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Memorandum for Field Offices

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, D. C.

Emergency Conservation Work
(N.P.S. State Park Circular No. 13)

August 18, 1933.

Memorandum for Field Offices:

Monthly Obligations Report

Section 3, War Department "Circular" No. 35, dated June 29, advises that Procurement Authorizations issued under appropriations for the fiscal year 1934 are in amounts intended to cover actual payments to employees and do not include any portion of the 15 percent deduction from an employee's compensation under the Economy Act of March 20, 1933.

This change affects all personal services rendered on and after July 1, 1933, in so far as obligation reports are concerned. In submitting such reports in the future, superintendents of national and military parks and state procurement offices will give the estimated net amount to be paid their employees (including retirement deductions), instead of the gross figure as heretofore.

Pay Rolls

Pay rolls will continue to be submitted in the same form as heretofore. The certificate of sufficiency of balance, however, will take into account only the net amount of pay rolls (including retirement deductions).

Your encumbrance records for the month of July only should be adjusted to the extent of the 15 percent deducted from the salary of employees and your subsequent reports should encumber only 85 percent of the salary, or the net amount paid the employee plus any retirement deductions where applicable.

Due to the fact that the reports of obligations for July were in some cases delayed in reaching this office and in some instances the desired information was not furnished, the following extracts from N.P.S. - S.P. Circular No. 4, dated July 7, 1933, are quoted for your information:

"The weekly report on encumbrances against State Park ECW projects will no longer be required. Instead the same kind of a report will be made once a month. These must be sent on the first day of the month and will summarize the encumbrances for the preceding month.

"In the case of reports sent from points near enough so that mail, either air or ordinary, will reach this office on the morning of the second day of the month, they will be mailed, by air if necessary. Other reports will be sent by night letter telegraph or, where such service is available, by U. S. Army Signal Corps radio.

"Many of the reports sent in the first of this month were unnecessarily long and consequently expensive; some that came to this office even covered projects with which this office is not concerned, and which are under the supervision of the United States Forest Service.

"Herewith is a model form of report to be followed when it is necessary to use the telegraph:

"State Park Conservation Work
National Park Service, Washington, D. C.

"July encumbrances Camp S P one a fifteen hundred forty dollars eighty five cents b thirty nine dollars sixty cents c eight hundred ninety seven dollars forty cents d eighty seven dollars fifty three cents e none f none

John Jones
Procurement Officer."

Some of the telegraphic reports do not reach this office in the required time and some are not properly reported.

The classification a, b, c, d, e, and f as outlined in National Park Service Circular No. 5 and Finance Bulletin No. 35 should be consistently followed and the telegrams should reach this office within 24 hours after the close of business on the last day of each month.

The telegrams and copies of allotment ledger sheets and encumbrance records should be addressed to, "The Director, Office of National Parks, Buildings and Reservations, Washington, D. C."

CONRAD L. WIRTH,

Assistant Director,
Office of National Parks,
Buildings and Reservations.