

Mannan, Virginia

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TO:

Mrs. Mabel

DEC 20 1944

Will you be good enough to give me a little
impression of how your work signifies that
I served the War Refugee Board in a public
relations capacity -- just in case I should
ever need it?

Dear Virginia:

I am sorry to hear that you are leaving the
Treasury Department on December 31, 1944.

May I take this occasion to express my apprecia-
tion for the help you have given the War Refugee Board
over the past eleven months. Under rather trying circum-
stances in a new area of public relations, you have made
a real contribution to the work of the Board.

When the Board was established, many of us antici-
pated with some concern the public's reaction to the Board's
activities. But, thanks in large measure to your efforts,
we succeeded in achieving almost complete public acceptance
of our program, including even the Emergency Refugee Shelter
at Oswego.

I wish you the best of success in your new work.

Sincerely,

(Signed) J. W. Poble

✓
Mrs. Virginia M. Mannon,
Public Relations Division,
Treasury Department,
Washington, D. C.

*original signed
by Mrs Poble*

... our time and resources it, Mrs. Mannon
... her assignment as staff assistant to you
... ability for press and public relations in
... dealing with DSI is, of course, a requirement

For information
JMM

FROM: MR. SHAEFFER'S OFFICE

December 13, 1944

TO:

~~MR. PEELE~~

Miss Hodel

Will you be good enough to give me a little memorandum of some sort which signifies that I served the War Refugee Board in a public relations capacity -- just in case I should ever need it?

V. M. M.

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For your information
JMM

December 13, 1944

Dear Mr. Shaeffer:

Herewith I submit my resignation. In order to cause Mr. Blough and Mr. Pehle as little inconvenience as possible I have told them I would stay on the job until the end of the year.

Therefore, I should like my resignation to take

effect as of December 31, 1944.

At Mrs. Mannon from New York and the following conversation took place:

Sincerely yours,

Weinstein: Does OWI in Washington have the Archbishop's statement?

Mrs. Mannon: Yes, I (Mrs.) Virginia M. Mannon this morning after first consulting with Mr. Pehle. We informed them as a courtesy and to keep the channels clear.

Weinstein: What channels? What business is it of yours? Why don't you keep out of OWI? Take a look at that sheet outlining jurisdictions.

Mr. Weinstein then hung up.

This is not the first time Mr. Weinstein has taken it upon himself to give orders to Mrs. Mannon, and I think the time has come to call it to your attention. I feel sure you would not countenance such insolence from anyone on your staff if you knew about it.

On the question at issue, I understand that Mrs. Mannon has a memorandum from you advising her to deal with certain individuals at OWI. I understand that she communicated with OWI this morning in your instruction and kept you posted in return.

EX

TREASURY DEPARTMENT

INTER OFFICE COMMUNICATION

DATE

June 17, 1944

TO Mr. Pehle

FROM Mr. Shaeffer

C.P.S.

*WS
See
me*

At 3:30 P. M. today Mr. Weinstein telephoned Mrs. Mannon from New York and the following conversation took place:

Weinstein: Does OWI in Washington have the Archbishop's statement?

Mrs. Mannon: Yes, I called them about it this morning after first consulting with Mr. Pehle. We informed them as a courtesy and to keep the channels clear.

Weinstein: What channels? What business is it of yours? Why don't you keep out of OWI? Take a look at that sheet outlining jurisdictions.

Mr. Weinstein then hung up.

This is not the first time Mr. Weinstein has taken it upon himself to give orders to Mrs. Mannon, and I think the time has come to call it to your attention. I feel sure you would not countenance such insolence from anyone on your staff if you knew about it.

On the question at issue, I understand that Mrs. Mannon has a memorandum from you guiding her to deal with certain individuals at OWI. I also understand that she communicated with OWI this morning at your instruction and kept you fully informed of subsequent developments.

At the time she received it, Mrs. Mannon showed me her assignment as staff assistant to you with responsibility for press and public relations in Washington. Dealing with OWI is, of course, a requirement of that

File

assignment. Mr. Weinstein, obviously, is untutored in a number of things, including the ABC's of government public relations.

I am sure you appreciate what a demoralizing effect this kind of thing has on anyone who is faithfully performing a job. Mrs. Mannon is no exception.

EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD

INTER-OFFICE COMMUNICATION

DATE

March 15, 1944

TO Mr. J. W. Pehle

FROM Ward Stewart

Subject: Proposed Promotion of Mrs. Virginia M. Mannon

Mrs. Mannon was given a War Service appointment in the Treasury Department to the position of Associate Information Specialist, CAF-9, \$3200 per annum, on May 3, 1943. Under existing Civil Service regulations she can neither be promoted in her present position before May, 1944, or be transferred to another Civil Service position without the prior approval of the Civil Service Commission. The two principal alternatives for getting an increase in grade and salary for Mrs. Mannon appear to be the following:

1. Mrs. Mannon might be transferred to the War Refugee Board pay roll at her present grade and salary, CAF-9, \$3200 per annum, with the understanding that she would be promoted to \$3800 per annum (possibly \$4600 per annum?) shortly thereafter. The transfer would have to be cleared through the Civil Service Commission but the subsequent promotion would not. The action would be a War Service transfer which would give Mrs. Mannon reemployment rights to the Treasury Department. It would also preserve for Mrs. Mannon the other Civil Service benefits, such as retirement, etc. Mrs. Mannon would not have Civil Service protection in her position with the War Refugee Board but would be assured reemployment with the Treasury Department if she so desires at the completion of the Board's work.

2. The Treasury might recommend Mrs. Mannon's reclassification in her present position. Under existing Civil Service regulations the Civil Service Commission probably would not approve her reclassification before May 11, 1944, and probably would not approve reclassification beyond \$3800 per annum in any event. The only advantage to Mrs. Mannon of this type of action would appear to be the largely psychological advantage of remaining on the Treasury pay roll throughout.

It would be my guess that Mrs. Mannon would prefer that the action be taken along the lines of the first alternative, but I would suggest that the entire matter be discussed with her frankly and that she be given an opportunity to choose.

Ward Stewart
Assistant Executive Director
(Management)

Mrs. Mannon chose the second alternative.

W.S.

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EXECUTIVE OFFICE OF THE PRESIDENT
WAR REFUGEE BOARD

INTER-OFFICE COMMUNICATION

DATE

TO Mr. J. W. Pehle
FROM Ward Stewart
Subject: Proposed ^{Promotion} Reclassification of Mrs. Virginia Mannon

Mrs. Mannon was appointed Associate Information Specialist, CAF-9, \$3200 per annum on May 3, 1943. Her appointment was a War Service Appointment which means that she cannot be promoted ^{before 3-3-44} or transferred to another Civil Service position without the prior approval of the Civil Service Commission. Under these circumstances there appear to be only two possible alternatives with respect to getting an increase in grade and salary for Mrs. Mannon.

1. To recommend reclassification ^{of her position} to CAF-11, \$3800 per annum in her present position. In view of the one year's service requirement now being enforced by the Civil Service Commission it is improbable that this reclassification could be made effective before May, 1944, although it is possible that the time ~~requirement~~ ^{shaded} requirement might be ~~shortened~~ a bit if the case were pushed ~~vigorously~~ ^{vigorously} at the Civil Service Commission.

2. Mrs. Mannon might be appointed on the War Refugee Board payroll at CAF-11, \$3800 per annum, or CAF-12, \$4600 per annum almost immediately.

See note - with page 7
Such an appointment would not need to be cleared through the Civil Service Commission and consequently the one year's service requirement would be avoided.

It should be noted that from the point of view of security there is not a great deal to choose between the alternatives. It is true that being on the Treasury payroll might give Mrs. Mannon an added feeling of security and presumably might increase the possibility of internal transfers to other positions.

Mr. Pehle

Page 2.

*no 5 app't
inter-dept
transfer*

Aside from these factors, however, the situations would be roughly comparable. Mrs. Mannon's appointment with the War Refugee Board would be a War Service ~~appointment "for the duration of the war and six months thereafter unless sooner terminated", which is exactly the type of appointment she is serving under in the Treasury at the present time.~~ *transfer with employment rights to the Treasury Department,* She would not have "Civil Service protection" against termination from the War Refugee Board, but she would retain the other Civil Service benefits such as retirement, etc.

It is my suggestion that the entire matter be discussed with Mrs. Mannon very frankly and that she be given the opportunity to choose between the two possible types of action.

Assistant Executive Director
(Management)

Re appointment to W.R.Bd.:
This would be a transfer and therefore would have to clear the Commission. C.S.C. might drag its heels on the transfer at a promotion to \$3800; it most certainly would at \$4600. You might consider a horizontal transfer and a promotion to \$4600 after a few months. (Transfer at CAF-10, \$3500, might warrant consideration also.)

Secretary Morgenthau

___ Mr. Gaston

___ Mr. Lesser

___ Mr. Paul

___ Mr. Luxford

___ Mr. White

Mr. Stewart

___ Mrs. Taylor

___ Mr. E.M. Bernstein

___ Files

___ Mr. DuBois

___ Mr. Friedman

___ Miss Hodel

PDK

Put our pers. file on Mrs. Mannon

J. W. Pehle

OFFICE OF THE EXECUTIVE DIRECTOR
WAR REFUGEE BOARD

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Mr. Pehle

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This is OK with me. The part about the amount of time means little to me. I intend to do all that I can on both jobs and take whatever amount of time is necessary to do them.

V. M. M.

14, 1944

Mr. Man
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JMP

Division of Tax Research

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MRS. MANNON 388 1/2

Secretary Morgenthau

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- ___ Mr. E.M. Bernstein
- ___ Mr. DuBois
- ___ Mr. Friedman
- ___ Miss Hodel
- ___ Mr. Lesser
- ___ Mr. Luxford
- ___ Mr. Stewart
- ___ Mrs. Taylor
- ___ Files
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April 4, 1944

O.K.?

JWP

J. W. Pehle

OFFICE OF THE EXECUTIVE DIRECTOR
WAR REFUGEE BOARD

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Mrs. Mannon will have the

1. Preparation, on assignment, from Mr. Blough, the Section heads, and Mr. Heller, of replies to incoming letters of a non-technical nature.

2. Redrafting, on request of the Section heads, of rough drafts of letters of a technical nature prepared by members of the staff.

3. Checking letters at the request of Mr. Blough, Mr. Shere, or Mr. Heller for general tone and language and rewriting if necessary.

Mrs. Mannon will also scan newspaper material on taxation as it comes through the Public Relations Division and call to the attention of the Division of Tax Research those items which she feels are of special interest or seem to require some sort of communication from the Treasury.

Mrs. Mannon

April 4, 1944

OIC?
JTH

TO: FILES
FROM: W. W. Heller *W. W. Heller*
SUBJECT: Mrs. Virginia Mannon's work for the Division of Tax Research

Under an arrangement mutually satisfactory to Messrs. Blough, Shaeffer, and Pehle, Mrs. Mannon will devote somewhere between one-third and one-half of her time to work for the Division of Tax Research. She will act in the general capacity of a public relations counsel.

She will assist the staff of the Division on correspondence, speeches, statements, and studies made available for public distribution, and other matters pertaining to the Division's contacts with the public.

With respect to correspondence, Mrs. Mannon will have the following responsibilities:

1. Preparation, on assignment, from Mr. Blough, the Section heads, and Mr. Heller, of replies to incoming letters of a non-technical nature.
2. Redrafting, on request of the Section heads, of rough drafts of letters of a technical nature prepared by members of the staff.
3. Checking letters at the request of Mr. Blough, Mr. Shere, or Mr. Heller for general tone and language and rewriting if necessary.

Mrs. Mannon will also scan newspaper material on taxation as it comes through the Public Relations Division and call to the attention of the Division of Tax Research those items which she feels are of special interest or seem to require some sort of communication from the Treasury.

WWH:mlp
4/4/44