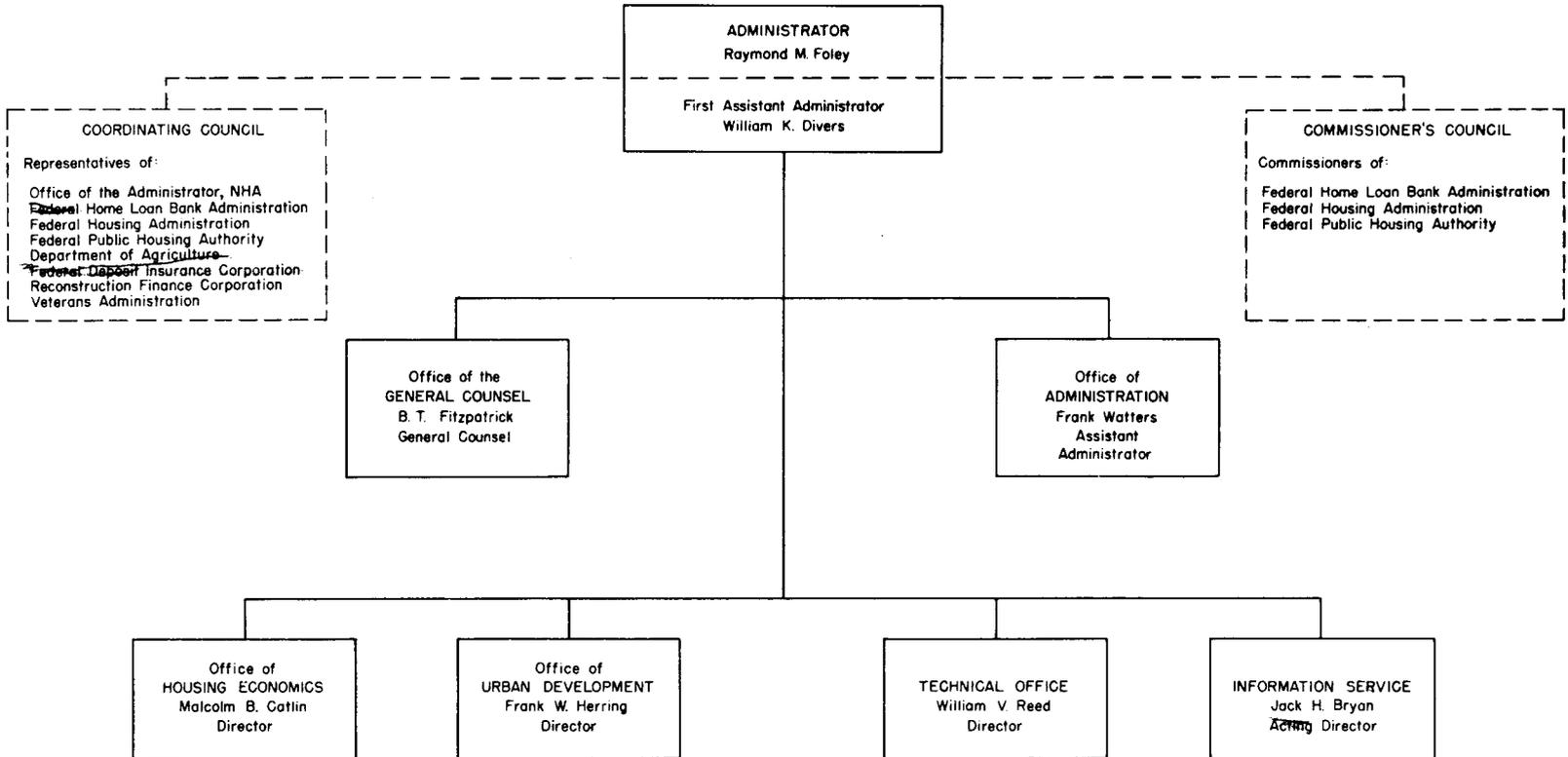


NATIONAL HOUSING AGENCY
OFFICE OF THE ADMINISTRATOR



NATIONAL HOUSING AGENCY
Office of the Administrator

UNITED STATES GOVERNMENT
NATIONAL HOUSING AGENCY
WASHINGTON 25, D.C.
1963

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 1/
 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

1/ On detail to the Office of the Housing Expediter

NHA Handbook

Attached is the first portion of the NHA Handbook. Chapter 2-1 explains the organization and scope of the Handbook.

This attachment includes the issuances listed below, which are assembled in the order in which they should be placed in the binder. Future transmittal sheets will include the filing order for additional issuances, and will also indicate the changes in amended chapters.

Chapters

- 1-1 Executive Order 9070
- 1-20 General Responsibilities and Organization of the Office of the Administrator, National Housing Agency
- 1-40 Organization and Functions of the Office of the General Counsel
- 1-70 Organization and Functions of the Technical Office
- 1-80 Organization and Functions of the Office of Urban Development
- 1-90 Organization and Functions of the Information Service
- 2-1 Establishment of the NHA Handbook

The following releases, under Part 20 OA Administrative Instructions, will be distributed only within the Office of the Administrator.

- 20-20 Administrative Workweek, Hours of Work, and Overtime Policy
- 20-21 Attendance Reporting, Overtime Authorizations, and Salary Payments

NHA Handbook

Filing Instructions:

Part 1-2

Exhibit 1-20-25 Replace present Organization Chart of the Office of the Administrator with chart revised 4/4/47

Chapter 2-51 Delegation of Authority to Issue OA Administrative Instruction
(Insert following 2-1-16)

Part 20

Chapters (Insert in order following Exhibit 20-21-15)

20- 72 Periodic Pay Increases

20- 85 Reporting on-the-job Injuries and Claiming Compensation

20-110 Efficiency Rating System
(Attention is called to the memorandum of March 28, advising employees that the Civil Service Commission has approved a postponement from March 31 to June 30 of the regular ratings, due to disruptions of organizational units and shifting of personnel resulting from the division of the Office of the Administrator-Expediter under Executive Order 9820.)

20-201 Correspondence Control Procedure

20-203 Preparation of Documents for Approval or Signature by the President

20-204 Mail to Other Government Agencies Located In Washington, D.C.

20-210 Reporting Long Distance Calls

20-280 Printing and Duplicating Requisitioning Procedure

20-320 Control and Standardization of Administrative Forms

20-330 Distribution Controls

TRANSMITTAL SHEET

No. 5

NHA Handbook

Material attached and filing instructions:

Chapter 1-30	Coordinating Council (File after Exhibit 1-20-25)
Chapter 3-20	War Housing Operating Procedures (File after 3-10)

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.

(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. 1-20-16ADMINISTRATOR'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. 1-20-17OFFICE 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. 1-20-18OFFICE 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. 1-20-19OFFICE 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. 1-20-20TECHNICAL 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.

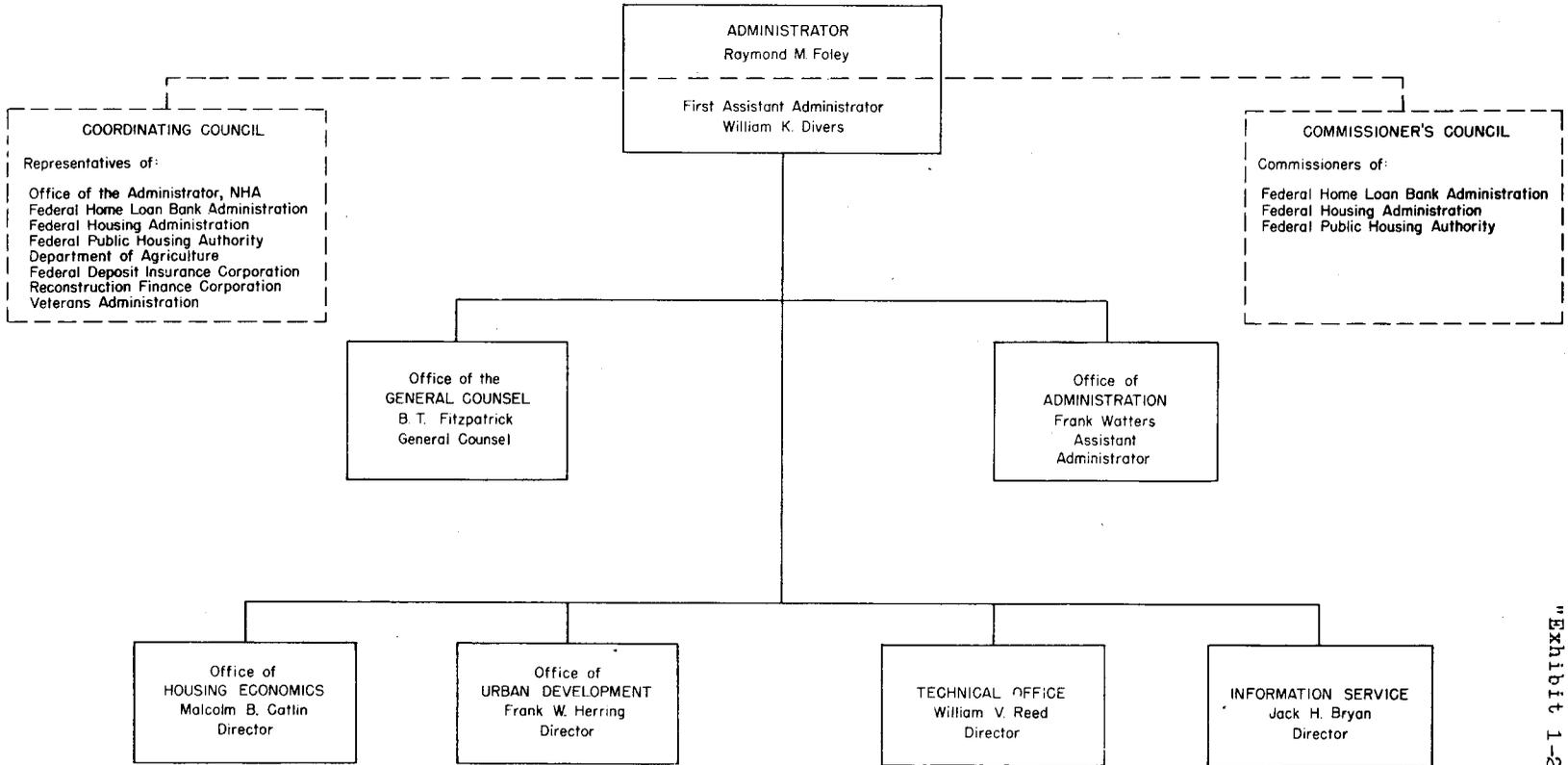
SEC. 1-20-21OFFICE OF URBAN DEVELOPMENT

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. 1-20-22INFORMATION 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



CHAPTER 1-30 COORDINATING COUNCIL

SEC. 1-30-1PURPOSE

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

SEC. 1-30-2MEMBERSHIP

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. 1-30-3FUNCTIONS

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 COUNSELSEC. 1-40-1PURPOSE

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. 1-40-2GENERAL 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. 1-40-3INTERNAL 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. 1-40-4FUNCTIONAL 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 ADMINISTRATION

SEC. 1-50-1

PURPOSE

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

SEC. 1-50-2

GENERAL 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. 1-50-3

INTERNAL 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. 1-50-4

BUDGET 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 or 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 service 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;

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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.

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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 DEVELOPMENTSEC. 1-80-1PURPOSE

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

SEC. 1-80-2GENERAL 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. 1-80-3INTERNAL 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. 1-80-4FUNCTIONAL 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. 1-90-6PUBLICATIONS 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. 1-90-7RESCINDING 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. 2-1-16LIST OF PREVIOUS INSTRUCTIONS
REMAINING IN EFFECT

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

GO 11-5	GO 21-3	GO 25-2
GO 11-6	GO 21-19	OI 25-7 ✕
GO 11-6-1	GO 21-29A	OI 26-1A
GO 11-9B	GO 21-30	OI 26-4 ✕
GO 11-12A	GO 21-31A	OI 26-8 ✕
GO 11-18	GO 21-36	OI 26-9 ✕
GO 11-19	APS 23-1	OI 26-10
GO 11-21	APS 23-1-2	OI 26-12
GO 11-23	APS 23-2	OI 26-13
OI 11-37	GO 23-2A	OI 27-9A
OI 11-37-1	GO 23-5A	OI 27-10
OI 11-37-2	GO 23-5A-4	GO 30-4B
OI 11-38	OI 23-8 ✕	GO 30-9B
GO 20-1	OI 23-11 ✕	GO 30-15A
GO 20-3	OI 23-17	OI 41-1 ✕
GO 20-4	OI 23-18	Reg 60-12A
OI 20-4	OI 23-20	Reg 60-13B
OI 20-5	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 DOCUMENTS****SEC. 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. 3-1-2**RESCINDING 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 FPFA based on operating considerations and on disposition programs it has developed. The FPFA 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. 3-20-4TERMINATION 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. 3-20-5PROCEDURE 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 Exeditors 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 Exeditors will give the Federal Public Housing Authority Regional Offices access to information contained in their files relating to the War Housing Program.

SEC. 3-20-6MINOR 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. 3-20-7FINDINGS 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. 3-20-8TRANSFERS 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. 3-20-9DISPOSITION 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. 3-20-10

RESCISSIONS

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

CHAPTER 20-20
ADMINISTRATIVE WORKWEEK,
HOURS OF WORK, and
OVERTIME POLICY

SEC. 20-20-1

PURPOSE

The purpose of this chapter is to establish the administrative workweek, hours of work, and overtime policy for the Office of the Administrator, and to delegate authority to authorize overtime duty.

SEC. 20-20-2

THE ADMINISTRATIVE WORKWEEK

The administrative workweek for the Office of the Administrator shall be forty (40) hours, consisting of 8 hours a day, Monday through Friday.

SEC. 20-20-3

OFFICIAL HOURS OF DUTY

The work day shall begin at 8:45 A.M. and end at 5:15 P.M., and include the lunch period.

SEC. 20-20-4

OVERTIME POLICY

Employees shall, in addition to their basic compensation, be compensated for all hours of employment in excess of 40 hours in any administrative workweek, when officially ordered and approved, at established overtime rates in accordance with the provisions of the Federal Employees Pay Acts of 1945 and 1946 and Civil Service regulations governing the administration of these acts, and General Accounting Regulation No. 102.

In the case of irregular or occasional authorized overtime duty in excess of the established administrative workweek, a per annum employee may be permitted to take compensatory time off from duty in lieu of overtime compensation if he so elects.

Official overtime work shall be restricted to special work projects or unexpected workloads and shall in no event cover work of less than one hour's duration.

No overtime in excess of the established administrative workweek will be compensated for unless such duty has been ordered by the responsible officer or division director, pursuant to advance verbal authorization from the authorizing official in accordance with Sec. 20-21-10.

SEC. 20-20-5

DELEGATION OF AUTHORITY TO AUTHORIZE OVERTIME

Authority to authorize overtime work in excess of the administrative workweek is hereby delegated to the Budget Officer of the Office of

the Administrator.

SEC. 20-20-6

EFFECTIVE DATE

The provisions of this chapter shall be effective at the close of business
January 11, 1947.

3/14/47

CHAPTER 20-21
ATTENDANCE REPORTING,
OVERTIME AUTHORIZATIONS, and
SALARY PAYMENTS

SEC. 20-21-1

PURPOSE

This chapter establishes pay periods and pay dates for employees and provides standard procedures for reporting time and attendance and for authorizing and approving overtime, as required by the Federal Employees Pay Acts of 1945 and 1946, Civil Service Regulations governing the administration of these acts, and General Accounting Regulation No. 102.

SEC. 20-21-2

PAY PERIODS AND PAY DATES

Salary payments shall cover two administrative workweeks. The bi-weekly pay periods shall begin on alternate Sundays (commencing with December 29, 1946) and end on the second Saturday following. Salary payments shall be made on the second Friday following the end of the pay period, in accordance with the thirteen-day pay lag established for the National Housing Agency. The 26 pay periods and the corresponding pay dates for the calendar year 1947 are:

<u>Pay Period Number</u>	<u>Period Covered</u>	<u>Pay Dates</u>	<u>Pay Period Number</u>	<u>Period Covered</u>	<u>Pay Dates</u>
1	12/29 - 1/11	1/24	14	6/29 - 7/12	7/25
2	1/12 - 1/25	2/7	15	7/13 - 7/26	8/8
3	1/26 - 2/8	2/21	16	7/27 - 8/9	8/22
4	2/9 - 2/22	3/7	17	8/10 - 8/23	9/5
5	2/23 - 3/8	3/21	18	8/24 - 9/6	9/19
6	3/9 - 3/22	4/4	19	9/7 - 9/20	10/3
7	3/23 - 4/5	4/18	20	9/21 - 10/4	10/17
8	4/6 - 4/19	5/2	21	10/5 - 10/18	10/31
9	4/20 - 5/3	5/16	22	10/19 - 11/1	11/14
10	5/4 - 5/17	5/29	23	11/2 - 11/15	11/28
11	5/18 - 5/31	6/13	24	11/16 - 11/29	12/12
12	6/1 - 6/14	6/27	25	11/30 - 12/13	12/26
13	6/15 - 6/28	7/11	26	12/14 - 12/27	1/9/48

SEC. 20-21-3 to -4 Blank

SEC. 20-21-5

TIME AND ATTENDANCE REPORTS

Responsibility for Reporting

The head of each reporting unit shall be responsible for supervising the preparation and maintenance of a standard bi-weekly time and attendance report covering all employees of the unit, which shall reflect, in addition to regular attendance and leave transactions, all hours of authorized overtime work for which compensation or time off is due.

Designation of Timekeepers

Responsibility for maintaining time and attendance reports and for certifying to their correctness may be delegated by the head of the unit to some other employee of the unit. If the responsibility for certifying the report is delegated, however, the head of the unit shall furnish the Payroll Unit a memorandum over his signature, naming the employee to whom the delegation has been made, and the memorandum shall be countersigned by the employee as timekeeper.

Report Forms

Standard Forms 1135 and 1136 are used for reporting time and attendance of regular employees. Standard Form 1136 (long form) is used by those units having more than 12 employees. Standard Form 1135 (short form) is for use by those units having 12 employees or less. The short form may also be used as a supplement to Standard Form 1136.

Use of the Forms

The bi-weekly time and attendance report shall be maintained on a daily basis and shall constitute a complete record of all employee attendance and leave transactions for the pay period, including authorized overtime performed (regardless of whether overtime pay or compensatory time off is requested), and compensatory leave taken.

Timekeepers shall secure employees' initials on the reports in support of all leave charges made to their accounts, except for absences of the nature outlined below when an application for leave shall be submitted by the employee as required by Chapter 20-121 and a notation entered on the report to indicate that the application has been secured:

Absences for medical, dental or optical treatment or examination to be charged to sick leave.

Absences of more than three consecutive workdays on account of illness.

Absences of three consecutive workdays or less on account of illness, if the leave begins in one reporting period and extends into the next, or any absence (including emergency annual leave) occurring at the end of a pay period, if the employee does not return to duty in time to initial the time and attendance report prior to its submission to the Payroll Unit.

A completed sample time and attendance report is shown as Exhibit 20-21-15 and detailed instructions for its use start at Sec. 20-21-15.

Submission of Reports to Payroll Unit

All reports must be forwarded to the Payroll Unit not later than noon of the Monday following the close of the payroll period.

Applications for leave (Standard Form 71) and other documents supporting authorized absences, such as Selective Service notices for physical examinations, shall be retained by the reporting unit. However, Clerk's Certificate of Attendance at Court shall be transmitted to the Payroll Unit with

the time and attendance reports as these documents are required to be furnished to the General Accounting Office.

SEC. 20-21-6 to -7 (Blank)

SEC. 20-21-8

DELIVERY OF CHECKS

Salary checks for all employees of a reporting unit will be delivered to the reporting officer, who shall be responsible for distribution of the checks to the employees.

SEC. 20-21-9 (Blank)

SEC. 20-21-10

OVERTIME AUTHORIZATIONS

Provision for Compensation

Chapter 20-20 provides that employees shall be compensated for all hours of employment in excess of 40 hours in any administrative workweek, when officially ordered and approved, at established overtime rates, except that for irregular or occasional overtime authorized in excess of the established administrative workweek, an employee may be permitted to take compensatory time off from duty in lieu of overtime compensation, if he so elects.

Chapter 20-20 also establishes the administrative workweek and delegates to specific officials the responsibility for authorizing overtime in excess of the established administrative workweek.

When it is determined that it is necessary for an employee or group of employees to perform overtime work in excess of the established administrative workweek, the head of the unit which is responsible for the work shall secure verbal authority to order the work from the official who has been delegated the responsibility for authorizing overtime. Immediately following the completion of each period of overtime work, Form NHA 25-48 (Approval of Overtime Work) shall be prepared for the signature of the authorizing official.

In the event an employee is authorized to perform overtime work in excess of the established administrative workweek and elects to take time off in lieu of compensation, the election shall be made at the time the work is performed so that an accurate entry may be made on the time and attendance report.

Approval of Overtime Work

Form NHA 25-48 shall be used by each reporting unit to secure the authorizing official's approval of all overtime in excess of the administrative workweek performed in the unit during a single pay period.

The names of employees who are authorized to perform overtime (including those borrowed from other units for the purpose) shall be listed on the form in the order in which they are required to work, and the total number of hours worked by each employee shall be recorded on a daily basis.

If employees are borrowed from other reporting units, the time worked by these employees shall be reported on the time and attendance reports of the lending units, in order that they may be compensated or allowed time off in lieu of compensation for the overtime.

At the completion of the pay period, the form shall be submitted for certification and signature by the official or division director who ordered the overtime, the approval signature of the authorizing official obtained, and then transmitted to the Payroll Unit with the time and attendance report of the unit which performed the work.

A completed sample Form NHA 25-48 is shown as Exhibit 20-21-20 and detailed instructions for its use are given in Sec. 20-21-20.

SEC. 20-21-11 to -14/ (Blank)

SEC. 20-21-15/

DETAILED INSTRUCTIONS FOR REPORTING TIME AND ATTENDANCE
ON STANDARD FORMS 1135 or 1136

(Instructions are numbered to correspond with the numbered entries on Exhibit 20-21-15)

Preparation of the Form

The time and attendance report form shall be prepared immediately prior to the beginning of each pay period, as follows:

- (1) Enter the letter designation for the agency and sub-division.
- (2) Enter the name of the reporting unit.
- (3) Enter the figure "2". (This figure represents the Treasury Department payroll identification number and will not change with subsequent reporting periods.)
- (4) Enter the beginning and ending hours of the established official work day. (See Chapter 20-20.)
- (5) Enter the applicable pay period number. (See Sec. 20-21-2 for schedule of pay periods and pay dates.)
- (6) List the names of all employees in the unit in alphabetical sequence, with the last name first. Names of those employees who enter on duty during the period shall be added at the end of the list and constitute the only exception to the requirement that names be listed alphabetically.
- (7) If an employee is entered on duty or terminated during the pay period, enter a notation of the type of action and the effective date in the name block.

Attendance and Leave Postings

Attendance and leave postings shall be made daily by standard code designation and shall be totaled at the end of each workweek and again at the end of the pay period. (Note the printed code appearing in the upper right-hand corner of the form.) All entries shall be made in ink except temporary "AWL" entries which may be changed following an administrative determination that the absence should be charged to annual or sick leave.

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Daily Postings

- (8) In the first of the triple blocks opposite the employee's name, indicate his status for the day. If he is present for the full work day, enter a check mark together with the number of overtime hours, if any; if he is absent, enter the number of hours of absence; or, if he works on Saturday, enter the number of hours worked, as Saturday is an overtime day.
- (9) In the second of the triple blocks, enter the code describing the employee's status for the day (except if he is present throughout a regular work day and performs no overtime).
- (10) In the final block, secure the employee's initials in support of any leave charge made to his account, except if an application for leave (Standard Form 71) is required. In the latter event enter the notation "SF 71" in the block to indicate that the application has been secured.

Weekly and Periodical Postings

- (11) Hours in Pay Status. In the first line of blocks, opposite the word "Base", enter the total number of hours each week (exclusive of overtime or holiday work) that the employee was in a pay status, and show the total for the pay period.

If authorized overtime was performed by the employee and he has indicated that he wishes to be paid for the work, enter the code "OT" in the second line of blocks, together with the total number of hours of overtime performed each week and the total for the pay period.

If authorized holiday work was performed by the employee, enter the code "HW" in the third line, together with the total number of hours performed each week and the total for the pay period.

- (12) Compensatory Time Worked. If authorized overtime was performed by the employee and he has indicated that he elects to take compensatory time off in lieu of overtime compensation, enter the total number of hours of such compensatory time worked during the pay period.
- (13) Times Absent. In the first line of blocks under the appropriate sub-heading, enter the total number of hours of each kind of leave taken by the employee during the pay period. No entries shall be made in the remaining lines.
- (14) Totals. Enter the total number of hours of compensatory time worked and the total number of hours of leave of each type taken by all employees of the unit. "Hours in Pay Status" columns are not required to be totaled.
- (15) Remarks. Enter any explanatory remarks which appear necessary in special circumstances.
- (16) Certification. Secure the signature of the head of the reporting unit or the timekeeper who has been delegated the responsibility for certifying time and attendance reports for the unit.

SEC. 20-21-16/

SAMPLE POSTINGS

The entries on Exhibit 20-21-15 illustrate correct posting of the following time and attendance case histories:

Adams - On duty throughout each regular work day in the pay period (Monday through Friday each week). Worked New Year's Day which is indicated in second block by code "HW" (holiday work). Worked 4 hours overtime on first Saturday of period, which is indicated in second block by code "OT" (overtime). "Pay Status" blocks indicate employee is entitled to basic compensation for two full workweeks, 4 hours overtime pay, and 8 hours holiday pay.

Blake - Absent first Tuesday on annual leave, observed New Year's Day holiday on Wednesday, absent second Friday on sick leave. Holiday is indicated in the first block by figure "O" and annual and sick leave are indicated in second line blocks by codes "A" and "S", annual leave being verified in the third line block by employee's initials. "Pay Status" blocks indicate employee is entitled to basic compensation for 2 full workweeks. "Times Absent" blocks reflect the total number of hours of each type of leave taken. (If employee does not return to duty in time to initial sick leave entry prior to submission of report to Payroll Unit, secure a Standard Form 71 over his signature to support the charge and enter the following notation under "Remarks" on the report for the next pay period: Blake - S - 1/10/46 - SF 71.)

Doakes - Absent on court leave Thursday and Friday, which is indicated in second line blocks by code "O" (other leave with pay). On duty each remaining regular work day of period. "Pay Status" blocks indicate employee is entitled to basic compensation for two full workweeks. Appropriate "Times Absent" block reflects total hours of leave taken.

Jones - Absent Monday and Tuesday without pay and works 2 hours overtime on Friday of first week. The leave without pay is indicated by code "W" in the second line blocks. No code indication for the two hours overtime is entered in this case, as the time worked cannot be compensated at overtime rates since the Federal Employees Pay Act provides for such rates only for work performed in excess of 40 hours in any one workweek. "Pay Status" blocks indicate that employee is entitled to basic compensation for 26 hours (including the 2 hours overtime) for first week and 40 hours for second week, or a total of 66 hours for the pay period. Appropriate "Times Absent" block reflects the total hours of leave without pay taken.

Sanders - On duty throughout each regular work day and, in addition, works 2 hours authorized overtime on Monday, Tuesday, and Thursday of first week. However, for the 2 hours overtime worked on Thursday, the employee elects to take compensatory time off in lieu of payment, the election being made at the time the work is performed, as required by regulations. The compensatory time worked is indicated by code "CT" in the second line block and the employee's initials are secured in the third line block to indicate that compensatory time off has been requested. "Pay Status" blocks indicate that the employee is entitled to basic compensation for 40 hours, plus 4 hours overtime for first week, and basic compensation for 40 hours second week, or a total of 80 hours basic and 4 hours overtime pay for the period. "Compensa-

tory Time Worked" column reflects the total hours of compensatory time worked during the period for which time off is due.

Starr - Returned to duty Tuesday of first week, following 2 days' absence on account of illness beginning in previous pay period. In the second line block, the notation "SF 71" has been entered to indicate that a formal application (Standard Form 71) for the sick leave has been secured from the employee, as required by the regulations. On Thursday of second week, employee was absent 3 hours at end of day on annual leave, indicated in first line block by a check mark with slash (see illustration) and notation of number of hours absence, supported in second line block by code "A" (annual). "Pay Status" blocks indicate employee is entitled to basic compensation for two full workweeks and "Times Absent" blocks reflect the total sick and annual leave taken during the period.

Tree - On duty throughout each regular work day Monday through 4 hours Thursday of first week. Requested 4 hours leave on Thursday to be charged to compensatory time worked in a previous reporting period, which is indicated in first line block by a check mark with slash and notation of number of hours leave requested, supported in second and third line blocks by code "C" (compensatory leave taken) and employee's initials. Requested sick leave for dental treatment on second Tuesday, indicated in first line block by a check mark with slash and notation of number of hours absence, and supported in second and third line blocks by code "S" and notation "SF-71" to indicate that a formal application with dentist's certificate has been secured from the employee. "Pay Status" blocks indicate employee is entitled to basic compensation for two full workweeks and the appropriate "Times Absent" block reflects the compensatory leave taken.

Williams - On duty throughout each regular work day first week. Resigned at close of business on Monday of second week. Termination action is indicated by notation "Term. 1/6/47 c.o.b." in name block, and line is drawn through attendance blocks for remaining days for second week. "Pay Status" blocks indicate that employee is entitled to basic compensation for one full workweek and 1 day, or 48 hours for the pay period.

Brown - Entered on duty Tuesday of first week and worked throughout each regular workday for balance of pay period. Entrance on duty of new employee is indicated by notation "E.O.D. 12/31/46" in name block, and line is drawn through attendance block for work day preceding employee's service period. "Pay Status" blocks indicate employee is entitled to basic compensation for 32 hours first week and 40 hours second week, or a total of 72 hours for the pay period.

SEC. 20-21-17 to -19/ (Blank)

SEC. 20-21-20/

DETAILED INSTRUCTIONS FOR APPROVING OVERTIME WORK ON FORM NHA 25-43
(Instructions are numbered to correspond with the numbered entries on Exhibit 20-21-20.)

- (1) Enter the name of the reporting unit required to perform the overtime work.

- (2) Enter the number of the pay period during which the overtime work is required.
- (3) List the name of each employee who is required to perform overtime in the order in which he works.
- (4) If employees are borrowed from other units to perform overtime work list their names separately under the caption "Borrowed Employees", in the order in which they work.
- (5) Opposite the names of borrowed employees, enter the names of the reporting units from which they are borrowed in order that the overtime work reflected on this form may be compared in the Payroll Unit with that reported on the time and attendance report of the lending unit.
- (6) Enter, on a daily basis, the number of hours of authorized overtime worked by each employee listed, regardless of whether he elects to be paid for the overtime or to take time off in lieu of compensation.
- (7) Enter total hours of overtime worked by each employee during entire pay period.
- (8) Enter total hours of overtime performed in the unit each day and during the entire pay period.
- (9) Enter a concise explanation of the need for the overtime work performed during the pay period. The explanation should refer to the specific project or workload rather than to the general requirements of the program.
- (10) Secure signature and title of the official or division director who ordered the overtime work.
- (11) Secure approval signature of the official (Budget Officer) to whom authority has been delegated to authorize overtime in excess of the administrative workweek.

CHAPTER 20-72
PERIODIC PAY INCREASES

SEC. 20-72-1

PURPOSE

It is the purpose of this chapter to set forth basic regulations pertaining to periodic pay increases as authorized by the Federal Employees Pay Acts of 1945 and 1946.

SEC. 20-72-2

ELIGIBILITY REQUIREMENTS

To be eligible for a periodic pay increase an employee must satisfy each of the following conditions:

The employee must occupy a permanent position subject to the Classification Act of 1923, as amended. This includes Section II, Regulation 8 indefinite appointments, but not temporary appointments limited to one year or less, or employees hired by contract for personal services.

The employee's compensation must be on a per annum basis. This includes WAE employees whose pay rates may be journalized on an hourly or daily basis.

The employee's rate of compensation must be below the maximum rate established for his class.

An employee in grades P-3, SP-8, CAF-10, CPC-10 or below must have completed 12 months of service. An employee in grades P-4, CAF-11 or above must have completed 13 months of service. For part-time employees, the completion of 230 days of actual work will satisfy the 12 month requirement and 360 days of actual work the 18 month requirement.

During the period indicated, the employee cannot have received any equivalent increase in compensation for any cause, other than a reward for superior accomplishment. "Equivalent increase in compensation" means any increase or increases equal to or in excess of the next salary step in the lowest grade in which the employee has served his waiting period.

The employee must have a current efficiency rating of "good" or better. This rating must be in the position occupied at the time eligibility was attained.

The employee's service and conduct must be certified as satisfactory by the appropriate officer designated by the Administrator as certifying officer.

SEC. 20-72-3

MILITARY SERVICE CREDIT

Employees returned to duty after the completion of satisfactory service in the armed forces or the merchant marine or on war transfer are en-

titled to credit such service toward periodic pay increases. These employees eligible for an automatic increase immediately upon return are not subject to the provisions of the last two paragraphs under Sec. 20-72-2.

SEC. 20-72-4**AMOUNT AND DATE OF INCREASE**

A periodic pay increase is advancement to the next higher compensation rate within the employee's grade. The effective date of a periodic pay increase shall be the first day of the next pay period following the attainment of eligibility. Periodic pay increases shall be journalized, and the employee's notification will be receipt of the "employee's copy" of the personnel fanfold.

SEC. 20-72-5**PROCEDURE FOR CERTIFYING TO EMPLOYEE SERVICE AND CONDUCT**

If employees meet all other requirements for a periodic pay increase the Transactions Unit of the Personnel Section will submit the names of those employees to the appropriate certifying officer on form NHA 23-32 for certification as to services and conduct. The authorized certifying officer will then complete the required certification, indicating any employee whose services and conduct have not been satisfactory during the qualifying period of service. The original and one copy of the completed list shall be forwarded to the Transactions Unit within 3 days, and one copy retained for the files of the reporting office.

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SEC. 20-72-6 to -10 (Blank)

SEC. 20-72-11

DELEGATION OF AUTHORITY TO CERTIFY SERVICES AND
CONDUCT OF EMPLOYEES FOR PERIODIC PAY INCREASES

Any Assistant Administrator, Assistant to the Administrator, or Office Director is hereby delegated the authority to certify that the service and conduct of an employee qualifying for a periodic pay increase are satisfactory, in accordance with subsection (b) of section (7) of the Classification Act of 1923, as amended by section 402 of the Federal Employees Pay Act of 1945 (5 U.S.C.A. 667 (b)(3)).

5/6/47

CHAPTER 20-85
REPORTING ON-THE-JOB INJURIES
AND CLAIMING COMPENSATION

SEC. 20-85-1

PURPOSE

This chapter is designed to familiarize employees with the procedure to be followed in the case of injury while on the job.

SEC. 20-85-2

PROCEDURE IN CASE OF INJURY

An employee injured during working hours should report immediately to the nearest emergency room; if unable to report, a nurse should be called.

Emergency rooms -

Tempo E, Room H-159 - telephone extension 6727 (Re 7500)
Social Security Building, Room 1165-A - extension 4900 (Re 7500)
Longfellow Building, Room 401 - telephone extension 2269 (Ex 4160)
FHA Building, Room 318 - telephone extension 650 (Ex 4160)

The nurse will administer first aid, make any necessary arrangements for examination and treatment at Public Health Service, and furnish to the injured employee forms which must be completed to comply with the requirements of the Bureau of Employees' Compensation of the Federal Security Agency.

After the employee has filled in his portion of the necessary forms, the nurse will complete the forms and refer them to the Personnel Section of the Office of the Administrator.

The Personnel Section will be responsible for checking the accuracy and completeness of the forms, transmitting them to the Bureau of Employees' Compensation, and conducting all negotiations where claims are involved.

SEC. 20-85-3

GENERAL

Employees are entitled to medical treatment or compensation under the Employees' Compensation Act only for injuries sustained while in the performance of duty, or for occupational diseases (those showing direct causal relationship to the nature and conditions of the employee's work).

Any employee injured in the performance of duty should consult with the nurse or the Personnel Section for advice and guidance concerning his claim. A copy of the Bureau of Employees' Compensation booklet of regulations will be made available for inspection upon request.

SEC. 20-85-4

RESCINDING CLAUSE

This chapter supersedes NHA Regulation No. 23-8.

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CHAPTER 20-110
EFFICIENCY RATING SYSTEM

SEC. 20-110-1

PURPOSE

This chapter sets forth the standards and requirements of the Efficiency Rating System, and provides procedures for administration of the system within the Office of the Administrator.

SEC. 20-110-2

GENERAL PROVISIONS

In accordance with provisions of Acts of Congress, Executive Orders, and Civil Service Rules and Regulations, all persons serving in the Office of the Administrator, with the exception of W.O.C. and contract employees, will be given efficiency ratings.

An efficiency rating is a periodic evaluation of an employee's performance of his assigned duties and responsibilities. The requirements of a position and not comparisons of individual employees constitute the standard of performance or the basis upon which supervisory officials rate the efficiency of each employee under their jurisdiction.

SEC. 20-110-3

TYPES OF RATINGS

There are three types of official ratings required by the Civil Service Commission - regular ratings, probational ratings, and special official ratings. Other ratings which may be requested are for Agency administrative purposes only.

The regular rating is the evaluation of service as of March 31 of each year, based on the employee's performance during the preceding 12 months.

Probational ratings are made to assist in determining whether employees who are eligible for status should be retained in the service.

Special ratings are made when there is no appropriate current official rating and one is needed for an official action.

SEC. 20-110-4

USE OF OFFICIAL EFFICIENCY RATINGS

Eligibility for periodic pay increases provided for by law is dependent upon adequate official efficiency ratings, and certification by the supervisor at the end of the periodic promotion period that the services and conduct of the employee are otherwise satisfactory.

Efficiency ratings of "Good" or better permit periodic pay increases, by successive steps, to the highest rate of compensation within a grade.

Pay decreases, demotions, and separations resulting from unsatisfactory efficiency ratings are governed by the following:

An employee whose efficiency rating is "Fair" shall be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it shall not be subject to reduction.

An employee whose efficiency rating is "Unsatisfactory" shall not be permitted to remain in his position. He shall be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in a lower classification grade at a salary not in excess of the middle rate for such grade; or (2) in some other line of work for which he is qualified, in which case he shall be considered as having received a new appointment to the extent that his rate of compensation shall be at the minimum rate for such grade, and he shall begin a new probational period. If no suitable vacancy is available he shall be separated from the service for inefficiency. A probational employee assigned to a position of lower classification grade shall begin a new probational period in the new position.

No employee who has completed his probational period shall be demoted to a lower grade position, reduced in salary, or dismissed from the service on the basis of an efficiency rating covering a period of less than 90 calendar days.

Official efficiency ratings are an important factor in calculation of the "retention credits" which determine the order in which employees are affected by reductions in force.

SEC. 20-110-5

WHEN OFFICIAL RATINGS ARE REQUIRED

Regular ratings are to be made as of March 31 each year for all employees who are not serving a trial period and who have worked in the Agency at least 90 calendar days in the grade of the position held on that date. The period of service to be considered in the preparation of regular ratings is as follows:

If an employee has served in the same position for a whole year, service from April 1 should be considered.

If an employee has moved during the rating year from one position to another of the same grade, service in both positions should be considered.

If an employee has moved during the rating year from one position to another of a different grade, service from date of entrance into the position of the grade held on March 31 should be considered if that period is 90 days or more. In cases where an employee was detailed to the position prior to actual effective date of transfer, or where change in grade resulted from reclassification of the position without involving any substantial change in duties, that portion of the current rating year during which employee was actually in the position held on March 31 should be considered.

If an employee is not on active duty on March 31 due to leave without pay or furlough, service to the last working date should be considered. (Unofficial rating made at the time of employee's entrance on furlough or leave will be marked "Regular" at this time.)

If it is not practicable or feasible to consider the period of service indicated in the above paragraphs, service rendered while the employee was under the supervision of the rating official may be considered, provided the period is not less than 90 calendar days.

No ratings are to be submitted as of March 31 in the following instances:

If employee has not completed his probational period.

If employee moved during the rating year from one position to another of a different grade and has been in the new position less than 90 days as of March 31.

Probational ratings are to be made at the end of the tenth month of service for employees who are serving probational periods and should cover all work done during this period, regardless of grade. However, if an employee's services are not satisfactory, the rating official may submit a special unofficial rating prior to the tenth month of the probational period, accompanied by his recommendations as to the action to be taken regarding the employee. Generally such special unofficial ratings should not be submitted sooner than the end of the third month of the probational period.

Special ratings may be requested by the Personnel Section at any time one is needed for an official action and there is no appropriate current official rating available. A special rating will not be used to revise a prior official rating, but may be requested when official actions such as reductions in force, separations, etc. are involved. A special rating is official for all purposes even though it covers a period of less than 90 days. Service rendered while in the position held at the time of the rating should be considered regardless of the length of time served in that position.

SEC. 20-110-6

WHEN ADMINISTRATIVE UNOFFICIAL
RATINGS ARE REQUIRED

Administrative unofficial ratings shall be submitted to the Personnel Section under the following circumstances:

If an employee is transferred or promoted, with a change of supervisors, the former supervisor will prepare and submit a rating on the employee. (This does not apply to employees holding appointments limited to six months or less.)

If a supervisor is transferred, promoted, or separated, breaking the supervisor-employee relationship, the supervisor will prepare and submit unofficial ratings of all employees formerly under his supervision.

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Temporary employees holding appointments in excess of six months' duration will be given unofficial ratings at the end of the fifth month of service. Employees holding appointments of less than six months will not be rated unless the employees are involved in a reduction in force.

SEC. 20-110-7EFFICIENCY RATING COMMITTEE

The Personnel Director will appoint an efficiency rating committee, usually three or five in number, one member of which shall be a member of the staff of the Personnel Section. Insofar as possible, appointments will be rotated so that at no time will there be a completely new committee.

The Efficiency Rating Committee is responsible for the following:

To plan and generally supervise the rating program, to issue instructions, hold training meetings with rating and reviewing officials, and establish uniform standards of performance within the organization.

To serve as the central and authoritative source of information on questions relating to the rating procedure.

To review reports of efficiency ratings and make certain that reasonably uniform standards of performance and rating have been followed, or, if not followed, have been adequately explained.

To hear requests by employees for reconsideration of ratings.

SEC. 20-110-8THE RATING OFFICIAL

The rating official is the person who is immediately responsible for the work of the employee (first person in authority who has supervisory responsibilities), who either daily oversees, reviews and checks the work of that employee or who is best acquainted with his daily performance during the period of time for which the rating is made.

In case an employee is regularly working under more than one rating official, the rating officials shall confer and arrive at an efficiency rating which shall represent their joint evaluation under their joint signatures as rating officials.

Administrative unofficial ratings which may have been made on employees during the year will be referred to the rating official by the Personnel Section, for consideration in preparing the regular efficiency ratings.

The general responsibility of the rating official is to make the initial evaluation of the employee's performance. The success of the program depends upon initial evaluations that are honest and unbiased, fair alike to the Agency and the employee. The rating official is to follow the specific instructions in the Rating Official's Guide, Civil Service Commission Form No. 3823A.

SEC. 20-110-9THE REVIEWING OFFICIAL

The reviewing official is the supervisor highest in line of authority above the rating official who has personal knowledge of the general performance of the employee being rated and of the standards of performance of the unit in which the employee is assigned as compared with standards in other units.

The general responsibility of the reviewing official is to review or to revise ratings after conferring with rating officials and any intermediate supervisors. He should be thoroughly familiar with the instructions in the Rating Official's Guide, as it is his responsibility to make certain that proper and uniform standards have been applied by all the rating officials under his jurisdiction. He should avail himself of all the advice and guidance he can obtain from his intermediate supervisors, and may find it desirable to have ratings routed to him through the intermediate supervisors. Specific instructions and suggestions applicable to reviewing officials are as follows:

In order that rating officials may have a more uniform conception of the rating standards and procedure, it is suggested that the reviewing officials discuss these matters with them before the ratings are made, to clarify any questions which may arise.

After receiving all completed forms from the rating officials, the reviewing official should examine the ratings by grade and class. Markings made by rating officials may be questioned for any reason, including the following:

1. Disagreement with the rating official as to the elements that are pertinent to the positions and to be rated, or as to elements that are especially important and to be underlined.
2. Based upon a personal knowledge of a particular employee's performance, disagreement with the evaluation made, either because of the evaluation itself, or because consistent performance requirements for the type and level of work were not applied.
3. Disagreement with the adjective rating assigned by the rating official because the rating standard has not been followed without satisfactory explanation for deviating therefrom, or because the plus and minus marks have not been correctly and qualitatively evaluated in determining whether the minus marks have been over-compensated by plus marks.

Whenever there are disagreements, the differences should be discussed with the rating official and with the intermediate supervisors, and every possible effort made to arrive at a rating satisfactory to all. If an agreement with the rating official cannot be reached, the reviewing official should record his changes on the form in red ink without crossing out or erasing the marks of the initial rater.

When the review of the ratings is completed, the reviewing official should enter the adjective rating in the space provided for him, sign the report and enter his title and date in the spaces after the words

"reviewed by", and transmit the reports to the Personnel Section.

SEC. 20-110-10**BOARD OF REVIEW**

Public Law 880 of November 26, 1940 (76th Congress) authorized the establishment of a Board or Boards of Review in each department and independent agency of the Federal Government, to pass upon efficiency ratings given employees during the preceding rating year on which formal appeals for review have been submitted.

Members of the Board and their alternates must be employees of the executive branch of the Federal Government. The Office of the Administrator Board of Review is composed of three members, with one alternate for each principal member, to serve in his absence. One member and an alternate are designated by the Administrator; another member and an alternate are elected by the employees whose efficiency ratings are under the Board's jurisdiction, at an election to be held between April 1 and July 1 of each year; and a chairman and an alternate designated by the Civil Service Commission. The terms of these members expire on June 30 subsequent to their appointment or election, except that members will continue to serve until their successors are appointed or elected.

SEC. 20-110-11**APPEALS OF EFFICIENCY RATINGS**

Employees who feel adjustments should be made in their efficiency ratings are encouraged first to contact their rating and reviewing officials for a discussion of the ratings in question before submitting appeals to the Board of Review. (An employee may also discuss his rating with a member of the Efficiency Rating Committee.)

If after discussing the rating with the rating and reviewing officials the employee still wishes to appeal his case, he is required to submit his appeal in the form of a written statement, in duplicate, addressed to the National Housing Agency, Office of the Administrator Board of Review on Efficiency Ratings, U.S. Civil Service Commission, Washington, D. C. Appeals must be received by the Chairman of the Board not later than 90 days after the employee receives official notice of the rating, unless there is satisfactory evidence that circumstances beyond the employee's control prevented filing of the appeal within the specified time, or the necessary information was not available within the 90-day period.

The statement must include the employee's name, mailing address, classification grade in which rated, date notified of efficiency rating, efficiency rating appealed from, efficiency rating expected, period covered by the efficiency rating, organization unit in which the rating was assigned, and a full explanation of the reasons why the employee believes the rating should be adjusted.

SEC. 20-110-12**STANDARD FORM 51, REPORT OF EFFICIENCY RATING**

Standard Form 51, Report of Efficiency Rating, will be used to rate the performance of employees. The Personnel Section will insert on the forms data regarding the period covered by the rating, name of employee, service and

grade, place of assignment, and type of rating, before distributing the forms to the rating officials.

After completion of the forms by the rating and reviewing officials, they are returned to the Personnel Section.

SEC. 20-110-13

NOTIFYING EMPLOYEES OF RATINGS

Upon approval of the official ratings by the Efficiency Rating Committee and within two months after the close of the regular rating period (thirty days in the case of probational or special ratings), each employee shall be notified of his final adjective rating on Standard Form 68.

SEC. 20-110-14

RESPONSIBILITY OF OFFICE DIRECTORS

It will be the responsibility of office and division heads to see that administrative unofficial ratings are submitted to the Personnel Section when requested. It will be their particular responsibility to see that supervisors who are leaving the Agency prepare, prior to their last working day, efficiency ratings for all employees whom they supervise.

When transmitting the completed regular ratings, the office and division heads should have prepared a list, in duplicate, showing the name, title, grade, salary, and efficiency rating of each employee rated, which will accompany the ratings. A copy of this list will be returned to the originating office after ratings have been reviewed and approved by the Efficiency Rating Committee, and any adjustments made in ratings by the Committee will be noted thereon.

SEC. 20-110-15

RESPONSIBILITIES OF PERSONNEL SECTION

It shall be the responsibility of the Personnel Section to obtain administrative unofficial efficiency ratings as required. Notices will be sent to office and division heads when ten-month probational ratings, and five-month ratings for temporary employees, are due.

The Personnel Section will also be responsible for returning to the originating office a copy of the summary list of employees and ratings received with the completed rating forms, with any changes noted thereon, after the Efficiency Rating Committee has completed its review and approval of ratings.

SEC. 20-110-16

VALUE OF THE EFFICIENCY RATING SYSTEM

Properly administered periodic evaluations of individual performance will serve as an important administrative guide in increasing the efficiency of employees' performances and improving supervisory practices. Improper assignments which become apparent from such periodic evaluations will enable responsible officials to take necessary corrective measures to assure that each employee is in the right job so that maximum utilization of employees' skills and qualifications may be realized.

CHAPTER 20-201
CORRESPONDENCE CONTROL
PROCEDURE

SEC. 20-201-1

PURPOSE

To provide an effective reference and control record on important incoming correspondence, the Office of the Administrator will continue the use of the correspondence control Form NHA 27-1. This chapter explains the proper use of this form, by means of which it is possible to determine quickly whether a particular letter has been received and its immediate location.

SEC. 20-201-2

FORM NHA 27-1

All incoming letter mail is opened by the Mailroom unless marked "Personal" or "Confidential". Each communication is time stamped and routed to the appropriate office for handling.

The more important communications, including all mail from Congressmen, Congressional committees, cabinet officers, other Federal agencies, mayors, governors, and other public officials and organizations, are recorded on the multi-carbon form NHA 27-1.

Form NHA 27-1, consisting of at least 5 copies, is attached to the incoming communication. The information on the form shows from whom the letter is received, date of the communication, date received, name of the person to whom referred from the Mailroom for handling, and a brief summary of the content.

SEC. 20-201-3

INTEROFFICE REFERRALS
OF RECORDED MAIL

When a letter which has a form NHA 27-1 attached is referred from one office to another, a notation should be made in the next "Referred" space, of the name of the individual to whom routed and below it the date of referral. One copy of the form should be detached and sent to the Mailroom that the record there will at all times reflect the current location of the item. The referring office may retain one copy of the control form for record purposes. One copy of the control form must remain attached to the incoming communication until it reaches Central Files for permanent filing.

SEC. 20-201-4

NO REPLY REQUIRED

If a communication requires no answer, the "No Reply" space at the bottom of the form NHA 27-1 should be checked, signed by the individual making such determination, and the letter with form attached referred to Central Files.

Any incoming communication which is referred to Central Files for permanent filing should have filing authority noted in the upper right-hand corner, with the date and name of the individual who authorizes filing.

SEC. 20-201-5CORRESPONDENCE RETAINED BY OPERATING UNITS

Occasionally it may be necessary for an office to retain an incoming communication, for instance, if the communication relates to a matter which is under discussion and which should be immediately available until it is finally disposed of. In such instances a copy of form NHA 27-1 should be noted accordingly and forwarded to the Mailroom that the control record may be corrected.

SEC. 20-201-6PRELIMINARY ACKNOWLEDGMENTS

In the event a letter cannot be fully answered and a preliminary acknowledgment is sent out, to be followed later by a full reply, the office handling the correspondence will prefer to retain the file until the letter is finally answered. In such cases a copy of form NHA 27-1 should be noted "incoming retained pending final reply" and attached to the outgoing preliminary acknowledgment, that the Mailroom may note its control record accordingly.

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CHAPTER 20-203
PREPARATION OF DOCUMENTS FOR
APPROVAL OR SIGNATURE
BY THE PRESIDENT

SEC. 20-203-1

PURPOSE

This chapter sets forth the proper manner of preparing documents for approval or signature by the President, in accordance with the procedure established by the White House.

SEC. 20-203-2

REQUIREMENTS OF THE WHITE HOUSE

The White House advises that "it is the President's intention to retain in the White House files the originals of all communications addressed to him by the several Departments and Agencies of the Government on matters requiring his approval or signature".

All such communications originating within the Office of the Administrator must therefore be submitted in duplicate, that a copy may be returned for our files after action has been indicated thereon by the President.

SEC. 20-203-3

DOCUMENTS DELIVERED PERSONALLY

The White House requests that "in cases where papers are brought in personally by Departmental heads and are signed or approved by the President, the original should be left with the Executive Clerk".

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CHAPTER 20-204

MAIL TO OTHER GOVERNMENT AGENCIES
LOCATED IN WASHINGTON, D. C.SEC. 20-204-1U.S. OFFICIAL MAIL AND MESSENGER SERVICE

The United States Official Mail and Messenger Service provides for messenger delivery of official mail between Government agencies located in Washington, D.C., to facilitate operations and save Post Office Department handling. Local deliveries are accomplished more quickly through this service than through regular mail channels.

Collections and deliveries of official messenger mail are made by the United States Official Mail and Messenger Service at the Office of the Administrator mailroom, on the same schedule as regular Post Office mail collections.

SEC. 20-204-2PREPARATION AND DISPATCH OF
OFFICIAL MESSENGER MAIL

To take advantage of the speedier service and to save unnecessary penalty mail costs, all Office of the Administrator mail for other Government agencies located in Washington shall be transmitted by this messenger service.

Envelopes showing the return address of the Office of the Administrator, without the penalty indicia, shall be used for messenger delivery mail. The mailing address should be shown on the face of the envelope as usual, and in addition, in the lower left hand corner, the following:
RUN _____ STOP _____.

The mailroom will be responsible for segregating mail addressed to other government agencies in Washington, and inserting the correct delivery route and stop numbers.

Offic. l messenger mail will be picked up by the Office of the Administrator messengers on their regular rounds.

SEC. 20-204-3RESCINDING CLAUSE

This chapter supersedes Operating Instruction No. 27-10.

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CHAPTER 20-210
REPORTING LONG DISTANCE CALLS

SEC. 20-210-1

PURPOSE

This chapter establishes the procedure for maintenance of reports and certification of necessity for long distance calls, to facilitate processing and payment of telephone bills.

SEC. 20-210-2

RECORD REQUIRED

Each office or division shall maintain a record of all paid outgoing and collect incoming long distance calls, to include the date of the call, name of the person making an outgoing call or accepting a collect incoming call, person called or caller on incoming calls, place called or origin of call if incoming, time consumed, and charges if available.

When placing an outgoing call or accepting an incoming collect call, the operator should be requested to furnish "time and charges" at the conclusion of the call. Operators will furnish time in all cases, and charges unless calls are placed over direct lines in which case charges are not available.

Records should be maintained by periods to coincide with the billing periods. Calls placed through the National Housing Agency switchboard (Executive 4160) are billed from the 16th through the 15th; those placed through the Republic 7500 board are billed from the 6th through the 5th. Offices located in the Social Security Building, Tempo E, and 301 Independence Avenue should maintain their records for the period from the 6th through the 5th of each month.

SEC. 20-210-3

REPORTING INSTRUCTIONS

At the end of the billing period (the 5th or the 15th), each office or division will complete form NHA 25-15 (Rev. 4-4-47), have it signed by the head of the office or the division submitting the report, and transmit it to the Finance Section. In the absence of the office or division head, the certification should be signed by the person designated to act in his stead during his absence.

SEC. 20-210-4

PERSONAL LONG
DISTANCE CALLS

Office telephones should not be used for personal long distance calls except in case of emergency. Public telephone booths should be used for personal toll calls or, if the employee has a residence phone, the operator should be instructed to charge the call to the home telephone.

Where the placing of a paid call or the acceptance of an incoming collect personal call over an office telephone is unavoidable, the employee must

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ascertain from the operator the exact cost of the call, including tax. Complete information about the call must be furnished to the person responsible for maintenance of the long distance record that it may be properly noted on the office report.

A check or money order in payment of the call, payable to "The Treasurer of the United States", must be submitted to the person preparing the report prior to the reporting date as indicated above, that the remittance may be transmitted with the report to the Finance Section.

SEC. 20-210-5/

RESCINDING CLAUSE

This chapter supersedes Operating Instruction No. 26-1A.

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CHAPTER 20-211

USE OF LONG DISTANCE
TELEPHONE FACILITIESSEC. 20-211-1PURPOSE

in the interests of economy, the use of long distance telephone calls must be restricted to important official business which cannot be handled satisfactorily by other means of communication. This chapter formalizes existing restrictions on the use of long distance facilities, and the guides to be observed by members of the staff in making long distance calls.

SEC. 20-211-2OFFICIALS AUTHORIZED TO MAKE
LONG DISTANCE CALLS

The following members of the staff are authorized to place outgoing paid calls or to accept incoming collect calls: Assistant Administrators, Assistants to the Administrator, Office Directors, and Division Directors. Other members of the staff who may find it necessary to use long distance facilities must first obtain the approval of the appropriate office head who has authority to use long distance facilities.

SEC. 20-211-3CERTIFICATION OF NECESSITY FOR CALLS

The head of the office or division is required to certify to the necessity for all toll calls for his unit, on the Report of Long Distance Calls, form NHA 25-15 Rev. 4-4-47, which is submitted monthly (see chapter 20-210). Such certification shall serve as notice that any calls included on the report, which were made by employees other than those authorized to use long distance facilities, were approved beforehand.

SEC. 20-211-4USE OF LONG DISTANCE FACILITIES

To the greatest extent possible, mail and telegraphic facilities should be utilized in transacting official business in order to reduce communications costs. Where a call appears necessary, it is the responsibility of the official making the call to assemble all pertinent data that the call may be completed quickly. Every effort should be made to refrain from engaging in lengthy discussions during long distance calls.

Before placing any call, the staff member should establish to his own satisfaction that the matter is sufficiently urgent to justify the call, or cannot be handled to best advantage by another means of communication. In all events the call must be made as brief as possible.

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CHAPTER 20-280
PRINTING AND DUPLICATING
REQUISITIONING PROCEDURE

SEC. 20-280-1PURPOSE

This chapter establishes a procedure for requisitioning all types of printed and duplicated work.

SEC. 20-280-2REQUISITIONING INSTRUCTIONS

All requests for printed or duplicated work must be submitted on Form NHA 26-8 "Requisition for Printing and Duplicating". This form is to be completed in quintuplicate, of which the last copy (salmon) may be retained by the requisitioning office for reference purposes. (On news releases, summaries and digests of Congressional and Executive action, and Personnel Bulletins, one requisition may be submitted on the first of each month to cover issuances for that month.)

In order that the duplicating shop to which a job is referred for reproduction will be in a position to complete the work satisfactorily and with a minimum of delay, it is important that each item of instructions on the form which is applicable to the particular job be properly filled in. Incomplete requisitions will be returned for correction and will result in delays in having work finished.

For mimeograph work, stencils are to be prepared by the requisitioning office. For multilith work, finished copy should be submitted with the requisition except on special types of work for which copy cannot satisfactorily be prepared on a typewriter. (See Sec.20-320 concerning requisitions for new or revised forms.)

SEC. 20-280-3APPROVAL REQUIRED

All requisitions for duplicating and printing must be signed by the office or division head, and are subject to review and approval by the Administrative Operations Division.

The original and three copies of the requisition, together with the material to be reproduced, should be routed to the Administrative Operations Division, which will obtain any other clearances which may be necessary, and will make arrangements for reproduction on approved requisitions. Rejected requisitions will be returned to the originating office with an explanation as to the basis for rejection, or a request for additional information.

SEC. 20-280-4JUSTIFICATION FOR INFORMATIONAL MATERIALS

For all informational materials it is required that a justification of need for and explanation of the use of the material, including proposed

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extent of distribution, be noted on the requisition. This should appear either under item 19 or on the reverse under item 38.

Under a Bureau of the Budget interpretation, informational materials include virtually all materials duplicated with the exception of forms, blanks, letterheads and envelopes, directives, rules and regulations, legal interpretations, and the like. Consequently the bulk of materials duplicated for the Office of the Administrator would be classified as either public or internal informational materials.

SEC. 20-280-5

FURNISHING COPIES OF DUPLICATED WORK

To comply with Bureau of the Budget requirements concerning reporting on informational materials and submission of copies thereof, it is necessary that three copies of each job classed as informational be furnished the Administrative Operations Division. It is suggested that under item 21, instructions be included for delivery of three copies direct from the duplicating shop.

SEC. 20-280-6

RESCINDING CLAUSE

This chapter replaces Operating Instruction No. 26-3A.

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CHAPTER 20-320
CONTROL AND STANDARDIZATION
OF ADMINISTRATIVE FORMS

SEC. 20-320-1

FORM CONTROL AND STANDARDIZATION

The Office of the Administrator is installing a program to control and standardize administrative forms intended for use within the Office of the Administrator or by organizational units thereof.

Forms will be approved for reproduction and use only where need is clearly established. Offices initiating requests for new forms and personnel responsible for form control will recognize that the greatest cost factor of a form is in its handling. The cost of reproduction is negligible in proportion.

SEC. 20-320-2

REQUESTING NEW FORMS
OR FORM REVISIONS

Any operating unit should suggest a new form or the revision of an existing form when it appears that operations may thereby be improved or performed more economically.

Requests for new forms or form revisions shall be submitted on Form NHA 26-8, Revised, "Requisition for Printing and Duplicating". The requisition should be accompanied by a rough sketch of the proposed form and the reverse of the requisition should be completed, explaining and justifying the request.

Employees responsible for actual use of forms are urged to submit requests or recommendations for changes which would increase the value of the forms for record purposes, simplify use, or facilitate operations.

SEC. 20-320-3

RESPONSIBILITY OF THE
BUDGET, ORGANIZATION AND FINANCE SECTION

Requisitions will be forwarded to the Budget, Organization and Finance Section of the Administrative Operations Division, which shall be responsible for the form control and standardization program.

The Section will determine the essentiality of the form after an analysis of its effect on procedure, the benefits to be derived from its use, and the possibility of securing or establishing desired information from other sources or by other means. After determination that adoption of the form is desirable, it shall be the responsibility of the Section to supervise the design of the form so that it will most adequately serve the intended purpose, obtain necessary clearances from the operating units concerned, assign the form number, and complete arrangements for having the form reproduced or printed. The Section will also approve all re-

quests for re-runs of forms, checking with operating units for possible improvements before ordering.

SEC. 20-320-4

CENTRALIZED STOCKING AND DISTRIBUTION

The Budget, Organization and Finance Section will ascertain initial distribution and stocking requirements for forms. The Office Services Section will handle distribution.

Forms stocks will be maintained by the Office Services Section in an OA Stockroom, and requisitions for forms supplies will be filled and recorded therein. Operating units ordering forms from stock should limit quantities to approximately 90 days' supply or minimum quantity lots.

The Budget, Organization and Finance Section, in conjunction with the offices using specific forms, will be responsible for establishing minimum inventory levels so planned as to anticipate recurring requirements adequately.

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CHAPTER 20-330
DISTRIBUTION CONTROLS

SEC. 20-330-1

PURPOSE

The purpose of this chapter is to establish responsibility for the control of distribution of informational materials, such as technical bulletins, operating reports, analytical studies, pamphlets, periodicals, digests, and the like, prepared by the Office of the Administrator, for Agency use and/or public distribution.

SEC. 20-330-2

RESTRICTION ON USE OF MAILS

The Agency is prohibited by statute from transmitting through the mail any book, report, periodical, bulletin, pamphlet, list, or other article or document, unless a request therefor has been previously received; except (a) official letter correspondence, including such enclosures as are reasonably related to the subject matter thereof; (b) forms, blanks, and copies of statutes, rules, regulations, instructions, and administrative orders and interpretations necessary in the administration of the Agency; (c) such transmission as may be required by law; (d) any document transmitted to inform the recipient thereof of the adoption, amendment, or interpretation of a statute, rule, regulation, or order to which he is subject; or (e) the transmission of any such items to educational institutions, public libraries, or to Federal, State, or other public authorities.

It shall be the responsibility of the organizational unit which prepares material for outside distribution to observe the above statutory restrictions.

SEC. 20-330-3

INFORMATIONAL MATERIALS FOR GENERAL
PUBLIC DISTRIBUTION

The Information Service shall be primarily responsible for determining the extent and type of distribution necessary and desirable for informational materials developed for general public distribution.

Mailing lists for general public distribution shall be compiled by the Inquiries and Reports Section in collaboration with the unit which originates the material, the Information Service, and any members of the staff who are in a position to make suggestions which will result in the most effective distribution of such issuances.

Changes in public distribution lists will be made only by the Inquiries and Reports Section, in writing, to the distribution unit.

SEC. 20-330-4

MATERIALS FOR AGENCY DISTRIBUTION

Reports, statistical data, analyses, and other data developed in connec-

tion with operations for the use of the staff of the Office of the Administrator and other constituent units, shall be distributed under the direction of the division which originates the material.

SEC. 20-330-5

SPECIAL MATERIALS

Materials which are developed for the purpose of inviting an interchange of ideas or technical information, from members of the staff and from selected groups, organizations, and individuals having a professional interest in the subject, will be distributed under the direction of the division which develops the material and is primarily interested in the subject matter.

SEC. 20-330-6

INTERNAL DISTRIBUTIONS

The Office of the Administrator Mailroom may be called upon to handle internal Agency distribution of any OA releases, and shall be responsible for making such distributions in accordance with lists furnished by the responsible division. The divisions will notify the Mailroom in writing when any changes in distribution lists are required, and whenever necessary, shall furnish corrected complete lists.

SEC. 20-330-7

ROUTING OF INQUIRIES
FOR INFORMATION OR DATA

The above procedure will not alter the present arrangement whereby incoming inquiries for information or data are routed by the Mailroom directly to the organizational unit primarily concerned with the subject matter. General inquiries which cannot be identified with a particular organizational unit of the Office of the Administrator, or which request copies of publications, will be referred to the Inquiries and Reports Section.

SEC. 20-330-8

RESCINDING CLAUSE

This chapter replaces Operating Instruction No. 27-11.

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