CIVIL SERVICE
1ST FOLDER
4TH DRAWER
1ST CABINET

Declassified and Approved For Release 2013/10/30 : CIA-RDP13X00001R000100190003-1

23 Sept. 1948.

United States Civil Service Commission,
Washington, 25, D. C.

Dear Sirs:

In reference to my letter of 23 September will you please note for your records that Mrs. Sonia M Gleason will be the new General Superviment Representative of the Office of Strategic Services Board of Review instead of Miss Marguerite Hall.

Very truly yours,

Charles O. Cheston
Assistant Director

lm:mig

17,542

30 September 1948

United States Civil Service Commission
Washington 25, D. C.

Dear Sirs:

Due to the resignation of Miss Dorothy E. Bowen, OSS General Department Representative of the Office of Strategic Services Board of Review, it is necessary to appoint a new general Department Representative.

Miss Marguerite Kidd will be the new general Department Representative of the Office of Strategic Services Board of Review.

Very truly yours,

Charles S. Cheston
Assistant Director

Date 27 March 1956

To: General Doerfer

Attached for your signature is a proposed letter to Mr. Harry S. Mitchell concerning the designation of an OSS representative to participate in a study of the retirement system.

The designation of Mr. McCutcheon was suggested by Mr. O'Gara and approved by Mr. Cheston.

R. W. Galloway

Office of the Secretariat

(5139)

12 March 1948

Mr. Harry . Mitchell, President
United States Civil Service Commission
Washington 25, D. C.

Dear Mr. Mitchell:

I have received your letter dated 5 March 1948 concerning the study which the Civil Service Commission is about to undertake with respect to the retirement system.

This agency will, of course, cooperate in every respect, and in accordance with your request I have designated Mr. William . McCutcheon, who is Chief of our Civilian Personnel Branch (extension 764), to participate in the discussions.

Sincerely yours,

William J. Donovan
Director

ARB/ma

[redacted]

DATE 9 March 1945

TO: General Donovan

I talked with Bob Bagley, Civil Service liaison for the War Department and OSS, and asked him as to the kind of man they wanted.

The lot is:

Mr. William C. McCutcheon, Chief, Civilian Personnel Branch.

FROM John E. O'Hara

[redacted]

Date 8 March 45

To: General Donovan

A copy of the attached memo has been sent to Mr. O'Gara, who will let you have his recommendations.

John W. Archmalous
John W. Archmalous

Office of the Secretariat

[redacted]

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

FILE Ret. Div.

March 8, 1945

General William J. Donovan, Director
Office of Strategic Services
19th and E Streets
Washington, D. C.

Dear General Donovan:

There has been initiated by the Bureau of the Budget, the General Accounting Office and the Civil Service Commission a joint project having for its object the study of the Civil Service Retirement system and the making of such recommendations for improvements in the administration thereof as are found to be necessary or desirable. Likewise, the study will include the method of reporting on Federal personnel and the maintenance of statistics required for the legislative and executive branches of the Government.

You will agree, I am sure, that such a project vitally concerns every employee coming within the provisions of the retirement act, and therefore should be of considerable interest to every department and agency of the Government.

In the course of the study it is anticipated that discussions will be necessary with designated officials of the various departments and agencies of the Government, and it will be necessary to call for assistance in the pursuit of the project.

It will be appreciated, therefore, if you will designate an official of your agency to participate in this project, furnishing his name and telephone extension as soon as possible.

Your cooperation will be very much appreciated.

Very truly yours,

Harry B. Mitchell
President

United States Civil Service Commission
Washington 25, D. C.

[illegible] 5, 1945

General William J. Donovan, Director
Office of Strategic Services
21st and E Streets
Washington, D. C.

Dear General Donovan:

There has been [illegible] by the Bureau of the Budget, the General Accounting Office and the Civil Service Commission a joint project having for its object the study of the Civil Service [illegible] Offices and the making of such recommendations for improvement in the administration thereof as are found to be necessary or desirable. Upon [illegible] the study will include the [illegible] of [illegible] personnel [illegible] the maintenance of [illegible] for the legislative [illegible] consideration of the [illegible].

[illegible] every [illegible] dealing with the provisions of the [illegible] act, and therefore [illegible] personnel [illegible] agency of the Government.

In the [illegible] truly [illegible] will be necessary with designated [illegible] personnel [illegible] of the Government [illegible] for [illegible] the [illegible].

It also [illegible] to participate [illegible] project, [illegible] of [illegible] telephone [illegible].

Your cooperation [illegible].

Very truly [illegible],

Harry L. Hopkins
President

[redacted]

Date 3 March 45

To: [redacted]

Would you let the General have your recommendations about the attached letter.

John W. Auchinclossen
John W. Auchinclossen
1st Lt., JAGD

Office of the Secretariat

([redacted])

Mr. Frederick W. Ivanpah [illegible]

functions are industrial. Vertical and safety [illegible] should not wait any longer because of [illegible]

4. Safety and health are not [illegible] personnel program. These activities [illegible] other and with the other phases of personnel [illegible] tion, testing, placement and training. It is, [illegible] that the safety and health [illegible] the purpose of the [illegible] bility for personnel administration. The medical and [illegible] should be primarily [illegible] under the administrative [illegible] officer.

5. Where special conditions warrant, [illegible] are properly sponsored under operating [illegible] of an agency and are going forward successfully, [illegible] be said in the general recommendations in paragraph [illegible].

Herbert [illegible], Chairman
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]

[illegible]
[illegible]
[illegible]
[illegible]

Edgar B. [illegible]
[illegible]
[illegible]

Mr. [illegible]
[illegible]
[illegible]



Confidential

COUNCIL OF PERSONNEL ADMINISTRATION
United States Civil Service Commission
1625 K Street, N. W.
Washington 25, D. C.

February 15, 1945

To: Mr. Frederick W. Davenport
Chairman, Council of Personnel Administration

From: Herbert Emmerich, Chairman
Special Committee on Place of Safety and Health in the Organization

Subject: Recommendation on the Place of Safety and Health in the Organization

The Council of Personnel Administration requested this Committee to make recommendations concerning the manner under which safety work and health work should be [illegible] in a federal department or agency. We have considered the problem [illegible] and we recommend as follows:

1. Responsibility should definitely be [illegible] and regular establishments and in all [illegible] ment and operation of competent safety [illegible] the end that this work in the Government will [illegible] standard can be maintained by progressive [illegible] injuries involved from accident and illness [illegible] the Government be measurably reduced.

2. There should be in each major [illegible] named safety division and health division [illegible] stimulate throughout the department or establishment [illegible] health consciousness and the installation of [illegible] safeguard health and safety of the personnel.

3. The head of each department or establishment [illegible] authorized by needed legislation; and [illegible] and professional personnel should be provided [illegible].

4. It is more important that appropriate [illegible] of professional and technical [illegible] than to prescribe precisely [illegible] of [illegible] these

COUNCIL OF PERSONNEL ADMINISTRATION
UNITED STATES CIVIL SERVICE COMMISSION
[illegible] STREET NW
WASHINGTON D. C.

February 26, 1945

Brigadier General
William J. Donovan,
Director, Office of Strategic Services
Washington, D. C.

My dear Gen. Donovan:

I am writing you to bring to your attention a statement which was submitted to the Council at a recent meeting. The need for modern employee health program in the Federal government has received increasing recognition and there is excellent probability that they will shortly be authorized by law. War-time pressures of long hours, the employment of older workers and the physically handicapped, and the necessity for careful placement of returning service men have emphasized the importance of strengthening health and safety work in the interest of employee effectiveness on the job.

With a number of agencies planning to take advantage of pending health legislation, we believe it important that deliberate thought be given to the place in the organization where the health and safety functions should be located.

Accordingly, the inclosed report was prepared by a special committee headed by Herbert Emmerich, now Assistant Director of the Public Administration Clearing House, and formerly Administrator for the Federal Public Housing Administration. With him served the Chairman of the Federal Interdepartmental Safety Council, and representatives of the Public Health Service, the Bureau of the Budget, the Civil Service Commission, and the Council's committee on Safety and Health.

The Committee in making its recommendations is interested in getting the safety and health job done, under proper guidance and by properly trained personnel.

I believe you will want to review the report and I hope that you will pass it on to the people in your agency who are concerned with efficient administration of these functions.

Yours sincerely,

Chairman.

Inclosure:
Report of the Special Committee, February 15, 1945
C: Mr. William C. McCutchen

[redacted]

Date: 6 March 45

To: General Donovan

Attached is a letter from the Civil Service Commission with certain recommendations concerning safety and health in government agencies.

We have sent a copy of this letter to Mr. O'Gara for his attention and have attached a letter of acknowledgment for your signature.

John W. Auchinloss
Office of the Secretary

[illegible] 1963

[illegible]
[illegible] of [illegible]
[illegible]
[illegible]
[illegible]
[illegible]

[illegible]

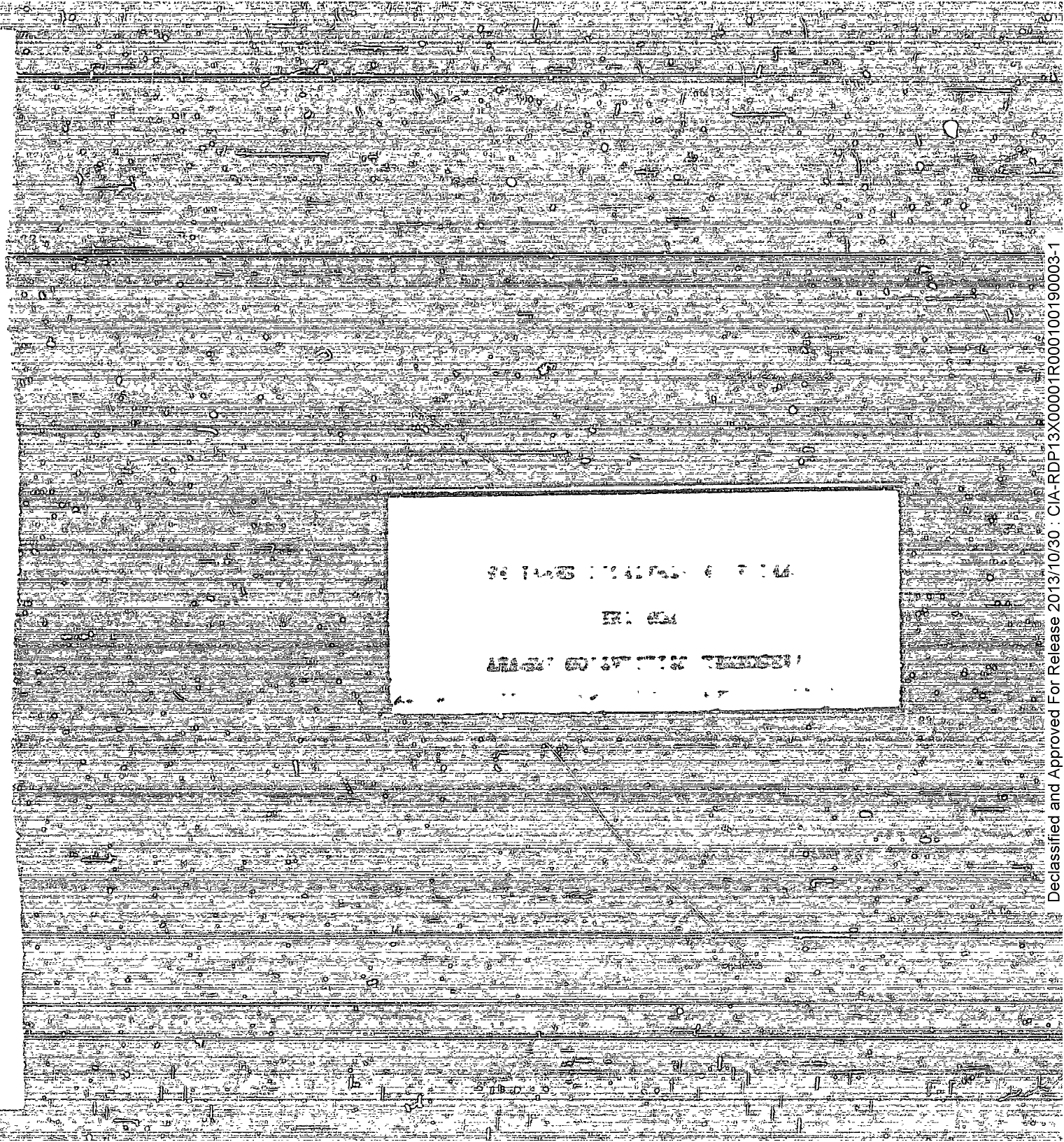
I have just received [illegible]
[illegible] the [illegible]
[illegible] [illegible]

I am interested [illegible]
[illegible] [illegible]
[illegible] [illegible]

Sincerely,

[illegible]
Director

[illegible]



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10 April 1964

Mr. Harry B. Mitchell, President,
United States Civil Service
Commission,
Washington, D. C.

Dear Mr. Mitchell:

In General Conover's absence I should like to acknowledge your letter of 26 March 1964.

This office appreciates your indication that the Commission will continue its efforts to recruit stenographers and typists until such time as our survey on the utilization of stenographers and typists has been completed.

I am asking Mr. Arlier to keep the Commission informed fully on the progress of the survey and its results, and to cooperate fully with the appropriate officers of the Commission in achieving the objectives of Departmental Circular No. 467.

Sincerely yours,

J. Edward Maxon
Acting Director

Date 10 April 1944

Colonel Burton

The attached is in reference to a survey being undertaken by Mr. Krider at the direction of the Civil Service Commission in an attempt to reduce the need for stenographic and typists. Mr. Krider has been handling this matter directly with the Civil Service Commission and has undertaken to keep them fully informed and work with them.

C.A. Rowe

J. Anon.

Secretary

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

1944 APR 5 PM 1 04

TO

DATE

FROM

SUBJECT

Declassified and Approved For Release 2013/10/30 : CIA-RDP13X00001R000100190003-1

[illegible]

Date 28 March 1951

To: Mr. Frider

Could you prepare for the Director a memorandum in explanation of the attached, together with any reply you may think necessary? I will hold the original until I receive the memorandum.

C. A. Bane

C. A. Bane

Attachment

Office of the Secretariat

[illegible]

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON D. C.

March 26, 1946

Brig. Gen. Wm. J. Donovan
Director
Office of Strategic Services
Washington, D. C.

Dear General Donovan:

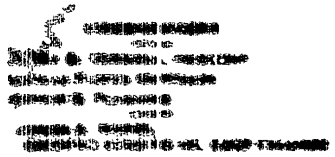
The Commission has received a letter from your agency signed by Mr. B. J. Krider, Civilian Personnel Branch, dated March 21, regarding compliance with Departmental Circular No. 447, "Utilization and Recruiting of Stenographers and Typists for Washington, D. C."

In the letter it is indicated that Mr. B. J. Krider has been authorized to make intra-agency transfers, and that surveys are being made and that no results can be shown at this time. The Commission will have its Civil Service Representative keep in close contact with you to obtain current information as to results. It is hoped that one result will be a reduction in the need for stenographers and typists.

Upon receipt of the necessary information by the Commission's Representative, a determination will be made by April 10th of the Department's compliance with the provisions of Departmental Circular No. 447. For the present the Commission will continue its efforts to recruit.

Sincerely yours,

Harry B. Mitchell
President



UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

March 28, 1956

Brig. Gen. Wm. J. Donovan
Director
Office of Strategic Services
Washington, D. C.

Dear General Donovan:

The Commission has received a letter from your agency signed by Mr. [illegible] Erider, Civilian Personnel [illegible] dated March 1[illegible], regarding compliance with Departmental Circular No. 4[illegible], Utilization and Recruiting of Stenographers and Typists for Washington, D. C.

In the letter it is indicated that Mr. [illegible] has been authorized to make intra agency transfers [illegible] surveys are being made and that no results can be drawn at this time. The Commission will have its Civil Service [illegible] keep in [illegible] with you to obtain current information on results. It is hoped that one result will be a reduction [illegible] for a [illegible] typists and typists.

Upon receipt of the necessary information by the Commission's representative, a determination will be made by April [illegible] of the Department's compliance with the provisions of Departmental Circular No. 4[illegible]. For the present the Commission will continue its efforts to recruit.

Sincerely yours,

Robert [illegible] Stevens
President

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# OFFICE OF STRATEGIC SERVICES

WASHINGTON D.

Declassified and Approved For Release 2013/10/30 : CIA-RDP13X00001R000100190003-1

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UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

(Copy)

January 11, 1946

Brigadier General W. J. Donovan
Director
Office of Strategic Services
Executive Office of the President
Washington 25, D. C.

Dear General Donovan:

The Federal government has been subjected to severe criticism for alleged failure to utilize personnel effectively.

There has been no justification for many of these accusations, but some have had foundation in fact.

Existence of manpower waste in the federal service clearly calls for vigorous corrective action.

The responsibility as well as the greatest opportunity for achieving good personnel utilization lies primarily with the agency administrators. The Bureau of the Budget [illegible] major interest in assisting agencies to conserve manpower. The Bureau [illegible] concerned with manpower savings effected through [illegible] methods, functions, and work methods. [illegible] reported toward the realization of manpower savings [illegible] management.

[illegible]

Therefore, [illegible] have already [illegible] to take [illegible]

a. [illegible] level [illegible]

b. [illegible]

c. [illegible] level

d. [illegible] would result in [illegible] aggressive, [illegible]

5. Organize a planned, progressive employee relations program.
6. Install within the framework of present authority medical, health and safety programs.

To assist agencies in obtaining an intelligent perspective of a sound personnel utilization program in both the departmental service and in the field, the Commission has prepared an outline for evaluating Federal agency employee utilization programs, a copy of which is enclosed.

It is earnestly urged that, if you have not already done so, you designate a responsible official or a committee of officials to test periodically and report to you on the effectiveness with which the divisions and branches of your agency are utilizing their employees. In the large departments and agencies, individual surveys will be needed at appropriate operating levels and in large field offices.

The success of an employee utilization program, of course, can be measured only by concrete achievements. If the survey reveals the need for improvements in existing personnel practices or reveals where measures are needed for the improvement of employee utilization, it is absolutely essential to take corrective action in order to realize the objectives set forth by the Congress and the President.

The President, who is familiar with the program, has requested the Civil Service Commission to advise him from time to time as to the progress being made in the development of personnel utilization programs in each department and agency.

The Commission does not expect a report from agencies covering the individual items in this outline. However, [illegible] under the section headed, "Information needed [illegible]" [illegible] make a report to the Commission on March 1, 1955, and quarterly [illegible] of the results of all employee utilization surveys in terms of numbers [illegible] rates, coverage, personnel savings, measurements for better utilization, and decreased turnover and absenteeism.

Current reports on good utilization practices which may be useful to other agencies, or bad practices which should be avoided will [illegible] stand.

Sincerely yours,

(Signed)
Harry L. Mitchell
[illegible]

(Signed)
[illegible] Mathews
[illegible]

(Signed)
Arthur S. Flemming
Commissioner

Enclosure

1 give more technical help to research workers
1 more efficient routine services
1 get rid of odors from cafeteria
1 shorter conference - less red tape

# ANALYSIS OF PERSONNEL UTILIZATION SURVEY IN THE DAA BRANCH, I.B.C. DIVISION

May 16, 1954

Tabulation of the numbered questions shows:

Question 1a ..... 13 yes 46 no

Stenographic speeds given were as follows:

2 - 80
2 - 100
2 - 75
1 - 75

Question 1b ..... 10 yes 26 no

Typing speeds given were as follows:

2 - 65 2 - 70
2 - 65 2 - 60
2 - 65-70 1 - 60

Question 1c ..... 4 yes 49 no

3 have used dictaphone
1 has used adding machine

Question 2 ..... 5 yes 47 no

Question 3 ..... 16 yes 34 no

5 want stenography
10 want typing

Question 4 ..... 4 yes 48 no

Those dissatisfied had the following grades:

12 - CAF 5
5 - CAF 4
3 - CAF 7
1 - CAF 6
1 - P 3

Question 5 ..... 20 yes 18 no

a..... 11 yes 10 no
b..... 11 yes 10 no
c..... 13 yes 7 no
d..... 23 yes 15 no

Question 7 ..... 15 yes 41 no

Question 8 ..... 12 yes 40 no

Suggestions and Comments:

1 supervisors for the Scandinavian Unit should be able to know, at least one of the Scandinavian languages in order to be able to check up on work and newspaper items.

2 immediate supervisor ought to have a more adequate understanding of countries with which her group works or simply be called a reviser.

1 reclassify to suit the job performed (understand this has to be done by the Civil Service)

- a little more peace and quietness in place of work (realize this is difficult with present shortage of space).

1 employ responsible and capable supervisors and adjust salary scale according to work required.

- secure a supervising typist, machine operator and typists.

1 more duplicator operators.

1 job wrongly classified and underpaid.

1 reorganize the whole personnel basing not only upon language abilities but also upon academic background useful to work in OSS which must be also viewed quantitatively as well as qualitatively. Salary being a standard of compensation, merit and prestige, must be accordingly adjusted.

1 time schedule for different jobs and some idea of amount to be accomplished.

1 sanitary conditions unfavorable.

1 employment here is highly desirable at present.

1 one or more experts in the office would be useful for giving advise on technical subjects.

# ANALYSIS OF PERSONNEL UTILIZATION SURVEY IN THE C.I.D. BRANCH R&A

March 2, 1944

Tabulation of the numbered questions shows:

Question 1a ..... 47 yes 40 no

Stenographic speeds given were as follows:

| | |
|---|---|
| 4 - 60 | 1 - 75 |
| 3 - 50 | 4 - 70 |
| 1 - 80 | 1 - 100 |
| 1 - 20 | 1 - 30 |
| 1 - 40 | 4 - 100 |

Question 1b ..... 37 yes 41 no

Typing speeds given were as follows:

| | |
|---|---|
| 4 - 50 | 1 - 80 |
| 6 - 40 | 1 - 65 |
| 3 - 35 | 1 - 30 |
| 7 - 60 | 1 - 70 |
| 1 - 40 | 1 - 45 |

Question 1c ..... 4 yes 46 no

1 has used cellphone
3 have used dictaphone

Question 4 ..... 7 yes 79 no

Question 5 ..... 45 yes 36 no

4 want typing
17 want stenography

Question 6 ..... 50 yes 37 no

Those dissatisfied had the following grades:

| | |
|---|---|
| 4 - P 3 | 1 - CAF 4 |
| 1 - P 1 | 1 - CAF 5 |
| 1 - P 4 | 4 - CAF 3 |
| 43 - CAF 4 | 2 - CAF 7 |

Question 5 ..... 44 yes 33 no

a ..... 14 yes 16 no
b ..... 15 yes 15 no
c ..... 16 yes 14 no
d ..... 26 yes 1 no

Question 6 ..... 30 yes 50 no

Question 7 ..... 6 yes 66 no

Question 8 ..... 44 yes 41 no

Suggestions and comments:

1 lack of space, too much noise for the analysists, too much "traveling" (women's heels on the floor(which is necessary only because people who must see each other very often) are too far apart.
1 sufficient work to keep one occupied to fullest extent
1 language classes
1 have drinking water in cafeteria
1 more attention to washroom hours and housekeeping, elevator service, parking space.
1 first-aid room
1 periodic surveys like this one should be one helpful type of morale builder
1 housecleaning
1 more integration of structural information would make research easier. Lack of knowledge concerning references and data available results in duplication of work and increased errors. A series of conferences on intelligence last winter in "II" was stopped after 3rd session.
1 think all biographical analyst should have a P .
1 rest room, recreation room to relax in after lunch

9 more space

1 need a typist-clerk to do filing and typing

1 restore desk and chair that was taken last October

1 more shelves for books and periodicals

1 more liberal about annual leave.

1 more cooperation among employees using books.

1 increase staff to remove perpetual rushed feeling

1 a quieter place - lack of partitions makes library very noisy.

1 duties should be more clearly defined

1 keep cafeteria open in Bar Annex at, possibly until shortly after 6:00. Many people's transportation is just a few minutes later than this.

1 gradation or segregation of responsibilities according to training and experience.

ANALYSIS OF PERSONNEL UTILIZATION SURVEY
IN THE S & A BRANCH, NORTH-AFRICA DIVISION

April 28, 1944

Tabulation of the numbered question sheet:

Question 1a ..... 6 yes [illegible] no

Stenographic speeds given were:

1 - 10
1 - 90-100
1 - 1[illegible]

Question 1b ..... 13 yes 1[illegible] no

Typing speeds given were:

[illegible] - 60-80 [illegible] 20 1 60
1 15 1 - 5 [illegible]
1 - 10 1 [illegible] [illegible] 45

Question 1c ..... [illegible] yes [illegible]1 no

2 have used mimeograph
[illegible] have used dictaphone

Question [illegible] ..... 1 yes 37 no

Question [illegible] ..... [illegible] yes 5 no

1 wants typing
1 wants stenography

Question 4 ..... [illegible]5 yes 10 no

Those dissatisfied had the following grades:

[illegible] - CPC [illegible] 1 - P [illegible] [illegible] - P [illegible]
[illegible] - P 6 1 - P 1 1 - CAF [illegible]

Question 5 ..... 1 yes 24 no

a..... 0 yes 9 no
b..... 1 yes 8 no
c..... 1 yes 8 no
d..... [illegible] yes 7 no

Question 6 ..... [illegible] yes [illegible]4 no

Question 7 ..... [illegible] yes 14 no

Question 8 ..... 5 yes [illegible] no

Suggestions and comments:

- waiting line in cafeteria might possibly be cut down
- elevator service would eliminate delays in receiving books and documents.
- soundproofing
- over 15 years observation of many of the administrative work in capital, the agency could be benefited more by a more responsible administrative part.
- quite much time is spent to reach agreement with other agencies as to the "sphere of influence". There are about five agencies doing work in the field of health services but there is no overall plan.
- get a rest room for women on first floor [illegible] line.
- less time should be used in administrative routine.
- make it possible for personal advancement (promotion) within the same lot.
- emergency room for illness similar to one in the building.

# ANALYSIS OF PERSONNEL UTILIZATION SURVEY
# IN THE NAI BRANCH, SOUTH-AFRICA DIVISION

April 28, 1944

Tabulation of the numbered questions shows:

Question 1a ..... 14 yes 19 no

Stenographic speeds given were as follows:

| | |
|---|---|
| 2 - 100 | 1 - 120 |
| 1 - 60 | 1 - 80 |
| 1 - 15 | 1 - 90 |

Question 1b ..... 17 yes 4 no

Typing speeds given were as follows:

1 - 45
2 - 50
1 - 65
5 - 60
1 - 80

Question 1c ..... 6 yes 13 no

5 have used telephone
2 have used cellphone

Question 2 ..... 0 yes 11 no

Question 3 ..... 5 yes 27 no

1 wants typing
4 want stenography

Question 4 ..... 26 yes 3 no

Those dissatisfied had the following grades:

| | |
|---|---|
| 1 - P 1 | 1 - CAF 4 |
| 1 - P 2 | 2 - CAF 1 |

Question 5 ..... 5 yes 9 no

a..... 1 yes 2 no
b..... 2 yes 2 no
c..... 1 yes 1 no
d..... 2 yes 1 no

Question 6 ..... 4 yes 27 no

Question 7 .....1 yes 30 no

Question 6 ..... 8 yes 17 no

Suggestion and comments:

- 1 in process of transferring out of OCR because of poor utilization of time.
- 1 not hiring college graduates as CAF 2 or CAF 1 when they are perfectly eligible for a P 1.
- 1 persons dealing with personnel and administrative matters in divisions should have specialized training in that field instead of just "working into it."
- 1 improve cafeteria in Annex
- 1 less straight typing for those in temporary pools - more assignments to offices where they can also do other types of clerical work and learn new skills.
- 1 improve noisy condition of cafeteria
- 1 improve cafeteria
- 1 more variety for cafeteria food
- 1 more office space
- 1 first-aid room
- 1 physical improvement - washroom facilities are inadequate; cafeteria very crowded and noisy; first-aid room is needed.

ANALYSIS OF PERSONNEL UTILIZATION SURVEY
IN THE NAA BRANCH, MAP DIVISION, TOPOGRAPHIC SECTION

May -, 1944

Tabulation of the numbered questions shows:

Question 1a ..... 1 yes 6 no

Stenographic speeds given were as follows:

1 - (4)

Question 1b ..... - yes 7 no

Typing speeds given were as follows:

1 [illegible]
1 [illegible]

Question 2 ..... 1 yes 6 no

1 has used dictaphone

Question 3 ..... 1 yes 6 no

Question 4 ..... 1 yes 7 no

1 wants typing and stenography

Question 5 ..... 10 yes - no

Those dissatisfied had the following grades:

- P -

Question 6 ..... - yes - no

a ..... [illegible] yes - no
b ..... 1 yes 4 no
c ..... [illegible] yes - no
d ..... - yes - no

Question 6 ..... [illegible] yes 6 no

Question 7 ..... [illegible] yes 6 no

Question 8 ..... yes 6 no

# ANALYSIS OF PERSONNEL UTILIZATION SURVEY
# IN THE RM BRANCH, MAP DIVISION, SPECIAL PHOTOGRAPHY SECTION

May -, 1944

Tabulation of the numbered questions shows:

Question 1a ..... 1 yes 5 no

Stenographic speeds given were as follows.

1 - 35 words per minute

Question 1b ..... 1 yes 5 no

Typing speeds given were as follows:

- 35

Question 1c ..... 0 yes 6 no

Question - ..... 0 yes 6 no

Question ' ..... 1 yes 5 no

Question 4 ..... 6 yes 0 no

Question 5 ..... 0 yes 5 no

a..... 0 yes 1 no
b..... 0 yes 1 no
c..... 0 yes 1 no
d..... 0 yes 1 no

Question 6..... 0 yes 6 no

Question 7 ..... 0 yes 6 no

Question 8 ..... 1 yes - no

Suggestions and Comments:

1 A change in status, from CAF to Professional or Sub-Professional would help.

2 Offer and pay the proper salaries due specialists and trained technicians.

ANALYSIS OF PERSONNEL UTILIZATION
IN THE [illegible] BRANCH, MAP DIVISION

May 1, 194[illegible]

Tabulation of the numbered questions shows:

Question 1a ..... 7 yes [illegible] no

Stenographic speeds given were as follows:

1 - 130
1 - 96
1 - 90

Question 1b ..... 16 yes [illegible] no

Typing speeds given were as follows:

[illegible] - 50 [illegible] - 20
[illegible] - 45 [illegible] - 70
[illegible] - 35 [illegible] - 40
[illegible] - 60 1 - 68
[illegible] - 40

Question 1c ..... 2 yes [illegible] no

[illegible] have used Dictaphone

Question 2 ..... 4 yes [illegible] no

Question 3 ..... 6 yes [illegible] no

[illegible] want typing
[illegible] want stenography

Question 4 ..... 40 yes [illegible] no

Those dissatisfied had the following grades:

2 - CAF [illegible] [illegible] - P[illegible]
[illegible] - CAF 4 1 - SP 6
6 - SP 5 1 - SP 8
2 - P [illegible] 1 - SP 7

Question 5 ..... 9 yes 20 no

6 ..... 6 yes 11 no
8 ..... 7 yes [illegible] no
[illegible] ..... [illegible] yes 11 no
[illegible] ..... 6 yes 12 no

Question 6..... [illegible] yes 47 no

Question 7..... 2 yes 47 no

Question 8 ..... 3 yes 39 no

Suggestions and comments:

- During summer months change hours to 8:00 A.M. to 4:00 P.M.
- 1 to be fair and square in connection with raises.
- 1 better use of the location and utilization of authority.
- 1 distribute the 48 hours per week between Monday and Saturday noon.
- 1 a week's salary is being held back, could it be brought up to date.
- 1 advancement according to capacity for work rather than automatic promotion based on length of time of employment.
- 1 recreation room where employees could eat lunch brought from home.
- 1 we could do better work if we had one half day off per week for specific purpose of exercise, as in the case of the armed forces.
- 1 find employment here very desirable.
- 1 supervisors could take more interest in finding the "right" job for their employees. Sometimes there are definite personnel problems that are ignored and efficiency would be increased if employees were more satisfied.
- 1 working conditions for all employees in OSS would be improved by less noise in cafeteria.
- 1 promote from within.

[illegible] OF PERSONNEL UTILIZATION [illegible]

March 14, [illegible]

Tabulation of the numbered questions shows:

Question 1a ..... [illegible] yes [illegible] no

Stenographic speeds given were as follows:

| | |
|---|---|
| [illegible] | [illegible] |
| [illegible] | [illegible] |
| [illegible] | [illegible] |
| [illegible] | [illegible] |
| [illegible] | [illegible] |
| [illegible] | [illegible] |
| [illegible] | [illegible] |

Question 1b ..... [illegible] yes [illegible] no

Typing speeds given were as follows:

| | |
|---|---|
| [illegible] | Rapid |
| [illegible] | [illegible] |
| [illegible] | [illegible] |
| [illegible] | [illegible] |

Question 1c ..... [illegible] yes [illegible] no

[illegible] have used a telephone
[illegible] have used a dictaphone

Question [illegible] ..... [illegible] yes [illegible] no

Question [illegible] ..... [illegible] yes [illegible] no

[illegible] want typing
[illegible] want stenography

Question [illegible] ..... [illegible] yes [illegible] no

Of [illegible] questions [illegible] answered in the negative

[illegible] were classified now the following grades:

| | |
|---|---|
| [illegible] | [illegible] |
| [illegible] | [illegible] |
| [illegible] | [illegible] |
| [illegible] | [illegible] |
| Total [illegible] | |

[illegible] [illegible], [illegible] [illegible], and [illegible] were classified and wanted refresher courses

Question [illegible] ..... [illegible] yes [illegible] no

| | | | | |
|---|---|---|---|---|
| a ..... | 2 | yes | 12 | no |
| b ..... | 2 | yes | 12 | no |
| c ..... | 2 | yes | 12 | no |
| d ..... | 12 | yes | 10 | no |
| Question 6 ..... | 1 | yes | 22 | no |
| Question 7 ..... | 14 | yes | 16 | no |

Suggestions and comments:

- more file space
- 5 more space
- 7 more personnel
- 5 space for wraps
- 3 better rest rooms
- 2 time off
- 1 better equipment and tools
- 2 better "system"
- 3 attendance at classes desired
- 3 qualified for better or different grade of work
- 4 systematic training needed
- 1 mental work under strain
- 2 lack of leadership
- 4 typist available (not typing at present)

# ANALYSIS OF PERSONNEL UTILIZATION SURVEY IN THE FIELD PHOTOGRAPHIC

April 20, 1954

Tabulation of the numbered questions shown:

Question 1a ..... 4 yes 4 no

Stenographic speeds given were as follows:

1 - 125
1 - 100

Question 1b ..... 5 - yes 4 no

Typing speeds given were as follows:

1 - 70
1 - 80

Question 1c ..... 1 yes 6 no

1 - dictaphone - cutting notes

Question 2 ..... 0 yes 14 no
Question 3 ..... 1 yes 11 no
Question 4 ..... 11 yes 1 no

Those dissatisfied had the following grades:

CAF - 6

Question 5 ..... 1 yes 5 no

a..... 0 yes 6 no

b..... yes 6 no

..... 1 yes 5 no

d.. ..... 1 yes 5 no

Question 6 ..... 2 yes 11 no
Question 7 ..... 0 yes 11 no
Question 8 ..... 4 yes 10 no

Suggestions and Comments:

- Higher salary scales for specialists commensurate with motion picture profession
- Need assistance in execution of duties
- More office space

# ANALYSIS OF PERSONNEL UTILIZATION SURVEY IN THE PRESENTATION

May 15, 1944

Tabulation of the numbered questions shows:

Question 1a ..... 3 yes 20 no

Stenographic speeds given were as follows:

1 - 80 words per minute

Question 1b ..... 8 yes 1 no

Typing speeds given were as follows:

1 - 50
1 - 45
2 - 40
1 - 30

Question 1c ..... 1 yes 7 no

1 have used dictaphone

Question 2 ..... 4 yes 17 no

Question 3 ..... 2 yes 15 no

1 wants stenography

Question 4 ..... 16 yes 2 no

Those identified had the following grades:

2 - GS 7
1 GS 8
2 GS 9
1 - AP 6
1 Caf 9
1 - Caf 11
1 P 4

Total 9

Question 5 ..... 7 yes 2 no

a. ..... 7 yes 15 no

b. ..... 2 yes 14 no

c. ..... 5 yes 12 no

d. ..... 1 yes 16 no

Question 6. ..... 2 yes 11 no

Question 7..... 0 yes 41 no

Question 8..... 1 yes 40 no

Suggestions and comments:

- 1 stenographer to replace, to have time to devote to illustrating.
- 1 working conditions ideal
- 1 opportunity to use brain
- 1 greatest capacities are for pictorial presentation and representation - but most time is spent in chart drafting etc., usually devoid of pictorial work
- 1 position with more activity and people not tied to desks
- 1 put executive experience and skill to use
- 1 provision of more adequate space

# ANALYSIS OF PERSONNEL UTILIZATION IN THE FINANCE BRANCH

March 16, 1944

Tabulation of the numbered questions shows:

Question 1a ..... 18 yes .6 no

Stenographic speeds given were as follows:

1 - 95
1 - 90
. - 80
1 - 60
1 - 40

Question 1b ..... 7 yes . no

Typing speeds given were as follows:

1 - 70
1 - 65
1 60
. - 55
6 50
. - 45
4 - 40

Question 1c ..... 6 yes . no

7 have used telephone
. have used switchboard

Question . ..... 7 yes 4 no

Question ' ..... 14 yes . ' no

Question 4 ..... 17 yes ) no

Those dissatisfied had the following grades:

4 GAP 5
5 AP 4
. AP .
Total 9

Question 5 ..... 7 yes 16 no

a ..... yes 11 no
b ..... 4 yes 11 no
c ..... 4 yes 11 no
d ..... 5 yes 10 no

Question 6 ..... 4 yes 17 no

Question 7 ..... 1 yes — wanted more detailed instruction on entering a new job.

Question 8 ..... 11 yes — 1 no

Suggestion and comments:

2 want clean floors
11 want better ventilation
11 to move to better location
1 say gas fumes make place unhealthy
9 want improved working conditions
1 want more light
1 would like petty bickering eliminated
1 would like more difficult work at figures
1 would prefer administrative, supervisory or secretarial work.
1 would like to transfer to Man Division.

ANALYSIS OF PERSONN[illegible]

Tabulation of the numbered qu[illegible]

Question 1a .....

Stenographic sp[illegible]

3 - 100

Question 1b ..... 10 yes

Typing speeds given were [illegible]

1 - 95
1 - 70
1 - 40
1 - 60

Question 1c .... .... 1 yes 14 no

1 has used dictaphone

Question 2 ..... 0 yes 16 no

1 wants stenography

Question 3 ..... 3 yes 7 no

Those dissatisfied had the following grades:

2 - CAF 4
1 - P 6
1 - P 2
1 - P 3
1 - P 1
1 - CAF 1

Total 7

Question 5 ..... 3 yes 14 no

a..... 1 yes 6 no

b..... 1 yes 6 no

c..... 2 yes 6 no

d..... 1 yes 6 no

Question 6 ..... 1 yes 19 no

Question 7..... 0 yes 16 no

# ANALYSIS OF PERSONNEL UTILIZATION SURVEY IN THE FD BRANCH

May 24, 1954

Tabulation of the numbered questions shows:

Question 1a ..... 9 yes 12 no

Stenographic speeds given were as follows:

3 - 100

Question 1b ..... 10 yes 7 no

Typing speeds given were as follows:

1 - 95
1 - 70
3 - 40
1 - 60

Question 1c ..... 1 yes 14 no

1 has used Dictaphone

Question 2 ..... 0 yes 26 no

1 wants stenography

Question 4 ..... 15 yes 7 no

Those dissatisfied had the following grades:

2 - CAF 4
1 - P 6
1 - P 2
1 - P 3
1 - P 1
1 - CAF 3

Total 7

Question 5 ..... 3 yes 12 no

a..... 1 yes

b ..... 1 yes

c..... 2 yes

d..... 2 yes

Question 6 ..... 1 yes

Question 7..... 0 yes

# ANALYSIS OF PERSONNEL UTILIZATION SURVEY IN THE FM BRANCH

May 26, 1964

Tabulation of the numbered questions answer:

Question 1a ..... [illegible] yes [illegible] no

Stenographic speeds given were as follows:

1 - 100

Question 1b ..... 10 yes [illegible] no

Typing speeds given were as follows:

1 [illegible]
1 - 70
1 - 40
1 60

Question 1c ..... 1 yes 1[illegible] no

1 has used dictaphone

Question [illegible] ..... 0 yes [illegible] no

1 wants stenography

Question 4 ..... [illegible] yes [illegible] no

Those dissatisfied had the following grades:

[illegible] - GS [illegible]
1 - P 6
1 - P [illegible]
1 - P 3
1 P 1
1 - GS [illegible]

Total [illegible]

Question [illegible] ..... [illegible] yes 1[illegible] no

a..... 1 yes 6 no

b ..... [illegible] yes 6 no

c..... [illegible] yes 6 no

d..... [illegible] yes 6 no

Question 6 ..... 1 yes 19 no

Question 7..... ... [illegible] yes 6 no

Question 8 ..... 1 yes 2) no

Suggestions and comments:

1 Best Government office in America
1 Hours too long for efficient work

ANALYSIS OF PERSONNEL UTILIZATION SURVEY IN THE OCT

May 23, 1954

Tabulation of the numerical questions shows:

Question 1a ..... 3 yes 4 no

Question 1b ..... 1 yes no

Typing speeds given were as follows:

: 50
: 60
1 40

Question 1c ..... 1 yes 1 no

1 never used cell phone
4 have used telephone

Question 2 ..... 1 yes 14 no

Question 3 ..... 1 yes 4 no

4 want stenography
1 want typing

Question 4 ..... 4 yes 4 no

Those dissatisfied have the following grades:

- - GS 3
- - GS 4
1 GS 5

Question 5 ..... 3 yes 4 no

a..... 1 yes 1 no
..... 4 yes no
c..... yes 1 no
d..... yes 1 no

Question 6 ..... 1 yes 4 no

Question 7..... 4 yes 11 no

Question 8 ..... 1 yes 4 no

Suggestions and comments:

1 do more work of secretarial nature
1 satisfied if job revision is carried through
1 would like to use French
1 would like to be able to devote more time to actual utilization of training in French and Spanish

1. have Placement or Personnel Office absolutely sure that a full time job exists before hiring employee

2. to give more consideration to space for employee and semi-private (at least) for those who supervise to permit more private conversations, interviews and better security control.

# ANALYSIS OF PERSONNEL UTILIZATION SURVEY IN THE R-2 BRANCH

May 19, 1964

Tabulation of the answered questions shows:

Question 1a ..... 22 yes 23 no

Stenographic speeds given were as follows:

| | |
|---|---|
| 3 - 80 | 4 - 125 |
| 3 - 100 | 1 - 175 |
| 2 - 90 | 1 - 70 |

Question 1b ..... 32 yes 11 no

Typing speeds given were as follows:

| | |
|---|---|
| 4 - 75 | 1 - 35 |
| 9 - 60 | 1 - 50 |
| 1 - 45 | 1 - 30 |
| 1 - 57 | 1 - 84 |
| 1 - 40 | 1 - 70 |
| 1 - 90 | |

Question 1c ..... 13 yes 29 no

5 have used ediphone
6 have used dictaphone
1 has used teletype
1 has used typewriter
1 has used comptometer calculator

Question 2 ..... 7 yes 58 no

Question 3 .....16 yes 55 no

5 want stenography
7 want typing

Question 4 ..... 35 yes 30 no

Those dissatisfied had the following grades:

| | |
|---|---|
| 19 - CAF 4 | 1 P 1 |
| 2 - P 5 | 1 - CAF 6 |
| 5 - CAF 5 | 2 - P 2 |
| 1 - CAF 3 | 1 - P 4 |

Question 5 ..... 26 yes 25 no

| | | |
|---|---|---|
| a ..... | 6 yes | 11 no |
| b ..... | 5 yes | 11 no |
| c ..... | 10 yes | 10 no |
| d ..... | 19 yes | [illegible] no |

Question 6 ..... 19 yes 4 no

Question 7 ..... 8 yes 49 no

Suggestions and comments:

1 more map atlases, etc.
1 salary adjustments in accordance with proven ability and responsibility.
1 better recruiting system
1 more business like organization set-up.
1 more equitable system of compensation
1 fewer committees and more action
1 promotion from within policy
1 in classification, the titles should be more in keeping with the job. when people are interviewed they should also be interviewed in addition to the superiors
1 more research and less routine work.
1 more personnel and as one is needed
6 period of training should be given to new employees even though brief.
6 many were misled as to the nature of their work when hire, with a resultant, lowering of morale.
1 an indoctrination course on entry on duty.
1 research people should be given more voice in determining policy
1 require training and indoctrination, specify aims and outline organization, offer cooperation and solicit it.

1 applicants for positions should be told more exactly the type of work (not nature of it) they are hired for. Many people feel that they are not using their abilities as they had expected to.
1 have a longer working day which will provide for several hours off each week. Give courses (after working hours) in stenography, typing and languages.
1 compensation for overtime.
1 employment would be more desirable if the job met and corresponded to the requirements and employees were given an opportunity to use their previous training.

1 more office space
1 for obvious reasons it would seem desirable to promote employees from the ranks, give them greater responsibilities, rather than bring people in at high ratings before their value to the organization has been proven
1 elimination of conflicting reports and instructions.

# ANALYSIS OF PERSONNEL UTILIZATION SURVEY
# IN THE S. I. BRANCH

May 23, 1954

Tabulation of the numbered questions shows:

Question 1a ..... 27 yes 22 no

Stenographic speeds given were as follows:

| | |
|---|---|
| 4 - 100 | 6 - 80 |
| 3 - 120 | 4 - 90 |
| 4 - 125 | 1 - 85 |
| 1 - 80 | 4 - 100-120 |

Question 1b ..... 22 yes 12 no

Typing speeds given were as follows:

| | |
|---|---|
| 1 - 80 | 1 - 90 |
| 5 - 80 | 1 - 40 |
| 5 - 60 | 1 - 65 |
| 3 - 75 | 1 - 120 |
| 4 - 85 | 1 - 50 |

Question 1c ..... 19 yes 31 no

10 have used dictaphone
9 have used ediphone

Question 2 ..... 12 yes 40 no

Question 3 ..... 23 yes 76 no

16 want stenography
7 want typing

Question 4 ..... 59 yes 24 no

Those dissatisfied had the following grades:

| | |
|---|---|
| 1 - CAF 3 | 5 - CAF 5 |
| 11 - CAF 4 | 3 - P 1 |
| 1 - CAF 7 | 1 - P 4 |
| 1 - CAF 1 | 1 - P 2 |

Question 5 ..... 22 yes 28 no

a ..... 7 yes 12 no
b ..... 9 yes 10 no
c ..... 12 yes 10 no
d ..... 14 yes 12 no

Question 6 ..... 12 yes 51 no

Question 7 ..... 1 yes 65 no

Question 8 ..... 10 yes 53 no

Suggestions and comments:

1 During periods when afternoon temperatures in the office exceed 100 degrees (for the past two summers it repeatedly reached 105 degrees) the efficiency of the workers would be noticeably increased and employment made definitely more desirable if the hours of work were advanced at least 90 minutes.

1 Room 1037 needs an extra fan during summers months as ceiling light, which is necessary radiates too much heat.

1 Place a heavy penalty on "Gossip and Back-stabbing" Terminate any person found guilty of either charge.

11 less crowding

1 shorter week, i.e. 40 hour week - some considerable more could be done with less strain or same amount of work.

1 promotions from within, also transfers to more desirable positions should be offered first to old employees.

4 5½ day week would result in more or as much efficiency at the job and would make for better morale.

1 have employee do the type of work for which they were hired - or, if they are assigned to other duties, give them the equivalent job title and salary for work they are actually doing.

ANALYSIS OF PERSONNEL UTILIZATION SURVEY [illegible]

April 11, 1944

Tabulation of the numbered questions shows:

Question 1a ..... 1[illegible] yes [illegible] no

Stenographic speeds given were as follows:

| | |
|---|---|
| 1 - [illegible] | 1 - 80 |
| 1 - 15[illegible] | 1 - 65 |
| 1 - 1[illegible] | 1 - [illegible] |
| | - [illegible] |

Question 1b ..... 17 yes 1[illegible] no

Typing speeds given were as follows:

| | |
|---|---|
| 4 - 50 | [illegible] - [illegible] |
| 1 - 70 | [illegible] - [illegible] |
| [illegible] - 65 | 1 - 80 |
| | - [illegible] |

Question 1c ..... 3 yes 2[illegible] no

2 have used mail phone
[illegible] have used intercom phone
1 has used mimeograph

Question [illegible] ..... 5 yes 6[illegible] no

Question [illegible] ..... 15 yes 55 no

[illegible] want typing
7 want stenography

Question [illegible] ..... [illegible] yes 1[illegible] no

Those dissatisfied had the following grievances:

4 - CAP 4
3 - CAP 11
[illegible] - CAP 9
1 - CAP 1[illegible]
1 CAP 1[illegible]
[illegible] AP [illegible]
[illegible] CAP [illegible]

Question 5 ..... 1[illegible] yes [illegible]7 no

[illegible] ..... [illegible] yes [illegible] no
6 ..... [illegible] yes 1[illegible] no
[illegible] ..... 6 yes [illegible] no
[illegible] ..... 1[illegible] yes 1[illegible] no

Question 6 ..... 5 yes [illegible] no

Question ..... 5 yes [illegible] no

Question 6 ..... 5 yes [illegible] no

Suggestions and comments

1 personnel of the office does everything possible to make the office an efficient and desirable place to work.

1 after a person has been here for a certain length of time and has performed their work well, their work justifies a raise in salary.

1 jobs should be coordinated. Each employee should be given some idea of his or her part.

1 position warrants reclassification to Grade 5.

1 install air-conditioning units in office.

1 get an afternoon off once in a while, haven't had one since August. Average work week 5[illegible] hours up until February 14, 19[illegible] Am not complaining at all, merely think it would be [illegible] in the long run.

1 believe employees would be happier if there was not a constant change in employers, resulting in changing of policies and methods of operation, and shifting of personnel from one set of duties to another.

1 honest, straight-forward statement of job, duties, chance for promotion or not. No statements outside of office requirements needed to employ proper person.

# ANALYSIS OF PERSONNEL UTILIZATION SURVEY IN THE SAN FRANCISCO OFFICE

June, 19[illegible]

Tabulation of the numbered questions shows:

Question 1a ..... 3 yes 4 no

Stenographic speeds given were as follows:

1 - 130

Question 1b ..... 6 yes 1 no

Typing speeds given were as follows:

1 - 45
2 - 36
- 30
1 - 70

Question 1c ..... 4 yes 4 no

1 has used dictaphone
1 has used Ediphone

Question 2 ..... 0 yes 8 no

Question 3 ..... 3 yes 5 no

4 want typing

Question 4 ..... 6 yes 2 no

Those dissatisfied had the following grades:

1 - CAF 5
4 - CAF 4
Total 5

Question 5 ..... 0 yes 6 no

a .....0 yes 5 no
b .....0 yes 5 no
c .....0 yes 5 no
d .....0 yes 5 no

Question 6 ..... 1 yes 6 no

Question 7 ..... yes 7 no

Question 8 ..... 0 yes 7 no

# ANALYSIS OF PERSONNEL UTILIZATION [illegible] IN THE NY OFFICE

June 19-20, 19[illegible]

Tabulation of the numbered questions shows:

Question 1a ..... 23 yes [illegible] no

Stenographic speeds given were as follows:

2 - 60
1 - 90
1 - 80
1 - 100
[illegible] - 1[illegible]
1 - 12[illegible]
1 - 1[illegible]

Question 1b ..... [illegible] yes [illegible] no

Typing speeds given were as follows:

[illegible] - 40
[illegible] - 75
1 - [illegible]5
[illegible] - [illegible]5
[illegible] - 70
1 - 40
1 - 80
[illegible] - 50
1 - 60

Question 1c ..... 7 yes [illegible]5 no

[illegible] have used Dictaphones
1 has used Ediphone
1 has used various machines

Question 2 ..... 1 yes 71 no

Question 3 ..... 1[illegible] yes [illegible] no

1[illegible] want stenography
[illegible] want typing

Question 4 ..... 91 yes [illegible] no

Those dissatisfied had the following grades:

1 - CAF 2
[illegible] - CAF 5
9 - CAF [illegible]
[illegible] - CAF [illegible]
[illegible] - CAF 9
[illegible] - P 5
[illegible] - [illegible] 8

-- [illegible]

| | |
|---|---|
| [illegible] | CAF 7 |
| 1 | CPV 9 |
| 1 | SP 7 |
| 1 | CAY 11 |
| 1 | CAF 13 |
| Total 18 | |

| | | | | |
|---|---|---|---|---|
| Question 5 ..... | 9 | yes | 6 | no |
| a..... | 6 | yes | 12 | no |
| b ..... | 5 | yes | 12 | no |
| c ..... | 6 | yes | 11 | no |
| d ..... | [illegible] | yes | 11 | no |
| Question 6 ..... | 6 | yes | 47 | no |
| Question 7 ..... | [illegible] | yes | 10 | no |
| Question 8 ..... | 13 | yes | [illegible] | no |

Suggestions and comments:

1 Greater flexibility in upgrading of those in medium grades.
6 reduction of 48-hour week-- 5-day week
• our staff is too small. Additional technical help would facilitate work of this office. (Research Bureau on Population movements)
3 half day Saturday
1 would welcome additional responsibilities: interviewing, etc.
1 all directions to go to one [illegible] sting place to avoid all takes, especially in cases of Administration instructions.
1 perfectly satisfied.
1 rotation of secretarial service for staff on Saturdays to allow afternoons free by taking turns.

[illegible] 1944

[illegible] Civil Service Commission
[illegible] 7 Street, [illegible]
Washington, [illegible]

[illegible]

Dear [illegible]

[illegible]

[illegible] July 1944 [illegible]

[illegible]

[illegible]

[illegible]

[illegible] assignments are being [illegible] by the Civilian Personnel [illegible] Branch and Office in the [illegible] be [illegible]. The work of [illegible] employees [illegible]

[illegible] essentially [illegible] of semi-skilled [illegible]

6. As the war program changes, this [illegible] will logically change the work of its personnel to meet the shift of emphasis in the war program.

Very truly yours,

Charles S. [illegible]
Acting Director

OFFICE OF STRATEGIC SERVICES

WASHINGTON, D. C.

2 September 1944

TO: Mr. Charles Cheston

FROM: Louis M. Ream

Enclosed herewith is the Personnel Utilization Survey, covering the entire agency, made by the Civilian Personnel Branch at the request of the Civil Service Commissioners to General Donovan.

The Commissioners did not request a copy of the survey but asked for quarterly reports on what is being done in accordance with the findings of the survey.

Attached hereto please find a letter advising of the accomplishments to date. There are a number of suggestions and comments in this survey which are being taken up in detail for accomplishment or rejection.

L. M. Ream

Louis M. Ream
Deputy Director
Administrative Services

# PERSONNEL UTILIZATION SURVEY

FOR THE

# OFFICE OF STRATEGIC SERVICES

CONDUCTED BY

THE CIVILIAN PERSONNEL BRANCH

JULY 1944

# PERSONNEL UTILIZATION SURVEY

## PREFACE

The survey conducted by the Office of Strategic Services was upon request of the Civil Service Commissioners to Brig. General William J. Donovan.

M. S. Krider, Chief of the Civilian Personnel Branch, was designated as chairman of the committee to plan and conduct the survey. Cooperating on the committee were the several Division chiefs in the Civilian Personnel Branch. In the initial stages of the survey, representatives of the Budget and Procedures Branch manifested an interest in the undertaking. The major part of the actual conduct of the survey fell to the Training Division of the Civilian Personnel Branch.

The survey was begun in late March 1944 and continued through June 1944

L. H. Hayes
Chief of the Training Division
Civilian Personnel Branch

## METHOD OF ADMINISTERING THE SURVEY

Twelve hundred people, who answered questionnaires, could have been covered in a few hours of time, simply by providing for a desk to desk distribution of the questionnaire. Instead of this, the questionnaires were taken by the Chief of the Training Division, by two Assistant Chiefs of Personnel, or sometimes representatives of the Classification Division, and handed personally to the employee. Each employee was asked to execute the form "within 15 minutes" and was assured that those handing out the form would collect them again. The employee was made to feel, without so stating, that this was his opportunity to evaluate his own work and to speak freely in making suggestions or comments concerning working conditions, lack of facilities, or about supervision.

The advantages attending this method of conducting the survey were numerous. The physical working conditions were noted. Overcrowding was easy to see. Lack of planning of the work was sometimes evident. Tension, due to overcrowding or due to other reasons, could be felt. The spirit of team play between the supervisor and the employee, or any lack of it, could be sensed. Safety and health conditions, such as unclean rooms or overheated rooms, would be obvious.

The San Francisco office received their questionnaires by mail and administered them for their own staff.

Occasionally, it was more practical or necessary to leave items with the supervisor for those employees who were absent on duty, or on annual or sick leave. It was very significant that in these cases, which totaled a considerable number, there would be no

comments, no suggestions, nothing regarding supervision. This confirmed the belief that the employee expressed himself more freely when there was a personal administering of the survey by someone outside the office.

The supervisor on the job was consulted and referred to from beginning to end in the conduct of the survey. His friendly cooperation was sought and secured, and he was made to feel that he had a share in the enterprise. Usually, he or his assistant would take those administering the survey from office to office, and thus there was saved a considerable time in getting in touch with the employees.

## MEDICAL, HEALTH, AND SAFETY PROGRAM

During the content of the survey, frequent conferences were held with the Medical Services Office. In close cooperation with Colonel Hilsal of that office, several improvements in these programs for the Agency were effected.

A series of lectures designed especially for those going to the field, but also available to all employees of the Office of Strategic Services, was inaugurated.

### FIRST WEEK

| | | |
|---|---|---|
| Monday — | 2:00 to 3:00 P.M. | Surgical First Aid |
| | 3:00 to 4:00 P.M. | Medical First Aid |
| Wednesday- | 3:00 to 4:00 P.M. | Personal Hygiene for Men |
| Friday — | 2:00 to 3:00 P.M. | Surgical First Aid |
| | 3:00 to 4:00 P.M. | Medical First Aid |

### SECOND WEEK

| | | |
|---|---|---|
| Monday — | 2:00 to 3:00 P.M. | Mental Hygiene |
| | 3:00 to 4:00 P.M. | Malaria Control and Sanitation |
| Wednesday- | 3:00 to 4:00 P.M. | Personal Hygiene for Women |
| Friday — | 2:00 to 3:00 P.M. | Adjustment to Environment |
| | 3:00 to 4:00 P.M. | Dental Hygiene; device |

A doctor was added to the staff of the Medical Services Office with offices in the Emergency Room in Gum Building.

A second Emergency Room with a third nurse in attendance was provided in Annex #1.

Increased medical facilities for those Office of Strategic Services employees in the field offices were planned.

A continuing safety program was inaugurated after a physical survey of the several buildings and grounds of the Agency. Where more than one accident has occurred in the same location, or an accident hazard was found to exist, safety facilities were provided, such as guard rails. A poster campaign was begun to acquaint the employees with the reasons why accidents occur on the job.

## TRAINING NEEDS

One-fifth of all the questionnaires requested more training. Refresher training courses in stenography and typing were asked for most frequently, as a space was provided in the form for these requests.

The training facilities were expanded so that during the month of June seventy (70) persons received training in typing, stenography, and correspondence. A new Training Center, with greatly increased floor space, was secured at 1216 New York Avenue. Facilities there now include: a classroom for twenty-five (25) in typing and a classroom for seventeen (17) in stenography. Two training specialists are assigned here full time.

Due to the increased number of new inductions, these expanded facilities are only enough to take care of the incoming employees. In many instances, their skills are quickly increased sufficiently to warrant their being assigned to a branch or office. In many cases, these trainees are receiving beginning instruction in typing and stenography.

As soon as there is a lull in the employment of new people, and space permits, a program of "in service training" is planned for those typists and stenographers on the job, who have indicated in large numbers their desire to increase their skills and usefulness to the Office of Strategic Services.

A program of induction training, popularly known as orientation, has been planned. The execution of this program only requires the addition of personnel for this job. It is designed for depart-

mental personnel as well as for the increasing number going to the field. It will include all these matters that beginning employees learn the hard way, over a period of months on the job. It has been found that a course of this kind is helpful to the employee in answering the many questions and problems he has upon entering government service, problems that increase in number as they are assigned to the field.

[redacted]

## OVERCROWDING

Throughout the entire period of the survey one fact continues to impress those responsible for its conduct; namely, serious overcrowding in nearly every part of the Agency.

In some offices it was impossible to turn without touching someone or someone's desk. In other locations, overcrowding, while less severe, was serious. Tension was evident in many places. Numerous employees stated that work moved at a low ebb because of this. Friction between workers was found on this account. While these conditions were found, especially in parts of R & A and SI, they existed in many branches of the Agency.

## HEALTH

Especially in the Coliseum Building, numerous people mentioned dirty floors. On many mornings accumulation of dirt may be observed left under desks for days at a time. This condition, coupled with the fact that there is limited facility for getting fresh air from outside, makes for a real health hazard.

In the Coliseum, in winter, it was reported that the gas heaters leaked so badly that the employees suffered severe headaches. At times the gas heaters had to be turned off. The result on many days was that the inside temperature was in the sixties or fifties.

## MANUAL OF ADMINISTRATIVE INSTRUCTIONS

From the standpoint of management and administration, changes can be made to provide smoother operation of the Agency.

A Manual of administrative instructions serially numbered and bound in a loose-leaf cover, should be on the desk of every supervisor.

The "rules of the game," under which the Agency operates, will thus be available.

Uniform administration, according to a well designed pattern rather than off-the-cuff decisions by hard-pressed supervisors, would result. Often times the supervisor on the job gets his rules of operation by hearsay or faulty memory. An Administrative Manual, available not only to the supervisor but to all employees in the office who need to assist in getting things done, would vastly improve management in the Agency.

An example is the handling of such a simple matter as annual and sick leave. Different patterns are followed in the different parts of the Agency. Confusion arises when the Civilian Personnel Branch is notified after the employee has gone on extended annual leave or leave without pay, in violation of the rules.

This Manual should contain instructions on matters relating to:

1. Personnel Management

2. Finance (instructions re travel and pay rolls)

3. Budget matters at the branch level

4. Reproduction of material

5. Procurement and Supplies

6. Special Funds, etc.

## Directory of Administrative Services

Supplementing the Manual of Administrative Instructions should be a Directory of Administrative Services. The Directory should contain perhaps 100 items, such as:

| Services | Building | Room | Extension |
|---|---|---|---|
| Absences, reporting | — | — | — |
| Automobiles, official | — | — | — |
| Blood Donors | — | — | — |
| Bonds, War Savings | — | — | — |
| Civil Service Retirement | — | — | — |
| Conference Rooms | — | — | — |
| Courier Service | — | — | — |
| Efficiency Ratings | — | — | — |
| Employee Loan Fund | — | — | — |
| Emergency Rooms | — | — | — |
| Manuals | — | — | — |
| Mimeograph Service | — | — | — |
| Multilith | — | — | — |
| Orientation, new employees | — | — | — |
| Pay Rolls | — | — | — |
| Receptionists (all buildings) | — | — | — |
| Training Service | — | — | — |
| Travel | — | — | — |
| Vacations | — | — | — |

When a supervisor or his assistant, or an administrative officer or administrative assistant want to secure a service, instead of as is done so many times now, asking the neighboring person what to do or how they called so and so last week, the directory would be an invaluable guide to any employee--new or old.

It would provide for all operating personnel adequate information on how and where to secure services and get things done.

# EMPLOYEE UTILIZATION

## Supervisors

Through the cooperation of the supervisors, employees have been reassigned to better use of their skills. The survey provided a great deal of incentive for reassignment by supervisors. Primarily, utilization is the supervisor's responsibility.

Stimulating of supervisors could best be illustrated by the case of the administrative officer who upon being told of the survey said, "Oh! oh! Here it comes. In the Navy this meant a shakeup."

## Reduction in Force

No total reduction in the number employed in this agency can be shown. The Office of Strategic Services has not reached its peak of employment, as its functions are expanding. For example: In the R & A Branch analysts in some sections are behind in their reports because of a shortage of typists. More typists are being employed. However, although no total reduction can be shown, the total number of employees in the Agency is doubtless less than it would be if incentive had not been provided for utilizing those on the job.

## Booklet Distribution

As a follow-up with the supervisor, the booklet "Better Utilization of Personnel," published by the Civil Service Commission is being distributed to all supervisors following the survey.

## Non-use of Skills

It was the exceptional case when it was discovered that one girl was working only nine hours per week in the S I Branch. This employee was immediately given a full assignment of work.

## Job Analysis

The individual's own statement on the first page of the questionnaire gave his estimate of the job he was doing. The form was reduced and adapted from a much larger form, suggested by the Civil Service Commission.

Types of work listed were classified according to the work done in this agency. The hours and operations, as listed by each employee, could be tabulated later by office or division so as to show the total number of hours spent in that office or division in typing, supervision, planning, etc. This, however, goes rather far into the general field of management.

## Employee Requests

Those conducting the survey listened to but did not encourage requests made by employees. No comments or promises were made, and the employee was encouraged to make his written comments objective rather than to be too subjective concerning his job. It is difficult to classify the request of one employee for "the return of the desk and chair taken from me last October."

## Promotions

Occasional requests were made for promotions. Employees suggested that promotions should come more often from within the Agency. The Placement Division of the Civilian Personnel Branch could select employees from each office for interview on such requests.

[redacted]

While there was some [illegible] of [illegible] complaints in the [illegible] [illegible] or comments, [illegible] in the [illegible] [illegible], [illegible] made and are noted as follows:

[redacted]

More and better space; better physical working conditions were requested by those employees in the Annex #1.

The cafeteria facilities were likewise asked by large numbers in Annex #1.

Many requests were made for an emergency room in Annex #1, but this has been provided.

The request for better cafeteria facilities is important. Perhaps the one bright spot in the work day of many government employees, living at home under congested conditions, is the lunch hour under pleasant conditions and cheerful surroundings as provided by the Welfare and Recreation Association in our government agencies.

Dentistry

Here again, most requests were for more space and more personnel.

Field Photographic

Some employees thought their salaries were out of line with those paid in the motion picture profession for the same grade of work.

Communication Branch

Suggestions and comments were [illegible] general.

Finance Branch

Large number of comments were made about the unhealthy working conditions in the Collinson.

[redacted]

Comments were very limited.

**[illegible] Branch**

Tenor of comments showed uncertainty as to work assignments and some crowding.

**[illegible] - 2 Branch**

An unusually large number of employees expressed their dissatisfaction with the way in which they were hired. Their complaint was that they were inadequately informed as to the work they would do, stating that they were "misled". An even larger number requested that they should be given indoctrination or orientation training in the work of the Branch when they entered upon duty. Confusion and uncertainty, as to what was expected of them, seemed to be in the minds of many.

**[illegible] I Branch**

Overcrowding was the comment most noted in this Branch.

**[illegible] S O**

Comments by a few employees showed uncertainty regarding work assignments and what was expected of them.

**San Francisco**

No suggestions or comments.

**New York**

The most frequent comment in New York was a request for a five-day week or Saturday half holiday.

**Registry Form**

[illegible]

In order to determine [illegible] real are being fully and effectively used, it is [illegible] the following questions be filed [illegible] the chief of the area in [illegible]

Name _____ Date _____ Hours _____

Office _____ Division _____

[illegible]

[illegible]

Supervising _____ [illegible] _____

[illegible] _____ [illegible] _____

[illegible] _____ [illegible] _____

[illegible] _____ [illegible] _____

[illegible] _____ [illegible] _____

Writing reports _____ [illegible] _____

Editing and/or [illegible] documents [illegible] _____ _____

Reviewing, reading and signing _____ [illegible] _____

Dictation _____ [illegible] _____

[illegible] _____ [illegible] _____

Writing [illegible] _____ [illegible] _____

Consulting specify [illegible] _____ [illegible] _____

_____ _____

Other dictation steno used _____ _____ [illegible] _____

(9406)

1. If you do not use stenography or typing in your present position please indicate the following:

   a. Have you had any previous stenographic training or experience? Yes ☐ No ☐
      What is your present speed? _____ words per minute.
   b. Have you had previous typing training or experience? Yes ☐ No ☐
      What is your present speed? _____ words per minute.
   c. Have you had previous training or experience in making machine transcriptions? Yes ☐ No ☐
      If so, state kind of machine (dictaphone, etc.) _____

2. Is any part of your time spent receiving training? Yes ☐ No ☐

3. Would you be interested in taking a "refresher" training course? Yes ☐ No ☐

4. Do you feel that your position [illegible] your special skills and training? Yes ☐ No ☐

5. If your skills are not fully used, would you like to accept a position that would use your skills, even though the transfer would result in a change in grade? Yes ☐ No ☐

   a. Within your present section . . . . . Yes ☐ No ☐
   b. Within your present division . . . . . Yes ☐ No ☐
   c. Within your present branch . . . . . Yes ☐ No ☐
   d. Anywhere within OSS . . . . . Yes ☐ No ☐

6. Have you any suggestions as to how this office could use your skills and training to better advantage? Yes ☐ No ☐
   If so, please specify: _____

7. What are your [illegible] for improvement of [illegible]? _____

8. Have you any suggestions as to steps which this office could take to make employment here more desirable? Yes ☐ No ☐
   If so, please specify: _____

4. If you do not use stenography or typing in your present position please indicate to the following:

a. Have you had any previous stenographic training or experience? Yes ☐ No ☐
What is your present speed? _____ words per minute.

b. Have you had previous typing training or experience? Yes ☐ No ☐
What is your present speed? _____ words per minute.

c. Have you had previous training or experience in using machines or descriptions? Yes ☐ No ☐
If so, state kind of machine (dictaphone, dictaphone, etc.) _____

d. Is any part of your time spent receiving training? Yes ☐ No ☐

e. Would you be interested in taking a "refresher" training course? Yes ☐ No ☐ Doubtfully ☐ Definitely ☐

f. Do you feel that your attitude is a maximum use of your special skills in training? Yes ☐ No ☐

5. If your duties are not being fully used, would you like a position in which the use of your skills, with training or transfer, would result in a more [illegible]? Yes ☐ No ☐

a. Within your present section ☐ ☐

b. Within your present [illegible] ☐ ☐

c. Within your present branch ☐ ☐

d. Anywhere within OSS ☐ ☐

6. Have you any suggestions as to how the use of your talents and training could be improved? Yes ☐ No ☐
If so, please specify: _____

7. Do you have any suggestions as to [illegible]? Yes ☐ No ☐

8. Have you any suggestions as to [illegible] could be [illegible]? Yes ☐ No ☐
If so, please specify: _____

## Totals of Returns by Branches and Divisions

| | |
|---|---|
| R & A: Chief; Admin.; Eur-Afr.; Near East; West. Eur.; Far East; U.S.S.R.; Lat. Am. | 202 |
| R & A: I D C. | 67 |
| R & A: C I D. | 97 |
| R & A: Map Div.; Eur-Afr. Div (Economic); Eur-Afr. Div. (Geographic) | 156 |
| Registry. | 73 |
| Field Photog | 14 |
| Procuration | 46 |
| Finance. | 54 |
| F N. | 39 |
| C D. | 16 |
| I-2. | 88 |
| S I. | 122 |
| S S O. | 87 |
| San Francisco. | 9 |
| New York | 132 |
| TOTAL | 1202 |


| | |
|---|---|
| R & A: Map Div.; Eur-Afr. Div (Economic); Eur-Afr. Div. (Geographic) | 156 |
| Registry. | 73 |
| Field Photog | 14 |
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## Remaining to be Done

One-third of the employees in the Agency have not executed a questionnaire. As soon as possible the survey should be continued in those offices and branches remaining to be covered.

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| | |
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| R & A: Chief; Admin.; Eur-Afr.; Near East; West. Eur.; Far East; U.S.S.R.; Lat. Am. | 202 |
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| Registry. | 73 |
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| | |
|---|---|
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| Registry. | 73 |
| Field Photog | 14 |
| [illegible] | 46 |
| Finance. | 54 |
| F N. | 39 |
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| TOTAL | 1202 |


## Remaining to be Done

One-third of the employees in the Agency have not executed a questionnaire. As soon as possible the survey should be continued in those offices and branches remaining to be covered.

[illegible] of responses, [illegible] survey in the [illegible]
Chief; Admin.; S-4; E. E.; Ma. Inv.; F. E.; U.S.S.R.; L.A.
April 26, 1944

Tabulation of the numbered questions shows:

Question 1a ..... 29 yes 79 no

Stenographic speeds given were as follows:

| | |
|---|---|
| 4 - 20 | 2 - 100 |
| 2 - 40 | 1 - 60 |
| 4 - 80 | 1 - 10 |
| 1 - 20 | 1 - 70 |
| 1 - 150 | 1 - 90 |
| 1 - 75 | |

Question 1b ..... 52 yes 53 no

Typing speeds given were as follows:

| | |
|---|---|
| 2 - 55 | 3 - 100 |
| 5 - 60 | 2 - 35 |
| 2 - 45 | 2 - 30 |
| 9 - 50 | 1 - 65 |
| 8 - 40 | 1 - 52 |
| 1 - 75 | 1 - 85 |
| 1 - 5 | 2 - 25 |

Question 1c ..... 7 yes 84 no

7 have used dictaphone
1 has used ditto
1 has used adding machine

Question 2 ..... 13 yes 158 no

Question 3 ..... 12 yes 148 no

7 want stenography
2 want typing

Question 4 ..... 124 yes 40 no

Those dissatisfied had the following grades:

| | |
|---|---|
| 4 - CAF 4 | 3 - P 4 |
| 9 - P 3 | 2 - P 5 |
| 6 - P 6 | 4 - CAF 3 |
| 5 - P 1 | 3 - P 2 |
| 1 - P 8 | 3 - CAF 5 |

Question 5 ..... 22 yes 49 no

| | | | | |
|---|---|---|---|---|
| 2[illegible]..... | 14 | yes | 20 | no |
| 2[illegible]..... | 13 | yes | 21 | no |
| 5[illegible]..... | 11 | yes | 23 | no |
| 5[illegible]..... | 11 | yes | 24 | no |
| Question 6 | 22 | yes | 100 | no |
| Question 7 | 5 | yes | 146 | no |
| Question 8 | 29 | yes | 101 | no |

Suggestions and Comments:

14 increased clerical workers.
1 sample survey on interview basis might be more illuminating than survey conducted by questionnaire.
33 more and better space
1 adequate personnel
1 second counter at Que Building cafeteria
2 provide quarters which will make it possible for research workers to concentrate without distraction from crowded desks, conversation, typewriters, etc.
1 research and analysis projects with greater responsibility involving the use of languages
2 soundproofing
1 supplies - scissors, telephones, staplers, etc.
1 improved lighting
1 only a few professionals in one room
1 possibility of CAF grade raised above 5 in R&I Branch.
1 emergency room in War Annex #1
1 indoctrination of new personnel into jobs being done by this sub-division
1 introduction of new personnel around sub-division
1 larger professional staff
1 increase staff
2 better physical working conditions
1 people should be used where they are most useful and to be put to work on areas they know
1 frequent transfer of employees. Results in waste of experience and special skills gained in the original position.
1 better accommodations
2 a college graduate with some knowledge of the area, could give assistance with processing documentary, photostatic and periodical material so that more opportunity would be given for analyzing and writing up material.
1 section secretaries to work of CAF 5 should receive such C.S. rating
1 more encouragement to undertake research projects needed.
1 office has outgrown its original informal methods to ~~[illegible]~~ some extent.
1 air conditioning
1 rest room where one could relax
1 better run cafeteria

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Declassified and Approved For Release 2013/10/30 : CIA-RDP13X00001R000100190003-1

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

September 7, 1945

DEPARTMENTAL CIRCULAR NO. 493, Supplement No. 15
(Supersedes Departmental Circular No. 493, Supplement No. 7 of January 17, 1945, and amends Departmental Circular No. 493, Supplement No. 12 of June 14, 1945, and the basic Departmental Circular No. 493 of July 3, 1944.)

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

SUBJECT: War Service Regulations--Revision of Regulation XIII.

1. Sections 1 and 2 of War Service Regulation XIII have been revised as follows: (New provisions are indicated by asterisks.)

REGULATION XIII

RESTORATION AFTER RETURN FROM MILITARY SERVICE

SECTION 1. Persons entitled to restoration by law.--Any civilian employee of the Executive branch of the Government covered by the Selective Training and Service Act or other statutes providing for reemployment after military service who has left or leaves his position (other than a temporary position) in order to perform active military or naval service for the United States and (a) is honorably separated from such service, (b) is still qualified to perform the duties of such position, and (c) makes application for reemployment within ninety days after he is relieved from such active duty or service or from hospitalization continuing after discharge for a period of not more than one year, shall be restored within thirty days to the position he left or, if that position does not exist to a position of like seniority, status, and pay:* Provided, That failure of the agency to act within the said period will not affect the employee's right to restoration: Provided further, That the employee's leave with the agency will determine whether he left other than a temporary position and the fact that the last position the returning veteran held through promotion or reassignment carried a time limitation will not of itself affect his right to be restored to that position or one of like seniority, status and pay.*

SECTION 2. Persons not entitled to restoration by law.--(a) Any person having appointment under the Civil Service Rules or the War Service Regulations not limited to one year or less who left or leaves a temporary position (within the meaning of the statutes providing for restoration) in any department or agency of the Executive branch of the Federal Government in order to perform active military or naval service for the United States and (1) is honorably separated from such service, (2) is still qualified to perform the duties of such position, and (3) makes application for reemployment within ninety days after he is relieved from such active duty or service or from hospitalization continuing

D 495 S15-2



after discharge for a period of not more than one year, shall be reemployed within 30 days either in the position he left or in a position of like seniority, status, and pay in the same geographical locality in which he was employed formerly: Provided, That such reemployment will not require the removal through reduction in force of any employee in a higher retention group: Provided further, That reemployment under this section shall not extend the limitation placed upon his original appointment: Provided further, That failure of the agency to act within the said period will not effect the employee's right to restoration: Provided further, That the fact that the last position the returning veteran held through promotion or reassignment carried a time limitation will not of itself affect his right to be restored to that position or one of like seniority, status and pay."

(b) Any person who, in order to perform active military or naval service for the United States, left or leaves a position in a public or private enterprise (other than a temporary position limited to one year or less) which was or is subsequently taken over by the Federal Government shall be entitled to the reemployment rights set forth in Section 8 (a) above upon meeting the conditions therein.

2. Since these changes represent only clarification of the provisions of Section 1 and 2 and make no change in policies, the provisions have been effective since the original promulgation of Regulation XIII.

3. Inquiries concerning this circular may be referred, in the Washington, D. C. area, to the Civil Service Representative assigned to the agency or to the Examining and Personnel Utilization Division of the Commission, Ext. 3345, and in the field, to the appropriate Civil Service Representative or regional or branch regional office.

By direction of the Commission:

Very respectfully,

L. A. Moyer
Executive Director
and Chief Examiner

Section 302. Regularly scheduled tour of duty.

"Regularly scheduled tour of duty" means the regular administrative work-week prescribed by the general public regulations issued by the head of a department or independent establishment or agency, including Government-owned or controlled corporations, in accordance with section 301 (b) of the Overtime Pay Regulations issued by the Civil Service Commission pursuant to the Federal Employees Pay Act of 1945.

Section 303. Night work.

"Night work" means that part of a regularly scheduled tour of duty which falls between 6 o'clock p.m. and 6 o'clock a.m.

Section 304. Night pay differential.

"Night pay differential" means the ten percent increase over the officer's or employee's basic rate of compensation, authorized by section 301 of the Federal Employees Pay Act of 1945.

PART III. NIGHT WORK AND PAYMENT OF NIGHT DIFFERENTIAL

Section 301. Night pay differential authorized.

Any officer or employee to whom these regulations apply shall be entitled to a ten percent increase over his basic rate of compensation for all hours of night work, computed in accordance with section 302 (c) of these regulations.

Section 302. Computation of night pay differential.

(a) Leave.--Payment of a night pay differential is not authorized during any period when the officer or employee is in a leave status.

(b) Overtime.--The night pay differential shall not be included in the basic rate of compensation in computing any overtime compensation to which the officer or employee may be entitled.

(c) Computation of rate of night pay differential.--Whenever it is necessary to convert a basic monthly or annual rate to a basic weekly, daily, or hourly rate for the purpose of computing the amount of the night pay differential, the following rules shall govern:

1. A monthly rate shall be multiplied by 12 to derive an annual rate;
2. An annual rate shall be divided by 52 to derive a weekly rate;
3. A weekly rate shall be divided by 40 to derive an hourly rate; and
4. A daily rate shall be derived by multiplying an hourly rate by the number of daily hours of service required.

------ * ------

U. S. CIVIL SERVICE COMMISSION
June 28, 1948
Approved:

Harry B. Mitchell, President
Lucille Foster McMillin, Commissioner
Arthur S. Flemming, Commissioner

Commissioners

THE WHITE HOUSE

Approved:

Harry S. Truman

President

9015

November 5, 1941

The Honorable
Harry B. Mitchell, President
U. S. Civil Service Commission
Washington, D. C.

My dear Mr. Mitchell:

I have been informed by the Chairman of the War Manpower Commission of certain positions which have been eliminated from the list of proposed key positions submitted by this agency in accordance with Paragraph I, War Manpower Commission Directive No. XI.

In this connection, I have been requested to inform you of the name of an official in this agency who will be the point of contact on all problems of occupational deferment. Mr. James B. Spaeta, Director of Personnel, will serve in this capacity for the Office of Strategic Services.

Sincerely,

William J. Donovan

LdeDuFant:jpm

Personnel

May 22, 1943

Mr. L. A. Moyer
Executive Director
U. S. Civil Service Commission
Washington, D. C.

Dear Sir:

Re: Your file No. [illegible]

Pursuant to the request contained in your letter to us of April 12, 1943, we submit herewith a list of names of persons in this agency occupying administrative and supervisory positions as of May 1, 1943.

Very truly yours,

William J. Donovan
Director

PUBLIESE:PETERSON

Civil Service 7980
x Restrictions
x O.S.S.

11

# OFFICE OF STRATEGIC SERVICES

## INTEROFFICE MEMO

**FROM:** James [illegible]. [illegible]sata

**DATE** August [illegible], 19[illegible].

**TO:** Colonel William J. Donovan

**SUBJECT:** Removal of Civil Service [illegible]

The Office [illegible] the Office of Strategic Services, [illegible], has operated under Civil Service [illegible] Classification Act of 1923 [illegible]. Strict adherence to [illegible] rules [illegible] possible due to several causes. [illegible] the [illegible] specialized nature that the Civil Service [illegible] unable to furnish qualified [illegible] were established [illegible]. [illegible] all the [illegible] have been [illegible] Commission. However, [illegible] approval [illegible] Commission for [illegible]. [illegible] been held [illegible] days [illegible]. [illegible] several executive [illegible] Regulations [illegible] Civil Service [illegible] as appointed. This [illegible]. However, from our experience, the Civil Service [illegible] has apparently been unable to adjust itself [illegible] conditions

Declassified and Approved For Release 2013/10/30 : CIA-RDP13X00001R000100190003-1

April 14, 1942

Mr. Arthur F. Fleming, Commissioner
U. S. Civil Service Commission
Washington, D. C.

Dear Commissioner Fleming:

Please refer to our letter, April 2, 1942 in which we requested information relative to the payment of salary differentials to employees sent outside the continental limits of the United States.

Since writing this letter the information requested has been brought to our attention and the problem satisfactorily disposed of. May we request therefore, that you disregard the inquiry.

Sincerely yours,

William J. Donovan

WJD:avh
jjm

5354

April 8, 1943

Mr. Arthur F. Fleming, Commissioner
U. S. Civil Service Commission
Washington, D. C.

Dear Commissioner Fleming:

It appears desirable to present for your consideration at this time the problem of obtaining authority under the provisions of the Act of November 23, 1940 (Public 680, 76th Congress, 54 Stat. 1211 and 1213) to apply the percentage differential to salaries of certain employees of this office. It is my understanding that the Act of November 20, 1940, is not effective unless and until the President, by executive order, establishes a compensation differential for the classes of positions therein mentioned. Title II of the Act provides as follows:

"Whenever the President, upon report and recommendation by the Commission, shall find and declare that the rates of the compensation schedules of the Classification Act of 1923, as amended, are inadequate for any offices or positions under such Act, as amended and extended, he may by Executive order establish necessary schedules, but the differentials in the compensation of any such office or position shall not exceed 25 per centum of the minimum rate of the grade to which such office or position is allocated under such compensation schedules: Provided, That the provisions of this subsection shall be applicable only to such offices or positions having the following characteristics:

"Offices or positions which are located at stations that are isolated, remote, or inaccessible when compared with stations at which offices or positions of the same character are usually located, or which involve physical hardships or hazards that are excessive when compared with those usually involved in offices or positions of the same character, or which are located outside the limits of the United States and the District of Columbia: Provided further, That nothing herein contained shall preclude

the Commission from taking the factor of isolation, hardship, hazard, or foreign service into consideration in allocating a given class of offices or positions to a service and grade under the Classification Act of 1923, as amended, if such factor is uniformly involved in each office or position in the class, in which event no differential is authorized under this section."

This office has had occasion to employ several persons in positions excepted from competitive examination in accordance with the provisions of Schedule A, Section 1, paragraph 7 of the Civil Service Rules. In exercising the authorities delegated to the Coordinator of Information by the President relative to the collection and analysis of information and data touring upon the national security, it has been necessary to employ individuals for positions outside the continental limits of the United States and in close proximity to actual theatres of war. Thus the additional factors of isolation, remoteness, inaccessibility and physical hardships and hazards for those employees of the Coordinator of Information who are engaged in foreign service are for consideration in determining whether or not the rates of the compensation schedules of the Classification Act of 1923, as amended, are adequate. The circumstances surrounding the employment of personnel to conduct foreign work for this office appear to be such as to warrant the establishment of foreign salary differentials for this office whereby the compensation of any affected position shall be an amount equivalent to the minimum rate of the grade in which such position has been assigned, plus an additional 25% of the minimum rate.

While the language of the pertinent appropriation acts, executive orders and allocation letters permit exceptions to and/or waivers of various laws and regulations, it appears that the foreign salary differential of 25% for the Office of the Coordinator of Information must be established by executive order. This matter is being directed to your attention for your consideration with the view in mind of obtaining your concurrence and assistance to the extent that the 25% foreign service salary differential may be applied to cover the compensation of Coordinator of Information employees who have been or who may hereafter be appointed to positions outside the continental limits of the United States.

I am sure that you are sufficiently familiar with the facts and circumstances relating to this request to enable you to readily conclude that it is necessary to establish this salary differential. However, I shall be glad to discuss this matter with you in greater detail at your convenience.

Sincerely yours,

William J. Donovan

cc Harold D. Smith, (Dir. of Budget)
James E. Oneata
Thomas G. Early
Nick Steidman
William Kimbel
H. W. Barnes

WJD:lfm

UNITED STATES CIVIL SERVICE COMMISSION
MEDICAL DIVISION

APPENDIX I - DEPARTMENTAL CIRCULAR

TO: Appointing Officers

SUBJECT: Recommendations to Appointing Officers regarding Physical Defects Found on Medical Certificates under Regulations issued pursuant to Executive Order No. 9[illegible].

The present war emergency will bring new problems in housing, medical care and health protection for employees in many localities. It is, therefore, important that appointing officers, in exercising their judgment in the reviewing of medical certificates, avail themselves freely of the services in consultation of medical officers in the Medical Division of the Civil Service Commission in Washington, D. C., or in the thirteen District Offices, on any case in which doubt arises as to whether or not serious physical defects exist which would impair the prospective employee's ability to perform the duties, or render him a hazard to himself, fellow workers, or others.

For all positions (arduous, semi-arduous, [illegible]) communicable disease must be given serious consideration, and if the appointing officer has assured himself that the prospective employee's communicable disease is in such a state that it will not render the employee a hazard to himself or fellow employees, the appointment should not be approved. The communicable diseases encountered most often on medical certificates are:

1. tuberculosis
2. gonorrhea
3. syphilis
4. lymphogranuloma venereum
5. lymphogranuloma inguinale

Under no condition should persons with active tuberculosis be employed. The medical certificates [illegible] of tuberculosis should also contain evidence that the applicant has been examined for a period of at least [illegible] before appointment is approved. In many instances, [illegible] tuberculosis, especially when persons are [illegible], or where the position to be filled is [illegible] climatic conditions, the opinion of a [illegible] Civil Service Commission, or its District [illegible].

(over

Appointing officers should require that evidence be submitted to them that diseases listed under numbered items two, three and four have been arrested or under control by treatment. Insofar as physical requirements are concerned, persons who have received a diagnosis of syphilis should be appointed without further question if the appointing officer has assured himself that such persons have had two years of adequate treatment, are non-communicable and are capable of performing the duties of the position without endangering fellow workers. Those persons who have had inadequate treatment but are not a hazard to themselves or fellow workers should also be accepted for appointment insofar as physical requirements are concerned, and thereby afforded an opportunity for employment while they are still under medical care.

Appointing officers having any questions with respect to the action to be taken on medical certificates which disclose a history of communicable disease may consult the Medical Division of the Commission, or its District Offices, for an advisory opinion. The Medical Division, if so requested, will investigate such cases thoroughly when necessary.

For all classes of positions where medical certificates disclose a history of, or present existence of mental illness, epilepsy, [illegible] chronic heart disease which is not fully compensated, [illegible] defective vision, severe crippling condition or any re[illegible] the appointing officer should consult the Commission's Medical Officers with the view of determining whether or not such defect would render the prospective employee a hazard to himself or fellow employees.

Verne K. Harvey, M. D.

October 6, 1941

## APPENDIX C - DEPARTMENTAL CIRCULAR

Sir:

In order to expedite action on personnel transactions, the following authorities are hereby granted to your agency for the duration of the emergency:

### PROMOTIONS AND CHANGES IN ASSIGNMENT

The Civil Service Commission hereby grants prior authority to your agency for the promotion or reassignment of probational and permanent employees with a classified civil service status, both in Washington and in the field, who have served thirty days of their probational period and have had training or experience in the occupational areas of the positions to be filled. The Commission will not require any definite amount of training or experience, but the operating officials responsible for making such promotions or reassignments and the Personnel Officer of your agency must be satisfied that the employees proposed for promotion or reassignment have sufficient training or experience to perform satisfactorily the duties of the position to be filled.

The promotion or reassignment will be reported on the regular report of changes. In view of the fact that persons promoted or reassigned under this authority will not be eligible for transfer to any other Federal agency or department or for reinstatement without such further tests of fitness as may be deemed necessary by the Civil Service Commission, the report of changes should be clearly noted by the appointing officer to show that the promotion or reassignment has been effected under the provisions of this letter. This may be done by including the following notation: "C. S. C. letter of October 6, 1941". In addition to reporting the promotion or reassignment on the regular report of changes, a Form 375 should be submitted within thirty days after promotion or reassignment under this authority in those cases where the line of work is different, such as the promotion of employees from clerk to stenographer, chauffeur to surveyman, etc. Form 375 is not required to be submitted, however, in connection with changes which did not require the prior approval of the Civil Service Commission before issuance of the authority contained in this letter, such as the promotion of employees from junior to senior typist, junior to senior stenographer, etc. In any case where the appointing officer is in doubt as to whether the Form 375 should or should not be submitted under the foregoing instructions, the Form 375 should be submitted.

(over)

For all positions in the field service where the recommended change is one which under present regulations may be authorized by appointing officers in the field, the Form 375 will be submitted to and retained by the District Manager for purposes of post audit by the District Manager or his representatives. If the recommended change is one which is required to be authorized by the central office of your agency, the Form 375 will be routed to the Civil Service Commission, Washington, D. C., through the central office of your agency. The Form 375, submitted in all cases where required, should bear the following notation: "Change in status - C. S. C. letter of October 6, 1941".

Such promotions or reassignments may be made only after the employees have completed at least thirty days of their probational period, regardless of whether the promotion is to a position in the same line of work or in a different line of work, if the promotion or reassignment is to a position involving different designation, duties, grade or salary.

The Commission will insist on a proper observance of the standards set forth in this letter.

The authority outlined above in connection with the promotion or reassignment of classified employees who have served thirty days of their probational period and have had training and experience in the occupational areas of the positions to be filled may, however, be applied on the same basis and under the same standards and procedures to the promotion or reassignment of employees appointed under authority of Executive Orders 8257 of September 21, 1939, 8564 of October 8, 1940, and 8458 of June 27, 1940 (Emergency Replacement List) after thirty days of service.

The authority granted herein does not apply to the promotion or reassignment of temporary employees (other than those appointed under the Executive Orders indicated above) or of unskilled laborers without a classified civil service status serving outside the labor regulations.

By direction of the Commission:

Very respectfully,

L. A. Meyer
Executive Director
and Chief Examiner

December 19, 19[illegible]

## APPENDIX 3 — DEPARTMENTAL CIRCULAR

Sir:

By letter of October 6 the departments and independent agencies were granted prior authority of the Commission for the promotion or reassignment of probational or permanent employees with a [illegible] status who had served thirty days of their probationary period and who had training or experience in the occupational area [illegible] positions to be filled. Although no definite [illegible] of training or experience was stated in that letter [illegible] required, it was not intended that the liberal standards for [illegible] contained in Departmental Circular No. [illegible] were [illegible] applicable. [illegible] in connection with the [illegible] letter of [illegible] the Commission [illegible] standards for higher [illegible] positions will thereafter be applicable [illegible] authorized by the letter of October [illegible] these standards will also be [illegible] of requiring only the minimum [illegible] from the duties of the new position.

Promotions made prior to receipt of this letter, [illegible] of the Commission [illegible] letter of October [illegible] will be permitted to stand provided the [illegible] of such authority, but future [illegible] of former employees [illegible] standards [illegible] Circular No. [illegible] in the future.

[illegible]

Very truly yours,

F. A. Moyer

[illegible]

# COORDINATOR OF INFORMATION

## MEMORANDUM

To: Col. William J. Donovan
Attention: Mr. James R. Murphy

March 17, 1942

From: James B. Opsata

Subject: New Civil Service Rules and Regulations Effecting Appointments Within the Coordinator of Information

Certain new rules and regulations regarding appointments of persons to positions in the Federal Civil Service have been issued by the Civil Service Commission to be effective March 16, 1942. These regulations will cause some changes to be made in the procedures followed by this office and the operating units of the Coordinator of Information in regard to the recruitment of personnel.

We are attaching a copy of Civil Service Commission Departmental Circular No. 321 which explains the new rules in detail, and it is suggested that the administrative officers within each branch become familiar with the provisions set forth in the circular. It is especially important that Regulation IV, pertaining to recruitment and placement, be carefully studied in order that we may work in harmony with the Civil Service Commission and make appointments of qualified persons without delay.

Please note Paragraph (a), Section 1, Regulation IV, which states "Each department and agency shall report to the Commission its estimated future needs for personnel, both in Washington and in the field in such form and at such intervals as the Commission may prescribe," and Paragraph (b), Section 1, Regulation IV, which states "No recruiting activities for the filling of vacancies shall be carried on except with the prior approval of the Commission and under its direction." Under these provisions operating units must anticipate personnel needs in advance and inform the personnel office of vacancies in order that the Civil Service Commission may recruit qualified eligibles. All direct contacts with the Civil Service Commission will be made by the personnel office.

Mr. Arthur Flemming, United States Civil Service Commissioner, will address the nine o'clock staff meeting on Thursday, March 19, and will explain the new rules and regulations at that time. Questions regarding the effect of Departmental Circular No. 321 on your particular branch may be discussed at this meeting.

Dept'l Cir. 383

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

February 20, 1942

DEPARTMENTAL CIRCULAR NO. 383

SUBJECT: Regulations and Procedures for Effecting War Service Appointments under Executive Order 9063 and Transfers under Executive Order 9069.

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

A. Executive Order 9063 issued on February 16, 1942, authorizes the United States Civil Service Commission to adopt special procedures in connection with recruitment, placement, and changes in status of personnel for all departments, independent establishments, and other Federal agencies, except positions in the field service of the postal establishment. Pursuant to the authority granted to the Commission under this Executive Order, regulations I through VIII, copy of which is attached hereto, have been adopted and will become effective on and as of March 16, 1942. Regulation IX issued by the Commission pursuant to Executive Order No. 9069 of February 20, 1942, and Regulation X become effective immediately.

B. The regulations and simplified procedures adopted are designed to accomplish the following objectives:

TO WHICH ARE A CONDITION PRECEDENT:

(1) Maximum speed in the filling of all war positions is attained.

(2) The Commission utilizes its resources solely for the purpose of realizing the maximum of service to war agencies.

(3) The war agencies of the federal government utilize the Commission as the central recruiting agency and avoid all duplication of recruiting activities.

More specifically the regulations are designed, both from the standpoint of the Commission and the departments and agencies which it serves, TO REMAIN AND ACHIEVE A CONDITION MEDIUM:

(1) The war agencies are provided promptly with the persons best qualified for particular positions with due regard to the functional responsibilities of each agencies in the war effort.

(over)

When a public announcement is not issued the Commission, the District Manager or his representative will enter into a definite understanding with the appointing officer as to the minimum qualifications for the particular positions to be filled; such understanding will be reduced to writing and shall have the same force as the qualifications paragraph of a public announcement. When a competitive examination is not announced the Commission's responsibility for carrying on the recruiting program is still identical with its responsibilities when a public announcement is issued. (Regulation I, Examinations, Sections 2, 3, and 4.)

(2) Age Limits. — There will be no maximum age limit except in those cases where the appointing officer establishes to the satisfaction of the Commission that the interests of good administration require such limits for a particular examination. (Regulation II, Qualifications of Applicants, Section 4.)

(3) Physical Requirements. -- The following statement will be used except where the advisability of a more detailed statement of the physical requirements is agreed upon by the Commission or its representatives and the appointing officials:

> "Applicants must be physically capable of performing the duties of the position and free from such defects or diseases as would constitute employment hazards to themselves or endanger their fellow employees, as determined by the appointing officer."

(Regulation II, Qualifications of Applicants, Section 3, Disqualifications (b). See also Section F of this Departmental Circular on "Recruitment, Selection and Placement".)

(4) Ratings. -- The ratings which will be given to applicants in the Commission's examinations will be "eligible" or "ineligible" where numerical ratings are not assigned; where numerical ratings are assigned the competitor will receive such rating. (Regulations III, Ratings and Eligibility, Sections 1, 2, and 4.)

E. NATURE OF APPOINTMENTS UNDER THE REGULATIONS.

(1) On and after March 16, 1942 all appointments under these Regulations will be made under the authority of Executive Order No. 9063 and will be termed "War Service Appointments." Appointees will not thereby acquire a classified (competitive civil-service status. (Regulation V, Appointments, Section 1.)

(over)

(2) Unless otherwise specifically limited such appointments may be for the duration of the present war and for six months thereafter. Those appointments which are for periods specifically limited to one year or less will be considered temporary. Appointments which are for a longer duration than one year will unless otherwise specifically limited be designated as indefinite. (Regulation V, Appointments, Section 2.)

(3) Emergency Appointment Without Examination.

(a) In cases of extreme emergency, where positions outside of Washington and outside of cities in which civil service district office headquarters are located must be filled without delay, and where time does not permit the securing of prior authority, appointments for not to exceed thirty days may be made without examination and without specific authority of the Commission. Such appointments may not be extended beyond the thirty day period without the express prior approval of the Commission. Notwithstanding the provision of this section, all existing special agreements regarding emergency appointments between the Commission and any department or agency are continued in effect until further notice, except that such appointments will be made initially under Regulation V, Section 4. Approval of the Commission or the District Manager or his representative must be obtained for continuation of such appointments beyond the period authorized by such agreements.

(b) Except as provided in (a) of Section 3 above, appointment without examination may be made only with the express prior approval of the Commission. (Regulation V, Appointment, Section 4.)

.4 If extensions of short-term temporary appointments are necessary approval should be requested from the Commission. (Regulation V, Appointment, Section 4.)

(5) A Form 375 will be required for all temporary appointments of more than 90 days duration or for extension of any temporary appointments beyond 90 days, when such appointments are not made from a list of eligibles.

7. RECRUITMENT, SELECTION AND PLACEMENT.

.1 Section 1 of Regulation IV sets forth the following procedure in filling vacancies: In conformity with the overall inter-agency policies of the Federal government which have been established in view of the comparatively small number of qualified persons now available for appointment to many positions, and in order to avoid competitive recruitment programs on the part of the agencies of the Federal government, the following procedure in the filling of vacancies must be observed:

(a) Each department and agency shall from time to time report to the Commission its estimated future needs for personnel, both in Washington and in the field, in such form and at such intervals as the Commission may prescribe.

(b) As soon as the need for filling positions becomes apparent, the department or agency concerned must place a requisition for personnel with the Civil Service Commission.

(c) The Commission shall, in consultation with the department or agency concerned, work out a recruiting program for filling the positions in question. This program shall be of such a nature that full utilization is made by the Commission of any recruiting resources available to the department or agency concerned.

(d) Upon the receipt of a request for names of qualified persons, the Commission will supply an adequate number from the head of appropriate lists of eligibles.

(e) The Commission may, upon agreement with the department or agency concerned, recruit persons directly for the filling of specific vacancies.

(f) No recruiting programs for the filling of vacancies shall be carried on except with the prior approval of the Commission and under its direction."

(2) In requisitioning personnel, the forms now used should be continued until further notice. In submitting requisitions for personnel, appointing officer should definitely state the number and duration* of positions to be filled:

* Indicate specifically whether the position is for temporary appointment of one year or less duration, if for duration of more than one year, in lieu if it is specifically limited, the probable duration of such appointment, if indefinite for the duration of the emergency, that fact should be indicated.

(over)

any deed lines to be met; the classification, grade and salary; agency and activity; bureau and location; the duties of the position when they are not immediately apparent from the title; and special qualifications essential to the performance of the duties.

(3) Where a list of names of qualified eligibles is submitted by the Commission under the procedure outlined in (3) above (rather than the direct recruiting procedure indicated in item (c) above) such list will bear notation to the effect that all appointments therefrom must be made under the War Service Regulations.

Although selection from the list of eligibles furnished for consideration may be made in any order, with due regard to veteran preference the names will be presented to the appointing officer in the order shown in Section 4 of Regulation III. The names of veterans will be appropriately noted on the list. If the names of veterans are passed over, and a nonveteran selected the reasons shall be submitted in writing to the Commission.

Requisitions for personnel for appointment to positions in the Departmental Service will be filled according to the apportionment provisions of Section 3 of Regulation IV. In those cases where appointment is subject to inquiry or to investigation of general qualifications, suitability, and fitness, appropriate notation to that effect will appear on the list or individual letter of authority (where such individual letter of authority is issued instead of a list of names.)

(4) The nominating or appointing officer shall, with sole reference to merit and fitness, make selections for appointment from the names of eligibles furnished by the Commission unless the Commission can supply better qualified persons for the war positions in question by furnishing other names from the list of eligibles or by going outside the list entirely. It should be noted that the same forms will be required in connection with appointments outside the list as for appointments from the list of eligibles. (Regulation IV, Recruitment and Placement, Section 4, Selection).

(5) Where in the opinion of the appointing officer, certain physical requirements not mentioned in the examination announcement are absolutely necessary for performance of the work, as for instance acute vision, offers of appointment or notice to report for work will specify these requirements and will advise the prospective appointee not to report unless he meets such requirements.

Determination as to whether the appointee meets the physical requirements will be the responsibility of the appointing officer, and his decision will not be reviewed by the Commission or the District Manager. In doubtful cases, however, the appointing officer should consult with the Commission, the District Manager, or his representatives. The Medical Division in the central office and a medical officer in each District Office of the Commission will be available for consultation and advice on such matters. There is also attached hereto, for the information of appointing officers, an explanatory statement indicating certain physical conditions and diseases which are generally disqualifying or constitute hazards or endanger fellow workers.

Reports of action taken on lists of names or [illegible] of authority will continue to be made by appointing officers to the Commission or the District Manager. After a [illegible] has been made from a list of names, a copy of the list will [illegible] the Commission or the District Manager, as [illegible] should show the action taken on the name of [illegible] contacted in any manner or about whom inquiry [illegible] A (selected), CRU (Communication Returned Undelivered), FR (Failure to Reply), in order that [illegible] may be kept current with regard to [illegible] files. If an eligible is not available [illegible] either to indicate his availability for [illegible] service, the Commission requests [illegible] reported in order that appropriate [illegible] cases. If a veteran who is [illegible] not selected, a statement [illegible] writing with the Commission [illegible] of Regulation X in the [illegible] [illegible] Federal [illegible] [illegible] classification [illegible] present or former employer, [illegible] [illegible] of Regulation X, which [illegible] [illegible] [illegible] Government [illegible] [illegible]

(*) The appointment papers required to be submitted to the Commission in connection with original appointments will be a Fingerprint Chart (Form [illegible]) and the Person al Information Sheet (Form [illegible]). Form [illegible] will be distributed and routed as heretofore. The Medical Certificate (Form [illegible]), required at the time of appointment will be retained by the employing office; also, a Declaration of Appointee, Form 1[illegible] (1[illegible]a for positions in the Wage Board Service, 1[illegible]b for other positions in the Field Service) should until further notice be obtained and retained by the employing office in view of the fact that it will be the appointing officer's responsibility to enforce the provisions of Section 1 of the Civil Service Act, which provides as follows:

> "That whenever there are already two or more members of a family in the public service in the grades covered by this Act, no other member of such family shall be eligible to appointment to one of said grades."

For appointments of temporary duration, that is, one year or less, the provisions of this section of the Civil Service Act are not applicable. In [illegible] whether an appointment is in violation of [illegible] of the Act, the following definition by the Attorney General of the term "family" should be [illegible] as a guide:

> The term "family" as used in section [illegible] of the Civil Service Act [illegible] to those persons who by ties of blood or marriage, or by adoption, are closely related to the employee and who are dependent upon the employee's family, or who make substantial contribution to the employee's support, or who are dependent upon the employee for support, or who are likely to make a member of the employee's family.

In any doubtful cases an appointing officer may consult the Commission, the District Manager, or his representatives.

No Medical Certificate, Form 3444a, or Form 124 (124a, 124b) will be required for appointments of one year or less. Fingerprint Charts will also not be required for certain temporary appointees where specific exemptions have been made by the Commission.

(8) In those cases where the direct recruitment procedure is used as outlined in paragraph (a), Section 1, Regulation IV, a letter of authority for each individual will be issued in place of a list of names. In such cases the Commission will pass upon the Medical Certificate (Form 3413) and Form 124 (124a, 124b), and otherwise determine the appointee's complete eligibility for appointment, except in those cases where appointment is made subject to investigation of general qualifications, suitability, and fitness, in which case the appointment will be made conditionally subject to the completion of such investigation. The Medical Certificate and Form 124 (124a or 124b) will, however, be subsequently referred to the employing office for its files.

(9) For persons given original indefinite appointments under these regulations the first six months shall be a trial period, satisfactory completion of which shall be considered part of the entrance examination. For positions for which the probationary period under the civil service rules has been fixed by regulation at one year, the trial period under these regulations will also be one year. If and when, after a full and fair trial, the conduct and capacity of the trial appointee be not satisfactory to the appointing officer, the appointee may at any time thereafter during the trial period be so notified in writing and such notice shall terminate his service. (Regulation V, Appointment, Section 5.)

(10) Reports of Changes.--There will be two series of reports of changes:

(a) A report for all persons appointed for periods in excess of one year and all excepted employees regardless of duration of appointment. This series will be routed direct from the field establishments to the central office of the Commission, attention Service Record Division, through departmental channels.

(over)

(b) A series for persons appointed for periods of one year or less. This series will be routed in the same manner as the series described in (a) above, except that one copy of each report will be directed to the appropriate District Manager. District Managers, however, may in their discretion, direct secretaries of local or rating boards at establishments having such boards, who have been authorized to endorse reports of changes, to retain this copy instead of submitting it to the District Office.

9. **REINSTATEMENTS.**

"War Service Appointments" under these regulations may be authorized in the case of persons who affirm, and submit prima facie supporting evidence, that they are eligible for reinstatement under civil service rules as former classified employees. Such appointments will be under authority of Executive Order No. 9063 and may be for the duration of the war and six months thereafter. Such appointments will be authorized by the Commission's central office, its District Managers or their representatives in their discretion on the basis of available information as to the applicants' qualifications for the position in question. Prior authority of the Commission, the District Manager or his representative must be obtained in all cases for such appointments. Appointing officers should submit their requests for reinstatement on Standard Form No. 46 accompanied by the following forms:

(1) Form 375.
(2) Form 2390 (fingerprint card).
(3) Written release from agency in which applicant was formerly employed if separated within the preceding ninety days from any Federal agency.

The appointing officer will set forth Form 2414, Medical Certificate, in each such case and retain it in the department's file as the employing office must assume responsibility for the appointee's meeting the physical requirements.

Upon receipt of such forms and approval of war service appointment the District Manager will forward the entire file to the central office of the Commission, Staffing Services and Division. Action will be taken, however, to authorize the reinstatement until after the war, although the employee under the war service appointment will not lose thereby any rights which he would otherwise be entitled to if regular reinstatement had been accomplished immediately. If prior to or during the service of such employee it becomes necessary to establish his classified (competitive) status, the qualifications, forms and procedures required by Civil Service Rule IX must be observed.

9. PROMOTION OR REASSIGNMENT.

(1) Of classified employees.
Promotion or reassignment of classified employees will continue to be made under authority previously granted; namely, for War and Navy Departments, that granted in the letters of February 15, 1941, as amended; for other departments, that granted in letters of October 6, 1941, as amended. (Copy of the promotion and reassignment provisions of the letter of October 6, 1941, is attached hereto.)

(2) Of other persons.
Promotion or reassignment of persons appointed initially under these War Service [illegible] by expiration of appointment previously [illegible] Sections 1, 2, and 4 of Rule VIII will be followed in accordance with procedures and [illegible] in the Commission's letters of October [illegible], 1941, as amended, or of February 15, 1941, [illegible] the case may be). In connection with the requirement of thirty days service before promotion or reassignment [illegible] performed [illegible] 1, 2, or 4 of Civil Service Rule VIII [illegible] be [illegible] procedure [illegible] of persons [illegible] prior [illegible] will [illegible] proper.

Prior authority is granted [illegible] ment is concerned [illegible] promotions from [illegible] such promotions will be reported promptly [illegible] mission for appropriate [illegible] ment of [illegible] residence certificates [illegible] in connection with such promotion.

(over)

I. TRANSITION PROCEDURES.

(1) Effective as of March 16, 1942, all persons serving under Section 2, Rule VIII will be regarded as serving under Executive Order 9063; change of records in individual cases to show authority under Executive Order No. 9063 instead of Section 2, Rule VIII, need not be made. On and after March 16, 1942 no persons now serving under Section 2, Rule VIII will be given probational appointments, and conversions under Section 5, Rule VIII will not thereafter be effected.

(2) Lists of eligibles will not be issued for the replacement of persons now serving under Section 2, Rule VIII unless the appointing officer submits requisitions for the purpose of replacing persons whose services are unsatisfactory.

(3) Where certificates issued under prior procedures are outstanding as of the effective date of these regulations, the appointment procedure may be carried to completion according to the regulations in effect at the time the certificates were issued, provided the report on the certificate is received by the Commission not later than March 31, 1942. However, at the option of the appointing officer, the new procedures may be followed in making selection and appointment from outstanding certificates. No supplements to such outstanding certificates will be issued, but lists of eligibles will be furnished under the new procedures outlined herein.

(4) In issuing lists of eligibles from existing registers the numerical or other rating will not be shown and selection will be made in accordance with the new procedure.

(5) All appointments made from the Emergency Replacement List on and after March 16, 1942, will be War Service Appointments under the War Service Regulations.

J. NON-DISCRIMINATION.

1) In the application of these regulations there shall be no discrimination as to marital status, race, color, national origin, or political or religious opinions or affiliations, except as may be authorized or required by law.

E. [redacted].

(1) In harmony with the objective stated in the introductory part of this letter, particularly the objective of avoiding overlapping of effort and competitive recruiting programs on the part of the various agencies of the Federal Government, Regulation IX has been drawn that the transfer procedure will be geared to the overall recruiting program and operate as one of its integral parts. In this connection, attention is again directed to the fact that as soon as the need for filling vacancies becomes apparent, the department or agency must place a requisition for personnel with the Civil Service Commission (Regulation IV, Recruitment and Placement, Section I (E), Procedure in filling vacancies). Such action must be taken even in cases in which it is known that some or all of the vacancies will be filled by transfer. In cases where a department or agency has knowledge of a particular employee whom it desires to transfer or consider for transfer, the requisition for personnel may specify the name of such employee, the department or agency and activity in which he is employed, and any other pertinent information which is available regarding the employee.

The Regulations also provide that employees who desire to be considered for transfer shall file applications with the Civil Service Commission and that departments and agencies concerned shall not receive applications for transfer from employees. All employees who contact a department or agency for the purpose of securing employment through transfer from another agency should be advised to file an application with the Civil Service Commission.

(F) In conformity with the policy announced by the President in issuing Executive Order No. [illegible] to speed up the conversion of civilian activities of the Federal Government to a total war basis by transferring employees to the most important war activities, every obstacle to the transfer of employees to war agencies has been eliminated in the new procedure, insofar as possible. The all-important consideration will be whether the person proposed for transfer is qualified. Transfers will be authorized without regard to whether the employee has an appropriate civil-service status, but in all transfers, employees will retain, for all intents and purposes under the civil service laws and rules, the same civil service status which they had in the agency from which they were originally transferred (Regulation IX - Transfer, Section F). The apportionment will not be applicable at all to the following types of transfers:

(a) Transfers from agencies or activities with lower priority classifications to agencies or activities with higher priority classifications. (Regulation IX, Section [illegible]).

(over)

(b) Transfers from agencies or activities to other agencies or activities in the same or lower priority classification where, however, in connection with the individual transfer, the commission finds that the skills and qualifications of the employee can be better utilized for the war program in the position to which transfer is proposed. (Regulation IX, section [illegible].)

(c) Intramagency transfers from an activity with a lower priority classification to a higher priority classification. (Regulation IX, section 6 (a).)

(d) Intramagency transfers from activities to other activities with the same or lower priority classification where the [illegible] finds that the skills and qualifications of the employee can be better utilized for the war program in the position to which he is transferred. (Regulation IX, section [illegible] (a).) Since the apportionment in [illegible] of the [illegible] types of transfer, a certificate [illegible] will be required to be filed with the commission.

[illegible] In cases where the transfer of an employee is [illegible] by the employee, or the department or agency affected, which is certified by the commission and affected [illegible] within eight hours, [illegible] present evidence that its work will be [illegible] by the loss of the employee's service, [illegible] and other relevant evidence, the commission will [illegible] whether the transfer should be effective, and, if so, the date on which it is to become effective. An [illegible] transfer [illegible] employees must be [illegible] promptly. [illegible] transfer [illegible] the [illegible] of [illegible] such cases, the department or agency [illegible] transfer, [illegible] the [illegible] of [illegible] evidence [illegible] that the work of the agency will be [illegible] by the proposed transfer.

(4) Appeal rights [illegible] transfers. A [illegible] agency transfer [illegible] appeal to the commission. Intra[illegible] transfers [illegible] affected [illegible] rights [illegible] rigorously [illegible] competitive [illegible] competitive [illegible] [illegible] Act [illegible] competitive [illegible] classification [illegible] that work [illegible] will be [illegible] competitively [illegible] time as they may be proposed for [illegible] status. (Regulation IX, Part, [illegible] 5.)

(5) **Reemployment benefits.** The types of cases in which employees who are transferred will be entitled to reemployment benefits as provided in Executive Order No. 8973 are set forth in detail in sections 3 through 6 of Regulation IX. In inter-agency transfers which are authorized by the Commission, notice of the employee's entitlement to reemployment benefits will be furnished to the agency to which such benefits are applicable. In all intra-agency transfers in which employees are entitled to reemployment benefits, notice of entitlement to such benefits should be furnished by the agency to the employee, and a report of such transfers must be made to the Civil Service Commission within one week after the effective date of the transfer.

Where an employee is transferred under a series of transfers, all of which are made under such conditions as to entitle the employee to reemployment benefits, the reemployment benefits will continue to be applicable to the agency from which the employee was originally transferred with such benefits.

The reemployment benefits provided in Executive Order No. 8973 require the employee to file application for reinstatement within forty days after the termination of his services and to be restored within thirty days of such application to his former position, or to a position of like seniority, status, and pay. Employees who were originally appointed for the duration of the war and are subsequently transferred with reemployment benefits will, upon separation without prejudice, be required to be restored only for the duration of the war. At the cessation of the war, the reemployment rights of persons appointed for the duration of the war will consist merely of eligibility for entry on the Reemployment List since at that time the positions, or positions of like status, will not exist.

(6) To effectuate the new policies and procedures in transfers, the Commission has established a War Transfer Unit. Mr. Oliver C. Short, formerly Director of Personnel of the Department of Commerce has been appointed to the Commission's staff as Director of War Transfers. Directors of Personnel are invited to discuss with Mr. Short any problems they have relating to transfers. Individuals desiring to be considered for transfer should be instructed to file application at Room 1, 8301 Seventh Street, N. W.

(over)

L. RELEASE FROM GOVERNMENT EMPLOYMENT.

Under Regulation X of the War Service Regulations, employees will no longer be required to secure the consent of the department or agency in which they are employed in order to compete in civil service examinations.

As will be observed from the foregoing discussion of transfers, there will be cases in which transfer is authorized by the Commission without the consent of the department or agency in which the employee is serving.

Whenever it is discovered that a person whose name appears on a list of eligibles which is furnished, is employed by another department or agency of the government, no further negotiation with the employee or his department or agency should be undertaken, but if the department or agency to which the list has been issued desires to select such employee, the Commission or the District Manager, as the case may require, should be promptly notified of the employee's name, the service and activity in which employed, and the case will be handled under the same procedure as outlined for transfer, above.

M. EXCEPTIONS FROM WAR SERVICE REGULATIONS.

The War Service Regulations shall not effect

(1) Rights acquired by employees subject to Title I of the Act of November 26, 1940, or any statute or Executive order providing for the acquisition of a classified (competitive) civil-service status.

(2) Procedures for appointment to positions under the jurisdiction of the Board of Legal Examiners.

(3) Appointments under Schedules A and B of the Civil Service Rules.

(4) Appointments to positions in the field service of the Postal Establishment.

(5) Positions in the Police Department and the Fire Department of the Municipal Government of the District of Columbia.

By direction of the Commission:

Very respectfully,

L. A. Moyer
Executive Director
and Chief Examiner

# UNITED STATES CIVIL SERVICE COMMISSION

## WAR SERVICE REGULATIONS

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SPECIAL WAR SERVICE PROCEDURES AND REGULATIONS UNDER EXECUTIVE ORDER 9063 AND 9067 RELATING TO RECRUITMENT, PLACEMENT, TRANSFER AND CHANGES IN STATUS OF PERSONNEL FOR THE FEDERAL SERVICE FOR ALL DEPARTMENTS, INDEPENDENT ESTABLISHMENTS, AND OTHER FEDERAL AGENCIES, EXCEPT POSITIONS IN THE FIELD SERVICE OF THE POSTAL ESTABLISHMENT.

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Executive Order 9063 reads as follows:

WHEREAS millions of the citizens of this country are engaged in war industries or have been or expect to be called to duty with the armed forces of the United States, which militates against their competing for employment in the Federal service, and greatly diminishes the number of persons available for competitive positions in the Federal service; and

WHEREAS it is essential that there be no delay during the present emergency in filling positions in the Federal service with qualified persons;

NOW, THEREFORE, by virtue of the authority vested in me by Section 2 of the Civil Service Act (22 Stat. 403), it is hereby ordered as follows:

1. The United States Civil Service Commission is authorized to adopt and prescribe such special procedures and regulations as it may determine to be necessary in connection with the recruitment, placement, and changes in status of personnel

for all departments, independent establishments, and other Federal agencies, except positions in the field service of the postal establishment. The procedures and regulations thus adopted and prescribed shall be binding with respect to all positions affected thereby which are subject to the provisions of the Civil Service Act and Rules.

2. Persons appointed solely by reason of any special procedures adopted under authority of this order to positions subject to the provisions of the Civil Service Act and Rules shall not thereby acquire a classified (competitive) civil-service status, but, in the discretion of the Civil Service Commission, may be retained for the duration of the war and for six months thereafter.

Pursuant to the authority conferred by Executive Order 9001, of February 16, 1942, and 9067 of February 20, 1942, the United States Civil Service Commission hereby prescribes the following regulations to effectuate the purposes of those orders:

## REGULATION I

## EXAMINATIONS

Section 1. Examinations will be either competitive or non-competitive in the discretion of the Commission.

Section 2. Competitive Examinations — Competitive examinations for original appointment will be held at such times and places and in such manner as the needs of the service require. The Commission will accept applications at any time from applicants granted disability preference for examinations for which there are existing lists or lists about to be established and such applicants will be examined as the needs of the service require, but in any case not less than once each six months.

Section 3. Non-competitive Examinations — Whenever in the opinion of the Commission it is not practicable to make appointment through competitive examination, appointment may be made through non-competitive examination.

Section 4. Admission to Examination — Whenever the number of applicants for a competitive examination exceeds the anticipated needs of the service, the number of persons admitted to the examination may be limited to a number commensurate with the needs of the service. Whenever the number of applicants is so limited, applicants will be examined in the order of the receipt of their applications.

## REGULATION II

## QUALIFICATIONS OF APPLICANTS

Section 1. Citizenship. -- No person shall be admitted to an examination unless he is a citizen of or owes allegiance to the United States. A noncitizen may be appointed through noncompetitive examination provided the Department or agency desiring his services has specific authority to employ noncitizens.

Section 2. Form of application. -- Application for examination must be made in such form and manner and accompanied by such certificates as the Commission may prescribe.

Section 3. Disqualifications. -- An applicant may be denied examination and an eligible may be denied appointment for any of the following reasons: (a) Dismissal from the service for delinquency or misconduct; (b) physical or mental unfitness for the position for which he applies: Provided, that the physical requirements may be waived in the case of any person entitled to disability preference; (c) criminal, infamous, dishonest, immoral or notoriously disgraceful conduct; (d) intentional false statement as to any material fact, or deception or fraud in securing examination or appointment; (e) refusal to furnish testimony as required by Civil Service Rule XIV; (f) habitual use of intoxicating liquors to excess; (g) a reasonable doubt as to his loyalty to the Government of the United States; (h) any legal disqualification for employment.

Any of the reasons stated in the foregoing, and violations from the thereof (a) inclusive, shall also be sufficient cause for removal from the service.

Section 4. Age limits. -- There will be no maximum age limitation except where the appointing officer must fill a position if the Commission finds that the interests of good administration require such limits for a position or position.

A person retired under the age or optional provisions of the Civil Service Retirement Act may be reappointed only in the event the appointing authority determines that he is possessed of special qualifications.

## REGULATION III

## RATING AND ELIGIBILITY

Section 1. Rating.--Examination papers shall be rated either "eligible" or "ineligible", except where, in the discretion of the Commission, the assignment of numerical ratings will facilitate the making of placements. Ratings will be based on such subjects as the Commission may prescribe.

In examinations where experience is an element of qualification, time spent in the military or naval service of the United States during the war with Spain, or the world war, or the present war, shall be considered in determining an applicant's eligibility, where the applicant's actual employment in a similar vocation to that for which he applies, was temporarily interrupted by such military or naval service but was resumed after his discharge.

Section 2. Notice of rating.--Competitors will be notified in writing of the results of the examination.

Section 3. Preference.--In all classified positions, soldiers and marines shall be entitled to military preference in competitive examinations for the service of instructor positions in the classified civil service.

The following shall be entitled to disability preference:

(a) Honorably discharged soldiers, sailors and marines who establish by official records, the present existence of a service-connected disability.

(b) Honorably discharged soldiers, sailors and marines who are over 50 years of age and who have a disability not entitled to pension or compensation under existing laws.

(c) Widows of honorably discharged soldiers, sailors and marines.

(d) Wives of honorably discharged soldiers, sailors and marines who because of service-connected disability are not qualified for appointment

(e) Wives of honorably discharged soldiers, sailors and marines who are over 35 years of age and because of disability are not qualified for appointment.

(f) Retired officers and enlisted men who establish through official sources, the present existence of a service-connected disability.

Section 4. Eligible lists. -- The names of all competitors rated eligible will be entered on appropriate lists as eligibles for appointment. In situations where the demand for qualified eligibles exceeds the supply the Commission may rate competitors "eligible" or "ineligible." In instances where the supply of eligibles exceeds the demand the Commission shall assign numerical ratings to competitors.

(a) Upon lists where eligibles are not listed individually according to numerical ratings, the order of listing shall be as follows: (1) All eligibles granted disability preference, (2) All eligibles granted military preference, (3) All other eligibles.

(b) Upon lists on which eligibles are assigned numerical ratings, ten points shall be added to the rating of each eligible granted disability preference, and five points shall be added to the rating of each eligible granted military preference. Upon such lists the order of listing shall be as follows: (1) All eligibles granted disability preference in order of their ratings, (2) All other eligibles in order of their ratings as augmented by preference credits, if any.

(c) The order of listing provided for in this section shall, for lists established for the Departmental service, be subject to the provisions of section 3 of Reorganization Plan No. 1 of 1949 relating to apportionment of appointments among the States and Territories.

Section 5. Term of eligibility. -- Eligibility on any list shall continue until terminated by the Commission for all eligibles on the list.

# REGULATION IV

## RECRUITMENT AND PLACEMENT

Section 1. Procedure in filling vacancies -- In conformity with the over-all labor supply policies of the Federal Government which have been established in view of the comparatively small number of qualified persons now available for appointment to many positions, and in order to avoid competitive recruitment programs on the part of the agencies of the Federal government, the following procedures in the filling of vacancies must be observed:

(a) Each department and agency shall report to the Commission its estimated future needs for personnel, both in Washington and in the field in such form and at such intervals as the Commission may prescribe.

(b) As soon as the need for filling positions becomes apparent, the department or agency concerned must place a requisition for personnel with the Civil Service Commission.

(c) The Commission shall, in consultation with the department or agency concerned, work out a recruiting program for filling the positions involved. This recruiting program shall be of such a nature that full utilization is made by the Commission of any recruiting resources available to the department or agency concerned.

(d) Upon the receipt of a request for names of qualified persons the Commission will supply an adequate number from the head of appropriate lists of eligibles.

(e) The Commission may, upon agreement with the department or agency concerned, recruit persons directly for the filling of specific vacancies.

(f) No recruiting activities for the filling of vacancies shall be carried on except with the prior approval of the Commission and under its direction.

Section 2. Sex -- Requisitions for personnel shall be filled without regard to sex unless sex desired is specified by the appointing officer.

Section 3. Apportionment -- In filling requisitions for appointment

in the departmental service of the departments or independent offices procedures shall be followed which will maintain, as nearly as the conditions of good administration warrant, the apportionment of appointments among the several States and Territories and the District of Columbia upon the basis of population, but the names of eligibles who have been granted military preference shall be supplied without regard to apportionment: Provided, That appointments to the following positions shall not be so apportioned:

(a) In all departments and offices: All positions for which the entrance salary is $1440 or less per annum and all positions of telephone operators, artisan positions in a recognized trade, craft, or skilled (manual) occupation, helpers and apprentices in such occupations, and other subordinate employees, including laborers, in manual occupations and including foremen of laborers, and other foremen and supervisors artisan positions the incumbents of which are required, in the performance of their duties, to have knowledge of the trades, crafts, or skilled occupations.

(b) In the Government Printing Office, mail equipment shops, local offices in the District of Columbia, field service of the military staff departments and at Army headquarters: All positions.

Section 4. Selection: -- The nominating or appointing officer shall, with sole reference to merit and fitness, make selections for appointment from the names of eligibles furnished by the Commission or less better qualified for and for the position in question could be obtained by the Commission by presenting for consideration other names on the list of eligibles or by going outside the list entirely. An appointing officer who passes over an eligible granted disability preference or military preference and an actual veteran not granted such preference shall file with the Commission a statement in detail his reasons for so doing which reasons shall not be made available to the veteran or to anyone else except in the discretion of the appointing officer.

## REGULATION V

## APPOINTMENT

Section 1. Appointment. — An eligible selected for appointment shall be duly notified in writing by the appointing officer.

Section 2. Status of appointees. — Persons appointed under these regulations will not thereby acquire a classified (competitive) civil service status. Unless otherwise specifically limited such appointments may be for the duration of the present war and for six months thereafter.

Section 3. Trial Period. — Except for persons appointed for a specific period of one year or less, the first six months of service shall be a trial period, satisfactory completion of which shall be considered part of the entrance examination. The Commission and the Department or agency concerned may by mutual agreement fix a longer trial period for any specified positions. For positions for which the probationary period under the civil service rules is not fixed by statute or rule, the trial period under these regulations will also be one year. If within a reasonable and fair trial period the capacity of the trial appointee is not satisfactory to the appointing officer, he may notify at any time thereafter that the trial period is terminated in writing and such notice shall terminate his service.

Section 4. Emergency appointment without examination. — (a) In cases of extreme emergency, where a position must be filled without delay, and where time does not permit the securing of prior authority, emergency appointments for not to exceed thirty days may be made without examination and without specific authority of the Commission. This authority shall not apply to positions in Washington, D. C., or to positions in offices which are Civil Service District Headquarters, and such appointments may not be extended beyond the thirty-day period without the express prior approval of the Commission.

(b) Notwithstanding the provisions of this section, all existing [illegible] agreements between the Commission and any department or agency are continued in effect until further notice except that [illegible] appointments will be made initially under Executive Order No. [illegible]. Approval of the Commission or the District Manager or his representative must be obtained for continuation of such appointments beyond the period authorized by [illegible] agreement.

(c) Except as provided in Subsections (a) and (b) of this section, [illegible] ment without examination may be made only with the express [illegible] the Commission.

## REGULATION VI

## PROMOTION

Section 1. Procedure in Promotion.—Employees appointed under the provisions of these regulations may be promoted within the same department or agency in the same manner and under the same procedures and standards as employees having a classified civil-service status, but [illegible] acquire a classified (competitive) civil-service status.

REGULATION VII

REMOVAL

Section 1. Procedure in Removals. -- The provisions of Civil Service Rule XII shall apply to all persons appointed under the provisions of these regulations except

(a) those appointed for periods specifically limited to one year or less,

(b) those serving the trial period provided for in Section 5, Regulation V, and

(c) those appointed subject to a condition imposed by the Commission which has not been complied with.

## REGULATION VIII

## REAPPOINTMENT and REINSTATEMENT

Section 1. A person who receives an appointment to a position through examination under these regulations and who is separated therefrom without delinquency or misconduct, may be restored to an appropriate list or with the prior approval of the Commission may be reappointed to the same or a similar position without further examination in the same or other department, independent establishment, or other Federal agency.

Section 2. Subject to the prior approval of the Commission a former classified (competitive) employee may be reinstated to any position which is covered by these regulations and for which he establishes the requisite qualifications.

## REGULATION IX

## TRANSFERS

Section 1. **Priority Classifications.** As used in this Regulation, the term "priority classification" shall mean the priority classification to which an agency or activity has been assigned by the Bureau of the Budget pursuant to Executive Order No. 9067 of February 24, 1942, on the date which any agency or activity receives notice that the transfer of any of its employees is being initiated under this Regulation.

Section 2. **Transfers.** An employee in the Executive branch of the Government service may, with the approval of the Commission, be transferred to another agency or activity subject to the provisions of this Regulation. In all transfers under this Regulation, the employee shall retain, for all intents and purposes under the civil service laws and rules, the same civil-service status he had at the time of his transfer.

Section 3. **Transfers to agencies or activities [illegible] priority classifications.**

a) The transfer of an employee from an agency or activity to another agency or activity with a higher priority classification will be effected without competitive rating, 9067 of February 24, 1942.

b) The transfer of an employee from an agency or activity to another under this section will be considered [illegible] entitled to retirement benefits set forth in Section [illegible] of this Regulation. The transfer of an employee [illegible] shall not be required for transfers within [illegible]. However, shall be notified by the Commission and allowed such period of time as the Commission may specify to present evidence that his work will be jeopardized by the loss of the employee's services. The Commission

will consider this, and all other relevant evidence, and unless a decision to the contrary is reached by the Commission, the transfer shall become effective within ten days of the original notification. In the event that the Commission finds that the agency's work will be jeopardized by an immediate transfer of the employee, the transfer shall become effective on such date as the Commission may specify.

(c) Employees desiring to apply for transfer under this section must file their applications with the Civil Service Commission, and the departments and agencies concerned shall not receive applications for transfer from such employees.

Section 4. Transfers to agencies or activities in the same or lower priority classifications involving reemployment rights.

(a) The transfer of an employee from one agency or activity to another agency or activity in the same or a lower priority classification may be effected under Executive Order No. 9067 of February [illegible], 1943, [illegible] the Commission shall find that the skills and qualifications required of the employee can be better utilized for the war effort in the position to which transfer is proposed.

(b) All transfers under this section shall have the consent of both the employee and the department or agency in which [illegible] with the understanding that the employee shall be entitled to [illegible] benefits set forth in section 8 of this Resolution.

(c) Employees desiring to apply for transfer under this section must file their applications with the Civil Service Commission, and the departments and agencies concerned shall not receive applications for transfer from such employees.

(d) The Commission may, of its own motion, initiate action to effect such transfers.

Section 5. Transfers to accounts of activities in the same or lower priority classification not involving reemployment rights.

(a) All other transfers shall be effected under authority of section [illegible] of the Act of February 14, 1948.

(b) All transfers under this section shall be with the consent of both the employee and the department or agency in which he is serving with the understanding that the employee shall not be [illegible] reinstatement benefits set forth in section 8 of this Regulation.

Section 6. Interagency transfers.

(a) Transfers to an activity of a higher priority. [illegible] the interagency transfer of any employee [illegible] from any activity to another activity within a higher priority classification may be made by the head of the agency without [illegible] application of the regulation. An employee transferred under this section shall be entitled to the reemployment benefits provided in section 8 of this Regulation. A list of such transfers and [illegible] shall be made within one week after the effective date [illegible].

The Commission may, of its own motion, [illegible] effect such transfers.

(b) Transfers to activities within the same or lower priority classification involving reemployment rights.

The head of an agency may [illegible] interagency transfer of an employee from any activity to another activity within the same or lower priority classification, and such employee [illegible] shall be entitled to reemployment benefits provided in section 8 of this Regulation [illegible]

head of the agency shall find that the skills and qualifications possessed by the employee can be better utilized for the war program in the position to which he is transferred. A report of such transfer must be submitted to the Commission within one week after the effective date of such transfer.

The Commission may, of its own motion, initiate action to effect such transfers.

(c) All other intra-agency transfers.

All other intra-agency transfers shall be made and reported to the Commission as heretofore. The reemployment benefits set forth in section 8 of this Regulation shall not be applicable to such transfers.

(d) Examinations.

No employee appointed without competitive or noncompetitive examination may be transferred without qualifying in such appropriate noncompetitive examination as the Commission may prescribe, except employees who are subject to Title I of the Act of November 26, 1940, or any statute or Executive order providing for the acquisition of a classified civil-service status. Whenever a transfer involves also a promotion or change in status, the provisions of these Regulations regarding promotions and changes in status shall be applicable to such transfers.

Section 7. Apportionment. — The provisions of Section 4 of Regulation IV relating to the apportionment of positions among the several States shall not be applicable to transfers under Sections 3, 4, 5 (a) and 6 (b) of these Regulations, and such transfers shall not be charged to the quota of any State under such apportionment.

Section 8. Reemployment Benefits.

(a) Any person except one holding a temporary position, transferred under Sections 3, 4, 6 (a) and 6 (b) of this Regulation, whose services are subsequently terminated without prejudice, shall be entitled to reemployment benefits as stated in this section, provided he is still qualified to perform the duties of his position and that he makes application for reinstatement within forty days after the termination of his services:

1. He shall be reinstated within thirty days of his application in the same department or agency, and in approximately the same locality, in his former position or in a position of like seniority, status, and pay, provided that such a position then exists.

2. If such a position does not exist, and such person is therefore not reinstated within thirty days of his application, his name shall be entered on the Reemployment List established pursuant to Executive Order No. 9924 of September 20, 1952, to be considered for certification to positions for which he is qualified elsewhere in the Government service.

3. No employee reinstated under this regulation shall be discharged from such position without cause within one year after his reinstatement.

(b) In the event of the transfer of any employee under a series of transfers, all of which are under such conditions as to entitle him to the reemployment benefits provided in section 8 (a) of this Regulation, such reemployment benefits shall continue to be applicable to the agency from which the employee was originally transferred.

(e) A person initially appointed for the duration of the war who receives a transfer under these Regulations for the duration of the war, under such conditions as to entitle him to reemployment benefits, will not be required to be reemployed at the cessation of the war in the department or agency in which he was originally employed in view of the fact that his position would no longer exist and in view of the fact that no position of like status would exist. Such person will, however, be entitled to have his name entered on the Reemployment List as provided in section 8 of this Regulation.

Section 9. Each department and agency shall report to the Civil Service Commission such information as the Commission may require for the effectuation of Executive Order No. 9067 in such form and at such intervals as the Commission may prescribe.

Section 10. This Regulation shall apply to the transfer of employees from the field service of the Post Office Department to positions in other departments or agencies of the Executive branch of the Government, but shall not apply to transfers to or between positions in the field service of the Post Office Department, which shall continue to be effected under existing rules and regulations.

# REGULATION X

## RELEASE FROM GOVERNMENT EMPLOYMENTS

Section 1. Repeal of existing regulations. In all original appointments, transfers, reinstatements, and reemployments under any authority whatsoever, hereafter the provisions of this Regulation shall govern release from Government employment and all provisions of existing regulations inconsistent herewith are suspended and made inoperative.

Section 2. Priority Classification. As used in this Regulation the term "priority classification" shall mean the priority classification to which an agency or activity has been assigned by the Bureau of the Budget pursuant to Executive Order No. 9067 of February 20, 1942.

Section 3. Consent to compete in examination. No consent will be required from any Government department or agency to permit any employee of the Government or any former employee to compete in any civil service examination.

Section 4. Employments. Any department or agency may effect the appointment, transfer, reinstatement, and reemployment under these Regulations of an employee, or a former employee of any Government agency or activity having a lower priority classification without the consent of such latter agency. The approval of the Civil Service Commission must be obtained except in the case of intra-agency transfers.

No department or agency shall effect the transfer, or the appointment, reappointment, reinstatement, or reemployment, within ninety days of separation of an employee, or former employee, as the case may be, of an agency or activity having the same or higher priority classification without the express approval of such latter agency. The approval of the Civil Service Commission must be obtained except in the case of intra-agency transfers.

Section 5. Employment of short-term employees. A person who is serving or who last served under an appointment limited to six months or less shall not be required to secure the consent of any Government department or agency in order to be appointed, reappointed, reinstated, or reemployed in any other Government department or agency for a period to extend for the duration of the war and for six months thereafter.

## REGULATION XI

Section 1. The foregoing regulations shall supersede Civil Service Rules III, V, VI, VII, VIII, IX, X and all provisions of joint regulations inconsistent with these regulations, for all positions which are subject to the provisions of the Civil Service Act and Rules except: (a) positions in the field service of the postal establishment; (b) positions in the Police Department and the Fire Department of the municipal government of the District of Columbia.

Section 2. Nothing in these regulations shall be construed to affect any existing or future regulations promulgated by the Board of Legal Examiners pursuant to Executive Order No. 8743 of April 23, 1941.

Section 3. Regulations IX and X of these regulations are effective as of February 27, 1942.

All other provisions of these regulations shall become effective March 16, 1942.

BUREAU OF THE BUDGET
Circular #388,
dated February 26, 1942

ERRATA

On page 6, delete National Labor Relations Board and insert on page 5, immediately following the entries for the National Housing Agency

Circular No. 188

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

February 26, 1942

TO THE HEADS OF EXECUTIVE DEPARTMENTS,
INDEPENDENT ESTABLISHMENTS AND AGENCIES.

SUBJECT: Priority classification of Executive Departments and Agencies required by Executive Order No. 9067

Pursuant to the provisions of Section 1 of Executive Order No. 9067 of February 20, 1942, there is hereby established the following priority classification of the several departments and agencies, which classification shall be controlling as to transfers of personnel to war agencies under the provisions of the Executive Order. The priorities established are as to classes only. The listing of departments and agencies, or parts or activities thereof, within each class is not indicative of any priority within the class.

CLASS 1.

Agriculture Department:
Surplus Marketing Administration (land lease activities)

Navy Department

Treasury Department:
Procurement Division (land lease activities)

War Department:
Departmental and military activities
Panama Canal
Alaska Communications System

Executive Office of the President:
The White House Office

Selective Service System

U. S. Maritime Commission

War Production Board

War Shipping Administration

(No. 188)

CLASS 2.

Commerce Department:
- Bureau of Standards (research and production)
- Coast and Geodetic Survey
- Weather Bureau
- Office of Administrator of Civil Aeronautics:
  - Development of landing areas
  - Civilian pilot training program

Interior Department:
- Bonneville Power Administration
- Bureau of Reclamation (power projects)
- Bureau of Mines (helium production)

Justice Department:
- Federal Bureau of Investigation

State Department:
- Secretary's Office (including divisions not otherwise specified)
- Board of Economic Operations
- Division of Foreign Service Administration
- Division of Foreign Personnel
- Division of Communications and Records
- Foreign Service

Treasury Department:
- Secret Service

War Department:
- Civil functions, Corps of Engineers (power projects)

Board of Economic Warfare

Coordinator of Information

Defense Communications Board

Federal Communications Commission (defense activities)

Federal Security Agency:
- National Youth Administration (defense training)
- Office of Education (defense training)
- Public Health Service:
  - Production of vaccines
  - Training for nurses

National Advisory Committee for Aeronautics

CLASS 2 (Continued).

Office of Censorship

Office for Emergency Management:
- Office of Defense Transportation
- Office of Lend-Lease Administration
- Office of Scientific Research and Development

Office of Price Administration

Tennessee Valley Authority

CLASS 3.

Agriculture Department:
- Office of the Secretary (general administration only)
- Office of Foreign Agricultural Relations
- Forest Service:
  - General administration
  - Protection and management of national forests
  - Fighting forest fires
  - Forest fire control (emergency)
  - Forest fire cooperation
  - Forest products
- Agricultural Adjustment Administration
- Commodity Credit Corporation
- Bureau of Agricultural Chemistry and Engineering
- Office of Agricultural Defense Relations

Commerce Department:
- Office of the Secretary (general administration only)
- Office of Administrator of Civil Aeronautics:
  - Technical development
  - Establishment of air-navigation facilities
  - Maintenance of air-navigation facilities
- Reconstruction Finance Corporation
- Export-Import Bank of Washington

Interior Department:
- Office of the Secretary:
  - General administration
  - Director of forests
  - Power Division
  - National Power Policy Committee
  - Petroleum Conservation Division
- Office of Solid Fuels Coordination
- Petroleum Coordinator for National Defense
- Geological Survey
- Bureau of Mines (except helium production)

CLASS 3 (Continued).

Justice Department:
- Office of the Attorney General (general administration only)
- Immigration and Naturalization Service (border patrol and alien registration)
- Special War Effort Unit

Labor Department:
- Office of the Secretary (general administration only)
- Division of Labor Standards
- Commissioners of Conciliation

State Department:
- Visa Division
- Division of Cultural Relations
- Division of Personnel
- Division of Accounts
- Translating Bureau
- Division of Commercial Affairs
- Office of Coordination and Review
- Cooperation with American Republics

Treasury Department:
- Office of the Secretary (general administration only)
- Foreign Funds Control

Executive Office of the President:
- Bureau of the Budget

Alley Dwelling Authority

Civil Service Commission (except Retirement Division)

Coordinator of Inter-American Affairs

Federal Power Commission

Federal Security Agency:
- Office of the Administrator:
  - General Administration
  - Office of Defense Health and Welfare Services
- Public Health Service:
  - Emergency health and sanitation in defense areas
- Social Security Board:
  - Bureau of Employment Security:
    - Employment Service Division
    - Operation of employment offices

CLASS 1 (Continued).

Federal Works Agency:
- Office of Administrator (including Public Works Administration)
- Public Roads Administration
- Public Buildings Administration (except maintenance and operation of buildings)

Interstate Commerce Commission (preventing shortages)

National Housing Agency:
- Office of Administrator
- Federal Housing Administration (defense housing)
- Federal Public Housing Authority (defense housing)

Office for Emergency Management:
- Office of Liaison Officer
- Central Administrative Services
- Division of Information
- Office of Civilian Defense
- Office of Facts and Figures

War Labor Board

CLASS 4.

Agriculture Department:
- Bureau of Agricultural Economics
- Bureau of Dairy Industry
- Forest Service (forest roads and trails
- Rural Electrification Administration

Commerce Department:
- Bureau of Standards (except as specified above)
- Bureau of Marine Inspection and Navigation
- Patent Office
- Bureau of Foreign and Domestic Commerce
- Bureau of the Census
- Office of Administrator of Civil Aeronautics (enforcement of safety regulations)
- Civil Aeronautics Board

Interior Department:
- Bureau of Reclamation (irrigation projects)
- Division of Territories and Island Possessions
- Government in the Territories
- Grazing Service
- U. S. High Commissioner to Philippine Islands
- Bituminous Coal Division

CLASS 4 (Continued).

Justice Department:
- Office of Solicitor General
- Office of Assistant Solicitor General
- Office of the Assistant to the Attorney General
- Lands Division

Labor Department:
- Office of Solicitor (Bacon-Davis Act determinations)
- Division of Public Contracts
- Bureau of Labor Statistics

State Department:
- International Fisheries Commission
- Pacific Salmon Fisheries Commission
- International Boundary Commission, U. S. and Mexico
- Passport Division (including passport agencies)

Treasury Department:
- Bureau of Customs
- Bureau of Narcotics

War Department:
- Civil functions, Corps of Engineers (except as specified above)

Executive Office of the President:
- Office of Government Reports
- National Resources Planning Board

Bituminous Coal Consumers Counsel

Federal Security Agency:
- Public Health Service:
  - Office of Surgeon General
  - Venereal Disease Control
  - Disease and Sanitation Investigations
  - National Institute of Health (except production of vaccines)
  - Preventing Spread of Epidemic Diseases
- Social Security Board:
  - Office of the Board
  - Office of the Executive Director (general administration only)

Federal Trade Commission

National Labor Relations Board

National Mediation Board

Tariff Commission

CLASS 5.

Agriculture Department:
- Office of the Secretary:
  - Personnel administration
  - Budget and finance administration
  - General operations
  - Land use coordination
- Office of Solicitor
- Office of Information
- Library
- Office of Experiment Stations
- Extension Service
- Bureau of Animal Industry
- Bureau of Plant Industry
- Forest Service (except as specified above)
- Bureau of Entomology and Plant Quarantine
- Agricultural Marketing Service
- Bureau of Home Economics
- Commodity Exchange Administration
- Soil Conservation Service
- Surplus Marketing Administration (except land lease activities)
- Federal Crop Insurance Corporation
- Farm Security Administration
- Beltsville Research Center
- Farm Credit Administration
- Flood control projects

Commerce Department:
- Office of Secretary:
  - Division of Personnel Supervision and Management
  - Office of Chief Clerk
  - Photograph and Photostat Section
- Office of Administrator of Civil Aeronautics:
  - Maintenance and operation, Washington National Airport
- Electric Home and Farm Authority

Interior Department:
- Office of the Secretary:
  - Office of Land Utilization
  - Office of Solicitor
  - Division of Investigations
  - Division of Geographic Names
  - Division of Information
  - Personnel Administration
- Commission of Fine Arts
- General Land Office
- Office of Indian Affairs
- National Park Service
- Fish and Wildlife Service

CLASS 3.

Agriculture Department:
- Office of the Secretary:
  - Personnel administration
  - Budget and finance administration
  - General operations
  - Land use coordination
- Office of Solicitor
- Office of Information
- Library
- Office of Experiment Stations
- Extension Service
- Bureau of Animal Industry
- Bureau of Plant Industry
- Forest Service (except as specified above)
- Bureau of Entomology and Plant Quarantine
- Agricultural Marketing Service
- Bureau of Home Economics
- Commodity Exchange Administration
- Soil Conservation Service
- Surplus Marketing Administration (except [illegible])
- Federal Crop Insurance Corporation
- Farm Security Administration
- Beltsville Research Center
- Farm Credit Administration
- Flood control projects

[illegible] Department:
- Office of Secretary
  - Division of Personnel Supervision and Management
  - Office of Chief Clerk
  - Photograph and Personnel Records
- Office of Administrator of [illegible]
  - Maintenance and [illegible]
- Eastern Area [illegible]

[illegible] Department:
- Office of the Secretary
  - [illegible] Protection
  - Office of [illegible]
  - Division of [illegible]
  - Division of [illegible]
  - Division of Information
  - [illegible]
  - [illegible]
  - [illegible]
  - [illegible]
  - [illegible]

CLASS 5 (Continued).

Justice Department:
- Administrative Division
- Personnel Division
- Bureau of Prisons
- Immigration and Naturalization Service (except border patrol and alien registration)
- Tax Division
- Criminal Division
- Claims Division
- Office of Pardon Attorney
- Customs Division
- Antitrust Division
- Offices of U. S. Attorneys
- Offices of U. S. Marshals
- Bond and Spirits Division
- Bureau of War Risk Litigation

Labor Department:
- Office of the Secretary:
  - Division of Budgets and Accounts
  - Library
  - Office of Chief Clerk
  - Office of Director of Personnel
  - Publications and Supplies Division
- Office of the Solicitor (except as specified above)
- Children's Bureau
- Women's Bureau
- Wage and Hour Division

Post Office Department

State Department:
- Division of Research and Publication
- Foreign Service Buildings Office
- International Boundary Commission, U. S. and Canada
- International Joint Commission, U. S. and Great Britain

Treasury Department:
- Bureau of Accounts
- Bureau of Engraving and Printing
- Bureau of Internal Revenue
- Bureau of the Mint
- Bureau of the Public Debt
- Division of Personnel
- Division of Research and Statistics
- Guard Force
- Office of Chief Clerk
- Office of the Comptroller of the Currency
- Office of General Counsel

CLASS 5 (Continued).

Treasury Department (continued)

Office of Superintendent of Treasury Buildings
Office of Treasurer of the United States
Processing Tax Board of Review
Procurement Division (except land lease activities)

Executive Office of the President:
Maintenance, Executive Mansion and Grounds

American Battle Monuments Commission

Board of Investigation and Research  Transportation

Board of Tax Appeals

Civil Service Commission (Retirement Division)

Employees' Compensation Commission

Federal Communications Commission (except as specified above)

Federal Deposit Insurance Corporation

Federal Security Agency:
Office of the Administrator (except as specified above)
American Printing House for the Blind
Civilian Conservation Corps
Columbia Institution for the Deaf
Food and Drug Administration
Freedmen's Hospital
Howard University
National Youth Administration (except defense training)
Office of Education (except defense training)
Public Health Service:
Foreign Quarantine Service
Interstate Quarantine Service
Marine Hospitals
Mental Hygiene Division
National Cancer Institute
State Relations Division
St. Elizabeths Hospital
Social Security Board:
Office of the Actuary
Office of the Appeals Council
Office of the Executive Director (except as specified above)
Regional Offices
Bureau of Research and Statistics
Bureau of Accounts and Audits
Informational Service

CLASS 5 (Continued).

Federal Security Agency (continued)

Social Security Board (continued)

Bureau of Old Age and Survivors Insurance
Bureau of Public Assistance
Bureau of Employment Security (except as specified above)

Federal Works Agency:
Public Buildings Administration (maintenance and operation of buildings)
Work Projects Administration

General Accounting Office

Interstate Commerce Commission (except as specified above)

National Archives

National Capital Park and Planning Commission

National Housing Agency:
Federal Home Loan Bank Administration
Federal Housing Administration (except defense housing)
Federal Public Housing Authority (except defense housing)

Railroad Retirement Board

Securities and Exchange Commission

Smithsonian Institution (including National Gallery of Art)

Veterans' Administration

HAROLD D. SMITH
Director.

CLASS 5 (Continued).

Federal Security Agency (continued)

Social Security Board (continued)

Bureau of Old Age and Survivors Insurance
Bureau of Public Assistance
Bureau of Employment Security (except as specified above)

Federal Works Agency:
Public Buildings Administration (maintenance and operation of buildings)
Work Projects Administration

General Accounting Office

Interstate Commerce Commission (except as specified above)

National Archives

National Capital Park and Planning Commission

National Housing Agency:
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Mrs. O'Donnell

Please
hold this for
further instructions
from "George"
D.

At the outbreak of the second World War, Germany was extremely strong in Latin America - Italy and Japan incomparably less. This strength was based on Germany's powerful economic position in Latin American industry and trade, on an extremely well organized secret intelligence and propaganda service closely integrated with the system of economic penetration, and on large and prosperous minorities, particularly in Brazil, Chile and Argentina.

The Allies, strong in financial control of public utilities and mining industries of Latin America, are at the psychological disadvantage of appearing as "foreign capitalists". Our citizens in general have not made Latin America their home more than temporarily and have mostly kept aloof from the native population. Even today, in the fifth year of the war, the U.S.A. has no workable secret political and economic intelligence services in Latin America. The enemy's most extensive and efficient subversive propaganda in Latin America has not been countered on our part by similar devices of under-cover psychological warfare.

The partial rupture of economic ties between Europe and Latin America caused by Blockade and Black Lists, naturally favored us: by necessity Latin America turned more to the U.S.A. in its foreign trade. The Conference at Rio de Janeiro in January 1942 was the high mark of our fight against German strength in Latin America: of 20 Latin American Republics all except Argentina ratified an agreement on coordinated action against enemy agents and enemy property. In time, 12 declared war against Germany, 8 broke off diplomatic relations with the enemy, and, as late as in 1944, even Argentina went at least through the motion of sending the German diplomatic Mission home.

Gradually at first, then more suddenly, this trend of events favorable to us was interrupted. The resolutions of the Rio Conference were not followed up by all signatory powers; only by a few satisfactorily and efficiently. Our efforts and those of our British Allies, in the economic sphere, were insufficiently supported and more or less openly thwarted by those governments which, in long years past, had come to rely for their country's economic and social development primarily on German commodities, German technical skill and German intellectual cooperation.

Outstanding events on the political scene have brought matters to a head. Beginning with the military coup d'etat in Argentina on June 4, 1943, Latin America has had in the course of one year five changes of government by force. The fact that three of them, Ecuador,

El Salvador and Guatemala, have a democratic trend is hardly a compensation for the ever more openly fascist trend of the military government in Argentina, our strongest contender on the southern continent. In three more countries, Nicaragua, Honduras and Peru, the political situation appears extremely unstable. In two countries, Colombia and Mexico, preparations for an attack on democratic governments have been, temporarily at least, thwarted. In one country, Bolivia, diplomatic pressure of our Government compelled the profiteers of a semi-fascist coup d'etat to adopt, for the time being, at least the outward appurtenances of democratic procedure. In Cuba, at our own threshold, free elections replaced a government friendly to us by a regime of doubtful antecedents and policy.

It is true that the Latin American scene has always been a shifting one in which constitutional procedure and the due process of law has been of much less influence than solutions at the point of a gun. However, the 9th of July, 1944, Argentina's Independence Day on which the military government in Buenos Aires celebrated the "Awakening of America Latina" with a proud display of self-armed power, shows symbolically the great change of character in Latin American developments. Latin America has definitely entered upon a secular crisis in which fundamental trends are clearly discernible and are bound to bring about political changes which will greatly affect our own national interests.

II

There can be no doubt that, even if the Governments of Latin America were unanimously arraigned against us, which they are not, immediate danger for our national security, in a military sense, would not exist. The demonstrative appearance of a U. S. naval squadron in the La Plata estuary, of a U.S. army division on the banks of the Rio Grande, for instance, would be sufficient warning to quell any intended aggression by ambitious officers in Argentina or fanatics of the Sinarquist movement in Mexico. The military problem in Latin America for us is today not to win, but to avoid military action, not only because the employment of military power would mean a diversion from the main theaters of war, but primarily because even the display of parts of our overwhelming military power of which Latin America is daily and hourly conscious, would create what our enemies make the greatest efforts to achieve, namely, a united front of all countries and all parts of the peoples of Latin America against "Yankee Imperialism". Then, truly, the situation would become most dangerous. No army or navy of Latin America, for any foreseeable future, could deny us military control of the principal harbors and river estuaries, as well as the coastal railroads, but the

interior of the continent, mostly inaccessible with its high mountain ranges, its tropical rivers and forests, its few roads, navigable rivers, and railroads, would become a seething hornet's nest of widespread guerilla warfare, the entering wedge for any great foreign power, which wants to hit the soft underbelly of the U.S.A. Lack of sufficient secret intelligence prevents us from knowing the extent to which nationalist organizations in Latin America are militarily prepared, at least for partisan warfare, and how far they receive assistance from German individuals and groups still widely scattered over the southern continent.

The spirit of continental nationalism, heretofore stifled by the great number and the average smallness of Latin American countries and by their mutual petty jealousies, is finding a new center and a new direction. Argentina, disliked for her arrogance, but admired for her efficiency in most Latin American countries is increasingly becoming the rallying point for groups of young army officers, of romantic intellectuals, of fanatical politicians, who are raising again the spectre of old, the danger of "Yankee Imperialism". There is no Latin American country, not even Brazil, Argentina's great rival, which is immune against a slogan which appeals so much to Latin American pride and resentment of the superior power of the U.S.A. Lack of sufficient political intelligence prevents us from knowing whether the present government of Argentina in building up a Latin American alliance is proceeding according to a premediated plan or as circumstances arise. Argentina appears, in the present stage, to be bent on political domination of the southern part of South America: Paraguay, which for all practical purposes must be considered part of Argentina herself, Uruguay where a democratic government is finding it increasingly difficult to combat the subversive cooperation of the oppositional Herrerista party with Argentinian agents, Chile, where the government is sitting on the fence trying to preserve a tenuous balance between pro- and anti-democratic, pro-Allied and pro-Argentine forces, and Bolivia where the recently attempted assassination of the leader of the opposition has shown the uncertainty of a regime which only under our strongest pressure has taken on the appearance of constitutional legitimacy. The influence of pro-Argentine individuals and groups in these countries is not sufficiently known in detail, and the danger for our own position can therefore not be appraised reliably. At any rate, the increasing importance of military lodges such as the G.O.U. (Grupo Oficiales Unidos) in Argentina - a few months ago formally, but not actually, dissolved, the G.O.S. (Grupo Oficiales Subalternos) in Chile, the Logia Mariscal Santa Cruz in Bolivia, the obscure activities of the retired Chilean General Jorge Barguna Menenes in Argentina and of the Argentine Ambassador General Martin Cruz in Bolivia, the steadily growing violence of the oppositionist leaders Luis Alberto Herrera and Eduardo Victor Haedo in their criticism of

Uruguay's collaboration with the U.S.A. in naval base construction, all this could indicate a systematic procedure which by stages is intended to lead to violent internal outbreaks in the Andes - La Plata region with the possibility of offensive action. In true Hitler fashion, the newly armed forces of Argentina would support their collaborators in neighboring countries under the pretense of protecting their political freedom and civil rights.

Beyond this inner circle of potential or planned Argentine hegemony even fewer factors are known, but Argentina's collaboration with the military and civil forces of nationalism even in such a remote and constitutional country as Colombia appears proved. The abortive military coup d'etat attempted in March 1944 with its center in Barranquilla and ramifications throughout the country, has just been repeated with the attempted arrest of President Alfonso Lopez by a military commander of the southern province of Narino. Nationalistic forces, led by such a fanatical, openly pro-Nazi leader as Laureano Gomez in combination with the disintegration of the governing Liberal Party, have created a situation in which foreign support might tip the scales at any moment. It is significant that the newly revived idea of Gran Colombia comprising Ecuador, Colombia and Venezuela has aroused great interest in nationalistic circles of all three countries which feel that only by creating larger territorial units a successful stand against "Yankee Imperialism" will be possible. Significant also is the fact that the principal supporter of the idea of Gran Colombia in Ecuador is the Ecuadorian nationalistic group "Arne" (Asociacion Revolucionaria Nacionalista Ecuatoreana) and that this group has recently received an invitation from the Argentine legation in Quito to send two members to Argentina for instruction and training. No doubt, the recent upheaval in Ecuador had a democratic character, but the new provisional President Velasco Ibarra has recently confided that, although before the election he would proceed democratically, after his election he would rule as he pleased. This explains why his first diplomatic step was recognition of the Argentinian Government, in open defiance of our own State Department's policy. It would appear one of the primary tasks of a U.S. secret intelligence service to try to uncover the whole extent of Argentina's collusion with other nationalistic countries and groups in Latin America.

III

The actual or potential power of Argentina as a political-economic center for a wholly or partly united Latin America defying the legitimate influence and interests of the U.S.A. and other democratic powers, would probably not be adequate for its purpose if it rested mainly on the forces of a revived nationalism. The nuclei of more or less armed and organized nationalism in Latin America are becoming really dangerous for us only in conjunction with economic and social tendencies which are basically similar to those in other semi-colonial parts of the world.

It is for the first time in Latin American history that popular movements, which in several instances have taken on the character of mass movements, have grown out of the discontent of the middle and lower classes heretofore mostly inarticulate and traditionally subjected to governmental paternalism, corruption, inefficiency and constitutional lip service. In spite of the sincere efforts of our "Good Neighbor" policy, these forces hostile to us have greatly succeeded in converting the social ire against their own feudal economic and social systems into national resentment against foreign influence, particularly that of the U.S.A. Compelled by the requirements of our own war efforts, we have many times supported dictatorial regimes and exposed ourselves to the reproach of promoting the status quo against democratic trends of the people. Diplomatically, we are of course entirely correct in leaning on the existing governments in Latin America, whether democratic or dictatorial. Politically, this course is understandable when we would otherwise be compelled to promote or at least to collaborate with political movements the success of which is mostly uncertain and which are sometimes even undesirable. Therefore, our policy has been open to attack from those who are interested in pretending that "American Capitalism" is the genuine protector of regimes which, for many years past, have suppressed all attempts at establishing truly constitutional governments in Latin America. The long delay of reforms in time has created revolutionary situations of a potentially more or less violent character in nearly all Latin American countries. The masses, neglected for centuries, are in movement and, as in other parts of the world, they are open to reforms which are based on law and order or equally to systems which call for violence and arbitrary power: democracy or fascism.

No doubt, the interplay of such mass movements with the subversive activities of our actual or potential enemies in Latin America are even more difficult to scrutinize than the more deliberate plans and efforts of an openly authoritarian government like the Argentinian. It appears that our intelligence has made little headway in making these contacts which are necessary to keep abreast of developments in these spheres. It also appears that too often have we been deluded by an appearance of power of those holding key positions in political and social life, overlooking the ephemeral basis of such power which, for instance, in several republics of Central America was recently blown away by the first blast of popular discontent. Even more does it appear that our methods of propaganda have not at all been able to cope with the psychological requirements of mass appeal which would have made our policy of enforced opportunism be far understandable to Latin Americans, who suffer greatly from the disparity between our imports from and our exports to Latin America, from towering prices and an immense scarcity of the prime necessities of life. The slogan of "Yankee Exploitation", not invented but widely spread in Latin America by German subversive propaganda, particularly in Argentina, Chile and Mexico, has been countered by us, if at all,

by academic explanations hardly adequate to influence the mostly illiterate people of Latin America.

IV

The combination of a militarily aroused nationalism with forces of social radicalism might still fall short of becoming an immediate danger for the maintenance of peace and order in a continent whose fate affects so much our own security, if there were not foreign interference to contribute the experience and skill of methodical procedure and organizational technique which Latin Americans essentially lack. This is where developments in Latin America are closely bound up with the war in Europe. It is known, but not to what extent recent violent events in Argentina, Bolivia and other countries of Latin America are influenced by our enemies, in the first place by Germany.

There is a strong traditional admiration for the German Army in nearly all armies of Latin America, even those few where the training does not follow Prussian tradition. This spirit of professional admiration has not been materially affected by the steady decrease in German military success. Strongest in the armies of Argentina, Chile and Bolivia, this feeling is also widespread in the army of pro-Allied Brasil, but less so in the Mexican army. Beyond professional army circles, much as we might be inclined to deprecate it, the Germans as such are generally not disliked in Latin America, even in reliably pro-democratic groups who fight nazism as fervently as we do. Quite generally, Latin Americans are inclined to overlook the great danger which German subversive activities have for the independence and security of their countries, as they consider primarily the contributions of Germany and Germans to the general development of Latin America. The fear in many quarters that, after the German defeat, there will be no world power to counteract "Yankee Imperialism" in Latin America contributes to these pro-German tendencies.

Since the Treaty of Versailles, Germany has had no official missions in the armies of Latin America, but in evasion of Article 179 of the Treaty, Germany sent unofficial advisers, acquiring citizenship in Latin America. Latin Americans, as members of military missions to Germany, received military inspiration in Berlin. Vice-President Peron, Argentina's real dictator, speaks only one foreign language: German, which he learned in Berlin. General Perkins, a German trained Argentinian, is the chief military promoter of German firms in Argentina. Today it is the German economic machine in Latin America, principally in Argentina, which is the main contributor to whatever efforts are made there in arming without assistance from the Allied Powers. German heavy industry in Argentina, such as the firms of Thyssen La Metal, Krupp, and Rubos Mannesmann, is expanding plants for the manufacture of iron and steel.

of heavy machinery and construction material. Large German contractors such as Geope and Weiss & Freytag are working for the state railroads and are building roads and public buildings. The German electrical concerns, Siemens and A.E.G., are outfitting the army with electrical and radio equipment. The chemical and pharmaceutical industry which represents I. G. Farben and the famous firms of Bayer and Schering have made themselves independent of imports from Germany by manufacturing their products in newly established or enlarged local factories supplying the army with explosives, heavy and fine chemicals and medical products. In taking suppressive measures against Allied, particularly U.S. companies, the new Argentine Government has openly relied on the assistance of German companies, thus challenging the Allied blacklists. The notorious Fritz Mandl ostensibly a refugee from Austria, has not only transferred his experience as former owner and manager of the Hirtenberger Waffenwerke to Argentina, where he has now become the center of manufacture for small arms and army munition, artillery fuses and a whole series of important accessories, but there is information giving rise to strong suspicion that the German Government has supplied him with blue-prints of most modern machinery and weapons. It is true that the local subsidiaries of the American Dupont concern, the British Imperial Chemical Industries, the Dutch Philips concern and others are also assisting the Argentine Government. However, at least American and British companies act under direct pressure, within certain limits, and because the Argentine Government can refer to German assistance as the prototype of what the Government expects in loyal allegiance of locally established companies to the interests of Argentina.

This open protection of the Government of Argentina has enabled Germany to build in Argentina a very strong center of manufacture and supply for German companies in other parts of Latin America. Argentina has become the central point for the preservation and revival of German influence all over Latin America. Our and our Allies' measures of economic warfare have been able to reduce German influence in all Latin American countries except Argentina, but the effects of the naval blockade and of the Blacklists have leveled off since the middle of 1943. Of about 120 enemy spearhead firms in Latin America, which do not include the numerous medium-sized and smaller German firms with their ramifications into the smaller towns and smallest villages far out in the country, hardly more than 10% have been eliminated by nationalisation and liquidation. Through cloaks and "blockade runners" the Germans, up to the middle of 1941, have supplied themselves mainly from the U.S.A. and afterwards mostly from local manufacture, especially in Argentina. German firms, formerly competing to some extent among themselves, have drawn together and set up a planned economy of their own by coordinating their efforts and dividing their markets. They have kept much of their key personnel intact, and even when and where their first line men were repatriated to Germany or interned in the U.S.A., they have been able to maintain cadres sufficient to save the

nucleus of an organization for carrying on business and rebuilding the old strong position after the war. They have been able, in long years of painstaking efforts, to build up a prestige for their products and their services which, in many branches, surpasses the achievements of our own companies and those of our Allies.

Wartime shortage of materials, as well as a regrettable lack of enterprise and offensive spirit on the part of U.S. companies has helped greatly in maintaining the markets for the Germans, even when and where the Germans are forced to substitute poorer products for their former better ones and often even where superior American products are available. The failure of our Government to conceive and execute a well-planned replacement program in cooperation with American industry and commerce has greatly assisted the enemy in finding credence for his propaganda slogan that the U.S.A. was neither interested nor able to supply Latin America. It is significant that a government as pro-U.S.A. as the present Mexican one, in spite of a most generous offer of assistance made by President Roosevelt in a personal letter to President Camacho over a year ago, has, up to now, balked at accepting our help in organizing a national chemical and pharmaceutical industry on the basis of companies seized from the Germans in Mexico. In Brazil and Colombia much time passed before the governments took at least some, although insufficient, steps to nationalize enemy companies and establish new sources of supplies for them in the U.S.A. All over Latin America government control over enemy firms has been in most cases insincere and in nearly all cases inefficient. Such government control has mostly become a sort of protection for enemy companies urging us in many cases to take them off the Blacklists and thus freeing them from the stigma of enemy control.

The extent to which the Germans have used their economic penetration in Latin America for political purposes is well known. Wherever a German firm exists in Latin America, there also exists - at least potentially, in many cases actually - a part of the Nazi Party, the German Secret Services and any number of other branches or agencies of the Reich. The preservation of the German economic position in Latin America means practically the preservation of German political influence. It appears that the present policy of the German Government in Latin America is to hold an inner fortress of political and economic influence and to preserve so much of their former powerful position as will enable them to keep alive some kind of a political second front in Latin America even after the first front in the European war theatre breaks under the Allied hammer blows. They have suffered only one major defeat: the loss of their airlines. Otherwise, they have been able to maintain the basic organization of the large and famous German concerns in the chemical, pharmaceutical, metal, machinery, electrical and optical fields and in heavy industry and construction, as well as large export and import companies. They have found devices to hide funds from the grip of government controls. They appear to re-invest such funds in real estate, securities and other assets in order to preserve them for postwar re-employment in their industrial and commercial enterprises. They have transferred the legal title of many of their

enterprises to their children and other relatives of native birth, to native friends and business associates. Even where government control has deprived them of their management, they have been able unofficially to collude with the official controllers and interventers. They have replaced politically exposed representatives with "Germans of the old type" and they have been able to maintain in many places contacts with officials on every level of Government.

There is sufficient symptomatic evidence to prove the general existence of a situation as described above. There is not sufficient evidence to build up a nearly complete picture of German activities in the field of economic penetration and of coordination of political and economic activities in Latin America. We do not know, and neither do our British Allies know, the true character of the present economic - political situation of Germany in Latin America. This is probably the most deplorable gap in our secret intelligence system. While we know that the Germans, in accordance with Hitler's cynical methods, are using the forces of unrest of whatever color for creating disturbances in Latin America, we do not know sufficient details of the interplay between political or social movements in Latin America and German influence. In general, we do not know sufficiently to what extent such movements are genuinely based on their own power and resources, and to what extent on the enemy's influence and assistance.

The situation is all the more dangerous as there are indications that the Germans are preparing Latin America as a sort of ultimate refuge for a wave of anti-American German refugees of the type of homeless and irresponsible adventurers, this time attempting to save themselves, their destructive ideas and the fortune of their cause from the defeat of Nazi Germany. In numerous places of Latin America, as evidenced also by a number of Embassy reports, the Germans are buying up large tracts of urban and rural real estate, to an extent which appears to exceed the normal investment of funds made idle by temporary curtailment of their business. In several instances, employees discharged by German firms, and Germans evacuated from strategic zones, have settled themselves in groups forming new and active centers of Nazi propaganda. Obviously, it is very difficult to get behind the facts to the real intentions of these activities. It is also difficult to assess how far the local governments are aware of the potentialities of the situation and how far pro-Axis or at least anti-American officials are conniving at this activity. Despite the efforts of the State and Treasury Departments, even less appears to be known about the flow of German capital via neutral countries, particularly Swiss and Spanish banks, to Latin America, principally Argentina, and for whose credit such accumulations of capital in the Western Hemisphere are made. But it is known that banks in the neutral European countries do not make political discriminations in their financial transactions, and native banks in Latin America are even less inclined to inquire about the origin and the ownership of such funds. This group of questions is charged with even greater implications and dangers for our position in Latin America as well as for the stable development of the Latin American countries themselves.

In view of the increasingly difficult and dangerous situation in Latin America which cannot but have its effects on world events generally, the great powers among our Allies are centering increasing interest on developments there. The British Government is at present making a general checkup of the situation by comprehensive trips in Latin America of Arthur Ronald Fraser, Assistant Secretary of the Board of Trade, Victor Perowne, Chief of the Latin American Division of the Foreign Office, and Oliver Bonham-Carter, Chief of the Press Section of the Latin American Division of the Foreign Office. Likewise, the British Secret Intelligence Service is rechecking its plans and organization for Latin America, in order to enable it to cope with an afterwar period which, in Latin America at least, promises to be even more intricate than the war period. Even more conspicuous is the fact that the Soviet Government has more recently established embassies in Mexico, Colombia, and Uruguay with staffs which seem to show a Russian interest in these countries far exceeding present Russian relations with them. In Mexico, the former Soviet Ambassador to the United States, Oumansky, one of the most gifted and experienced Russian diplomats, is exerting an increasingly great influence in close collaboration with the Mexican trade unions and Mexican intellectual groups.

In the light of these developments, it appears indispensable to check up on the quantity and quality of information which our Government, particularly the State Department, receives from and about Latin America. It appears that the State Department did not receive sufficient secret intelligence in the economic and political sphere, connected with German activities and Latin American developments which were described above. It is only right and natural that the basic information should be received from our diplomatic missions. It appears, however, that this information, mostly gathered from open sources and accordingly limited in its scope, should be supplemented by secret intelligence of a political and economic nature which will place the State Department, ahead of events, in a position to make its decisions and to prepare its actions.

GEORGE M. MERTEN

M. was born in Hamburg, Germany, July 17, 1899. He is married and has two children, a daughter of 17 who is studying at Oberlin College and a son of 13. He and his family are Protestants.

M. arrived in the U.S.A. on December 8, 1938 on a quota immigration visa. He was naturalized as an American citizen on May 2, 1944.

M. spent his first school years in the U.S.A., from 1905 to 1909 in Laurel, Mississippi. He returned to Germany because his father was ill, who later died and was buried in New Orleans. After attending high school in Germany from 1909 to 1917 and seeing active service in 1917 and 1918, he studied law and economics from 1919 to 1921 concluding this study with the degree of doctor juris.

From 1921 to 1925 M. went through training for Higher Civil Services which he concluded with the final Civil Service examinations. From 1925 to 1926 he was Assistant County Administrator in Beuthen, Upper Silesia, from 1926 to 1927 Councillor in the Political Department of the Province of East Prussia in Koenigsberg (Bureau of Investigation of Anti-Democratic Activities) and from 1927 to 1932 Counsellor to the Government in the Prussian Ministry of Industry and Trade in Berlin (specializing in foreign commerce and trade policy). On December 1, 1932, he was removed on order of Reichskanzler von Papen and demoted to the Provincial Government of Magdeburg. On June 28, 1933, he was finally discharged from Civil Service over the signature of Marshal Goering after having already been removed from office not long after January 30, 1933.

From 1933 to 1936, M. was financial and economic advisor of the Commerz-Bank A.G., Berlin. In 1936, he was arrested and indicted for high treason, finally acquitted "for lack of sufficient evidence, not because the trial has proved innocence or lack of suspicion". M. then prepared his immigration to the United States which he was able to carry out with the assistance of the late Prentiss Gilbert, Counsellor of the U.S. Embassy in Berlin. From April to July 1939, M. was employed in the business extension department of the Bank of the Manhattan Company, from August 1939 to February 1941 in the export department of Schering Corporation, Bloomfield, New Jersey.

Since the foundation of the Weimar Republic, M. was active first as a member of the German Democratic Party and, since 1931, in the German Social Democratic Party. He concentrated mainly on his activities in the militant Republican organization of Reichsbanner Schwarz-Rot-Gold. From 1933 to 1936 he took part in underground activities which were the reason for his arrest.

Having taken employment with Schering Corporation because he was told that it had been transferred to neutral ownership, M. discovered after the beginning of the present war that this ownership was nothing but a cover for continuing German control. The company, in substituting for German exports to Latin America, engaged in activities which M. considered against the interests of the U.S.A. He therefore informed, confidentially, first the U.S. Government and, finding that at that time they were not legally in a position to interfere with these activities, he supplied the British Secret Intelligence Service with the complete blueprint of the German Schering concern's secret organization of overseas supplies. He then left Schering Corporation and, at the suggestion of the British S.I., entered their Service, assisting them in investigating the international ramifications and activities of other large German concerns such as I. G. Farben, the German Steel Trust, etc. When the entrance of the U.S.A. into the war led to the establishment of a secret intelligence organization of their own, M's office was taken over by the O.S.S.

George Project
x Latin America
x Intell Service
x Axis
x Econ

May 12, 1944

General William J. Donovan
Office of Strategic Services
Washington, D. C.

Dear General Donovan:

In accordance with your request and in pursuance of your conversation with Mr. Duggan, I am submitting herewith a memorandum on the intelligence problems involved in learning the German war and post-war plans in Latin America.

Perhaps you might think it desirable to introduce me to Mr. Duggan at some point of your future discussions with him if further explanations in connection with my memorandum appear desirable.

Sincerely yours,

George

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The Role of Secret Intelligence Regarding German War and Postwar Plans in Latin America

The present policy of the German Government in Latin America appears to have the same aim as in Europe: to yield in non-essentials, but to hold an inner fortress of political and economic influence and to defend this fortress with all means at its disposal. The Germans in Latin America are therefore devoting considerable efforts to maintaining a position that will enable them to establish some kind of a political second front in Latin America during the war and to preparing a strong post-war position. Wherever a German firm exists in Latin America, there also exists - at least potentially, in many cases actually - a part of the Nazi Party, the German Secret Services and any number of other branches or agencies of the Reich. In dealing with this situation, the World Trade Intelligence Division of the State Department has had to work with an information service which was organized under conditions of pre-totalitarian economy. It is to the great credit of the commercial staffs of the Embassies that, in spite of this, they have on the whole been able to supply sufficient information for applying the main weapon of economic warfare: the Proclaimed List. However, this meant that the State Department has had to rely nearly exclusively on open intelligence and in the nature of the case there are numerous important facts about German activities which cannot be discovered by this means. Of particular importance are problems such as the hidden synchronization of German economic and political policy, the secret purposes behind particular manoeuvers, and such facts as can only be learned from inside

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sources. Therefore, to obtain a complete picture of the overall German strategy in Latin America, the application of secret intelligence procedure appears vital.

The first requisite for re-building the German position in Latin America to its old or even greater strength after the war is, of course, the maintenance of as many centers of German economic and political activity as possible. The German policy appears to be to maintain the basic organization of the large and famous German concerns in the chemical, pharmaceutical, metal, machinery, electrical, and optical fields and in heavy industry. In addition, the Germans appear to be bent upon maintaining those well-known exporting, importing and wholesale firms which have their centers of supply and direction in Hamburg and Bremen. In these two categories, hardly any firm has had to close down. Even when current business does not warrant it, staffs are kept intact. Funds are available and have often been profitably invested so as to increase the financial strength of the German firms. Continued legal existence of the companies has preserved trademarks and patent rights. Thus the basis for a German revival is known to exist. The World Trade Intelligence Division of the State Department has collected considerable data on the present reduced position of the German firms, but there are many important facts which cannot be learned except from secret sources about staffs, funds, stocks on hand, and the propaganda by which the Germans have been able to maintain the commercial prestige of their goods and keep their names before the public in spite of all difficulties created by Allied economic warfare. It is known that one of the most efficient propaganda methods of the Germans in Latin America is to depreciate the quality of U.S. products and to emphasize the comparative lack of interest of the U.S.

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in Latin America as a source of supply and market for exports. But less is known about the channels through which the Germans launch such propaganda and the degree to which it is supported by the still widespread suspicion of U.S. sincerity.

An important feature of present-day German policy in Latin America is to establish centers of manufacture in the more important countries, particularly in Argentina. Much is known about this through the reports of the Embassies. But it is a matter of doubt to what extent this is an emergency measure and to what extent a post-war policy. It would be of great value to learn more facts, as it is quite possible that the Germans are preparing to maintain their grip on Latin American markets by a permanent transfer of manufacturing centers in the event of a German defeat. To know whether this is so, one must learn the intentions of the German managers and key personnel and this obviously can only be done by contacting these individuals through secret agents. It appears further that the Germans are trying to strengthen such manufacture, and their commercial position generally, by amalgamating their investments with native interests, increasingly yielding secondary managerial positions to natives but reserving the central control for themselves, transferring minority and sometimes even majority stockholding to native control while relying upon the dependence of the natives on German commercial and technical skill and experience. Often such changes have been made more openly, and the World Trade Intelligence Division was able to prevent evasion of the Proclaimed List. There are, however, reasons to assume that in many cases highly involved stratagems are used which are very difficult to elucidate by use of the overt facts only.

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It is most difficult to get a complete account of the methods by which the Germans are preparing to preserve their overseas business by transferring it to the control of neutral European holding or manufacturing concerns. The role which Swiss, Spanish, Portuguese, Swedish and even French banks and commercial enterprises play in this connection can be deduced from the crucial aid which, for instance, Swiss firms have been giving to large German chemical and pharmaceutical concerns in providing them with holding companies for their subsidiaries in Latin America. Furthermore, the great increase of Swiss and Swedish exports to Latin America in certain lines is a further indication of the extent to which European cartel partners of German firms have stepped in to supply the Latin American markets during the war with the probable intention of returning these markets to Germany after the war rather than having them permanently lost to American competition. It seems important to investigate whether such emergency measures may be intended to become permanent so as to cloak the true extent of German domination of the Latin American markets in case of a German defeat. The State Department has been well aware of this situation and has collected a great deal of material about the help which German companies have obtained from neutral European firms. However, the most important agreements and understandings upon which such help is based are hardly put on record and are often cleverly concealed and therefore are seldom accessible to the usual means of intelligence.

Knowing the era of open imperialism in Latin America to be past, the Germans are with definite design using the growing national consciousness of the Latin American countries as a vehicle and, at the same time, as a disguise for their own power politics. While preserving their old established contacts with the forces of conservatism, they are simultaneously cooperating with movements of political and social unrest.

Consequently, the Germans have been careful to maintain, so far as possible, their contacts with Latin American politicians of all parties and with officials at every level of government service. Even when Latin American governments have taken action against German firms, the Germans have not reacted by attacking officials who might be useful to them after the war. There is every indication that the Germans intend to make use of these connections again. It would be of great interest for the furtherance of American policy to know exactly how far this German policy has been successful.

The full extent to which the Germans have used bribery and corruption to maintain their contacts can only be suspected. But it is evident from the instances known to the State Department that the favorable attitude toward German firms manifested by government officials in many Latin American countries is maintained by something more tangible than friendly interest. In some instances, such as in Mexico, Brazil and Colombia, the local governments have proclaimed the policy of nationalizing German companies. The fact that, in spite of great efforts on the part of our Government, this has made very little progress, might be due to any number of causes - such as the traditional inertia of Latin American administrators - but there are factors which indicate a certain inter-play between the Germans and the local governments which appear to hesitate to make a definite break with German firms that have played such a great part in the development of their economies and to replace them by American cooperation. The State Department is fully cognisant of the fact that the Latin American controls over enemy property are often inefficient and sometimes corrupt. However, the requirements of diplomacy make it difficult to go behind the statements of such Latin American officials. If a secret intelligence service existed, evidence of pro-German

activities and connections of Latin American officials could be gathered that would give our Embassies a weapon with which to press even more strongly than they have already done for the adoption of effective controls.

This takes on an even more serious aspect if the numerous instances of German support for fascist and semi-fascist governments and movements in Latin America are taken into account. As far as this support is openly given, for instance in German newspapers and other publications, radio propaganda, etc., it can at least be attacked, and is being attacked, by our own means of open counter-propaganda. The hidden enemy is much more dangerous, and in this respect our information appears scanty. The State Department knows there are close contacts of a political and financial nature between going German enterprises in Latin America and psychological warfare and other subversive activities of the enemy. In a most concealed and skillful way, the enemy generally prefers to use native propaganda channels for attacking the United States' position in Latin America. The overthrow of constitutional governments in Argentina and Bolivia where the Germans are known to have influenced developments are characteristic of their political strategy. In this field the best open intelligence service, by its very nature, cannot be expected to collect the crucial facts sufficiently ahead of time to take active counter-measures.

Not solely relying on such tactics, the Germans seem to be preparing a reserve position for the event of defeat by keeping some firms and individuals in the good graces of the Allies, particularly the United States. Although there are not yet sufficient facts to prove that German firms are deliberately seeking contacts with American interests, several instances of ostensible separation from known enemy activities have occurred. For instance, Alfredo Moll, a leading I.G. Farben official in

Argentina, severed his formal connections with that organization and went into business for himself just before the issuance of the U. S. Proclaimed List. Similarly, in Brazil, Dr. Wilhelm Beutner, a close personal friend of Hitler, whose job had been to collect information for the German Government before the war, has since kept conspicuously clear of overt Nazi activity. In other instances, German firms have been making efforts to maintain their agencies for U.S. firms by pretending a willingness to forego their German connections. Such an attitude might signify the beginning of some disintegration of the German structure. It might, on the other hand, be part of a movement to camouflage endangered German interests by ostensible willingness to option for the cause of the Allies.

While it is not yet sufficiently clear whether it is a deliberate policy of German firms, particularly the subsidiaries of the large German concerns, to replace the politically more conspicuous and involved officials by others less colorful and more professional, it appears that, quite apart from the repatriation or internment of many principal Nazis, so-called "Germans of the old type" are increasingly taking up front line commercial positions. Such men, who have preserved more freedom of action, are well placed to serve as the vanguard for the rebuilding of the German politico-economic structure in Latin America after a German defeat.

Finally, there are reasons to believe that the Germans in Latin America are making preparations to build up a refuge for a wave of anti-American German refugees of the type of homeless and irresponsible adventurers, this time attempting to save themselves, their destructive ideas and the fortune of their cause from the defeat of Nazi Germany. In numerous places of Latin America, as evidenced also by a number of Embassy reports, the Germans are buying up large tracts of urban and rural real estate, perhaps

to an extent which exceeds the normal investment of funds made idle by temporary curtailment of their businesses. In several instances, employees discharged by German firms, and Germans evacuated from strategic zones have settled themselves in groups forming new and active centers of Nazi propaganda. Obviously, it is very difficult to get behind the facts to the real intentions of these activities. It is also difficult to assess how far the local governments are aware of the potentialities of the situation and how far pro-Axis or at least anti-American officials are conniving at this activity. Despite the efforts of the State and Treasury Departments, even less appears to be known about the flow of German capital via neutral countries, particularly Swiss banks, to Latin America - principally Argentina - and for whose credit such accumulations of capital in the Western Hemisphere are made. But it is known that banks in the neutral European countries do not make political discriminations in their financial transactions, and native banks in Latin America are even less inclined to inquire about the origin and the ownership of such funds. This group of questions is charged with implications and dangers for our position in Latin America as well as for the stable development of the Latin American countries themselves. The closest cooperation between secret intelligence services in Europe and Latin America will be necessary to learn the full details of this most important and very complicated subject.

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to an extent which exceeds the normal investment of funds made idle by temporary curtailment of their businesses. In several instances, employees discharged by German firms, and Germans evacuated from strategic areas have

STANDARD FORM NO. 64

SECRET

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Major Lee

DATE: 16 May 1944

FROM : Lt. Shaughnessy

SUBJECT: Memorandum on Intelligence Problems

1. I think this is a superb job. When I was with the SEC we made very ineffective attempts to trace the flow of German funds via American and Buenos Aires. It occurs to me that Jim Hill, President of Sterling Products, and Tom Corcoran would know a good deal about some of these tricks in connection with their work in shoving Sterling into the South American field to replace the former German firms.

2. I don't know who George is but he deserves a pat on the back.

File

Quinn Shaughnessy

SECRET

[illegible] in Europe and Latin America will be necessary to learn the full details of this most important and very complicated subject.

George Project 11,843
x Personal
x BEW SECRET

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Brig. Gen. W. J. Donovan

DATE: June 4, 1943

FROM. Francis P. Miller

SUBJECT:

Fowler M. Hamilton, Chief of the Enemy Branch, Board of Economic Warfare, saw me this morning and said that he wished to tell me about the value of the contribution that George had made to recent governmental discussions regarding the policy to be adopted in connection with the case of the American Cyanamid Company in Mexico.

Mr. Hamilton said that in all these discussions it was evident George knew more about the subject than anyone else and that he had contributed more than anyone else to the final formulation of the Government's position. Because of the wealth of the overall information at his disposal, George had been able to educate the representatives of the Department of Justice and of the B.E.W. while they were working on the case. The information which he had made available was embodied in the memorandum which went first to the Vice President and then to the President, on the basis of which a policy decision was reached yesterday.

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Mr. Hamilton added that George had literally been of "inestimable value" to the Government throughout these deliberations.

T.F.M.

Approved
WMF.

George Project 11,757

~~State Dept~~

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× Private Business

× U.S. Policy

× Latin America

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Brig. Gen. W. J. Donovan

DATE: May 29, 1943

FROM: Francis P. Miller

SUBJECT:

Here are two memoranda from George which you will wish to read. The Russell to whom George refers is Mr. Francis H. Russell, Acting Chief, Division of World Trade Intelligence, State Department.

F.P.M.

Attachments

SECRET May 26, 1943

Russell showed me yesterday confidentially a set of memoranda about the American Cyanamid project in Mexico, addressed to Mr. Sumner Wells.

Phillip Bonsal took the attitude that it was no business of our Government to interfere with private business activities even if they tended to have a monopolistic character, and that it was no business of our Government to put up alternate schemes by which to assist the Mexican Government in developing a chemical industry of its own.

Contrary to this, Lawrence Duggan expressed his opinion succinctly to the effect that it was very much the duty of our Government to interfere with monopolistic activities of United States enterprises in Latin America and to assist Latin American Governments to develop reasonable economic projects for their own countries.

It seems to me that these opinions reflect very much on the character of both gentlemen and might be a guide for us in our further negotiations with the State Department.

Meltzer, by the way, took Bonsal's whereas Russell took Duggan's attitude. This also seems to be significant.

SECRET May 28, 1943

Today, Russell talked to me about your meeting with Bonsal, etc. of the State Department.

He gave me an explanation about the attitude of Bonsal and similar men in the State Department with regard to the question of economic warfare in Latin America, which I think might be useful for our approach in our discussion with the State Department.

These people are inclined to take the attitude that the two principal aims of our policy in Latin America, as they see them, have been achieved.

1. All Latin American Governments, except Argentina, are now on our side.
2. Direct contributions from Latin America to Axis warfare in Europe have mostly been discontinued.

For this reason they are inclined to think that economic warfare in Latin America should rather be eased up than increased, all the more so as some Latin American Governments desire an easing up.

This attitude takes no account of the third, and in our opinion most important issue, namely, <u>that the position and interests of the U.S. A. in Latin America herself are continued to be endangered by Axis activities</u>.

It might, therefore, be advisable to mention the above two points as problems solved by the State Department and to put emphasis on the third point as still unsolved.

It might also appear advisable to show some understanding for the diplomatic necessity of a certain easing up on open economic warfare. This gives us a chance to suggest to replace open economic warfare to some extent by secret economic warfare. This would give our diplomacy the possibility to meet to some extent the desire of Latin American Governments, without damaging our own interests. As the third aim has not been achieved yet, it would certainly be damaging if we ease up on open economic warfare without replacing it by something else.

Russell himself seems to think along the lines of these suggestions.

STANDARD FORM NO. 64

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : General William J. Donovan,

DATE: August 22, 1944

FROM : George.

SUBJECT: MEXICAN CHEMICAL AND PHARMACEUTICAL INDUSTRY.

On Tuesday, August 15, Mr. Ben Lewis, our contact man in the F.E.A., came to New York to consult with my office concerning the present situation of the German firms operating in the Mexican chemical and pharmaceutical industry. Mr. Lewis advised us that he and Mr. Jack Dalley of the F.E.A. and Mr. Seymour Rubin of the Department of State were leaving for Mexico on Sunday, August 20, to confer with the U.S. Embassy officials and representatives of the Mexican Government concerning the unsatisfactory handling by the Mexican Government of the replacement program for the German chemical and pharmaceutical firms.

Immediately following Pearl Harbor and the subsequent Rio de Janeiro conference, conversations began between officials of the United States and the Mexican Government concerning a replacement program for the German firms which held practically a monopoly position in the Mexican chemical and pharmaceutical industry. On the promise of the Mexican Government to nationalize the German firms, they were deleted from our black list. This promise was not kept. The firms - after two years - have not yet been nationalized and, furthermore, the Mexican Government has consistently put off the necessary action to establish close relations between these firms and U.S. companies which could supply products formerly imported from Germany. Intentionally or not, this delay leaves the way open for I.G. Farben and other German companies to re-establish their position in Mexico after the war.

Mr. Lewis spent a day in consultation with the members of my staff, at the end of which time it was evident that many of the facts which it was absolutely necessary for the U.S. Government representatives to know, when negotiating with the Mexican representatives, were simply not available. Mr. Lewis had been through all the Department of State information and that available to the F.E.A. and the Department of Justice. He came to us to try to supplement what information he had found. We were able to give him important additional information, but in consultation it became evident that there were some 30 crucial questions - the answers to which must be available in Mexico and would, of necessity, have been in the files of any economic intelligence office worthy of its name - that could not be answered from the files of any U.S.

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SECRET 4,724

Government agency. At the request of Mr. Lewis we drafted a list of these questions for him to endeavor to get answers to in Mexico so that he and his colleagues would be able to deal intelligently with the problem with which they would be faced. At the same time we asked the British S.I. to use their facilities to try to get the answers to the questions for us so that if Lewis was unable to get them while he was in Mexico, and the British could get them, they would be available to our Government representatives on their return. Of course, the British are less interested than we in Mexico so it is not surprising that they do not have the material already at hand.

This problem points up for us a situation which will be recurring constantly during the next few years if no U.S. secret intelligence service in Latin America is created. The delicate system of control which the U.S. must maintain to make the "good neighbor policy" serve our interests in Latin America requires that the Government of the U.S. be informed thoroughly and currently on all events, economic and political, which reflect on policies in the hemisphere. The Mexican case demonstrates that economic policy is going to be [illegible] by U.S. Government representatives who are not thoroughly informed [illegible] factual information which should be in their possession.

George

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George Project 11,724

SECRET

X Axis Companies
x Mexico

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Brig. Gen. W. J. Donovan

FROM: Francis P. Miller

DATE: June 7, 1943

SUBJECT:

You will wish to see this memorandum from George in which he reports what he regards as his greatest success to date.

F.P.M.

Attachment:

SECRET

June 4, 1943

It is with profound satisfaction that I am able to report to you probably the greatest success which my work has had up to now under the jurisdiction of the O.S.S.

The Board of Economic Warfare, in a plenary session yesterday with the Vice President in the Chair, has decided to inform the Mexican Government that our Government is not in conformity with the American Cyanimid plan and suggests to enter into negotiations upon an alternative plan to be worked out by the U. S. Government.

This decision was made on the direct request of the President who advised Sumner Welles that he did not agree with the American Cyanimid plan because of its monopolistic character. The President made this decision at the personal intervention of Mr. Leo Crowley, the Alien Property Custodian. It was this office which, weeks ago, informed the A.P.C. about the American Cyanimid plan which, up to that time, had not been known to the Custodian. It was this office also which gave the basic information about the plan and its implications to the Attorney General, the B.E.W., and the World Trade Intelligence Division of the State Department. In yesterday's session of the Board, the Attorney General, the B.E.W., and the A.P.C. supported the President's attitude, whereas those Departments or Divisions with which, for good reasons, we have not had any personal contacts: Treasury, Department of Commerce, and the Foreign Funds Control of the State Department, tried to save the American Cyanimid plan in yesterday's session.

SECRET

The result achieved appears to be all the more remarkable, as, throughout the past 6 months, while the American Cyanimid plan was pending, there was not much contact between those Departments and Agencies which have finally taken the stand against the plan. Between the A.P.C. and the B.E.W., the diplomatic relations have been discontinued for quite some time; between the A.P.C. and the Department of Justice, the diplomatic relations have been extremely weak; the same holds true, although not to the same degree, for the diplomatic relations between the Department of Justice and the B.E.W. Our cooperation with each Department separately has, therefore, to a large degree, served as a substitute for interdepartmental cooperation in this case. This was only possible, because each Department, although aware of our contact with the other Departments, knew well that our efforts were not bent on playing off one Department against the other, but on constantly trying to coordinate their efforts.

I am reporting this in such detail for no other reason than to show you, by this most significant example, the procedure and method of the cooperation between this office and the Departments in Washington.

The decision made in yesterday's session of the Board, although ultimately depending upon the agreement of the Mexican Government which is expected, is of fundamental importance, because it shows, as a matter of general policy for all of Latin America, that the U.S., while fighting the Axis monopoly in Latin America, does not intend to replace it by a monopoly of their own, but to devise means of assisting Latin America which, while giving the U.S. its just place in the economy of the Western Hemisphere, will not try to create an economic hegemony over our southern neighbors.

SECRET

I may personally add, in all deference, that I am impressed with the wisdom of the President who, presented with the case only at the last moment and without having the chance to go into its details, has intuitively made a decision which so strikingly proves the difference between a democratic and a dictatorial foreign policy.

George Project 11,724
x Axis Companies
x Mexico

SECRET

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Brig. Gen. W. J. Donovan

DATE: May 28, 1943

FROM: Francis P. Miller

SUBJECT:

You will be interested in the attached memorandum which I have recently received from George.

F.P.M.

Attachment

SECRET

May 20, 1943

Only in order to show you how well our cooperation with Justice works at present:

Edward Levy, Assistant to Hugh Cox, just called me and told me that, on the basis of information which I had given yesterday (May 19) by phone, he was able, in the meeting of the Interdepartmental Blacklisting Committee today, to prevent any further delisting of important Axis companies in Mexico. The facts against delisting given him by us and presented by him to the Committee, convinced the Committee that our Embassy in Mexico should make further detailed investigations about the situation of those companies, before the Blacklisting Committee could consider the question of delisting.

Levy seemed to be very happy about it.

George Project 11,277
x Latin America
x Mahle, George
x Political Warfare
x Axis Countries

June 17, 1943

Memorandum for General Magruder

Subject: George

As I have told you, it was suggested that in order to make the George material available to our Latin American Section Major James should be set up in SI and be in direct contact with George.

When this was suggested I said I would defer decision on it. As I told you I think it would be a mistake to have this done. Any material pertinent to the Latin American Section could be made available to his section by SI. I have talked to Dr. Langer about this and I am sure he agreed. Would you see that it is accomplished.

I am attaching a memorandum sent to me by Mr Miller. After you have read it will you return it to me with your comments.

CONFIDENTIAL

William J. Donovan

Read Brueler

Read This — of Dr. Donovan

Read

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Brig. Gen. Wm. J. Donovan

DATE: June 19, 1943

FROM: John Magruder, Brig. Gen.

SUBJECT: "George"

I am returning the memorandum submitted by Mr. Miller. I had some difficulty in making any satisfactory comments because I am not clear as to its intended use. If the several conclusions stated in it are true, as they no doubt are, it probably would be advantageous to the United States to have the situation remedied.

If the document is intended to be read by someone who is not fully familiar with the facts, then I would suggest that it be documented with some good illustrations so that it would be more dramatic and persuasive. In any event, I believe that the suggested remedy should be spelled out to some extent.

The suggestion that "strategems of a strictly secret nature" be undertaken is very vague. It would undoubtedly raise suspicions, if not distrust, in the mind of the average reader particularly since the operations to be undertaken are in countries which are either presumably friendly neutrals or actually our allies. If the thought is merely to establish a more extensive secret intelligence system, then I think this should be stated; and if it is intended to conduct operations of any other sort, then I believe they should be outlined in at least general terms so that the advantages and disadvantages as well as the practicality of the scheme can be weighed with some intelligence.

John Magruder

John Magruder, Brig. Gen.
Deputy Director, OSS -- Intelligence Service

Attachment

511,277A George Project

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

June 17, 1943

Memorandum for General Magruder

Subject: George

As I have told you, it was suggested that in order to make the George material available to our Latin American Section Major James should be set up in SI and be in direct contact with George.

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I am attaching a memorandum sent to me by Mr Miller. After you have read it will you return it to me with your comments.

William J. Donovan

CONFIDENTIAL

George Project 11,271A

MOST SECRET

x Latin America
x Political Warfare
x multe-gas
x Axis Companies

S .O.

SECRET

POLITICAL WARFARE IN LATIN AMERICA

1. The large number of important Axis companies in Latin America continues to further the Axis war effort.

OBJECTIVE

2. The total and final destruction of these companies is recognised as a proper war objective and one that will greatly limit the capacity of the enemy's war potential.

PRESENT POSITION

3. The present Economic Warfare measures of blockade, black-listing, licencing and "intervention" by local governments have not achieved the desired results, and the flourishing condition of these already blacklisted enemy giants calls urgently for additional attacks within the scope of POLITICAL WARFARE.

PROPOSAL

4. It is proposed that the present methods of Economic Warfare should be co-ordinated with and supplemented by a campaign of Undercover Subversive Propaganda in the pertinent Latin American Republics. The National Press, Radio, "Whispers", Pamphlets, Patriotic Societies and native business competitors are all useful media when judiciously used for propaganda purposes. Such propaganda is most damaging when it reveals activity contrary to the local national interest and above all when it does not savour of promotion by Allied interests.

CONCLUSION

5. The World Trade Intelligence Division of the Department of State .....

of State will immediately recognise in this proposal a valuable addition to their Economic Warfare efforts in Latin America.

In George Muhle, the O.S.S. could not have a more experienced or expert operative around whom to build a small but efficient section to carry out their plans.

We will be pleased to co-operate in their prosecution and in obtaining all the intelligence necessary for a successful operation.

SECRET

## The Axis in Latin America

Economic warfare as prosecuted in the Western Hemisphere under the jurisdiction of the Department of State, has achieved admirable results. From information available in Europe, the Axis Governments seem to be depressed by our Government's energy and perseverance in combatting enemy economic-political activities. The wide acceptance of the Proclaimed List in Latin America; the effective influence through local Governments which we have over the control of Axis property, Axis funds, and enemy aliens; the blockade measures taken against enemy exports to the Western Hemisphere; the publicity about subversive activities of the Axis - all these and other factors have had considerable affect. Information available to us also reveals disappointment on the part of the Axis Governments that the State Department, in exerting a certain degree of unavoidable pressure, has shown forbearance in not over-stressing our own economic interests while combatting those of the Axis.

It has been said, particularly in the case of I. G. Farbenindustrie, that the trade of Axis firms in Latin America is not the formidable monster it was prior to 1941. However, it is equally true that the number of important Axis companies has not greatly diminished and that by devious means they continue to further the Axis war effort.

It is further absolutely certain that the Axis has not in the slightest degree given up its intention to hold the main lines of its economic position in Latin America regardless of what the outcome of the war in Europe may be. It has avoided the strategic mistake of defending every interest and has successfully adopted the policy of

holding the key positions. These key positions consist of the subsidiaries and affiliates of the most important Axis concerns or the larger export and import companies.

From European sources we have received the following information regarding the current situation in Latin America:

1/ Large Axis companies in Latin America still continue to further the Axis war effort. This is particularly so in the chemical, pharmaceutical, steel, heavy construction and electrical, industries. A large number of well-established general traders are equally important.

These companies, of course, have to meet difficulties resulting from measures of economic warfare, but, generally speaking, they have been able to weather the storm and, by devious methods, they obtain sufficient supplies to maintain a portion of their business; it is said they often appear better off than native or Allied companies which are subject to inevitable wartime curtailments from priorities and shipping space.

2/ Axis companies have established a network of dummies to camouflage local purchases and imports from abroad. Many dummies have been uncovered and are on the Proclaimed List, but the obvious difficulties of combatting these cloaking habits have been sufficient to encourage Axis firms to perservere with considerable success.

3/ Axis firms have established new and extended existing manufacturing facilities in order to replace imports cut off by the Blockade. This enables the Axis to declare such

products as being of "native" manufacture and thus enjoy the preference given to native as opposed to imported products.

4/ Efforts to curtail radio and press facilities for Axis firms have not been without success. Still Axis firms continue to spend large amounts on commercial advertisements, propaganda and marketing, and they have on the whole been able to keep their wares well before the public eye. German trademarks are still advertised and used all over Latin America.

5/ Allied censorship has made it most difficult to continue connections between Axis firms in Latin America and their parent companies in Europe, and the discontinuation of Axis airlines, the establishment of ports of control for trans-ocean travel has closed many channels of free communication. However, cable facilities are still open and an elaborate system of smuggled correspondence through "cover" addresses, special couriers and agents, and the assistance given by diplomatic pouches of neutral countries, has enabled Axis firms to maintain the most essential parts of their communications.

6/ Foreign exchange remittances continue, either direct to the enemy or through cloaks in neutral countries, although it is true that the Foreign Funds Control established by local governments, in many cases at the suggestion and in cooperation with the American Government, has made this more difficult. International bank connections between Latin America, particularly Argentina, and neutral countries of Europe, are, however, often so intricate and obscure that, even without the assistance of direct smuggling of exchange,

financial transactions in favor of the enemy continue to take place.

7/ The fight against subversive activities of Axis agents in Latin America, counter-action against Axis propaganda, etc. has shown increasing results. To all intents and purposes, there are, however, still abundant local funds for enemy propaganda, sabotage and intelligence services. It is known that such funds mostly originate in Axis companies in Latin America; they have found sufficient ways and means of making such contributions secretively and without endangering their reputation or their commercial connections.

8/ It is true that many of the managers of the Axis companies were too conspicuously active as Nazi agents and some of these have been repatriated or confined as a result of the information and advice by reports of the American Government. At the same time the Axis has been careful to reserve a picked number of primary executives who were intentionally kept from open political activities and camouflaged as "purely business men", sometimes even as "anti-Nazi and German of the old type", sometimes even as "pro-Allied". Local governments, even when at war or in a situation of discontinued diplomatic relations, have found it politically and socially very difficult to remove such personalities who in many instances have close relations with natives by marriage, friendship, political connections and a certain kind of "honorable bribery" through conferring directorates or similar corporate positions.

Such key personnel, even in countries at war with the Axis, have in many instances had access to war production and consequently to facts which, in the Allied interest, should be carefully guarded from the enemy.

Those governments which have established an Alien Property control, have been extremely reserved in removing Axis personnel. Local governments have shown that they generally prefer to place commercial efficiency before political security. In many cases, discharged personnel has been reinstated, and the companies are run in about the same manner as before. Government control, therefore, very often serves as a protection to Axis companies.

9/ The difficulties which the neutral policy of the now overthrown Argentine government put in the way of energetic measures against Axis activities, are so obvious that the achievements of the American Embassy in Buenos Aires in fighting Axis influence there should be all the more appreciated. These measures could not, however, prevent the Argentine from becoming the headquarters of Axis aggression and the fortress of Axis resistance in Latin America. Unhindered by the local government, the Axis companies have withdrawn their executives, their technicians, and important records to the Argentine whenever and wherever they were not able to maintain their positions in other countries. In the Argentine, they had, long before the war, established their most important manufacturing facilities,

and throughout the war, they have been busy in increasing them to a high degree of efficiency and capacity. In time, they have withdrawn most of their funds to the Argentine where they are now readily available for feeding Axis activities all over Latin America. In Argentina, they are coordinating their Latin American activities with directions from headquarters in Europe. It is more than doubtful whether the latest events in Argentina will improve the situation soon.

10/ International cartelization is assisting the Axis considerably. In view of the well known difficulty in uncovering and disentangling international cartel activities, it seems of particular advantage to Axis headquarters in Europe to substitute the "neutral" cartel partner for Axis companies whenever and wherever the Axis partners have to retire. The stranglehold which especially German concerns, within Hitler's "New Order", gained over companies of the occupied countries and even neutral countries, has increased the facilities which are at the disposal of the Axis in Latin America. The increase in number and activities of French and Swiss companies for instance in Latin America should be all the more suspect, as the parents of these companies have long established cartel connections with Germany and are now in part completely, as the French, in part considerably, as the Swiss, under German control.

11/ In spite of the untiring support given by the American State Department and its Embassies to American manufacturers and exporters, the export business of U. S. firms in Latin

America is constantly meeting difficulties which are not only the result of shortages of export goods and limitations of shipping space. S. S. firms, which should be able now to make use of the handicaps for Axis business in Latin America, have to meet a situation in which they find themselves face to face with a highly integrated, well-managed, closely co-ordinated, and technically and commercially qualified net of Axis firms all over Latin America which are working along the lines of well-planned directives issued by the Axis Governments, particularly the German, and transferred through the parent companies.

12/ There can be no doubt that thanks to the policy of friendship and cooperation inaugurated by the President of the United States and consistently emphasized and followed by the American State Department, the Axis, in Latin America, has lost one diplomatic position after the other. In spite of this or rather partly because of this, all over Latin America is to be observed a resurgence of Axis political propaganda against the United Nations, particularly the U.S.A. This propaganda is clearly based on the continuing strong influence of the Axis economy in Latin America. The propaganda continues to be financed and, to a great extent, carried out by the Axis companies, their managers and employees, associates and customers. This propaganda, coordinated with and assisted by anti-democratic movements within the native populations, uses the unavoidable economic difficulties of adequately supplying Latin America from the U.S.A. as a starting point for a comprehensive attack

on U. S. business as such. It not only aggravates and endangers the economic position of the U.S.A. in Latin America, but is apt to poison the political relations and, in the long run, to jeopardize the Good Neighbor Policy of the American President.

In light of the above estimate of the situation what further measures are required?

It is assumed that the object of the American government is to secure the final elimination of enemy control in the economy of Latin America so as to prevent Germany and Italy - and Japan - from trading at all in Latin America during the war and from re-establishing a preponderant position after the war. This objective is primarily imposed by the exigencies of the war. It is also dictated by our post-war interests.

It is obvious from the report presented above that the economic and political position of the Axis, and particularly of Germany, continues to reveal unexpected strength in Latin America. Whatever inroads may have been made in the Axis organization, and everyone would agree that substantial inroads have been made, it remains true that if the war were to end today the economic position of the Axis, and particularly of Germany, in Latin America, would not have been fundamentally impaired. It is apparent that unless additional steps are taken now against the enemy, the Axis can only be prevented from maintaining its preponderant economic position in Latin America by action taken at a peace conference or during the post war period. Such action would, it is obvious, be exposed to all the hazards of difficult negotiations with Allied governments whose interests in

Latin America are not necessarily identical with our own. These hazards might be even greater if at the conclusion of hostilities events in Europe should develop in such a way as to permit the German economic system in Latin America to serve as a basis for activities which, while antagonistic to Nazism, might be equally antagonistic to the political conceptions of the United States.

It seems hardly possible, merely by extending open measures of economic warfare, such as are now skillfully and comprehensively applied by the State Department to remove the conditions which have been described above and to destroy the Axis system in Latin America completely. It, therefore, appears necessary to complement the traditional measures of economic warfare as they are at present applied by stratagems of a strictly secret nature. The present methods of blockade, blacklisting, licensing and of "intervention" by local governments are, of course, recognized by the U. S. Government Departments as not having fully achieved the desired results, and consequently the continuing activity of these already blacklisted enemy giants calls urgently for additional attacks (excluding violence or explosive sabotage).

It is obvious that while the traditional measures of economic warfare and these additional stratagems should be closely coordinated, inasmuch as they serve the same purposes and must not be allowed to interfere with each other, jurisdiction and responsibility, in accordance with the usual procedure, should not be combined but should be carried out by separate agencies.

George. Proj. 277
x Latin American
x Intell Service
x Chris
x Economic Panel

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Brig. Gen. W. J. Donovan

DATE: June 3, 1943

FROM: Francis P. Miller

SUBJECT:

You will be interested in the attached memorandum from George.

F.P.M.

Attachment

SECRET

June 2, 1943

To give you a further indication about the situation in Latin America, please read the following from a report of our Embassy in Quito, dated February 26, 1943:

"It becomes more and more evident now to the Embassy that the United Nations have a concentrated nucleus of enemies in the city of Ambato, who are actively carrying on a verbal campaign of propaganda against the democracies. Among these enemies are Juan Petruska, who wields considerable influence because of local political connections; Willi Tanzler; Edgar Tettke; Alberto M. Rodriguez V.; his son Manuel Alberto Rodriguez; and several other Ecuadorans".

All of the aforementioned gentlemen are listed on the U. S. Proclaimed List; the last four have been connected with Bruckmann y Cia., which company represents the German Bayer Company (I. G. Farben) in Ecuador.

The South American Handbook tells us this about Ambato:

"AMBATO (8,435 ft.), is 90 miles south from Quito on the Guayaquil-Quito Railway, and on the Ambato River near the northern foot of Chimborazo Mountain. The climate is temperate. Ambato is known as the garden city of Ecuador. Such fruit as strawberries, peaches, pears, apples and grapes thrive; well tended gardens and orchards surround nearly every home. Out along the river is the beautiful suburb of Miraflores, where many wealthy Guayaquil families

SECRET

maintain a summer home."

Thus, German agents representing I. G. Farben are not only "exiled" to one of the most beautiful spots of Ecuador, they are also permitted to continue their political activities against the U.S., all this without any visible interference by our Embassy or the State Department.

SECRET

George Project 11,277
X Latin America
X Axis
X Intell. Service
X Economic Penetration

May 17, 1943

TO: Francis Miller

FROM: General Donovan

Thank you very much for your note of May 15th. I wonder if you or Major James could prepare for me a summary of what was said and the particular questions they asked you.

George Project 11,277
x Latin America
x Axis
x Intell Service
x Economic Penetration

OFFICE OF STRATEGIC SERVICES

SECRET

INTEROFFICE MEMO

TO: Brig. Gen. W. J. Donovan

DATE: May 15, 1943

FROM: Francis P. Miller

SUBJECT:

Major Preston James and I went to Mr. Philip W. Bonsal's room in the State Department at 11:30 this morning. There were present in addition to Mr. Bonsal, Mr. James H. Wright of the Division of American Republics; Mr. Bernard D. Meltzer, Chief of the Foreign Funds Control Division, and Mr. Francis H. Russell, Acting Chief of the World Trade Intelligence Division.

Mr. Bonsal asked me if I would explain to the group the purpose of our meeting. I did so along the line of our conversation last Thursday. In the end Mr. Bonsal requested me to prepare a memorandum describing the types of information which we might make available to the Department and the lines of action which we might be in a position to suggest.

I have asked George to come to see me next Tuesday in order that I may review this matter with him and ask him to begin work immediately on the draft of a memorandum for Mr. Bonsal. Major James has agreed to work on this memorandum with George and after they have completed their draft I will send it on to you for your criticism and suggestions. I told Mr. Bonsal that he would hear from me in the course of a week

or two.

The atmosphere was cordial and I hope something may come out of it.

T.P.M.

or two.

The atmosphere was cordial and I hope something may come out of it.

T.P.M.

George Project 10,048
× Evaluation
× Gov't. Agencies

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

DATE: February 1, 1943

TO: Colonel William J. Donovan

FROM: Francis P. Miller

SUBJECT:

I have recently received three letters from different Government Departments concerning the value of the George reports to those Departments. The letters came from:

Mr. Dewey Anderson
(formerly of American Hemisphere Division
Board of Economic Warfare)

Mr. Homer Jones, Chief
Division of Investigation and Research
Office of Alien Property Custodian

Dr. Heinrich Kronstein
Department of Justice

For your information, copies of these letters are attached.

F.P.M.

Attachments

SECRET

C O P Y

DEPARTMENT OF STATE

Washington

S E C R E T

In reply refer to
FRO

My dear Mr. Miller:

Your letter of January 13, 1943, directed to me at the Board of Economic Warfare, has been referred to me at the Office of Foreign Relief and Rehabilitation Operations.

Although the American Hemisphere Division of the Board of Economic Warfare, as a separate entity, is being abolished and its activities merged with operating and functional activities of the Board, your reports concerning Axis economic penetration into the Hemisphere will continue to serve a real purpose. May I suggest that you address future reports to the War Trade Staff, Office of Economic Warfare Analysis, Board of Economic Warfare. This new staff, which is absorbing the personnel that used these reports to the most advantage in the American Hemisphere Division, will be attached to the office of William T. Stone, Assistant Director in charge of the Office of Economic Warfare Analysis.

Mr. Francis P. Miller
Office of Strategic Services
Washington, D. C.

SECRET

The reports formerly supplied by your office were of great usefulness to the Division; I am sure that they will be of continuing value to the new War Trade Staff. Those dealing with cloaking activities of firms with enemy connections operating in Latin America were of particular value. In some cases your reports were the direct incentive to negotiations which resulted in the placing of these firms on the proclaimed list; in other instances they supplied confirmatory data on the activities of firms already under suspicion.

For purposes of a particular investigation of pharmaceutical firms, the Board has had a representative in Latin America. Your reports have supplied valuable data for the basis of further investigation and recommendation for action.

I personally appreciate the splendid cooperation received from the Office of Strategic Services when I was directing the American Hemisphere Division, and I look forward to further mutually beneficial relations with your office through the Department of State.

Sincerely yours,

Dewey Anderson
Foreign Relief and Rehabilitation Operations

SECRET

C O P Y

Office of
ALIEN PROPERTY CUSTODIAN

Washington

January 27, 1943

Mr. Francis Miller
Office of Strategic Services
Washington, D. C.

Dear Mr. Miller:

I am sorry to have taken so long to answer your letter of January 13, 1943, in which you requested that I comment generally and specifically on the reports which we have been receiving from your Office. These reports have indeed been of great value to the work of the Office of Alien Property Custodian.

The reports which pertain to Axis economic penetration into the United States have been of considerable assistance to the work of my Division, which has the responsibility of discovering and proving enemy ownership or control of United States property. In this connection the special reports on certain key figures (for example, Kertess, Henry Mann, Stragnell, etc) have provided highly significant information. Those reports which indicated possible Axis control of or domination over business enterprises in the United States have been most helpful.

The special reports covering Axis economic penetration into Latin American countries have been of great assistance to Mr. Morrison G. Tucker's work on export matters and policy. In this connection, the continued receipt of reports dealing with operations dominated by the I. G. Farbenindustrie, and with I. G. Farbenindustrie agents will be most useful. Particularly valuable assistance to our export work has been provided by those reports dealing with the operations of the German Schering companies in Latin America, especially in Cuba and Mexico (for example, the list of employees of Quimica Schering in Mexico). The reports on the Bayer companies throughout Latin America and on the French Pharmaceutical chains have also been extremely helpful.

It has been quite advantageous both to Mr. Tucker and to me to have the close personal access to the authors of these reports which we have had through our assistants specifically delegated to this task, Mr. Ostrander and Mr. Karasik. We are especially gratified by the well-informed answers to the questions which we have been able to put to these authors by telephone on occasion, and by the special reports they have so kindly and ably prepared. Mr. Ostrander has taken a new position, but it is our understanding that Mr. Karasik will contirue to make these personal contacts for us.

I hope you feel perfectly free to call upon me at any time to discuss matters of security or of help which we can render to the advantage of the services, or in any other connection.

Sincerely yours,

Homer Jones, Chief
Division of Investigation and Research

C O P Y

DEPARTMENT OF JUSTICE

Washington, D. C.

January 15, 1943

Mr. Francis P. Miller
Office of Strategic Services
25th and G Streets, N.W.
Washington, D. C.

Dear Mr. Miller:

I am very happy to have an opportunity to express my gratefulness for the material which you have sent me, especially relating to Axis economic penetration of the Western Hemisphere. This material is being used in connection with the different activities of the Antitrust Division.

Your office prepared memoranda on the chemical and electrical industries in Latin America, especially the French industries. We coordinated this material with the material which came to us in connection with our dyestuff and lamp investigations. The coordination of your material with ours enabled us to appraise the actual situation much better, and to find out to what extent the chemical and electrical industries in Latin America are under cartel control.

The Mexican trademark material and the activities of the Alien Property Custodians in each of the Latin American countries is of ever-increasing significance to us. This

information enables us to meet the requests of the other departments to state our opinions in these problems properly.

I wish to mention that we could use a good deal of the information received from you in our cooperation with some Army agencies.

Recently we arranged with your office a joint working program in the field of Latin American electrical, pharmaceutical and chemical industries. This program will, I am sure, substantially increase the effectiveness of our offices.

Sincerely

HEINRICH KRONSTEIN

File

George Project 10,104
x Intercept
x Evaluation

OFFICE OF STRATEGIC SERVICES

SECRET

INTEROFFICE MEMO

TO: Colonel William J. Donovan

DATE: January 22, 1943

FROM: Francis P. Miller

SUBJECT:

You will recall that in connection with your approval of the budget of the George Office for 1943, you requested further information regarding the character of the intercept material which the George Office studies. I asked George to write me a memorandum in reply to your inquiry. A copy of George's memorandum is attached.

T.P.M.

OK

SECRET

January 20, 1945

INTERCEPTS

Reference Your Memorandum of
January 11, 1945

In compliance with your request, we report as follows:

I.

The intercept material we receive consists of

a) U. S. Postal Censorship
b) British Postal Censorship
c) Cuban Postal Censorship
d) U. S. Telephone Censorship
e) U. S. Telegraph Censorship
f) Canadian Censorship Reports

We receive the intercepts under a, c and e from the O.S.S. Office in Washington; the intercepts under b) d) and f) from the B.S.C. Office in New York (via the O.S.S. Office in Washington).

II.

This Intercept material has not for us a primary use, as the purpose of this office is to collect secret information, and the intercept material is available to all U.S. Departments and Agencies, as well as to the British M.E.W. However, the intercept material is of not inconsiderable practical value to this office, as will be seen from the following explanation about its evaluation.

III.

The intercept material is evaluated as follows:

A. Intercepts often contain clues pointing to a situation which is of interest from the standpoint of economic warfare (for instance: some small company in Latin America receives from the U.S.A. aspirin powder, although in the past this company did not import aspirin at all; aspirin in Latin America was virtually an I. G. Farben monopoly prior to this war; this shipment, therefore, might mean bootlegging in favor of an I. F. Farben agency). In such a case, we take the matter up with the B.S.C. (to obtain information about the company involved through their Latin American agents), or we draw the attention of the B.E.W. or some other Department to this situation. In general, however, we avoid sending the U.S. Departments material based <u>only</u> on intercepts, because they are already evaluating intercepts themselves, although sometimes in a cumbersome and lengthy manner.

B. Many intercepts contain information which is known to us and which we transferred to the U.S. Departments and to the B.S.C. In these cases, we transmit the intercepts to the same offices, in order to confirm information which we have previously given them (for instance: we know that Schering is still very active in Latin America; an intercept shows us that Schering in Mexico shipped an order to Schering in the Argentine to replenish depleted stocks; this intercept is a confirmation).

C. The majority of intercepts evaluated by us do not contain sufficient information to be used as a clue for further investigation or as a confirmation of facts known. In this case we keep them on file, thus gradually adding enough information to form a picture sufficiently complete to start an investigation or to confirm secret information which is in our possession. In this way, we have gradually accumulated in our files extensive economic-political information about Latin America, about connections between Latin America and the U.S.A., as well as between the Western Hemisphere and Europe.

IV.

While up to about six weeks ago some 500 intercepts passed through our hands daily, now, thanks to the efforts of the O.S.S. to supply us with a complete set of the intercepts pertaining to our work, that number has increased to eight to ten times that amount. This, under present conditions, is beyond our power to handle.

GEORGE PROJECT.

9026

8351

6702

Declassified and Approved For Release 2013/10/30 : CIA-RDP13X00001R000100190003-1

George project 9026-

OFFICE OF STRATEGIC SERVICES

SECRET

INTEROFFICE MEMO

TO: Colonel Donovan

FROM: David Bruce

DATE: November 4, 1942

SUBJECT: George Project

I know you will be as pleased as I was with this letter from Thurman Arnold of the Department of Justice, thanking us for George's reports and pointing out that in one case these reports were instrumental in helping to save the War Department at least $15,000,000 a year. This should be good ammunition for you in your current negotiations. Justice asks that we refrain from mentioning Ordnance as the unit for which the saving was effected.

D.B.

D. B.

COPY

DEPARTMENT OF JUSTICE
Washington, D.C.

SECRET

November 2, 1942.

Mr. Francis Miller
The Office of Strategic Service
25th & G Streets, N.W.
Washington, D. C.

Dear Mr. Miller:

I wish to express again my appreciation for the material sent by you to this Division. As you are undoubtedly aware, this material, together with our own material on foreign cartels, was instrumental in saving for Army Ordnance in one case at least $15,000,000 a year. The material which you have sent has also been of great value with reference to the German penetration of the South American market.

I am happy that our cooperative efforts have turned out so well and I hope that I will be able to receive additional material from you.

Very truly yours,

Signed - Thurman Arnold,

THURMAN ARNOLD
Assistant Attorney General

George Proj. 8351

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

SECRET

September 12, 1942.

Colonel William J. Donovan,
Administration Building,
Washington, D. C.

Dear Colonel Donovan:

You will recall that prior to your departure, you asked me to secure from George a list of American-owned companies or affiliates in Buenos Aires and Santiago, with some indication of their usefulness from our point of view. I enclose the list you requested together with an amendment which has come in since the list was submitted. From time to time George will send in additions and corrections as he secures further information.

In due course I am sure you will wish to consult George about certain aspects of this matter, as there is probably no one in this country who is more completely informed regarding the situation in that part of the world.

Cordially yours,

Francis

Francis P. Miller.

OSS- 43

September 3, 1942

AMERICAN OWNED COMPANIES OR AFFILIATES
Buenos Aires, Argentina

In accordance with your request, we are enclosing herewith a list of American owned companies in Buenos Aires, Argentina.

We would like to explain:

(1) That this list is not entirely complete, although the most important firms are included. It does not include agents - that means, representatives, of U. S. companies, who are commercially independent. We have available a list of agents including approximately 1300 names. We will be glad to work on this list too if you want us to do so.

(2) The ratings in the enclosed list are given with reservations. Political reliability is a very indefinite term, and we would not suggest that any one of the firms, or their executives, be entrusted with a highly confidential task, without a much closer checkup, which we will be very glad to undertake - which, however, will take some time.

## AMERICAN OWNED COMPANIES OR AFFILIATES IN BUENOS AIRES, ARGENTINA

### RATING

A- A clean bill of health;
B- Traces of questionable leanings noted, but too faint to indicate definite good or bad tendencies. Caution would be suggested in dealing with such firms pending a definite clean bill;
C- Bad tendencies, although not completely definite;
D- Definitely bad tendencies.

A- Abbott Laboratorios Argentina
B- Agencia Maritima Johnson, S.R.L.
B- Alfa-Laval, S.A. Importadora
A- "Alimentos Kraft Argentina", S.A.
B- Allis-Chalmers Manufacturing Co.
B- American Import Corp., S.R.L.
A- American Steamship Agencies
C- Anderson Clayton & Co. S.A.
A- Argentine A.O. Co. Ltd. S.R.L.
C- Armco Argentina, S.A. Ind. & Com.
B- Atlas Supply Co. of Argentina
B- Automatic Electric Sales Ltd.
B- Carrier Lix Klett, S.A.
A- Cereal Machine Co. Ltd. S.A.
B- Cities Service Oil Co. of Argentina
C- Colgate-Palmolive-Peet Ltd., S.A.
C- Cia. Argentina Sydney Ross. Inc.
B- Cia. Brunswick Sud Americana, S.A.
A- Cia. Burroughs De Maquinas, Ltda.
B- Cia. De Chicle Adams Inc.
A- Cia. Doctor Scholl, S.A.
C- Cia. Rohm & Haas, S.R.L.
A- Cia. Standard Electric Argentina
A- Cia. Sud. Americana B.T.E. S.A.
C- Cia. Sudamericana S.K.F., S.A.
B- Cia. Swift De La Plata, S.A.
B- Cia. Swift Internacional, S.A.
A- Cia. Westinghouse Electric Internacional S.A.
A- Crosse & Blackwell Argentina Ltda.
B- Crush, S.A. Com E Ind.
A- Curtiss Wright Corp.
B- Dearborn Chemical Co.
B- Dearborn (South America) Ltda., S.A.

B- Ehlert-Nash Motors S.A. de Automoviles
C- Elizabeth Arden (South America) Inc.
C- Electrolux Aparatos Domesticos S.A.
B- Estancias y Colonias Walker, S.A.
B- Eveready S.A. Com. & Ind'l.
A- Firestone de la Argentina S.A.
A- Ford Motor Co.
A- Fox Film de la Argentina S.A.
B- Frigorifico Armour de la Plata, S.A.
B- Frigorifico Wilson de la Argentina S.A.
B- General Dental, S.R.L.
A- General Electric S.A.
A- General Motors Argentina, S.A.
A- Gilbert & Barker Mfg. Co.
A- Hobart Dayton Argentina, S.A. Ind. & Com.
C- Holland-American Trading Corp.
C- Industrias Quimicas Argentinas "Duperial" S.A.
C- International Business Machines Co. of Del.
A- International Harvester Co. Argentina S.A.
B- International Products Corp.
B- International Water Corp. South America
B- Jantzen S.A. Textil
A- Johns-Manville Boley Ltda.
B- Johnson & Johnson de Argentina S.A. Com. & Ind.
D- Koppers Company
C- McCann-Erickson Corp.
A- Metro-Goldwyn-Mayer de la Argentina S.A.
A- Minneapolis-Moline Argentina S.A.
A- Natl. Aniline & Chem. Co. U.S.A.
C- Natl. Lead Co. S.A.
C- Natl. Paper Type Co. de la Argentina S.A.
C- Nestle (Argentina) S.A. de Productos Alimenticios
B- O'Neill Dental S.A. Ind. & Com.
C- Otis Elevator Co., S.A.
C- Pan American Airways System
A- Paramount Films S.A.
A- Parke Davis & Cia., S.A.
B- Peabody & Cia., Henry W. Argentina Ltda.
B- Powers, Joshua B., Inc.
A- Pullman Standard Car Export Corp.
A- R.C.A. Victor Argentina S.A.
D- Reichhold Chemicals Inc.
A- Remington Rand Argentina S.R.L.
D- Rohm y Haas, Lta., S.R.L.
D- Sandoz Hno., Tintoreria
C- Scott & Bowne Inc. of Argentina.
A- Sherwin Williams Argentina Ind. & Com. S.A.
B- S.A.Radio Argentina (S.A.R.A.)
C- Standard Oil Co. of Bolivia
C- Standard Oil Co. S. A. Argentina
C- Stoter & Co.
A- Time Incorporated "The Weekly Newsmagazine"
A- United Artists South American Corp.

A- United Shoe Machinery Co. Argentina
A- United States Rubber Export Co. Ltd.
A- Western Electric Co. Inc. of Argentina
A- Williams Medicine Co. Inc., The Dr.

O.S.S.# 44

September 3, 1942

AMERICAN OWNED COMPANIES OR AFFILIATES

Santiago, Chile

In accordance with your request, we are enclosing herewith a list of American owned companies in Santiago, Chile.

We would like to explain:

(1) That this list is not entirely complete, although the most important firms are included. It does not include agents - that means, representatives, of U.S. companies, who are commercially independent. We have available a list of agents including approximately 250 names. We will be glad to work on this list too if you want us to do so.

(2) The ratings in the enclosed list are given with reservations. Political reliability is a very indefinite term, and we would not suggest that any one of the firms, or their executives, be entrusted with a highly confidential task, without a much closer checkup, which we will be very glad to undertake - which, however, will take some time.

## AMERICAN OWNED COMPANIES OR AFFILIATES IN SANTIAGO, CHILE

### RATING

A- A clean bill of health;
B- Traces of questionable leanings noted, but too faint to indicate definite good or bad tendencies. Caution would be suggested in dealing with such firms pending a definite clean bill;
C- Bad tendencies, although not completely definite;
D- Definitely bad tendencies.

**********

B- Alessandri Hnos. & Co. Ltda. (Exclusive representatives of Remington-Rand, Buffalo, N.Y.)
A- Andes Copper Mining Co.
A- Anaconda Copper Mining Co.
B- Braden Copper Co.
B- Chile Exploration Co.
A- Cia. American Smelting
B- Cia. Chilena de Electricidad Ltda.
B- Cia. Salitrera de Tarapaca & Antofagasta
A- Corp. de Radio de Chile S.A.
A- Dearborn South America Ltd.
A- Duncan, Fox & Co. Ltda.
B- Gibbs & Co.
B- Grace & Co.
A- Importadora Fisk, S.A.C. (Fisk & Studebaker distributors)
A- Kodak Chilena
A- International Machinery Co.
C- Philipps Chilena S.A. de Productos Electricos
C- Singer Sewing Machine Co.
C- South American Metal Co.
C- Sydney Ross Co. & Cia. Ltda.
A- Transradio Chilena, Cia. de Radiotelegrafia Ltda.
A- United Shoe Machinery Co. of Chile
A- U.S. Rubber Export Co. Ltdd.
D- Wessel, Duval & Co., S.A.C.
A- Western Electric Co. of Chile
A- Williamson, Balfour & Co., S.A.
D- Gondrand Shipping Co. Inc.

O.S.S.# 52 SEP 10 1942

September 9, 1942

Re: AMERICAN OWNED COMPANIES OR AFFILIATES - SANTIAGO

Reference: O.S.S. #44.

Please change the rating for: Importadora Fisk S.A.C. (Fisk & Studebaker distributors), from: "A" to "D".

This change of rating is based on the latest information which we received about the aforementioned company.

George Project 6702
x State Dept.
x Miller, F. P.

UNITED STATES GOVERNMENT
COORDINATOR OF INFORMATION
WASHINGTON, D. C.

SECRET

June 29, 1942.

Colonel William A. Donovan,
Office of Strategic Services,
Administration Building,
Washington, D. C.

Dear Colonel:

I wish to report that the affairs of the George Project are in order, and agreed procedures for handling its reports were set in motion on June 22nd. The reports are now coming in. One copy of each report is kept in a permanent file for you which has been established in this office, one copy is sent to the State Department, and another copy is sent to the British. In addition, B.E.W. and the Department of Justice are receiving copies of reports which particularly interest them.

As you know, the George Project office gets a good bit of its information from British sources, which involves a certain amount of communication with the British. Consequently our files here also contain a copy of each inquiry which the George office addresses to the British.

I enclose samples of the covering memoranda, addressed to the State Department, B.E.W., and the Department of Justice in your absence. I would be greatly obliged to you if you would tell me whether the formula of transmission is correct.

Cordially yours,

Francis P. Miller

Francis P. Miller.

COPY

SECRET

June 27, 1942.

SECRET

Hon. James C. Dunn,
Department of State,
Washington, D. C.

Dear Mr. Dunn:

On behalf of Colonel Donovan in accordance with our conversation of June 2nd, I transmit herewith reports Nos. 12 to 15 inclusive, for the information of the Secretary of State and for the use of the Department of State.

Sincerely yours,

Francis P. Miller.

Att: Report No. 12
" " 13
" " 14
" " 15

COPY

June 26, 1942.

SECRET

Dr. Heinrich Kronstein,
Room 5642,
Department of Justice,
Washington, D. C.

Dear Dr. Kronstein:

I transmit herewith Report No. 2 together with intercepts which are submitted for your information.

Sincerely yours,

Francis P. Miller.

Att: Report No. 2
4 intercepts.

C O P Y

June 27, 1942.

SECRET

Dr. Dewey Anderson,
American Hemisphere Division,
Room 5078, Commerce Bldg.,
Washington, D. C.

Dear Dr. Anderson:

I transmit herewith reports Nos. 8 to 11 inclusive, which are submitted for your information.

Sincerely yours,

Francis P. Miller.

Att: Report No. 8,
" " 9
" " 10
" " 11

"George" project 6700.

Miller, F.P.

SECRET

Francis P. Miller

July 25, 1942

Major Bruce

Report on the George Project - For transmission to Colonel Donovan.

On June 24 the first reports of the George Project were distributed from this office under the new arrangement which had been put into effect. During the month which has elapsed the work of the Project has been carried forward as outlined in my letter to Colonel Donovan of June 29, 1942.

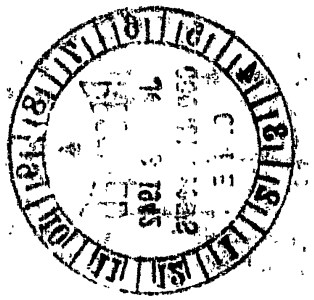
A total of 86 reports have been received from the Project and distributed to the Various Government departments. These reports have been distributed as follows:

| Department | Recipient | No. of Reports |
|---|---|---|
| State Department | James C. Dunn | 86 |
| Alien Property Custodian | Homer Jones | 49 |
| Board of Economic Warfare | Dr. Dewey Anderson | 82 |
| Department of Justice | Dr. Heinrich Kronstein | 51 |
| Treasury Department | E. H. Foley, Jr. | 18 |

About ten days ago Mr. James C. Dunn of the State Department, sent for me to tell me how much impressed he had been by the quality of the reports submitted and said that at a convenient time he wished to put George in touch with one or two people in the Department. Mr. Ostrander of the Alien Property Custodian's office also came to see me. He said that the reports had been of great use to them and inquired whether it would be possible for them to submit inquiries for particular pieces of information from time to time. I replied that of course we would be delighted to receive such inquiries. A week ago Mr. Foley, General Counsel of the Treasury, telephoned to request that reports of interest to the Treasury be submitted to him.

On July 8 a comprehensive report was submitted on "The Roussel Group" (the principal agents of the French pharmaceutical trade in Latin America). This report was a very thorough piece of work and with exhibits totalled 131 pages. Since this report was distributed the entire Roussel group has been put on the State Department's "Confidential List", which is the usual preliminary to putting on the "Black List".

FPH:IRB



COORDINATOR OF INFORMATION

INTEROFFICE MEMO

DATE June 3, 1942

FROM: Francis P. Miller

TO: Colonel William J. Donovan

SUBJECT:

Here is the letter which you asked me to draft.

George Project 1702
X State
X Miller

UNITED STATES GOVERNMENT
COORDINATOR OF INFORMATION
WASHINGTON, D. C.

ULTRA SECRET

June 2, 1942

Colonel William J. Donovan
Coordinator of Information
Washington, D. C.

Dear Colonel Donovan:

I am writing to report that I saw the gentleman at the State Department, who requested an interview with me at 2.15 this afternoon, and whose name I can give you at your convenience.

I described the George Project to him and we discussed at some length its implications and its importance. At the end of our conversation he asked me to transmit to you the request that the reports prepared by the George Project should be sent to him for the information of the Secretary and for the use of the Department. In view of the fact that this gentleman had no previous knowledge of the Project, I suggested that a period of six months ought to be sufficient to appraise the nature and scope of the reports, and that at the end of that time (or earlier) we should have another talk about the Project.

I understand that you have requested me to assume responsibility for the general supervision of this Project, and for maintaining contact with the gentleman in the State Department.

Sincerely yours,

Francis P. Miller

Francis P. Miller

COPY

File "George Project"

Wilson 8092
x Material
x George

August 21, 1942

**MEMORANDUM:**

TO: Mr. Allen Dulles

FROM: Hugh R. Wilson

In a talk today with George, material was handed to me in accordance with the enclosed receipt which, in accordance with telephone message, is being brought by Gregory Thomas.

1. It is understood that all material for G-2 resulting from this implementation will be sent to Bowden or myself from you; that we in turn will then telephone to Col. Carter Clark in G-2, who will send a War Department messenger to the designation for Clark material.

2. Any future operations connected with this particular location will be done by FBI to avoid conflict. I suggested that we might be able to get material before it reached Washington. In this event, George said it would be unnecessary, of course, to call on FBI.

SECRET

COPY

T/ "Pence Project" Wilson 8092



3. Regarding raw material I explained that our flow would in all probability begin September 1; that if they had any accumulated we would like to process it. They replied that they had none.

4. Copy of this memorandum is to go to Bowden for his secret information.

Hugh R. Wilson

cc: Mr. Bowden

SECRET

RESTRICTED

1 May 1945

To : Recorder, OSS Board of Officers

From : Executive Office

Subject: Promotion of Army Enlisted Man

1. Promotion of the following named enlisted man to the grade of Technical Sergeant is recommended:

Edward W. Haines, S/Sgt, 42110967

2. a. Date of entry into Army: 20 March 1944

b. Date of assignment to OSS: 4 June 1944

c. Dates of previous promotions:
Corporal - 3 August 1944
S/Sgt - 6 October 1944

d. Present age: 37 years

e. Basic Training:

| Arm or Service | Duration |
|---|---|
| Ordnance | Approx. 8 weeks |

f. Overseas Service: None

3. Sgt. Haines is assigned to the Executive Office in the Field Section Far East. He is the assistant in charge of the work of the Field Section for the India-Burma Theater and has recently been given the duties of the North American Theater. Prior to the establishment of the Field Section in the Executive Officer to the Far East Theater officer in charge of the activities of the office relating to Indochina, Siam and Iraq. His duties call for him to deal with matters of secrecy and importance and to meet with ranking military and naval personnel in our organization. He has been and is now doing the work of an officer. In fact in the case of the North American Theater he has replaced an officer.

RESTRICTED

RESTRICTED



4. He will continue to occupy his present position upon promotion.

5. The duties and responsibilities of the position currently occupied by S/Sgt Haines are commensurate with those of an officer of the grade of at least a First Lieutenant.

6. S/Sgt Haines' qualifications for his present position are as follows: Graduate of Alfred University and Columbia University Law School; holds degrees of AB and LLB. In civilian life he was an attorney and engaged in the general practice of law for a period of approximately 8 years.

EDWIN J. PUTNALL, JR.
Lt. (Jg), USNR
Acting Executive Officer

RESTRICTED

Haber, Leonard
& Sobel, Nathan

21 November 1944

The Honorable Nathan R. Sobel, County Judge
180 Schermerhorn Street
Brooklyn 2, New York

Dear Judge Sobel:

I have received your letter of 13 November recommending Lt. Leonard Haber for service with this organization.

I have looked into the status of Lt. Haber's papers and find, as your letter indicated, that his qualifications are well known to some of our people who have been very anxious to obtain his services. His transfer to OSS was formally requested in October. Apparently, however, the Corps of Engineers also has a high regard for Lt. Haber as our request for his transfer was turned down on 30 October 1944. I regret, therefore, that there does not seem to be any prospect of securing his release at the present time.

Thank you for writing me about Lt. Haber. It was a pleasure to hear from you again.

Sincerely yours,

William J. Donovan
Director

16 November 1944

Mr. Walter Barry
Donovan Leisure Newton & Lumbard
120 Wall Street
New York 5, New York

Dear Walter:

I have your letter of 14 November enclosing the letter from Judge Sobel about Lt. Haber.

I find that OSS asked the Corps of Engineers to transfer Lt. Haber, but that the request was refused. I believe there is nothing further to be done, and I have written Judge Sobel to that effect.

Sincerely yours,

William J. Donovan
Director

STANDARD FORM NO. 64

15,671
Haber, Lt.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : General Donovan

DATE: 21 Nov. 1944

FROM : Secretariat

SUBJECT: Lt. Haber

Attached is a letter from Mr. Berry from your firm in New York, enclosing a letter from Judge Sobel about a Lt. Haber.

Lt. Haber is being considered for a field position with Visual Presentation. Mr. Barton was extremely anxious to bring about Lt. Haber's transfer and actually the transfer was requested in October but was turned down by the Corps of Engineers on 30 October 1944.

Col. Roberts of PPB was able to procure one man for Mr. Barton from the Corps of Engineers by personally taking up the matter with General White of G-1. General White consented to the release of this man only on the condition that we would not press our request for Lt. Haber.

We have prepared for your signature replies to Mr. Berry and Judge Sobel in accordance with this information.

Remit

A. W. Sulloway

To Files

15.671
Haber-Ken
x Sobel ha

DONOVAN LEISURE NEWTON & LUMBARD
TWO WALL STREET
NEW YORK 5

WILLIAM J. DONOVAN
COUNSEL
GEORGE S. LEISURE
CARL ELBRIDGE NEWTON*
J. EDWARD LUMBARD, JR.
RALSTONE R. IRVINE
THOMAS J. McFADDEN*
OTTO C. DOERING, JR.*
DAVID TEITELBAUM
FRANCIS A. BRICK, JR.*
GRANVILLE WHITTLESEY, JR
CASSERLY O'SHEA
DAVID F. RAWSON
JAMES R. WITHROW, JR.*
MALCOLM FOOSHEE
BRECK P. McALLISTER
JAMES V. HAYES

*LEAVE OF ABSENCE

HENRY HERRICK BOND
COUNSEL
RAYMOND J. BOWEN

BOWEN BUILDING
WASHINGTON 5, D.C.

November 14th, 1944

General William J. Donovan,
Office of Strategic Services,
25th and E Street, N. W.
Washington 25, D. C.

Dear "Colonel":

I am enclosing a letter from Nat Sobel, County Judge of Kings County, in relation to Mr. Leonard Haber.

I do not know Mr. Haber, but Nat Sobel is an old friend of ours. I first met him when he was counsel to the Minority Leader of the Assembly. He held this position until he was appointed by Governor Lehman to act as his counsel where he did a good job until he was elected County Judge three or four years ago.

I am giving you this background of Judge Sobel as a guarantee that any recommendation of his would be one of merit and deserving of your consideration.

Sincerely yours,

Walter Berry

COUNTY COURT
KINGS COUNTY

NATHAN R. BOSEL
COUNTY JUDGE

CHAMBERS
120 SCHERMERHORN STREET

BROOKLYN 2, N.Y.

November 13, 1944.

Brig. General William J. Donovan,
Office of Strategic Services,
25th and E Streets NW.,
Washington 25, D. C.

My dear General:-

May I trouble you in connection with Lieutenant Leonard Haber, who for the past year has been teaching at the Engineering School at Fort Belvoir, Va.

Some weeks ago he received a request from OSS through Colonel Roberts and Colonel Barton to appear before them for possible transfer to the Office of Strategic Services.

Leonard, prior to his entry in the service, was for several years a Professor of Arts at William and Mary College. He was also responsible for a great deal of the art work in the restoration of Williamsburg. He was retained by Mr. Rockefeller. He also has done a great deal of stage and scenic designing both for the New York theatre and for the large motion picture organizations.

For some years he has specialized in camouflage and I understand that it is in connection with this latter specialty that the OSS is interested in his services.

He told Colonel Roberts and Colonel Barton that he was most anxious to go with your organization. Later, however, he was called again by Colonel Barton and told that office restrictions prevented them from asking the Engineering Corps for a waiver. However, he was also told that if your office would authorize Colonel Barton to ask for him, the formality would be met, and every effort would be made to obtain his services. Since his original call to OSS, Lieutenant Haber has become more and more anxious to join your organization.

I am delighted to recommend him as a young man of exceptional ability and excellent character. I am confident he will

COUNTY COURT
KINGS COUNTY

NATHAN R. SOBEL
COUNTY JUDGE

CHAMBERS
190 SCHERMERHORN STREET

BROOKLYN 2, N.Y.

Brig. General William J. Donovan #3

reflect credit on your organization.

May I hope that you will look into his qualifications and perhaps find that they justify a formal request from your office to the Engineering Corps for Lieutenant Haber's services. I am sure that both Colonel Barton and Colonel Roberts are familiar with the application.

I hesitated to write, but feel justified only because his abilities appear to be specially adapted to your organization.

With kindest personal regards and best wishes, I am

Cordially,

Nathan R. Sobel

9 January 1945

The Honorable Dean Acheson
Assistant Secretary
Department of State
Washington, D. C.

My dear Mr. Acheson:

In General Donovan's absence I am writing to answer your letter of 15 November 1944, which unfortunately was not received here until 3 January 1945. You will recall that you asked that the loan of Miss Eleanor Hadley's services be extended for a period of sixty days beginning 15 November 1944, the purpose of the extension being to effect Miss Hadley's transfer to the Department.

We are glad to consent to the extension and to the transfer of Miss Hadley to the Department. I am sure that a permanent transfer would be a more satisfactory arrangement both to you and to us than repeated extensions of temporary duty.

Sincerely yours,

G. Edward Buxton
Acting Director

GEB/ma

STANDARD FORM NO. 64

15 038

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Colonel Buxton

DATE: 9 January 1945

FROM : The Secretariat

SUBJECT:

Miss Eleanor Hadley of R&A was loaned to the State Department last autumn, and the loan has been extended several times. Attached is a letter from Mr. Acheson asking that the loan be extended again, so that Miss Hadley may be transferred to the Department.

Mr. Langer agrees both to the extension and to the transfer, and has prepared a reply to Mr. Acheson for your signature. We have somewhat revised his draft, and our version is attached herewith.

I understand from the Civilian Personnel Branch that the State Department has started the necessary action with the Civil Service Commission to obtain Miss Hadley's transfer.

John W. Auchincloss

John W. Auchincloss

SECRETARIAT

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

OSS

6 January 1945

MEMORANDUM:

TO : Lt. Auchincloss

FROM : William L. Langer

In accordance with your request of 4 January 1945, I send herewith proposed draft of letter from Colonel Buxton to Secretary Acheson regarding extension of loan of the services of Miss Eleanor M. Hadley.

attachments

**OFFICE OF STRATEGIC SERVICES**
**WASHINGTON, D. C.**

6 January 1945

The Honorable Dean Acheson
Assistant Secretary of State
Washington, D. C.

My dear Secretary Acheson:-

I refer to your letter of 13 November 1944 addressed to General Donovan, requesting the extension for an additional sixty-day period of the non-reimbursable loan of the services of Miss Eleanor M. Hadley to the Department of State. In General Donovan's absence, I wish to advise that no transfer papers have yet come to my notice. I judge from your letter that the Department intends to suggest that sometime before 15 January 1945 this organization agree to Miss Hadley's transfer. I trust that this interpretation is correct because, although I am prepared to agree to the extension of the loan of Miss Hadley's services until 15 January, I am sure you will realize that during these months she has been of no use to this organization, and repeated extension of the loan on a non-reimbursable basis would seem to be an unwise administrative arrangement.

Sincerely yours,

G. Edward Buxton
Acting Director

Replied
JWA

ADDRESS OFFICIAL COMMUNICATIONS TO
THE SECRETARY OF STATE
WASHINGTON, D. C. 25

15025
Hadley

DEPARTMENT OF STATE
WASHINGTON

In reply refer to
DP

November 13, 1944
Recd 3 Jan 1945

My dear General Donovan:

Reference is made to this Department's letters of August 15 and October 10, 1944 and replies from the Office of Strategic Services dated August 25 and October 26, 1944, concerning the non-reimbursable loan to the Department of State of Miss Eleanor M. Hadley. It would be appreciated if the loan of Miss Hadley could be extended for an additional sixty-day period from November 15, 1944 in order that her transfer to the Department of State may be effected.

If you are agreeable to the extension of Miss Hadley's detail to the Department of State under the conditions set forth above, I shall appreciate being informed. I wish to thank you for your cooperation in the past in making Miss Hadley's services available to the Department.

Sincerely yours,

For the Secretary of State:

Dean Acheson

Dean Acheson
Assistant Secretary

Brigadier General William J. Donovan,
Director, Office of Strategic Services,
Washington, D. C.

26 October 1944

The Honorable G. Howland Shaw
Assistant Secretary of State
Department of State
Washington 25, D. C.

My dear Mr. Shaw:

In your letter of 10 October 1944, which we received on October 21, you asked if the State Department could have the services of Miss Eleanor Hadley on a non-reimbursable basis for an additional 30 days beginning October 16.

This will be quite satisfactory to us, and I shall be glad to have Miss Hadley continue with the Department for the period you suggested.

Sincerely yours,

William J. Donovan
Director

JWAletp

OFFICE OF STRATEGIC SERVICES

SECRETARIAT

INTEROFFICE MEMO

TO: Lieutenant Auchincloss

1944 OCT 25 PM 7 37

DATE: 25 October 1944

FROM: William L. Langer

19 8/17.

OSS

SUBJECT:

Pursuant to your request of 21 October 1944, I send herewith a proposed draft of letter from General Donovan to Mr. G. Howland Shaw approving extension of loan of Miss Eleanor Hadley's services to the State Department for an additional thirty days.

William L. Langer
Chief, Research and
Analysis Branch

15,057

**OFFICE OF STRATEGIC SERVICES**
**WASHINGTON, D. C.**

25 October 1944

Mr. G. Howland Shaw
Assistant Secretary of State
State Department Building
Washington, D. C.

My dear Mr. Shaw:

With reference to your letter of 10 October 1944 regarding extension of Miss Eleanor Hadley's detail to the Department of State, I am pleased to advise you that it will be quite satisfactory for Miss Hadley to continue on loan to the Department of State for an additional thirty days on a non-reimbursable basis from 16 October 1944.

Sincerely yours,

William J. Donovan
Director

FORM 4001a

Date 21 Oct 44

To General Donovan

A copy of the attached letter from Mr. Shaw has been sent to Dr. Langer, who will prepare an answer for your signature.

John W. Auchincloss
John W. Auchincloss
1st Lt., JAGD

Office of the Secretariat

(9119)

ADDRESS OFFICIAL COMMUNICATIONS TO
THE SECRETARY OF STATE
WASHINGTON, D. C. 25

1,038
Hadley, Eleanor M.

DEPARTMENT OF STATE
WASHINGTON

In reply refer to
DP

October 10, 1944

My dear General Donovan:

I refer to my letter of August 15, 1944 in which the loan to the Department of State of Miss Eleanor M. Hadley was requested on a non-reimbursable basis.

Miss Hadley's detail from the Office of Strategic Services will expire on October 15, 1944, and the Department of State is very desirous of having her services for an additional thirty days on a non-reimbursable basis from October 16, 1944.

If you approve the extension of Miss Hadley's detail to the Department of State under the conditions set forth above, I shall appreciate being informed. Your cooperation in this matter is greatly appreciated.

Sincerely yours,

For the Secretary of State:

Assistant Secretary



Brigadier General William J. Donovan,
Director, Office of Strategic Services,
Washington, D. C.

15 839
Nadley 24

25 August 1944

The Honorable G. Howland Shaw
Assistant Secretary of State
Department of State
Washington, D. C.

My dear Mr. Shaw:

Your letter of August 15, requesting the loan of Miss Eleanor M. Hadley's services on a non-reimbursable basis from September 1, 1944 to October 15, 1944, has been referred to Mr. William L. Langer, the Chief of the Research and Analysis Branch of OSS.

I find that this whole matter has already been discussed between the appropriate persons in the Department of State, as well as in the OSS, and that there is complete understanding regarding the nature of Miss Hadley's assignment and the value of her work to both agencies. I am, therefore, glad to make her services available to the Department of State for the period above mentioned.

Sincerely yours,

Charles S. Cheston
Acting Director

OFFICE OF STRATEGIC SERVICES

OFFICE MEMORANDUM

DATE: August 1944

8/17 17

1944 AUG 23 PM 4 00

TO: Lt. Auchincloss

FROM: William L. Langer WLL (d) OSS

SUBJECT: Loan of services of Miss Eleanor M. Hadley

As requested in your memo of 17 August, I send herewith suggested reply to be made by Colonel Buxton to request of Mr. Howland Shaw.

ADDRESS OFFICIAL COMMUNICATIONS TO
THE SECRETARY OF STATE
WASHINGTON

25

Hadley

DEPARTMENT OF STATE
WASHINGTON

In reply refer to
DP

AUG 15 1944

My dear General Donovan:

The Department of State is very desirous of having the services of Miss Eleanor M. Hadley, who is at the present time Research Analyst, $3200 per annum, in the Office of Strategic Services, in connection with some special work in the Commodities Division.

The loan of Miss Hadley to the Department of State for the period from September 1 to October 15, 1944, on a non-reimbursable basis, would be greatly appreciated. Because of her educational background, special ability and skill, Miss Hadley appears to be well qualified for the type of work which this Department desires her to perform.

If you approve Miss Hadley's detail under the conditions set forth above, I shall appreciate being informed.

Sincerely yours,

For the Secretary of State:

G. Howland Shaw
Assistant Secretary

Brigadier General William J. Donovan,
Director, Office of Strategic Services,
Washington, D. C.

Haas, Beatrice

x O'Donnell, Hugh.

August 9, 1944

The Reverend J. Hugh O'Donnell, C.J.C.
President, University of Notre Dame
Notre Dame, Indiana

Dear Father O'Donnell:

In General Donovan's absence I am writing to acknowledge with thanks your letter of August 5, 1944, and the enclosed memorandum concerning Mrs. Beatrice Haas.

We shall be sure to see that this information is called to the attention of those in the Agency who may be interested in Mrs. Haas' services. Since it will probably be necessary for her to fill out regular application forms, we are asking our personnel branch to communicate with her directly.

Your letter will be shown to General Donovan upon his return.

Yours sincerely,

x

Duncan C. Lee
Major, AUS
Chief, Secretariat

cc

8 August 194

Colonel Donnely

Attached is a letter to General Donovan from the president of Notre Dame, enclosing an application for employment by Mrs. Beatrice Haas.

We also enclose for your information a letter to the president of Notre Dame acknowledging the receipt of this application.

Will you kindly get in touch with Mrs. Haas.

A. W. Sulloway

Attachments

University of Notre Dame
Notre Dame, Indiana

Office of the President

114.994
Haas - Beach
100 Donovan II 1.4

August 5, 1944

My dear General Donovan:

It occurs to me that you might be interested in reviewing the enclosed memorandum of Mrs. Beatrice Haas, of our Library staff, who is desirous of offering her services to the Government in that field of postwar activities for which she is best qualified. If the personnel of your own department is complete, would you be so kind as to direct the memorandum to the head of some other governmental agency who might be in need of a woman of such outstanding qualifications?

I warmly endorse Mrs. Haas' application, and express the hope that you can be of some assistance to the good lady in fulfilling her patriotic desire.

With all good wishes, I am

Sincerely yours,

J. Hugh L O'Donnell, C.S.C.

Brig. General William J. Donovan, U.S.Army
Office of the Director of Strategic Services
25th and East Streets, North West
Washington, D. C.

11,675
Haber, Richard M.
X Haber, Richard

BOWDEN TAYLOR NORVILLE & SPROWL
LAWYERS
105 WEST ADAMS STREET
CHICAGO 3
RANDOLPH 4000

GEORGE K. BOWDEN
DANIEL A. TAYLOR
LEO T. NORVILLE
JAMES A. SPROWL
JOSEPH B. CROWLEY

WASHINGTON 5
AMERICAN SECURITY BUILDING
NATIONAL 7088

PERSONAL

September 29, 1944.

General William J. Donovan
Office of Strategic Services
Washington, D. C.

Re: Richard Haber

Dear Colonel:

Jim Barnes says that he thoroughly understands and appreciates your position in regard to Haber and suggests that you close the file on the matter.

I am glad to hear you are back in the United States -- safe and sound.

Sincerely yours,

Geo K Bowden

GKB:LL

To: General

The other papers on Mr. Haber are being sent over from the Security Office.

Macaulay

Director's Office

(3308)

Declassified and Approved For Release 2013/10/30 : CIA-RDP13X00001R000100190003-1

21 July 1944

Mr. James H. Barnes
The White House
Washington, D. C.

Dear Mr. Barnes:

I received your note of 1 July concerning Mr. Richard H. Haber.

On 24 June we communicated with Mr. Haber, notifying him that there was no position available for him. I have caused a review to be made of his application, and after going into the matter, we have concluded that because of his youth and lack of specialized training we do not have a place for him at this time.

I shall keep his application in mind and advise him in the event that an opening arises in the future.

Sincerely yours,

William J. Donovan
Director

M. 6 75

THE WHITE HOUSE

WASHINGTON

July 1, 1944.

MEMORANDUM

FOR: Brig. General William J. Donovan

FROM: JAMES M. BARNES

I am attaching a copy of a letter from Mr. Dick Haber addressed to Mrs. Roosevelt, dated June 24, 1944.

Mrs. Roosevelt has asked me to "find out why he was turned down and if there is a chance of his being employed anywhere?".

I would appreciate a report on the same.

C
O
P
Y

Letter, Bible

THOMAS M. HARPER
3088 Courtland Blvd.,
Shaker Heights, Ohio.

June 24th,
1944

Mrs. Eleanor Roosevelt,
The White House,
Washington, D. C.

Dear Mrs. Roosevelt:-

When I wrote you on April 18, I hoped that the letter I now am writing would not be necessary. I was confident at that time that I had found an opportunity to get into active war service - either in London with the Office of Strategic Services or in Algiers with the Foreign Economic Administration.

By the 30th of May, when I again was in Washington, the usual investigations of my applications had been largely completed and I was informed by both agencies that my appointment was almost assured.

At F. E. A. in particular there seemed to be no doubt. During the first week in June, however, I received a letter from Mr. John Fleming of that agency which stated that my appointment could not be made at this time because of budgetary complications. I have not heard from O. S. S. at all.

The results of the investigations made by F. E. A. and O. S. S. apparently were favorable. Perhaps I should also mention that the local Democratic organization and the Democratic National Committee have found me qualified for the positions for which I applied.

I recognize, of course, that the progress of the war may have made unnecessary the jobs for which I was being considered. Certainly I do not want a job if there is no useful work to be done. Nevertheless, the war is not over and even when the end does come, a good deal of important rehabilitation activity will remain.

I am disappointed, of course, that things have turned out as they have. It may be that it is a little late in the day to think about getting into active war service. In any case, I shall be grateful for your advice and for any assistance you may be able to give me.

Sincerely,

(s) Dick Haber

TOP SECRET

SIGNATURE RECORD SHEET

To be prepared by each ISCO upon receipt of a TOP SECRET document

| Description | Registry |
|---|---|
| Title: C. Bolo | Accession No.: FNTS --- |
| Addressed to: Col. Buxton | |
| Document date: 8 June 1944 | Accession date: 8 June |
| Document No.: — Copy No.: 1 | Office or Branch: Bureaus & Offices |
| No. of pages: 1 Attachments: — | Logged by: |

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| DELIVERED TO | RECEIVED | | | RELEASED | | |
|---|---|---|---|---|---|---|
| NAME | SIGNATURE | DATE | TIME | INITIALS | DATE | TIME |
| [illegible] | [illegible] | 6/8 | 5:30 | [illegible] | 6/9 | [illegible] |
| [illegible] | [illegible] | 6.9 | 9 AM | [illegible] | 6/9 | |
| [illegible] | [illegible] | 6.9 | 11:0 | [illegible] | 6.9 | [illegible] |
| [illegible] | K. D. Atkinson | 6.9 | 11:45 | KDA | 6/9 | 11:46 |
| [illegible] | Edward Buxton | 6.9 | 1:15 | [illegible] | 6/10 | [illegible] |
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| ISCO | | | | | | |

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TOP SECRET

FORM NO. 4005

# TOP SECRET
## ROUTING SHEET

To be prepared by the first TSCO who receives a TOP SECRET document.

| DESCRIPTION | RECEIPT |
|---|---|
| FROM: D. S. Poole | ACCESSION NO.: FNTS-I |
| ADDRESSED TO: Col. Burton | |
| DATE: 8 June 1944 | ACCESSION DATE: 8 June 1944 |
| SERIAL NO.: - COPY NO.: 1 | OFFICE OR BRANCH: FN |
| NO. OF PAGES: 1 ATTACHMENTS: - | LOGGED BY: J...k. |

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| DELIVERED TO | RECEIVED | | | RELEASED | | |
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| BRANCH | SIGNATURE OF TSCO | DATE | TIME | INITIALS | DATE | TIME |
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This sheet, together with the subject document, should be returned as soon as possible to

Sylvanus S. Kronthal, 1st Lt. AUS.

D. S. Kronthal, 1st Lt. AUS

(ORIGINATING TSCO)

TOP SECRET

FNTS-1
Copy No. 1

OFFICE OF STRATEGIC SERVICES

OSS TOP SECRET FN 9

INTEROFFICE MEMO

TO: Col. G. Edward Buxton
Assistant Director, OSS

DATE: 8 June 19[illegible]

FROM: DeWitt C. Poole, Chief, FN

SUBJECT: Paul Hagen

This morning, during my regular weekly talk with Assistant Secretary Berle, I told him what I had heard respecting Paul Hagen, as reported to you in my memorandum of 7 June 1944. He expressed a lively interest and wished to know who from the War Department had inquired of the British about Hagen. I said I did not know. He seemed to have some reason to doubt that the inquiry had been serious. I said that the inquiry might indeed have been made by someone who was not fully authorized but I thought the matter sufficiently important to warrant attention in any case. He agreed with this and with a suggestion on my part that the appointment of Hagen to a position with General Eisenhower's Staff would have unfortunate consequences. He recognized that OSS was not in a position to do anything and intimated that he would consider what he might do. He made some notes. He promised that OSS would not be brought into the matter.

Hagen, who has been in Washington for a few days, called this morning on a member of the FN Staff, Sanford Schwarz. The talk was mostly about the recently formed Council for German Democracy. Nothing whatever was said about the rumored appointment.

DeWitt C. Poole

TOP SECRET

SIGNATURE RECORD SHEET

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| Description | |
|---|---|
| Source: Poole | Registry Accession No.: 0015 8 - 14 555 |
| Addressed to: Col Buxton | |
| Document date: 2 June | Accession date: 5 June |
| Document No: 14 555 Copy No: 1 | Office or Branch: VD Dual Use |
| No. of pages 2 Attachments: 6 | Logged by: LWD |

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| DELIVERED TO | RECEIVED | | | | | |
|---|---|---|---|---|---|---|
| NAME | SIGNATURE | DATE | TIME | INITIALS | DATE | TIME |
| | Edward Buxton | 6/3 | 1130 | [illegible] | [illegible] | [illegible] |
| [illegible] | LWDonnell | 6/5 | 930 | LWD | 6/5 | [illegible] |
| DDS | [illegible] | 6/5 | 11:10 | [illegible] | 6/5 | [illegible] |
| | [illegible] | 6/5 | [illegible] | [illegible] | 6/5 | |
| | [illegible] | 6/5 | 5:40 | [illegible] | 6/[illegible] | [illegible] |
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| | [illegible] | | | [illegible] | 6/6/[illegible] | [illegible] |
| [illegible] | LWRommel | 6/2 | 10- | [illegible] | [illegible] | [illegible] |
| | [illegible] | 6/5 | 10:10 | [illegible] | [illegible] | |

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TOP SECRET

FM 40 4005

# TOP SECRET
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| [illegible] TO: [illegible] | |
| [illegible] DATE: [illegible] | ACCESSION DATE: [illegible] |
| [illegible] NO.: [illegible] COPY NO. 1 | OFFICE OR BRANCH: [illegible] |
| [illegible] PAGES: 2 ATTACHMENTS: 0 | LOGGED BY: [illegible] |

[illegible]TION:

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[illegible] sheet, together with the subject document, should be returned as soon as [illegible]ible to

(ORIGINATING TSCO)

TOP SECRET

Gen. Magruder.
Are sending this for your information because you are mentioned. I don't see how this office could do anything or comment. What do you think?
DEP

TOP SECRET

OFFICE OF STRATEGIC SERVICES

OFFICE MEMORANDUM

To: Colonel G. Edward Buxton

Date: 2 June 1944
New York City

From: DeWitt C. Poole

Subject:

Gen. Magruder has now seen this memo and advises that we do nothing.
Gen Smith concurs.
JEB

AJH told me today, in the strictest confidence, that the British Military and Naval Intelligence officers in Washington had been consulted by our Military and Naval Intelligence about the advisability of dispatching two German refugees to serve on the staff of General Eisenhower as advisors on German matters. The two men proposed to be sent were Paul Hagen and Hans Staudinger.

Since AJH is deemed to be an expert on German affairs, his advice was sought by his British colleagues. He told me that he had made an emphatically negative recommendation with regard to Hagen. Respecting Staudinger he said that he had no very strong feeling one way or another; but he agreed with a remark on my part that in this case Staudinger was probably Hagen's man.

AJH said that he objected to Hagen, not because of his political views, but because he, AJH, was convinced that if Hagen were given a part in this or any other enterprise, he would at no time be acting in the general interest but seeking always to advance his own personal ends. It is hardly necessary for me to stress the extreme delicacy of this matter or to enlarge upon the unhappy results of the Army selecting Hagen for a position of this kind. On the basis of the facts known to me, it would appear that OSS had been

deliberately circumvented. This may have been done at Hagen's suggestion since Hagen has himself remarked to me in the past that he was convinced that OSS had been blocking him at numerous turns.

About two months ago I sent word to John Magruder that the rumor was afoot in New York that Staudinger was going to have a position with the War Department. I suggested the need for caution and I gained the impression subsequently that John had taken some action.

ACF

Registered Original
12926

SECRET

2 March 1944

MEMORANDUM: To: Captain L. Halstead
Subject: Orders

1. You are hereby authorized and directed to proceed to the destination indicated in your military orders, where you will report to the Chief, Office of Strategic Services, for that Theatre of Operations. You are, thereafter, to act under the instructions of the Chief, Office of Strategic Services for such Theatre.

William J. Donovan
Director, OSS

APPROVED:

APPROVED:

William P. Davis, III
Lt. Colonel, FA
Chief, SO

J. L. Gardner
Deputy Director, OSS

Major Gen. G. Fitzhugh
FA Theatre Officer

SECRET

S Form 4001b

DATE 7 Aug. 1945

TO: General Magruder

This matter was referred to Col. Bigelow by General Donovan prior to his departure on his present trip. Col. Bigelow requested me to prepare a reply. The attached letter, prepared for your signature, has been cleared with Col. Bigelow.

A. William Asmuth, Jr.

A. William Asmuth, Jr.

Office of the General Counsel

42938)

OSS Form 4001b

DATE

TO: John Lawrence

looks OK. I suggested some changes.

Did this fellow have a contract? No.

If so, shouldn't he get paid for 30 days terminal leave, assuming that he presented himself for work before notice was given. Please look into this angle.

Alex
7/31/45

Office of the General Counsel

(#2934)

OSS Form 4001

GENERAL COUNSEL - ROUTE SLIP

3 Feb 45

| | NAME | |
|---|---|---|
| | J. D. [illegible] | |
| ✓ | [illegible] | |
| | [illegible] | |
| | [illegible] | |
| | [illegible] | |
| | [illegible] HAMILTON | |
| | [illegible] | |
| | [illegible] | |
| | [illegible] MARSHAL | |
| | [illegible] MCCLELLAND | |
| | J. L. MCDONNELL | |
| | J. R. SCHOEMER | |
| | J. S. WARNER | |
| | | |
| | | |
| | | |
| | | |
| | O. G. C. FILES | |

What do you think of this. Let me know if you want to talk to me about it.

Edd

(62402)

OSS Form 4001b

DATE D. Schenck

TO: Capt. Warner

John, please speak to me about this.

This should be given an A priority!

Ace
7/25

We must prepare letter for Mr. Chester's signature, explaining general here here, such here here, U.S.E.C.C., etc.

I have discussed this with Col. Pigeon, to whom the general gave the action for action.

Office of the General Counsel

(82934)

[illegible] August 1945

Mr. Earl D. Hagen
[illegible] Colonial Railway
[illegible], New York

Dear Mr. Hagen:

Your letter to the Director, Office of Strategic Services, dated 16 July 1945, has been received. In your letter you requested payment of salary from 1 May 1945.

We have carefully reviewed your case with reference to the continuance of your salary while you were in a non-war status. From the files it appears that you embarked [illegible] hospital overseas on 8 March 1945. You were paid full salary from that date until 30 April 1945. This period was covered by your accrued annual and sick leave. In the case of personnel who are unable to work because of illness or [illegible] Government regulations provide that the employee shall be paid his full salary for (i) the period covered by his accumulated sick leave, and (ii) for the period covered by his accrued annual leave. No distinction is made by OSS in the application of these regulations to his Civil Service and non-civil service personnel. Although it is true that military personnel are carried in a full pay status during periods of temporary disability, it must be remembered that the military and civilians are governed by completely different sets of law, both as to salary, allowances, disability benefits, etc. For example, there are substantial discrepancies, as you know, in many instances between the pay received by military personnel and civilian employees of the Government engaged in essentially the same type of work.

In addition to sick and annual leave granted [illegible] times they are injured or ill, the benefits of the Federal Employees Compensation Act are available to employees who are injured or taken ill by reason of the performance of their duties. These payments begin when the employee's sick and annual leave are exhausted and continue during the period of disability. They are in lieu of salary.

[illegible]

The furnishing of hospitalization and medical care [illegible] interest of the Government is also governed by the U. S. Employees Compensation Act and regulations issued by the U. S. Employees Compensation Commission. During the period of your illness your hospitalization and medical care have been furnished at Government expense.

I understand that this office is preparing forms to be filed with your claim for compensation which you signed while on your recent visit to Washington. Therefore, it appears that under existing law everything possible is being done in your behalf.

This organization is keenly aware of the work performed by you and is deeply appreciative of the services rendered. However, as has already been stated to you, due to financial conditions, your services are no longer required by OSS.

We shall be pleased to inform you of the progress of your case with the U. S. Employees Compensation Commission.

Very truly yours,

John Magruder
Brig. General, USA
Acting Director

Col. John H. Dimond
cc: Lt. Yerrill H. Sullivan
Mr. Watson

K.V. Hagen % Forrest
128 Colonial Parkway
Manhasset, N.Y.

July 15, 1945

Lt. General William Donovan
Office of Strategic Services
Washington 25, D.C.

My Dear General,

It is with regret that I bother you with the request to investigate my case, but I have been advised by the finance officers of our organisation that you are the only one that could be of help.

Being an employee of the OSS I have been attatched to the psycological warfare branch of the 12th army group starting in May 1944. I went into France with the first team and stayed in or near the front lines from June 1944 to March 1945. In January during the end of the Rundstedt offensive I was stationed in Luxembourg. At the time I had a bad sore throat and went to the nearest evacuation hospital for treatment. There was a diptheria epidemic at that time in Luxembourg and I was afraid I might have caught it. The hospital was very busy with very serious cases quite understandably, the enemy being only a very little distance away. Therefore when I was told that I had just a sore throat that would improve with time, and to leave the hospital, I was glad to resume my work. My condition however, instead of improving became worse, and in the middle of March, Colonel Powell, my superior officer insisted on my going to Paris to see a specialist. I entered the American Hospital there and became by degrees completely paralised. It was necessary to feed me with a tube through my nose as my throat a s well as my arms and legs did not work. My condition became so serious that I was at first flown to a hospital in England and from there to Halloran General Hospital in the United States. Under the excellent care I received there I improved rapidly. The doctor at Halloran General Hosp., Captain Sheentak told me not to start work again for at least 60 days, and I am now in Canada to recuperate fully and will be back in Washington during the first part of August.

I have been informed by the finance officer of the Office of Strategic Services that I am not entitled to my salary once my sick-leave and vacation-time had expired. I have also been told that due to budget cuts the M.O. branch does not require my services any longer and that I was released as of August 1st. I was told this in a letter dated July 12. This throws me out of a job before I have recovered my health fully and leaves me without a chance to look around for work.

Only compensation would then be due to me.

I feel however that had I been in the United States under normal conditions my illness would have been correctly analysed and never would have developed into a paralysis. Also, as I was detatched to the Army, it should not concern the OSS how I spent my time there. Army officers under the same conditions were paid as usual and even got a 90-day sick-leave afterwards. I wertainly was not a free agent, but was under army orders until I was discharged from the hospital on June 15. Lastly, I would like to emphasize that I am not under civil-service and have therefore not the advantages of that service. In view of this, I do not see why I should suffer from the disadvantages. Any organisation pays their employees for an illness contracted while on duty. I consider my illness not any different than if I had been wounded. I certainly have been healthy all my life and the existance of epidemics in Europe is a well-known fact. Under normal (as contrasted by front-line) conditions I would, even if only suspected of diptheria have received an anti-diptheria injection which would certainly have prevented the after-effects that nearly cost my life,

Summing up the above, I am apealing to you to instruct the finance office to continue payment of my salary as of May 1. At this time I would like to mention one other thing, my salary was stopped without the organization even bothering to notify me. This caused me a great deal of worry and had it not been for the generosity of my father-in-law, Mr. Wilbur Forrest, ass. editor of the N.Y. Herald Tribune, who is I think an aquaintance of yours, my wife and child could have found themselves in a rather unpleasant position, which, with a little consideration could have easily been avoided.

I am now completely well again and most anxious to return to Europe to help finish our job there. I would like to be of further service to our organization, and I think that on the basis of my previous record it should not be hard to find the right place for me.

My branch has a transcript of my illness record from Halloran Gen. Hosp. as well as the letter of Captain Sheentak recommending a 60 day recuperation leave. Mr. Osgood Nichols in your secretariat, who is familiar with the case and my previous work, will I am sure be able to supply any information that should be not included in this letter which I have tried to keep as brief as possible.

Sincerely,

R. R. Hagen

[redacted]

Major Karl Ulrich 12,922

23 February 1944

[redacted] to Karl Ulrich Hagen

[redacted]: [redacted]

SECRET

1. You are hereby authorized and directed to proceed to the destination indicated in your military orders, where you will report to the Strategic Services Officer for that Theatre of Operations. You are, thereafter, to act under the instructions of the Strategic Services Officer for each Theatre.

William J. Donovan
Director

APPROVED:

Walter Bedell Smith
Deputy Chief, MO

APPROVED:

J. H. Burkhart
Deputy Director, SSU

[redacted] Jens Nielsen
European Theatre Officer

SECRET

Harper, Lt Douglas P. 13,780

SECRET

24 February 1944

[redacted] TO 2nd Lt. DOUGLAS P. HARPER

SUBJECT: [redacted]

1. You are hereby authorized and directed to proceed to the destination indicated in your military orders, where you will report to the Chief, OSS, for that Theatre of Operations. You are, thereafter, to act under the instructions of the Chief, OSS for such Theatre.

G. Edward Buxton
Assistant Director

APPROVED:

William P. Davis, Jr.
Lt. Colonel, TC
Chief, SO

APPROVED:

J. R. Gaillaume
Deputy Director, SSO

[redacted]
TS Theatre Officer

SECRET

OSS Form 88 (Revised)

8-43 © 22996

# OFFICE OF STRATEGIC SERVICES

OFFICIAL DISPATCH

DATE November 24, 1944

12, 47

FROM PARIS, FRANCE

PRIORITY

ROUTINE

DEFERRED

TO OFFICE OF STRATEGIC SERVICES

IN 26467

DISTRIBUTION

(FOR ACTION)

DIRECTOR Haas Pierre

(FOR INFORMATION)

SECRETARIAT, MAGRUDER, BIGELOW, SRS, FTO, SI

RECEIVED IN CODE OR CIPHER

SECRET

SECRET

#2704. (London #22374) To 109 from Giblin.

1. Reference your #2534. Concerning visa for Pierre Haas. attached

2. We informed that support here for French visa can only be secured through American Embassy Paris. Embassy Paris will not act unless informed through State Department that French Legation Madrid has requested French Foreign Office for visa.

3. When Paris Embassy so informed they will support application by proper representation to the French Foreign Office.

4. Procedure seems complicated but necessary in view zealous attitude here re prerogatives and protocol.

Told Ryan to take the necessary steps with the French Legation in Madrid

ES P 11/28

SECRET

TOR: 11/24/44 5:44 PM

12,947
Haas, Pierre

**OFFICE OF STRATEGIC SERVICES**
**WASHINGTON, D. C.**

SECRET

10/7 22

1944 NOV 20 PM 3 29

MEMORANDUM

November 20, 1944

TO: Lt. (jg) Edwin J. Putzell

FROM: Frank T. Ryan

SUBJECT: Pierre Haas

We have been informed by Madrid that subject's passport has been validated for travel to France. However, they advised that he is experiencing difficulty in procuring a French visa.

In line with our recent conversation will you kindly see, through your channels, that the French Minister in Madrid is authorized to grant him a visa.

F. T. R.

SECRET

P

OSS
Form 68 (Revised)

# OFFICE OF STRATEGIC SERVICES

OFFICIAL DISPATCH

DATE November 20, 1944 REC'D 11/21/44 4:58 PM

TO
PARIS, FRANCE

PRIORITY
ROUTINE
DEFERRED

FROM
OFFICE OF STRATEGIC SERVICES

OUT 23447

DISTRIBUTION

(CONFIRMATION TO ORIGINATOR)

DIRECTOR Hoare Pierre

(FOR INFORMATION)

SECRETARIAT, MAGRUDER, BRILL, ETO, SI, SRS

U. S. GOVERNMENT PRINTING OFFICE 16—37882-1

TRANSMITTED IN CODE OR CIPHER S E C R E T

SECRET

#2534. 105 from 109.

Pierre Hans, traveling on ordinary American passport, has made application for visa at French Legation in Madrid. Please assist in obtaining French visa. Subject has been of value to us in Spain and wishes to see his children in France for short period before returning to United States.

SECRET

WJD

TOD: 11/21/44 7:55 PM

FILE COPY

INITIALS OF "RELEASING" OFFICER

12,947
Haas, Pierre

# OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

SECRETARIAT

1017 22
1944 NOV 14 PM 12 26

MEMORANDUM

OSS
November 14, 1944

TO: Lt. (jg) Edwin J. Putzell

FROM: Frank T. Ryan

SUBJECT: Pierre Haas

Referring to your interest in having arrangements made enabling the subject to enter France from Spain, where he is at present, we wish to advise that a request has been made this day to Special Relations asking that they express our interest to the Department in having them validate the subject's passport for travel in France.

In addition to this validation the subject will also require a French visa. We have asked Madrid to advise us in the event that he has any difficulty in obtaining the French visa, in which case I will let you know, as you, perhaps, will have channels which will be able to expedite the issuance of such a visa.

FTR
F. T. R.

SECRET

OSS Form 68 (Revised)

# OFFICE OF STRATEGIC SERVICES

OFFICIAL DISPATCH

DATE November 14, 1944 REC'D November 14, 1944 4:31 PM

TO

MADRID, SPAIN

PRIORITY

ROUTINE

DEFERRED

FROM

OFFICE OF STRATEGIC SERVICES

DISTRIBUTION

OUT 22365

(CONFIRMATION TO ORIGINATOR)

SI

(FOR INFORMATION)

DIRECTOR, SECRETARIAT, MAGRUDER, BIGELOW, MEDTO, SRS, ETO, X-2

U. S. GOVERNMENT PRINTING OFFICE 16—37883-1

TRANSMITTED IN CODE OR CIPHER

SECRET

SECRET

#7447. Royal to Queros.

Endeavoring to assist Freno II in his efforts to enter France. Accordingly have asked State authorize Embassy to validate his passport.

Should he experience any difficulty obtaining French visa cable us and shall intercede.

X Prime Hero 12,947

SECRET

TOD: 11/14/44 6:38 PM FTR BHH JEOG:WTMB EDH VB

INITIALS OF "RELEASING" OFFICER

Habe 11.031

OFFICE OF STRATEGIC SERVICES

OSS SECRET FNB

INTEROFFICE MEMO

TO: Major General William J. Donovan
Director, OSS

DATE: 6 December 1944

FROM: DeWitt C. Poole, FN

SUBJECT:

The story is going around New York that Hans Habe, who is now, I think, a lieutenant in the United States Army, has been made editor of a newspaper which is published in Aachen. Some wonderment and indignation are being expressed because of Habe's background, with which I believe you are familiar. We have a good deal of material here in the FN file.

As you will recall Habe is Mr. Joseph E. Davies' son-in-law. That makes the matter delicate and I dare say that in any case is not a matter in which we could interfere. I feel it desirable, however, to write you this memorandum.

DCP

DeWitt C. Poole, Chief
Foreign Nationalities Branch

Habe, Hans H. 231
x Davies, Amb. Dept

March 24, 1943

My dear Mr. Ambassador:

I received your message about Mr. Habe.

The company to which you refer is under the direct command of Colonel Charles Y. Banfill. I suggest therefore that you communicate direct with him.

I am sorry it is not within my jurisdiction or I would be glad to discuss the matter further with you.

Sincerely,

William J. Donovan
Director

Ambassador Joseph E. Davies
Bowen Building
Washington, D.C.

**OFFICE OF STRATEGIC SERVICES**

**INTEROFFICE MEMO**

**TO:** Major Doering **DATE:** 5/22/43

**FROM:** Lt. Ball

**SUBJECT:**

I have checked with Major Oliver and found that the companies of which the man referred to in the attached correspondence is a member have been transferred to the Military Intelligence Service by secret order.

My suggestion is that the Ambassador be advised that the man is no longer under the jurisdiction of the OSS. Inasmuch as the orders were classified "secret" by the Military Intelligence Service and passed through their security, I would suggest that his present whereabouts not be disclosed. However, the attached correspondence could be forwarded by this office to the Chief, Military Intelligence Service, if desired by Col. Donovan.

F.L.B.

F.L.B.

COORDINATOR OF INFORMATION

**OFFICE MEMORANDUM**

DATE: March 21, 1943

TO: Lieut. Ball

FROM: Major Doering

SUBJECT:

Would you please see what the status of this is. This man may no longer be under our jurisdiction even though I understand Colonel Looker personally desires to stay with us, and I believe we are trying to make arrangements to that end. If this man is now transferred back to the Signal Corps, it would solve our problem and Colonel Donovan could so inform the Ambassador.

O. C. D., Jr.

Date March 22

To: Col Donovan

I believe you wish to call Ambassador Davies about this.

Office of the Secretariat

(9139)

To: COLONEL DONOVAN

YOU WANTED TO CALL DAVIES TODAY.

E.P.

Director's Office

(3308)

3/12/43

Colonel Donovan:

Ambassador Davies 'phoned and later sent over the attached memorandum. It refers to his son-in-law, Hans Habe, Austrian writer ("A THOUSAND SHALL FALL"). Habe had been in the French Army, and is now a private, USA, with the Second Signal Radio Service Section, Camp Ritchie, Md., under the direction of Col. Reginald E. Locker, OSS.

Ambassador Davies stated that Habe is much interested in the work he is doing, wants to continue with it but does not think he should do so if he is not given an opportunity to become a commissioned officer.

He said that if you were in town he would come over and talk with you, "man to man", but asked that the memorandum simply be brought to your attention upon your return to Washington. He emphasized that he did not want "politics" to enter into the situation.

LB

JOSEPH E. DAVIES
BOWEN BUILDING
WASHINGTON, D. C.

March 12, 1943

My dear Lieutenant Brady:

Thanks a lot. Here is the memorandum enclosed, about which I spoke to you.

Please remember me to Colonel Donovan.

With kindest regards, I am

Hastily yours,

Joseph E. Davies

Joseph E. Davies

Lieutenant Leo J. Brady
Office of Strategic Services
Administration War Department Building
Room 122
25th and E Streets, N. W.
Washington, D. C.