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Memorandum for Field Officers

United States Department of the Interior, Office of National Parks

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UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of National Parks,
Buildings and Reservations
Washington

September 25, 1933.

Emergency Conservation Work
(N.P.S. Circular No. 54)
(Also SP Circular No. 22)

MEMORANDUM FOR FIELD OFFICERS:

Transfer of Personnel to Winter Camps

Reference is made to N.P.S. Circular No. 50, which is also S.P. Circular No. 21, dated September 11, relating to transfer of personnel and equipment to winter camps.

Where supervisory personnel is to be transferred with the Company, Director Fechner has decided that the cost of transportation of the man and his personal effects may be paid from ECW funds. The men may go on the train with the Company, go through with the trucks, or use their own means of transportation. In the latter case, the expense of transfer must not exceed that which would be incurred by the cheapest means available to the sending agency, either with the Company or on the trucks. The transportation of personnel, whether by train, truck or personal car, will be at the expense of the receiving agency.

The War Department has been able to secure for the supervisory and facilitating personnel the same special mileage rates which are granted for the enrolled men, provided their transportation is on the same special train with the enrolled men. In order to take advantage of these reduced rates, all rail movements of personnel will be on War Department transportation requests. Separate requests, however, will cover the movement of supervisory personnel of the technical services not enrolled in the Civilian Conservation Corps. These requests should be marked, "Accompanying Civilian Conservation Corps" and should bear the procurement authority to be charged with the expense of the movement. The following procurement authorities are the ones involved:

For National Parks, Buildings and Reservations

FD 570 Pl-0600 A 8815-N for movements to national park or national monument projects.

FD 581 Pl-0600 A 8815-N for movements to State park projects.

For Forest Service

FD 550 Pl-0600 A 8815-N for movement to national projects.

FD 552 Pl-0600 A 8815-N for movement to State projects.

Shipment of Freight

Each agency will use its own Government bills of lading for the shipment of its own freight, except where freight shipments of the Army and park are combined in one shipment in order to secure advantage of carload rates, in which case only one bill of lading will be used and the office of the Corps Area Commandor will

determine how many such shipments shall be made on the Army Government bills of lading and how many on the parks' Government bills of lading so as to arrive at a proper balance of charges.

Hours of Work for Enrolled Men

On September 22, Director Fechner approved the following amended instructions for the hours of work for the enrolled men, and these rules go into effect immediately:

Except in emergencies, the hours of work for the enrolled men shall be 40 per week, made up of eight hours per day for the period Monday to Friday, inclusive, except that when weather conditions or other causes prevent work during this period the time shall be made up on Saturday of the same week, subject to a daily maximum work period of eight hours. The day's work of eight hours shall include the lunch hour and not to exceed one hour of the time required for travel from camp to work and return to camp. When the distance between the camp and work requires more than one hour travel time round trip, the time of departure from and return to camp shall be fixed so as to permit six hours per day work on the job, exclusive of the lunch hour. The lunch period shall not exceed one hour, including the time required to go from the place of work to the lunch point and return to work.

The men will be subject to emergency calls by the Camp Superintendent of the work agency on any day at any hour of the day or night for the purpose of fighting forest fires, or in similar emergencies affecting life or property. While such emergency lasts, the daily hours of work shall be determined by the Federal or State officer in charge of the crew on the emergency work, in consultation with the company commander with a view to the preservation of the health of the enrolled personnel.

During periods of critical forest fire danger as determined by the Camp Superintendent, all or part of the men shall be held in camp on non-working days or after regular work hours at the request of the Camp Superintendent, in order to be available immediately for forest fire control services.

When fire fighting or other emergency requires the work in off-duty periods, an appropriate rest period, not exceeding the overtime put in on emergency work, may be allowed immediately after the conclusion of the emergency for necessary rest and recuperation, but this shall not be construed to permit credit for overtime due to emergency to accumulate as leave to be taken at some future time.

ALL NATIONAL PARKS AND MONUMENTS WITH ESTABLISHED OR PROPOSED ECW CAMPS WILL PLEASE ACKNOWLEDGE RECEIPT OF THIS MEMORANDUM.

STATE PARK PROCUREMENT OFFICERS PLEASE ACKNOWLEDGE.

A. E. DEMARAY

Associate Director