

ORGANIZATIONAL AND FUNCTIONAL

CHARTS

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PREPARED BY: MANAGEMENT OFFICE, OFFICE OF THE SECRETARY OF THE ARMY

DEPARTMENT OF THE ARMY

Washington, 25, D. C.

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ORGANIZATIONAL AND FUNCTIONAL CHARTS of the OFFICE, SECRETARY OF THE ARMY

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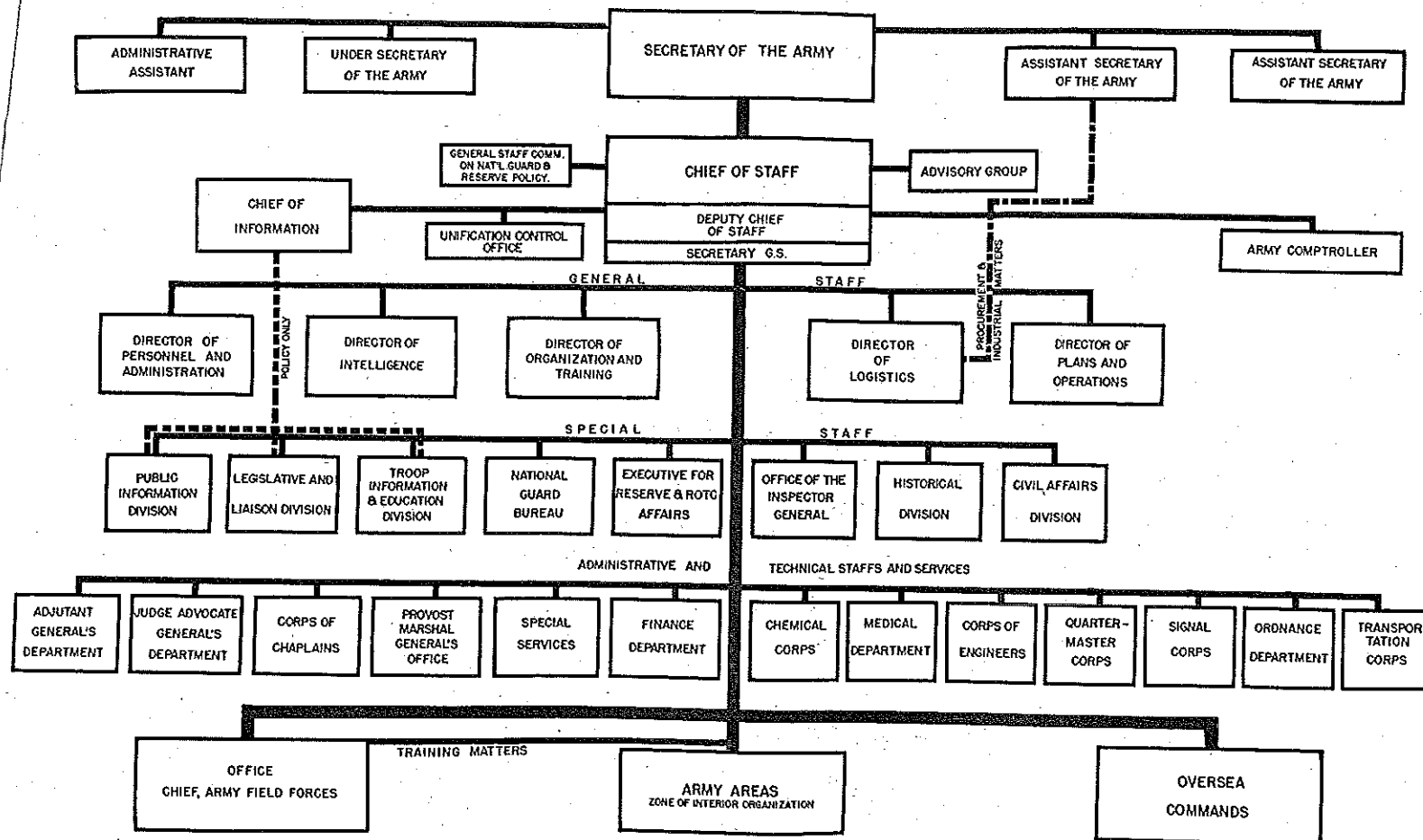
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THESE CHARTS WERE PREPARED PRIMARILY FOR BUDGET PLANNING PURPOSES. AN EXTREMELY LIMITED DISTRIBUTION HAS BEEN MADE WITHIN THE OFFICE OF THE SECRETARY OF THE ARMY, AND COURTESY COPIES HAVE BEEN LIMITED TO DEPARTMENT OF THE ARMY GENERAL AND SPECIAL STAFF DIVISIONS.

IT IS REQUESTED THAT ORGANIZATIONAL CHANGES BE REPORTED IMMEDIATELY TO THE MANAGEMENT OFFICE, OFFICE OF THE SECRETARY OF THE ARMY IN ORDER THAT NEW CHARTS MAY BE PREPARED AND ISSUED AS INSERTS TO THE CHART BOOK. IT IS IMPOSSIBLE TO PRESENT STAFFING PATTERNS WHICH ARE CURRENT AT ALL TIMES; THEREFORE, PATTERNS INDICATED HEREIN ARE CURRENT AS OF THE DATE SPECIFIED. THIS OFFICE IS AWARE OF PERSONNEL CHANGES AND WILL NOT REQUIRE NOTIFICATION OF SUCH CHANGES UNLESS ORGANIZATIONAL CHANGES ARE INVOLVED ALSO.

THIS BOOK HAS BEEN PREPARED BY THE MANAGEMENT OFFICE, OFFICE OF THE SECRETARY OF THE ARMY, ROOM 3C-652, EXTENSIONS 12604 AND 9879.

ORGANIZATION OF THE DEPARTMENT OF THE ARMY.



March 1948

ORGANIZATION OF THE OFFICE OF THE SECRETARY OF THE ARMY
AND THE ADMINISTRATIVE ASSISTANT

SECRETARY OF THE ARMY

[illegible]

1 Lt. Col., Military att.	1 Secretary of the Army	
2 Enlisted	2 CAF-10, Confidential Asst.	1 CAF-3
	1 CAF-10, Assistant Clerk	

ADMINISTRATIVE ASSISTANT
DEPUTY ADMINISTRATIVE ASSISTANT

[illegible]

1 CAF-15, AF-70, Asst.	1 CAF-7	1 CAF-5
1 CAF-14, Deputy Asst.	1 CAF-8	1 CAF-9
		1 CAF-3

CONSULTANTS

APPROPRIATE FOR PERIODS OF SERVICE AS REQUIRED TO ADVISE ON SPECIAL-
IZED PROBLEMS.

CIVILIAN LEGAL PERSONNEL COMMITTEE

REVIEWES THE QUALIFICATIONS OF APPLICANTS AND RECORDS FOR LEGAL POSITIONS AND AUTHORIZES APPOINTMENTS, PROMOTIONS, AND INTER-DEPARTMENTAL TRANSFERS OF CIVILIAN ATTORNEYS FOR THE DEPARTMENT OF THE ARMY.

LINE	DESCRIPTION	AMOUNT	TOTAL
1	CAF-3		
2	CAF-4		

OFFICE OF THE PERSONNEL MANAGER

DETERMINES PERSONNEL POLICY IN CONJUNCTION WITH OPERATING OFFICIALS AND IS RESPONSIBLE FOR THE DEVELOPMENT AND CONSISTENT ADMINISTRATION OF A COMPLETE PERSONNEL PROGRAM FOR THE OFFICE. SECRETARY OF THE ARMY ADMINISTERS THE RECRUITMENT, SELECTION, PLACEMENT, AND CLASSIFICATION PROGRAMS; DETERMINES TRAINING NEEDS AND DEVELOPS AND ADMINISTERS TRAINING PROGRAMS TO MEET THOSE NEEDS; INTERPRETS TO BOTH MANAGEMENT AND THE EMPLOYEE THE ACTIONS OF THE OTHERS AND MAINTAINS PERTINENT PERSONNEL RECORDS AND PROCESSES PERSONNEL ACTIONS.

SEE CHART 4

MANAGEMENT OFFICE

RESPONSIBLE FOR ADMINISTERING A CONTINGENT "BETTER MANAGEMENT" PROGRAM THROUGHOUT THE OFFICE, SECRETARY OF THE ARMY DETERMINED, PREPARED, MONITORED, AND DEFENSES BUDGET AND CAMPSIDE REVENUE. FOR THE OFFICE, SECRETARIES OF THE ARMY: ADMINISTERS SPACE, UTILIZATION, AND CREDIT CONTROL WITH THE BUREAU; ADMINISTERS CONTACT OF SPACE FOR THE DEPARTMENTAL OFFICE OF THE ARMY; ADMINISTERS AND TITLES; ADMINISTERS CONTROL OF PLANT OPERATIONS FOR THE DEPARTMENTAL SERVICES AND CONDUCTS STUDIES DEPARTMENT-WIDE IN SCENE WITHIN THE AREA OF RESPONSIBILITY OF THE ADMINISTATIVE ASSISTANT.

SEE CHART 3

DIVISIONAL LEVEL
OFFICE OF THE ADMINISTRATIVE ASSISTANT
 See Charts 13-13H, 14, 15-15C, 16, and 17

See Chaps. 13-13H, 14, 15-15C, 16, and 17

PERBUSE

MILITARY		CIVILIAN	
Sen. Officer	1	Sec. of Army	2
Colonel	1	CAP-15	1
Lt. Colonel	3	CAP-14	1
Major	2	CAP-10	4
Captain	2	CAP-7	5
Enlisted	2	CAP-5	5
		CAP-4	7
		CAP-3	5
		CPC-4	5
		CPC-3	2
		CPC-2	1
TOTAL	12	TOTAL	42

24 AGENTS WERE APPOINTMENTS AVAILABLE FOR
RECALL OF THE ABOVE AS REQUIRED.

SPECIAL ASSISTANTS

REVIEW MATERIAL FOR THE INFORMATION OF THE SECRETARY AND PERSONNEL

1 Brig. Sec., Special Asst.	1 CAF-15, Spec. Asst.
1 Col., Exec. Assistant	1 CAF-7
1 Major, Assistant	1 CAF-6
1 Major, Assistant	1 CAF-5

CLEMENCY SECTION

CONSIDERED CASES OF MILITARY PRISONERS SERVING SENTENCES OF CONFINEMENT IS THIS COMMITTEE IMPROVED BY GENERAL COURTS MEETINGS, AND MAKES RECOMMENDATIONS TO THE SECRETARY OF THE ARMY AS TO THE EXTENSION OF CLEMENCY IN EACH CASE. MAKES RECOMMENDATIONS TO THE SECRETARY OF THE ARMY AS TO SUCH OTHER MATTERS RELATING TO CLEMENCY AS HE MAY DEEM PROPER.

2 Lt. Colonel 3 CAF-4
1 Major 3 CAF-3
2 Captains

WELFARE SERVICE

PERFORMS WELFARE SERVICES, ARRANGES FOR HOSPITAL CARE, INVESTIGATES CASES OF PROLONGED SICK LEAVE, ARRANGES EMERGENCY TRANSPORTATION, AND EXTENDS PERSONAL LOANS TO EMPLOYEES OF THE OFFICE, SECRETARY OF THE ARMY AND OF OTHER DEPARTMENT BUREAUS WHICH HAVE NO ESTABLISHED WELFARE PROGRAM.

1 CAF-7	1 CPE-3
1 CAF-5	1 CPE-2

COORDINATION AND RECORDS

RECEIVES, RECORDS, DISPATCHES, MAINTAINS FILES, AND FOLLOWS UP ON ALL CORRESPONDENCE FOR THE SECRETARY OF THE ARMY; RECEIVES AND ROUTES ALL CORRESPONDENCE DIRECTED TO THE DEPARTMENT OF THE ARMY; RESPONSIBLE FOR RECORD ADMINISTRATION WITHIN THE OFFICE, SECRETARY OF THE ARMY.

1 CAF-10, proceeds 149.
2 CAF- 8
3 CAF- 5

25-4
25-3
25-2

March 1948

APPROVED:

James G. Cook
Deputy Administrative Assistant

ORGANIZATION OF MANAGEMENT OFFICE
OFFICE OF THE SECRETARY OF THE ARMY

PERSONNEL	
CAF-13	1
CAF-11	1
CAF-9	2
CAF-7	3
CAF-6	1
CAF-5	2
CAF-4	2
CAF-3	3
CPG-3	1
P-5	1
TOTAL	18

MANAGEMENT OFFICE

[illegible]

1 CAF-13, Organization & Methods Examiner
1 CAF-4

SPACE CONTROL

[illegible]

1 P-5, Architect Engineer
2 CAF-9, Crq. & Methods Exam

STAFF ASSISTANT

RESPONSIBLE FOR THE CONDUCT OF INVESTIGATIONS EMPLOYED IN PROBATION WORK
OF DEPARTMENT-OWNED VEHICLES AND FOR ENROLLING ACCIDENT CHASERS BETWEEN
THE OFFICE, SECRETARIES OF THE AGENCY AND OTHER COMPONENTS OF THE DEPARTMENT IN
SUCH MATTERS, AS A REQUISITE THEREIN WITHIN THIS AREA OF RESPONSIBILITY AND
IN THE AREA OF RESPONSIBILITY OF THE COMMERCIAL DIVISION, AS A
INTERVIEW MANUAL, FEDERAL BUDGET, ETC.,
OF CONFERENCE TABLES AND PROVIDING GUIDANCE FOR THE INVESTIGATORS, DEPARTMENT
OF THE ARMY, COORDINATION AND PREPARATION OF INFORMATION DEFENSE OF DEPARTMENT
OF THE ARMY AND THE ARMY OF THE ARMY OF THE ARMY OF THE ARMY OF THE ARMY OF THE ARMY
FOR THE INVESTIGATORS, DEPARTMENT OF THE ARMY, COORDINATION AND PREPARATION
OF INVESTIGATIVE INFORMATION, ETC., ACTS AS A REQUISITE TO THE CARE OF THE OFFICE
OF INVESTIGATIVE INFORMATION AND APPLICATION OF STATISTICS, REGULATIONS,
ETC.

1.25F-31, Organization & Methods Examiner

PERSONNEL AUTHORIZATION AND REPORTS SECTION

PREPARED MILITARY AND CIVILIAN PERSONNEL ESTIMATES FOR THE OFFICE, SECRETARY OF THE ARMY DETERMINED MILITARY AND CIVILIAN PERSONNEL NEEDS AND ISSUED CORRESPONDING RECOMMENDATIONS TO THE SECRETARY OF THE ARMY. THE RECOMMENDATIONS WERE BASED ON THE RECOMMENDATIONS OF PERSONNEL EXPERTS AND PERSONNEL EXPERTS WERE BASED ON RECOMMENDATIONS OF PERSONNEL EXPERTS, BOTH MILITARY AND CIVILIAN, AND PERSONNEL EXPERTS WERE BASED ON THE SECRETARY GENERAL'S OFFICE AND THE OFFICE, CHIEF OF STAFF IN THESE MATTERS AND IN MATTERS PERTAINING TO THE ADMINISTRATION OF MILITARY PERSONNEL WITHIN THE OFFICE, SECRETARY OF THE ARMY.

441 CAF-7
442 CAF-3

U SAME PERSON
* SAME PERSON

BUDGET AND FISCAL SECTION

[illegible]

1 CAF-6
1 CAF-3

ADMINISTRATIVE MANAGEMENT SECTION

CONDUCTS ORGANIZATION AND PREPARES ORDERS FOR THE PURPOSE OF DEVELOPING PROPER FUNCTIONAL MECHANISM EFFECTIVE WORK METHODS AND WORK MEASUREMENT STANDARDS FOR OVERALL EFFICIENT APPLICATION IN THE OFFICE, SECRETARY OF THE ARMY, FORMULATES OR INTERPRETS AND DISSEMINATES, THROUGH THE MEMBERS OF THE OFFICE WORKGROUP, POLICIES OR DISSEMINATES POLICY OR POLICIES, THROUGHOUT THE OFFICE, SECRETARY OF THE ARMY; CONDUCTS SUCH ADMINISTRATIVE OFFICES AS PERSONALIZATION, PERSONALIZATION, ETC.; AND CHALLENGES SUGGESTIONS PRESENTED TO HIM OF THE USE OF METHODS COMBINED; AND CONDUCTS RESEARCH AND SPECIAL STUDIES RELATING TO ADMINISTRATION WITHIN THE BUREAU.

1 CAF-9. & p. 1 Methods Examiner 1 CAF-7
* 1 CAF-7 * 1 CAF-3
(This personnel is available for project
assignment to any other area within the office)

DRAFTING SECTION

DESIGNS, DRAFTS, AND PARATYPES FOR REPRODUCING INTERNAL FORMS USED BY THE OFFICE, SECRETARY OF THE ARMY. SPOON RECENT DRAFTS AND PARATYPES D.O. AND STANDARD FORMS FOR CLEARANCE; PREPARES AND DRAFTS VARIOUS TYPES OF CHARTS, GRAPHS, AND EXHIBITS. PERFORMS MISCELLANEOUS HANDING AND PARATYPE SERVICES FOR ALL THE ACTIVITIES OF THE OFFICE, SECRETARY OF THE ARMY.

1 CAF-5
1 CAF-6
1 CAF-7

SERVICE SECTION

[illegible]

1 CAF-3
1 CPC-3

March 1948

APPROVED:

R. M. YINGLING
Chief, Maintenance Office

ORGANIZATION OF THE OFFICE OF THE PERSONNEL MANAGER

OFFICE OF THE SECRETARY OF THE ARMY

PERSONNEL	
CAF-13	1
CAF-11	2
CAF-9	1
CAF-7	4
CAF-5	2
CAF-4	6
CAF-2	1
CPC-3	1
TOTAL	18

OFFICE OF THE PERSONNEL MANAGER	
DETERMINES PERSONNEL POLICY IN CONJUNCTION WITH OPERATING OFFICIALS AND IS RESPONSIBLE FOR THE DEVELOPMENT AND CONSISTENT ADMINISTRATION OF A COMPLETE PERSONNEL PROGRAM FOR THE OFFICE, SECRETARY OF THE ARMY.	
1 CAF-13, Personnel	
1 CAF-7	
1 CAF-4	

IN ADDITION TO ADMINISTERING THE CIVILIAN PERSONNEL PROGRAM, THE PERSONNEL MANAGER IS RESPONSIBLE FOR LIAISON WITH CONGRESSIONAL CIVIL SERVICE COMMITTEES ON INDIVIDUAL PERSONNEL PROBLEMS FOR THE ENTIRE DEPARTMENT, FOR THE ADMINISTRATIVE REVIEW OF ALL ACTIONS PROCESSED UNDER P.L. 803 - 77TH CONGRESS AND THE PREPARATION OF NOTIFICATIONS OF FINAL DETERMINATIONS, FOR THE REVIEW OF ALL REIMBURSABLE AND NON-REIMBURSABLE DETAILS TO AND FROM THE DEPARTMENT, AND FOR ACTING AS A MEMBER OF THE ARMY BOARD ON CORRECTION OF MILITARY RECORDS.

EMPLOYEE UTILIZATION SECTION		CLASSIFICATION SECTION		ADMINISTRATIVE SECTION	
1. IS RESPONSIBLE FOR ESTABLISHING POLICY AND PLACEMENT STANDARDS IN COOPERATION WITH OPERATING DIVISIONS, INCLUDING: THE ANTICIPATION OF PERSONNEL REQUIREMENTS, THE CONDUCT OF THE EMPLOYMENT PROGRAM TO INSURE RECRUITMENT, AND THE SELECTION OF THE BEST QUALIFIED ELIGIBLES; AUTHORIZATION AND PROCESSING OF ACTIONS ON ACCESSIONS, SEPARATIONS, AND IN-SERVICE PLACEMENT; CONDUCT OF AN IN-SERVICE PLACEMENT PROGRAM TO INSURE EFFECTIVE USE OF ASSIGNED PERSONNEL AND TO FOSTER PROMOTION FROM WITHIN; AND THE CONDUCT OF FOLLOW-UP PLACEMENT PROGRAM, EFFECTIVE PLACEMENT PROGRAM OF PHYSICALLY HANDICAPPED, AND A CONTINUING PROGRAM ON VETERAN RE-EMPLOYMENT. 2. DETERMINES TRAINING NEEDS AND RELATED FUNCTIONS FOR THE OFFICE, SECRETARY OF THE ARMY, INCLUDING: ORGANIZATION, ADMINISTRATION, AND CONDUCT OF TRAINING PROGRAMS, INCLUDING CLASSROOM AND ON-THE-JOB TRAINING, ORIENTATION TRAINING CLASSES FOR NEW EMPLOYEES, AND SUPERVISORY TRAINING PROGRAMS; EVALUATION OF THE EFFECTIVENESS OF TRAINING COURSES AND MODIFICATION OF PROGRAMS ACCORDINGLY; ADMINISTRATION OF THE TESTING PROGRAM FOR NEW EMPLOYEES, APPLICANTS FOR POSITIONS, AND FOR PROMOTIONS AND REASSIGNMENTS; AND EVALUATION OF CLERICAL, SUPERVISORY, ADMINISTRATIVE, OR SPECIALIZED TYPES OF TRAININGS.		1. PREPARES JOB DESCRIPTIONS FOR ALL CIVILIAN POSITIONS IN THE OFFICE, SECRETARY OF THE ARMY AND RECOMMENDS TO THE CIVIL SERVICE COMMISSION ALLOCATIONS OF SUCH POSITIONS BY SERVICE, GRADE, AND TITLE; ESTABLISHES POSITIONS FOR ACTIVITIES WHICH MAY OR MAY NOT BE SERVICED BY THE OFFICE OF THE PERSONNEL MANAGER. 2. CONDUCTS PERIODIC AUDITS AND SURVEYS OF POSITIONS FOR THE PURPOSE OF KEEPING JOB DESCRIPTIONS AND ALLOCATIONS UP-TO-DATE; MAKES RECOMMENDATIONS FOR THE CORRECTION OF MISALLOCATIONS. 3. APPROVES REQUEST FOR ADDITIONAL IDENTICAL OR VICE POSITION APPOINTMENTS AFTER REVIEW OR INVESTIGATION. 4. ADVISES WITH THE DIVISION CHIEFS AS TO THE ARRANGEMENT AND CLARIFICATION OF FUNCTIONS TO MEET THEIR ORGANIZATIONAL NEEDS IN RELATION TO THE REQUIREMENT OF THE CIVIL SERVICE COMMISSION. 5. MAINTAINS THE CENTRAL ORGANIZATIONAL FILE OF POSITION DESCRIPTIONS FOR THE OFFICE, SECRETARY OF THE ARMY. 6. MAINTAINS CLOSE WORKING RELATIONSHIP WITH OTHER SECTIONS OF THE OFFICE OF THE PERSONNEL MANAGEMENT.		1. IS RESPONSIBLE FOR THE MAINTENANCE OF POSITION CONTROL RECORDS AND FOR ASSURING ADHERENCE TO ESTABLISHED MANPOWER CEILING LIMITATIONS. APPROVES REQUESTS FOR "VICE" ACTIONS IN ACCORDANCE WITH ESTABLISHED PROCEDURES. 2. IS RESPONSIBLE FOR MAINTAINING NECESSARY LIAISON CONTACTS WITH THE ADMINISTRATIVE SECTION, DEPARTMENTAL PERSONNEL OPERATIONS BRANCH, CIVILIAN PERSONNEL DIVISION IN ORDER TO EXPEDITE ACTIONS, CLARIFY DISCREPANCIES, ETC. 3. IS RESPONSIBLE FOR THE PREPARATION AND MAINTENANCE OF ALL REDUCTION IN FORCE RECORDS, ESTABLISHMENT OF REGISTERS, ETC., AND FOR ASSURING ACCURACY OF ALL SUPPORTING INFORMATION. 4. IS RESPONSIBLE FOR THE PREPARATION AND COMPILATION OF A VARIETY OF RECURRING AND NON-RECURRING REPORTS WITH REGARD TO PERSONNEL OF THE OFFICE, SECRETARY OF THE ARMY AS REQUIRED BY CIVIL SERVICE COMMISSION, BUREAU OF THE BUDGET, CONGRESSIONAL COMMITTEES, AND VARIOUS OTHER INTERNAL AND EXTERNAL SOURCES. 5. MAINTAINS 201 (PERSONNEL) FILED FOR ALL EMPLOYEES OF THE OFFICE, SECRETARY OF THE ARMY AND SUPPLIES INFORMATION THEREFROM AS REQUESTED.	
1 CAF-11, Employee Utilization Officer		1 CAF-11, Classification Analyst 1 CAF-9, Position Classifier 1 CAF-9		1 CAF-5 2 CAF-4 1 CAF-2	
3 CAF-7 1 CAF-5		2 CAF-4 1 CPC-3			

March 1948

APPROVED:

JOHN G. CONNELL, JR.
Personnel Manager

ORGANIZATION OF THE OFFICE OF THE UNDER SECRETARY OF THE ARMY

*PERSONNEL			
MILITARY		CIVILIAN	
Gen. Officer	1	Under Sec. of Army	1
Colonel	2	CAF-13	1
Lt. Colonel	2	CAF- 8	1
Major	2	CAF- 7	1
Enlisted Man	1	CAF- 6	2
		CAF- 5	2
		CAF- 4	7
		CAF- 3	2
		CAF- 2	1
		CPC- 4	1
		CPC- 3	1
TOTAL	8	TOTAL	20

*Includes only immediate office of the under Secretary and Civilian Aids to the Secretary.

6 active MAE appointments available for intermittent employment is required.

UNDER SECRETARY OF THE ARMY		
ACTS AS ASSISTANT TO THE SECRETARY OF THE ARMY AND TO HIM HAVE BEEN DELEGATED GENERAL ADMINISTRATIVE DUTIES RELATING TO THE DEPARTMENT OF THE ARMY. HE ACTS AS CHAIRMAN OF THE COMBINED CIVIL AFFAIRS COMMITTEE, IS THE DEPARTMENT OF THE ARMY REPRESENTATIVE ON THE STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE, IS A MEMBER OF THE WAR COUNCIL. HE IS RESPONSIBLE FOR THE ADMINISTRATION AND SUPERVISION OF CIVIL AFFAIRS AND MILITARY GOVERNMENT, AND SUPERVISES COORDINATION WITH OTHER GOVERNMENT AGENCIES IN MATTERS INVOLVING POLITICS-MILITARY AFFAIRS. HE HAS ALSO BEEN DELEGATED THE RESPONSIBILITY OF SUPERVISION OVER INTERESTS OF MINORITY GROUPS WITHIN THE ARMY. ACTS AS THE SECRETARY OF THE ARMY IN THE ABSENCE OF THE SECRETARY.		
1 Under Secretary of the Army		
1 General Officer	1 CAF-8	5 CAF-9
2 Colonel	1 CAF-7	2 CAF-3
2 Lt. Colonel	2 CAF-6	1 CPC-4
2 Major	2 CAF-5	1 CPC-3
1 Enlisted man		

CIVILIAN AIDE TO THE SECRETARY	
ASSISTS IN THE FORMULATION, DEVELOPMENT AND ADMINISTRATION OF POLICIES AFFECTING THE FAIR AND EFFECTIVE UTILIZATION OF NEGROES IN THE ARMY AND OF POLICIES INVOLVING THEIR EMPLOYMENT AS CIVILIANS, COOPERATING WITH REPRESENTATIVES OF SELECTIVE SERVICE AND THE CIVIL SERVICE COMMISSION.	
1 CAF-13, Civilian Aide	2 CAF-4 1 CAF-2

ARMY LIBRARY	
PROVIDES FOR DEPARTMENT OF THE ARMY AND ARMY PERSONNEL A PROFESSIONAL LIBRARY SERVICE OF A GENERAL AND TECHNICAL NATURE, INCLUDING LEGAL AND LEGISLATIVE REFERENCE SERVICE, COVERING THE MANY FIELDS OF INTEREST TO THE DEPARTMENT, AND COMBINES ALL LIBRARY RESOURCES OF THE DEPARTMENT OF THE ARMY IN A SINGLE ADMINISTRATIVE AND OPERATING UNIT.	
SEE CHART 5	

STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE	
COORDINATES FOR THE DEPARTMENTS OF THE ARMY, NAVY, AIR FORCE, AND STATE DEPARTMENT MATTERS WHICH ARISE IN THE POLITICO-MILITARY FIELD.	
SEE CHART 7	

FOOD ADMINISTRATOR FOR OCCUPIED AREAS	
DIRECTS THE PROCUREMENT AND TRANSPORTATION OF FOOD, FERTILIZER, SEEDS, MEDICAL SUPPLIES, AND PETROLEUM, OIL AND LUBRICANTS, FOR THE OCCUPIED AREAS. DETERMINES THE REQUIREMENTS OF THE OCCUPIED AREAS; PLANS AND AUTHORIZES THE PROCUREMENT OF NECESSARY SUPPLIES; AND PLANS AND COORDINATES TRANSPORTATION OF SUPPLIES TO THE AREAS WHERE THEY ARE NEEDED.	
SEE CHART 8	

March 1948

APPROVED:

F. P. Munson

F. P. Munson
Colonel, GSC
Exec. to the Under Secretary of the Army

ORGANIZATION OF STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE

OFFICE OF THE SECRETARY OF THE ARMY

7

PERSONNEL							
TOTAL FULL-TIME PERSONNEL							
MILITARY				CIVILIAN			
Colonel (USAF)	1	Officials	2	CAF-5	5		
Commander (USN)	2	CAF-5	5	CAF-4	5		
Lt. Col. (USA)	1	CAF-4	5	CAF-3	1		
Major (USA)	1	CAF-3	1	CPC-3	1		
Captain (USA)	1						
TOTAL	6	TOTAL	14				

FULL-TIME AIR FORCE CONTRIBUTION		FULL-TIME ARMY CONTRIBUTION		FULL-TIME NAVY CONTRIBUTION		FULL-TIME STATE CONTRIBUTION	
MILITARY	CIVILIAN	MILITARY	CIVILIAN	MILITARY	CIVILIAN	MILITARY	CIVILIAN
Colonel 1	CAF-5 1	Lt. Col. 1	CAF-5 1	Commander 2	CAF-5 1	Officials 2	
		Major 1	CAF-4 2		CAF-4 2	CAF-5 2	
		Captain 1	CAF-3 1			CAF-4 1	
						CPC-3 1	
TOTAL 1	TOTAL 1	TOTAL 3	TOTAL 4	TOTAL 2	TOTAL 3	TOTAL 6	

STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE

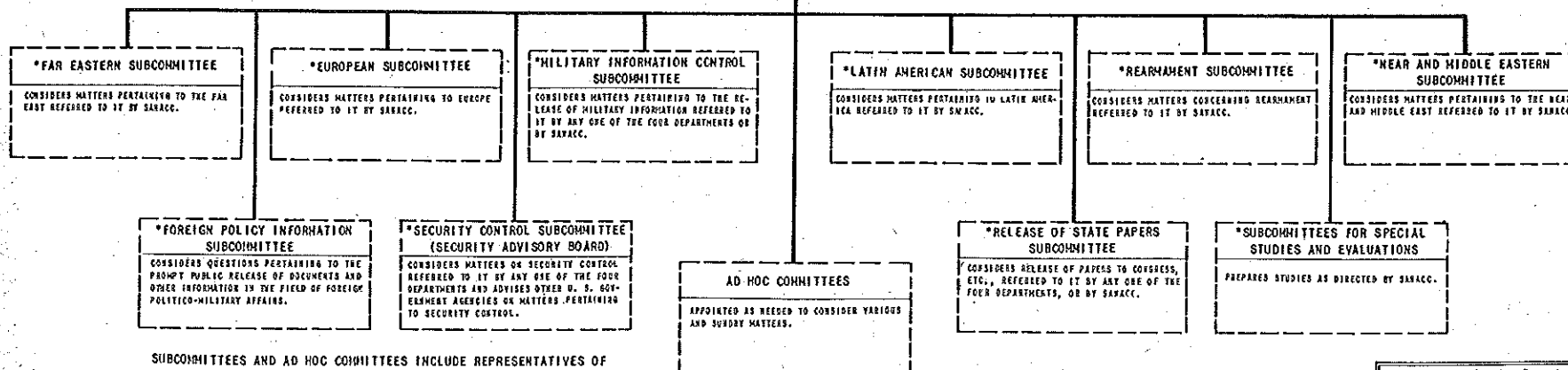
COORDINATES FOR THE STATE DEPARTMENT, THE DEPARTMENTS OF THE ARMY, NAVY, AND THE AIR FORCE MATTERS WHICH ARISE IN THE POLITICO-MILITARY FIELD.

Assistant Secretary of State (Chairman)
Under Secretary of the Army
Under Secretary of the Navy
Assistant Secretary of The Air Force

SECRETARIAT

PERFORMS SECRETARIAL AND ADMINISTRATIVE DUTIES AS MAY BE PRESCRIBED.

1 Colonel (USAF)	2 Officials (S)
2 Commander (USN)	1 CAF-5 (A)
1 Lt. Colonel (USA)	1 CAF-5 (R)
1 Major (USA)	1 CAF-5 (AF)
1 Captain (USA)	2 CAF-5 (S)
	1 CAF-4 (S)
	2 CAF-4 (A)
	2 CAF-4 (R)
	1 CAF-3 (A)
	1 CPC-3 (S)



SUBCOMMITTEES AND AD HOC COMMITTEES INCLUDE REPRESENTATIVES OF THE STATE DEPARTMENT, THE DEPARTMENT OF THE ARMY, NAVY, AND THE AIR FORCE.

*PERFORMED BY MEMBERS IN ADDITION TO THEIR REGULAR DUTIES IN OWN DEPARTMENT.

March 1948

APPROVED: For the Secretary, SAVACC

Major M. V. Brokaw
Major M. V. Brokaw
Assistant Secretary

9

<u>PERSONNEL</u>		
<u>Military</u>		<u>Civilian</u>
Colonel	4	The Asst. Sec. 7
Lt. Col.	6	CAP-13 1
Major	2	CAP-18 2
Captains	7	CAP- 5 2
		CAP- 7 2
		CAP- 8 2
		CAP- 5 12
		CAP- 4 11
		CAP- 3 5
		CPC- 4 1
		CPC- 5 3
		P- 6 3
		P- 9 1
		P- 7 6
		P- 2 1
<u>TOTAL</u>	<u>IV</u>	<u>TOTAL</u> <u>50</u>

1 active WAC appointment available
for intermittent assignment as
required.

ADVISE THE ASSISTANT SECRETARY OF THE ARMY OR ACT FOR HIM IN SPECIAL MATTERS INCLUDING THE SCIENTIFIC RESEARCH AND DEVELOPMENT PROGRAM OF THE DEPARTMENT OF THE ARMY, CLAIMED WITH OTHER GOVERNMENT AGENCIES, ETC.

P-9, Sr. Scientific Adv. (Capt. of Army) + CAF-7
WAE + CAF-5

[illegible]

The Assistant Secretary 2 CAF-5

EXECUTIVE OFFICE

THE EXECUTIVE OFFICER SERVED AS THE PRINCIPAL ASSISTANT TO THE ASSISTANT SECRETARY OF THE ARMY. IT IS RESPONSIBLE TO RISK FOR THE OVERALL ACTIVITIES OF HIS OFFICE. ACTS FOR THE ASSISTANT SECRETARY OF THE ARMY ON MATTERS NOT REQUIRING HIS PERSONAL ATTENTION. REVIEWED CONTINUOUSLY THE RESPONSIBILITIES OF THE ASSISTANT SECRETARY OF THE ARMY UNDER PERTINENT STATUTES AND DIRECTIONS AND INSURED THAT THE ORGANIZATION AND OPERATIONS OF THE OFFICE ARE ADEQUATE TO DISCHARGE THESE RESPONSIBILITIES.

1 Colonel	1 CAF-5
1 Lt. Colonel	2 CAF-5
1 Major	

PERFORMS THE ADMINISTRATIVE DUTIES OF THE OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY, INCLUDING THOSE RELATING TO MAIL AND RECORDS, MILITARY AND CIVILIAN PERSONNEL MATTERS, SPACE ASSIGNMENTS, REPORTS, TRANSPORTATION, PAY, SPECIAL CORRESPONDENCE FOR THE ASSISTANT SECRETARY OF THE ARMY, AND SUCH OTHER DUTIES AS THE EXECUTIVE MAY DIRECT.

1 Captain	7 CAF-7	2 CAF-9
	1 CAF-8	3 CAF-2
	3 CAF-5	1 CAF-4
		2 CAF-3

ADVISES THE ASSISTANT SECRETARY OF THE ARMY, INSTITUTION AND RESEARCH
POLICY, AND EFFECTS COORDINATION WITH THE DEPARTMENT OF THE ARMY AND
THE DEPARTMENT OF DEFENSE. THE ASSISTANT SECRETARY, ARMY AND
COMMANDED BY MILITARY SUPPLIES, INCLUDING PLANS, REGULATIONS, AND OTHER
MATTERS RELATING TO THE VARIOUS TYPES OF CONTRACTING, AGREEMENTS AND
SPECIAL PROVISIONS THEREON, AND OTHER RELATED MATTERS REGARDING ACQUISITION,
CLASSIFICATION, MANAGEMENT, UTILIZATION, AND DISPOSAL OF INDUSTRIAL
PROPERTY FOR CONSTRUCTION OF THE ARMY'S FACILITIES, INCLUDING THE
CLUSTER PROPERTY RECONSTRUCTION FINANCE CORPORATION-OWNED FACILITIES.
THE ARMY EXCHANGE SYSTEM; THE ARMY AID SOCIETY AND THE ARMY TRUST
FUNDS EXPLOITED SAFETY BOARD.

2 Lt. Colonel 1 Capt. 1 Major

ASSURES THE ASSISTANT SECRETARY OF THE ARMY, INITIATES AND RETAINS POLICY, AND EFFECTS COORDINATION WITH THE DEPARTMENT OF THE ARMY AND OTHER AGENCIES ON MATTERS PERTAINING TO LEGISLATION; ACQUISITION, MANAGEMENT, UTILIZATION, DISPOSAL, AND TRANSFER OF NON-INDUSTRIAL REAL AND PERSONAL PROPERTY PERTAINING TO BOTH CIVIL WARMS AND MILITARY ACTIVITIES; AGRICULTURE; PATENTS; CIVILIAN RIGHTS OF WARREYS; NATIONAL CONSTITUTION AND MOVEMENTS; MILITARY PARKS; REPARATION AND MORAL REPARATION; AND ADMINISTRATION OF CIVILIAN POWER DEPARTMENT OF THE ARMY PERSONNEL TO CONDUCT BUSINESS WITH THE ARMY.

1 Colonel	2 CAF-5
1 Major	1 CAF-4

RENEGOTIATION RELIEF ADVISORY COMMITTEE

CHIEF OF LEGAL BRANCH SERVES AS CHAIRMAN OF THE COMMITTEE. COMMITTEE ACTS IN AN ADJUDICATORY CAPACITY TO THE ASSISTANT SECRETARY OF THE ARMY WITH RESPECT TO EXTENDING TIME OF PAYMENT OF EXCESSIVE PROFITS BY CONTRACTORS IN THOSE CASES INVOLVING RECONSTRUCTION DIFFICULTY.

formulates and establishes policies, principles, and procedures to be followed in reconstruction activities in the Department of the Army; represents the Department of the Army on all matters relating to reconstruction; issues delegated authority letters contracting for reconstruction; through the functioning of the main panels, conducts reconstruction with contractor upon appropriate and reviews proposed reconstruction of new projects, reconstruction agreements, and, under existing plans.

Sat. Oct. 10.

HELPS, CONSIDERS, AND DECIDES, AS A REPRESENTATIVE OF THE DEPARTMENT OF THE ARMY UNDER THE SUPERVISION OF THE ASSISTANT SECRETARY OF THE ARMY, APPEALS FROM THE DECISIONS OF CONTRACTING OFFICERS OF SUPPLY AGENCIES, INCLUDING THE CHIEFS OF THE TECHNICAL SERVICES, UNDER PAYMENT OF THE LAST CONTRACTS REQUIRING THE DECISION OF APPEALS BY THE CHIEF OF THE DEPARTMENT OF THE ARMY OR HIS duly AUTHORIZED REPRESENTATIVE, AS SET FORTH AND MORE FULLY DESCRIBED IN MEMORANDUM OF THE RECORD.

START OF WAR DATES 8 AUGUST 1942-		
1 Colonel	1 P-9, Trial Exam. (President)	1 CAF-
2 Lt. Colonel	5 P-7, Trial Exam. (Attorney)	5 CAF-
	1 P-2	1 CAF-
		1 CAF-

CONSIDERS, ADJUSTS, AND SETTLES EQUITABLE CLAIMS OF CONTRACTORS, INCLUDING SUB-CONTRACTORS AND MATERIALMEN FOR WORK OR FURNISHING SUPPLIES OR SERVICES TO THE CONTRACTOR OR OTHER SUBCONTRACTORS FOR LOSSES (NOT INCLUDING DEDUCTIONS OF ANTICIPATED PROFITS) INCURRED BETWEEN 15 SEPTEMBER 1940 AND 14 AUGUST 1941, WITHOUT FAULT OR NEGLIGENCE ON THEIR PART IN THE PERFORMANCE OF SUCH CONTRACTS OR SUBCONTRACTS.

1 Colonel	1 CAF-5
1 Lt. Colonel	
1 Captain	

acts in absolute compliance to the instruction of the Secretary of the Army on his personal representative on property accounts in contracts involving Government property furnished to, purchased by, or otherwise acquired by contractors at Government expense, wherein quantity results as to contracts or quantity or value or price of property accounting or additional requirements have been requested.

1 CAS-10, Asst. Officer
1 CAF-10, Prep. Auditor

APPROVED:

PROVED:
E. N. Geist

G.K. Helms
Col. GSG
Executive

1.0000

ORGANIZATION OF INDUSTRIAL COLLEGE OF THE ARMED FORCES

OFFICE OF THE SECRETARY OF THE ARMY

UNDER SECRETARY OF THE AIR FORCE

ASSISTANT SECRETARY OF THE ARMY

UNDER SECRETARY OF THE NAVY

MISSION INDUSTRIAL COLLEGE OF THE ARMED FORCES
 To train officers in the Armed Forces of the United States in the industrial sciences and to develop in them the ability to apply scientific principles to the solution of industrial problems.
 To provide instruction in the industrial sciences, including the principles of management, production, and distribution, and to develop in them the ability to apply scientific principles to the solution of industrial problems.
 To provide instruction in the industrial sciences, including the principles of management, production, and distribution, and to develop in them the ability to apply scientific principles to the solution of industrial problems.

STAFF OFFICERS			STAFF OFFICERS		
POSITION	GRADE	NAME	POSITION	GRADE	NAME
Flag Officer	1	P-2	Flag Officer	1	P-2
Colonel	2	P-3	Colonel	2	P-3
Major	3	P-4	Major	3	P-4
Captain	4	P-5	Captain	4	P-5
1st Lt.	5	P-6	1st Lt.	5	P-6
2nd Lt.	6	P-7	2nd Lt.	6	P-7
3rd Lt.	7	P-8	3rd Lt.	7	P-8
4th Lt.	8	P-9	4th Lt.	8	P-9
5th Lt.	9	P-10	5th Lt.	9	P-10
6th Lt.	10	P-11	6th Lt.	10	P-11
7th Lt.	11	P-12	7th Lt.	11	P-12
8th Lt.	12	P-13	8th Lt.	12	P-13
9th Lt.	13	P-14	9th Lt.	13	P-14
10th Lt.	14	P-15	10th Lt.	14	P-15
11th Lt.	15	P-16	11th Lt.	15	P-16
12th Lt.	16	P-17	12th Lt.	16	P-17
13th Lt.	17	P-18	13th Lt.	17	P-18
14th Lt.	18	P-19	14th Lt.	18	P-19
15th Lt.	19	P-20	15th Lt.	19	P-20
16th Lt.	20	P-21	16th Lt.	20	P-21
17th Lt.	21	P-22	17th Lt.	21	P-22
18th Lt.	22	P-23	18th Lt.	22	P-23
19th Lt.	23	P-24	19th Lt.	23	P-24
20th Lt.	24	P-25	20th Lt.	24	P-25
21st Lt.	25	P-26	21st Lt.	25	P-26
22nd Lt.	26	P-27	22nd Lt.	26	P-27
23rd Lt.	27	P-28	23rd Lt.	27	P-28
24th Lt.	28	P-29	24th Lt.	28	P-29
25th Lt.	29	P-30	25th Lt.	29	P-30
26th Lt.	30	P-31	26th Lt.	30	P-31
27th Lt.	31	P-32	27th Lt.	31	P-32
28th Lt.	32	P-33	28th Lt.	32	P-33
29th Lt.	33	P-34	29th Lt.	33	P-34
30th Lt.	34	P-35	30th Lt.	34	P-35
31st Lt.	35	P-36	31st Lt.	35	P-36
32nd Lt.	36	P-37	32nd Lt.	36	P-37
33rd Lt.	37	P-38	33rd Lt.	37	P-38
34th Lt.	38	P-39	34th Lt.	38	P-39
35th Lt.	39	P-40	35th Lt.	39	P-40
36th Lt.	40	P-41	36th Lt.	40	P-41
37th Lt.	41	P-42	37th Lt.	41	P-42
38th Lt.	42	P-43	38th Lt.	42	P-43
39th Lt.	43	P-44	39th Lt.	43	P-44
40th Lt.	44	P-45	40th Lt.	44	P-45
41st Lt.	45	P-46	41st Lt.	45	P-46
42nd Lt.	46	P-47	42nd Lt.	46	P-47
43rd Lt.	47	P-48	43rd Lt.	47	P-48
44th Lt.	48	P-49	44th Lt.	48	P-49
45th Lt.	49	P-50	45th Lt.	49	P-50
46th Lt.	50	P-51	46th Lt.	50	P-51
47th Lt.	51	P-52	47th Lt.	51	P-52
48th Lt.	52	P-53	48th Lt.	52	P-53
49th Lt.	53	P-54	49th Lt.	53	P-54
50th Lt.	54	P-55	50th Lt.	54	P-55
51st Lt.	55	P-56	51st Lt.	55	P-56
52nd Lt.	56	P-57	52nd Lt.	56	P-57
53rd Lt.	57	P-58	53rd Lt.	57	P-58
54th Lt.	58	P-59	54th Lt.	58	P-59
55th Lt.	59	P-60	55th Lt.	59	P-60
56th Lt.	60	P-61	56th Lt.	60	P-61
57th Lt.	61	P-62	57th Lt.	61	P-62
58th Lt.	62	P-63	58th Lt.	62	P-63
59th Lt.	63	P-64	59th Lt.	63	P-64
60th Lt.	64	P-65	60th Lt.	64	P-65
61st Lt.	65	P-66	61st Lt.	65	P-66
62nd Lt.	66	P-67	62nd Lt.	66	P-67
63rd Lt.	67	P-68	63rd Lt.	67	P-68
64th Lt.	68	P-69	64th Lt.	68	P-69
65th Lt.	69	P-70	65th Lt.	69	P-70
66th Lt.	70	P-71	66th Lt.	70	P-71
67th Lt.	71	P-72	67th Lt.	71	P-72
68th Lt.	72	P-73	68th Lt.	72	P-73
69th Lt.	73	P-74	69th Lt.	73	P-74
70th Lt.	74	P-75	70th Lt.	74	P-75
71st Lt.	75	P-76	71st Lt.	75	P-76
72nd Lt.	76	P-77	72nd Lt.	76	P-77
73rd Lt.	77	P-78	73rd Lt.	77	P-78
74th Lt.	78	P-79	74th Lt.	78	P-79
75th Lt.	79	P-80	75th Lt.	79	P-80
76th Lt.	80	P-81	76th Lt.	80	P-81
77th Lt.	81	P-82	77th Lt.	81	P-82
78th Lt.	82	P-83	78th Lt.	82	P-83
79th Lt.	83	P-84	79th Lt.	83	P-84
80th Lt.	84	P-85	80th Lt.	84	P-85
81st Lt.	85	P-86	81st Lt.	85	P-86
82nd Lt.	86	P-87	82nd Lt.	86	P-87
83rd Lt.	87	P-88	83rd Lt.	87	P-88
84th Lt.	88	P-89	84th Lt.	88	P-89
85th Lt.	89	P-90	85th Lt.	89	P-90
86th Lt.	90	P-91	86th Lt.	90	P-91
87th Lt.	91	P-92	87th Lt.	91	P-92
88th Lt.	92	P-93	88th Lt.	92	P-93
89th Lt.	93	P-94	89th Lt.	93	P-94
90th Lt.	94	P-95	90th Lt.	94	P-95
91st Lt.	95	P-96	91st Lt.	95	P-96
92nd Lt.	96	P-97	92nd Lt.	96	P-97
93rd Lt.	97	P-98	93rd Lt.	97	P-98
94th Lt.	98	P-99	94th Lt.	98	P-99
95th Lt.	99	P-100	95th Lt.	99	P-100

EXECUTIVE OFFICE		
POSITION	GRADE	NAME
Commandant	1	P-1
Deputy Commandant	2	P-2
Executive Officer	3	P-3
Director of Instruction	4	P-4
Deputy Director of Instruction	5	P-5
Technical Liaison Staff	6	P-6
Special Staff	7	P-7
Reserve Instruction Branch	8	P-8
Technological Progress Branch	9	P-9
Requirements Branch	10	P-10
Production Branch	11	P-11
Purchase Branch	12	P-12
Contributory Factors Branch	13	P-13
Manpower Branch	14	P-14
Economic Potential Branch	15	P-15
Organization & Administration Branch	16	P-16

EXECUTIVE OFFICE		
POSITION	GRADE	NAME
Commandant	1	P-1
Deputy Commandant	2	P-2
Executive Officer	3	P-3
Director of Instruction	4	P-4
Deputy Director of Instruction	5	P-5
Technical Liaison Staff	6	P-6
Special Staff	7	P-7
Reserve Instruction Branch	8	P-8
Technological Progress Branch	9	P-9
Requirements Branch	10	P-10
Production Branch	11	P-11
Purchase Branch	12	P-12
Contributory Factors Branch	13	P-13
Manpower Branch	14	P-14
Economic Potential Branch	15	P-15
Organization & Administration Branch	16	P-16

TECHNICAL LIAISON STAFF		
POSITION	GRADE	NAME
Chief	1	P-1
Deputy Chief	2	P-2
Executive Officer	3	P-3
Director of Instruction	4	P-4
Deputy Director of Instruction	5	P-5
Technical Liaison Staff	6	P-6
Special Staff	7	P-7
Reserve Instruction Branch	8	P-8
Technological Progress Branch	9	P-9
Requirements Branch	10	P-10
Production Branch	11	P-11
Purchase Branch	12	P-12
Contributory Factors Branch	13	P-13
Manpower Branch	14	P-14
Economic Potential Branch	15	P-15
Organization & Administration Branch	16	P-16

TECHNOLOGICAL PROGRESS BRANCH		
POSITION	GRADE	NAME
Chief	1	P-1
Deputy Chief	2	P-2
Executive Officer	3	P-3
Director of Instruction	4	P-4
Deputy Director of Instruction	5	P-5
Technical Liaison Staff	6	P-6
Special Staff	7	P-7
Reserve Instruction Branch	8	P-8
Technological Progress Branch	9	P-9
Requirements Branch	10	P-10
Production Branch	11	P-11
Purchase Branch	12	P-12
Contributory Factors Branch	13	P-13
Manpower Branch	14	P-14
Economic Potential Branch	15	P-15
Organization & Administration Branch	16	P-16

REQUIREMENTS BRANCH		
POSITION	GRADE	NAME
Chief	1	P-1
Deputy Chief	2	P-2
Executive Officer	3	P-3
Director of Instruction	4	P-4
Deputy Director of Instruction	5	P-5
Technical Liaison Staff	6	P-6
Special Staff	7	P-7
Reserve Instruction Branch	8	P-8
Technological Progress Branch	9	P-9
Requirements Branch	10	P-10
Production Branch	11	P-11
Purchase Branch	12	P-12
Contributory Factors Branch	13	P-13
Manpower Branch	14	P-14
Economic Potential Branch	15	P-15
Organization & Administration Branch	16	P-16

PRODUCTION BRANCH		
POSITION	GRADE	NAME
Chief	1	P-1
Deputy Chief	2	P-2
Executive Officer	3	P-3
Director of Instruction	4	P-4
Deputy Director of Instruction	5	P-5
Technical Liaison Staff	6	P-6
Special Staff	7	P-7
Reserve Instruction Branch	8	P-8
Technological Progress Branch	9	P-9
Requirements Branch	10	P-10
Production Branch	11	P-11
Purchase Branch	12	P-12
Contributory Factors Branch	13	P-13
Manpower Branch	14	P-14
Economic Potential Branch	15	P-15
Organization & Administration Branch	16	P-16

PURCHASE BRANCH		
POSITION	GRADE	NAME
Chief	1	P-1
Deputy Chief	2	P-2
Executive Officer	3	P-3
Director of Instruction	4	P-4
Deputy Director of Instruction	5	P-5
Technical Liaison Staff	6	P-6
Special Staff	7	P-7
Reserve Instruction Branch	8	P-8
Technological Progress Branch	9	P-9
Requirements Branch	10	P-10
Production Branch	11	P-11
Purchase Branch	12	P-12
Contributory Factors Branch	13	P-13
Manpower Branch	14	P-14
Economic Potential Branch	15	P-15
Organization & Administration Branch	16	P-16

CONTRIBUTORY FACTORS BRANCH		
POSITION	GRADE	NAME
Chief	1	P-1
Deputy Chief	2	P-2
Executive Officer	3	P-3
Director of Instruction	4	P-4
Deputy Director of Instruction	5	P-5
Technical Liaison Staff	6	P-6
Special Staff	7	P-7
Reserve Instruction Branch	8	P-8
Technological Progress Branch	9	P-9
Requirements Branch	10	P-10
Production Branch	11	P-11
Purchase Branch	12	P-12
Contributory Factors Branch	13	P-13
Manpower Branch	14	P-14
Economic Potential Branch	15	P-15
Organization & Administration Branch	16	P-16

MANPOWER BRANCH		
POSITION	GRADE	NAME
Chief	1	P-1
Deputy Chief	2	P-2
Executive Officer	3	P-3
Director of Instruction	4	P-4
Deputy Director of Instruction	5	P-5
Technical Liaison Staff	6	P-6
Special Staff	7	P-7
Reserve Instruction Branch	8	P-8
Technological Progress Branch	9	P-9
Requirements Branch	10	P-10
Production Branch	11	P-11
Purchase Branch	12	P-12
Contributory Factors Branch	13	P-13
Manpower Branch	14	P-14
Economic Potential Branch	15	P-15
Organization & Administration Branch	16	P-16

ECONOMIC POTENTIAL BRANCH		
POSITION	GRADE	NAME
Chief	1	P-1
Deputy Chief	2	P-2
Executive Officer	3	P-3
Director of Instruction	4	P-4
Deputy Director of Instruction	5	P-5
Technical Liaison Staff	6	P-6
Special Staff	7	P-7
Reserve Instruction Branch	8	P-8
Technological Progress Branch	9	P-9
Requirements Branch	10	P-10
Production Branch	11	P-11
Purchase Branch	12	P-12
Contributory Factors Branch	13	P-13
Manpower Branch	14	P-14
Economic Potential Branch	15	P-15
Organization & Administration Branch	16	P-16

ORGANIZATION & ADMINISTRATION BRANCH		
POSITION	GRADE	NAME
Chief	1	P-1
Deputy Chief	2	P-2
Executive Officer	3	P-3
Director of Instruction	4	P-4
Deputy Director of Instruction	5	P-5
Technical Liaison Staff	6	P-6
Special Staff	7	P-7
Reserve Instruction Branch	8	P-8
Technological Progress Branch	9	P-9
Requirements Branch	10	P-10
Production Branch	11	P-11
Purchase Branch	12	P-12
Contributory Factors Branch	13	P-13
Manpower Branch	14	P-14
Economic Potential Branch	15	P-15
Organization & Administration Branch	16	P-16

APPROVED:

 H.P. HENNESSY
 COLONEL, USA
 CHIEF, ICS

March 1948

ORGANIZATION OF THE NATIONAL BOARD FOR THE PROMOTION OF RIFLE PRACTICE

12

OFFICE OF THE SECRETARY OF THE ARMY

PERSONNEL (FIELD)		
Military	Civilian	
Colonel 1	CAF-8	1
Lt. Col. 1	CAF-6	1
Major 1	CAF-5	4
	CAF-4	6
	CAF-3	21
	CAF-2	1
	CPC-3	1
TOTAL 3	TOTAL	35

NATIONAL MATCH PROPERTY OFFICE (LaCarna, Ohio)
DIRECTS AND COORDINATES PROCUREMENT, RECEIPT, STORAGE, ISSUE AND ACCOUNTABILITY OF EQUIPMENT AND SUPPLIES USED IN CONDUCT OF NATIONAL MATCHES.
1 CAF-5 1 CPC-3

NATIONAL BOARD FOR THE PROMOTION OF RIFLE PRACTICE
FORMULATES RULES AND RECOMMENDATIONS FOR SECRETARY OF THE ARMY WHICH, WHEN APPROVED, GOVERN THE PROMOTION OF PRACTICE IN THE USE OF RIFLED ARMS AMONG ADULT-BORED MALE CITIZENS OF THE UNITED STATES AS OUTLINED IN THE NATIONAL DEFENSE ACT, SECTION 112.

EXECUTIVE OFFICE, N.B.P.R.P.
ACTS AS RECORDER; PREPARES ANNUAL REPORT OF THE SECRETARY OF THE ARMY TO CONGRESS CONCERNING OPERATIONS OF THE NATIONAL BOARD; CONDUCTS DETAILED BUSINESS OF THE BOARD; MAKES ALL CONTRACTS AND AGREEMENTS COVERING EXPENDITURE OF PUBLIC FUNDS.

DIRECTOR OF CIVILIAN MARKSMANSHIP
ISSUES CERTAIN EQUIPMENT AND SUPPLIES TO SCHOOLS AND CIVILIAN RIFLE CLUBS UNDER PROVISIONS OF AR 850-100; APPROVES SALES OF ORDNANCE SUPPLIES AND MATERIALS UNDER PROVISIONS OF AR 45-75; ISSUES MARKSMANSHIP QUALIFICATION BADGES TO CIVILIANS; ARRANGES FOR CIVILIAN USE OF GOVERNMENT-OWNED OR GOVERNMENT-RIDED RIFLE RANGES.
Colonel, 1 Lt. Colonel 1 Major

NATIONAL RIFLE ASSOCIATION (Washington, D.C.)
A CIVILIAN ORGANIZATION HAVING CLOSE LIAISON WITH THE NATIONAL BOARD AND DIRECTOR OF CIVILIAN MARKSMANSHIP. RIFLE CLUBS AFFILIATED WITH THE NATIONAL RIFLE ASSOCIATION ARE ELIGIBLE TO RECEIVE GOVERNMENTAL AID UNDER THE PROVISIONS OF THE NATIONAL DEFENSE ACT OF 1915, AS AMENDED. MEMBERS ARE ELIGIBLE TO PURCHASE ORDNANCE SUPPLIES AND MATERIALS USED IN MARKSMANSHIP PRACTICE.

FISCAL OFFICE
FORMULATES, PREPARES, SUBMITS, DEFENDS AND ADMINISTERS THE BUDGET; MAINTAINS THE GENERAL LEDGER AND STATION ACCOUNTS FOR OPERATING AGENCY; MAINTAINS ALLOTMENT LEDGER AND ACCOUNTS FOR FIELD INSTALLATIONS; PREPARES FINANCIAL REPORTS AND VOUCHERS.
1 CAF-8 1 CAF-4

ADMINISTRATIVE OFFICE
ACTS AS GENERAL OFFICE MANAGER; PROCESSES PERSONNEL ACTIONS FOR CIVILIAN EMPLOYEES OF THE BOARD.
1 CAF-6 1 CAF-3

QUALIFICATION BRANCH
RECEIVES QUALIFICATION REPORTS FROM RIFLE CLUBS AND SCHOOLS; RECORDS QUALIFICATIONS AND ISSUES BADGES; CONDUCTS CORRESPONDENCE AND MAINTAINS FILES RELATING TO QUALIFICATIONS AND MATCHES.
1 CAF-5 2 CAF-3

CLUB BRANCH
ENROLLS RIFLE CLUBS AND SCHOOLS UNDER PROVISIONS OF AR 850-100; SECURES AND CANCELS BONDS; REMOVES CLUBS FROM ROLLS; AND MAINTAINS DESCRIPTION OF TARGET RANGES OWNED OR LEASED BY RIFLE CLUBS AND SCHOOLS ON RCM ROLLS.
1 CAF-4 2 CAF-3

MAIL AND RECORDS OFFICE
RECEIVES AND DISPATCHES MAIL; MAINTAINS AND OPERATES OFFICE MACHINES; ASSEMBLES AND MAILS MEDALS, BADGES AND CERTIFICATES; CLASSIFIES AND FILES CORRESPONDENCE.
1 CAF-4 1 CAF-3 1 CAF-2

PROPERTY BRANCH
PROCURES, RECEIVES, STORES, AND ISSUES EQUIPMENT AND SUPPLIES OF THE NBRPP AND MAINTAINS ACCOUNTABILITY RECORDS THEREOF; PREPARES REQUISITIONS FOR ALL MATERIAL ISSUED, IN ACCORDANCE WITH AR 850-100 TO RIFLE CLUBS AND SCHOOLS ON ROLLS OF THE UCM; MAINTAINS ACCOUNTABILITY RECORDS FOR EQUIPMENT SO ISSUED; PREPARES CORRESPONDENCE AND SENDS REPORTS.
1 CAF-5 1 CAF-4
3 CAF-3

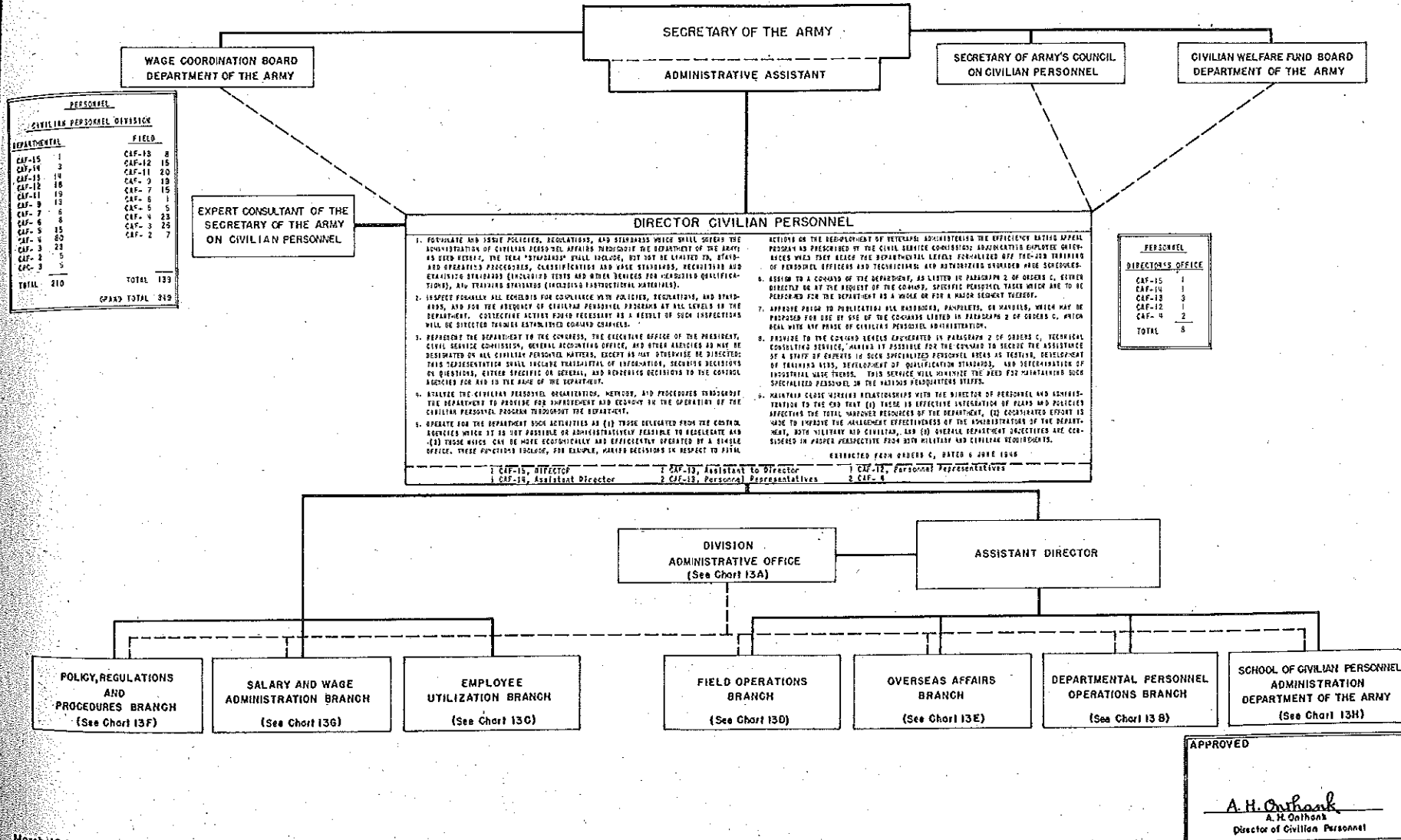
SALES BRANCH
REVIEWS AND PROCESSES PURCHASE ORDERS FOR ARMS AND OTHER ORDNANCE MATERIAL; FURNISHES INFORMATION ON TYPES OF MATERIAL AVAILABLE; MAINTAINS CONTACT WITH CHIEF OF ORDNANCE FOR STOCK CONTROL OF ITEMS AT ARSENALS AND ORDNANCE DEPOTS; MAINTAINS RECORDS OF ALL SALES.
1 CAF-5 1 CAF-4 11 CAF-3

STENOGRAPHIC BRANCH
TAKES AND TRANSCRIBES DICTATION INCLUDING MINUTES OF BOARD AND EXECUTIVE COMMITTEE; MAINTAINS RECORDS OF PROCEEDINGS, ROSTERS, POLICY BOOK OF OFFICES, FILE OF REGULATIONS, FILES PAPERS RELATING THERETO, AND ASSEMBLES DATA ON MISCELLANEOUS MATCHES.
1 CAF-4 1 CAF-3

APPROVED:
T. F. Wessels
T. F. Wessels
Colonel, Infantry
Executive Officer

March 1948

ORGANIZATION OF THE DEPARTMENT OF THE ARMY CIVILIAN PERSONNEL DIVISION OFFICE OF THE SECRETARY OF THE ARMY



March 1948

DIVISION ADMINISTRATIVE OFFICE
CIVILIAN PERSONNEL DIVISION, OFFICE OF THE SECRETARY OF THE ARMY

PERSONNEL	
CAF-12	1
CAF-9	2
CAF-7	1
CAF-6	1
CAF-5	2
CAF-3	3
CAF-2	1
CPC-3	2
TOTAL	13

DIVISION ADMINISTRATIVE OFFICE	
1.	ORGANIZES AND DIRECTS THE PERFORMANCE OF THE ADMINISTRATIVE ACTIVITIES NECESSARY FOR THE PROPER FUNCTIONING OF THE CIVILIAN PERSONNEL DIVISION IN SUCH MATTERS AS THE PREPARATION OF BUDGET ESTIMATES AND RELATED JUSTIFICATIONS; EFFECTS SUB-ALLOCATIONS OF PERSONNEL CEILINGS AND FUNDS TO DEPARTMENTAL AND FIELD ACTIVITIES; MAINTAINS CONTROLS; ASSIGNS SPACE AND EQUIPMENT; AND HANDLES MAIL AND FILES.
2.	SUPERVISES AND EXPEDITES ADMINISTRATION OF EFFICIENCY RATING APPEALS AND COMPLAINTS OF ALL TYPES; ACTS FINALLY UPON GRIEVANCES AND COMPLAINTS OF CIVILIAN PERSONNEL DIRECTED TO THE SECRETARY OF THE ARMY.
3.	REPRESENTS THE DIRECTOR AND THE ASSISTANT DIRECTOR ON SUCH INTRA-DEPARTMENTAL COMMITTEES AS THEY DESIGNATE.
4.	REPRESENTS THE OFFICE, SECRETARY OF THE ARMY IN THE PRESCRIBING, COORDINATING AND SUBMITTING OF DEPARTMENT OF THE ARMY CIVILIAN PERSONNEL STATISTICS TO EXTERNAL AGENCIES. SERVES AS A REPRESENTATIVE OF CIVILIAN PERSONNEL DIVISION ON INTER-AGENCY COMMITTEES CONCERNED WITH EVALUATING, CONSOLIDATING, AND COMPILING OF FEDERAL PERSONNEL STATISTICS.
5.	CONDUCTS SPECIFIC STATISTICAL PROJECTS FOR STAFF FUNCTIONS OF THE CIVILIAN PERSONNEL DIVISION IN SUCH FIELDS AS VALIDATION OF STUDIES AND ANALYSIS OF WORK MEASUREMENT DATA; AND PREPARES GRAPHICAL AND STATISTICAL CHARTS.
6.	RESPONSIBLE FOR COORDINATING AND CARRYING OUT SPECIAL STAFF PROJECT ASSIGNMENTS WHICH DO NOT PERTAIN SPECIFICALLY TO ANY PARTICULAR BRANCH FUNCTION.
1 CAF-12, Chief 1 CAF-6	

OFFICE SERVICE SECTION	
1.	PROVIDES ADMINISTRATIVE SERVICES; HANDLES PERSONNEL MATTERS; SPACE, TELEPHONES, AND EQUIPMENT; DIRECTS MAIL ROOM ACTIVITIES.
2.	SERVES AS A FACT-FINDING AGENT IN ESTABLISHING BETTER OFFICE PROCEDURES AND PERSONNEL UTILIZATION.
3.	COLLECTS AND PREPARES PRELIMINARY MATERIAL FOR CONGRESSIONAL AND OTHER HEARINGS; ASSISTS IN THE PREPARATION OF PERSONNEL AND BUDGET ESTIMATES AND JUSTIFICATIONS.
1 CAF-7 1 CAF-3	1 CAF-2 2 CPC-3

GRIEVANCE AND COMPLAINTS SECTION	
1.	FURNISHES STAFF GUIDANCE AND ASSISTANCE TO LOWER ECHELONS, IN ALL MATTERS PERTAINING TO GRIEVANCE AND COMPLAINTS APPEALABLE UNDER THE DEPARTMENT'S GRIEVANCE PROCEDURE.
2.	ANALYZES, PREPARES, AND PRESENTS FORMAL GRIEVANCE CASES FOR REVIEW OF THE SECRETARY OF THE ARMY'S GRIEVANCE BOARD.
3.	CONDUCTS PERSONAL INTERVIEWS WITH EMPLOYEES AND REPRESENTATIVES FROM AFOREMENTIONED SOURCES AND ADVISES ON PROCEDURE TO FOLLOW TO RESOLVE EXISTING GRIEVANCES.
4.	REVIEWS CORRESPONDENCE FROM THE PRESIDENT, CONGRESSIONAL SOURCES, OTHER FEDERAL AGENCIES, VETERAN & UNION ORGANIZATIONS, MINORITY GROUPS, AND INDIVIDUAL EMPLOYEES OF THE DEPARTMENT; INITIATES INVESTIGATIONS WHERE INDICATED; SECURES AND ANALYZES REPORTS SUBMITTED AND PREPARES APPROPRIATE REPLIES.
5.	ASSISTS IN PREPARATION AND REVISION OF REGULATIONS RELATING TO PERSONNEL MATTERS APPEALABLE UNDER THE GRIEVANCE PROCEDURE AND PREPARES REPORTS AND STATISTICAL DATA, WITH A VIEW TOWARD REVISION OF CURRENT RULES AND REGULATIONS TO EFFECT IMPROVED PERSONNEL RELATIONS.
1 CAF-9, Employee Relations Officer 2 CAF-5 2 CAF-3	

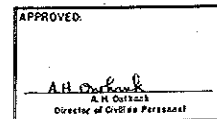
EFFICIENCY RATINGS SECTION	
1.	COORDINATES EFFICIENCY RATING APPEALS ACTIVITIES WITH CHAIRMEN OF BOARDS OF REVIEW.
2.	HANDLES ALL MATTERS PERTAINING TO EFFICIENCY RATING APPEALS OF GRADED AND UNGRADED EMPLOYEES, BOTH DEPARTMENTAL AND FIELD.
3.	ADVISES SERVICES AND FORCES ON EFFICIENCY RATING APPEAL PROCEDURES AND PROVISIONS OF UNIFORM EFFICIENCY RATING SYSTEM.
4.	ADVISES EMPLOYEES AND SUPERVISORY OFFICIALS ON APPEALS PROCEDURES, AND SERVES AS DEPARTMENT REPRESENTATIVE ON ALL BOARDS OF REVIEW, AND ATTENDS ALL REQUIRED DEPARTMENTAL HEARINGS.
1 CAF-9, Administrative Assistant	

APPROVED:

A.H. Onthank
A.H. Onthank
Director of Civilian Personnel

March 1948

13 B



March 1948

ORGANIZATION OF EMPLOYEE UTILIZATION BRANCH
CIVILIAN PERSONNEL DIVISION, OFFICE OF THE SECRETARY OF THE ARMY

13 C

CIVILIAN PERSONNEL	
CAF-13	3
CAF-12	3
CAF-11	3
CAF-7	1
CAF-4	3
CAF-2	1
TOTAL	14

EMPLOYEE UTILIZATION BRANCH	
1. SECURES AND EVALUATES BASIC INFORMATION RELATED TO THE EFFECTIVE AND ECONOMICAL USE OF EMPLOYEES OF THE DEPARTMENT OF THE ARMY.	
2. PLANS, DEVELOPS, DIRECTS, AND DEFINES POLICIES, PROGRAMS, AND METHODS FOR THE GUIDANCE OF COMMAND ECHELONS AND FIELD INSTALLATIONS FOR THE MAXIMUM DEVELOPMENT AND ECONOMICAL UTILIZATION OF CIVILIAN PERSONNEL IN THE DEPARTMENT OF THE ARMY.	
3. EXERCISES STAFF SUPERVISION AND CONTROL OVER FUNCTIONS CONCERNED WITH THE SELECTION, DEVELOPMENT, EVALUATION, AND UTILIZATION OF EMPLOYEES (RECRUITMENT, SELECTION, ASSIGNMENT, RATING, TRAINING, CONDITIONS OF EMPLOYMENT, TESTING, AND PERSONNEL STATISTICS).	
4. ANALYZES, FOR PURPOSES OF REVISION OR APPROVAL, POLICIES, PROGRAMS, AND METHODS RELATED TO UTILIZATION OF EMPLOYEES SUBMITTED BY COMMAND ECHELONS; SURVEYS AND EVALUATES TECHNIQUES AND PROCEDURES USED BY OTHER GOVERNMENT AGENCIES OR PRIVATE INDUSTRY IN THE EMPLOYEE UTILIZATION FIELD; APPLIES DESIRABLE TECHNIQUES AND PROCEDURES TO EMPLOYEE UTILIZATION ACTIVITIES IN THE DEPARTMENT OF THE ARMY.	
5. IN CONJUNCTION WITH FIELD OPERATIONS BRANCH, DEVELOPS CRITERIA FOR INSPECTION OF THOSE PERSONNEL ACTIVITIES RELATED TO UTILIZATION OF EMPLOYEES; PERIODICALLY EVALUATES INSPECTION MANUAL AND OTHER MATERIAL AND RECOMMENDS CHANGES TO FIELD OPERATIONS BRANCH.	
6. ESTABLISHES NEED FOR RESEARCH AS TO THE EFFECTIVENESS OF DEPARTMENT OF THE ARMY PERSONNEL POLICIES, PROGRAMS, AND METHODS; RECOMMENDS FACT-FINDING PROJECTS TO ESTABLISHED RESEARCH UNITS IN THE DEPARTMENT OF THE ARMY AND MAINTAINS LIAISON WITH SUCH UNITS; ANALYZES THE FINDINGS OF FIELD INSPECTIONS TO OBTAIN DATA FOR THE CONTINUED IMPROVEMENT OF PERSONNEL MANAGEMENT; PRESCRIBES AND COORDINATES DEPARTMENT OF THE ARMY PERSONNEL STATISTICS RELATED TO UTILIZATION OF EMPLOYEES.	
7. ACTS AS DEPARTMENT LIAISON WITH EXTERNAL AGENCIES INVOLVED WITH THE PROBLEM OF EMPLOYEE DEVELOPMENT AND UTILIZATION; MAINTAINS LIAISON WITH COMMAND ECHELONS THROUGH THEIR CIVILIAN PERSONNEL OFFICES, PROVIDING COORDINATION AS NEEDED ON ALL MATTERS RELATED TO EMPLOYEE UTILIZATION; DEVELOPS DEPARTMENT OF THE ARMY POLICIES GOVERNING RELATIONSHIPS WITH EMPLOYEE GROUPS AND UNIONS.	
8. MAINTAINS CATALOGED COLLECTION OF PROGRAM AND TECHNICAL PERSONNEL MATERIALS FOR USE BY THE BRANCH IN DEVELOPMENT OF METHODS AND PRACTICES; PROVIDES INFORMATION AND SOURCE MATERIAL FOR COMMAND ECHELONS AND INSTALLATIONS UPON REQUEST.	
9. PROVIDES TECHNICAL GUIDANCE AND DIRECT ASSISTANCE TO THE DEPARTMENT OF THE ARMY, U.S. CIVIL SERVICE COMMISSION BOARD OF EXPERT EXAMINERS, AND TO FIELD BOARDS OF U.S. CIVIL SERVICE EXAMINERS.	
1 CAF-13, Chief 1 CAF-7 1 CAF-4	

METHOD OF BRANCH OPERATION

WITHIN THE AUTHORITY AND FUNCTIONAL RESPONSIBILITY OUTLINED ABOVE, PROJECTS ARE PLANNED BY THE EMPLOYEE UTILIZATION BRANCH AND APPROVED BY THE DIRECTOR OF CIVILIAN PERSONNEL. PROJECT GROUPS ARE FORMED BY THE CHIEF OF THE BRANCH FROM THE INCUMBENTS OF POSITIONS LISTED BELOW.

EACH PROJECT GROUP WILL BE UNDER THE SUPERVISION OF A DESIGNATED PROJECT LEADER, CAF-13. THE NUMBER AND GRADES OF OTHER PERSONS ASSIGNED TO A GROUP ARE GOVERNED BY THE NATURE AND DURATION OF THE PROJECTS ASSIGNED TO THAT GROUP, AND BY THE QUALIFICATIONS AND INTERESTS OF THE INDIVIDUALS IN THE BRANCH.

IN ADDITION TO GROUP SUPERVISION, THE PROJECT LEADER SECURES AND COORDINATES THE COOPERATIVE EFFORTS OF PERSONNEL TECHNICIANS OF DEPARTMENT OF THE ARMY COMMAND ECHELONS, UNDER THE PROVISIONS OF ORDERS C, 1948, WHICH PROVIDES FOR COOPERATION OF COMPONENTS IN DEVELOPMENT OF DEPARTMENT-WIDE PERSONNEL MANAGEMENT PROGRAMS AND PROCEDURES.

PROJECT GROUPS WILL BE REORGANIZED AS OFTEN AS NECESSARY TO MAINTAIN THE MOST EFFECTIVE CURRENT WORKING ARRANGEMENTS AND BEST USE OF INCUMBENTS.

PROJECT GROUP A	
1 CAF-13, Personnel Technician	
1 CAF-12, Personnel Technician	
2 CAF-11, Personnel Technician	
1 CAF-4	
1 CAF-2	

PROJECT GROUP B	
1 CAF-13, Personnel Technician	
2 CAF-12, Personnel Technician	
1 CAF-11, Personnel Technician	
1 CAF-4	

APPROVED:

A. H. Onthank
A. H. Onthank
Director Civilian Personnel

March 1948

ORGANIZATION OF FIELD OPERATIONS BRANCH
CIVILIAN PERSONNEL DIVISION, OFFICE OF THE SECRETARY OF THE ARMY

13-D

PERSONNEL			
Departmental		Field	
CAP-13	1	CAP-10	6
CAP-12	3	CAP-12	12
CAP-11	1	CAP-11	19
CAP-5	2	CAP-9	11
CAP-3	2	CAP-7	7
		CAP-6	12
		CAP-8	6
TOTAL		TOTAL	75
GRAND TOTAL			83

FIELD OPERATIONS BRANCH

1. PLANS, DEVELOPS, AND SUPERVISES A COMPREHENSIVE PROGRAM OF INSPECTION TO ASSESS COMPLIANCE WITH DEPARTMENT OF THE ARMY POLICY AND REGULATIONS CONCERNING CIVILIAN PERSONNEL ADMINISTRATION IN THE DEPARTMENTAL AND FIELD SERVICE, INCLUDING DEPARTMENTAL ESTABLISHMENTS, AND EVALUATES THE EFFECTIVENESS OF PERSONNEL PRACTICES RELATIVE TO ACHIEVING THE OBJECTIVES OF DEPARTMENT OF THE ARMY POLICY, LEGISLATION, AND REGULATIONS.
2. COORDINATES WITH OTHER STAFF BRANCHES IN MAKING CONTACTS WITH COMMANDEERING HEADQUARTERS REGARDING COORDINATE ACTION TO INDIVIDUAL INSTALLATIONS DISCLOSED AS NECESSARY BY INSPECTIONS; AND IN PRESENTING SUMMARY OF FINDINGS OF INSPECTION FOR THE COMMAND.
3. INFORMS OTHER BRANCHES OF THE CIVILIAN PERSONNEL DIVISION OF NEED FOR NEW OR REVISED POLICIES, REGULATIONS OR PROCEDURES, AND OF TRENDS INDICATED BY INSPECTION DURING INSPECTION AND THROUGH OTHER FIELD INSTALLATIONS; AND PREPARES DATA DERIVED BY OTHER BRANCHES, OBTAINED THROUGH AND DURING INSPECTIONS OR AS A RESULT OF SPECIAL INVESTIGATION.
4. CONTACTS OUTSIDE AGENCIES - CIVIL SERVICE COMMISSION, OTHER DEPARTMENTS OR AGENCIES, AND INDUSTRIAL FIRMS - FOR EXCHANGE OF INFORMATION AS TO INSPECTION METHODS, TECHNIQUES, AND PROCEDURES.
5. DIRECTS AND SUPERVISES A PROGRAM OF COORDINATION OF VETERAN AND STATUS EMPLOYEE REEMPLOYMENT, PLACEMENT, RE-EMPLOYMENT, REINTEGRATION AND REDUCTION-IN-PRICE IN THE FIELD AND DEPARTMENTAL ORGANIZATIONS, AND PROVIDES NECESSARY ASSISTANCE IN SUCH MATTERS.
6. PREPARES ALL MAIL REQUIREMENTS CONCERNING EMPLOYMENT OPPORTUNITIES IN THE DEPARTMENT OF THE ARMY WHICH ARE SUBMITTED TO THE CIVILIAN PERSONNEL DIVISION, INCLUDING APPLICATIONS AS TO THE PLACEMENT PROCEDURE FOR APPLICANTS FOR POSITIONS WITHIN THE DEPARTMENT OF THE ARMY DESIGNATED AND SUBMITTED INFORMATION IN PRIVATE INDUSTRY AND OTHER FEDERAL AGENCIES; AND REPRESENTS THE DEPARTMENT OF EMPLOYMENT COORDINATION ACTIVITIES WITH OTHER EMPLOYMENT AGENCIES, VETERAN ADMINISTRATION, EMPLOYEE UNIONS, AND THE CONGRESS.

1 CAP-13, Chief
1 CAP-5

ADMINISTRATIVE SECTION

PERFORMS ADMINISTRATIVE FUNCTIONS OF THE FIELD OPERATIONS BRANCH IN FIELD OFFICE

1. INFORMATION - OBTAINS AND FORWARDS INFORMATION REQUESTED BY FIELD; PREPARES SUMMARY FROM INFORMATION OBTAINED FROM OTHER BRANCHES OF THE CIVILIAN PERSONNEL DIVISION AND OTHER SECTIONS OF THE FIELD OPERATIONS BRANCH; ISSUES SPECIAL PUBLICATIONS; PREPARES INSPECTION REPORTS; DISTRIBUTES REGULATIONS, POLICIES, MANUALS, AND OTHER INFORMATION MATERIAL TO FIELD PERSONNEL.
2. PERSONNEL - SEES TO AND NOTIFIES AREA OFFICES OF QUARTERLY SUBSETS; ADVISES DIVISION WITH PERSONNEL MANAGER'S OFFICE ON INITIATION AND FOLLOW-UP OF PERSONNEL REEMPLOYMENT AND REDUCTION; CONDUCTS CORRESPONDENCE WITH PERSONS OFFERED BY APPLICANTS AS REFERENCED.
3. TRAVEL - AUTHORIZES INDIVIDUAL TRIPS AND TRAVEL ON CHANGE OF STATION; PREPARES PACKAGES FOR HEADQUARTERS STAFF.
4. RECORDS - MAINTAINS WORK PRODUCTION CONTROL CHARTS; ANALYZES PRODUCTION RECORDS FOR BRANCH OFFICE; COMPLETES WEEKLY REPORTS FROM AREA OFFICES; MAINTAINS PROPERTY RECORDS, TRAVEL COSTS, ETC., AND RECORDS LEAD TIME CALLS.

1 CAP-5

INSPECTION SECTION

1. DETERMINES, SUBJECT TO APPROVAL, THE FUTURE INSPECTIONS AND INVESTIGATION ACTIVITIES INCLUDING: INSTALLATIONS TO BE INSPECTED, TYPES OF INSPECTIONS TO BE MADE, EXTENT AND NATURE OF ACTIVITIES TO BE UNDERTAKEN WITH PARTICULAR EMPHASIS ON OTHER AND TIME AVAILABILITY AND CAPACITY OF STAFF MEMBERS FOR ASSIGNMENTS.
2. COORDINATES ACTIVITIES OF A FORCE OF INSPECTIONS IN THE COMMAND OF INSPECTION, EVALUATION, AND PREPARES OF RECORDS ON CIVILIAN PERSONNEL ADMINISTRATION IN ALL OR ANY OF THE PHASES IN THE DEPARTMENTAL AND FIELD SERVICE INCLUDING PERSONNEL ESTABLISHMENTS AND COMMANDS, INCLUDING THE INSPECTION OF TOTAL PERSONNEL PROGRAMS, REEMPLOYMENT, REDUCTION, SPECIAL STUDIES, INVESTIGATIONS AND REPORTS IN SPECIFIC PHASES OF PERSONNEL ADMINISTRATION, RECOMMENDING NECESSARY COORDINATE ACTION WHERE INDICATED BY INSPECTION FINDINGS.
3. SUPERVISES TECHNIQUES USED BY PLANS TO ISSUE CRISP AND HIGH QUALITY OF INSPECTIONS. PARTICIPATES IN ACTIVITIES TO IMPROVE HIGH QUALITY AND IMPROVE REPORTING METHODS. RECOMMENDS DEVELOPMENT OF IMPROVEMENT OF CONTROL ACTIVITIES WHERE CALLED FOR BY INSPECTION FINDINGS.
4. CONDUCTS FOLLOW-UP INSPECTIONS AT INSTALLATIONS, COMMANDS, DIVISIONS, OR FORCE LEVEL TO ASCERTAIN STATUS OF RECOMMENDATIONS, TO REPORT EFFECTIVE IMPLEMENTATION OF REPORTS, AND TO OBTAIN INFORMATION FOR MAKING MORE EFFECTIVE INSPECTIONS. COMPLETES THE REPORTS AND DISTRIBUTES OF REPORTS OF INSPECTIONS BY THE CIVIL SERVICE COMMISSION.
5. ADVISES FOR AND LEADS DISCUSSIONS WITH FORCE, SERVICE AND COMMAND LEVELS ON BASIS OF INFORMATION OBTAINED OR PREPARED TO STIMULATE MORE EFFECTIVE INSPECTIONS AND LEADERSHIP BY AGENCIES RELATIVE TO CORRECT SPECIFIC INSTANCES.
6. SUPERVISES DEVELOPMENT OF INFORMATION CONCERNING NEED FOR NEW OR REVISED DEPARTMENT OF THE ARMY POLICIES, REGULATIONS OR PROCEDURES IN CIVILIAN PERSONNEL ADMINISTRATION, RECOMMENDS COORDINATION WITH AREA OFFICES REGARDING SUBMISSION TO APPROPRIATE STAFF BRANCH, MAKES RECOMMENDATIONS WHERE INDICATED.
7. EVALUATES THE EFFECTIVENESS OF THE FIELD ASPECTS OF THE INSPECTION IN TERMS OF THEIR CONTRIBUTIONS TO THE OVERALL OBJECTIVE OF SECURING IMPROVED CIVILIAN PERSONNEL ADMINISTRATION AND RECOMMENDS IMPROVEMENTS IN INSPECTION TECHNIQUES, REPORTING METHODS, AND FOLLOW-UP PROCEDURES.
8. IN RESPONSE TO TRAINING NEEDS REVEALED BY ADMINISTRATION OF THE INSPECTION PROGRAM AND OTHER SOURCES, PROVIDES NECESSARY ASSISTANCE AND TRAINING FOR THE AREA INSPECTION STAFF. PLANS SPECIAL FOLLOW-UP FOR STAFF MEMBERS FOR NEW ASSIGNMENTS, NEW TECHNIQUES, OR TO IMPROVE PERFORMANCE ON THE JOB. COORDINATES THE SCHEDULING OF INSPECTIONS BY DEPARTMENT OF THE ARMY INSTALLATIONS WITH THE CIVIL SERVICE COMMISSION.

2 CAP-12, Inspection Coordinator
1 CAP-11, Inspection Analyst
1 CAP-5

EMPLOYMENT COORDINATION SECTION

1. SERVES AS STAFF ASSISTANT TO CHIEF OF FIELD OPERATIONS IN THE ADMINISTRATION BY THE AREA OFFICES OF THE REDUCTION-IN-PRICE AND REEMPLOYMENT ACTIVITIES OF THE DEPARTMENT OF THE ARMY.
2. PLANS AND DEVELOPS A PROGRAM OF COORDINATION AND METHODS OF OPERATION OF THE AREA OFFICES UNDER ESTABLISHED POLICIES.
3. ESTABLISHES STANDARD OPERATING PROCEDURES FOR ACTIVITIES.
4. MAINTAINS CONTROL OF DEPOSITS OF ADMINISTRATIVE ACTIVITIES.
5. ANALYZES AREA OFFICE REPORTS TO DETERMINE EXISTENT STATUS OF REEMPLOYMENT ACTIVITIES, UNDEVELOPED OF TRAVEL DATA, AND NEED FOR ADDITIONAL ASSISTANCE.
6. COORDINATES REPORTS OF AREA OFFICES FOR CIVIL SERVICE COMMISSION.
7. MAINTAINS OVERALL REDUCTION-IN-PRICE AND REEMPLOYMENT STATISTICS.

1 CAP-12, Chief

FIELD OFFICES

**AREA I
NEW YORK CITY**

- 1 CAP-13, Representative
- 2 CAP-12, Inspector
- 2 CAP-11, Inspector
- 1 CAP-11, Place. Officer
- 1 CAP-9, Inspector
- 1 CAP-9, Place. Asst.
- 1 CAP-7
- 2 CAP-6
- 1 CAP-5

**AREA II
WASHINGTON, D.C.**

- 1 CAP-13, Representative
- 2 CAP-12, Inspector
- 2 CAP-11, Inspector
- 2 CAP-11, Place. Officer
- 1 CAP-9, Inspector
- 1 CAP-7
- 2 CAP-6
- 1 CAP-5

**AREA III
ATLANTA, GEORGIA**

- 1 CAP-13, Representative
- 2 CAP-12, Inspector
- 2 CAP-11, Inspector
- 1 CAP-11, Place. Officer
- 1 CAP-9, Inspector
- 1 CAP-9, Place. Asst.
- 1 CAP-7
- 2 CAP-6
- 1 CAP-5

**AREA IV
DALLAS, TEXAS**

- 1 CAP-13, Representative
- 2 CAP-12, Inspector
- 2 CAP-11, Inspector
- 1 CAP-11, Place. Officer
- 1 CAP-9, Inspector
- 1 CAP-9, Place. Asst.
- 1 CAP-7
- 2 CAP-6
- 1 CAP-5

**AREA V
CHICAGO, ILLINOIS**

- 1 CAP-13, Representative
- 2 CAP-12, Inspector
- 2 CAP-11, Inspector
- 1 CAP-11, Place. Officer
- 1 CAP-9, Inspector
- 1 CAP-9, Place. Asst.
- 1 CAP-7
- 2 CAP-6
- 1 CAP-5

**AREA VI
SAN FRANCISCO, CAL**

- 1 CAP-13, Representative
- 2 CAP-12, Inspector
- 2 CAP-11, Inspector
- 1 CAP-11, Place. Officer
- 1 CAP-9, Inspector
- 1 CAP-9, Place. Asst.
- 1 CAP-7
- 2 CAP-6
- 1 CAP-5

APPROVED:

A.H. Onthank
A. H. Onthank
Director of Civilian Personnel

March 1948

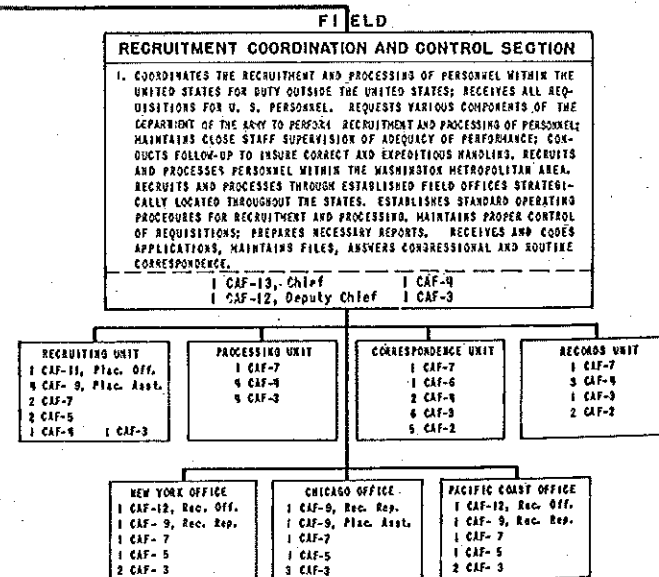
ORGANIZATION OF OVERSEAS AFFAIRS BRANCH
CIVILIAN PERSONNEL DIVISION, OFFICE OF THE SECRETARY OF THE ARMY

13-E

PERSONNEL			
Departmental		Field	
CAF-14	1	CAF-13	2
CAF-12	1	CAF-12	3
CAF-7	1	CAF-11	1
CAF-4	1	CAF-9	8
CAF-3	2	CAF-7	8
		CAF-6	1
		CAF-5	5
		CAF-4	11
		CAF-3	20
		CAF-2	7
TOTAL		6	66
GRAND TOTAL		72	

OVERSEAS AFFAIRS BRANCH	
1. OBTAINS ALL DATA AS TO EXISTING PERSONNEL MANAGEMENT PROGRAMS.	
2. RENDERS ADVICE AND ASSISTANCE TO OVERSEAS COMMANDS BY ON-THE-SPOT REPRESENTATION; ASSISTS IN CONDUCTING MANAGEMENT SURVEYS AND PERSONNEL INSPECTIONS.	
3. INFORMS STAFF BRANCHES OF CIVILIAN PERSONNEL DIVISION RE FORMULATION OF NECESSARY POLICIES, STANDARDS, AND PROCEDURES FOR OVERSEAS USE, INCLUDING THOSE APPLICABLE TO U. S. PERSONNEL AND THOSE APPLICABLE TO NATIVE AND ALIEN PERSONNEL IN FOREIGN COUNTRIES; RECOMMENDS OVERSEAS EXCEPTIONS TO POLICIES, STANDARDS, AND PROCEDURES ESTABLISHED IN U. S.	
4. REPRESENTS CIVILIAN PERSONNEL DIVISION IN ALL LIAISON WITH DEPARTMENT OF THE ARMY AND FEDERAL AGENCIES RELATIVE TO OVERSEAS PERSONNEL MANAGEMENT, AND AS TO COORDINATION OF PRACTICES BETWEEN DEPARTMENT OF THE ARMY CONTRACTORS' EMPLOYEES; RECOMMENDS NECESSARY LEGISLATION.	
5. COORDINATES THE RECRUITMENT AND PROCESSING WITHIN THE U. S. OF ALL PERSONNEL REQUESTED BY OVERSEAS COMMANDS; PERFORMS OR SUPERVISES DIRECT RECRUITMENT, AS REQUIRED.	
1 CAF-14, Branch Chief 1 CAF-4	

LIAISON SECTION	
1. DEPARTMENT OF THE ARMY AND FEDERAL AGENCIES LIAISON: REPRESENTS THE CIVILIAN PERSONNEL DIVISION IN MANPOWER, UTILIZATION, AND MANAGEMENT SURVEYS CONDUCTED IN COLLABORATION WITH GENERAL STAFF AND MANAGEMENT UNITS OF DEPARTMENT OF THE ARMY. PARTICIPATES ACTIVELY IN THE WORK OF THE FOREIGN OVERSEAS PERSONNEL COMMITTEE; DEVELOPS AREAS OF AGREEMENT AS TO UNIFORM AND PROGRESSIVE FOREIGN SERVICE PERSONNEL MANAGEMENT PRACTICES FOR THE FEDERAL GOVERNMENT. MAINTAINS LIAISON WITH VARIOUS AGENCIES RESPONSIBLE FOR PHASES OF PERSONNEL MANAGEMENT PROGRAM OVERSEAS, INCLUDING BUREAU OF THE BUDGET, STATE DEPARTMENT, GENERAL ACCOUNTING OFFICE, AND GENERAL STAFF, UNITED STATES ARMY, IN COOPERATION WITH OTHER EXECUTIVE AGENCIES, SPONSORS A LEGISLATIVE PROGRAM WITH THE OBJECTIVE OF A UNIFIED, FLEXIBLE, AND PROGRESSIVE PERSONNEL PROGRAM IN THE FOREIGN SERVICE. EVALUATES AND RECOMMENDS SUITABLE OFFICERS AND CIVILIANS FOR PERSONNEL MANAGEMENT OF STAFF POSITIONS; ASSISTS IN PROCURING AND ORIENTING SUCH PERSONNEL WHEN NECESSARY, ARRANGES WITH TRAINING AGENCIES FOR APPROPRIATE COURSES OF TRAINING FOR THEM. IN COOPERATION WITH GENERAL STAFF, G-1, AND THE ADJUTANT GENERAL, MAINTAINS LIST OF TRAINED PERSONNEL OFFICERS WHO ARE ELIGIBLE FOR OVERSEAS ASSIGNMENT. ACTS AS ADVISORY MEMBER OF DEPARTMENT OF THE ARMY WAGE AGENCY ON OVERSEAS WAGE MATTERS. ATTEMPTS TO INTEGRATE PRACTICES RELATING TO U. S. CONTINENTAL CITIZENS IN THE FOREIGN SERVICE WITH STANDARDS OF EMPLOYMENT IN THE U. S. REFLECTS TO THE CIVILIAN PERSONNEL DIVISION THE NECESSITY OF THE THEATERS WHICH WARRANT MODIFICATION OR NEW EXPRESSION OF DEPARTMENT OF THE ARMY PERSONNEL POLICIES. RECEIVES AND ANALYZES THE FOLLOWING DATA AS A BASIS FOR ESTABLISHING REALISTIC POLICIES IN THE OVERSEAS SERVICE: REPORTS OF OVERSEAS REPRESENTATIVES; TELE-CONFERENCES AND CORRESPONDENCE WITH OVERSEAS COMMANDERS; PERSONNEL ISSUANCES OF OVERSEAS COMMANDS; INQUIRIES, COMPLAINTS, AND CLAIMS FROM ANY SOURCE CONCERNING EXISTING POLICIES, REGULATIONS, OR STATUS OF PERSONNEL.	RECOMMENDS TO THE APPROPRIATE BRANCH OF CIVILIAN PERSONNEL DIVISION, REGULATIONS, POLICIES, STANDARDS, AND OTHER ISSUANCES APPROPRIATE FOR THE OVERSEAS SERVICE AS FOLLOWS: A. REGULATIONS AND PROCEDURES APPLICABLE OVERSEAS; EXCEPTIONS TO REGULATIONS AND PROCEDURES NOT APPROPRIATE OVERSEAS. B. CLASSIFICATION AND WAGE ADMINISTRATION STANDARDS TO IMPROVE OVERSEAS OPERATIONS. C. STANDARDS OF EMPLOYEE SERVICES, EMPLOYEE RELATIONS, AND EMPLOYEE DEVELOPMENT APPROPRIATE FOR OVERSEAS USE. MAINTAINS CLOSE CHECK ON ADEQUACY OF DISTRIBUTION OF PERSONNEL ISSUANCES; CONTINUALLY STRIVES TO IMPROVE SPEED AND ACCURACY OF DISSEMINATION.
2. OVERSEAS REPRESENTATION: ASSISTS THE OVERSEAS COMMANDERS AND THEIR SUBORDINATE COMMANDS IN DEVELOPING SOUND PERSONNEL POLICIES AND PROGRAMS WITH RESPECT TO RECRUITMENT, PLACEMENT, TRAINING, EMPLOYEE RELATIONS, AND WAGE AND SALARY ADMINISTRATION. ENSURES CONFORMANCE WITH DEPARTMENT OF THE ARMY POLICIES AND, WHEN ADVISABLE, RECOMMENDS INSPECTION BY CIVILIAN PERSONNEL DIVISION OF TOTAL PROGRAMS OF PERSONNEL ADMINISTRATION. DIRECTS THE ESTABLISHMENT OF MINIMUM AND EQUITABLE STANDARDS IN THE ADMINISTRATION OF NATIVE AND ALIEN PERSONNEL. SPONSORS AND PARTICIPATES IN PERMANENT PERSONNEL COUNCILS AND PERIODIC CONFERENCES OF PERSONNEL OFFICIALS IN KEY OVERSEAS AREAS.	
1 CAF-13, Chief 1 CAF-13, Overseas Representative (Field) 1 CAF-12, Liaison Representative 1 CAF-7 2 CAF-3	



APPROVED:

A. H. Outhank
A. H. Outhank
Director of Civilian Personnel

March 1

ORGANIZATION OF POLICY, REGULATIONS AND PROCEDURES BRANCH
CIVILIAN PERSONNEL DIVISION, OFFICE OF THE SECRETARY OF THE ARMY

13-F

PERSONNEL	
CAF-14	1
CAF-13	3
CAF-12	1
CAF-11	6
CAF-9	4
CAF-8	1
CAF-3	5
CAF-2	1
TOTAL	22

POLICY, REGULATIONS AND PROCEDURES BRANCH	
1. FORMULATES AND ISSUES POLICY STATEMENTS, REGULATIONS, AND STANDARD OPERATING PROCEDURES, ON THOSE SUBJECTS NOT WITHIN THE PROVINCE OF THE OTHER BRANCHES, WHICH ARE FOR GENERAL APPLICATION TO ALL ELEMENTS OF THE DEPARTMENT EMPLOYING CIVILIAN PERSONNEL.	
2. PROVIDES A TECHNICAL CONSULTING SERVICE TO ALL HEADQUARTERS ORGANIZATIONAL COMPONENTS ON REGULATORY, POLICY, AND PROCEDURAL MATTERS; ADVISES ON AND DEVISES SOLUTIONS FOR PROBLEMS IN THESE AREAS; COORDINATES THE ACTIVITIES OF THOSE COMPONENTS IN THE APPLICATION AND INTERPRETATION OF REGULATIONS, PROCEDURES, AND POLICIES.	
3. EXAMINES ISSUANCES FROM OTHER BRANCHES FOR CONFORMANCE WITH STATUTORY OR OTHER ADMINISTRATIVE REQUIREMENTS. COORDINATES ALL ISSUANCES OF THE DIVISION WITH THE HEADQUARTERS COMPONENTS OF THE DEPARTMENT. CODIFIES IN REGULATIONS ALL ISSUANCES PERTINENT TO CIVILIAN PERSONNEL ADMINISTRATION.	
4. INITIATES LEGISLATION WHICH THE DIVISION SPONSORS FOR THE IMPROVEMENT OF EMPLOYMENT CONDITIONS AND PERSONNEL ADMINISTRATION.	
5. PROVIDES PATTERNS FOR THE MOST EFFICIENT ORGANIZATION, METHODS, AND STAFFING OF PERSONNEL OFFICES.	
6. OUTLINES INFORMATION TO BE OBTAINED THROUGH INSPECTIONS. ANALYZES FINDINGS OF NON-CONFORMANCE, AND DEVELOPS WITH THE ORGANIZATIONS INVOLVED, PLANS FOR INITIATING CORRECTIVE ACTION.	
1 CAF-14, Chief	1 CAF-5 1 CAF-3

STAFF ASSISTANT (Special Projects)	
1. HANDLES SPECIAL PROBLEMS OR PROJECTS EFFECTING CIVILIAN PERSONNEL POLICIES AND REQUIRING EXPEDITIOUS ACTION, EXTENSIVE RESEARCH, AND CLOSE COORDINATION WITH OTHER AGENCIES.	
2. DEVELOPS LEGISLATIVE PROGRAM, DRAFTS SUCH LEGISLATION AS DEPARTMENT OF THE ARMY CIVILIAN PERSONNEL ADMINISTRATION MAY REQUIRE, SECURES RECOMMENDATIONS FROM CONSTITUENT ELEMENTS OF THE DEPARTMENT OF THE ARMY ON BILLS SUBMITTED FOR REPORT, AND ANALYZES LEGISLATIVE ACTIVITIES OF OUTSIDE AGENCIES.	
3. RENDERES SPECIAL ASSISTANCE TO THE BRANCH CHIEF AND TO REPRESENTATIVES OF OTHER BRANCHES ON SPECIAL LEGAL AND ADMINISTRATIVE PROBLEMS NOT FALLING WITHIN THE SCOPE OF OTHER SECTIONS.	
1 CAF-13, Staff Assistant	

STANDARDS AND PROCEDURES SECTION	
1. PLANS AND DEVELOPS FOR THE DEPARTMENT OF THE ARMY SIMPLIFIED, UNIFORM, AND EFFICIENT METHODS, STANDARDS, AND ORGANIZATION PATTERNS FOR CARRYING OUT THE FUNCTIONS OF PERSONNEL ADMINISTRATION AND RELATED ACTIVITIES.	
2. DEVELOPS STANDARDS OF WORK MEASUREMENT AND STAFFING CRITERIA FOR PERSONNEL OFFICES.	
3. CONDUCTS CONTINUING EVALUATION OF EXISTING STANDARD METHODS AND PROCEDURES TO EFFECT FURTHER SIMPLIFICATION OR EFFICIENCY, INCLUDING FIELD SURVEYS AND COORDINATION WITH OUTSIDE AGENCIES AND DEPARTMENT OF THE ARMY OFFICIALS.	
1 CAF-13, Chief 2 CAF-11, Analyst	2 CAF-9 Analyst 2 CAF-3

REGULATIONS SECTION	
1. REVIEWS LAWS, EXECUTIVE ORDERS, AND ADMINISTRATIVE DIRECTIVES FROM THE CIVIL SERVICE COMMISSION AND OTHER AGENCIES; DETERMINES THEIR APPLICABILITY TO THE DEPARTMENT OF THE ARMY; DEVELOPS POLICIES AND PROCEDURES NECESSARY TO IMPLEMENT THESE INSTRUMENTS AND TO FIT THEM TO CONDITIONS PECULIAR TO THE DEPARTMENT OF THE ARMY; AND PREPARES REGULATIONS GOVERNING CIVILIAN PERSONNEL ADMINISTRATION THROUGHOUT THE DEPARTMENT OF THE ARMY.	
2. IN ORDER TO PROVIDE FOR CONTINUING IMPROVEMENT IN CIVILIAN PERSONNEL ADMINISTRATION, PREPARES AND DEVELOPS NEW POLICY STATEMENTS OR REVISED EXISTING POLICY STATEMENTS PERTAINING TO CIVILIAN PERSONNEL ADMINISTRATION THROUGHOUT THE DEPARTMENT OF THE ARMY.	
3. CONDUCTS A CONTINUING ANALYSIS OF EXISTING POLICY AND REGULATORY REQUIREMENTS FOR THE PURPOSE OF INSURING ADEQUACY, IMPROVING CLARITY, SIMPLIFYING REQUIREMENTS, AND ACHIEVING A MAXIMUM OF UNIFORM EFFECTIVENESS.	
1 CAF-13, Chief 1 CAF-12, Analyst 4 CAF-11, Analyst	2 CAF-9, Analyst 2 CAF-3 1 CAF-2

March 1948

APPROVED:

A. H. Onthank
A. H. Onthank
Director of Civilian Personnel

ORGANIZATION OF SALARY AND WAGE ADMINISTRATION BRANCH
CIVILIAN PERSONNEL DIVISION, OFFICE OF THE SECRETARY OF THE ARMY

13-6

PERSONNEL	
CAF-13	3
CAF-12	4
CAF-11	8
CAF-9	5
CAF-7	1
CAF-6	1
CAF-4	3
CAF-3	2
TOTAL	27

SALARY AND WAGE ADMINISTRATION BRANCH	
1. FORMULATES DEPARTMENT OF THE ARMY POLICIES GOVERNING SALARY AND WAGE ADMINISTRATION FOR ITS CIVILIAN EMPLOYEES.	
2. RECOMMENDS POLICIES TO THE DEPARTMENT OF THE ARMY WAGE COORDINATION BOARD, SUBJECT TO BOARD POLICIES, MAKES LOCALITY WAGE STUDIES; ISSUES WAGE SCHEDULES FOR WAGE BOARD JOBS; AND MAINTAINS CONSISTENCY OF JOB EVALUATION THROUGHOUT THE DEPARTMENT.	
3. ESTABLISHES STANDARDS FOR EVALUATION OF CIVILIAN JOBS THROUGHOUT THE DEPARTMENT.	
4. GIVES LEADERSHIP AND GUIDANCE TO SALARY AND WAGE STAFFS OF DEPARTMENT OF THE ARMY COMPONENTS REPORTING DIRECTLY TO THE DEPARTMENT OF THE ARMY.	
5. REPRESENTS THE DEPARTMENT TO THE CIVIL SERVICE COMMISSION IN ALL MATTERS AFFECTING SALARY AND WAGE ADMINISTRATION; MAINTAINS LIAISON WITH OTHER EXECUTIVE DEPARTMENTS.	
6. STUDIES PROPOSED LEGISLATION AFFECTING THE COMPENSATION OF DEPARTMENT OF THE ARMY EMPLOYEES; RECOMMENDS CHANGES OR INITIATES PROPOSALS WHICH WILL MEET DEPARTMENT OF THE ARMY REQUIREMENTS.	
1 CAF-13, Chief 1 CAF-4	

CLERICAL UNIT	
1. PERFORMS CLERICAL FILING AND TYPING DUTIES AND MAINTAINS MAIL CONTROL FOR THE BRANCH.	
1 CAF-4, 2 CAF-3	

WAGE SECTION	
1. UNDER POLICIES ADOPTED BY THE DEPARTMENT OF THE ARMY WAGE COORDINATION BOARD, ADMINISTERS THE WAGE PROGRAM FOR ALL WAGE BOARD EMPLOYEES OF THE DEPARTMENT OF THE ARMY, ENCOMPASSING THE DETERMINATION AND THE AUTHORIZATION OF WAGE SCHEDULES FOR ALL TYPES OF WAGE BOARD PERSONNEL.	
2. FORMULATES WAGE POLICY AS APPLICABLE TO THE VARIOUS CATEGORIES OF WAGE BOARD JOBS, INCLUDING PERFORMANCE OF BASIC RESEARCH INCIDENT TO PROPOSING CHANGES IN DEPARTMENT OF THE ARMY WAGE POLICY.	
3. UNDER POLICY CONTROL OF THE ASSISTANT SECRETARY OF THE ARMY, REVIEWS WAGE AND SALARY RATES PROPOSED UNDER COST-PLUS-FIXED-FEE CONTRACTS OF THE DEPARTMENT OF THE ARMY TO DETERMINE PROPRIETY THEREOF, AND GIVES APPROVAL OF SUCH WAGE SCHEDULES, SUBJECT TO APPEAL TO THE ASSISTANT SECRETARY.	
4. DEVELOPS POLICIES AND REGULATIONS GOVERNING PAY ADJUSTMENTS UNDER CLASSIFICATION ACT SALARY PLAN.	
1 CAF-13, Chief 2 CAF-12, Wage Analyst 4 CAF-11, Wage Coordinator 1 CAF-6	

EVALUATION SECTION	
1. DEVELOPS AND MAINTAINS A PROGRAM OF JOB EVALUATION FOR CLASSIFICATION ACT AND WAGE BOARD POSITIONS IN THE DEPARTMENT OF THE ARMY. WORKS WITH COMPONENT HEADQUARTERS IN IMPLEMENTING EVALUATION POLICIES AND PROCEDURES, AND ADAPTING THEM TO SPECIFIC NEEDS OF THEIR ORGANIZATIONS.	
2. ON THE BASIS OF INSPECTION REPORTS AND DIRECT CONTACTS FOLLOWS THROUGH WITH COMPONENT HEADQUARTERS TO ASSURE THEIR EFFECTIVE DISCHARGE OF DELEGATED RESPONSIBILITIES. COORDINATES WITH FIELD OPERATIONS BRANCH ON THIS ACTIVITY.	
3. DETERMINES WHETHER CIVILIAN JOBS IN THE DEPARTMENT OF THE ARMY BELONG UNDER THE JURISDICTION OF THE CLASSIFICATION ACT OR WAGE BOARD PAY METHOD.	
4. DEVELOPS GRADE LEVEL STANDARDS FOR WAGE BOARD JOBS IN THE DEPARTMENT; APPROVES, PRIOR TO ISSUANCE, MANUALS OF DESCRIPTIONS OF STANDARD JOBS PREPARED BY COMPONENT HEADQUARTERS FOR CLASSIFICATION ACT AND WAGE BOARD JOBS.	
5. COLLABORATES WITH CIVIL SERVICE COMMISSION IN THE VALIDATION OF GRADE LEVEL STANDARDS FOR CLASSIFICATION ACT JOBS. NEGOTIATES WITH CIVIL SERVICE COMMISSION ON DIFFERENCES OF OPINION ON DECISIONS REACHED BY THEIR REGIONAL OFFICERS UNDER POST AUDIT PROGRAM AND VETERANS' APPEALS.	
6. RENDERS ADVISORY EVALUATION ON JOBS SUBMITTED BY COMPONENT HEADQUARTERS FOR CLASSIFICATION ACT AND WAGE BOARD JOBS WHERE SUCH JOBS ARE NOT COVERED ADEQUATELY IN EXISTING STANDARDS.	
7. RENDERS FINAL DECISION ON GRADE AND TITLE DETERMINATIONS APPEALED BY EMPLOYEES OF THE FIELD SERVICE FOR BOTH CLASSIFICATION ACT AND WAGE BOARD POSITIONS.	
1 CAF-13, Chief 2 CAF-12, Analyst 4 CAF-11, Analyst 5 CAF-9, Analyst 1 CAF-7 1 CAF-4	

APPROVED:

A.H. Onthank
A.H. Onthank
Director of Civilian Personnel

March 1948

ORGANIZATION OF SCHOOL OF CIVILIAN PERSONNEL ADMINISTRATION - DEPARTMENT OF THE ARMY
CIVILIAN PERSONNEL DIVISION, OFFICE OF THE SECRETARY OF THE ARMY

13-H

PERSONNEL	
CAF-13	1
CAF-12	3
CAF-6	1
CAF-3	2
TOTAL	7

SCHOOL OF CIVILIAN PERSONNEL ADMINISTRATION - DEPARTMENT OF THE ARMY
1. TRAINS MILITARY PERSONNEL AND CIVILIAN EMPLOYEES OF THE DEPARTMENT OF THE ARMY IN EITHER THE OVER-ALL DIRECTION OF CIVILIAN PERSONNEL PROGRAMS OR IN SPECIALIZED AREAS OF CIVILIAN PERSONNEL ADMINISTRATION. 2. DEVELOPS TRAINING COURSES THROUGH THE EFFORTS OF ASSIGNED STAFF OR THROUGH COORDINATION WITH THE STAFF BRANCHES BEST PREPARED TO ASSEMBLE OR IMPROVISE COURSE MATERIALS. 3. THROUGH LIAISON WITH THE FIELD OPERATIONS BRANCH, STAFF BRANCHES, AND OTHER COMPONENTS OF THE DEPARTMENT, ASCERTAINS TRAINING NEEDS FOR WHICH COURSES MAY BE DEVELOPED. 4. ESTABLISHES CRITERIA TO GOVERN THE SELECTIONS OF PERSONS TO BE ACCEPTED FOR TRAINING IN ANY PHASE OF CIVILIAN PERSONNEL ADMINISTRATION FOR WHICH COURSES ARE PROVIDED. 5. PROVIDES FORCE HEADQUARTERS AND STATION COMMANDERS EVALUATIONS OF STUDENT PERFORMANCE IN ORDER THAT PRESENT OR CONTEMPLATED ASSIGNMENTS MAY BE RECONSIDERED IN THE LIGHT OF ACHIEVEMENTS DURING TRAINING. 6. THROUGH QUESTIONNAIRES, REPORTS FROM INSPECTORS, AND FIELD FOLLOW-UP VISITS, EVALUATES THE RESULTS OF THE TRAINING AND THE UTILITY OF THE SUBJECT MATTER INCLUDED IN THE COURSES. 7. PROVIDES ASSISTANCE TO ARMY SCHOOLS FOR THE TRAINING OF COMMISSIONED PERSONNEL IN THE PREPARATION OF THAT PART OF THEIR CURRICULA WHICH TREATS CIVILIAN PERSONNEL MANAGEMENT. 8. PROVIDES A CLEARING HOUSE DESIGNED TO AID INSTALLATIONS IN RECRUITING PERSONNEL OFFICERS AND TECHNICIANS. 9. THROUGH EXTENSIVE CONTACTS WITH FIELD PERSONNEL IN TRAINING SITUATIONS, OBTAINS INFORMATION CONCERNING CURRENT PROBLEMS AND NEEDS. ORGANIZES AND REFERS SUCH INFORMATION TO THE DIRECTOR OF CIVILIAN PERSONNEL AND STAFF BRANCHES.
1 CAF-13, Director

COURSE DEVELOPMENT AND INSTRUCTION SECTION
1. PLANS CONTENT OF COURSES. 2. DEVELOPS TRAINING MATERIALS OR GUIDES THEIR PREPARATION. 3. DELIVERS LECTURES, LEADS CONFERENCES, AND SUPERVISES WORKSHOPS. 4. DEVELOPS AND ADMINISTERS TESTS AND EVALUATES CONFERENCE PARTICIPATION. 5. COUNSELS STUDENTS TO OBTAIN CONSTRUCTIVE ATTITUDE, TO ADVISE THEM OF THEIR ACHIEVEMENT, TO CORRECT MISCONCEPTIONS, AND TO AID IN THE SOLUTION OF SPECIAL PROBLEMS. 6. KEEPS INFORMED OF MAJOR POLICY, REGULATIONS, AND FORTHCOMING DEVELOPMENTS IN ALL ASPECTS OF CIVILIAN PERSONNEL ADMINISTRATION.
3 CAF-12, Instructor

ADMINISTRATIVE SECTION
1. PERFORMS ADMINISTRATIVE FUNCTIONS IN CONNECTION WITH OPERATION OF SCHOOL, INCLUDING: A. PREPARATION OF CORRESPONDENCE REGARDING CLASS SCHEDULES, QUOTAS, NOMINATIONS, RECORDS OF TRAINING, AND GENERAL INQUIRIES REGARDING SCHOOL ACTIVITIES. B. MAINTENANCE OF STUDENTS' RECORDS. C. TYPING, DUPLICATION, AND ASSEMBLY OF COURSE MATERIAL. D. MAINTENANCE OF UP-TO-DATE SETS OF CIVILIAN PERSONNEL REGULATIONS AND OTHER REFERENCE MATERIAL. E. SERVICING STUDENTS ON MATTERS NOT PERTAINING TO INSTRUCTION, SUCH AS ARRANGING FOR TRAVEL AND HOUSING. F. COMPILATION OF REPORTS ON TESTING, CRITIQUE EVALUATION, AND FOLLOW-UP QUESTIONNAIRES AS REQUIRED. 2. PERFORMS SECRETARIAL WORK FOR THE DIRECTOR AND INSTRUCTORS. 3. MAINTAINS PERSONNEL RECORDS, ETC., FOR SCHOOL STAFF MEMBERS. 4. MAINTAINS CLEARING HOUSE RECORDS.
1 CAF-6 2 CAF-3

March 1948

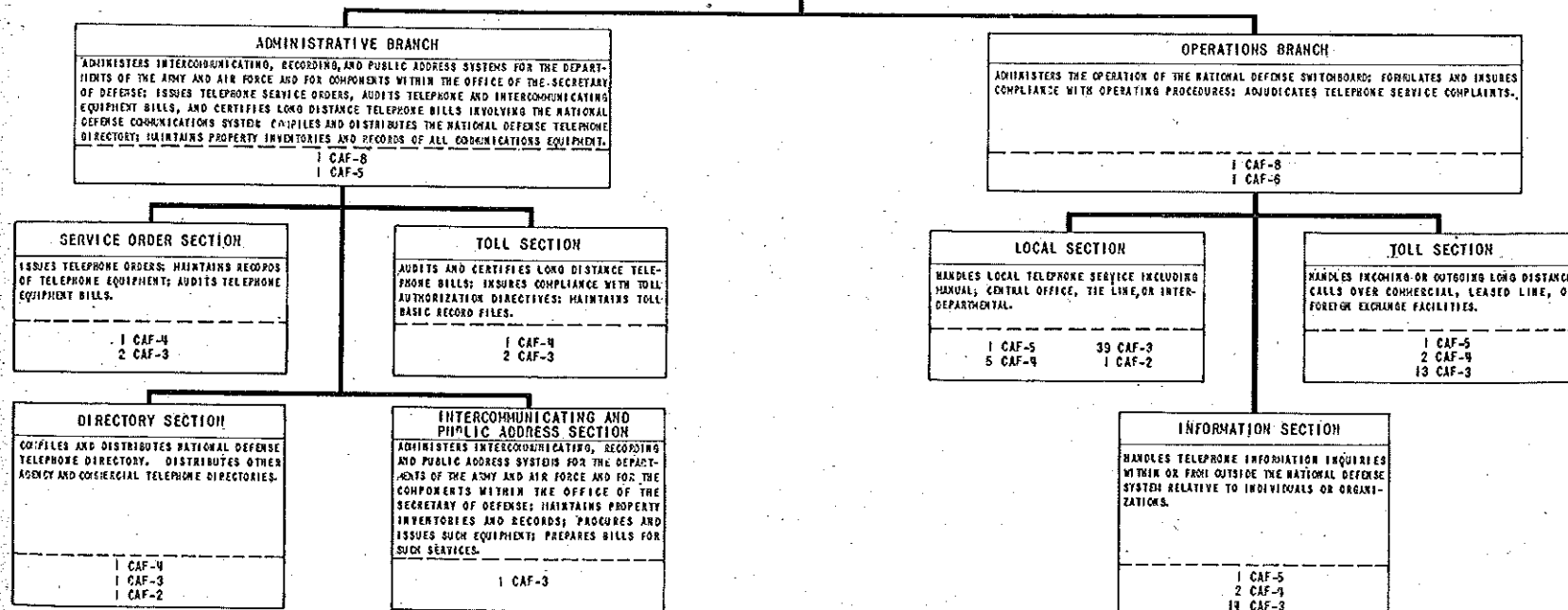
APPROVED:

A. H. Onthank
A. H. Onthank
Director of Civilian Personnel

PERSONNEL	
CAF-13	1
CAF-11	1
CAF-8	2
CAF-6	2
CAF-5	4
CAF-4	13
CAF-3	72
CAF-2	2
CPC-3	1
TOTAL	98

ORGANIZATION OF COMMUNICATIONS DIVISION OFFICE OF THE SECRETARY OF THE ARMY

DIRECTOR OF COMMUNICATIONS	
FORMULATES AND DIRECTS COMPLIANCE WITH POLICIES RELATING TO THE PROCUREMENT, INSTALLATION, AND OPERATION OF COMMUNICATIONS EQUIPMENT INCLUDING TELEPHONE, INTER-OFFICE COMMUNICATING, RECORDING, AND PUBLIC ADDRESS SYSTEMS FOR THE DEPARTMENTS OF ARMY AND AIR FORCE AND FOR COMPONENTS WITHIN OFFICE OF THE SECRETARY OF DEFENSE; OPERATES THE NATIONAL DEFENSE TELEPHONE SYSTEM; COMPILES AND DISTRIBUTES THE NATIONAL DEFENSE TELEPHONE DIRECTORY; PREPARES BUDGET, OFFICIAL SERVICE ORDERS AND AUDITS BILLS FOR COMMUNICATIONS SERVICES; VERIFIES AND CERTIFIES ALL LONG DISTANCE CALLS FOR THE ABOVE ELEMENTS IN WASHINGTON AND VICINITY.	
1 CAF-13, Director of Communications	1 CAF-4
1 CAF-11, Asst. Dir. of Communications	1 CPC-3
1 CAF-6	

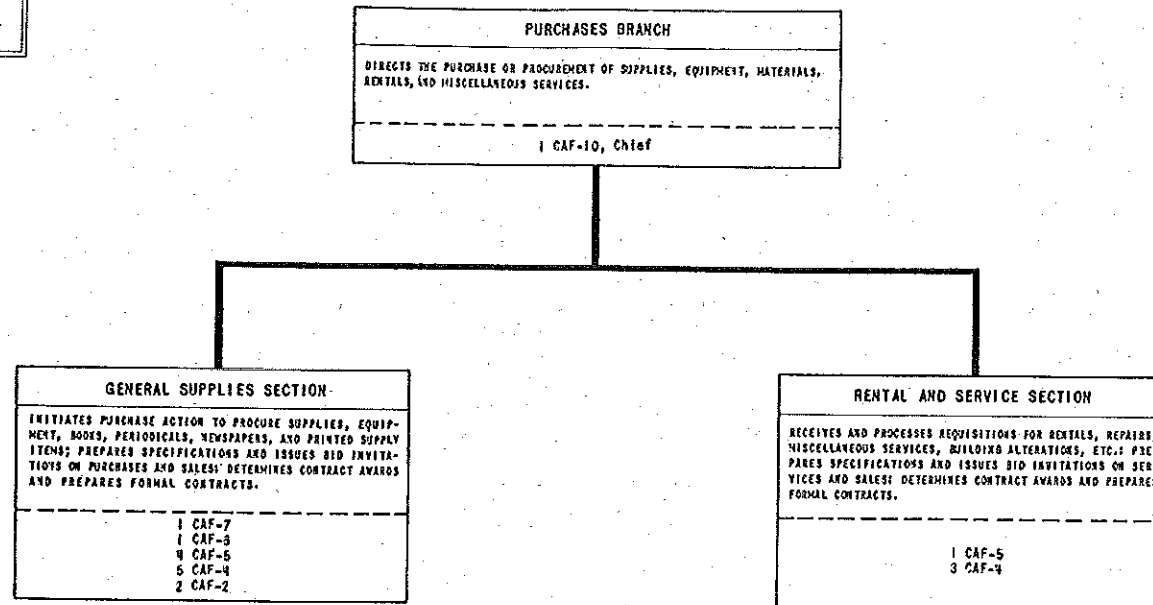


March 1948

APPROVED:
Everett L. Butler
Everett L. Butler
Director of Communications

ORGANIZATION OF PURCHASES BRANCH
PROCUREMENT AND ACCOUNTING DIVISION, OFFICE OF THE SECRETARY OF THE ARMY

PERSONNEL	
CAF-10	1
CAF-7	1
CAF-6	1
CAF-5	5
CAF-4	8
CAF-2	2
TOTAL	18

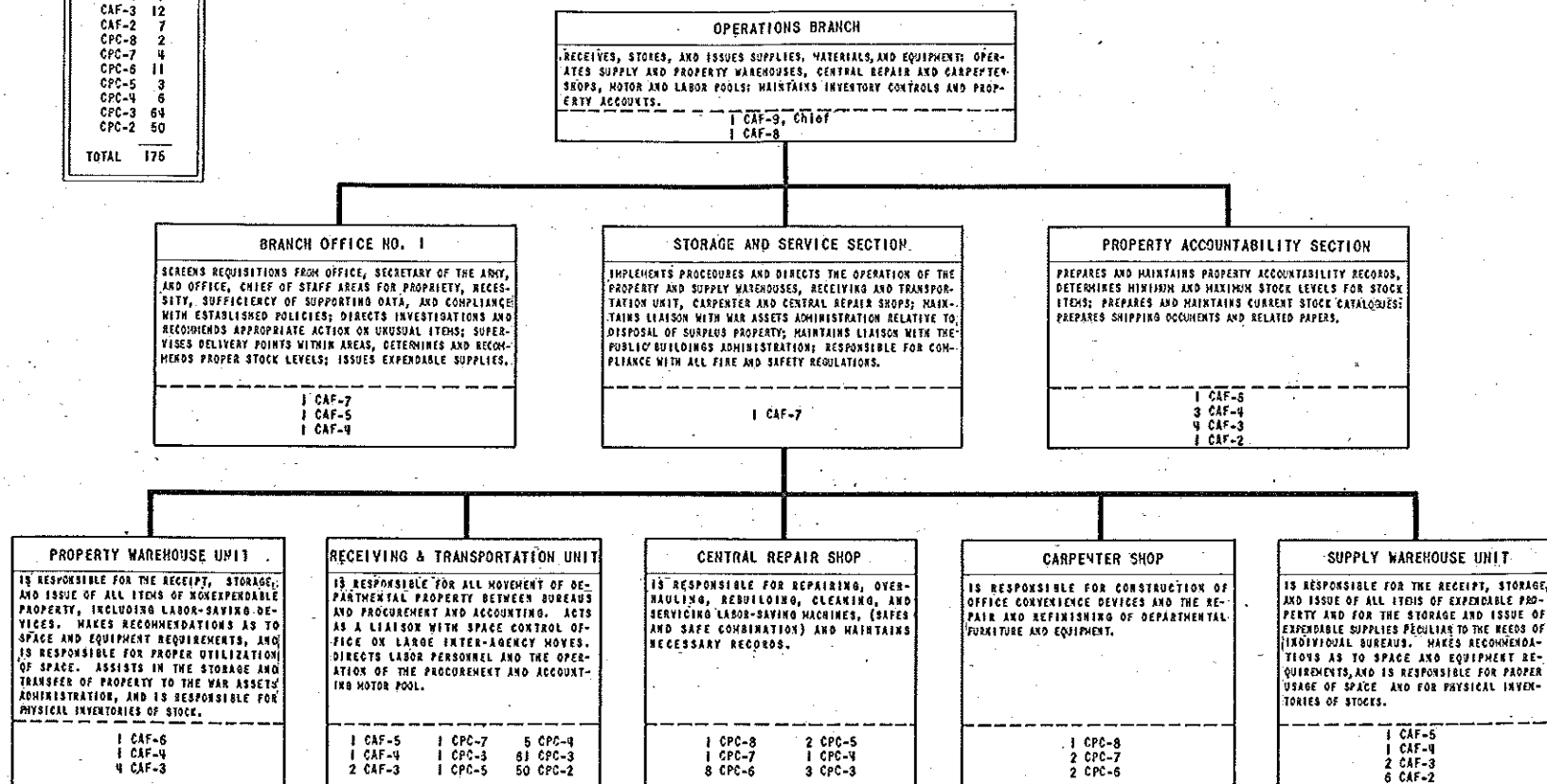


March 1948

APPROVED: <i>W.A. Kenyon</i> W.A. Kenyon Director

PERSONNEL	
CAF-9	1
CAF-8	1
CAF-7	2
CAF-6	2
CAF-5	3
CAF-4	7
CAF-3	12
CAF-2	7
CPC-8	2
CPC-7	4
CPC-6	11
CPC-5	3
CPC-4	6
CPC-3	64
CPC-2	50
TOTAL	175

ORGANIZATION OF OPERATIONS BRANCH **PROCUREMENT AND ACCOUNTING DIVISION, OFFICE OF THE SECRETARY OF THE ARMY**



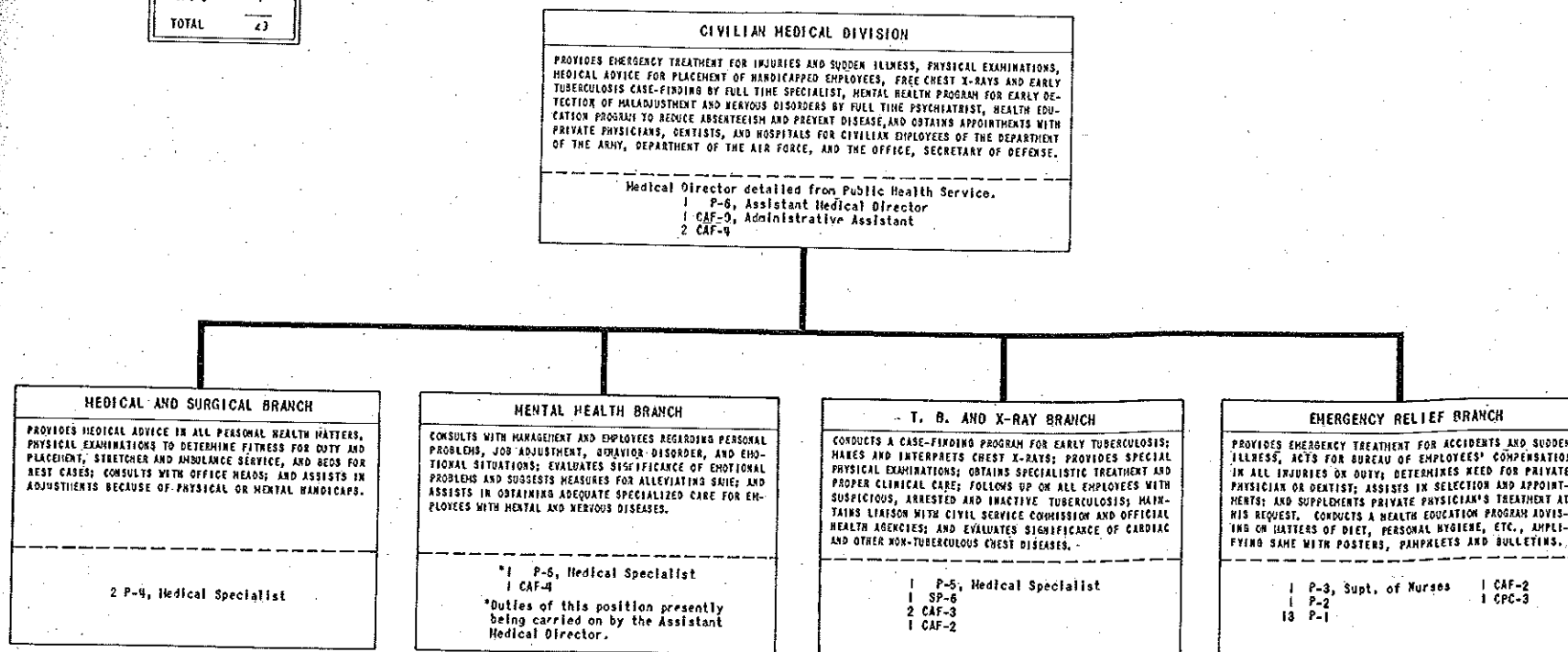
March 1948

APPROVED:

W.A. Kenyon
W.A. Kenyon
Director

ORGANIZATION OF CIVILIAN MEDICAL DIVISION OFFICE OF THE SECRETARY OF THE ARMY

PERSONNEL	
P-6	1
P-5	1
P-4	2
P-3	1
P-2	1
P-1	13
CAF-9	1
CAF-4	3
CAF-3	2
CAF-2	2
SP-6	1
CPC-3	1
TOTAL	43



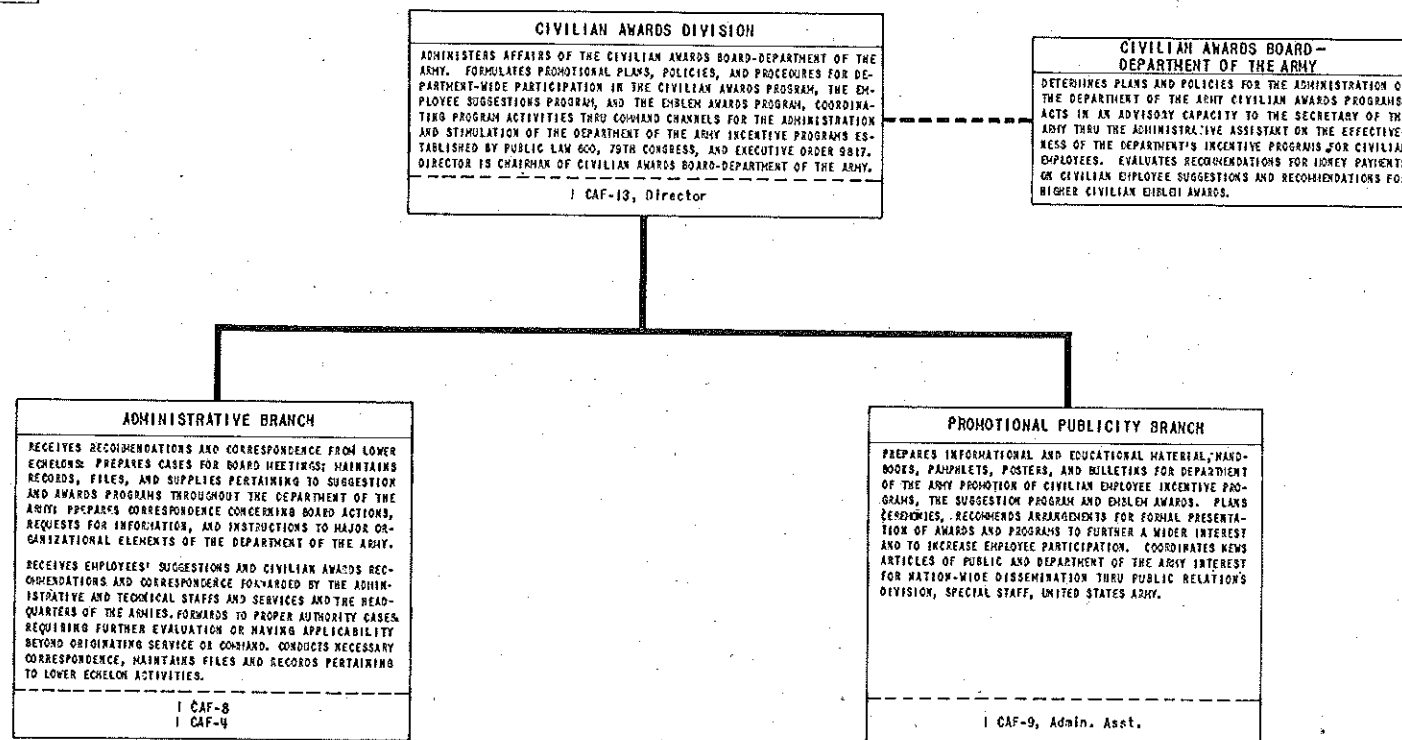
March 1948

APPROVED:

F. J. Smith
Medical Director

ORGANIZATION OF CIVILIAN AWARDS DIVISION
OFFICE OF THE SECRETARY OF THE ARMY

PERSONNEL	
CAF-13	1
CAF-9	1
CAF-8	1
CAF-4	1
TOTAL	4



March 1948

APPROVED:

Gordon D. Toft

Gordon D. Toft
Director

ORGANIZATION OF ARMY BOARD ON CORRECTION OF MILITARY RECORDS
OFFICE OF THE SECRETARY OF THE ARMY

PERSONNEL	
CAF-9	1
CAF-7	1
CAF-5	2
CAF-4	2
TOTAL	6

ARMY BOARD ON CORRECTION OF MILITARY RECORDS
THE BOARD RECOMMENDS TO THE SECRETARY OF THE ARMY THE ACTION HE SHOULD TAKE TO CORRECT ANY MILITARY RECORD WHEN IN HIS JUDGMENT SUCH ACTION IS NECESSARY TO CORRECT AN ERROR OR TO REMOVE AN INJUSTICE.
IN ACCORDANCE WITH DIRECTIVES PRESCRIBED BY THE SECRETARY OF THE ARMY, THE BOARD CONSIDERS ALL APPLICATIONS PRESENTLY ON FILE AND SUBSEQUENTLY RECEIVED WHICH SEEK SUCH RELIEF AS IS PROVIDED FOR IN SECTION 207 OF PUBLIC LAW 601, 79TH CONGRESS.

EXECUTIVE SECRETARY
IN ACCORDANCE WITH THE POLICIES ESTABLISHED BY THE BOARD, DIRECTS STAFF OPERATIONS OF THE BOARD AND MAINTAINS LIAISON WITH ALL COMPONENTS OF THE DEPARTMENT, OTHER GOVERNMENT AGENCIES, CONGRESS, AND THE PUBLIC; REVIEWS EACH CASE PRIOR TO PRESENTATION TO THE BOARD; AND PRESENTS CASES TO THE BOARD FOR REVIEW.
1 CAF-9, Executive Secretary

DOCKETING AND CORRESPONDENCE BRANCH
RECORDS ALL INCOMING CASES IN NUMERICAL SEQUENCE IN THE DOCKET BOOK; SEPARATES GENERAL COURT MARTIAL CASES FROM ALL OTHER CASES AND FORWARDS THEM TO THE OFFICE OF THE ASSISTANT SECRETARY; CHECKS ALL CASES FOR PRESENCE OF BASIC DOCUMENTS, AND REQUESTS THOSE THAT ARE MISSING; AND PREPARES NECESSARY CORRESPONDENCE INCIDENTAL TO THE PROCESSING AND COMPLETION OF CASES.
2 CAF-3

EXAMINING BRANCH
EXAMINES AND ANALYZES ASSIGNED CASES TO DETERMINE THE FACTS AS SHOWN BY THE DEPARTMENT'S RECORDS AS AGAINST ANY ALLEGATIONS MADE BY THE APPLICANTS; CONDUCTS NECESSARY INVESTIGATION OF THE FACTS SURROUNDING THE COMPLAINT OF THE APPLICANT AND ANY DISCREPANCIES IN THE DEPARTMENT'S RECORDS; PREPARES A BRIEF WHICH WILL BE ADEQUATE TO ACQUAINT THE BOARD MEMBERS WITH THE FACTS THAT ARE PERTINENT AND RELEVANT.
2 CAF-5

REPORTING BRANCH
ACTS AS REPORTER OF THE BOARD; TAKES VERBATIM NOTES OF PROCEEDINGS OF EACH CASE REVIEWED; AND PREPARES WRITTEN TRANSCRIPT OF THE PROCEEDINGS.
1 CAF-7

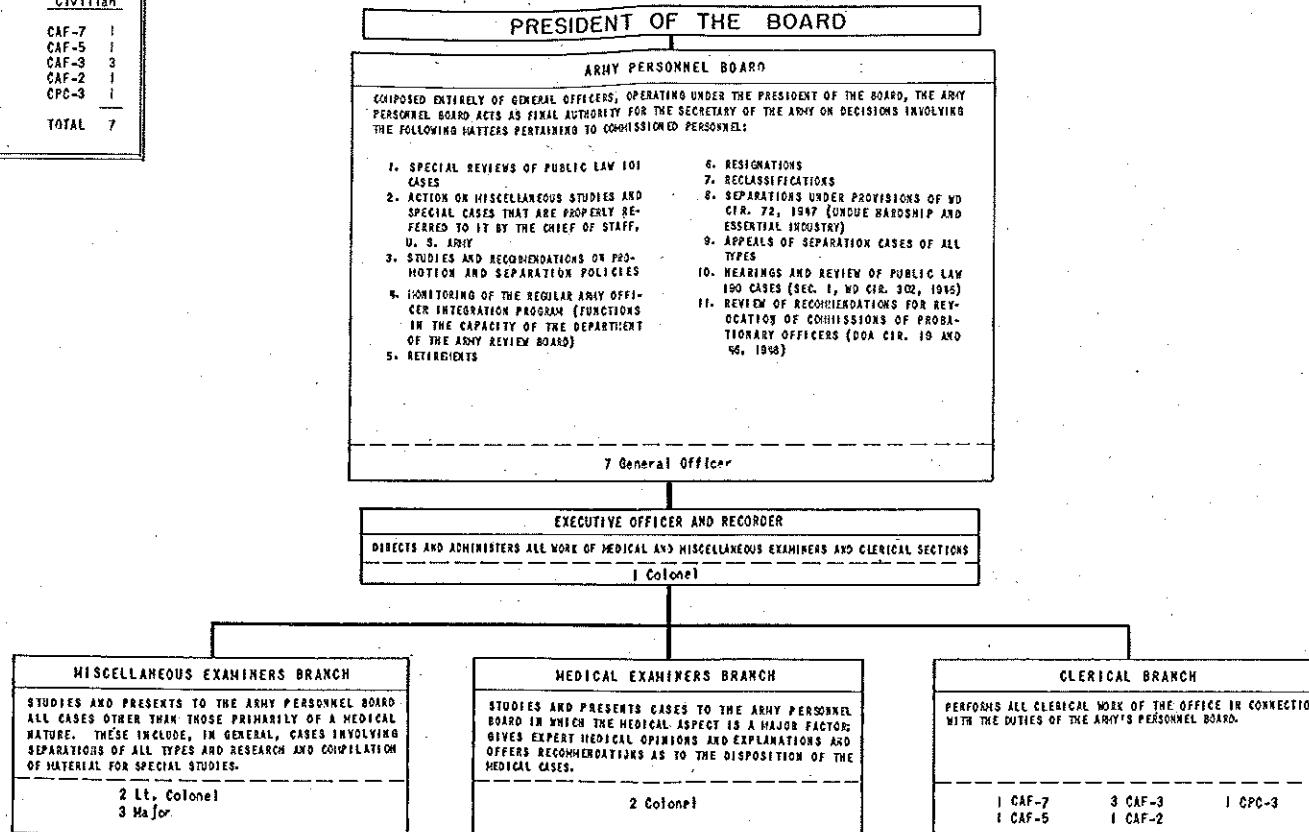
March 1948

APPROVED:

John L. Cronkrite
John L. Cronkrite
Executive Secretary

ORGANIZATION OF THE ARMY PERSONNEL BOARD OFFICE OF THE SECRETARY OF THE ARMY

PERSONNEL		
Military	Civilian	
Gen. Off. 7	CAF-7	1
Colonel 3	CAF-5	1
Lt. Col. 2	CAF-3	3
Major 3	CAF-2	1
	CPC-3	1
TOTAL 15	TOTAL	7



March 1948

APPROVED:

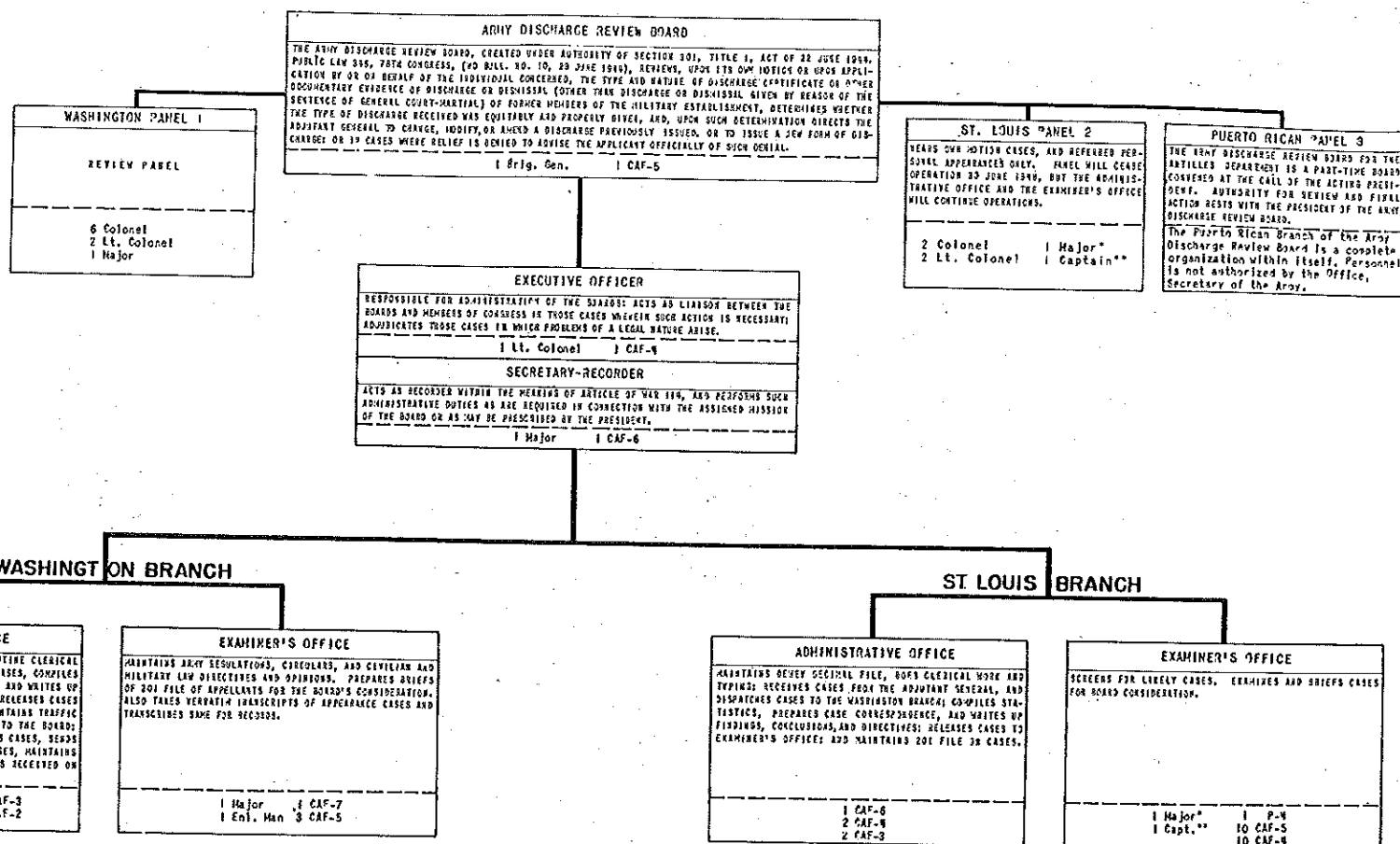
C. D. Bowen

C. D. Bowen, Lt. Col. AGO
Recorder

ORGANIZATION OF THE ARMY DISCHARGE REVIEW BOARD OFFICE OF THE SECRETARY OF THE ARMY

20

PERSONNEL			
Departmental			
MILITARY		CIVILIAN	
Brig. Gen.	1	CAF-7	1
Colonel	6	CAF-6	1
Lt. Col.	3	CAF-5	5
Major	2	CAF-4	3
Enlisted	2	CAF-3	4
		CAF-2	1
TOTAL	14	TOTAL	15
		Field	
Colonel	3	P-4	1
Major	1	CAF-6	1
Captain	1	CAF-5	10
		CAF-4	12
		CAF-3	2
TOTAL	5	TOTAL	26
TOTAL	19	TOTAL	41



* Same Person
** Same Person

March 1948

APPROVED:

John G. Morris, Jr.
JOHN G. MORRIS, JR.
Lt. Colonel, MSG
Executive Officer

ORGANIZATION OF ARMY DISABILITY REVIEW BOARD
OFFICE OF THE SECRETARY OF THE ARMY

21

PERSONNEL			
MILITARY		CIVILIAN	
Brig. Gen.	1	CAF-7	4
Colonel	8	CAF-5	1
Lt. Col.	6	CAF-4	6
Major	6		
TOTAL	20	TOTAL	11

DISABILITY REVIEW BOARD	
FINAL APPEAL BOARD CREATED WITHIN THE OFFICE, SECRETARY OF THE ARMY, UNDER AUTHORITY OF SECTION 302, TITLE 1, ACT OF 22 JUNE 1944, PUBLIC LAW 345, 78TH CONGRESS, AS AMENDED BY SECTION 4, ACT OF 28 DECEMBER 1945, PUBLIC LAW 269, 79TH CONGRESS. REVIEWS AT THE REQUEST OF ANY OFFICER RETIRED OR RELEASED FROM ACTIVE SERVICE, WITHOUT PAY, FOR PHYSICAL DISABILITY PURSUANT TO THE DECISION OF A RETIRING BOARD OR DISPOSITION BOARD, THE FINDINGS AND DECISION OF SUCH BOARD, AND IN CASES WITHIN ITS JURISDICTION, DETERMINES WHETHER SUCH PHYSICAL DISABILITY WAS INCURRED IN LINE OF DUTY OR AS AN INCIDENT OF SERVICE. TRANSMITS	ITS PROCEEDINGS AND DECISIONS TO THE SECRETARY OF THE ARMY FOR FINAL ACTION OF THE PRESIDENT. SUCH REMEDIAL ACTION IS INTENDED PRIMARILY TO INSURE THAT NO OFFICER SEPARATED FROM THE SERVICE OR RETURNED TO INACTIVE STATUS WITHOUT PAY FOR DISABILITY, SHALL BE DEPRIVED UNJUSTLY OF RETIREMENT PAY BENEFITS, OR RETIRED STATUS AND RETIRED PAY, AS THE CASE MAY BE, BY REASON OF ERRONEOUS FINDINGS. INITIATES RECOMMENDATIONS TO THE SECRETARY OF THE ARMY FOR CHANGES IN POLICIES OR PROCEDURES DEEMED NECESSARY FOR THE PROPER FUNCTIONING OF THE BOARD. MAINTAINS LIAISON WITH THE CORRESPONDING REVIEW BOARDS OF THE NAVY.
1 Brigadier General 8 Colonel 2 Lt. Colonel	

EXECUTIVE OFFICE	
PERFORMS SUCH ADMINISTRATIVE DUTIES AS ARE REQUIRED IN CONNECTION WITH THE PROCEEDINGS OF THE BOARD OR AS MAY BE PRESCRIBED BY THE PRESIDENT OF THE BOARD FOR THE ADMINISTRATION AND OPERATION OF THE EXECUTIVE DIVISION. ACTS AS RECORDER OF THE BOARD WITHIN THE MEANING OF ARTICLE OF WAR 134. COORDINATES THE ADMINISTRATIVE ACTIONS OF THE BOARD. IS RESPONSIBLE FOR THE MAINTENANCE AND CUSTODY OF ALL RECORDS OF THE BOARD AND ALL DOCUMENTS TRANSMITTED TO AND FILED WITH IT.	
1 Lt. Colonel	1 CAF-4

SECRETARIAL AND REPORTING BRANCH	
MAINTAINS CALENDARS ON CASES SCHEDULED FOR HEARING BY PANELS OF THE BOARD AND PROGRESS CARD ON EACH CASE. DISTRIBUTES EXAMINERS' SUMMARIES TO BOARD MEMBERS HEARING THE CASE. ACTS AS RECORDER OF THE PANELS OF THE BOARD WITHIN THE MEANING OF ARTICLE OF WAR 134. AND PREPARES WRITTEN TRANSCRIPT OF PROCEEDINGS OF EACH CASE REVIEWED. MAINTAINS LIAISON WITH WALTER REED GENERAL HOSPITAL IN HAVING X-RAYS READ AND ELECTROCARDIOGRAMS INTERPRETED.	
1 Lt. Colonel 1 Major	4 CAF-7

ADMINISTRATIVE OFFICE	
RECEIVES, ROUTES, AND DISPATCHES MAIL, AND MAINTAINS FILES AND RECORDS. ASSIGNS DOCKET AND CALENDAR NUMBERS TO CASES RECEIVED, AND REFERS CASES TO EXAMINERS FOR PREPARATION OF CASES FOR PRESENTATION TO THE BOARD. PREPARES LETTERS OF NOTIFICATION OF SCHEDULED HEARING DATES TO APPLICANT AND COUNSEL. MAINTAINS AND PREPARES REPORTS AS TO VOLUME AND STATUS OF WORK, AND MAINTAINS ROUTINE CIVILIAN PERSONNEL RECORDS. REQUISITIONS AND MAINTAINS SUPPLIES AND EQUIPMENT FOR THE BOARD. ARRANGES BOARD CONFERENCE ROOMS AND COUNSEL'S CONFERENCE ROOM.	
	1 CAF-5 1 CAF-4

EXAMINATION BRANCH	
EXAMINES ALL DEPARTMENT OF THE ARMY RECORDS AND ALL AVAILABLE EVIDENCE, TOGETHER WITH ALL CONTENTIONS SUBMITTED IN BEHALF OF THE APPLICANT AND EVIDENCE IN SUPPORT THEREOF. INITIATES ACTION TO OBTAIN NECESSARY DEPARTMENT OF THE ARMY AND VETERANS ADMINISTRATION RECORDS ESSENTIAL TO THE PREPARATION OF THE CASE. PREPARES AN IMPARTIAL, FACTUAL, WRITTEN SUMMARY OF THE CASE. PRESENTS THE WRITTEN SUMMARY TO THE BOARD AND ORALLY PRESENTS THE CASE IN DETAIL TO THE BOARD. CROSS EXAMINES APPLICANTS TO DETERMINE FACTS IN THE CASE. EXAMINES CASES BEING ASSEMBLED IN THE ADJUTANT GENERAL'S OFFICE TO DETERMINE IF CASES ARE SUFFICIENTLY COMPLETE FOR REFERRAL TO THE BOARD.	
2 Lt. Colonel 4 Major	4 CAF-4

March 1948

APPROVED:

E. C. B. Donforth, Jr.
Brigadier General, U.S.A.
President of the Board

ORGANIZATION OF ARMY-NAVY EXPLOSIVES SAFETY BOARD OFFICE OF THE SECRETARY OF THE ARMY

22

TOTAL FULL-TIME PERSONNEL					
MILITARY			CIVILIAN		
Colonel (USA)	1	P-7	1		
Commander (USN)	1	P-6	3		
Captain (USA)	1	P-3	1		
		CAF-6	1		
		CAF-9	4		
TOTAL	3	TOTAL	10		

FULL-TIME ARMY CONTRIBUTION				FULL-TIME NAVY CONTRIBUTION			
MILITARY		CIVILIAN (DEPARTMENTAL)		MILITARY		CIVILIAN	
Colonel	1	P-7	1	Commander	1	P-6	1
Captain	1	P-3	1			CAF-4	1
		CAF-6	1				
		CAF-9	2				
		(Field)		TOTAL	1	TOTAL	2
		P-6	2				
		CAF-4	1				
TOTAL	2	TOTAL	8				

1 Active WAE appointment (Army) available for intermittent employment as required

ARMY-NAVY EXPLOSIVES SAFETY BOARD	
1. IN ACCORDANCE WITH THE ACT OF CONGRESS APPROVED 29 MAY 1928 (45 STAT. 928), THE BOARD HELPS THE SECRETARY OF THE ARMY AND THE SECRETARY OF THE NAVY ADVISE OF STORAGE SUPPLIES OF AMMUNITION AND COMPONENTS THEREOF FOR USE OF THE ARMY AND NAVY, WITH SPECIAL REFERENCE TO KEEPING SUCH SUPPLIES PROPERLY DISPERSED AND STORED AND TO PREVENTING HAZARDOUS CONDITIONS FROM ARISING TO ENDANGER LIFE AND PROPERTY WITHIN AND WITHOUT STORAGE RESERVATIONS.	FOR DISCHARGE, SEGREGATION, TRANSPORTATION AND STORAGE, AS WELL AS ATTENDANT LONG RANGE IMPLICATIONS OF THE POST WAR STORAGE PROGRAMS. THE BOARD WAS DIRECTED TO CONTINUE THE STUDIES UNDERTAKEN BY THE JOINT ARMY-NAVY BOARD ON PORT FACILITIES FOR HANDLING AND LOADING AMMUNITION AND EXPLOSIVES AND ADVISE THE SECRETARY OF THE ARMY AND THE SECRETARY OF THE NAVY ON RELATED MATTERS. THE COGNIZANCE OF THE BOARD WAS EXTENDED TO UNITED STATES TERRITORIES AND POSSESSIONS AND OTHER AREAS WITHIN WHICH THE UNITED STATES HAS LONG TERM RIGHTS SUCH AS THE ATLANTIC BASES WHICH THE UNITED STATES HAS ACQUIRED UNDER THE BASE LEASE AGREEMENT.
2. IN ACCORDANCE WITH THE LETTER OF 4 OCTOBER 1928, FROM THE SECRETARY OF THE ARMY AND THE SECRETARY OF THE NAVY, THE BOARD FUNCTIONS AS THE AGENCY TO GUARD AGAINST THE REPEITION OF THE CONDITIONS PRECEDED FOR THE LATE DEMARK EXPLOSION AND TO INSURE THAT NO FURTHER UNDESIRABLE SITUATIONS ARE PERMITTED TO REPEAT.	5. THE BOARD IS ADVISORY AND RECOMMENDATORY ONLY AND NONE OF THE FUNCTIONS ENUMERATED ABOVE INVEST THE BOARD WITH ANY COMMAND OR DISCREETIVE AUTHORITY OUTSIDE ITS OWN ORGANIZATION. THE BOARD PERFORMS ITS FUNCTIONS BY MEANS OF INVESTIGATIONS, INSPECTIONS AND STUDIES BY ITS MEMBERS AND STAFF PERSONNEL. IN ADDITION, THE BOARD ACTS THROUGH APPROPRIATE EXISTING AGENCIES OF THE DEPARTMENTS OF THE ARMY AND NAVY WHICH ON REQUEST FURNISH TECHNICAL INFORMATION, REPORTS AND OTHER SERVICES.
3. IN ACCORDANCE WITH THE LETTER OF 17 AUGUST 1944 FROM THE SECRETARY OF THE ARMY AND THE SECRETARY OF THE NAVY, THE COGNIZANCE OF THE BOARD WAS EXTENDED TO APPLY WHEREVER EXPLOSIVES ARE HANDLED WITHIN THE CONTINENTAL LIMITS OF THE UNITED STATES.	6. THE BOARD ACTS TO AFFIRM THE SECRETARIES OF ITS FINDINGS AND RECOMMENDATIONS AT FORMAL MEETINGS OF ITS MEMBERS, THE RESULTS OF WHICH ARE TRANSMITTED DIRECT BY LETTER OF THE SECRETARY OF THE ARMY AND THE SECRETARY OF THE NAVY.
4. IN ACCORDANCE WITH THE LETTER OF 23 MARCH 1946 FROM THE SECRETARY OF THE ARMY AND THE SECRETARY OF THE NAVY THE SCOPE OF THE ACTIVITIES OF THE BOARD WAS BROADENED TO TAKE UNDER ITS COGNIZANCE THE CURRENT SAFETY PROBLEMS OF THE DEPARTMENTS OF THE ARMY AND NAVY IN CONNECTION WITH THE RETURN OF AMMUNITION AND EXPLOSIVES TO THE UNITED STATES	
10 Members of Board	
1 Colonel (USA), President 1 Commander (USN), Secretary 1 CAF-6, (Recorder) (A)	

EXECUTIVE OFFICE	
IMPLEMENTS THE POLICIES AND RECOMMENDATIONS OF THE BOARD. DIRECTS AND SUPERVISES INSPECTIONS OF ARMY AND NAVY FACILITIES ENGAGED IN THE MANUFACTURE, LOADING, ASSEMBLY, TRANSPORTATION AND HANDLING OF EXPLOSIVES AND AMMUNITION IN THE CONTINENTAL U.S. AND OVERSEAS AREAS WITHIN THE PURVIEW OF THE BOARD. SUPERVISES THE PREPARATION OF DATA AND REPORTS ON ISSUE HAZARDS FOR THE INFORMATION AND ACTION OF THE BOARD. HANDLES AND REPORTS TO THE BOARD ALL MATTERS NOT REQUIRING FORMAL ACTION BY ALL MEMBERS OF THE BOARD.	
1 Colonel (USA), President - Executive: 1 Commander (USN), Secretary	1 CAF-4 (N) 1 CAF-9 (A)

TECHNICAL SECTION	
1. DEVELOPS AND IS THE CUSTODIAN OF THE TECHNICAL INFORMATION CONCERNING ALL OF THE EXPLOSIVES AND AMMUNITION WITH WHICH THE BOARD HAS TO DO, IN ORDER THAT FIELD INFORMATION AS TO THE FORCE, BRISANCE, DISTANCE CONSIDERATIONS, AND THE STANDARDS WHICH SHOULD APPLY TO THESE CONSIDERATIONS MAY BE AVAILABLE TO THE BOARD. 2. MAINTAINS ACTIVE LIAISON WITH ALL AGENCIES WHICH ORIGINATE OR RECEIVE MATERIAL ON EXPLOSIVES AND EXPLOSIONS. 3. PLANS AND CONDUCTS ALL EXPERIMENTAL TESTS SPONSORED BY THE BOARD FOR EXTENDING EXISTING DATA AND OBTAINING NEW DATA VITAL TO EXPLOSIVES SAFETY. 4. RESPONSIBLE FOR THE PREPARATION OF ALL BOARD EXPLOSIVES SAFETY STANDARDS.	
1 Colonel (USA)	1 P-7, Safety Engineer (A) 1 P-3, Safety Engineer (A) 1 CAF-6 (A)

INSPECTION SECTION	
1. PLANS AND SUPERVISES INSPECTIONS OF LOCATIONS WHERE AMMUNITION AND EXPLOSIVES ARE HANDLED OR STORED. 2. PREPARES SUMMARY REPORTS FOR THE BOARD BASED ON THESE INSPECTIONS. 3. MAINTAINS LIAISON WITH AND CONDUCTS STUDIES IN OVERSEAS AREAS WITHIN THE PURVIEW OF THE BOARD FOR THE PURPOSE OF DEVELOPING INFORMATION PERTAINING TO THE EXPLOSIVES SAFETY STANDARDS REQUIRED FOR THE HANDLING AND STORAGE OF MILITARY EXPLOSIVES AND AMMUNITION IN THE FIELD. 4. REVIEWS EXPLOSIVES SAFETY ENGINEERING FEATURES OF PROJECTS SUBMITTED TO THE BOARD FOR COMMENT AND RECOMMENDATION.	
1 Commander (USN) 1 Captain (USA)	1 P-6, Safety Engineer (N) 2 P-6, Safety Engineer (A) (Field) 1 CAF-4 (A) 1 CAF-9 (A) (FIELD)

APPROVED:

D.C. Holl

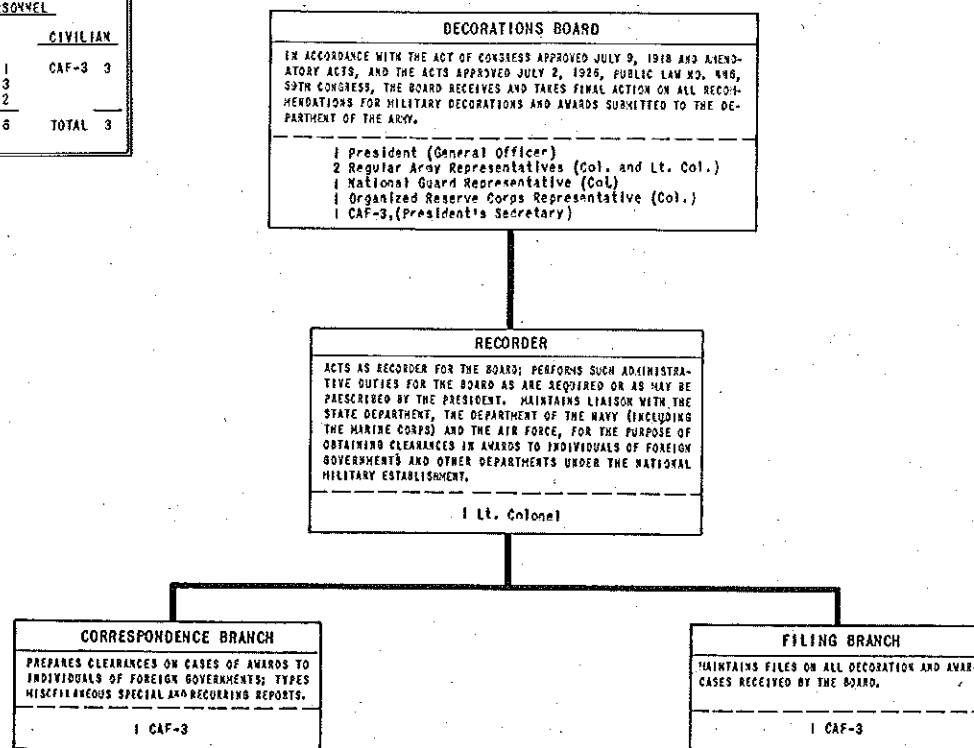
Colonel D.C. Holl
Col. Ord. Dept. U.S.A.

March 1948

Same Person
* * *

ORGANIZATION OF THE ARMY DECORATIONS BOARD
OFFICE OF THE SECRETARY OF THE ARMY

PERSONNEL			
MILITARY		CIVILIAN	
Gen. Officer	1	CAF-3	3
Colonel	3		
Lt. Col.	2		
TOTAL	6	TOTAL	3



March 1948

APPROVED:

W. C. Farnum

W. C. Farnum, Colonel, USAF
Deputy President

48-9703