

Papers of
WILLIAM H. MCREYNOLDS

1939-1946

Accession Numbers: 53-1, 62-6

The papers were presented to the Library by the White House Executive Office on August 26, 1952, and additional papers were transferred from the Harry S Truman Library in January 1962. This material is subject to copyright restrictions under Title 17 of the U.S. Code.

Quantity: 9 feet

Restrictions: None

Related Materials:

President's Official File
President's Personal File
President's Secretary's File
Henry Morgenthau, Jr., Papers

WILLIAM H. McREYNOLDS: Papers, 1941-1945
(Acc. No. 53-1)

McReynolds was an Administrative Assistant to the President and Liaison Officer for Personnel Management under President Franklin D. Roosevelt from 1941 until Roosevelt's death. His duties brought him in contact with those agencies of the Federal government dealing with personnel and manpower problems and it is the correspondence with these agencies that constitutes most of this collection. Included in this material are the following: a notebook^{*} containing a daily record of persons who telephoned or came personally to the White House, July 21, 1941 - May 31, 1945; a report by the Occupational Analysis Section, United States Employment Service, March 6, 7, 1942; a file of executive orders pertaining to the Federal Civil Service and other material relating to the United States Civil Service Commission, 1941-42; a file of material from the War Manpower Commission, 1943, containing job descriptions, forms, and reports; a file of inter-office White House memoranda, releases of Federal departments, correspondence with McReynolds, and forms used to record personnel additions and changes in Government agencies; a file of personnel matters of the Treasury Department and its Procurement Divisions; a file of correspondence with the National Resources Planning Board; a file of executive orders, hearings, press releases, and other materials relating to pay and overtime work of Federal employees during the war years; a file of requests for deferments from military service made by Federal agencies on behalf of certain of their employees; a file of laws and correspondence relating to pay of Federal employees, 1943-1944; a file of correspondence with the National

* Box 22

Resources Planning Board on postwar planning problems; a file of publications of the Office for Emergency Management relating to the training of manpower within industry; a file of correspondence with the Bureau of the Budget regarding individual personnel cases and some large-scale studies and reports on the subject of pay and other personnel problems; a file of War Department material consisting of executive orders, correspondence relating to utilization of manpower, and orders effecting wages and hours of work; a file on "Dollar-a-year" appointments consisting of correspondence with various agencies on policy matters, directives from the President, discussions of qualifications for these positions, and copies of several "Dollar-a-year" appointments signed by President Roosevelt. Also present are a file of correspondence of G. Lyle Belsley, assistant to McReynolds, consisting of letters exchanged with the United States Civil Service Commission and other Government and non-Government agencies on the subjects of Civil Service and public administration; and a file of speeches by Guy Moffett, consultant to McReynolds.

8/19/70

April 27, 1962

ACCESSION MS. 62-6

This accession consists of the personal and official files of William H. McReynolds, Liaison Officer for Personnel Management in the White House. The files cover the period 1939-1946 and contain materials on the Civil Service Commission, a Government Agencies File, an Alphabetical File of correspondence with individuals, a file of Organizations, a General file, an Executive and Judiciary Departments file and a Miscellaneous file. The material fills 21 record containers and is about 10 cubic feet in volume.

This material was shipped to the FDR Library from the HST Library in January 1962. The correspondence concerning this transfer is attached along with a list of the folder titles.

Accessioned by BLJ, 4-27-62

INVENTORY OF RECORDS SHIPPED
TO THE FRANKLIN D. ROOSEVELT LIBRARY

Files of William H. McReynolds

Civil Service Commission File

- Box 1. "Reduction in Force" - Departmental Circulars, 1944
Ramspeck Act and Related Executive Orders, 1941-43
Congressional Civil Service Committees, 1942-45
Civil Service Commission - 1945
Civil Service Commission - 1944
Civil Service Commission - 1943
- Box 2. Civil Service Commission - 1941-42
Civil Service Commission - 1939-40
Board of Legal Examiners, 1940-44
"Summaries of Training Activities in Federal Defense Agencies"
Compiled by Division of Training, U.S. Civil Service Commission,
Sept.-Oct. 1941--printed and typed
- Box 3. Recruitment of Administrative Personnel, 1944
Interagency Records Administrative Conference, 1944-45
Committee on Administrative Personnel - I-1942
Committee on Administrative Personnel - II-1942-43
CSC - N.Y. Conference (Aug. 26, 27, 28, 1943)
Cuban Civil Service Law, 1943-44
Proposed Plan to show Deductions on Salary Checks, 1943
Numbering System for Federal Accounts, 1943
CSC - Departmental Circulars, 1943-45

Civil Service Commission File (continued)

Box 4. Personnel Utilization, 1944

Civil Service Retirement Act, 1944

Letters from individuals re Retirement Act - I, 1941-45

Letters from individuals re Retirement Act - II, 1943-45

Box 5. Salary and Classification Bulletins - Civil Service, 1941-45

Council of Personnel Administration - I, 1939-43

Council of Personnel Administration - II, 1944

Council of Personnel Administration - III, 1940-45

Council Summary of Meetings - (1945)

Box 6. (CSC - CPA) Training Committee, 1941-44

(CPA) Employee Relations Committee, 1939-43

(CPA) Management Councils, 1943-45

Council Procedures and Records Committee, 1943-45

Safety and Health Committee - Council of Personnel Administration, 1943-45

Personnel - Management Committee - Council of Personnel Administration, 1943-45

Council - Report prepared by Budget and Council, 1943

Government Agencies File

Box 7. Office of Censorship N.W.A., 1941-43

Office of Emergency Management, 1941-44

(OEM) Alien Property Custodian, 1942-44

(OEM) Comm. on Fair Employment Practices, 1942-44

(OEM) Foreign Economic Administration, 1942-44

(OEM) Office of Civilian Defense, 1941-44

(OEM) Office of Defense Transportation, 1942-43

(OEM) Office of Scientific Research and Development, 1943-44

Government Agencies File (continued)

- Box 7. (OEM) Office of War Information, 1942-44
 (OEM) Office of War Shipping Administration, 1942-43
 (OEM - terminated) Office of Inter-American Affairs, 1943-46
 Office of Temporary Control (formerly OWMR), 1944-45
 Office of Temporary Control (formerly CPA (OEM), 1941-45
 Office of Temporary Control (formerly OES (OEM), 1942-43
 Office of Temporary Control (formerly OPA) - NWA, 1941-44
- Box 8. (OWMP) Surplus Property Administration - NWA, 1944
 Post Office Department, 1940-44
 President's War Relief Control Board, 1942-45
 Selective Service System - I, 1940-42
 Selective Service System - II, 1940-45
 Committee for Recruiting and Training of Civilian Personnel, 1943
 State Department, 1941-45
 Tennessee Valley Authority, 1943
- Box 9. Treasury Department
 Treasury Department - Income Tax, 1941-45
 United Nations Relief and Rehab. Adm., 1943-44
 Veterans Administration, 1941-45
 Veterans Preference, 1940-45
 Investigations and Studies of Executive Agencies, 1944

Alphabetical File (Individual) 1945

- Box 10. A - C, 1940-45
Box 11. D - I
Box 12. J - O
Box 13. P - Z

Organizations File

- Box 14. American Council on Public Relations, 1943
 American Federation of Labor, 1940
 American Municipal Association - Washington News Letter, 1941-45
 American Political Science Association, 1942-45
 American Society for Public Administration, 1941-42
 Banker's Association, 1941-42
 Charitable Organizations, 1940-41
 Civil Service Assembly, 1941-46
 Committee on Public Administration
 Community War Fund
 The Council of State Governments
 District of Columbia
 Federal Interdepartmental Safety Council
 Federal Interdepartmental Safety Council (Publications)
- Box 15. Federal Personnel Association
 Federal Personnel Council of Metropolitan N.Y.
 Institute of Public Administration
 National Civil Service League
 National Federation of Federal Employees
 National Institute of Public Affairs
 National League of Women Voters
 National Municipal League
 National Planning Association
 New York State War Council
 Public Administration Clearing House
 Society for the Advancement of Management

Organizations File (continued)

Box 15. Society for Personnel Administration
(cont'd) United National Association of P.O. Clerks
United Public Workers of America and C.I.O.
Welfare and Recreational Association

"Correspondence" File

Box 16. William D. Hassett

"General" File

Alaska
Annual Leave Policies
Conduct of Federal Employees - Hatch Act, etc.
Custodial Pay Bill - Crafts, Protective, and Custodial Service
President's Committee on Deferment of Federal Employees - I
President's Committee on Deferment of Federal Employees - II
Efficiency Ratings
Employee Suggestions
Exempted Positions Under Civil Service - Schedules A & B

Box 17. Federal Personnel Management Conference
Federal, State and Local Relations
Guards
Health and Medical Program
Highway Safety, Federal Committee on
Inroads - (Copies of Corres. re. Fed. - Empl. and the Defense effort)
Liaison Committee - Purchase of War Materials
Minority Groups - Robert Weaver
Supplemental National Defense Appropriation Act - June 1943
Pay of Federal Employees
Payroll Deductions

General File, Box 17 (Continued)

Salary Administration in territories and possessions of the U.S.

War Savings Bonds

With-in Grade Promotions

"Executive and Judiciary Departments" (Agencies) File

Box 18. Agriculture

Agriculture - War Food Administration

American National Red Cross

Bureau of the Budget

Commerce Department

Federal Loan Agency - Reconstruction Finance Corporation

Federal Power Commission

Federal Security Agency

Box 19. Federal Security Agency - National Youth Administration

Federal Security Agency - Office of Education

Federal Security Agency - Public Health Services

Federal Security Agency - Recreation

Federal Security Agency - Social Security Board

Federal Works Agency

General Accounting Office

Government Printing Office

Interior Department

Justice Department

Labor Department

Library of Congress

Maritime Commission

The National Archives

"Executive and Judiciary Department" (Agencies) File (continued)

Box 20. National Capitol Housing Authority
 National Housing Agency
 National Wage Stabilization Board (Old NWLB)
 (OEM) War Manpower Commission
 (OEM) War Manpower Commission - USES
 Navy Department
 Public Buildings Administration
 Retraining and Re-employment Administration
 Small War Plants Corporation - NWA
 Space
 War Relocation Authority
 Work Projects Administration

Miscellaneous Files

Box 21. Appropriation Bills
 Form Letters
 Government Girls
 Miscellaneous (Bills and Documents)
 Post-War Planning
 Travel
 Veterans Legislation
 War Department
 White House - General
 White House - Liaison Officer for Personnel Management
 White House Personalities

Box 22. Personnel Matters
 Daily Record

Miscellaneous Files (Continued)

Box 23. Treasury Dept.
Pay for Federal Employees, 1942-44
Deferments for Federal Employees
Mr. Moffett: Speeches
Proposal for Five Day Week, 2/2/37
G. Lyle Belsley
National Resources Planning Board

Box 24. Dollar-a-year appointments
Bureau of the Budget
War Manpower Commission
War Department
Confidential File