

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

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

EXHIBIT B

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

By objects	Obligations					
	Estimate, 19 46		Estimate, 19 45		Actual, 19 44	
	Man-years	Total salary	Man-years	Total salary	Man-years	Total salary
Personal services, departmental						
Clerical, administrative, and fiscal service:						
Grade 16. In excess of \$9,000:						
Commissioner.....	4	\$40,000	4	\$40,000	3.7	\$37,000
*****	*****	*****	*****	*****	*****	*****
Professional service:						
Grade 7. Range \$6,500 to \$7,500:						
Chief of division.....	6	39,250	6	39,250	5.5	35,981
*****	*****	*****	*****	*****	*****	*****
Subprofessional service:						
Grade 4. Range \$1,620 to \$1,980.....	12	21,960	12.4	22,320	9.5	16,530
Crafts, protective, and custodial service:						
Grade 2. Range \$1,200 to \$1,500.....	15	19,620	16.5	21,285	13.3	15,758
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
All personal services, departmental.....	340.6	1,064,800	346.2	1,208,585	334	1,097,500
	(Mono cast: 21.4)		(Mono cast: 7.9)		(Mono cast: 7)	

000625

By objects	Obligations					
	Estimate, 19		Estimate, 19		Actual, 19	
	Man-years	Total salary	Man-years	Total salary	Man-years	Total salary
Personal services, field						
Clerical, administrative, and fiscal service:						
Grade 12. Range \$4,600 to \$5,600:						
Chief, New York office.....	1	5,000	1	5,000	0.9	4,410
Grade 7. Range \$2,600 to \$3,200.....	2	6,400	1.5	4,800	1	3,200

Professional service:						
Grade 3. Range \$3,200 to \$3,800:						
Associate attorney.....					0.8	2,271

Crafts, protective, and custodial service:						
Grade 3. Range \$1,320 to \$1,620.....	10	14,370	12.4	17,360	10	13,800
Unclassified.....	5	2,700	5.6	3,124	2	1,980
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: 7.9)

(Mono cast: 7)

000626

Type size:
6 point,
22 pics

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

U.S. GOVERNMENT PRINTING OFFICE 16-35804-1

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

By objects	Obligations					
	Estimate, 1946		Estimate, 1945		Actual, 1944	
	Man-years	Total salary	Man-years	Total salary	Man-years	Total salary
Personal services, field--Continued						
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		4,320
All personal services, field.....	49.4	145,800	52.2	175,840	40.9	128,201
Total, departmental and field.....	390	1,210,600	398.4	1,384,425	374.9	1,225,701
Deduct quarters and subsistence furnished.....		2,000		1,850		1,623
01 Personal services (net).....	390	1,208,600	398.4	1,382,575	374.9	1,224,078
Other obligations						
02 Travel.....		102,000		112,165		101,985
03 Transportation of things.....		800		800		801
04 Communication services.....		15,000		16,000		14,283
05 Rents and utility services.....		7,200		7,200		6,919

000627

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

By objects	Obligations					
	Estimate, 19		Estimate, 19		Actual, 19	
	Man-years	Total salary	Man-years	Total salary	Man-years	Total salary
Other obligations--Continued						
Other contractual services:						
Advertising and notices.....		3,000		3,000		2,731
Photographing.....		2,500		2,500		1,948
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		+ 4,119
Received by transfer from--						
"Loans, grants, and rural rehabilitation, Department of Agriculture".....						- 20,000

(Mono cast: 21.4)
(Mono cast: 7.0)
(Mono cast: 7.0)
(Mono cast: 7)

000628

Standard Form 3a
(Approved by
President
June 16, 1923
Revised July 1,
1943)

Type size:
8 point,
22 lines

Use in preparing schedules of obligations accompanying estimates for
long-term appropriations

EXHIBIT B--Continued						
Appropriation title: <u>Salaries and Expenses, Commission--Continued</u>						
By objects	Obligations					
	Estimate, 1946		Estimate, 1945		Actual, 1944	
	Man-years	Total salary	Man-years	Total salary	Man-years	Total salary
Received by transfer from--Continued						
"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		- 3,000
1944 appropriation obligated in 1943.....						f 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		f 50,000		
Net total obligations.....		1,195,780		1,560,240		1,301,612
Estimated savings, unobligated balance.....						16,809
Total estimate or appropriation.....		1,195,780		1,560,240		1,318,421
* This entry to be used where contract authorization is requested.						

(Mono cast 21.4)

(Mono cast 7.5)

(Mono cast 7.5)

(Mono cast 7)

000629

Type size:
6 point,
22 pics

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

1-3. GOVERNMENT PRINTING OFFICE 16-78804-1

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

000630

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 16-38864-1

EXHIBIT D

Appropriation title: **Emergency Fund for the President, National Defense (Commission)**—

By objects	Obligations					
	Estimate, 19		Estimate, 19		Actual, 19	
	Man-years	Total salary	Man-years	Total salary	Man-years	Total salary
Personal services, departmental						
Clerical, administrative, and fiscal service:						
Grade 2. Range \$1,440 to \$1,800.....					1	\$1,440
Professional service:						
Grade 3. Range \$4,600 to \$5,400:						
Senior production representative.....					1	4,600
Senior liaison representative.....					1	4,600
01 Personal services (net).....					3	10,640
Other obligations						
06 Printing and binding.....						150
09 Equipment.....						200
Total other obligations.....						350
Grand total obligations.....						10,990
Received by transfer from "Emergency fund for the President, national defense".....						- 10,990
Total estimate or appropriation.....						
(Mono cast: 21.4)	(Mono cast: 7.9)	(Mono cast: 7.9)	(Mono cast: 7)			

000631

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

EXHIBIT E--Trust Account

Appropriation title: Franklin D. Roosevelt Library--

By objects	Obligations					
	Estimate, 1946		Estimate, 1945		Actual, 1944	
	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)

000632

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.....

000633

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
<u>Departmental</u>	<u>Total</u> Num- annual ber salaries	<u>Total</u> Num- annual ber salaries	<u>Total</u> Num- annual ber salaries	<u>Total</u> Num- annual ber salaries	<u>Total</u> Num- annual ber salaries
*****	*****	*****	*****	*****	*****
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.

000634

EXHIBIT H

Statement of Detailed or Loaned Employees

Report by _____ of _____
 (Office) (Agency)

Separate reports are required from both the office from which, and the office to which, employees are detailed or loaned on a nonreimbursable basis within the departmental service. (List each employee separately.)

Fiscal year	Grade	Annual salary rate	Time in months	Amount of salary for time on detail	Appropriation title	
					From which paid while on detail	Of office or unit to which detailed
1944						
Total						
1945 estimate						
Total						
1946 estimate						
Total						

000635

Statement of Transfers Between Appropriations

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

000636

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.

000637

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, \$ _____

000638

Dear Mrs. Smith:

In accordance with our telephone conversation you will find attached the most recent telephone list for the War Refugee Board, Executive Office of the President. All of the telephones listed are on the Treasury switchboard and all room numbers refer to the Main Treasury Building. I hope that this will be of assistance in facilitating telephone calls to the Executive Office of the President. Your assistance in this connection is very much appreciated.

Yours very truly,

Ward Stewart
Assistant Executive Director

Mrs. Madella Smith
Executive Office of the President
Bureau of the Budget
Washington, D. C.

Attachment.

WStewart; pdk 5/13/44

000639

Copy with other for ...

MAY 1 1944

Dear Mr. Smith:

Attention: Mr. William O. Hall

In accordance with my telephone conversation with Mr. Clyde Dunn, you will find attached for appropriate action a memorandum for the President signed by Secretary Hull, Secretary Morgenthau, and Secretary Stimson, attaching a proposed allocation letter to transfer an additional \$2,000,000 to the War Refugee Board.

Yours very truly,

(Signed) Ward Stewart

Ward Stewart
Assistant Executive Director

Mr. Harold D. Smith, Director
Bureau of the Budget
State Department Building
Washington, D. C.

WStewart; pdk 5/1/44

*Submitted 5/1/44
Need in file*

4-24-44

000640

MEMORANDUM FOR THE PRESIDENT

At the suggestion of Byron Taylor, Sir Herbert Emerson and Patrick Malin of the Intergovernmental Committee on Refugees came to Washington in early April for discussions with the War Refugee Board. These discussions were most cordial and complete agreement has been reached on working relations between the Committee and the Board.

The question of financing the activities of the Intergovernmental Committee was discussed and the following recommendations are submitted for your approval:

(1) Some time ago this Government committed \$2,000,000 to the operational budget of the Intergovernmental Committee, and the British Government made a like commitment. The War Refugee Board has already advanced \$200,000 to the Committee against this commitment - this advance came out of the funds made available to the Board from the President's Emergency Fund. It is proposed that the balance due the Intergovernmental Committee be set aside now, to be paid over to the Committee as its programs require (the Committee needs \$500,000 at once).

Accordingly, we request that there be made available immediately to the War Refugee Board \$2,000,000 out of the President's Emergency Fund. \$500,000 of this sum will be paid over to the Intergovernmental Committee at once; \$200,000 will be used to reimburse the War Refugee Board for the advance previously made; and the remainder will be paid to the Committee as requested by it.

There is attached a proposed allocation letter transferring the \$2,000,000 to the War Refugee Board.

(2) In addition, the British Government has indicated that it proposes to ask Parliament to vote further sums, up to a total of \$6,000,000, as may be necessary to carry out a proposed credit operation by the Intergovernmental Committee, provided the United States Government will contribute like amounts.

Until the \$2,000,000 referred to in paragraph (1) is substantially exhausted, we do not feel that it is necessary to set aside any further funds at this time for the operations of the Intergovernmental Committee. If you approve, we propose to advise the British Government that if the needs of the Committee require such further sums in the future, sympathetic consideration will be given at that time to making the necessary funds available.

Attachment.

Secretary of State.

Secretary of the Treasury

Secretary of War.

APPROVED: , 1944

4-24-44

000641

DRAFT

Allocation . _____

THE WHITE HOUSE
WASHINGTON

My dear Secretary:

By virtue of the authority vested in me by law I hereby allocate from the appropriation entitled "Emergency Fund for the President, National Defense, 1942-1944,"

<u>To</u>	<u>Amount</u>
War Refugee Board	\$2,000,000

to be expended by said Board in connection with emergencies affecting the national security and defense for carrying out the functions of the Board as prescribed by Executive Order 9417 of January 22, 1944.

This allocation is in addition to Allocation No. 44-58 made January 29, 1944. The funds hereby allocated shall be available, without regard to Section 3709 of the Revised Statutes (41 U.S.C. 5), for all necessary expenses of the War Refugee Board in carrying out Executive Order 9417, under the terms described in Allocation No. 44-58 dated January 29, 1944.

Please arrange for the necessary transfer of funds and advise the War Refugee Board accordingly.

The Honorable

The Secretary of the Treasury

As sent to Warren 4/24

000642

Dear Mr. Smith:

Attention: Mr. J. J. Bailey

This is in response to your letter of March 23 attaching copies of House Joint Resolution 192 entitled "To enable the United States to participate in the work of the United Nations relief and rehabilitation organization."

This enactment has been reviewed and from the point of view of the War Refugee Board there is no objection to its approval. It is recommended that House Joint Resolution 192 be approved by the President.

Yours very truly,

(Signed) J.W. Pehle

J. W. Pehle
Acting Executive Director

Mr. Harold D. Smith, Director
Bureau of the Budget
State Department Building
Washington, D. C.

WStewart: pdk 3/24/44

000643

Revised 2/2/12

My dear Mr. Pehle:

H. J. Res. 192. To enable the United States to participate in the work of the United Nations relief and rehabilitation organization.

Very truly yours,

F. J. Bailey,
Assistant Director,
Legislative Reference.

Attention:

Enclosure:
Facsimile of enrolled
enactment.

000644

Seventy-eighth Congress of the United States of America;

At the Second Session

Begun and held at the City of Washington on Monday, the tenth day of January, one thousand nine hundred and forty-four

JOINT RESOLUTION

To enable the United States to participate in the work of the United Nations relief and rehabilitation organization.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That there is hereby authorized to be appropriated to the President such sums, not to exceed \$1,350,000,000 in the aggregate, as the Congress may determine from time to time to be appropriate for participation by the United States (including contributions in funds or otherwise and all necessary expenses related thereto) in the work of the United Nations Relief and Rehabilitation Administration, established by an agreement concluded by the United Nations and Associated Governments on November 9, 1943, reading as follows:

"AGREEMENT FOR UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

"The Governments or Authorities whose duly authorized representatives have subscribed hereto,

"Being United Nations or being associated with the United Nations in this war,

"Being determined that immediately upon the liberation of any area by the armed forces of the United Nations or as a consequence of retreat of the enemy the population thereof shall receive aid and relief from their sufferings, food, clothing and shelter, aid in the prevention of pestilence and in the recovery of the health of the people, and that preparation and arrangements shall be made for the return of prisoners and exiles to their homes and for assistance in the resumption of urgently needed agricultural and industrial production and the restoration of essential services,

"Have agreed as follows:

"ARTICLE I

"There is hereby established the United Nations Relief and Rehabilitation Administration.

"1. The Administration shall have power to acquire, hold and convey property, to enter into contracts and undertake obligations, to designate or create agencies and to review the activities of agencies

000645

so created, to manage undertakings and in general to perform any legal act appropriate to its objects and purposes.

"2. Subject to the provisions of Article VII, the purposes and functions of the Administration shall be as follows:

"(a) To plan, coordinate, administer or arrange for the administration of measures for the relief of victims of war in any area under the control of any of the United Nations through the provision of food, fuel, clothing, shelter and other basic necessities, medical and other essential services; and to facilitate in such areas, so far as necessary to the adequate provision of relief, the production and transportation of these articles and the furnishing of these services. The form of activities of the Administration within the territory of a member government wherein that government exercises administrative authority and the responsibility to be assumed by the member government for carrying out measures planned by the Administration therein shall be determined after consultation with and with the consent of the member government.

"(b) To formulate and recommend measures for individual or joint action by any or all of the member governments for the coordination of purchasing, the use of ships and other procurement activities in the period following the cessation of hostilities, with a view to integrating the plans and activities of the Administration with the total movement of supplies, and for the purpose of achieving an equitable distribution of available supplies. The Administration may administer such coordination measures as may be authorized by the member governments concerned.

"(c) To study, formulate and recommend for individual or joint action by any or all of the member governments measures with respect to such related matters, arising out of its experience in planning and performing the work of relief and rehabilitation, as may be proposed by any of the member governments. Such proposals shall be studied and recommendations formulated if the proposals are supported by a vote of the Council, and the recommendations shall be referred to any or all of the member governments for individual or joint action if approved by unanimous vote of the Central Committee and by vote of the Council.

"ARTICLE II

"MEMBERSHIP

"The members of the United Nations Relief and Rehabilitation Administration shall be the governments or authorities signatory hereto and such other governments or authorities as may upon application for membership be admitted thereto by action of the Council.

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The Council may, if it desires, authorize the Central Committee to accept new members between sessions of the Council.

"Wherever the term 'member government' is used in this Agreement it shall be construed to mean a member of the Administration whether a government or an authority.

"ARTICLE III

"THE COUNCIL

"1. Each member government shall name one representative, and such alternates as may be necessary, upon the Council of the United Nations Relief and Rehabilitation Administration which shall be the policy-making body of the Administration. The Council shall, for each of its sessions, select one of its members to preside at the session. The Council shall determine its own rules of procedure. Unless otherwise provided by the Agreement or by action of the Council, the Council shall vote by simple majority.

"2. The Council shall be convened in regular session not less than twice a year by the Central Committee. It may be convened in special session whenever the Central Committee shall deem necessary, and shall be convened within thirty days after request therefor by one-third of the members of the Council.

"3. The Central Committee of the Council shall consist of the representatives of China, the Union of Soviet Socialist Republics, the United Kingdom, and the United States of America, with the Director General presiding, without vote. Between sessions of the Council it shall when necessary make policy decisions of an emergency nature. All such decisions shall be recorded in the minutes of the Central Committee which shall be communicated promptly to each member government. Such decisions shall be open to reconsideration by the Council at any regular session or at any special session called in accordance with Article III, paragraph 2. The Central Committee shall invite the participation of the representative of any member government at those of its meetings at which action of special interest to such government is discussed. It shall invite the participation of the representative serving as Chairman of the Committee on Supplies of the Council at those of its meetings at which policies affecting the provision of supplies are discussed.

"4. The Committee on Supplies of the Council shall consist of the members of the Council, or their alternates, representing those member governments likely to be principal suppliers of materials for relief and rehabilitation. The members shall be appointed by the Council, and the Council may authorize the Central Committee to make emergency appointments between sessions of the Council, such

appointments to continue until the next session of the Council. The Committee on Supplies shall consider, formulate and recommend to the Council and the Central Committee policies designed to assure the provision of required supplies. The Central Committee shall from time to time meet with the Committee on Supplies to review policy matters affecting supplies.

"5. The Committee of the Council for Europe shall consist of all the members of the Council, or their alternates, representing member governments of territories within the European area and such other members of the Council representing other governments directly concerned with the problems of relief and rehabilitation in the European area as shall be appointed by the Council; the Council may authorize the Central Committee to make these appointments in cases of emergency between sessions of the Council, such appointments to continue until the next session of the Council. The Committee of the Council for the Far East shall consist of all the members of the Council, or their alternates, representing member governments of territories within the Far Eastern area and such other members of the Council representing other governments directly concerned with the problems of relief and rehabilitation in the Far Eastern area as shall be appointed by the Council; the Council may authorize the Central Committee to make these appointments in cases of emergency between sessions of the Council, such appointments to continue until the next session of the Council. The regional committees shall normally meet within their respective areas. They shall consider and recommend to the Council and the Central Committee policies with respect to relief and rehabilitation within their respective areas. The Committee of the Council for Europe shall replace the Inter-Allied Committee on European Post-war Relief established in London on September 24, 1941, and the records of the latter shall be made available to the Committee for Europe.

"6. The Council shall establish such other standing regional committees as it shall consider desirable, the functions of such committees and the method of appointing their members being identical to that provided in Article III, paragraph 5, with respect to the Committees of the Council for Europe and for the Far East. The Council shall also establish such other standing committees as it considers desirable to advise it, and, in intervals between sessions of the Council, to advise the Central Committee. For such standing technical committees as may be established, in respect of particular problems such as nutrition, health, agriculture, transport, repatriation, and finance, the members may be members of the Council or alternates nominated by them because of special competence in their respective fields of work. The

members shall be appointed by the Council, and the Council may authorize the Central Committee to make emergency appointments between sessions of the Council, such appointments to continue until the next session of the Council. Should a regional committee so desire, subcommittees of the standing technical committees shall be established by the technical committees in consultation with the regional committees, to advise the regional committees.

"7. The travel and other expenses of members of the Council and of members of its committees shall be borne by the governments which they represent.

"8. All reports and recommendations of committees of the Council shall be transmitted to the Director General for distribution to the Council and the Central Committee by the secretariat of the Council established under the provisions of Article IV, paragraph 4.

"ARTICLE IV

"THE DIRECTOR GENERAL

"1. The executive authority of the United Nations Relief and Rehabilitation Administration shall be in the Director General, who shall be appointed by the Council on the nomination by unanimous vote of the Central Committee. The Director General may be removed by the Council on recommendation by unanimous vote of the Central Committee.

"2. The Director General shall have full power and authority for carrying out relief operations contemplated by Article I, paragraph 2 (a), within the limits of available resources and the broad policies determined by the Council or its Central Committee. Immediately upon taking office he shall in conjunction with the military and other appropriate authorities of the United Nations prepare plans for the emergency relief of the civilian population in any area occupied by the armed forces of any of the United Nations, arrange for the procurement and assembly of the necessary supplies and create or select the emergency organization required for this purpose. In arranging for the procurement, transportation, and distribution of supplies and services, he and his representatives shall consult and collaborate with the appropriate authorities of the United Nations and shall, wherever practicable, use the facilities made available by such authorities. Foreign voluntary relief agencies may not engage in activity in any area receiving relief from the Administration without the consent and unless subject to the regulation of the Director General. The powers and duties of the Director General are subject to the limitations of Article VII.

"3. The Director General shall also be responsible for the organization and direction of the functions contemplated by Article I, paragraphs 2 (b) and 2 (c).

"4. The Director General shall appoint such Deputy Directors General, officers, expert personnel, and staff at his headquarters and elsewhere, including field missions, as he shall find necessary, and he may delegate to them such of his powers as he may deem appropriate. The Director General, or upon his authorization the Deputy Directors General, shall supply such secretariat and other staff and facilities as shall be required by the Council and its committees, including the regional committees and subcommittees. Such Deputy Directors General as shall be assigned special functions within a region shall attend meetings of the regional standing committee whenever possible and shall keep it advised on the progress of the relief and rehabilitation program within the region.

"5. The Director General shall make periodic reports to the Central Committee and to the Council covering the progress of the Administration's activities. The reports shall be made public except for such portions as the Central Committee may consider it necessary, in the interest of the United Nations, to keep confidential; if a report affects the interests of a member government in such a way as to render it questionable whether it should be published, such government shall have an opportunity of expressing its views on the question of publication. The Director General shall also arrange to have prepared periodic reports covering the activities of the Administration within each region and he shall transmit such reports with his comments thereon to the Council, the Central Committee and the respective regional committees.

"ARTICLE V

"SUPPLIES AND RESOURCES

"1. In so far as its appropriate constitutional bodies shall authorize, each member government will contribute to the support of the Administration in order to accomplish the purposes of Article I, paragraph 2 (a). The amount and character of the contributions of each member government under this provision will be determined from time to time by its appropriate constitutional bodies. All such contributions received by the Administration shall be accounted for.

"2. The supplies and resources made available by the member governments shall be kept in review in relation to prospective requirements by the Director General, who shall initiate action with the member governments with a view to assuring such additional supplies and resources as may be required.

000650

"3. All purchases by any of the member governments, to be made outside their own territories during the war for relief or rehabilitation purposes, shall be made only after consultation with the Director General, and shall, so far as practicable, be carried out through the appropriate United Nations agency.

"ARTICLE VI

"ADMINISTRATIVE EXPENSES

"The Director General shall submit to the Council an annual budget, and from time to time such supplementary budgets as may be required, covering the necessary administrative expenses of the Administration. Upon approval of a budget by the Council the total amount approved shall be allocated to the member governments in proportions to be determined by the Council. Each member government undertakes, subject to the requirements of its constitutional procedure, to contribute to the Administration promptly its share of the administrative expenses so determined.

"ARTICLE VII

"Notwithstanding any other provision herein contained, while hostilities or other military necessities exist in any area, the Administration and its Director General shall not undertake activities therein without the consent of the military command of that area, and unless subject to such control as the command may find necessary. The determination that such hostilities or military necessities exist in any area shall be made by its military commander.

"ARTICLE VIII

"AMENDMENT

"The provisions of this Agreement may be amended as follows:

"a. Amendments involving new obligations for member governments shall require the approval of the Council by a two-thirds vote and shall take effect for each member government on acceptance by it;

"b. Amendments involving modification of Article III or Article IV shall take effect on adoption by the Council by a two-thirds vote, including the votes of all the members of the Central Committee;

"c. Other amendments shall take effect on adoption by the Council by a two-thirds vote.

"ARTICLE IX

"ENTRY INTO FORCE

"This Agreement shall enter into force with respect to each signatory on the date when the Agreement is signed by that signatory, unless otherwise specified by such signatory.

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"ARTICLE X

"WITHDRAWAL

"Any member government may give notice of withdrawal from the Administration at any time after the expiration of six months from the entry into force of the Agreement for that government. Such notice shall take effect twelve months after the date of its communication to the Director General subject to the member government having met by that time all financial, supply or other material obligations accepted or undertaken by it."

SEC. 2. Amounts appropriated under this resolution shall be expended under the direction of the President pursuant to section 1 hereof. The President shall submit to the Congress quarterly reports of expenditures made under any such appropriations and of operations under the Agreement.

SEC. 3. In the adoption of this joint resolution the Congress expresses its approval of and reliance upon the policy adopted by the United Nations Relief and Rehabilitation Administration at the first session of the Council, summarized in paragraph 11 of Resolution Numbered 12, and reading as follows:

"11. The task of rehabilitation must not be considered as the beginning of reconstruction—it is coterminous with relief. No new construction or reconstruction work is contemplated, but only rehabilitation as defined in the preamble of the Agreement. Problems, such as unemployment, are important, but not determining factors. They are consequences and, at the same time, motives of action. The Administration cannot be called upon to help restore continuous employment in the world."

SEC. 4. In expressing its approval of this joint resolution, it is the recommendation of Congress that insofar as funds and facilities permit, any area (except within enemy territory and while occupied by the enemy) important to the military operations of the United Nations which is stricken by famine or disease may be included in the benefits to be made available through the United Nations Relief and Rehabilitation Administration.

SEC. 5. No amendment under article VIII (a) of the agreement involving any new obligation for the United States shall be binding upon the United States without approval by joint resolution of Congress.

SEC. 6. In adopting this joint resolution the Congress does so with the following reservation:

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That in the case of the United States the appropriate constitutional body to determine the amount and character and time of the contributions of the United States is the Congress of the United States.

SEC. 7. In adopting this joint resolution the Congress does so with the following reservation:

That it is understood that the provision in paragraph 11 of resolution numbered 12 adopted at the first session of the council, referred to in section 3 of this joint resolution and reading "The task of rehabilitation must not be considered as the beginning of reconstruction—it is coterminous with relief", contemplates that rehabilitation means and is confined only to such activities as are necessary to relief.

SEC. 8. In adopting this joint resolution the Congress does so with the following reservation:

That the United Nations Relief and Rehabilitation Administration shall not be authorized to enter into contracts or undertake or incur obligations beyond the limits of appropriations made under this authorization and by other countries and receipts from other sources.

SEC. 9. The authorization contained in this joint resolution shall expire on June 30, 1946.

Speaker of the House of Representatives.

*Vice President of the United States and
President of the Senate.*

000653

Deal with Budget

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

FEB 16 1944

Dear Mr. Pehle:

I shall be very glad to designate one of our staff members with whom Mr. Stewart of the War Refugee Board may deal in connection with budgetary organization and other related matters. Mr. William Hall is in an appropriate position to serve in this capacity, inasmuch as he handles budget matters of a number of our agencies functioning abroad and is also heading up certain organizational projects for the Division of Administrative Management.

I am told that Mr. Hall and Mr. Stewart are acquainted with each other, so this should facilitate effective working relations.

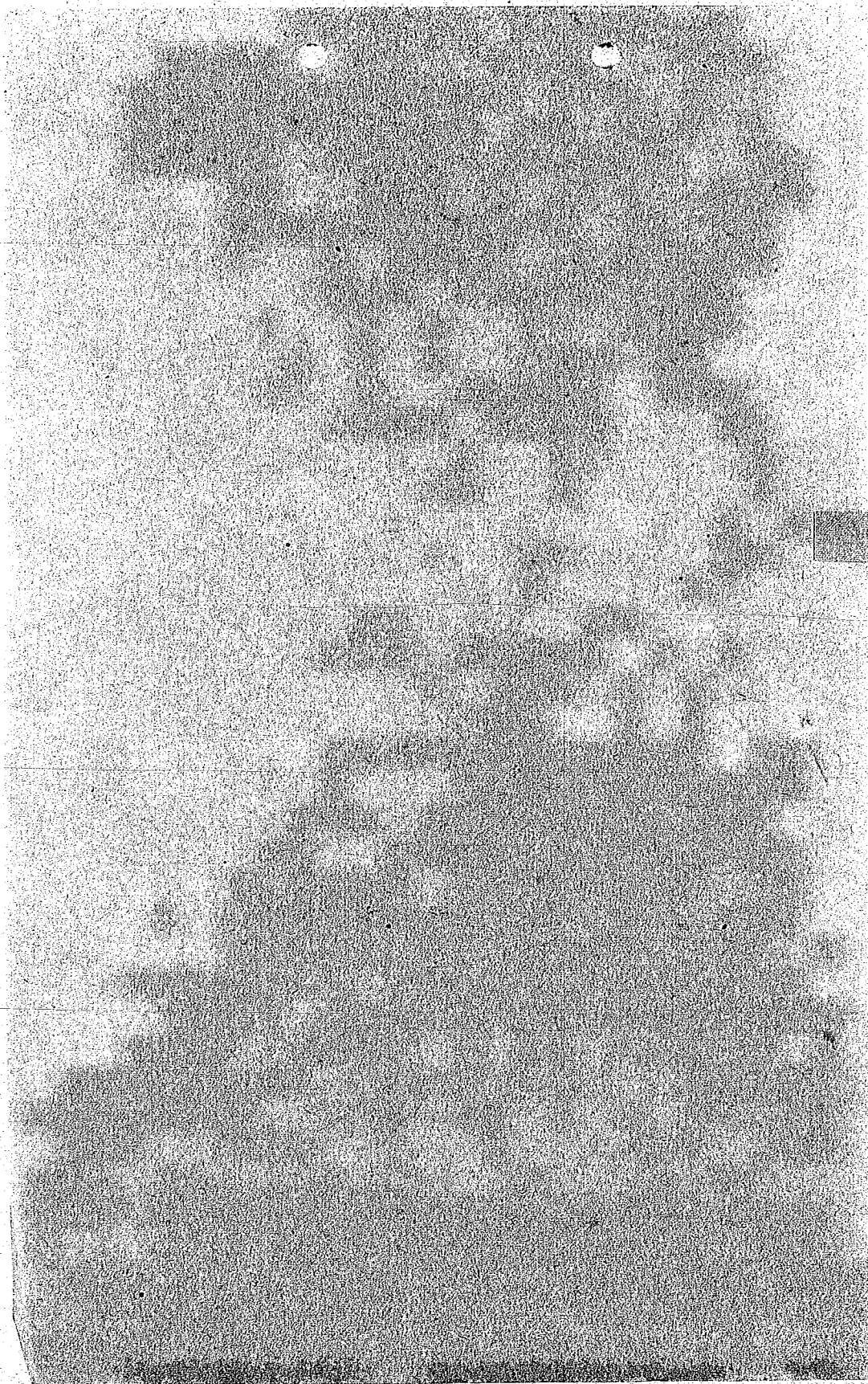
Very truly yours,

Wm. D. Brown
Director

Mr. J. W. Pehle
Acting Executive Director
War Refugee Board
Washington, D. C.

Noted
N.A.R.
W.D. 2/17

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000655

ESTIMATE OF PERSONNEL REQUIREMENTS
(Excluding Personnel Stationed in Foreign Countries)

*First QUARTER, FISCAL YEAR 1946

C
O
P
Y

WAR REFUGEE BOARD
(Department or agency)

(Bureau or branch)

WAR REFUGEE BOARD
(Ceiling unit)

LINE	GROUP	TOTAL (A)	UNDER CEILING					EXCLUDED FROM CEILING BY P. L. 106 (G)	WOO (H)
			TOTAL (B)	PER- MANENT (C)	TEM- PORARY (D)	WAE (E)	\$1 PER YEAR OR MONTH (F)		
			(B)	(C)	(D)	(E)	(F)		
1.	Total number of employees	11	11	11					
2.	Full-time	11	11	11					
3.	Departmental	11	11	11					
4.	Field								
5.	Part-time								
6.	Departmental								
7.	Field								
8.	Total man-months—Part-time service								
9.	Departmental								
10.	Field								
11.	Personal services obligations (obj. class. 01) (In thousands of dollars)	15	15	15					
12.	Departmental	15	15	15					
13.	Field								

NOTE.—For explanation of terms and headings, see other side.

* For two months only, through August 31, 1945

	Current Ceiling (I)	Agency's Present Request (J)	Agency employment as of 6/30/45 (K)	Increase (+) or decrease (—) in Agency's Present Request Compared with Column (J) (L)	Column (K) (M)
Total—Full-time:					
Departmental	11	11	11	-	-
Field					
Total—Man-months—Part-time service:					
Departmental					
Field					

JUSTIFICATION

655147

The above number of employees is necessary to complete operations of the War Refugee Board. However, it is possible that a few key employees may be kept on beyond August 31 in order to close out any essential unfinished business.

000656

Explanation of Terms and Headings, Budget Bureau Form No. A-29, Revised

The agency's estimate of requirements will exclude the following classes of employees:

- (a) Employees whose official station is outside the 48 States, the District of Columbia, and the Territories and possessions.
- (b) Employees on extended leave without pay. Extended leave without pay is defined as absence on such leave throughout the entire period covered by the estimate.
- (c) Casual workers—those hired informally "on the spot" without appointment, for short intervals of time to cope with fire, flood, and other emergencies.
- (d) Workers or trainees whose compensation is in the nature of an allowance, e. g., prisoners of war and inmates of prisons and penitentiaries.
- (e) Any personal services the expense of which is properly chargeable to "07 other contractual services" under the instructions in Budget-Treasury Regulation No. 1, Revised (unless, in the case of certain war agencies, the Bureau of the Budget specifies otherwise).

LINE ENTRIES

1. *Departmental and field services* represent employees occupying "departmental" and "field" positions as determined by the work performed, regardless of geographical location.

2. *Full-time employees* means those, regardless of class or nature of appointment, who work the hours and days required by the official workweek for the group or class of employees in which they are employed. (For example, the official workweek of clerical employees may be 5 days of 8 hours each; thus, employees required to perform clerical duties for 5 days of 8 hours each per week are full-time employees. Similarly, if the official workweek for a teacher is 5 days of 6 hours each, all teachers who are required to work the 5 days of 6 hours each per week are full-time employees.) Such employees may be compensated on a salary or wage basis at hourly, daily, weekly, monthly, or yearly rates.

3. *Part-time employees* are those, regardless of class or nature of appointment, who work hours or days less than the hours and days of work for full-time employees in the same group or class. Such employees may be compensated on a fee basis, or on a salary or wage basis, at hourly, daily, weekly, monthly, yearly, or per unit rates.

4. *Month*, for the purpose of computing man-months, means the calendar month. With respect to piece-rate and fee-basis employees' services, these may be translated into man-months on whatever formula the employing agency finds most practicable. The formula used should be explained in a memorandum accompanying the estimate. Man-months will represent the total needs for the estimate period. Ceiling allowances stated in terms of man-months are not cumulative from one period to another.

5. *Personal services obligations* represents the total obligations during the estimate period for services to be rendered under each of the types of positions. Under "Justification" explain the need for any funds shown under headings not provided for in the Budget, and whether permanent, temporary, or "WAE" funds are expected to be used.

6. *Employees temporarily detailed* will, in accordance with Civil Service Commission rules and regulations, be considered as serving in their regularly assigned position.

COLUMN DESIGNATIONS

7. Column (A) is the sum of columns (B) and (C).

8. *Under ceiling*.—Exclude (1) the heads of agencies, (2) judges, (3) elected officials, if any, and (4) those employees of the War and Navy Departments and the War Shipping Administration exempted from ceiling determinations during the period of present hostilities.

(a) *Permanent*.—Employees requested under this heading should include all personnel reflected in the personnel schedules in the Budget or supplemental estimates as "permanent," regardless of the nature of their individual appointments or absence of formal appointment. Such employees may be compensated on a salary or wage basis, at hourly, daily, weekly, monthly, or yearly rates. WAE, \$1-per-year or \$1-per-month, and WOC employees should not be reported under this head.

(b) *Temporary*.—Employees requested under this heading should include all personnel reflected in the personnel schedules in the Budget or supplemental estimates as "temporary employment," regardless of the nature of their individual appointments or absence of formal appointment. Such employees may be paid on a salary or wage basis at hourly, daily, weekly, or monthly rates. WAE, \$1-per-year or \$1-per-month, and WOC employees should not be reported under this head.

(c) *WAE employees* are those serving on an irregular or occasional basis. Such employees may be compensated on a fee basis or on a salary or wage basis at hourly, daily, weekly, monthly, yearly, or per unit rates.

(d) *\$1-per-year or \$1-per-month employees* are those serving on the compensation basis indicated by the title hereof.

9. *Excluded from the ceiling by Public Law 106*.—Enter here the heads of the agency, judges, elected officials; also enter here those employees of the War and Navy Departments and War Shipping Administration exempted from ceiling determination during the period of present hostilities.

10. *WOC employees* are those employees appointed or otherwise engaged to perform services on a regular or intermittent basis, whose appointment does not provide for salary or wage payments. Do not include in column (A) any numbers shown in column (H).

COLUMN I.—Insert latest number or numbers shown in the latest letter of determination from the Director of the Bureau of the Budget.

COLUMN J.—Enter figures reported on lines 3, 4, 9, and 10, column (B), respectively.

COLUMN K.—Enter full-time employment reported on latest Civil Service Commission Form 3257, Revised, comparable with Column (J) and the cumulative total of man-months of part-time service used during the latest three periods reported on CSC Form 3257.

JUSTIFICATION.—State in terms of changes in work load and recruitment experience and justify any increase or explain any decrease in the estimate as compared with (1) the current ceiling and (2) the employment as of the date shown.

000657

QUARTERLY ESTIMATE OF PERSONNEL REQUIREMENTS

War Refugee Board

(Department or agency)

Salaries and Expenses, War Refugee Board, 1945

(Organization or appropriation unit title)

(Bureau or branch)

Quarter ending **June 30**, 194**5**

GROUP	Total (A)	FULL-TIME EMPLOYEES				OTHER EMPLOYEES		
		Total (B)	Regular		Temporary		Part-time	
			Salaried (C)	Wage (D)	Salaried (E)	Wage (F)	Salaried (G)	Inter- mittent (W. A. E.) (H)
1. Total, departmental and field.....	25	25	25					
2. Departmental service, total.....	25	25	25					
3. Affected by Public Law 49.....	25	25	25					
4. Included in determination.....	25	25	25					
5. Administratively excluded.....								
6. Not affected by Public Law 49.....								
7. Field service, total.....								
8. Affected by Public Law 49.....								
9. Included in determination.....								
10. Administratively excluded.....								
11. Not affected by Public Law 49.....								
Additional information:								
12. \$1 per year or \$1 per month.....								
13. W. O. C.....								

NOTE.—For explanation of terms and headings, see other side.

Class	Budget Bureau current determination	Agency's present request	Agency employment as of 2/28/45	Increase (+) or decrease (-) agency's present request compared with—	
Total.....	20	25	20	+ 5	+ 5
Departmental: Full-time.....					
Departmental: Other.....					
Field: Full-time.....					
Field: Other.....					

JUSTIFICATION

The requested increase in ceiling for the quarter ending June 30, 1945 will allow the Board to transfer to its own rolls several Treasury Department employees who have been detailed to the Board since its inception. In addition the Board has under consideration a new short term program, the personnel needs of which are not yet clear, but which may require the hiring of a limited number of additional personnel. As indicated above, at the present time the Board's roll exactly equals its ceiling, a situation which makes planning in connection with the new program extremely difficult. It is believed that the requested increase will relieve this situation.

000658

EXPLANATION OF TERMS AND HEADINGS

This estimate shall be prepared on the same basis as CSC Form 3257, revised. Care shall be taken that those employees subject to Public Law 49 and not subject to Public Law 49 are properly segregated.

This estimate shall apply only to persons employed in the 48 States and the District of Columbia; except, as follows: Persons in terminal leave status; persons occasionally hired "on the spot" without appointment; persons on leave without pay during the entire period covered by the estimate; persons whose compensation is in the nature of an allowance; and persons whose compensation is charged to "Other contractual services" rather than personal services (unless, in the case of certain war agencies, the Bureau of the Budget specifies otherwise).

Line 1—Total, departmental and field (lines 2+7). Column A, line 1, of the form shall be computed on the same basis as column A, line 1, of the CSC Form 3257, revised.

Line 2—This line is the total departmental service request (lines 3+6).

Line 3—This is the total of lines 4 and 5 and represents the number affected by the overtime pay provisions of Public Law 49.

Line 4—This is that portion of line 3 which the agency requests as a basis for determinations to be made by the Director of the Bureau of the Budget except the number of employees in those classes previously excluded by the Director of the Bureau of the Budget from his determination.

Line 5—This is that portion of line 3 which has been administratively excluded from the determinations made by the Director of the Bureau of the Budget.

Line 6—Represents the number not affected by the overtime pay provisions of Public Law 49 exclusive of those included in lines 12 and 13.

Line 7—This line is the total field service request (lines 8+11).

Lines 8, 9, 10, and 11 shall be prepared on the same basis under the field service as were lines 3, 4, 5, and 6 under the departmental service.

Line 12—This line should include only those numbers of \$1 per year or \$1 per month employees who are likely to perform services during the period covered by the estimate.

Line 13—This line should include only those numbers of "without compensation" employees who are likely to perform services during the period covered by the estimate.

"Full-time" and "part-time and intermittent employees"—Definitions prescribed by the Civil Service Commission shall be followed.

Column (I) should include only those numbers of the intermittent (W. A. E.) group who are likely to perform services during the period covered by the estimate.

Column (J)—Insert latest number as broken down in the latest letter of determination from the Director of the Bureau of the Budget.

Column (K)—Enter figures reported on lines 4 and 9, column (B), and total of columns (G), (H), and (I), respectively.

Column (L)—Enter employment reported on CSC Form 3257, revised, comparable with column (K).

Justification—State in terms of changes in work load and recruitment experience and justify any increase or explain any decrease in the request as compared with the (1) current determination and (2) employment as of the date reported.

000659

QUARTERLY ESTIMATE OF PERSONNEL REQUIREMENTS

War Refugee Board

(Department or agency)

Salaries and Expenses, War Refugee Board 1945

(Organization or appropriation unit title)

Quarter ending **March 31,** 194**5**

(Bureau or branch)

GROUP	Total (A)	FULL-TIME EMPLOYEES				OTHER EMPLOYEES			
		Total (B)	Regular		Temporary		Part-time		Inter- mittent (W. A. E.) (I)
			Salaried (C)	Wage (D)	Salaried (E)	Wage (F)	Salaried (G)	Wage (H)	
1. Total, departmental and field	25	25	25						
2. Departmental service, total	25	25	25						
3. Affected by Public Law 49	25	25	25						
4. Included in determination	25	25	25						
5. Administratively excluded									
6. Not affected by Public Law 49									
7. Field service, total									
8. Affected by Public Law 49									
9. Included in determination									
10. Administratively excluded									
11. Not affected by Public Law 49									
Additional information:									
12. \$1 per year or \$1 per month									
13. W. O. C.									

NOTE.—For explanation of terms and headings, see other side.

Class	Budget Bureau current determination (J)	Agency's present request (K)	Agency employment as of 1/31/45 (L)	Increase (+) or decrease (—) agency's present request compared with—	
	(J)	(K)	(L)	(I)	(L)
Total	20	25	16	+ 5	+ 9
Departmental: Full-time					
Departmental: Other					
Field: Full-time					
Field: Other					

JUSTIFICATION

The requested increase in ceiling for the current quarter is necessitated by the proposed transfer of seven employees of the Treasury Department, who have been on reimbursable detail to the War Refugee Board since its inception, to the Board's own payroll. These transfers will serve to simplify the administrative details incident to the operation of the Board. It will be noted that this change entails no net increase in the number of employees actually engaged in War Refugee Board activities.

EXPLANATION OF TERMS AND HEADINGS

This estimate shall be prepared on the same basis as CSC Form 3257, revised. Care shall be taken that those employees subject to Public Law 49 and not subject to Public Law 49 are properly segregated.

This estimate shall apply only to persons employed in the 48 States and the District of Columbia; except, as follows: Persons in terminal leave status; persons occasionally hired "on the spot" without appointment; persons on leave without pay during the entire period covered by the estimate; persons whose compensation is in the nature of an allowance; and persons whose compensation is charged to "Other contractual services" rather than personal services (unless, in the case of certain war agencies, the Bureau of the Budget specifies otherwise).

Line 1—Total, departmental and field (lines 2+7). Column A, line 1, of the form shall be computed on the same basis as column A, line 1, of the CSC Form 3257, revised.

Line 2—This line is the total departmental service request (lines 3+6).

Line 3—This is the total of lines 4 and 5 and represents the number affected by the overtime pay provisions of Public Law 49.

Line 4—This is that portion of line 3 which the agency requests as a basis for determinations to be made by the Director of the Bureau of the Budget except the number of employees in those classes previously excluded by the Director of the Bureau of the Budget from his determination.

Line 5—This is that portion of line 3 which has been administratively excluded from the determinations made by the Director of the Bureau of the Budget.

Line 6—Represents the number not affected by the overtime pay provisions of Public Law 49 exclusive of those included in lines 12 and 13.

Line 7—This line is the total field service request (lines 8+11).

Lines 8, 9, 10, and 11 shall be prepared on the same basis under the field service as were lines 3, 4, 5, and 6 under the departmental service.

Line 12—This line should include only those numbers of \$1 per year or \$1 per month employees who are likely to perform services during the period covered by the estimate.

Line 13—This line should include only those numbers of "without compensation" employees who are likely to perform services during the period covered by the estimate.

"Full-time" and "part-time and intermittent employees"—Definitions prescribed by the Civil Service Commission shall be followed.

Column (I) should include only those numbers of the intermittent (W. A. E.) group who are likely to perform services during the period covered by the estimate.

Column (J)—Insert latest number as broken down in the latest letter of determination from the Director of the Bureau of the Budget.

Column (K)—Enter figures reported on lines 4 and 9, column (B), and total of columns (G), (H), and (I), respectively.

Column (L)—Enter employment reported on CSC Form 3257, revised, comparable with column (K).

Justification—State in terms of changes in work load and recruitment experience and justify any increase or explain any decrease in the request as compared with the (1) current determination and (2) employment as of the date reported.

000661

QUARTERLY ESTIMATE OF PERSONNEL REQUIREMENTS

War Refugee Board

(Department or agency)

**Emergency Fund for the President, National
Defense, (Allotment to War Refugee Board)**

(Organization or appropriation unit title)

(Bureau or branch)

Quarter ending

March 31

104 5

GROUP	Total (A)	FULL-TIME EMPLOYEES				OTHER EMPLOYEES			
		Total (B)	Regular		Temporary		Part-time		Inter- mittent (W. A. E.) (I)
			Salaried (C)	Wage (D)	Salaried (E)	Wage (F)	Salaried (G)	Wage (H)	
1. Total, departmental and field	20	20	20						
2. Departmental service, total	20	20	20						
3. Affected by Public Law 49	20	20	20						
4. Included in determination	20	20	20						
5. Administratively excluded									
6. Not affected by Public Law 49									
7. Field service, total									
8. Affected by Public Law 49									
9. Included in determination									
10. Administratively excluded									
11. Not affected by Public Law 49									
Additional information:									
12. \$1 per year or \$1 per month									
13. W. O. C.									

NOTE.—For explanation of terms and headings, see other side.

Class	Budget Bureau current determination (J)	Agency's present request (K)	Agency employment as of 12-15-44 (L)	Increase (+) or decrease (—) agency's present request compared with—	
Total	25	20	19	(J)	(L)
Departmental: Full-time		20	19	-5	+ 1
Departmental: Other					
Field: Full-time					
Field: Other					

JUSTIFICATION

It is estimated that the above number of employees will be required for the proper and efficient exercise of the War Refugee Board during the quarter ending March 31, 1945. It is anticipated that until the cessation of hostilities in Europe that the War Refugee Board staff will remain at approximately its present level.

cc: Bryan
Gathrell 12/8

000662

EXPLANATION OF TERMS AND HEADINGS

This estimate shall be prepared on the same basis as CSC Form 3257, revised. Care shall be taken that those employees subject to Public Law 49 and not subject to Public Law 49 are properly segregated.

This estimate shall apply only to persons employed in the 48 States and the District of Columbia; except, as follows: Persons in terminal leave status; persons occasionally hired "on the spot" without appointment; persons on leave without pay during the entire period covered by the estimate; persons whose compensation is in the nature of an allowance; and persons whose compensation is charged to "Other contractual services" rather than personal services (unless, in the case of certain war agencies, the Bureau of the Budget specifies otherwise).

Line 1—Total, departmental and field (lines 2+7). Column A, line 1, of the form shall be computed on the same basis as column A, line 1, of the CSC Form 3257, revised.

Line 2—This line is the total departmental service request (lines 3+6).

Line 3—This is the total of lines 4 and 5 and represents the number affected by the overtime pay provisions of Public Law 49.

Line 4—This is that portion of line 3 which the agency requests as a basis for determinations to be made by the Director of the Bureau of the Budget except the number of employees in those classes previously excluded by the Director of the Bureau of the Budget from his determination.

Line 5—This is that portion of line 3 which has been administratively excluded from the determinations made by the Director of the Bureau of the Budget.

Line 6—Represents the number not affected by the overtime pay provisions of Public Law 49 exclusive of those included in lines 12 and 13.

Line 7—This line is the total field service request (lines 8+11).

Lines 8, 9, 10, and 11 shall be prepared on the same basis under the field service as were lines 3, 4, 5, and 6 under the departmental service.

Line 12—This line should include only those numbers of \$1 per year or \$1 per month employees who are likely to perform services during the period covered by the estimate.

Line 13—This line should include only those numbers of "without compensation" employees who are likely to perform services during the period covered by the estimate.

"Full-time" and "part-time and intermittent employees"—Definitions prescribed by the Civil Service Commission shall be followed.

Column (I) should include only those numbers of the intermittent (W. A. E.) group who are likely to perform services during the period covered by the estimate.

Column (J)—Insert latest number as broken down in the latest letter of determination from the Director of the Bureau of the Budget.

Column (K)—Enter figures reported on lines 4 and 9, column (B), and total of columns (G), (H), and (I), respectively.

Column (L)—Enter employment reported on CSC Form 3257, revised, comparable with column (K).

Justification—State in terms of changes in work load and recruitment experience and justify any increase or explain any decrease in the request as compared with the (1) current determination and (2) employment as of the date reported.

000663

QUARTERLY ESTIMATE OF PERSONNEL REQUIREMENTS

War Refugee Board

(Department or agency)

Emergency Fund for the President, National
Defense, (Allotment to War Refugee
Board)

(Organization or appropriation unit title)

Quarter ending December 31, 1944

(Bureau or branch)

GROUP	Total (A)	FULL-TIME EMPLOYEES				OTHER EMPLOYEES		
		Total (B)	Regular		Temporary		Part-time	
			Salaried (C)	Wage (D)	Salaried (E)	Wage (F)	Salaried (G)	Wage (H)
1. Total, departmental and field.....	25	25	25					
2. Departmental service, total.....	25	25	25					
3. Affected by Public Law 49.....	25	25	25					
4. Included in determination.....	25	25	25					
5. Administratively excluded.....								
6. Not affected by Public Law 49.....								
7. Field service, total.....								
8. Affected by Public Law 49.....								
9. Included in determination.....								
10. Administratively excluded.....								
11. Not affected by Public Law 49.....								
Additional information:								
12. \$1 per year or \$1 per month.....								
13. W. O. C.....								

NOTE.—For explanation of terms and headings, see other side.

Class	Budget Bureau current determination (J)	Agency's present request (K)	Agency employment as of 9-10-44 (L)	Increase (+) or decrease (—) agency's present request compared with—	
				(J)	(L)
Total.....	40	25	27	-15	-13
Departmental: Full-time.....		25	27		
Departmental: Other.....					
Field: Full-time.....					
Field: Other.....					

JUSTIFICATION

It is estimated that the above number of employees will be necessary for the proper and efficient exercise of the War Refugee Board's functions during the quarter ending December 31, 1944. The estimate reflects the near approach of the cessation of hostilities in Europe and the gradual liquidation of the Board as the need for its work disappears.

000664

EXPLANATION OF TERMS AND HEADINGS

This estimate shall be prepared on the same basis as CSC Form 3257, revised. Care shall be taken that those employees subject to Public Law 49 and not subject to Public Law 49 are properly segregated.

This estimate shall apply only to persons employed in the 48 States and the District of Columbia; except, as follows: Persons in terminal leave status; persons occasionally hired "on the spot" without appointment; persons on leave without pay during the entire period covered by the estimate; persons whose compensation is in the nature of an allowance; and persons whose compensation is charged to "Other contractual services" rather than personal services (unless, in the case of certain war agencies, the Bureau of the Budget specifies otherwise).

Line 1—Total, departmental and field (lines 2+7). Column A, line 1, of the form shall be computed on the same basis as column A, line 1, of the CSC Form 3257, revised.

Line 2—This line is the total departmental service request (lines 3+6).

Line 3—This is the total of lines 4 and 5 and represents the number affected by the overtime pay provisions of Public Law 49.

Line 4—This is that portion of line 3 which the agency requests as a basis for determinations to be made by the Director of the Bureau of the Budget except the number of employees in those classes previously excluded by the Director of the Bureau of the Budget from his determination.

Line 5—This is that portion of line 3 which has been administratively excluded from the determinations made by the Director of the Bureau of the Budget.

Line 6—Represents the number not affected by the overtime pay provisions of Public Law 49 exclusive of those included in lines 12 and 13.

Line 7—This line is the total field service request (lines 8+11).

Lines 8, 9, 10, and 11 shall be prepared on the same basis under the field service as were lines 3, 4, 5, and 6 under the departmental service.

Line 12—This line should include only those numbers of \$1 per year or \$1 per month employees who are likely to perform services during the period covered by the estimate.

Line 13—This line should include only those numbers of "without compensation" employees who are likely to perform services during the period covered by the estimate.

"Full-time" and "part-time and intermittent employees"—Definitions prescribed by the Civil Service Commission shall be followed.

Column (I) should include only those numbers of the intermittent (W. A. E.) group who are likely to perform services during the period covered by the estimate.

Column (J)—Insert latest number as broken down in the latest letter of determination from the Director of the Bureau of the Budget.

Column (K)—Enter figures reported on lines 4 and 9, column (B), and total of columns (G), (H), and (I), respectively.

Column (L)—Enter employment reported on CSC Form 3257, revised, comparable with column (K).

Justification—State in terms of changes in work load and recruitment experience and justify any increase or explain any decrease in the request as compared with the (1) current determination and (2) employment as of the date reported.

000665

QUARTERLY ESTIMATE OF PERSONNEL REQUIREMENTS

War Refugee Board

(Department or agency)

Emergency Fund for the President, National
Defense, (Allotment to War Refugee Board)

(Organization or appropriation unit title)

Quarter ending September 30, 1944

(Bureau or branch)

Group	Total (A)	FULL-TIME EMPLOYEES				OTHER EMPLOYEES			
		Total (B)	Regular		Temporary		Part-time		Inter- mittent (W. A. E.) (I)
			Salaried (C)	Wage (D)	Salaried (E)	Wage (F)	Salaried (G)	Wage (H)	
1. Total, departmental and field	40	40	38						2
2. Departmental service, total	37	37	37						
3. Affected by Public Law 49	37	37	37						
4. Included in determination	37	37	37						
5. Administratively excluded									
6. Not affected by Public Law 49									
7. Field service, total	3	3	1						2
8. Affected by Public Law 49	3	3	1						2
9. Included in determination	3	3	1						2
10. Administratively excluded									
11. Not affected by Public Law 49									
Additional information:									
12. \$1 per year or \$1 per month									
13. W. O. C.									

NOTE.—For explanation of terms and headings, see other side.

Class	Budget Bureau current determination (J)	Agency's present request (K)	Agency employment as of 6/8/44 (L)	Increase (+) or decrease (—) agency's present request compared with— (M)	(N)
Total	30	40	24 *	+ 10	16
Departmental: Full-time		37	22 *		15
Departmental: Other		0	0		0
Field: Full-time		1	0		1
Field: Other		2	2		0

JUSTIFICATION

It is estimated that the above number of employees will be necessary for the proper and efficient exercise of the War Refugee Board's functions during the quarter ending September 30, 1944. The program of the Board is still in the developmental stages and the slight increase indicated is based upon the assumption that gradual accretions of personnel during the coming quarter will be necessary to meet proportionate work-load increases in carrying out present functions. This estimate does not reflect increases which may become necessary if additional functions (such as Refugee shelters, etc.) are assigned. In case substantial new functions are assigned it is clear that the personnel ceiling will have to be raised.

* There are at least three pending appointments to the Board's rolls which are expected to become effective before June 30, 1944.

CC. Sim. Pugh
Henry Wallace
Harold Smith, CC. Dunn
Thorson-Gatchell

(For additional space, use additional blank sheets)

16-30407-1

000666

EXPLANATION OF TERMS AND HEADINGS

This estimate shall be prepared on the same basis as CSC Form 3257, revised. Care shall be taken that those employees subject to Public Law 49 and not subject to Public Law 49 are properly segregated.

This estimate shall apply only to persons employed in the 48 States and the District of Columbia; except, as follows: Persons in terminal leave status; persons occasionally hired "on the spot" without appointment; persons on leave without pay during the entire period covered by the estimate; persons whose compensation is in the nature of an allowance; and persons whose compensation is charged to "Other contractual services" rather than personal services (unless, in the case of certain war agencies, the Bureau of the Budget specifies otherwise).

Line 1—Total, departmental and field (lines 2+7). Column A, line 1, of the form shall be computed on the same basis as column A, line 1, of the CSC Form 3257, revised.

Line 2—This line is the total departmental service request (lines 3+6).

Line 3—This is the total of lines 4 and 5 and represents the number affected by the overtime pay provisions of Public Law 49.

Line 4—This is that portion of line 3 which the agency requests as a basis for determinations to be made by the Director of the Bureau of the Budget except the number of employees in those classes previously excluded by the Director of the Bureau of the Budget from his determination.

Line 5—This is that portion of line 3 which has been administratively excluded from the determinations made by the Director of the Bureau of the Budget.

Line 6—Represents the number not affected by the overtime pay provisions of Public Law 49 exclusive of those included in lines 12 and 13.

Line 7—This line is the total field service request (lines 8+11).

Lines 8, 9, 10, and 11 shall be prepared on the same basis under the field service as were lines 3, 4, 5, and 6 under the departmental service.

Line 12—This line should include only those numbers of \$1 per year or \$1 per month employees who are likely to perform services during the period covered by the estimate.

Line 13—This line should include only those numbers of "without compensation" employees who are likely to perform services during the period covered by the estimate.

"Full-time" and "part-time and intermittent employees"—Definitions prescribed by the Civil Service Commission shall be followed.

Column (I) should include only those numbers of the intermittent (W. A. E.) group who are likely to perform services during the period covered by the estimate.

Column (J)—Insert latest number as broken down in the latest letter of determination from the Director of the Bureau of the Budget.

Column (K)—Enter figures reported on lines 4 and 9, column (B), and total of columns (G), (H), and (I), respectively.

Column (L)—Enter employment reported on CSC Form 3257, revised, comparable with column (K).

Justification—State in terms of changes in work load and recruitment experience and justify any increase or explain any decrease in the request as compared with the (1) current determination and (2) employment as of the date reported.

000667

QUARTERLY ESTIMATE OF PERSONNEL REQUIREMENTS

WAR REFUGEE BOARD
(Department or agency)EMERGENCY FUND FOR THE PRESIDENT
NATIONAL DEFENSE (ALLOT. TO WAR REFUGEE BOARD)
(Organization or appropriation unit title)

(Bureau or branch)

Quarter ending SEPTEMBER 30, 1944

GROUP	Total (A)	FULL-TIME EMPLOYEES				OTHER EMPLOYEES		
		Total (B)	Regular		Temporary		Part-time	
			Salaried (C)	Wage (D)	Salaried (E)	Wage (F)	Salaried (G)	Wage (H)
1. Total, departmental and field.....	40	40	38					
2. Departmental service, total.....	37	37	37					
3. Affected by Public Law 49.....	37	37	37					
4. Included in determination.....	37	37	37					
5. Administratively excluded.....								
6. Not affected by Public Law 49.....								
7. Field service, total.....	3	3	1					
8. Affected by Public Law 49.....	3	3	1					
9. Included in determination.....	3	3	1					
10. Administratively excluded.....								
11. Not affected by Public Law 49.....								
Additional information:								
12. \$1 per year or \$1 per month.....								
13. W. O. C.....								

NOTE.--For explanation of terms and headings, see other side.

Class	Budget Bureau current determination (J)	Agency's present request (K)	Agency employment as of 6/2/44 (L)	Increase (+) or decrease (-) agency's present request compared with--
Total	30	40	24*	+ 10
Departmental: Full-time..		37	24*	+ 16
Departmental: Other.....		0	0	+ 15
Field: Full-time.....		1	0	+ 1
Field: Other.....		2	2	0

JUSTIFICATION

000668

EXPLANATION OF TERMS AND HEADINGS

This estimate shall be prepared on the same basis as CSC Form 3257, revised. Care shall be taken that those employees subject to Public Law 49 and not subject to Public Law 49 are properly segregated.

This estimate shall apply only to persons employed in the 48 States and the District of Columbia; except, as follows: Persons in terminal leave status; persons occasionally hired "on the spot" without appointment; persons on leave without pay during the entire period covered by the estimate; persons whose compensation is in the nature of an allowance; and persons whose compensation is charged to "Other contractual services" rather than personal services (unless, in the case of certain war agencies, the Bureau of the Budget specifies otherwise).

Line 1—Total, departmental and field (lines 2+7). Column A, line 1, of the form shall be computed on the same basis as column A, line 1, of the CSC Form 3257, revised.

Line 2—This line is the total departmental service request (lines 3+6).

Line 3—This is the total of lines 4 and 5 and represents the number affected by the overtime pay provisions of Public Law 49.

Line 4—This is that portion of line 3 which the agency requests as a basis for determinations to be made by the Director of the Bureau of the Budget except the number of employees in those classes previously excluded by the Director of the Bureau of the Budget from his determination.

Line 5—This is that portion of line 3 which has been administratively excluded from the determinations made by the Director of the Bureau of the Budget.

Line 6—Represents the number not affected by the overtime pay provisions of Public Law 49 exclusive of those included in lines 12 and 13.

Line 7—This line is the total field service request (lines 8+11).

Lines 8, 9, 10, and 11 shall be prepared on the same basis under the field service as were lines 3, 4, 5, and 6 under the departmental service.

Line 12—This line should include only those numbers of \$1 per year or \$1 per month employees who are likely to perform services during the period covered by the estimate.

Line 13—This line should include only those numbers of "without compensation" employees who are likely to perform services during the period covered by the estimate.

"Full-time" and "part-time and intermittent employees"—Definitions prescribed by the Civil Service Commission shall be followed.

Column (I) should include only those numbers of the intermittent (W. A. E.) group who are likely to perform services during the period covered by the estimate.

Column (J)—Insert latest number as broken down in the latest letter of determination from the Director of the Bureau of the Budget.

Column (K)—Enter figures reported on lines 4 and 9, column (B), and total of columns (G), (H), and (I), respectively.

Column (L)—Enter employment reported on CSC Form 3257, revised, comparable with column (K).

Justification—State in terms of changes in work load and recruitment experience and justify any increase or explain any decrease in the request as compared with the (1) current determination and (2) employment as of the date reported.

000669

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

AUG 8 1945

My dear General O'Dwyer:

From the information presented by your agency and in accordance with Public Law 106, 79th Congress, a determination has been made of the number of full-time civilian employees and man-months of part-time civilian employment which is required by the War Refugee Board for the proper and efficient performance of its authorized functions.

The number of full-time civilian employees here listed is the maximum number of such employees who may be in pay status at any one time on and after the effective dates specified. This number does not include: (1) employees whose official station of duty is outside the 48 States, the District of Columbia, and the Territories and possessions, (2) casual workers--those hired "on the spot" without appointment, for short intervals to cope with fire, flood, and other emergencies, (3) workers or trainees whose compensation is in the nature of an allowance, (4) persons who serve without compensation, (5) persons whose earnings are properly chargeable to "07 other contractual services" under the instructions in Budget-Treasury Regulation No. 1, Revised (unless in the case of certain war agencies, the Bureau of the Budget specified otherwise), and (6) the head of the agency.

		Effective Date
Full-time		
Departmental	11	8/6/45
Field	0	
Full-time		
Departmental	0	9/30/45
Field	0	

Very truly yours,

Charles F. Smith
Director

Brig. Gen. William O'Dwyer
Executive Director
War Refugee Board
Washington, D. C.

000670

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

JUN 6 1945

My dear General O'Dwyer:

I have your letter of May 28, 1945, requesting certain revisions in the numbers of employees determined to be required for the proper and efficient exercise of the functions of the War Refugee Board as set forth in my letter of March 29, 1945.

You are advised that, based on the information submitted, my determination for the War Refugee Board is hereby revised as follows:

Previous Determination		Revised Determination	
No. of Employees	Effective Date	No. of Employees	Effective Date
0	6/30/45 (Close of business)	11	6/30/45

All other applicable provisions of my letter of March 29, 1945 remain unchanged.

No certificate of compliance is required under my letter dated March 29, 1945 for the unit involved in this revision. However, within thirty days after the date fixed for compliance with these instructions, certification of compliance shall be made to the Director of the Bureau of the Budget.

Yours very truly,

James D. Smith
Director

Brig. Gen. William O'Dwyer
Executive Director
War Refugee Board
Washington, D. C.

000671

MAY 30 1944

Dear Mr. Smith:

In our letter of April 20 requesting a personnel ceiling for the War Refugee Board for the quarter ending June 30, 1944, we suggested that a ceiling of 25 would probably be adequate unless additional transfers to the War Refugee Board rolls were made from the State, Treasury, and War Departments. In view of such transfers--both completed and pending--and particularly transfers from Foreign Funds Control in the Treasury Department, it is hereby requested that the personnel ceiling of the War Refugee Board for the current quarter be raised to 30.

It is my understanding that Foreign Funds Control would have no objection to a corresponding reduction of five employees in its personnel ceiling and that a letter to that effect is being addressed to your attention.

Yours very truly,

J. W. Pehle
Executive Director

By Ward Stewart
Assistant Executive Director

Mr. Harold D. Smith, Director
Bureau of the Budget
State Department Building
Washington, D. C.

WStewart; pdk 5/27/44

000672

MAY 30 1944

Dear Mr. Smith:

I understand that the War Refugee Board has requested that its personnel ceiling for the quarter ending June 30, 1944, be increased by five employees to accommodate certain transfers to its rolls from the rolls of the Treasury Department. This is to inform you that there is no objection to a corresponding reduction of five employees in the personnel ceiling of Foreign Funds Control for the current quarter.

Yours very truly,

O. A. Schmidt
Acting Director

Mr. Harold D. Smith, Director
Bureau of the Budget
State Department Building
Washington, D. C.

WStewart; pdk 5/27/44

000673

MAY 28 1945

Dear Mr. Smith:

Your letter of May 29, 1945 determined that, in accordance with Public Law 49, 78th Congress, the number of employees covered by that Act, required by the War Refugee Board as of the close of business June 30, 1945 should be none.

However, as outlined in my letter to you, dated May 12, 1945, accompanied by an estimate of appropriation, it is believed that the activities of the Board, including the winding-up process, will not be completed until about sixty days after June 30, 1945. As of June 30, 1945 it will require the services of 11 employees covered by the above-mentioned Act to properly and efficiently conclude its operations.

It would be appreciated if you will revise the personnel ceiling from 0 employees, established by your letter of March 29, to 11 as requested in our estimate of appropriation for the fiscal year 1946.

Very truly yours,

(Signed) William O'Dwyer

William O'Dwyer
Executive Director

Mr. Harold D. Smith,
Director,
Bureau of the Budget,
Washington 25, D. C.

lft. by
dw
DJT:lbgt
5/28/45
limit:DW:ve

000674

Certificate of Compliance
under the
War Overtime Pay Act of 1943 - Seventy Eighth Congress

April 16, 1945

To the Director of the Bureau of the Budget:

In response to your letter of March 29, 1945, and in accordance with the requirements of section 11 of the War Overtime Pay Act of 1943, I hereby certify that as of April 16, 1945, the number of employees in the War Refugee Board in each of the classifications specified thereunder did not exceed the maximum number determined by you to be required for the proper and efficient exercise of the functions of the War Refugee Board.

David White
Administrative Officer

dw DWHITE: rpj: 4-16-45

000675

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, 25, D. C.

MAR 29 1945

My dear General O'Dwyer:

From the information presented by your agency and in accordance with Public Law 49, 78th Congress, a determination has been made of the number of employees covered by that Act which is required by the War Refugee Board for the proper and efficient exercise of its functions.

The numbers of employees here listed are the maximum numbers that may be in pay status at any one time on the pay rolls of your agency on and after the effective dates specified. These numbers do not include: (1) employees whose official station of duty is outside the 48 States and the District of Columbia, (2) employees who have been separated from the service but who are still carried on the pay rolls because of accrued leave, (3) persons casually employed "on the spot" without appointment for short intervals to cope with fire, flood and other emergent and unpredictable situations, (4) workers or trainees whose compensation is in the nature of an allowance, (5) persons who serve without compensation or at nominal rates of \$1 per month or \$1 per year, and (6) persons whose earnings are charged to object of expenditure "07" unless otherwise specified.

	<u>No of Employees</u>	<u>Effective Date</u>	<u>No of Employees</u>	<u>Effective Date</u>
War Refugee Board	25	4/1/45	0	6/30/45 (Close of business)

Within thirty days after the dates fixed for compliance with these instructions, certifications of compliance shall be made to the Director of the Bureau of the Budget.

Very truly yours,

Edward P. Dwyer
Director

Brig. Gen. William O'Dwyer
Executive Director
War Refugee Board
Washington, D. C.

000676

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

MAR 19 1945

My dear General O'Dwyer:

I have Mr. David White's letter of February 9, 1945, requesting certain revisions in the number of employees determined to be required for the proper and efficient exercise of the functions of the War Refugee Board as set forth in my letter of December 30, 1944.

Your request has been given careful consideration, but in view of the Board's decision to liquidate its activities in the near future, a revision at this time in the current determination does not appear to be justified.

Very truly yours,

Edward A. Smith
Director

Brig. Gen. William O'Dwyer
Executive Director
War Refugee Board
Washington, D. C.

Copy to Hatched 3/20/45

000677

Certificate of Compliance
under the
War Overtime Pay Act of 1943 - Seventy Eighth Congress

January 3, 1945

To the Director of the Bureau of the Budget:

In response to your letter of December 30, 1944, and in accordance with the requirements of section 11 of the War Overtime Pay Act of 1943, I hereby certify that as of January 3, 1945, the number of employees in the War Refugee Board in each of the classifications specified thereunder did not exceed the maximum number determined by you to be required for the proper and efficient exercise of the functions of the War Refugee Board.

(Signed) David White

David White
Administrative Officer

DWhite:hmd

cc: Hatchell
7-16-45

000678

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

DEC 30 1944

My dear Mr. Pehle:

From the information presented by your agency and in accordance with Public Law 49, 78th Congress, a determination has been made of the number of employees covered by that Act which is required by the War Refugee Board for the proper and efficient exercise of its functions.

The number of employees here listed is the maximum number that may be in pay status at any one time on the pay rolls of your agency on and after the effective date specified. This number does not include: (1) employees whose official station of duty is outside the 48 States and the District of Columbia, (2) employees who have been separated from the service but who are still carried on the pay rolls because of accrued leave, (3) persons casually employed "on the spot" without appointment for short intervals to cope with fire, flood and other emergent and unpredictable situation, (4) workers or trainees whose compensation is in the nature of an allowance, (5) persons who serve without compensation or at nominal rates of \$1 per month or \$1 per year, and (6) persons whose earnings are charged to object of expenditure "07" unless otherwise specified.

Effective Date

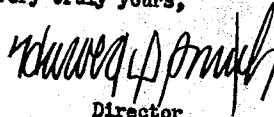
War Refugee Board

20

January 1, 1945

Within thirty days after the date fixed for compliance with these instructions, certification of compliance shall be made to the Director of the Bureau of the Budget.

Very truly yours,



Director

Mr. John W. Pehle
Executive Director
War Refugee Board
Washington, D. C.

cc. Hatchell
1/3/45

000674

Certificate of Compliance
under the
War Overtime Pay Act of 1943 - Seventy Eighth Congress

October 31, 1944

To the Director of the Bureau of the Budget:

In response to your letter of September 30, 1944, and in accordance with the requirements of section 11 of the War Overtime Pay Act of 1943, I hereby certify that as of October 31, 1944, the number of employees in the War Refugee Board in each of the classifications specified thereunder did not exceed the maximum number determined by you to be required for the proper and efficient exercise of the functions of the War Refugee Board.

(Signed) David White

David White
Administrative Officer

DWhite:ar 11/22/44

Handwritten: 7/14/44

000680

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

SEP 30 1944

My dear Mr. Pehle:

From the information presented by your agency and in accordance with Public Law 49, 78th Congress, a determination has been made of the number of employees covered by that Act which is required by the War Refugee Board for the proper and efficient exercise of its functions.

The number of employees here listed is the maximum number that may be in pay status at any one time on the pay rolls of your agency on and after the effective date specified. This number does not include: (1) employees whose official station of duty is outside the 48 States and the District of Columbia, (2) employees who have been separated from the service but who are still carried on the pay rolls because of accrued leave, (3) persons casually employed "on the spot" without appointment for short intervals to cope with fire, flood and other emergent and unpredictable situations, (4) workers or trainees whose compensation is in the nature of an allowance, (5) persons who serve without compensation or at nominal rates of \$1 per month or \$1 per year, and (6) persons whose earnings are charged to object of expenditure "07" unless otherwise specified.

Total

25

Effective Date

October 1, 1944

Within thirty days after the date fixed for compliance with these instructions, certification of compliance shall be made to the Director of the Bureau of the Budget.

This determination will be subject to review in event of cessation of hostilities on the European front during the quarter.

Very truly yours,

Paul H. Cypess
Acting Director

Mr. John W. Pehle
Executive Director
War Refugee Board
Washington, D. C.

1000681

Certificate of Compliance
under the
War Overtime Pay Act of 1943 - Seventy Eighth Congress

July 6, 1944

To the Director of the Bureau of the Budget:

In response to your letter of June 30, 1944,
and in accordance with the requirements of section 11
of the War Overtime Pay Act of 1943, I hereby certify
that as of July 6, 1944, the number of employees in the
War Refugee Board in each of the classifications specified
thereunder did not exceed the maximum number determined by
you to be required for the proper and efficient exercise
of the functions of the War Refugee Board.

(Signed) Ward Stewart

Ward Stewart
Assistant Executive Director

WStewart; pdk 7/6/44

000682

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

JUL 3 1944

My dear Mr. Pehle:

The Call for Estimates for the fiscal year 1946 (Bulletin No. 1943-44:9) goes out at a time when it is impossible to predict accurately what the nation's war requirements will be six months hence, much less during the entire fiscal year 1946. It is recognized that any estimates prepared under these conditions will be subject to change in the light of future military developments.

For purposes of budget preparation and fiscal planning, four summary estimates of appropriations and expenditures for 1946 (one-line entries) should be submitted by each agency in the fall of this year, at the time of the hearings or by December 15 whichever is the earlier, under varying assumptions as follows: (1) that the war will continue on both fronts throughout the fiscal year 1946, (2) that hostilities will cease on the European front prior to the beginning of the fiscal year 1946 and will continue throughout that year on the Pacific front, (3) that hostilities will cease on the Pacific front prior to the beginning of the fiscal year 1946 and will continue throughout that year on the European front, and (4) that hostilities will cease on both fronts prior to the beginning of the fiscal year 1946. The summary estimates submitted under (2), (3) and (4) should indicate the programs or functions which will be eliminated, added, or modified.

As will be noted in paragraph 1 of the Call for Estimates, the detailed estimates for certain war agencies will be omitted from the regular Budget for the fiscal year 1946. The estimates for these agencies will be included in the War Supplement to the regular Budget as has been the practice for the last two years.

Those agencies required to submit their detailed estimates on or before September 15, 1944, should include estimates for the so-called war as well as the non-war or regular appropriations, based on the assumption that the war will continue on all fronts throughout the fiscal year 1946. Furthermore, these agencies are also requested to furnish the Bureau at the time of the hearings on the 1946 estimates supplemental information as to the amounts for war-related activities which are included in their regular estimates and not designated as war appropriations.

000683

The detailed estimates for the war agencies required to be submitted on or before March 1, 1945, are to be based upon the war situation prevailing at that time.

In the preparation of the 1946 estimates you are requested to keep in mind the policy of the President that every item must be justified as to its necessity either for the winning of the war or for the maintenance of necessary services. This means that funds should be requested only for the absolutely essential activities.

It is requested that you include a statement in your letter transmitting your budget estimates which outlines and explains briefly the premises on which the estimates for your agency are based. It should cover the broad policies followed and explain why the estimates submitted are necessary to carry forward these policies. This general statement will not take the place of the detailed justification of each estimate. Should you find that certain activities required by statute are not essential under war conditions, that fact should be brought out in your statement and drafts of appropriate legislation should be submitted waiving the provisions of law involved.

Very truly yours,

Paul H. Appleby
Acting Director

Mr. John W. Pehle
Executive Director
War Refugee Board
Washington, D. C.

000684

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D. C. 25

JUN 30 1944

My dear Mr. Pehle:

From the information presented by your agency and in accordance with Public Law 49, 78th Congress, a determination has been made of the number of employees covered by that Act which is required by the War Refugee Board for the proper and efficient exercise of its functions.

The number of employees here listed is the maximum number that may be in pay status at any one time on the pay rolls of your agency on and after the effective date specified. This number does not include: (1) employees whose official station of duty is outside the 48 States and the District of Columbia, (2) employees who have been separated from the service but who are still carried on the pay rolls because of accrued leave, (3) persons casually employed "on the spot" without appointment for short intervals to cope with fire, flood and other emergent and unpredictable situation, (4) workers or trainees whose compensation is in the nature of an allowance, (5) persons who serve without compensation or at nominal rates of \$1 per month or \$1 per year, and (6) persons whose earnings are charged to object of expenditure "07" unless otherwise specified.

	Effective Date
Total	40
	July 1, 1944

Within thirty days after the date fixed for compliance with these instructions, certification of compliance shall be made to the Director of the Bureau of the Budget.

Very truly yours,

Paul H. Applegate
Acting Director

Mr. John W. Pehle
Executive Director
War Refugee Board
Washington, D. C.

000685

Certificate of Compliance
under the
War Overtime Pay Act of 1943 - Seventy-Eighth Congress

June 12, 1944

To the Director of the Bureau of the Budget:

In response to your letter of June 9, 1944, and in accordance with the requirements of section 11 of the War Overtime Pay Act of 1943, I hereby certify that as of June 12, 1944, the number of employees in the War Refugee Board in each of the classifications specified thereunder did not exceed the maximum number determined by you to be required for the proper and efficient exercise of the functions of the War Refugee Board.

(Signed) Ward Stewart

Ward Stewart
Assistant Executive Director

6/12/44

000686

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D. C. 25

JUN 9 1944

My dear Mr. Pehle:

I have your letter of May 30, 1944, requesting a revision in the number of employees determined to be required for the proper and efficient exercise of the functions of the War Refugee Board as set forth in my letter of April 28, 1944.

You are advised that, based on the information submitted, the maximum number of employees that may be in pay status at any one time on the pay rolls of your Board, exclusive of persons whose official station of duty is outside the 48 States and the District of Columbia, during the quarter ending June 30, 1944, is hereby increased from 25 to 30. This change is effective June 5, 1944.

As required by law, certification shall be made to this office within thirty days from the date of this letter that the number of employees does not exceed the number herein fixed.

Very truly yours,


Acting Director

Mr. John W. Pehle
Executive Director
War Refugee Board
Washington 25, D.C.

000687

MAY 30 1944

Dear Mr. Smith:

In our letter of April 20 requesting a personnel ceiling for the War Refugee Board for the quarter ending June 30, 1944, we suggested that a ceiling of 25 would probably be adequate unless additional transfers to the War Refugee Board rolls were made from the State, Treasury, and War Departments. In view of such transfers--both completed and pending--and particularly transfers from Foreign Funds Control in the Treasury Department, it is hereby requested that the personnel ceiling of the War Refugee Board for the current quarter be raised to 30.

It is my understanding that Foreign Funds Control would have no objection to a corresponding reduction of five employees in its personnel ceiling and that a letter to that effect is being addressed to your attention.

Yours very truly,

J. W. Pehle
Executive Director

(Typed) Ward Stewart

By Ward Stewart
Assistant Executive Director

Mr. Harold D. Smith, Director
Bureau of the Budget
State Department Building
Washington, D. C.

cc. Mr. Dunn

WStewart; pdk 5/27/44

000688

30 1544

Dear Mr. Smith:

I understand that the War Refugee Board has requested that its personnel ceiling for the quarter ending June 30, 1944, be increased by five employees to accommodate certain transfers to its rolls from the rolls of the Treasury Department. This is to inform you that there is no objection to a corresponding reduction of five employees in the personnel ceiling of Foreign Funds Control for the current quarter.

Yours very truly,

Signed

O. A. Schmidt
Acting Director

Mr. Harold D. Smith, Director
Bureau of the Budget
State Department Building
Washington, D. C.

Thason
RR Eawr

WStewart; pdk 5/27/44

000689

TREASURY DEPARTMENT

INTER OFFICE COMMUNICATION

DATE May 27, 1944

TO : Mr. Ward Stewart
FROM : Janet E. Cordell *jee.*
Subject: Personnel ceiling for War Refugee Board

The report of Federal Civilian Employment for War Refugee Board of April 30 indicated 19 regular employees and 1 w.a.e. employee on your rolls. I have attached a list of the names of these employees.

During the month of May the following employees have been added to the rolls:

<u>Name</u>	<u>Title and Grade</u>	<u>E. O. D.</u>	<u>Nature of Appointment</u>
Friedman, Joseph B.	Assistant Executive Director, P-7	5-11-44	Appointment by transfer from Treasury Department, General Counsel
Harris, Constance M.	Messenger, CPC-3	5-26-44	Appointment Excepted
Lesser, Lawrence S.	Assistant Executive Director, P-7	5-11-44	Appointment by transfer from Treasury Department, General Counsel
Myers, Dorothy L.	Clerk, CAF-4	5-11-44	Appointment by transfer from Foreign Funds Control

At the present time appointments are pending for Margaret T. McEntyre, Shirley Gerstein, and Lillian Rosenzweig. Miss McEntyre will enter on duty May 30 and we will hold the other two appointments as we discussed yesterday.

000690

REGULAR EMPLOYEES

Abrahamson, Albert
Akzin, Benjamin
Breese, Dorothy N.
Chaney, Doris M.
Cohn, Kathryn C.
Ferguson, Helen L.
Harrison, Josephine T.
Hill, DeLoris E.
Laughlin, Anne
Mc Cormack, Paul J.
Moore, Lorraine C.
Okun, Rose L.
Polkoski, Joanne
Rhea, Emma C.
Sargoy, Milton
Spriggs, Barbera J.
Standish, Myles
Vincent, Louise G.
White, David

W. A. E. EMPLOYEES

Weinstein, Isadore M.

000691

Certificate of Compliance
under the
War Overtime Pay Act of 1943 - Seventy-Eighth Congress

May 1, 1944

To the Director of the Bureau of the Budget

In response to your letter of April 28, 1944, and in accordance with the requirements of section 11 of the War Overtime Pay Act of 1943, I hereby certify that as of May 1, 1944, the number of employees in the War Refugee Board in each of the classifications specified thereunder did not exceed the maximum number determined by you to be required for the proper and efficient exercise of the functions of the War Refugee Board.

(Signed) Ward Stewart
Ward Stewart
Assistant Executive Director

WStewart; pdk 5/1/44

000692

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

APR 28 1944

My dear Mr. Pehle:

I have your letter of April 20, 1944, requesting that a personnel ceiling be established for the War Refugee Board for the quarter ending June 30, 1944.

From the information presented by your Board and in accordance with Public Law 49, 78th Congress, a determination has been made of the number of employees covered by that Act who are required by the War Refugee Board for the proper and efficient exercise of its functions. Exclusive of persons whose official station of duty is outside the 48 states and the District of Columbia, the maximum number of employees that may be in pay status at any one time on the pay rolls of your Board, during the quarter ending June 30, 1944, is 25.

As required by law, certification shall be made to this office within 30 days from the date of this letter that the number of employees does not exceed the number herein fixed.

Very truly yours,


Director

Mr. John W. Pehle
Executive Director
War Refugee Board
Washington, D. C.

000693

APR 20 1944

Dear Mr. Smith:

It is hereby requested that a personnel ceiling for the quarter ending June 30, 1944, be established for the War Refugee Board payroll in accordance with the requirements of Section 11 of the War Overtime Pay Act of 1943.

The approved ceiling for this payroll for the quarter ending March 31, 1944 was 25 employees. Assuming that the employees on assignment to War Refugee Board work from the State, Treasury, and War Departments respectively remain on their respective rolls, it is anticipated that the ceiling of 25 will be adequate for the current quarter. If any of these employees on assignment from other Departments are transferred to the War Refugee Board rolls, however, it may become necessary to request a corresponding increase in the personnel ceiling.

Yours very truly,

J. W. Pehle
Executive Director

(Signed) Ward Stewart

By Ward Stewart
Assistant Executive Director

Mr. Harold D. Smith, Director
Bureau of the Budget
State Department Building
Washington, D. C.

cc. T. M. Dunn, Jr., 44, St. Bldg.

WStewart; pdk4/20/44

000694

APR 8 1944

Dear Mr. Smith:

This is in response to your letter of April 6 with respect to a personnel ceiling for the War Refugee Board for the quarter ending March 31, 1944.

This is to certify that the number of employees on the pay roll of the War Refugee Board as of March 31, 1944, did not exceed 25.

Yours very truly,

(Signed) J. W. Pehle

J. W. Pehle
Executive Director

Mr. Harold D. Smith, Director
Bureau of the Budget
State Department Building
Washington, D. C.

WStewart; pdk 4/7/44

W.S.

000695

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D. C. 25

APR 1944

My dear Mr. Pehle:

I have your letter of March 22, 1944, requesting that a personnel ceiling be established for the War Refugee Board for the quarter ending March 31, 1944.

From the information presented by your Board and in accordance with Public Law 49, 78th Congress, a determination has been made of the number of employees covered by that Act who are required by the War Refugee Board for the proper and efficient exercise of its functions. Exclusive of persons whose official station of duty is outside the 48 states and the District of Columbia, the maximum number of employees that may be in pay status at any one time on the pay rolls of your Board, during the quarter ending March 31, 1944, is 25.

As required by law, certification shall be made to this office within 30 days from the date of this letter that the number of employees does not exceed the number herein fixed.

Very truly yours,


Director

Mr. John W. Pehle
Acting Executive Director
War Refugee Board
Washington, D. C.

000696

EXECUTIVE OFFICE OF THE PRESIDENT
Bureau of the Budget
Washington 25, D. C.

APR 6 1944

My dear Mr. Pehle:

I have your letter of March 22, 1944, requesting that a personnel ceiling be established for the War Refugee Board for the quarter ending March 31, 1944.

From the information presented by your Board and in accordance with Public Law 49, 78th Congress, a determination has been made of the number of employees covered by that Act who are required by the War Refugee Board for the proper and efficient exercise of its functions. Exclusive of persons whose official station of duty is outside the 48 states and the District of Columbia, the maximum number of employees that may be in pay status at any one time on the pay rolls of your Board, during the quarter ending March 31, 1944, is 25.

As required by law, certification shall be made to this office within 30 days from the date of this letter that the number of employees does not exceed the number herein fixed.

Very truly yours,

(Signed) HAROLD D. SMITH

Director

Mr. John W. Pehle
Acting Executive Director
War Refugee Board
Washington, D. C.

000697

MAR 22 1944

Dear Mr. Smith:

Attention: Mr. William O. Hall

In accordance with discussions with Mr. Hall, it is requested that a personnel ceiling be established for the War Refugee Board for the quarter ending March 31, 1944.

The War Refugee Board pay roll for the period March 10-25 includes ten persons. At the present time there are six pending appointments and several others under immediate consideration. Under the circumstances it is suggested that the personnel ceiling for the Board for the quarter ending March 31 should provide for not less than twenty-five employees. It is anticipated that expansion beyond this figure may be necessary during subsequent quarters in order for the Board to carry out its obligations under Executive Order 9417.

Yours very truly,

(Signed) J. W. Pehle

J. W. Pehle
Acting Executive Director

Mr. Harold D. Smith, Director
Bureau of the Budget
State Department Building,
Washington, D. C.

cc: CAC

PT.
JAD:ms 3/22/44

WStewart; pdk 3/22/44

W.S.

000698