

NATIONAL HOUSING AGENCY,
Office of the Administrator,

Handbook

List of Officials
April 4, 1947

Administrator	Raymond M. Foley
First Assistant Administrator	William K. Divers
Assistant to the Administrator	William L.C. Wheaton
Special Assistants:	
International Relations	Jacob Crane
Racial Relations	Frank S. Horne
Congressional Liaison	Nathaniel S. Keith
General Counsel	Berchmans T. Fitzpatrick
Associate General Counsel	Adolph H. Zwerner <u>1/</u>
Assistant General Counsel	Herman I. Orentlicher
Assistant Administrator for Administration . .	Frank C. Watters
Director, Budget and Accounting Division . .	Robert E. O'Hara
Director, Personnel Division	Edward A. Macy
Director, Administrative Operations Division.	Lewis E. Williams
Director, Information Service	Jack H. Bryan
Director, Office of Housing Economics	Malcolm B. Catlin
Director, Office of Urban Development	Frank W. Herring
Director, Technical Office	William V. Reed

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CHAPTER 1-1

ESTABLISHMENT OF
NATIONAL HOUSING AGENCY,SEC. 1-1-1/EXECUTIVE ORDER 9070 - TEXT

By virtue of the authority vested in me by Title I of the First War Powers Act, 1941, approved December 18, 1941 (Public Law 354, 77th Congress), and as President of the United States, it is hereby ordered as follows:

1. The following agencies, functions, duties, and powers are consolidated into a National Housing Agency and shall be administered as hereinafter provided under the direction and supervision of a National Housing Administrator:

(a) The Federal Housing Administration and its functions, powers, and duties, including those of the Administrator thereof.

(b) All functions, powers, and duties of the Federal Home Loan Bank Board and of its members.

(c) The Home Owners' Loan Corporation and the functions, powers, and duties of its Board of Directors.

(d) The Federal Savings and Loan Insurance Corporation and the functions, powers, and duties of its Board of Trustees.

(e) The United States Housing Authority and its functions, powers, and duties, including those of the Administrator thereof.

(f) All functions, powers, and duties relating to defense housing of (1) the Federal Works Administrator under the act of October 14, 1940, entitled "An Act to expedite the provision of housing in connection with national defense, and for other purposes," as amended, and under acts making appropriations to carry out the purposes of said act, (2) the War Department and the Navy Department with respect to housing units for persons (with families) engaged in national defense activities (except housing units located on military or naval reservations, posts, or bases) under Title IV of the Naval Appropriation Act for the fiscal year 1941, and (3) any agencies heretofore designated (including the Federal Works Agency and the Farm Security Administration) to provide temporary shelter in defense areas under the Urgent Deficiency Appropriation Act, 1941, and the Additional Urgent Deficiency Appropriation Act, 1941, and the Third Supplemental National Defense Appropriation Act, 1942.

(g) All functions, powers, and duties of the Farm Security Administration relating to such housing projects as such Administration determines are for families not deriving their principal income from operating or working upon a farm.

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(h) The Defense Homes Corporation and its functions, powers, and duties, including those of its officers and Board of Directors.

(i) All functions, powers, and duties of the Federal Loan Administrator, the Federal Works Administrator, and the head of any department or other agency relating to the administration or supervision of the agencies, functions, powers, and duties transferred hereunder.

(j) All functions, powers, and duties of the Division of Defense Housing Coordination established by Executive Order No. 8632 of January 11, 1941, and of the Coordinator of Defense Housing: Provided, That such Division and such Coordinator shall continue to exercise such functions, powers, and duties until the appointment or designation of the National Housing Administrator.

(k) All powers, rights, privileges, duties, and functions transferred to the Federal Works Administrator by Executive Order No. 8186 of June 29, 1939:

Provided, That with respect to any functions, powers, and duties enumerated in sub-paragraphs (f) and (g) above, any agency now engaged in the construction or management of any project shall continue such activities on behalf of the National Housing Agency until such time as the National Housing Administrator shall determine that it is expedient for the Federal Public Housing Authority, herein provided for, to discharge such functions, powers, and duties with respect to such project through its own facilities.

2. The National Housing Administrator shall be appointed by the President, by and with the advice and consent of the Senate. Pending such appointment, an existing officer of the Government designated by the President shall act as National Housing Administrator.

3. There shall be three main constituent units in the National Housing Agency. Each such unit shall be administered by a commissioner acting under the direction and supervision of the National Housing Administrator. The unit administering the Federal Housing Administration and its functions, powers, and duties shall be known as the Federal Housing Administration, and the Federal Housing Administrator shall serve as Federal Housing Commissioner. The unit administering the functions, powers, and duties of the Federal Home Loan Bank Board and its members shall be known as the Federal Home Loan Bank Administration, and the Chairman of the Federal Home Loan Bank Board shall serve as Federal Home Loan Bank Commissioner. The United States Housing Authority and its functions, powers, and duties shall be administered as the Federal Public Housing Authority, one of the main constituent units, and the Administrator of the United States Housing Authority shall serve as Federal Public Housing Commissioner. The agencies, functions, powers, and duties enumerated in sub-paragraphs (c), (d), and (k) of paragraph 1 shall be administered in the Federal Home Loan Bank Administration, and those

enumerated in sub-paragraphs (f) and (g) shall be administered in the Federal Public Housing Authority. The agency, functions, powers, and duties enumerated in sub-paragraph (h) of paragraph 1 shall also be administered by the Federal Public Housing Commissioner. The Administrator of the National Housing Agency may centralize in the Office of the National Housing Administrator such budget, personnel, legal, procurement, research, planning, or other administrative services or functions common to the said constituent units as he may determine.

4. The capital stock of the Defense Homes Corporation shall be transferred from the Federal Loan Administrator to the National Housing Administrator, and the Federal Loan Administrator and the Defense Homes Corporation shall take all necessary action to effectuate such transfer and carry out the purposes hereof.

5. The Central Housing Committee is hereby abolished, and all of its assets, contracts, property (including office equipment and records), and unexpended balances of funds available for its use are hereby transferred to the National Housing Agency.

6. All assets, contracts, and property (including office equipment and records) of any agency hereby consolidated, and all assets, contracts, and property (including office equipment and records) which other agencies, including departments, have been using primarily in the administration of any function, power, or duty hereby consolidated or transferred, are hereby transferred, respectively, with such agency, function, power or duty.

7. Except as provided in paragraph 8, hereof, (1) all personnel of any agency hereby consolidated, and (2) all personnel of other agencies, including departments, who have been engaged primarily in the administration of any function, power, or duty hereby consolidated or transferred and who within thirty days after the appointment or designation of the National Housing Administrator are jointly certified for transfer by said Administrator and the head of the department or agency to which such personnel is attached, shall be transferred, respectively, with such agency, functions, power or duty; but any personnel transferred with functions, powers, or duties pursuant to this paragraph who are found by the National Housing Administrator to be in excess of the personnel necessary for the administration of such functions, powers, and duties shall be re-transferred under existing law to other positions in the Government or separated from the service.

8. The following personnel are not transferred hereunder: (1) The Directors and Officers of the Defense Homes Corporation, (2) the members of the Federal Home Loan Bank Board other than the Chairman, (3) the Directors of the Home Owners' Loan Corporation, and (4) the Trustees of the Federal Savings and Loan Insurance Corporation. The offices of the foregoing personnel excepted from transfer by this paragraph (except in the case of the Defense Homes Corporation) are hereby vacated for the duration of this order: Provided, That the offices of the members of the Federal Home Loan

Bank Board shall not be vacated until sixty days from the date of this order. The personnel of the Division of Defense Housing Coordination and of the Central Housing Committee are not transferred hereunder, except that the National Housing Administrator, within 60 days after his appointment or designation, may take over such of this personnel as are needed. During such period, all personnel of such Division and of such Committee may be retained by them in connection with the winding up of their affairs.

9. So much of the unexpended balances of appropriations, authorizations, allocations, or other funds (not otherwise transferred hereunder) available for the use of any agency in the exercise of any function, power, or duty consolidated by this order, or for the use of the head of any department or agency in the exercise of any such function, power, or duty, as the Director of the Bureau of the Budget shall determine (with the approval of the President), shall be transferred, respectively, to the National Housing Agency or the main constituent unit therein concerned, for its use in connection with the exercise of the functions, powers, or duties, respectively, to be administered by it hereunder. In determining the amount to be transferred, the Director of the Bureau of the Budget may include an amount to provide for the liquidation of obligations incurred against such appropriations, authorizations, allocations, or other funds prior to transfer.

10. All housing now owned by the United States and located on a military or naval reservation, post, or base is hereby transferred to the jurisdiction of the War or Navy Department, respectively, having jurisdiction of such reservation, post or base. Provided, That with respect to all housing developed by the War or Navy Department under Title II of Public 671, approved June 28, 1940, the Federal Public Housing Authority shall take all necessary steps to transfer such jurisdiction and carry out the purpose hereof, including the transfer of title to the United States and including repayment (out of any funds available therefor) of the cost of such housing for reimbursement of the Bond Account from which funds were transferred to pay such costs.

11. The Director of the Bureau of the Budget shall allocate to the National Housing Agency, from appropriations, authorizations, allocations, or other funds available for the administrative expenses of the Federal Loan Agency and the Federal Works Agency (relating to the administration of the agencies and functions transferred therefrom hereunder) and of the agencies and functions, powers, and duties consolidated hereunder, such sums, and in such proportions, as he may find necessary for the administrative expenses of the National Housing Agency. None of the agencies established or consolidated hereunder shall incur any obligations for administrative expenses except pursuant to appropriations, allocations, or other authorizations of funds specifically available now or hereafter for administrative expenses.

12. The National Housing Administrator may appoint necessary personnel and make necessary expenditures to carry out the functions, powers, and duties of the National Housing Agency. The

Administrator and the Commissioners hereunder may delegate their respective functions, powers, and duties to such agencies, officials, or personnel as they may designate, respectively. Until the appointment or designation of a National Housing Administrator, the Commissioners respectively shall exercise such of the functions, powers, and duties of the National Housing Administrator as relate to the agencies, functions, powers, and duties to be administered by such Commissioners respectively.

13. Nothing herein shall impair or affect any outstanding obligations or contracts of any agency consolidated hereunder or of the United States of America (including its pledge of faith to the payment of all annual contributions now or hereafter contracted for pursuant to the United States Housing Act, as amended), or of any Insurance Funds created under the National Housing Act.

14. All orders, rules, regulations, permits, or other privileges made, issued or granted by or in respect of any agency, function, power, or duty consolidated hereunder shall continue in effect to the same extent as if such consolidation had not occurred until modified, superseded, or repealed, except that the regulations of January 11, 1941, relating to defense housing coordination shall hereby be revoked upon the appointment or designation of the National Housing Administrator.

15. All unexpended balances of appropriations, authorizations, allocations, or other funds transferred under this order shall be used only for the respective purposes and in the administration of the respective functions for which such funds were made available.

16. Transfers of available funds under this order shall include funds available for the fiscal year ending June 30, 1943.

17. This order shall become effective as of the date hereof and shall be in force and effect so long as Title I of the First War Powers Act, 1941, remains in force.

FRANKLIN D. ROOSEVELT

THE WHITE HOUSE

February 24, 1942



CHAPTER 1-20

GENERAL RESPONSIBILITIES AND
ORGANIZATION OF THE
OFFICE OF THE ADMINISTRATOR
NATIONAL HOUSING AGENCYSEC. 1-20-1PURPOSE

The purpose of this chapter is to establish the main objectives of the Office of the Administrator, National Housing Agency, in facilitating, during the continuance of Executive Order 9070 of February 24, 1942, the execution of the policies established by the Congress and the President to assure the orderly transition to a peacetime economy. This chapter also establishes in general terms the methods and organization by which such objectives are to be achieved.

SEC. 1-20-2OBJECTIVES OF THE OFFICE

The objective of the Office of the Administrator is to aid in the provision of better housing for the American people and in the development and execution of national housing policies and programs designed to secure an adequate supply of housing at lower costs, and to foster the growth of a stable, prosperous housebuilding industry equipped to serve the housing needs of the country. In order to attain these objectives, the Office of the Administrator shall:

1. Provide leadership and coordination in the principal housing activities of the Federal government, as provided by Executive Order 9070 of February 24, 1942, with respect to those represented by the operations of the three constituent units of the National Housing Agency, and on a voluntary basis with respect to those of other Federal agencies which relate to housing.
2. Take the initiative in the joint exploration by the interested agencies of common problems of policy and operation in order to promote the adoption of consistent and effective policies among the various agencies, the prevention of over-lapping or conflicting activities and the interchange of information and experience.
3. Serve as an available point of initial contact with respect to national housing policy and programs for the Congress, the other agencies of the executive branch, the housing industry, state and local government, and the general public.
4. Through maximum use of existing public and private facilities for architectural, engineering, economic, and other research and studies, develop practical improvements in the production and marketing of housing at reduced costs; undertake such research and studies to the extent that adequate resources

outside the Office are not available for the purpose; and make the findings of such research available to other agencies, industry, and the public.

5. Secure and make available improved statistical and economic data on housing as a basis for consideration of problems by the Congress, public and private agencies, and industry.
6. Identify and recommend steps toward the elimination of practices, methods or other factors within industry, labor, finance, or government which increase unnecessarily the cost of housing or prevent or restrict the full use of methods or materials which would reduce housing costs.
7. Present the interests and needs of housing in broader governmental considerations, such as fiscal policy, scientific research and development, and statistical and economic data collection.

Sec. 1-20-3 to-5

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SEC. 1-20-6

METHODS

Recognizing that the several agencies have full operating responsibility for the programs assigned to them by the Congress, the basic approach of the Office of Administrator in working toward these objectives shall be the development of the greatest possible degree of common understanding and collaboration among the various agencies concerned. For this purpose the Office shall:

1. Collaborate with the constituents and other interested agencies in a continuing survey of the field of housing, to identify the most important problem areas and to inventory the activities, resources and information of the agencies involved, in order to provide a current and comprehensive picture of national housing problems and the existing means of solving them.
2. Assume leadership with the constituent units and other participating agencies in formulating joint programs to make the most effective use of resources, and to serve as a clearing house so that each agency may get maximum benefit from the experience and knowledge of the others.
3. Take the initiative in establishing and assisting permanent and project committees representative of private industry and the various agencies of government to explore specific problems of common concern, and make the findings and recommendations of such committees available to the participating agencies and groups.
4. Determine jointly the information needed for common planning, coordination of related activities, and joint consideration of proposed policies and legislation, and work out with the other

agencies involved the parts of any necessary studies each is best fitted to undertake.

5. Carry out directly studies or parts of studies which are within its staff resources and which cannot readily be conducted by the constituents and participating agencies.
6. Draw together the results of this coordinated research and operating experience in a series of formal and informal reports designed to be of maximum use to the Congress, the President, the constituents and participating agencies, the building industry and local governments and communities in studying and solving housing problems.

SEC. 1-20-7 to -9/ (Blank)

SEC. 1-20-10/

COMMISSIONERS COUNCIL

The Commissioners Council shall consist of the Administrator and the Commissioners of the Federal Home Loan Bank Administration, the Federal Housing Administration, and the Federal Public Housing Authority. The Council shall serve as a medium for consideration of all major policy and program matters of general concern to the National Housing Agency.

SEC. 1-20-11/

COORDINATING COUNCIL

The Coordinating Council shall consist of the Administrator, the Commissioners of the constituent units of the National Housing Agency, and representatives of such other agencies as may participate in the work of the Council. The Council will provide a medium for discussion and exploration of common problems and the coordination of policies and operating methods and the undertaking of joint activities by the various agencies whose programs have a substantial influence on housing.

SEC. 1-20-12 to -14/ (Blank)

SEC. 1-20-15/

GENERAL ORGANIZATION

To carry out these objectives, the Office of the Administrator shall include the following organization units:

- Office of the General Counsel
- Office of Administration
- Office of Housing Economics
- Technical Office
- Urban Development Office
- Information Service

SEC. 1-20-16**ADMINISTRATOR'S IMMEDIATE OFFICE**

In addition to such secretarial and administrative assistance as the Administrator may require, he will have the following principal assistants:

1. A First Assistant Administrator who shall assist the Administrator in the general coordination of the program of the Office, shall coordinate such field activities as the Office may undertake, and shall act for the Administrator in such matters as he may indicate.
2. An assistant responsible for liaison with members of the Congress and with consumer and civic groups.
3. An assistant responsible for the supervision of a racial relations service to the entire Agency. He shall serve as adviser on racial considerations in the development and execution of the Agency's policy and programs, and maintain liaison with minority groups.
4. An assistant responsible for necessary contacts with the Department of State and other agencies with respect to housing matters involving foreign governments, such as exports and imports of building materials and equipment, and interchange of technical information; and to provide a point of contact on housing questions for the United Nations and other international organization.

SEC. 1-20-17**OFFICE OF THE GENERAL COUNSEL**

The Office of the General Counsel shall be responsible for providing all legal counsel and assistance involved in the formulation and development of the legal aspects of the Agency's policy and program and in the performance of the responsibilities assigned to the staff of the Office of the Administrator, and shall represent the Administrator on legislation, public regulations, litigation, and other legal matters.

SEC. 1-20-18**OFFICE OF ADMINISTRATION**

The Office of Administration shall be responsible for assisting the Administrator in the performance of his responsibilities under Executive Order 9070 of February 24, 1942, with respect to the general management of the Agency, including organization, finances and personnel matters, and for providing administrative services to the Office of the Administrator.

SEC. 1-20-19

OFFICE OF HOUSING ECONOMICS

The Office of Housing Economics shall be responsible for activities of the Office having to do with the economics of the housing industry, including the problems of housing supply and demand; housing production, costs, prices, and value; the role of housing in the construction industry and in the national economy; availability of credit for housing; characteristics of the housing market; and the improvement of the statistical and economic data on housing for government, industry, and the general public.

SEC. 1-20-20

TECHNICAL OFFICE

The Technical Office shall be responsible for activities of the Office having to do with the engineering and architectural phases of housing, including design, production, construction and maintenance of housing; improvement of codes and technical standards; and research leading to the production of sound structures at lower cost through the application of technical improvements, simplified practices, new and improved materials, and similar advances.

SEC. 1-20-21

OFFICE OF URBAN DEVELOPMENT

The Office of Urban Development shall be responsible for activities of the Office having to do with the part played by housing in the growth and development of cities; the influence of urban growth, local government organization and practices and related factors on housing; the causes of and methods of preventing or eliminating blighted or slum areas; and the community problems associated with housing such as the provision of public service facilities.

SEC. 1-20-22

INFORMATION SERVICE

The Information Service shall assist the Administrator in providing to the press, the housing industry, and the public, information about the policies and activities of the National Housing Agency. It shall also provide similar services to assist the Commissioners of the constituent units in carrying out their respective responsibilities, and shall coordinate the information activities of the Agency as a whole in the interest of efficiency and consistency with general policies.



SEC. 1-20-19OFFICE OF HOUSING ECONOMICS

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SEC. 1-20-20TECHNICAL OFFICE

The Technical Office shall be responsible for activities of the Office having to do with the engineering and architectural phases of housing, including design, production, construction and maintenance of housing; improvement of codes and technical standards; and research leading to the production of sound structures at lower cost through the application of technical improvements, simplified practices, new and improved materials, and similar advances.

SEC. 1-20-21OFFICE OF URBAN DEVELOPMENT

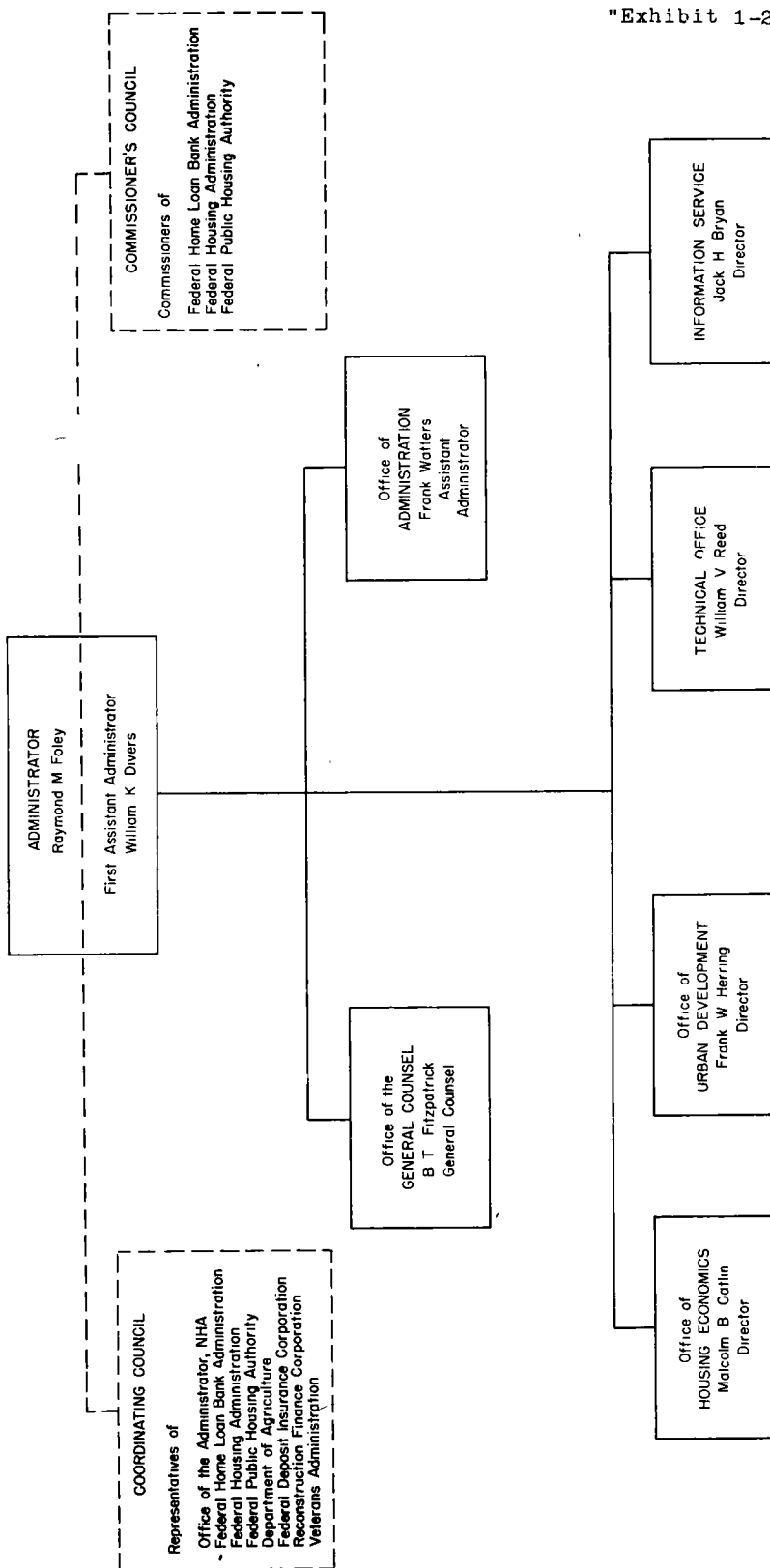
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SEC. 1-20-22INFORMATION SERVICE

The Information Service shall assist the Administrator in providing to the press, the housing industry, and the public, information about the policies and activities of the National Housing Agency. It shall also provide similar services to assist the Commissioners of the constituent units in carrying out their respective responsibilities, and shall coordinate the information activities of the Agency as a whole in the interest of efficiency and consistency with general policies.



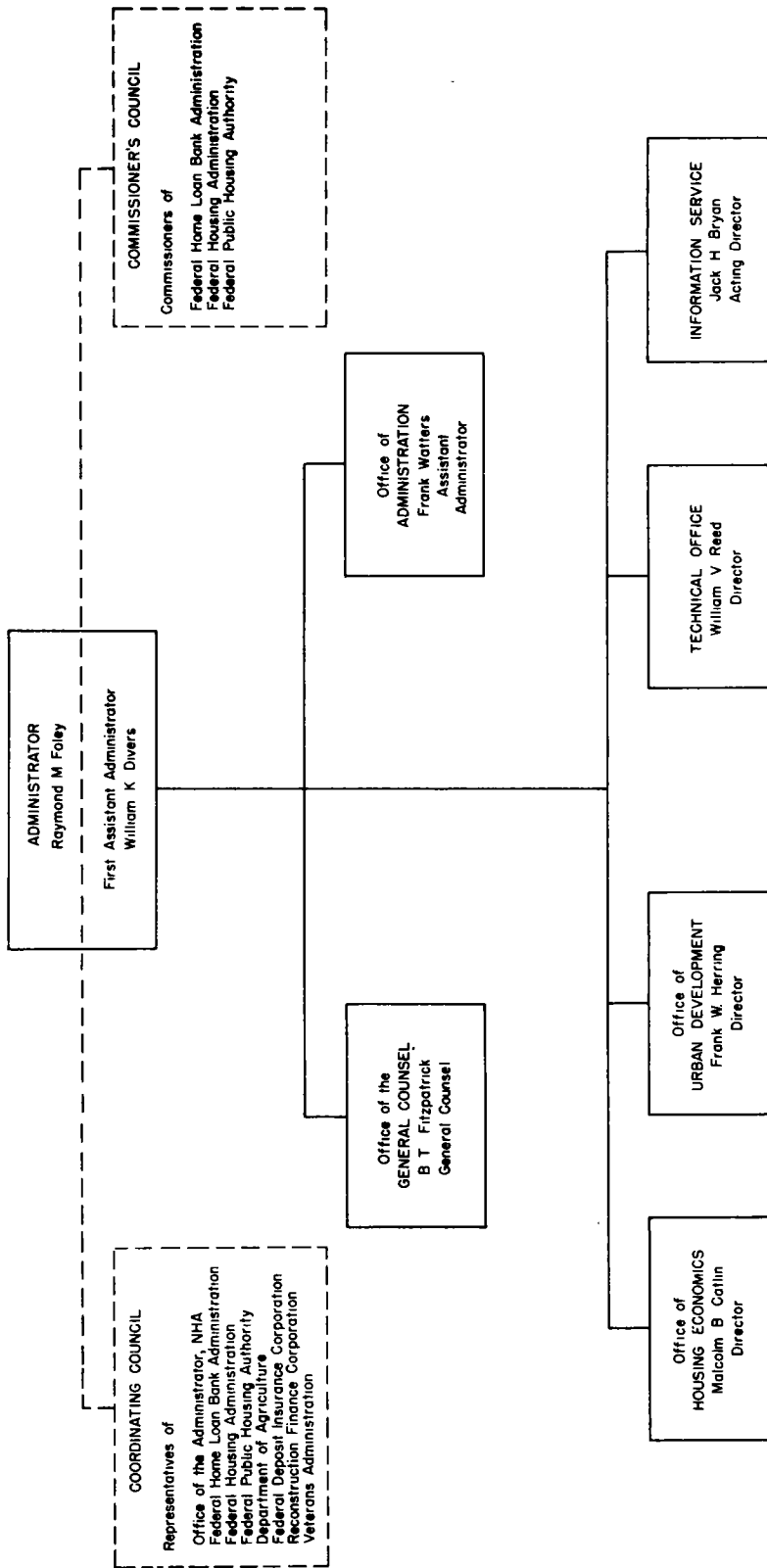
NATIONAL HOUSING AGENCY OFFICE OF THE ADMINISTRATOR



"Exhibit 1-20-25"



NATIONAL HOUSING AGENCY OFFICE OF THE ADMINISTRATOR





CHAPTER 1-30
COORDINATING COUNCIL

SEC. 1-30-1

PURPOSE

This chapter describes the organization and functions of the National Housing Agency Coordinating Council.

SEC. 1-30-2

MEMBERSHIP

The Coordinating Council is composed of the Administrator of the National Housing Agency; the Commissioners of the Federal Home Loan Bank Administration, the Federal Housing Administration, and the Federal Public Housing Authority; and representatives of the Administrator of Veterans' Affairs; the Secretary of Agriculture; the Boards of Directors of the Federal Deposit Insurance Corporation; and the Reconstruction Finance Corporation. Representatives of other interested agencies may be invited from time to time.

SEC. 1-30-3

FUNCTIONS

The Coordinating Council has been established by the Administrator for the following purposes:

To secure agreement in the interpretation of broad policies of the government on matters relating to housing.

To encourage and facilitate voluntary coordination of housing activities and cooperation between the several agencies on matters of mutual concern.

To advise the Administrator on the formulation and review of Federal housing policies and programs.

To secure agreements on the division of responsibility for the Government's housing efforts as a means of preventing over-centralization, overlapping, duplication, misunderstandings and confusion among agencies with housing responsibilities.

To coordinate independent housing operations and research by joint consideration and action, including the development of a unified approach to common problems.

To serve as a clearing house for:

Forwarding and considering proposals to increase the effectiveness of the National Housing Agency as an instrument in meeting post war housing problems;

Views and opinion on matters of housing policy in problem areas for which the National Housing Administrator has responsibility.

SEC. 1-30-4ADMINISTRATION

The Council will meet periodically at the call of the Administrator. The presiding officer will be the Administrator or his designee.

The Administrator of the National Housing Agency will designate a member of his staff as Secretary. It will be the Secretary's function to receive all matters proposed by the membership for the agenda; to prepare and distribute the agenda with supporting information in advance of meetings; to serve as recording secretary; and to prepare minutes of meetings, written records of approving and dissenting opinion, and other documentary material required for circulation and permanent record.

Specialists on problems under consideration may be invited to participate in meetings from time to time.

The Council may, at its discretion, appoint committees for study and recommendation on individual problems under consideration. Such committees may include representatives of other agencies.

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CHAPTER 1-40

ORGANIZATION AND FUNCTIONS OF
THE OFFICE OF THE GENERAL COUNSEL

SEC. 1-40-1

PURPOSE

There is hereby established an Office of the General Counsel under the supervision of the General Counsel, who shall be responsible to the Administrator and shall be the Agency's legal officer.

SEC. 1-40-2

GENERAL RESPONSIBILITIES

The Office of the General Counsel shall be responsible in general for providing all legal counsel and assistance involved in the formulation and development of the legal aspects of the Agency's policy and program and in the performance of the responsibilities assigned to the staff of the Office of the Administrator, and shall be responsible for representing the Administrator on legislation, public regulations, litigation and other legal matters.

SEC. 1-40-3

INTERNAL ORGANIZATION

The General Counsel shall determine the internal organization of the Office necessary to carry out its responsibilities. Plans for further organization subdivision shall be submitted to the Office of Administration for review and publication.

SEC. 1-40-4

FUNCTIONAL ACTIVITIES

The following specific functions shall be administered by the Office of the General Counsel:

Prepare (or review where prepared in the constituent administrations) proposed legislation, together with testimony or other documents (other than budget and appropriation justifications) required for use in connection therewith, to be recommended or submitted to the President or Congress or others, and provide legal counsel and assistance involved in processing of such proposed legislation, including the clearance of such legislation with the Bureau of the Budget.

Advise the Administrator and prepare replies with respect to Congressional inquiries and correspondence involving existing or proposed legislation and public regulations and orders, and with respect to relations with standing and special committees of the Congress. Maintain a central legislative reference service for the Office of the Administrator and the constituent administrations, with respect to pending Federal or State legislation and day-to-day action by the Congress and the executive agencies affecting the Agency or its program.

Handle all matters pertaining to the preparation of legal forms necessary to the work of the Agency, and the submission, to the Attorney General for legal action, of cases involving the Agency as a whole, or officers of the Office of the Administrator in their official capacities.

Provide legal counsel and assistance involved in general operations, and in the internal administration of the Office of the Administrator and the overall administrative management of the Agency, interpret public regulations of the Administrator, approve the legal aspects of publications and public statements and releases prepared within the Office of the Administrator, and assist in the preparation and review of policy orders and manual issuances.

CHAPTER 1-50

ORGANIZATION AND FUNCTIONS OF
THE OFFICE OF ADMINISTRATIONSEC. 1-50-1PURPOSE

There is hereby established an Office of Administration under the supervision of an Assistant Administrator who shall be responsible to the Administrator.

SEC. 1-50-2GENERAL RESPONSIBILITIES

The general responsibilities of the Office of Administration shall be to assist the Administrator in the general management of the Agency; to aid in eliminating duplication and conflict of functions and in securing maximum operating efficiency and economy; to cooperate with the constituent units and other Federal agencies engaged in housing activities on studies of the organization and administration of such activities; and to provide necessary administrative services and facilities for the Office of the Administrator.

SEC. 1-50-3INTERNAL ORGANIZATION

In order to carry out these responsibilities, the Office of Administration shall be organized into the Office of the Assistant Administrator and the following divisions, each of which shall be headed by a Director: Budget and Accounting; Personnel; and Administrative Operations.

SEC. 1-50-4BUDGET AND ACCOUNTING DIVISION

The Budget and Accounting Division shall have the following Agency-wide responsibilities:

Develop, in cooperation with the constituent Budget Officers, standards and procedures for the preparation of budget estimates and justifications; review budgetary presentations of the constituent units and of the Office of the Administrator and advise the Administrator of problems in connection therewith; prepare budgetary submissions for the Agency as a whole, and assist the Administrator in the presentation of the Agency's financial program to the Bureau of the Budget and Congressional appropriations committees.

Review the estimated personnel ceiling requirements of the constituent units and of the Office of the Administrator; prepare the consolidated request for personnel ceiling limitation for the Agency to the Bureau of the Budget; recommend the apportionment of the authorized limitation among the constituent units; and report for the Agency as to compliance.

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Advise the Administrator of the budgetary implications of pending and proposed legislation.

Collaborate with the constituent units in the improvement of accounting and financial reporting procedures, and prepare consolidated financial reports for the Agency.

Serve as the point of contact for budgetary and financial instructions and inquiries of general applicability, such as Bureau of the Budget, Treasury, and General Accounting Office communications; and prepare consolidated reports on behalf of the Agency as required.

SEC. 1-50-5

PERSONNEL DIVISION

The Personnel Division shall have the following Agency-wide responsibilities:

Advise and assist the Administrator in the discharge of the personnel responsibilities vested in heads of agencies by law, executive order, and regulation.

Represent the Agency in maintaining required liaison with over-all governmental agencies in the personnel field, such as the Civil Service Commission and the Federal Personnel Council.

Advise and consult with constituent personnel officers in the development of standards, policies, and procedures in connection with those personnel matters which require Agency-wide coordination, such as the establishment of boards of expert examiners, handling of employee loyalty cases, development of in-service training programs, and development of Agency-wide placement techniques to assure maximum utilization of available skills.

Maintain continuing consultation with constituent personnel directors on matters of mutual concern to assure that personnel matters of Agency-wide scope are worked out with their full participation and agreement.

In addition, the division shall have the following responsibilities in regard to the Office of the Administrator:

Advise the Assistant Administrator for Administration of (a) the effect of changes in Federal personnel policies or procedures, (b) the personnel-management implications of administrative or program activities, and (c) the current status of the personnel program in the Office of the Administrator.

Collaborate with the Assistant Administrator for Administration, operating officials and employees in the development of basic personnel policies and procedures.

Assist operating officials in exercising their responsibility for carrying out effective personnel programs in their respective offices.

Provide central services in connection with position classification,

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recruitment, placement, training, employee services; and the processing of personnel actions, maintenance of records, and the submission of personnel reports.

Serve as a central clearing point for the temporary detail of stenographers and typists between offices in order to assure full-time personnel utilization and maximum economy.

SEC. 1-50-6**ADMINISTRATIVE OPERATIONS DIVISION**

The Administrative Operations Division shall have the following Agency-wide responsibilities:

Collaborate with the constituent units in the development of proposals for economies and improvement of service in the fields of office space; records maintenance and retirement; procurement, warehousing, and distribution of office supplies and equipment; duplicating and reproduction; and telephone and messenger service.

With the participation of the constituents, study office practices and procedures common to all units of the Agency with a view to developing practices and procedures making for operating efficiency and economy.

Maintain control accounts on all funds appropriated to the Administrator and expended through the constituents.

Prepare the Agency's Annual Report to the Congress.

Perform the publications clearance function for the Agency as required by the Bureau of the Budget.

In addition, the division shall have the following responsibilities in regard to the Office of the Administrator:

Prepare and administer the budget of the Office of the Administrator.

Prepare the personnel ceiling submission and control the personnel ceiling established for the Office of the Administrator.

Maintain a continuing review of the functions, operations, and procedures of the Office of the Administrator, in order to achieve effective organization and assignment of functions, maximum use of personnel, financial and other resources, and maximum operating efficiency and economy.

Maintain a system for the issuance of written instructions for the Office of the Administrator and for matters of Agency-wide applicability.

Establish and maintain accounts on all funds which are appropriated to the Administrator and expended through the Office of the Administrator; prepare reports on the status of such funds; audit and certify vouchers for payment.

Maintain a time and attendance reporting system, prepare payrolls and maintain necessary subsidiary records including attendance, retirement, bond, leave, and the like.

Provide general office services to the Office of the Administrator, including travel services; space; procurement of services, supplies and equipment, printing and reproduction; mail and messenger services and records.

Prepare replies to general inquiries from the public regarding the Agency's programs and activities.

Furnish drafting and graphic services to all units of the Office of the Administrator.

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CHAPTER 1-60

**ORGANIZATION AND FUNCTIONS OF
THE OFFICE OF HOUSING ECONOMICS**

SEC. 1-60-1

PURPOSE

There is hereby established an Office of Housing Economics under the supervision of a Director who shall be responsible to the Administrator.

SEC. 1-60-2

GENERAL RESPONSIBILITIES

Working toward the achievement of the objectives stated in Sec. 1-20-2, the Office of Housing Economics shall be responsible for initiating and conducting or coordinating economic, financial, and statistical research as part of the equipment needed in developing national housing policies and programs designed to secure a more adequate supply of housing at lower cost and to assist in developing a more stable, prosperous house-building industry equipped to serve the housing needs of the country; for working with the constituent units, other Federal agencies, and the industry to improve statistical and economic data on housing; and for collecting, interpreting and disseminating statistical information as a service to the constituents, the industry and the public. It shall serve as a clearing house for such research and statistical data, and shall carry out appropriate liaison and coordination with related units of constituent units and other Federal, public and private organizations working in these fields. The Office shall assist the Administrator in evaluating pending and proposed legislation affecting housing credit and finance, housing statistical information, and the place of housing in the general economy.

SEC. 1-60-3

INTERNAL ORGANIZATION

The Director of Housing Economics shall determine the internal organization necessary to carry out its responsibilities. Plans for further subdivision of the Office shall be submitted to the Office of Administration for approval and publication.

SEC. 1-60-4

FUNCTIONAL ACTIVITIES

The Office shall be responsible for the activities listed below: in carrying out this responsibility, it shall operate in accordance with Sec. 1-20-6, prescribing the methods of operation of the Office of the Administrator:

Analysis of the quantity and condition of the existing housing inventory, of the volume of current construction and real estate activity, of trends in family formation, probable levels of consumer income, of the character and distribution of housing requirements and demand, and price and cost relationships;

Analysis of the relation to and effects upon housing of general business or economic conditions such as price and wage levels, national production, employment, national income and income distribution and other factors;

Analysis of the relationship of the housing economy to the over-all national economy and developing proposals for economic and fiscal policies designed to maintain a high and stable level of residential construction;

Analysis of the mortgage and capital markets, operations of lending institutions, mortgage risks of the various Federal agencies in the urban and rural credit fields and of private lenders, appraisal practices, financial aspects of public housing, effects of present and proposed fiscal policies on the flow of savings and investments and on Agency programs, and organization and financing of cooperative, mutual and limited-dividend housing. It shall compile and assess for the Administrator the studies and experience of the constituent units in the field of housing finance;

Studies of the housebuilding industry, including its organization; practices in the fields of construction, marketing, financing, labor, and materials distribution; labor supply; and materials production. These studies shall be concerned both with conventional building and with prefabrication;

Studies of the special economic conditions and problems affecting rural housing;

Evaluation of the effect of Federal programs and business conditions on the housing market;

Devising and improving techniques to aid local public and private agencies in the conduct of local housing market analyses;

Development of an integrated system for collecting data necessary to formulate housing plans and policies, evaluate program progress, and to meet the needs of the industry;

Serving the industry as a central source of statistical information on housing, and developing statistics of maximum use to industry;

Provision of central statistical services for the Administrator and for reports to Congress and the President;

Preparation of periodic and special statistical reports and analyses.

4/18/47

CHAPTER 1-70
ORGANIZATION AND FUNCTIONS OF
THE TECHNICAL OFFICE

SEC. 1-70-1

PURPOSE

There is hereby established a Technical Office under the supervision of a Director who shall be responsible to the Administrator.

SEC. 1-70-2

GENERAL RESPONSIBILITIES

Working toward reduction of housing costs and toward the other objectives stated in Sec. 1-20-2, the Technical Office shall be responsible for formulating and proposing technical policies, programs and methods for the Agency; for organizing and directing research on housing design, production, construction, distribution, operation, maintenance, codes and standards, and costs and for providing advisory service and information to producers, manufacturers, builders, and the general public. The Office shall furnish advice and assistance to the constituent units of the Agency and shall initiate, develop, and carry out common research programs and shall develop common policies and standards in cooperation with the constituents, other public agencies, and the industry. It shall assist the Administrator in evaluating proposed and pending legislation affecting technical research in housing and related fields and shall coordinate the relationships between the technical activities of the Agency and those of other public and private agencies.

SEC. 1-70-3

INTERNAL ORGANIZATION

The Technical Director shall determine the internal organization of the Office necessary to carry out its responsibilities. Plans for further subdivision shall be submitted to the Office of Administration for approval and publication.

SEC. 1-70-4

FUNCTIONAL ACTIVITIES

The Technical Office shall perform the following functions in accordance with the work methods established in Sec. 1-20-6:

Provide technical advice and assistance to the housebuilding industry and related industries.

Assist in the development of Agency policies and techniques with respect to design, production, construction, distribution, operation and maintenance of housing, including related facilities, materials, utilities and equipment, in order to reduce costs, protect health and safety, and improve housing standards.

Encourage and direct the development of improved technical, engineering, architectural, design, and site standards related to residential construction, and devise methods of determining compliance with standards.

Analyze costs, develop cost criteria, and prepare recommendations on methods of reducing construction costs.

In cooperation with labor and industry, investigate and make technical analyses of existing building regulations to ascertain where modifications are needed for the protection of housing standards and to identify provisions which impose obstacles to the adoption of new materials, use of prefabricated or simplified systems of construction, and unnecessarily raise costs or lead to uneconomical use of materials.

In cooperation with technical societies and manufacturers develop performance standards and methods of determining compliance with performance standards, including testing procedures, and develop administrative techniques by which regulations involving performance standards may be put into effect.

Cooperate with the constituents in the development of testing and research projects, coordinate the testing and research programs of the constituents, provide common technical services in order to secure maximum benefit to housing development from the funds and research facilities available.

At the request of state and local governments, furnish technical assistance, in order to secure the widest possible adoption of simplified building codes and construction regulations.

Maintain close and active liaison with such groups as the American Standards Association and with other professional and technical societies on matters relating to housing.

Prepare technical publications with the assistance of the Information Director to disseminate and review technical progress in housing.

CHAPTER 1-80
ORGANIZATION AND FUNCTIONS OF
THE OFFICE OF URBAN DEVELOPMENT

SEC. 1-80-1

PURPOSE

There is hereby established an Office of Urban Development under the supervision of a Director who shall be responsible to the Administrator.

SEC. 1-80-2

GENERAL RESPONSIBILITIES

Working toward the achievement of the objectives stated in Sec. 1-20-2, the Office of Urban Development shall be responsible for initiating and supervising studies of the relationships of housing to such factors as land use planning and controls, urban land economics, public utilities and community facilities, municipal finance and taxation, and local government organization; and shall coordinate the participation of constituent research units in such studies. The Office shall assist the Administrator in evaluating pending and proposed legislation affecting urban planning and development. It shall prepare and release regular and special reports in the field of urban development and redevelopment as a service to the constituents, the housing industry, local communities and the public, and as an aid to the Administrator in policy formulation. The Office shall furnish technical advice and assistance at the request of the constituents, state and local governments, and private research foundations.

SEC. 1-80-3

INTERNAL ORGANIZATION

The Director of Urban Development shall determine the internal organization of the Office necessary to carry out its responsibilities. Plans for further subdivision of the Office shall be submitted to the Office of Administration for approval and publication.

SEC. 1-80-4

FUNCTIONAL ACTIVITIES

The Office shall be responsible for the following functional activities, following the work methods established in Sec. 1-20-6:

Conduct studies, current analyses and evaluations of urban conditions and trends, and of factors influencing community development, such as local land policies, land-use characteristics, decentralization, redevelopment, local government administration and finance, and local public service policies and practices, with particular reference to their effects upon housing and upon Federal housing activities, and with the objective of devising improved policies, methods and practices as they relate to housing.

Undertake special studies and develop and present recommendations as to Federal housing policies and programs in relation to:

1. New housing construction, as it influences and is influenced by

such factors as patterns of community development, requirements for public utilities and other public services and facilities, urban land policies and prevailing real estate practices.

2. Conservation of established neighborhoods, including study of measures for arresting deterioration and preventing blight.
3. Slum clearance and redevelopment, with emphasis on problems of community planning, local government problems relating thereto.

Study methods, and develop technical standards and improved practices in connection with community planning and development, land use controls, and public services and facilities.

Develop, in collaboration with the Office of the General Counsel, model legislation dealing with local government functions of strategic importance to community development, such as subdivision regulation, the disposition and use of tax delinquent land for housing purposes, zoning, community planning, financing of public services and facilities, and related matters as they affect housing.

Develop and make recommendations as to NHA policy with respect to Federal, state, and local public works and services necessary to support housing.

Prepare bulletins and reports and through conferences and otherwise assist state and local agencies in the introduction and adoption of policies, practices and procedures which will aid housing developments.

CHAPTER 1-90
ORGANIZATION AND FUNCTIONS OF
THE INFORMATION SERVICE

SEC. 1-90-1

PURPOSE

There is hereby established an Information Service under the supervision of a Director who shall be responsible to the Administrator.

SEC. 1-90-2

GENERAL RESPONSIBILITIES

The Information Service shall provide information to the press, the radio, the housing industry, public interest groups concerned with housing, state and local governments, and the general public on the activities, policies and programs of the National Housing Agency and of its constituent units. It shall prepare, or shall review for conformance with Agency policy and with standards of professional workmanship, all publications, speeches, statements, news releases, radio materials, pamphlets and leaflets issued by the Office of the Administrator or the constituents.

SEC. 1-90-3

INTERNAL ORGANIZATION

The Information Service shall consist of the immediate Office of the Director and the following divisions, each headed by a director: FHLBA, FHA, FPHA, News, and Publications.

SEC. 1-90-4

CONSTITUENT DIVISIONS

Necessary advice and assistance and day-to-day information services shall be supplied to the constituent units through individual information divisions for the FHLBA, FHA, and FPHA. The directors of these divisions shall act as information advisers and shall supply complete information services to the Commissioners of their respective units, calling upon the other divisions of the Information Service for the preparation of such materials and the provision of such services as can be more efficiently provided on a unified basis.

SEC. 1-90-5

NEWS DIVISION

The News Division shall have the following principal responsibilities:

Provide overall information for the use of the regular and trade press, and maintain all necessary contacts for the Office of the Administrator with the press, news magazines, trade publications, radio and other news and public information agencies.

Develop specific programs of public information on Agency-wide housing programs and policies.

Advise the Information Director on public attitudes and wishes regarding housing programs and policies, as these are reflected in the press.

Provide news digests and summaries for the use of the Agency.

SEC. 1-90-6**PUBLICATIONS DIVISION**

The Publications Division shall have the following principal responsibilities:

Produce informational publications concerning overall Federal housing activities.

Prepare materials for and maintain relationships on behalf of the Office of the Administrator with magazines and periodicals not requiring news servicing.

Assist the research and technical divisions of the Office of the Administrator in the production of comprehensive publications dealing with the technical and economic aspects of housing by providing editorial assistance and advice on informational techniques and media.

Prepare speech materials for use by the Administrator, and review speeches proposed to be delivered by representatives of the Office of the Administrator.

Supply assistance to advertisers in the preparation of materials relating to housing problems and programs.

Provide information directly or through constituent units for national organizations interested in housing.

SEC. 1-90-7**RESCINDING CLAUSE**

General Orders 21-12 and 21-17 are hereby superseded.

CHAPTER 2-1
ESTABLISHMENT
OF
NHA HANDBOOK

SEC. 2-1-1

SCOPE OF HANDBOOK

The NHA Handbook will contain statements of policy, public regulations, and orders regarding the organization and functions of the Office of the Administrator, and information on the organization and activities of the Agency generally. It will also contain such instructions and procedures to govern administrative practice in the Office of the Administrator, and such materials as are approved by the Administrator to describe Agency programs or administrative procedures. Announcements and instructions of temporary applicability only, however, will be issued as "staff memoranda." Any materials of general applicability to the constituent administrations shall be adapted by them for issuance through their respective instruction systems.

Certain General Orders, Regulations, and Operating Instructions from the former NHA operating manual will remain in effect until superseded by material to be issued in the NHA Handbook. They are listed in Section 2-1-16.

SEC. 2-1-2

ARRANGEMENT

The Handbook consists of several parts, each of which covers a subject matter field.

PART 1. ORGANIZATION AND FUNCTIONS, covers orders and procedures relating to the organizational structure, and functions and responsibilities of the Office of the Administrator, and information as to the organizational structure and responsibilities of the Agency.

PART 2. GENERAL ADMINISTRATIVE INSTRUCTIONS, covers policy statements and administrative procedures relating to general operations conducted throughout the entire Agency.

PART 3. WAR HOUSING, covers activities, and regulations and delegations of the Office of the Administrator relating to national-defense and war housing, including disposition.

PART 4. VETERANS HOUSING, covers activities, and regulations and delegations of the Office of the Administrator relating to the temporary reuse program under Title V, Lanham Act; and general information and delegations relating to permits and priorities under the Veterans' Emergency Housing Program.

PART 5. TECHNICAL, covers activities of the Office of the Administrator in connection with technical housing research and standards.

PART 6. STATISTICS, covers activities of the Office of the Administrator in connection with housing statistics.

PART 7. HOUSING RESEARCH, covers activities of the Office of the Administrator in connection with urban development and research in housing finance and economics.

PART 8. RACIAL RELATIONS, covers activities relating to racial relations policy and service throughout the entire Agency.

PART 20. OA ADMINISTRATIVE INSTRUCTIONS, covers administrative procedures which apply only to the operations of the Office of the Administrator.

SEC. 2-1-3

ADDITIONS AND CHANGES

Instructions in the Handbook will not be modified or replaced by letters, memoranda, notices, or other communications. All additions to or changes in the Handbook will be made by complete new sheets to replace superseded material. New and changed text will be "flagged" to facilitate reference.

SEC. 2-1-4

HANDBOOK DISTRIBUTION

All employees of the Office of the Administrator shall have, or have access to, the Handbook; however, individual copies will be assigned only to those employees who make very frequent reference to them in the course of their normal duties. Standard distribution lists, based on the determination of the Office heads will be followed; however, particular items of general interest may be given wider distribution than is called for by the standard list.

Distribution lists for the constituent units will be developed on the basis of designation by the commissioner or the appropriate administrative officer.

SEC. 2-1-5 to -15/ (Blank)

SEC. 2-1-16/

LIST OF PREVIOUS INSTRUCTIONS REMAINING IN EFFECT

following issuances in the old NHA Operating Manual remain in effect pending re-issuance in the NHA Handbook:

GO 21-3	GO 25-2
GO 21-19	OI 25-7 ✕
GO 21-29A	OI 26-1A
GO 21-30	OI 26-4 ✕
GO 21-31A	OI 26-8 ✕
GO 21-36	OI 26-9 ✕
APS 23-1	OI 26-10
APS 23-1-2	OI 26-12
APS 23-2	OI 26-13
GO 23-2A	OI 27-9A
GO 23-5A	OI 27-10
GO 23-5A-4	GO 30-4B
OI 23-8 ✕	GO 30-9B
OI 23-11 ✕	GO 30-15A
OI 23-17	OI 41-1 ✕
OI 23-18	Reg 60-12A
OI 23-20	Reg 60-13B
OI 23-21	Reg 60-18
	OI 60-8

APS - Agency Policy Statement
GO - General Order
OI - Operating Instruction
Reg - NHA Regulation

CHAPTER 2-51**DELEGATION OF AUTHORITY
TO ISSUE OA
ADMINISTRATIVE INSTRUCTIONS****SEC. 2-51-1**

In accordance with the provisions of Section 12 of Executive Order 9070, authority is hereby delegated to the Assistant Administrator for Administration to approve and issue NHA Handbook materials covering administrative instructions for the Office of the Administrator (Part 20).

4/4/47

CHAPTER 3-1

DELEGATION OF AUTHORITY
TO SIGN PROGRAMMING DOCUMENTSSEC. 3-1-1

In accordance with the provisions of Section 12 of Executive Order 9070, the First Assistant Administrator is hereby delegated the power to execute war housing programming documents relating to termination, disposition and other actions (except transfers of jurisdiction from the National Housing Agency to the War or Navy Departments pursuant to Section 4 of the Lanham Act, as amended, and Section 5 of Public Law 137, 77th Congress) affecting projects constructed or acquired under Titles I and IV of Public Law 849, 76th Congress, as amended (Lanham Act), Public Laws 9, 73, and 353, 77th Congress (Temporary Shelter Acts), and Public Laws 671 and 781, 76th Congress, as amended.

SEC. 3-1-2RESCINDING CLAUSE

This chapter replaces General Order No. 21-13G, which was previously revoked.

4/17/47



CHAPTER 3-10

**NHA REGULATION NO. 60-5G
RESERVATION OF PUBLIC WAR HOUSING
FOR DISTRESSED VETERANS AND SERVICEMEN****EXCLUSIVE RESERVATION OF PUBLIC WAR
HOUSING FOR DISTRESSED VETERANS AND
SERVICEMEN**

§ 703.1 *Purpose.* Sections 703.1 to 703.5, inclusive, revise NHA Regulation 60-5F.¹ Regulation 60-5F sets forth the occupancy standards for public war housing and limits admission to vacancies in such housing to distressed veterans and distressed families of veterans and servicemen, with certain exceptions which must have prior approval by the Central Office. It is the purpose of §§ 703.1 to 703.5 inclusive, to place responsibility for approving such exceptions with the Regional Expeditors.

§ 703.2 *Eligibility for admission to vacancies in Lanham Act and other public war housing.* (a) In all PL-849 (Lanham Act) except mutual ownership and public conversion properties, in PL-9, 73, 353 (Temporary Shelter Acts), and in PL-781 (Naval Appropriation Act, 1941) projects, eligibility for admission to vacancies shall be in accordance with the provisions of this section until the admission of tenants is discontinued.

(b) In family dwelling projects determined to be of a temporary character pursuant to section 313 of the Lanham Act, demountable family dwelling projects which are to be removed from their present sites, temporary dormitories, trailers, and stop-gap accommodations, only distressed veterans and distressed families of veterans and servicemen shall be eligible for admission prior to the termination of such projects, except that the Regional Expediter may approve for specific projects (under this paragraph), the admission of persons and families in the following categories and order of preferences: *Provided, however,* That (except as stated in § 703.2 (d)) no such person or family may be admitted when a vacancy occurs if there is an eligible distressed veteran or distressed family of a veteran nor servicemen available to occupy the vacant accommodations:

(1) Any military personnel (other than in the above distressed families) and civilian employees and their families or dependents, without housing, of the War and Navy Departments, the Coast and Geodetic Survey, and the United States Public Health Service assigned to duty in the locality, and civilian employees of any private plants which are specifically determined by the Regional Expediter to be engaged in the completion of war contracts;

(2) Other distressed persons and families who are without housing as a result of the war or its orderly demobilization.

Upon termination of any project under this paragraph, no persons or families shall be admitted to vacancies in such project.

(c) In all projects not determined to be of a temporary character pursuant to section 313 of the Lanham Act, except demountable projects which are to be removed from their present sites, distressed veterans and distressed families of veterans and servicemen are eligible for admission to vacancies prior to the disposition of such projects, except as provided below. If there is no eligible distressed veteran or distressed family of a veteran or serviceman available to occupy the vacant accommodations, the following persons and families are eligible for admission in the following order of preferences:

(1) Any military personnel (other than in the above distressed families) and civilian employees and their families or dependents, without housing, of the War and Navy Departments, the Coast and Geodetic Survey, and the United States Public Health Service assigned to duty in the locality, and civilian employees of any private plants which are specifically determined by the Regional Expediter to be engaged in the completion of war contracts;

(2) Other distressed persons and families who are without housing as a result of the war or its orderly demobilization;

(3) Other persons and families in need of housing.

(d) In exceptional cases the Regional Expediter may approve for specific projects under this section:

(1) The exclusive reservation of dwellings for distressed military personnel or distressed civilian employees of the War or Navy Department or of private plants which are specifically determined by the Regional Expediter to be engaged in the completion of war contracts; or

(2) The admission on a parity with distressed veterans and distressed families of veterans and servicemen, of distressed civilian employees of the War and Navy Departments, distressed uniformed and civilian personnel of the Coast and Geodetic Survey and United States Public Health Service assigned to duty in the locality, and distressed civilian employees of private plants which are specifically

determined by the Regional Expediter to be engaged in the completion of war contracts.

(e) A person otherwise eligible under this section who applies for occupancy for himself only, shall be eligible for only accommodations appropriate for single persons.

§ 703.3 Eligibility for admission to vacancies in other public housing under the jurisdiction of the National Housing Administrator. Eligibility for admission to vacancies in Defense Homes Corporation projects, public conversion properties, the 8 Lanham Act mutual ownership projects, Federally owned PL-671 and non-war housing projects of FPHA not leased to local housing authorities, shall be determined by the Federal Public Housing Authority subject to applicable Federal and local laws: *Provided, however*, That no family other than a distressed family of a veteran or serviceman shall be admitted when a vacancy occurs if there is a qualified distressed family of a veteran or serviceman available to occupy the vacant accommodations.

§ 703.4 Distressed veterans and families of servicemen and veterans. (a) Veterans and families of servicemen and veterans are "distressed" within the meaning of §§ 703.1 to 703.5, inclusive, and affected by unusual hardships if such persons are without housing, by reason of eviction, a low income or otherwise, and are unable to find in the area adequate housing within their financial reach. This includes a family of a returning veteran who is unable to find a dwelling in the area within his financial reach in which he can reestablish his family. Distressed families of servicemen or veterans include distressed families of deceased servicemen or veterans. As used in §§ 703.1 to 703.5, inclusive, a veterans means a person who has served in the military or naval forces

of the United States during World War II and who has been discharged or released therefrom under conditions other than dishonorable.

(b) The finding made in § 701.12 (NHA Regulation 60-14, 10 F. R. 8685) is hereby continued and broadened to reach as follows: "In accordance with Title V (Section 501) of the Lanham Act (Public 849, 76th Congress, as amended) and subject to subsequent determinations, it is hereby found that in those localities where distressed veterans or distressed families of servicemen or veterans are without adequate housing accommodations and are unable to find such accommodations within their financial reach, and acute shortage of housing exists within the meaning of said section 501 and that, because of war restrictions, permanent housing cannot be provided in sufficient quantities when needed."

§ 703.5 Establishment of fair rentals.

The Federal Public Housing Commissioner is hereby authorized and directed to (a) fix fair rentals for housing made available under § 703.2 to distressed veterans and distressed families of servicemen and veterans, which rentals shall be within the financial reach of such distressed persons, and (b) fix fair rentals for housing made available under § 703.2 to other persons which shall be based upon the value of the housing as determined by the Commissioner: *Provided*, That in exceptional cases during the present emergency, he may adjust rentals subject to applicable law and contractual obligations.

This regulation shall be effective immediately.

WILSON W. WYATT,
Administrator.

CHAPTER 3-20

WAR HOUSING OPERATING PROCEDURES

SEC. 3-20-1RESPONSIBILITY AND AUTHORITY

The Office of the Administrator shall be responsible for planning the use of public war housing (Lanham-constructed)^{1/} and for seeing that it is terminated in accordance with the policies and procedures established by the Administrator. In carrying out this responsibility, the Office of the Administrator will rely largely on the recommendations of the FPHA based on operating considerations and on disposition programs it has developed. The FPHA shall be responsible for the determination of temporary character of war housing within the meaning of Section 313 of the Lanham Act in accordance with standards established by the Administrator.

SEC. 3-20-2TERMINATION OF PERMANENT HOUSING

All permanent housing shall be terminated by the Office of the Administrator and made available for disposition at as early a date as possible consistent with continuing essential demobilization needs of the Army and Navy. No exceptions to termination shall be permitted to continue beyond June 30, 1947 unless requested by the Secretary of War or Navy and approved by the Office of the Administrator.

Termination of permanent housing will not be delayed in consideration of present occupants or the need for housing distressed families of veterans and servicemen inasmuch as occupancy will be permitted pending disposition and appropriate provision will be made for the needs of veterans and servicemen when the housing is disposed of.

SEC. 3-20-3TERMINATION OF DEMOUNTABLE HOUSING

Demountable family dwellings shall be terminated in the same manner as permanents except where there is a commitment for removal of the demountables from the site, in which case they shall be terminated in accordance with policies and provisions for termination of temporary projects; however, in the interests of expediting disposition of demountables which must be removed, termination of entire projects shall be permitted even though such projects have a substantial number of occupants.

^{1/} Housing constructed or acquired by the National Housing Agency under Titles I and IV of Public Law 849, 76th Congress, other than housing converted by the Home Owners Loan Corporation; Public Laws 9, 73, and 353, 77th Congress; and Public Law 781, 76th Congress.

SEC. 3-20-4

TERMINATION OF TEMPORARY HOUSING

Temporary projects or parts thereof shall be terminated when there are substantial vacancies or anticipated vacancies beyond the immediate requirements to serve distressed veterans and distressed families of servicemen and veterans or other eligibles approved by the Office of the Administrator, or where improvement in the local housing supply makes it feasible to vacate a project or part thereof in order to expedite disposition and where such vacation will not cause serious hardship to occupants.

SEC. 3-20-5

PROCEDURE FOR EFFECTING PROGRAM REVISIONS

The FPHA Regional Offices shall be responsible for initiating program revisions involving changes in project status. Such revisions shall be submitted to the FPHA Central Office, for transmittal to the Office of the Administrator for final action except as noted in Sec. 3-20-6. They shall be accompanied by a concise and clear statement of the reasons for the proposed revision, and the FPHA Central Office will add any pertinent comments it considers desirable, together with its recommendations before submitting the revision to the Office of the Administrator.

Prior to January 11, 1947, the Regional Offices of the Housing Expediter were a part of the Office of the Administrator and had a large degree of responsibility for administering the war housing program. The operation and disposition of public war housing (Lanham-constructed) is closely related to the emergency program now administered by the Housing Expediter and it is important that on all major actions, which, in the opinion of the FPHA Regional Director, may affect the Veterans' Housing Program, the advice and assistance of the Regional Expeditors shall be secured. In such cases the Regional Director shall indicate in preparing statements of justifications for major program revisions that the Regional Expediter has been informed and consulted and whether he is in accord with the proposed action.

The Regional Expeditors will give the Federal Public Housing Authority Regional Offices access to information contained in their files relating to the War Housing Program.

SEC. 3-20-6

MINOR PROGRAM REVISIONS

In addition to the authority delegated to the First Assistant Administrator in Sec. 3-1-1, to facilitate minor program revisions, the Commissioner of the Federal Public Housing Authority and each of the several regional directors of the Federal Public Housing Authority is hereby delegated the power to terminate up to 20 units or up to 5 per cent of the number of units originally developed, in any one temporary war housing project, whichever number is smaller, provided that the Office of the Administrator shall immediately after approval be provided with a copy of the formal program action and of the justification submitted therefor.

Minor actions involving the reactivation of a project or any part thereof shall be processed in accordance with Sec. 3-20-5.

5/7/47

SEC. 3-20-7**FINDINGS ON ELIGIBILITY**

The Federal Public Housing Authority Regional Offices shall be responsible for initiating exceptions to occupancy policy as provided for in NHA Regulation 60-5G, Chapter 3-10. In order to keep to a minimum the exceptions and findings and to maintain a uniform national policy in the application of such exceptions and findings, they shall be submitted to the Office of the Administrator for final action in the same manner as program revisions. (See Sec. 3-20-5.) The Office of the Administrator will assist in reviewing with the FPHA and the War and Navy Departments exceptions which are presently in effect in order to eliminate as many as possible.

Any exceptions on projects that have been determined to be non-temporary granted prior to March 31, 1947, are hereby automatically terminated on June 30, 1947, unless such permanent dwellings are requested by the Secretary of War or Secretary of Navy as being permanently useful to the War or Navy Departments pursuant to Section 4 of the Lanham Act, as amended by Public Law 409, 77th Congress, approved January 21, 1942; or unless an exception is specifically requested by the Secretary of War or Navy and approved by the Office of the Administrator.

SEC. 3-20-8**TRANSFERS OF JURISDICTION**

Formal requests from the Secretaries of War and Navy to the Administrator for transfer of jurisdiction shall be acknowledged and copies transmitted to the FPHA where formal transfer papers shall be prepared for the signature of the Administrator.

Where controversies arise in connection with these requests, it shall be the responsibility of the FPHA Regional Director to make every effort to resolve the controversy with all parties represented at the local level and to the satisfaction of all concerned. State or District Directors of the Federal Housing Administration and Presidents of the Federal Home Loan Banks serving the locality shall be notified of the requests and be invited to participate. A complete report shall be forwarded to the FPHA Central Office by the Regional Director. This report, together with the recommendations of the FPHA Commissioner, shall be submitted to the Administrator who is responsible for final action.

SEC. 3-20-9**DISPOSITION PROGRAM**

NHA Regulation 60-13B provides that where the disposition of public war housing involves problems that are acute or materially affect other housing in the community, the Office of the Administrator in conjunction with the FPHA will be responsible for the initiation of discussions with representatives designated by the elected head of the local government having jurisdiction over the area in which the housing is located. The FPHA will now assume full responsibility for the initiation of such discussions. In order to maintain continuity of action and to integrate the locality disposition discussions with the community program of the Office of the Housing Expediter, the Regional Expediter shall be informed of these discussions and shall participate where he feels it is desirable and in the best interests of the Veterans' Housing Program.

SEC. 3-20-10RESCISSIONS

This chapter rescinds and replaces NHA General Order 11-19, Operating Instruction 11-37, 11-37-1, and Operating Instruction 11-38.

5/7/47

OFFICE
CASH RECEIPT VOUCHER

- REMITTANCE

INSTRUCTIONS

Program _____ No. _____

Per _____

POSTING DISTRIBUTION

Per _____

[illegible]

