


HAND BOOK
for
Fort Bragg Employees



YOUR GUIDE TO
Better Understanding of War Department
Policies and Procedures

Published by
TRAINING SECTION
CIVILIAN PERSONNEL BRANCH
FORT BRAGG, NORTH CAROLINA

SEPTEMBER 15, 1944



**THE LEAST WE CAN GIVE
IS
OUR BEST
DO IT GLADLY**

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PREFACE



HEADQUARTERS
FORT BRAGG, NORTH CAROLINA
Office of the Commanding General

Every civilian employee under the War Department has a definite part to perform in the functioning of our vast war machine.

The success of our armed forces in their march to a speedy and final Victory depends upon how well we, on the home front, do our jobs.

Due to the acute shortage of manpower, greater effort and longer hours of work are expected of each of us. Absenteeism lends aid and comfort to our enemies. We should therefore make a strenuous effort to be on the job every work day and thereby hasten the day of Victory.

Your cooperation, your loyalty and patriotism in contributing to the war effort is appreciated by the War Department.

JOHN T. KENNEDY,
Brigadier General U. S. A.
Commanding

OFFICE



DEPARTMENT OF THE ARMY

FOURTH BRIGADE, NORTH CAROLINA

Office of the Commanding General

A MESSAGE

TO THE CIVILIAN EMPLOYEE

As a civilian employee you are part of a vast throng of Americans who have committed themselves to the grave and difficult task of supplying our fighting men at the front with the tools and supplies with which to carry on the war. The soldier's task is to do or die; ours as civilian workers is to live and keep the much needed war equipment speeding to the front lines. We all recognize that unity of purpose, cooperation, speed, efficiency, and conscientiousness are necessary and vital if we are to succeed in the all-out war effort. You can best serve this great cause by first, realizing your responsibility in this great undertaking, then, learning your job quickly, getting to work on time, giving your best effort to your job, never wasting time or material, and showing by your attitude toward your work that you are a 100% American whose chief and foremost aim is to win this war **QUICKLY** and **DECISIVELY**.

Many of you are new on the job; others of you have been working for some time and are now classed as old workers. However, all of you, new workers and old, have had to adjust yourselves to new regulations, procedures, and policies. You have had to learn and may still have to learn many facts, not only about your own particular job, but also about the general War Department setup. All of these things cannot be learned at one time; much of it will be learned through an absorption process from day to day. Many of the problems and misunderstandings that confront us from time to time are the result of, improper introduction to our new job and, the lack of information of the right type.

This booklet which has been given to each civilian employee, has been written for the express purpose of presenting information and facts, the lack of which has caused some problems and grievances among Fort Bragg employees. Read it carefully and discuss its contents with your foremen and supervisors; it may help you to better understand the part you are expected to play in this tragic game against the Axis Nations.

THE ARMY SERVICE FORCES

As a War Department employee you are a part of the Army Service Forces and should know the mission of the organization of which you are a part.

The mission of the Army Service Forces is to develop, design, manufacture, or otherwise procure—transport, store, distribute, issue, maintain, repair and salvage all military supplies and equipment for the Army (other than those peculiar to the Army Air Forces)—and to some extent for other united nations—to provide military personnel for the Army, and civilian personnel for administrative duties—to train personnel for units of the Army Service Forces—to provide necessary services for the Army, including administrative, financial, legal, judicial, internal security, and statistical services—to provide for the transport, shelter, health, and welfare of Army personnel—to construct new facilities, and to provide fixed communication services to the Army.

TRANSPORTATION

While there are adequate public transportation facilities from Fayetteville, many of the employees at Fort Bragg come from near-by towns where such facilities are not available, and the most satisfactory method of getting to and from work is to arrange rides with some share-the-ride friend or neighbor who lives near you and who works at Fort Bragg or in the vicinity of Fort Bragg. For a nominal sum you will be able to ride almost directly to your place of work and home again. Ask your fellow-workers and your neighbors about sharing a ride with them and you will find them more than willing to help you with your transportation problem. If you are unable to secure a ride through your own efforts, report to the Mileage Administrator, Post Transportation Officer and you will be given assistance in securing a ride.

HOUSING PROJECTS FOR CIVILIAN EMPLOYEES

At the present time there are four housing projects

for Fort Bragg employees all located in Fayetteville, N. C. A very moderate sum is charged for rental of these accommodations and persons desiring to make reservations should fill out formal applications immediately as there is always a waiting list on hand and quarters are not always immediately available. These application forms will be furnished upon request to Civilian Personnel Branch and when properly filled out should be forwarded to Chief, Civilian Personnel Branch, Bldg. 310, Fort Bragg, N. C.

There are also homes and rooming houses in and around Fayetteville where accommodations may be had at reasonable rates.

HOW TO FIGURE YOUR PAY CHECK

Figuring your pay check is a very simple process and something each employee should be able to do. Your time-keeper will be glad to assist you in case you have difficulty in doing it. By following these simple rules you should be able to figure your total earnings and total deductions, thus arriving at the proper amount you should receive each pay day:

Per Hourly Wage Basis:

Find out your hourly rate of pay, the number of regular-time hours worked, and the number of overtime hours worked.

Multiply the number of regular-time hours worked by the hourly rate of pay to arrive at the regular-time pay; then multiply the number of overtime hours by $1\frac{1}{2}$ and multiply this figure by the regular hourly rate of pay to arrive at your overtime pay; add the regular-time pay to the overtime pay and you will have the total earnings for the period worked. For example if you are getting 50c per hour and have worked a full six day week it will be figured as follows:

The average six day week has 40 regular hours and

8 overtime hours.

- 40 x 50c equals \$20 the regular-time pay.
- 8 x 1½ x 50c equals \$6 the overtime pay.
- \$20 plus \$6 equals \$26 total earned for the week.

The following schedule indicates the pay and overtime computed on a 48 hour work-week for classified or per annum employees:

Classification	Base Pay	Overtime	Total Salary
CAF-1	\$1260	\$300	\$1560
CAF-2	1440	312	1752
CAF-3	1620	350.88	1970.88
CAF-4	1800	390	2190
CAF-5	2000	433.20	2433.20
CAF-6	2300	498.24	2798.24
CAF-7	2600	563.28	3163.28
CAF-8	2900	628.32	3528.32
CAF-9	3200	628.32	3828.32

For overtime in excess of 48 hours in one work-week the time is pro-rated on an hourly basis in order to arrive at the overtime figure.

PAYROLL DEDUCTIONS

In figuring your pay check it must be borne in mind that all Civil Service workers are subject to certain payroll deductions. These payroll deductions are for personal income tax, Civil Service Retirement, and voluntary deductions for the purchase of War Bonds.

Civil Service Retirement Deductions: Civil Service employees are protected against old age by a Civil Service Retirement Fund. War Department employees are covered by retirement laws except temporary appointees for 1 year or less, special employees who work intermittently, and employees or consultants paid on a contract or fee basis. If you are covered by the retirement laws, a deduction of 5% will be made from your salary every pay day. This deduction does not apply to your overtime pay. If you have served 15 years or more you may re-

WITHHOLDING TAX SCHEDULE PAYROLL PERIOD WITH RESPECT TO PER HOUR BASIS EMPLOYEES

14 DAYS WAGES ARE	Married person claiming none of Personal exemption having																
	0 Dep.	1 Dep.	2 Dep.	3 Dep.	4 Dep.	5 Dep.	6 Dep.	7 Dep.	8 Dep.	9 Dep.	Single person having				Married claiming all exemption having		
At Least	0 or 1 Dep.																
	0		1		2		3		4		5		6		7		
\$ 0	The amount of tax to be withheld shall be—																
	0		1		2		3		4		5		6		7		
20	\$2.00	2.60	\$0.20	3.20	\$0.30	3.80	\$0.40	4.40	\$0.50	5.00	\$0.60	5.60	\$0.70	6.20	\$0.80	6.80	
30	5.00	4.60	2.20	3.80	3.40	3.00	2.60	2.20	1.80	1.40	1.00	.60	.20	.80	.40	.00	
40	7.00	6.60	4.20	4.80	4.40	4.00	3.60	3.20	2.80	2.40	2.00	1.60	1.20	.80	.40	.00	
50	9.00	8.60	6.20	6.80	6.40	6.00	5.60	5.20	4.80	4.40	4.00	3.60	3.20	2.80	2.40	2.00	
60	11.00	11.60	9.20	9.80	9.40	9.00	8.60	8.20	7.80	7.40	7.00	6.60	6.20	5.80	5.40	5.00	
80	14.00	14.60	13.20	13.80	13.40	13.00	12.60	12.20	11.80	11.40	11.00	10.60	10.20	9.80	9.40	9.00	
100	18.00	18.60	17.20	17.80	17.40	17.00	16.60	16.20	15.80	15.40	15.00	14.60	14.20	13.80	13.40	13.00	
120	22.00	22.60	21.20	21.80	21.40	21.00	20.60	20.20	19.80	19.40	19.00	18.60	18.20	17.80	17.40	17.00	
140	26.00	26.60	25.20	25.80	25.40	25.00	24.60	24.20	23.80	23.40	23.00	22.60	22.20	21.80	21.40	21.00	
160	30.00	27.60	25.20	22.80	20.40	18.00	15.60	13.20	10.80	8.40	6.00	3.60	1.20	.80	.40	.00	

tire at the age of 62; after 30 years service at the age of 60. You must retire at 70 if you have completed 15 years of service unless the head of the department or using service specifically requests that you be retained on the job. The amount of retirement benefits depends on how long you have served and how much you have paid into the fund.

Personal Income Tax Deduction: The Federal Income or Pay-as-you-go- Withholding Tax is also a deduction and can be figured from the tax schedules shown in this booklet. A Withholding Tax Exemption Certificate, Form W-4, is given each employee and on this form will be indicated what exemptions are to be claimed and the deduction for Federal Tax, including Victory Tax, will be made in accordance with the information which is furnished on this form. If your exemption ever changes, a new Form W-4 should be submitted to the timekeeper. The responsibility for properly making out this form is solely that of the individual employee concerned.

War Bond Deduction: The purchase of War Bonds is on a voluntary basis and the decision to purchase bonds through the payroll savings plan is left to the individual employee. If you elect to purchase bonds using the payroll deduction plan the minimum deduction each pay day cannot be less than \$3.75. No limit is placed upon the maximum deduction for this purpose.

Subtract the total of your deductions from your total earnings and you will arrive at the approximate amount of your pay check.

PAY DAYS

Per hour basis employees are paid every fourteen (14) days, receiving a total of 26 checks per year.

Per annum employees or classified employees are paid twice each month receiving a total of 24 checks per year.

Pay checks for all employees are due the 8th, 9th, or 10th day after the close of the current pay period.

HOURS OF WORK AND OVERTIME

It has been determined by the War Department that

WITHHOLDING TAX SCHEDULE PAYROLL PERIOD WITH RESPECT TO PER ANNUM EMPLOYEES

At Least	But Less than	Married person claiming none of Personal exemption having												
		0	1	2	3	4	5	6	7	8	9			
15 DAYS	WAGES ARE	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.
		Married person claiming half of Personal exemption having												
		0	1	2	3	4	5	6	7	8	9	0	1	2
		Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.
		Single person having												
		0	1	2	3	4	5	6	7	0	1	2	3	4
		Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.
		Married claiming all exemption having												
		0	1	2	3	4	5	6	7	0	1	2	3	4
		Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.
		Head of family having												
		0 or 1	2	3	4	5	6	0	1	2	3	4	5	6
		Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.	Dep.
\$ 0	\$20	2.00	\$2.40	\$1.80	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30
20	30	5.00	4.40	7.00	6.40	9.00	8.40	11.00	10.40	13.00	12.40	15.00	14.40	17.00
30	40	7.00	6.40	9.00	8.40	11.00	10.40	13.00	12.40	15.00	14.40	17.00	16.40	19.00
40	50	9.00	8.40	11.00	10.40	13.00	12.40	15.00	14.40	17.00	16.40	19.00	18.40	21.00
50	60	11.00	10.40	13.00	12.40	15.00	14.40	17.00	16.40	19.00	18.40	21.00	20.40	23.00
60	80	14.00	13.40	16.00	15.40	18.00	17.40	20.00	19.40	22.00	21.40	24.00	23.40	26.00
80	100	18.00	17.40	20.00	19.40	22.00	21.40	24.00	23.40	26.00	25.40	28.00	27.40	30.00
100	120	22.00	21.40	24.00	23.40	26.00	25.40	28.00	27.40	30.00	29.40	32.00	31.40	34.00
120	140	26.00	25.40	28.00	27.40	30.00	29.40	32.00	31.40	34.00	33.40	36.00	35.40	38.00
140	160	30.00	29.40	32.00	31.40	34.00	33.40	36.00	35.40	38.00	37.40	40.00	39.40	42.00
160	180	34.00	33.40	36.00	35.40	38.00	37.40	40.00	39.40	42.00	41.40	44.00	43.40	46.00
180	200	38.00	37.40	40.00	39.40	42.00	41.40	44.00	43.40	46.00	45.40	48.00	47.40	50.00
200	220	42.00	41.40	44.00	43.40	46.00	45.40	48.00	47.40	50.00	49.40	52.00	51.40	54.00

The amount of tax to be withheld shall be—

the standard work-week for all War Department employees shall be of 48 hours duration. 40 hours are at regular time pay and 8 hours overtime at the rate of time and one half. For per annum or classified employees this overtime is prorated over seven days in the work-week. For per hour or daily basis workers time and one half is paid for work done on the sixth day of the administrative work-week.

All per annum employees will be paid at the same rate of overtime and under the same provisions, except that in case the yearly amount of overtime does not amount to \$300, the amount is either increased to \$300 or computed on the basis of 25% of the base annual salary, whichever amount is less. An exception to the above is made in the case of intermittent and irregular employees such as Firemen, Social and Recreational Hostesses, Librarians, and others for whom overtime schedules are not feasible and who are paid in lieu of overtime compensation, additional compensation at a rate of (a) \$300 per annum if their earned basic salary is at a rate of less than \$2000 per annum, or, (b) 15% of so much of their basic compensation as is not in excess of \$2900 per annum if their earned basic salary is at a rate of \$2000 per annum or more.

Work in excess of the regular 48 hour work-week may be required by the Using Service Officials to meet specific emergency work situations.

Per annum employees who wish to compute pay for overtime in excess of 48 hours can do this by the following method: Divide the basic annual salary first by 360 to arrive at the daily rate of pay, and then divide by 8 to get the hourly rate of pay. The hourly rate of pay multiplied by $1\frac{1}{2}$ and the result multiplied by the number of excess overtime hours worked will give the amount of excess overtime pay due.

ANNUAL AND SICK LEAVE

Annual Leave: Every permanent or War Service Indefinite civilian employee shall be credited with leave at

the rate of two days per calendar month plus an additional $\frac{1}{2}$ day in March, June, September, and December provided he was continuously employed for the entire quarter-year ending in such months. War Service Temporary employees are credited with $2\frac{1}{2}$ days annual leave each calendar month for a total of 30 days a year. During the war the right of employees to be absent for lengthy periods to the full extent of their current and accumulated annual leave has been and should be curtailed. After permissible vacation leave (usually not more than two weeks or twelve work days, exclusive of travel time) is taken or reserved for vacations, employees should be permitted to use, if they so desire, any additional leave to which they are entitled for short periods of absence for personal business at a rate, for example, of a few hours off every two or three weeks. Such periods of leave are, of course, to be taken at such time as will not jeopardize the work on which the employee is engaged. In order to maintain the continuity of Government business on Saturday afternoons, departments and agencies should restrict such short periods of leave to days other than Saturdays.

For Vacations: All employees will be encouraged to take vacation leave. If work schedules permit, this vacation period may be as long as 12 working days in any calendar year, excluding travel time. Because of the urgent need to restrict travel, the vacation period should begin and end on Tuesday, Wednesday, or Thursday, as far as possible. Requests for annual leave for vacation purposes beginning or ending on days other than Tuesday, Wednesday, or Thursday should not be submitted unless it has been determined that employee will not utilize railroad or bus service for travelling while absent. Authorized vacation leave of 12 work days per year includes leave with pay and/or leave without pay.

Per annum employees will be charged leave on the basis of 6 days per week. Leave will be charged for Saturday instead of granting excused time.

Employees on a daily or hourly basis will not be charged leave of absence on the sixth day of the administrative work-week and cannot be paid overtime unless the work is actually performed.

Each application for leave will be signed by a responsible individual of the Operating Service concerned, indicating approval or disapproval of leave as provided for on the lower half of the application form. The minimum charge for annual leave shall be one hour, and additional leave shall be charged in multiples of one hour.

All accounting for leave is based on hourly units instead of the previous practice of using day-hour-minute units.

Sick Leave: Sick leave with pay shall be granted to employees when they are incapacitated for the performance of their duties by sickness, injury, pregnancy and confinement, or when some member of the immediate family is afflicted with a contagious disease and requires the care and attention of the employee, or when, through exposure to a contagious disease, the presence of the employee at his post of duty would jeopardize the health of others. Sick leave shall not be granted for slight illness or indisposition not incapacitating the employee for the performance of his regular duties, but sick leave may be granted for detention at home or in a hospital by illness, or disability due to causes as to which a registered physician, dentist, or an oculist is qualified to certify. Civilian Personnel Circular No. 8, dated 18 January 1944 and Executive Order 9414 now permit sick leave to be granted for dental, optical, or medical examination or treatment, provided that approval for such leave is obtained prior to the beginning of the leave. All requests for such leave must be supported by a medical certificate. Notification of absence on account of sickness must be given as soon as possible on the first day of absence. Application for sick leave must be filed within two days after return to duty. For periods of absence of 3 work days or less, the total of which shall not exceed 12 work days in one calendar year, the applicant's signed statement on a prescribed form may be accepted.

Notification of absence may be by telegram, telephone, written statement, or special messenger. It will be the responsibility of the employee affected to see that proper notification is given on the first day of absence.

For sick leave beyond three days, it will be necessary for the employee to secure a certificate of a registered

practicing physician supporting application for sick leave. Using Service Officials may require a doctor's certificate for any period of sick leave. Remember, sick leave is a privilege, not a right; don't abuse it.

MILITARY FURLOUGH

If you enter military service you may elect to be placed on military furlough, provided you are not a temporary employee and you will remain on the Civil Service rolls in a furlough status. If you make application within 40 days after honorable discharge from the military service, and you are still qualified to perform the duties of the same or a similar position, you have a right to your old job.

If you are furloughed for military service you may, upon application, be paid for annual leave accrued or you may leave it to your credit to be used when you return.

COURT WITNESS OR JURY DUTY

When an employee is absent from duty and in attendance in court as a witness in behalf of the United States or the Government of the District of Columbia, or for jury duty in any State court or court of the United States, the absence from duty shall not be charged against annual leave but should be recorded as "court leave."

RESIGNATIONS

Employees desiring to resign should contact their immediate supervisors at once. This official will give explicit information as to how you will proceed with your resignation. War Department employees are required to give 15 days notice in advance of resignation (exclusive of terminal annual leave).

Notice to report for induction into the Armed Forces should be reported promptly to your immediate supervisor so that a furlough with re-employment rights may be effected when applicable.

CARE OF EQUIPMENT

Employees are held responsible for their machines or tools used and should take extreme care and caution

in the use of such equipment. The shortage of vital materials has made it impossible to replace much of the equipment and tools. An employee can be charged for breakage or loss of any government owned tool or other property for which he may be responsible.

SAFETY AND HEALTH

Industrial safety is vital to war production. All accidents interfere with the flow of work; many result in damage to machinery, equipment, or work; some involve injuries. Injuries result in at least temporary loss of services when full-time work of every employee is needed.

Our casualty list in this war, including dead, wounded, and missing in action, amounts to approximately 103,-000 men. Our casualty list on the home front for the same period, including killed and injured workers, amounts to over 4,000,000 men and women.

Such a contrast brings to light the fact that our civilian workers are definitely not safety-conscious. Remember that production is most essential in the war effort and that safety is a production problem. Every accident, whether or not it involves human injury, is an interruption to the orderly flow of production. Manpower loss is a block to production which is almost impossible to make up.

Stay well; many jobs demand attention, good vision, strength, or other definite physical requirements. Regular physical examinations are as important as are checks on the condition of mechanical equipment.

Stay safe; keep your mind everlastingly on what you are doing; wear safe clothing, and safeguard yourself and your fellow workers to the fullest extent.

Be safe; stay safe; think safety at all times.

ABSENTEEISM

Absenteeism, with or without excuse, among civilian employees of the War Department, is causing serious interruption of work and if continued will materially interfere with the war effort. Unauthorized absences will



The above picture was taken in the instrument repair shop, Ft. Bragg, N. C., where civilian women are being trained to replace enlisted personnel. This training is a part of the training section function of the Civilian Personnel Branch, Ft. Bragg, N. C.

be without pay in all cases and both the individual and the war effort suffer in absences of this nature. Repeated absences, if unauthorized, are cause for dismissal, demotion, or suspension, and such action would reflect no credit upon the employee and would be a blot against his record. A careful check of attendance is made on each employee and such record is reviewed before any promotions are approved. War needs require a conscientious day's work from every employee. Absenteeism costs the Nation about 4,000,000 man-hours monthly—equivalent to 31 destroyers or 50 submarines a year, or two cargo ships a week. A day lost on the job may cost a soldier's life. **THINK BEFORE YOU ACT.**

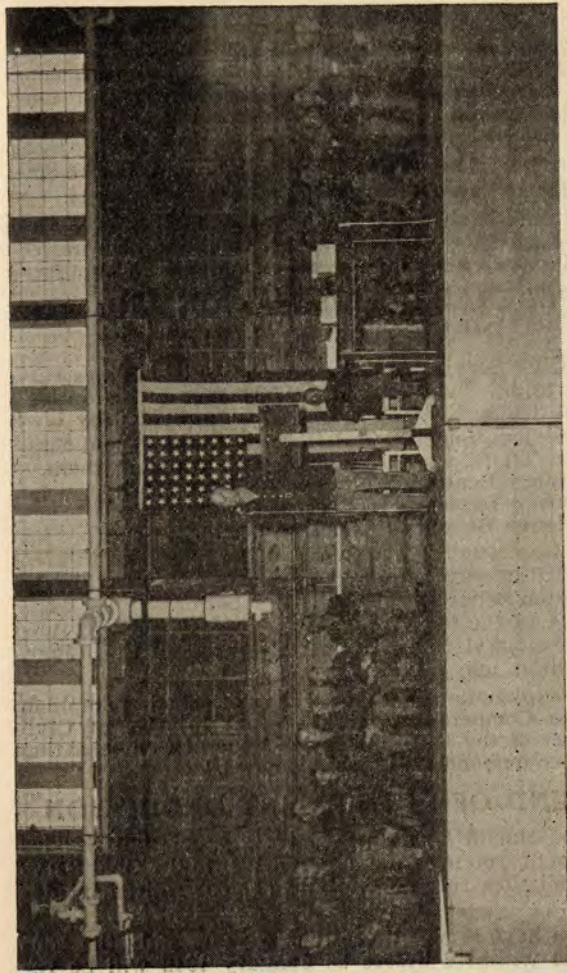
WEARING OF BADGES

An identification badge is given each Fort Bragg employee upon employment and such badge must be worn in plain sight upon the outer garment over the heart. Initial cost of these badges and replacement if lost is 35c. Upon separation from the service, all badges and passes must be turned into Military Police Headquarters before final settlement of salary, wages, or refund of retirement deductions due the employee can be made.

STATEMENT OF AVAILABILITY AND REFERRAL CARDS

In order to stabilize employment, eliminate wasteful labor turn-over, reduce unnecessary migration by encouraging full use of local labor, direct scarce labor to employers engaged in essential activities, and maintain maximum utilization of the manpower resources, the War Manpower Commission has adopted the following hiring procedures:

No employer shall hire or solicit for hire, any worker whose most recent employment was in an essential activity unless such worker presents either a Statement of Availability from his most recent employer, or a Referral Card from the United States Employment Service of the War Manpower Commission. Referred Card means a



Brigadier General John T. Kennedy, Post Commander, making civilian service awards to Ft. Bragg civilian employees for six months faithful service. This ceremony took place in the Post Field House with all civilian employees of the Post in attendance. Over 4000 civilian service emblems have been awarded at this Post. 42 meritorious civilian service emblems for 10 years faithful service have also been awarded by General Kennedy. These awards are made periodically to civilian employees of the War Department.

statement issued by the U. S. Employment Service of the Manpower Commission, sending a worker, with his consent, to a specific job with a specific employer, for consideration for hire.

This does not apply to State Governments and local sub-divisions thereof, nor casual employment, (those employed for 15 days or less), nor to domestic servants.

You must have a Statement of Availability or a Referral Card before you can secure employment in an essential industry after having been employed in another.

FEDERAL COMPENSATION AND DISABILITY BENEFITS

If a Civil Service employee of the United States sustains an injury "while in the performance of his duties" he is entitled to the following benefits provided by law:

1. Medical, Surgical and Hospital Services and Supplies, and Transportation, if necessary to secure them.
2. Money Benefits While Disabled for Work.
3. Burial Expenses In Case of Death.
4. Money Benefits In Case of Death.

It is important to remember that if you are injured in the performance of your duty you should immediately give written notice to your official superior. Unless written notice of the injury is given within 48 hours or unless your supervisor has actual knowledge of the injury, compensation may be refused.

See explanation contained in attached pamphlet, "Right to Compensation for Personal Injuries of Civil Employees of the U. S. under the Federal Compensation Act of September 7, 1916, as Amended."

REFUND OF RETIREMENT DEDUCTION

If you should be separated from your Civil Service employment, you may, upon application to the Civil Service Commission, receive a refund of your retirement deductions.

If you have served more than 5 years, only the contributions withheld before 24 January 1942 will be re-

funded. The balance will be retained at interest until you reach retirement age.

If your record is good and your separation was involuntary (because of a reduction in force, for example) you will receive all of your contributions plus interest. If your separation was due to voluntary reasons, or for cause leading to discharge for misconduct, you receive your contributions plus interest, but minus \$1 a month which is a charge to defray the cost of administering the retirement fund.

If you receive a refund and later are reemployed by the Government, you may redeposit the refund. This may be done on the partial payment plan and so doing you will receive a larger monthly annuity payment when you do retire.

WAR BONDS—ANOTHER CONTRIBUTION WE CAN MAKE

Twenty-seven million patriotic Americans are regularly investing more than \$420,000,000 a month to help pay the cost of war; are you one of them? Since all of this money comes from wages and salaries—nearly 90% from people earning less than \$5,000 per year and the bulk of it from those working in essential activities — it is readily admitted that the payroll savings plan is the greatest single factor this Country has in protecting itself against inflationary spending.

Will you have a part in this great campaign to make the world safe for your children and our Democracy? Will you take advantage of this plan to save monthly toward the purchasing of War Bonds and thus lay up a surplus over and above your normal savings? By having a part in the payroll savings plan you can do your part in curbing useless spending, sometimes called inflation, and in financing the war. Every worker should help to swell this total and even though he cannot do his part in actual fighting, he can have an important part in the war by lending his financial support.

It is the hope of our President that every American on a payroll will figure out for himself the extent to

which he can curtail his spending, and put every dollar of additional savings thus made into the payroll savings plan. BONDS FOR VICTORY ARE CASH FOR TOMORROW. SAVE TODAY AGAINST THE NEEDS OF THE FUTURE.

RELATION OF FOREMAN AND SUPERVISOR TO EMPLOYEES

Beginning with your first day of work bear in mind that your foreman and supervisor are your friends whose duty and pleasure it will be to guide, direct, and advise you in taking your first steps in your new position. Trust them, have faith and confidence in them and go to them with your problems and troubles. They will be glad to explain the rules, regulations, and policies governing your job. They will take a personal interest in getting you started right, and will be pleased to note your progress and advancement. Don't hide your problems or grievances from them. It will be far better for all concerned if you will confide in your foreman and supervisor than to air your problems and grievances before your fellow-workers. Your time-keeper will be glad to assist you in figuring out your pay scale and pay deductions if you will consult him. If you don't understand regulations or instructions ask your immediate supervisor and he will help you to understand them. **Ignorance is no crime but negligence is.**

POSSIBILITIES FOR ADVANCEMENT

Under normal conditions, if the employee has displayed evidence of ability to perform his duties in a highly efficient manner, after a reasonable period of time he may be advanced to the next higher step rate in his grade, provided that the employee is considered to have developed sufficiently to enable him to carry out the duties of the advanced position. The rate at which an individual may be promoted depends upon his efficiency, qualifications, ability, progress, and circumstances relative to the position to be filled. Your application, attitude, and perseverance largely govern the speed of your promotions. Good attendance and conscientiousness are



On-the-job trainee photographers at Ft. Bragg, N. C., are learning by doing as they contribute their part in production. Training for upgrading, basic and improved performance is an important feature of the training program at this Post. This activity is a function of the Post Signal Officer.

important factors in consideration of your advancement to a higher position.

CLASSIFICATION OF POSITIONS

It is the function of classification of positions to determine the class of duties performed and the level of difficulty of the duties and responsibilities involved in the position. Once this determination has been made the position readily falls into a particular niche in the scheme of civilian positions as established. Each position so established carries with it a definite name or designation and entitles the holder of the position to a definite salary or wage.

The intent of Congress with regard to proper classification of civilian positions is that employees performing like duties shall receive like pay. Every effort is made to see that the intent of Congress is carried out at Fort Bragg with regard to all types of positions.

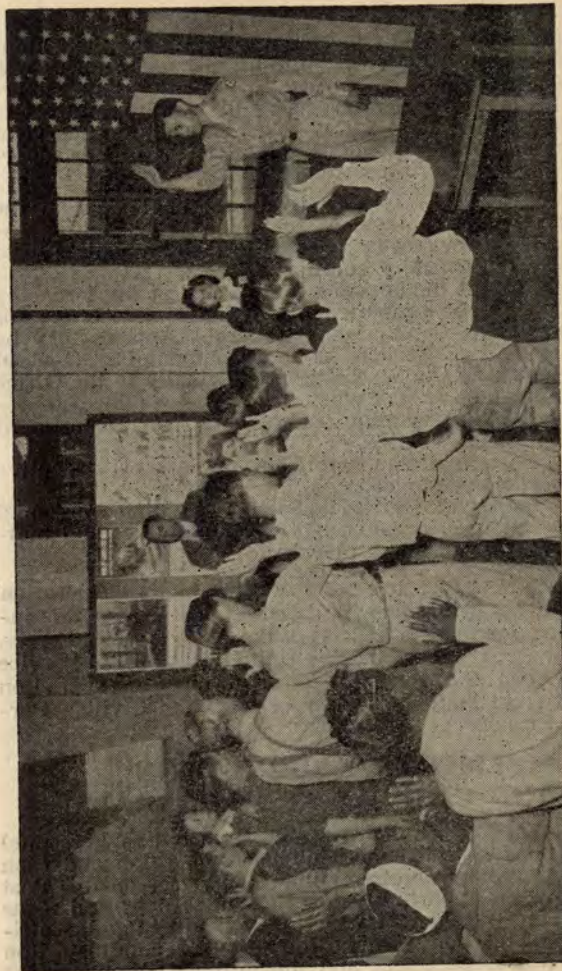
There are three ways by which an employee may be advanced to a position carrying a higher designation and salary: (1) Prove himself so efficient in his work that his supervisor will assign him more and more work until his position "grows" into a position of higher grade; (2) Prove himself so efficient in one position that his superiors will move him upward to a position of higher designation and salary; (3) Fit himself by application to duties and by outside study for a position of different and higher designation and salary.

PRESENTING EMPLOYEE GRIEVANCES

Employees may select someone, if they so desire, to present their case to the immediate or higher supervisors or executives.

An employee will present his complaint personally to his immediate supervisor, unless he can demonstrate to the next higher supervisor that an interview with the immediate supervisor would be unfavorable or prejudicial to him.

If a mutually satisfactory decision is not reached between the employee and his immediate supervisor, it will be the responsibility of that supervisor to advise the em-



Training and orientation plays an important part in the hiring procedure of civilian employees at Ft. Bragg, N. C. The above picture shows new employees taking the oath of office during the orientation program in the Civilian Personnel Branch prior to assuming their duties.

ployee of his right of appeal in writing to the next higher supervisor. Upon such appeal, the circumstances will be stated fully and submitted to the immediate supervisor, a copy being forwarded by the employee direct to the next higher supervisor. The immediate supervisor will promptly indorse the complaint to the higher supervisor with appropriate comments.

It will be the responsibility of the supervisor at the second supervisory level to acknowledge in writing receipt of the grievance appeal and to take immediate steps to effect a satisfactory solution.

In the event the appeal is not settled at the foregoing levels, it will be presented in writing to this office for solution by the Commanding General. Appeals may be made from the decision of the Commanding General through channels to Washington and finally to the Office of the Secretary of War when the employee alleges that—

(1) A statutory requirement or a War Department policy has been violated, or

(2) Discrimination forbidden by law or Executive order has been practiced.

The Employee Relations Section, Civilian Personnel Branch, has been organized to cover activities and matters of concern to all employees.

A definite procedure for the filing and consideration of employees grievances has been established for this installation pursuant to policies of the Army Service Forces, the War Department, and the United States Civil Service Commission. A copy of this procedure may be secured on request from your supervisor or from the Civilian Personnel Branch.

EMPLOYEE SUGGESTION AND CASH AWARD PROGRAM

The War Department, through the Civilian Personnel Branch, has initiated an employee suggestion and cash award program whereby civilian employees on this Post may have an opportunity to offer suggestions and ideas to the War Department which may result in added efficiency and economy in the operation or administration of the War Department and the Military Establishment



Ft. Bragg civilian employees are contributing many valuable suggestions to increase production, increase efficiency, and save valuable materials and equipment. These employees are being presented with cash awards ranging from 5 to 250 dollars. Brigadier General John T. Kennedy, Post Commander, is making the presentation.

in which they are employed. The purpose of this program is to stimulate, through the making of cash awards, the submission of ideas to eliminate waste, conserve manpower, and speed up production.

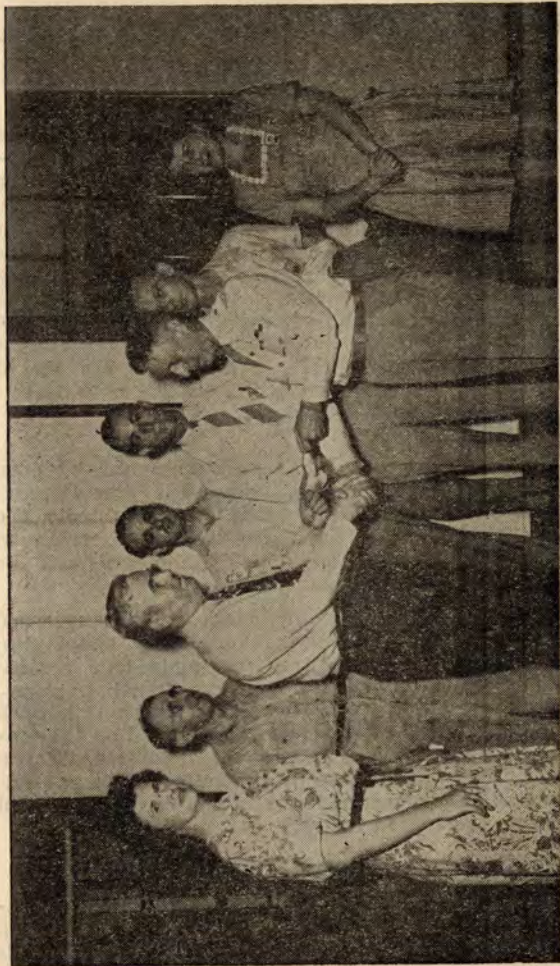
A local committee, composed of two Officers and one civilian, after investigation and consideration of a suggestion may recommend to the Commanding Officer its adoption (adoption will consist of actually placing the suggestion in effect) and payment of an initial cash award of not less than \$5 nor more than \$250. Recommendations for payment of any award in addition to the initial award, must go to the War Department Board on Civilian Awards for appropriate action.

Suggestion boxes, with appropriate blank forms, have been placed in convenient locations where employees congregate, for the purpose of receiving properly made out suggestion blanks. These boxes will be kept locked at all times and suggestions deposited therein will not become a matter of public information unless the idea or suggestion is accepted and adopted.

Persons eligible to receive cash awards: Any civilian employee of the department and field forces, either supervisory or non-supervisory, will be eligible to receive an award for a suggestion or idea adopted after June 2, 1943, which results in improvement of efficiency or increased economy in the operation or administration of any activity of the department. A person is deemed eligible to receive a cash award if he was an employee at the time he submitted the suggestion.

COURTESY TO THE FLAG

The American Flag which is the emblem of our Country should receive our respect and homage at all times. Appropriate courtesy should be paid to the American Flag while it is in parade status, at Reveille, or during Retreat. Civilians who are present on the military reservation during Reveille, Retreat, or during the parading of the flag are expected to pay appropriate courtesy during the ceremony. Men should face the flag, stand erect, remove their headdress with their right hand and hold it over their left breast, retaining that position during the ceremony. Ladies should face the flag and



Group of civilian employees recently presented with cash awards ranging from 5 to 250 dollars for employee suggestions at Ft. Bragg. Col. C. H. Hale, Director Personnel Division, who made the presentation, is shown in the right foreground.

stand erect. Vehicles should be stopped and the occupants pay courtesies outside the cars.

CIVILIAN SERVICE EMBLEMS

Civilian employees of the War Department are eligible to receive service emblems in recognition of their contribution to the successful prosecution of the war. There are five emblem awards, bearing the insignia of the forces and departmental services. Emblems are presented for the following: six month satisfactory service, 10 years faithful service, 25 years faithful service, outstanding achievement worthy of special recognition, and extraordinary service within and beyond the call of duty. The last mentioned award for exceptional meritorious service is made by the Secretary of War, and is the highest award made by the War Department to its civilian employees.

AFTER THE WAR

At the conclusion of the war, governmental budgets, particularly those which now finance the War Department, will be drastically curtailed. Undoubtedly the thousands of jobs which now exist will be discontinued because of the lack of funds. Many employees will be forced to look for jobs elsewhere.

The general order in which employees will be released will be: First, the War Service Temporary appointees; second, War Service appointees serving a trial period; third, War Service Indefinite appointees; fourth, permanent civil service employees. Order of release within each category will depend on a point system based on the employee's efficiency ratings and length of service. If you received military preference in appointment you are entitled to similar preference for retention in the service at the time of a reduction in force.

USE OF MAIL AND TELEPHONE

The Post Office Department carries official Government correspondence free. Envelopes bearing the caption "Official Business" are provided for official correspond-



The above picture shows on-the-job trainee projectionists who are learning to operate and repair projection equipment at Ft. Bragg, N. C. This activity is a function of the Post Signal Officer.

ence. No postage is needed on these envelopes. You are not to use official envelopes for your personal correspondence. If you violate this rule you are liable to fine.

Do not have personal mail sent to the office. You are urged to give your acquaintances your home address. This will allow the War Department to center full attention on its voluminous official mail.

Telephones in offices are to be used for official business. It is imperative that these telephone facilities be left open for necessary conversation. Pay phones are available for personal calls.

PAYMENT OF DEBTS

You should take care not to contract obligations which you are unable to meet within a reasonable period of time. Any employee who contracts debts and then willfully, without sufficient excuse or reason, neglects or avoids payments, will be discharged as unfitted for Government employment.

SAFEGUARDING MILITARY INFORMATION

Responsibility: The safeguarding of classified military information is the responsibility of all military personnel, or civilian employees of the War Department, and of the management and employees of all commercial firms engaged in classified work or projects for the War Department. Classified military information will be discussed only with military or civilian personnel having a legitimate interest therein.

FROM MAJOR GENERAL STRONG:

"We Americans like to talk. We like to brag. We find it difficult to keep a secret. But if it ever came to your knowledge that your husband, son or brother had become a casualty because your neighbor had talked, you'd feel like tearing that neighbor limb from limb.

"I know that not one of you would think of delivering such valuable weapons into the hands of our enemies. But when you talk, you throw a monkey wrench into the machinery of operations. The result is a lengthening of the casualty list, and you're to blame because you couldn't keep your mouth shut.

"Don't worry about the men in the Armed forces. They're well trained and tough. They've got the best weapons in the world. They'll give a good account of themselves. But it is you and you and you here at home who have to be on your guard. You must not talk."

Major General George V. Strong,
Chief, Military Intelligence,
U. S. Army.

FROM REAR ADMIRAL TRAIN:

"Loose talk can cause the loss of American lives. Remember that every carelessly dropped word, every seemingly inconsequential item, no matter how unimportant it might seem to you, can be a fact of great significance to enemies who desperately are seeking to learn the movements of our ships, the number of guns we have turned against them, the whereabouts of our troops and the strength of our defenses."

Rear Admiral Harold C. Train,
Director of Naval Intelligence.

"We Americans have always been used to talking without looking over our shoulders wondering who's listening. We're pretty jealous of our freedom of speech. So keeping quiet about bits of information that may seem unimportant . . . learning to force ourselves to stop and think before we talk . . . is going to be quite a job for us. But when you think of what could happen if you don't . . . it shouldn't be too hard. And all of us in the services—and our lives and success—are depending on you . . . to think before you talk."

G. C. MARSHALL,
Chief of Staff, United States Army

E. J. KING,
Commander in Chief of the U. S. Fleet
and Chief of Naval Operations