17 May 1945

TO: All Division and Group Leaders

FROM: C. D. Shane

SUBJECT: Military Personnel Procedures

In view of the recent changes in the Personnel Department, an SED and WAC Personnel Office, Tech Area, has been established. M/Sgt Bert C. McDonnell will be in charge under the direction of Major Palmer and Mr. Shane. The following procedures have been established and will remain static insofar as possible.

1. All requests for additional SED and WAC personnel will be forwarded by Division Personnel Representatives in triplicate to Mr. Shane's office, as agreed upon in meeting held by Division Personnel officers 27 April.

2. Assignment of new arrivals, SED and WAC, will be made from the SED Personnel Office, Tech Area, after processing (completing personnel data forms, obtaining badges, security talk, interview by Major Palmer).

3. Inter-Divisional transfers will be arranged by the SED Personnel Office, Tech Area. Group transfers within a Division may be arranged by Division Personnel Representatives if the SED Personnel Office is notified.

4. Address all routine Memorandum concerning SED and WAC personnel to the SED Personnel Office, Tech Area.

A. Employment and Payroll control slips should be forwarded as shown below on all military personnel (enlisted men and women, and officers, Army and Navy), which would include new employees, group transfers, and terminated employees:

One (1) copy to Division Personnel Representative

One (1) copy to SED Personnel Office, Tech Area

VERIFIED UNCLASSIFIED
PUBLICLY RELEASABLE
LANL Classification Group
Daniel Guth

B. Monthly Group Personnel Reports will be submitted to the SED Personnel Office, Tech Area, to include only military personnel. Monthly Group Personnel Reports including only civilian personnel will be submitted to the Civilian Personnel Office. This will supersede the past practice of submitting personnel reports inclusive of military and civilian personnel to the civilian personnel office. Semi-monthly personnel reports will not be necessary on civilian or military personnel.

5. SED promotion recommendations will include all recommendations from Group Leaders, as shown in the past in three groups of urgency, and will be submitted by the Division Personnel Representative to the SED Personnel Office, Tech Area, not later than the 15th and not before the 10th of every 3rd month as listed below:

15 June - To be effective 1 July

15 Sept - To be effective 1 October

These recommendations will include only men who have been employed in the Tech Area up to the first of the month that recommendations are submitted.

Recommendations for any promotion above S/Sgt (T/3) will be submitted direct to the SED Personnel Office, Tech Area at such times as they are invited. No such promotions will be made without the prior issuance to all divisions of invitations to make recommendations.

In the future all recommendations for promotions of Privates will be to Private First Class. Promotion to T/5 will be automatic effective the first of the following month.

6. WAC promotion recommendations will be submitted bi-monthly in duplicate by the Division Personnel Representative to the SED Personnel Office, Tech Area, and should include recommendations of Group Leaders in

order of urgency. Recommendations should be in the SED Personnel Office not later than 1 July, 1 September, etc.

7. Classifications (technician, scientist, machinist, etc.) will be handled as in the past. Men will be classified after they have been employed, either by memo from the Group Leader or contact from the SED Personnel Office, Tech Area.

Request for reclassification entitling an individual to white badge privileges should be prepared on forms used for reclassification of civilian employees:

1 Copy to Division Personnel Representative

2 Copies to SED Personnel Office, Tech Area

C. D. Shane

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