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National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Introduction

1. Name: Ralph BUNCHE
[complete file]

2. Comment on contents of file:
 1. Includes signed Oath of Office
 2. Joined COI prior to attack on Pearl Harbor
 3. Hired as specialist in African affairs & colonialism
 4. includes interesting biographical information in his application

File citation: RG 226, Records of the Office of Strategic Services
Entry 224: OSS Personnel Files
Box #: 92

Related records:

Contact:

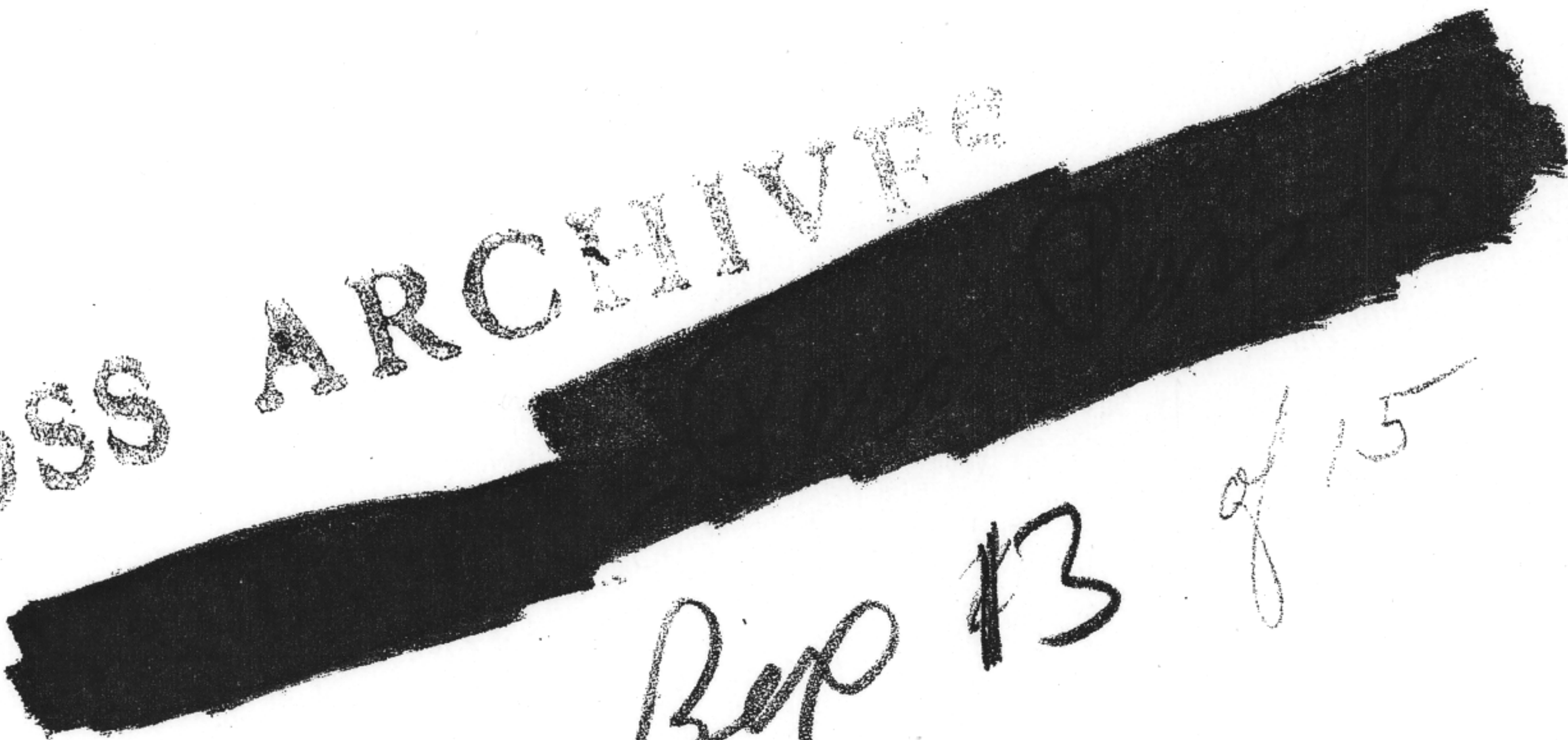
William Cunliffe
Special Assistant, NWC
william.cunliffe@nara.gov
301-837-3482

BUNCHE, Ralph J.

(TERM)

OSS ARCHIVES

OSS ARCHIVES



Box #3 of 15

OSS ARCHIVES

DECLASSIFIED
Authority ND 47589
By WAC, NARA, Date 7/16/08

OSS ARCHIVES

2

RECEIPT FOR O. S. S. CREDENTIALS

Washington, D. C.

Date 1-21-44

This is to certify that the following employee, separating from the Office of Strategic Services, has fulfilled the requirements of the Security Office regarding the turning in of credentials:

(Name) Ralph J. Bunche

ADMINISTRATIVE SECURITY OFFICE

By John W. Samuel

Authorized Representative

(over)

(11359)

OSS FORM 1001 (Rev. 11/24/43)

OSS PERSONNEL ACTION REQUEST

10-1-21/11

NAME:	CLASSIFICATION	INITIAL	DATE	REFERENCE
<u>Ralph Johnson Bunche</u>		<u>[Signature]</u>	<u>1/13/44</u>	
NATURE OF ACTION: <u>Voluntary resignation</u> <i>Separation Dept Transfer *</i>	BUDGET		<u>1/15/44</u>	
EFFECTIVE DATE: <u>COB 3 January 1944</u> <i>O.K.</i>	EMPLOYMENT	<u>PBC</u>	<u>1-18-44</u>	
	CHIEF, CIVILIAN PERSONNEL BRANCH			
TITLE	FROM	TO		
	<u>Research Bu #1402</u> CSC#6			
GRADE AND SALARY				
	<u>P-65 \$5600</u>			
BRANCH				
	<u>R & A</u>			
DIVISION				
	<u>Europe-Africa</u>			
SECTION				
	<u>Africa</u>			
OFFICIAL STATION				
	<u>Washington, D. C.</u>			
DEPT. OR FIELD				
	<u>Departmental</u>			
REMARKS:	<p><i>CSC 63 sent to leave unit 1/26/44</i></p> <p><i>* To Dept of State</i></p> <p><i>Security Lending badge per Lt. Major</i></p>			
RECOMMENDED:	DATE:	SPECIAL INSTRUCTIONS:		
<u>[Signature]</u> <u>RH SW</u>	<u>4 Jan. 1944</u> <u>[Signature]</u>	<p>1. FOR MILITARY LEAVE WITHOUT PAY - ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTODUPLICATION OR CERTIFIED COPY.</p> <p>2. SIGNATURE OF EMPLOYEE: <u>Ralph J. Bunche</u></p>		
OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER		FOR RESIGNATIONS ONLY		

RECEIVED
JAN 18 3 29 PM '44

CIVILIAN PERSONNEL
OFFICE OF STRATEGIC SERVICES

RECEIVED
JAN 11 2 09 PM '44

1141300.001 Salaries and Expenses Office
Strategic Services, 1944
Approp.
Allot. Acct. 2205-44

2-1

OFFICE OF STRATEGIC SERVICES
 COORDINATOR OF INFORMATION
 WASHINGTON, D. C.

Name: **Bunche, Ralph J.**

Date: **January 25, 1944**

This is to notify you that the Coordinator of Information has taken the following action concerning your employment.

Nature of action: **Separation for Transfer***

Effective date: **January 3, 1944 c.o.b.**

	FROM—	TO—
Position.....	Research Analyst	
Grade and salary.....	P-6, \$5600 per annum Bu#11402 CSC#6	
Branch.....	Research & Analysis	
Division.....	Europe-Africa	
Section.....	Africa	
Headquarters.....	Washington, D. C.	
Departmental or field.....	Departmental	

C. S. C. Report No. 9626
Civil Service or other legal authority
Appropriation 1141300 2205-44
Date of birth 8/7/1904
Legal residence Washington, D. C.
Sex Male Married

Remarks:

***To State Department**

*63c sent to Payroll
636 to Class
1/26/44*

This action is subject to the provisions of paragraphs checked below:

- Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~3 1/2%~~ ^{5%} will be deducted from your basic salary for deposit to your credit in the Retirement Fund.
- This appointment is for such time as your services may be required and funds are available for the work of the office of the Coordinator of Information.

NATURE OF POSITION	
New	Additional identification
Vice	Vice vacancy

Reference (Name, number, and date, etc.)

Subject to Retirement Act?
Yes

[Signature]
 Personnel Officer. *[Signature]*

OFFICE OF STRATEGIC SERVICES
 COORDINATOR OF INFORMATION
 WASHINGTON, D. C.

Form COI 63A

Name: **Bunche, Ralph J.**

Date: **DOA 1/15/1943**

This is to notify you that the Coordinator of Information has taken the following action concerning your employment.

Nature of action: **War Service Appointment**

Effective date: **EOD - March 1, 1943**

	FROM—	TO—
Position.....	Sr. Social Science Analyst	Sr. Social Science Analyst
Grade and salary..	P-5, \$4600 per annum	P-5, \$4600 per annum
Branch.....	Library of Congress	Research & Analysis
Division.....		
Section.....		
Headquarters.....	Washington, D. C.	Washington, D. C.
Departmental or field.....	Departmental	Departmental

Remarks: **This appointment is subject to a favorable report of the character investigation being made by the United States Civil Service Commission.**

*63 to payroll
 esc # 2 to class.
 2/4/43
 DOO - 3/2/1943*

This action is subject to the provisions of paragraphs checked below:

- Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~3%~~ will be deducted from your basic salary for deposit to your credit in the Retirement Fund. **5%**
- This appointment is for such time as your services may be required and funds are available for the work of the office of the Coordinator of Information.

James B. Opata
 Personnel Officer.

C. S. C. Report No. 3713				
Civil Service or other legal authority E.O. 9063 Reg. V Cert. B-3541				
Appropriation 112/30006 (30) 508-43				
Date of birth 8/7/1904				
Legal residence Washington, D. C.				
Sex Male Married				
NATURE OF POSITION				
<table border="1"> <tr> <td>New X</td> <td>Additional identification</td> </tr> <tr> <td>Vice</td> <td>Vice vacancy</td> </tr> </table>	New X	Additional identification	Vice	Vice vacancy
New X	Additional identification			
Vice	Vice vacancy			
Reference (Name, number, and date, etc.) CSC #55 3/1/1943				
Subject to Retirement Act? Yes				

EDM:mm

OFFICE OF STRATEGIC SERVICES
COORDINATOR OF INFORMATION
 WASHINGTON, D. C.

Name: **Bunche, Ralph J.**

Date: **March 24, 1943**

This is to notify you that the Coordinator of Information has taken the following action concerning your employment.

Nature of action: **Change in Status & Transfer Within OSS**

Effective date: **March 24, 1943**

	FROM—	TO—
Position.....	Sr. Social Science Analyst	Prin. Research Analyst
Grade and salary.....	P-5, \$4600 per annum	P-6, \$5600 per annum
Branch.....	Research & Analysis	Research & Analysis
Division.....		Europe-Africa
Section.....		Near-East-Africa
Headquarters.....	Washington, D. C.	Washington, D. C.
Departmental or field.....	Departmental	Departmental

Remarks: **Subject to a favorable report of the character investigation being made by the United States Civil Service Commission.**

*63 payroll
 etc & class
 3/27/43*

This action is subject to the provisions of paragraphs checked below:

Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~3%~~ **5%** will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

This appointment is for such time as your services may be required and funds are available for the work of the office of the Coordinator of Information.

James B. O'Keefe
 Personnel Officer.

PERSONNEL FOLDER COPY

mm

C. S. C. Report No.	
4197	
Civil Service or other legal authority	
CSC Letter of 10/6/1941	
Appropriation	
112/30006 (30) 517-43	
Date of birth	
8/7/1904	
Legal residence	
Washington, D.C.	
Sex	
Male (Married)	
NATURE OF POSITION	
New	Additional identification
Vice	Vice vacancy
	X
Reference (Name, number, and date, etc.)	
February 1, 1943 CSC#6 Bu.#1402	
Subject to Retirement Act?	
Yes	

EDM:ank

OFFICE OF STRATEGIC SERVICES
COORDINATOR OF INFORMATION
 WASHINGTON, D. C.

Name: **Bunche, Ralph J.**

Date: **September 9, 1943**

This is to notify you that the Coordinator of Information has taken the following action concerning your employment.

Nature of action: **Administrative Action**

Effective date: **September 14, 1943**

	FROM—	TO—
Position.....	Prin. Research Analyst	Research Analyst
Grade and salary..	P-6, \$5600 per annum Bu#1102 CSC#6	P-6, \$5600 per annum
Branch.....	Research & Analysis	Research & Analysis
Division.....	Europe-Africa	Europe-Africa
Section.....	Near East-Africa	Africa
Headquarters.....	Washington, D. C.	Washington, D. C.
Departmental or field.....	Departmental	Departmental

Remarks:

*63c sent to payroll
 63 7 to class
 9-10-43*

This action is subject to the provisions of paragraphs checked below:

- Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~2 1/2%~~ ^{5%} will be deducted from your basic salary for deposit to your credit in the Retirement Fund.
- This appointment is for such time as your services may be required and funds are available for the work of the office of the Coordinator of Information.

R. H. Rider

Personnel Officer. *Com*

C. S. C. Report No. 5706(b)	
Civil Service or other legal authority	
Appropriation 11/1300 2205-44	
Date of birth 8/7/1904	
Legal residence Washington, DC	
Sex Male Married	
NATURE OF POSITION	
New	Additional identification
Vice	Vice vacancy
Reference (Name, number, and date, etc.) Bu#1102 CSC#6	
Subject to Retirement Act? Yes	

REQUEST FOR PERSONNEL DATA AND LEAVE TRANSCRIPT

RELEASING AGENCY'S COPY

(The employing agency, in which the form originates, will prepare in triplicate—see reverse side for complete instructions)

PART A—TO BE COMPLETED BY EMPLOYING AGENCY

(Insert within the window-envelope brackets below, the address of the releasing agency; indicate specific bureau or branch, and location.)

The Office of Strategic Services
Washington, D. C.

J. T. Forbes
(Signature of officer in employing agency)

J. T. Forbes

Chief, Recruitment and Placement Section

(Official title)

January 4, 1944

(Date)

(Insert within the window-envelope brackets below, the specific address of the office to which this form is to be returned.)

Department of State,
Division of Departmental
Personnel,
Washington 25, D. C.

The following employee entered on duty:

Dr. Ralph J. Bunche

(Name)

1/4/44 War Service, Transfer, Indef.

(Entrance on duty date)

(Nature of appointment)

Divl Asst., P-6, \$5600 per annum

(Position, grade, and salary)

Previously employed by releasing agency as:

Research Analyst, \$5600 per annum

(Position and salary)

Office of Strategic Services

(Bureau or office)

Washington, D. C.

(Location)

PART B—TO BE COMPLETED BY RELEASING AGENCY

Furnish the following information concerning this employee's service in your agency:

From 3/1/43 to 1/3/44 o.o.b.

(Dates employed)

If transfer is without salary increase, give date employee began eligibility for within-grade pay increase under P. L. 200 (see special instructions) 3/24/43

Has employee completed probationary or trial period? No

If not, indicate date on which probationary or trial period is scheduled to be completed 2/29/44

Interim efficiency rating (adjective) at time of transfer E-1 (1/1/44)

Last annual efficiency rating

Is employee's conduct satisfactory? Yes

Furnish below a transcript of leave transferable under Federal leave laws or regulations:

Balance of leave on date of separation (see special instructions):

	Days	Hours	Minutes
Annual: Unused earned			
Unliquidated advanced			
Sick: Unused earned			
Unliquidated advanced			

Leave granted during current calendar year:

Sick: Number work days absent without practitioner's certificate

Without Pay: Number of days

Total number of days of leave without pay, excluding military, since the date employee began eligibility for within-grade pay increase under P. L. 200

(Signature of officer in releasing agency)

(Date)

(Official title)

COPY 1

Please return these completed copies to Department of State.

OFFICE OF STRATEGIC SERVICES

AUG 30 1943

PERSONNEL OFFICE

Research and Analysis
Branch

PERSONNEL ACTION REQUEST

Admin Action

NATURE OF ACTION: **Transfer**

NAME: **Ralph J. Bunche**

EFFECTIVE DATE: *Sept. 14*
~~June 1~~, 1943

FOR USE OF EXECUTIVE BRANCH ONLY

APPROVED BY Initials Date

BUDGET OFFICE *JRS* AUG 31 1943

APPROPRIATION

CLASSIFICATION *J.V.C.* 9/2/43

NEW VICE IA

REFERENCE:

Bu#1402 CSC#6

EMPLOYMENT *P.H.* 9/6/43

AUTHORITY:

DIRECTOR *JRS* 9/7/43

	FROM	TO
TITLE OF POSITION	Princ. Soc. Sci. Analyst Bu#1402 CSC#6	Research Princ. Soc. Sci. Analyst
GRADE & SALARY	P-6 \$5600	P-6 \$5600
BRANCH	R & A	R & A
DIVISION	Europe-Africa	Europe-Africa
SECTION	Near East-Africa	Africa
OFFICIAL STATION	Washington	Washington
HEADQUARTERS	Washington	Washington
DEPARTMENTAL OR FIELD .	Departmental	Departmental

REMARKS OR PROPOSED DUTIES:

10373

1141300.001 Salaries and Expenses, Office of
Strategic Services, 1944
Approp.
Mat. Acct. *2205-44*

RECOMMENDED BY:

SR
JRS
Sherman Kent

DATE: *8/28/43*

OFFICE OF STRATEGIC SERVICES



MAR 17 1943
PERSONNEL OFFICE

Research and Analysis
Branch

PERSONNEL ACTION REQUEST

Change in Status
NATURE OF ACTION: Reclassification Transfer

NAME: Ralph Bunche

EFFECTIVE DATE: March 24, 1943
~~March 16, 1943~~

FOR USE OF EXECUTIVE BRANCH ONLY		
APPROVED BY	Initials	Date
BUDGET OFFICE	<i>SEW</i>	MAR 17 1943
APPROPRIATION:		
PERSONNEL DIVISION	CLASSIFICATION	<i>AS 3 10/43</i>
	NEW <input type="checkbox"/> VICE <input checked="" type="checkbox"/> IA <input type="checkbox"/>	
PERSONNEL DIVISION	REFERENCE:	Alloc. Vacancy 2/1/43 Bu#1402 CSC#6
	EMPLOYMENT	<i>EPS 3/23/43</i>
AUTHORITY:		
DIRECTOR		<i>LWS 3/24/43</i>

	FROM	TO
TITLE OF POSITION	Senior Social Science Analyst	Deputy-Chief, Near-East-Africa-Section Prin. Research Analyst
GRADE & SALARY	P-5, \$4600	P-6, \$5600 Bu#1402 CSC#6
BRANCH	Research and Analysis	Research and Analysis
DIVISION	Europe-Africa	Europe-Africa
Subdivision	Psychological Warfare	Psychological Warfare
SECTION	Near-East-Africa	Near East-Africa
OFFICIAL STATION	Washington, D. C.	Washington, D. C.
HEADQUARTERS	Washington, D. C.	Washington, D. C.
DEPARTMENTAL OR FIELD .		Departmental

REMARKS OR PROPOSED DUTIES:

C.S. instg. pending sub.

Deputy Chief of Near East-African Section, acts as Deputy Chief of entire section in absence of Chief, acts with authority in relation to all materials pertaining to Africa. Under general supervision prepares and executes work on psychological warfare, political, and social subjects with relation to Africa. Supervises a group of research workers preparing such material, is available for consultation on African materials from other units in OSS and from other War Agencies.

Approp. *112/30000(3.0)*
Allot. Acct. *...512:42...*

RMG
J. H. Langer
Herman Kent

RECOMMENDED BY:

DATE: March 15, 1943

Econ.

FORM 3876A
APRIL 1943

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

FILE NO. **XS:T:COG C-49771**
DATE **December 20, 1943**

TRANSFER FROM

7670

**The Office of Strategic Services
Washington, D. C.**

NAME **Ralph J. Bunche**
D. O. B. **8-7-04**
POSIT. **Research Analyst, \$5600 pa**
LOCAT. **Washington, D. C.**

TRANSFER TO

(IF SEC. 4 AUTHORITY ISSUED THRU USES, INDICATE REQUESTING AGENCY ABOVE)

**The Department of State
Washington, D. C.**

POSIT. **Divisional Asst. (Excepted)**
GR. & SAL. **P-6, \$5600 per annum**
LOCAT. **Div. of Political Studies
Washington, D. C.**

UNDER AUTHORITY DERIVING FROM WAR MANPOWER COMMISSION DIRECTIVE NO. 10 AND EXECUTIVE ORDERS 9243 AND 9063, THE ABOVE TRANSFER IS:

AUTHORIZED

UNDER WAR SERVICE REGULATION IX, SECTION 2a, EFFECTIVE ON OR AFTER THE DATE OF THIS NOTICE, AS AGREED UPON BY THE TWO AGENCIES CONCERNED, BUT IN NO CASE LATER THAN 10 DAYS FROM THE DATE OF THIS NOTICE, EXCEPT AT THE OPTION OF THE RECEIVING AGENCY, OR UNLESS OTHERWISE ORDERED BY THE CIVIL SERVICE COMMISSION.

SUBJECT TO THE FOLLOWING CONDITIONS (IF ANY)

DISAPPROVED

IT HAVING BEEN FOUND THAT —

(A) THE PERSON PROPOSED IS NOT ELIGIBLE

(B) SUCH TRANSFER IS CONTRARY TO DIRECTIVES OF THE WAR MANPOWER COMMISSION

Appointment of the applicant proposed by you is authorized. Your attention is called, however, to the nature of his reply or absence of a reply to question 16 on G. S. Form 57 concerning physical condition.

ENCLOSURE (IF APPROVED UNDER SECTION 4):
STATEMENT OF REEMPLOYMENT BENEFITS
TO BE FURNISHED TO EMPLOYEE.

WAR TRANSFER UNIT
U. S. CIVIL SERVICE COMMISSION

REQUEST FOR SERVICE RECORD

Office of Strategic Services
(Department, bureau, independent office, and branch)

March 8, 1943 (Date)

Chief, Retirement Division,
U. S. Civil Service Commission, Washington, D. C.

It is requested that the complete official service record and retirement deductions by fiscal years be furnished for the following-named employee:

- Name in full Bunche, Ralph J.
(Surname, first name, and middle initial; if married woman give maiden name)
- Date of birth August 7, 1904 3. Date last appointed to this office March 1, 1943
- Date deductions began
- Service claimed as follows:

DEPARTMENT, BRANCH, OR INDEPENDENT OFFICE	BUREAU, AGENCY, ETC. AND LOCATION	TITLE OF POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year
<u>Library of Congress</u>	<u>Div. Spec. Info. Wash, D. C.</u>	<u>Sr. Sec. Sci. Analyst</u>	<u>\$1600</u>	<u>9</u>	<u>10</u>	<u>41</u>	<u>2</u>	<u>28</u>	<u>43</u>

REMARKS: Ret 5-31-43

A preliminary search for military and naval service for retirement purposes has been discontinued and should not be included when a request for service record is made. Entry should be made as heretofore of military or naval service in chronological order on the retirement certificate from discharge certificate personnel history sheet.

(Signature of appointing officer) James B. Oprea
(Title) Director of Personnel

FOR USE OF CIVIL SERVICE COMMISSION

DATE	2806 FORWARDED TO—	Basic earnings	Additional service

Please furnish the Commission with a certified record of service and retirement deductions on Form 2806 for the periods indicated by mark (X) on the above schedule, together with a copy of this request. Prompt compliance with this request will be appreciated.

By direction of the Commission:
Very respectfully,

Lewis H. Fisher
LEWIS H. FISHER,
Chief, Retirement Division.

Closed

MAY 27 1943

(Read carefully instructions on back)

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

Office of Strategic Services
(Department or Establishment)

Research and Analysis
(Bureau or Office)

I, Ralph J. Bunche

(Name in full, printed or typed)

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

Ralph J. Bunche
(Signature of Appointee)

Subscribed and sworn to before me this one day of March, A.D. 19 43

at Washington, D. C.

(City or place)

(State)

[SEAL]

Sybil W. Carlson

Notary Public

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

My commission expires: 12/21/46

Position to which appointed P-5, \$4600 per annum, Senior Social Science Analyst

Date of entrance on duty March 1, 1943

PERSONNEL AFFIDAVIT

Office of Strategic Services Research and Analysis Washington, D. C.
(Department or agency) (Bureau or division) (Place of employment)

Name Ralph J. Bunche
(Given name, initial or initials, if any, and last name. Print or type)

Section 9A of Public 252—76th Congress, approved August 2, 1939, otherwise known as the "Hatch Act," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person;"

It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered *prima facie* evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

* * * * *

I, Ralph J. Bunche, do solemnly swear (or affirm) that I have read and understand the foregoing; that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

Ralph J. Bunche
(Signature of employee)

Subscribed and sworn to before me this 2nd day of March A. D., 1943,

at Washington, D. C.,
(City or place) (State)

Sylvia W. Carlson

Notary Public

[SEAL]

No. _____

Bunche
(SURNAME)

Ralph
(FIRST NAME)

J.
(SECOND NAME)

DATE OF BIRTH		
MONTH	DAY	YEAR
Aug.	7	1904
SEX	RACE	
M	Col.	
RETIREMENT AGE 70		

DATE	FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	TONTINE DEDUCTIONS	NET FISCAL YEAR DEDUCTIONS AND SERVICE CREDIT CONTRIBUTIONS	DEPARTMENTS ESTABLISHMENTS WILL NOT USE THIS COLUMN	BALANCE FORWARD	TOTAL CREDITED TO EMPLOYEE	DATE OF ORIGINAL APPOINTMENT	REMARKS
6-30-42	\$70.24	\$5.00	\$65.24		---	\$65.24		Deductions began 1-24-42
2-28-43	155.44	8.00	145.44		65.24	210.68		Deductions began 1-24-42
1943	88.61	4.00	84.61		210.68	295.29		ded. began 3/1/43
1/3/44	143.93	6.00	137.93		295.29	433.22		ded. began 3/1/43
<p>Not indexed for unearned pay</p> <p>Deductions & service history certified correct</p> <p>Edgar Rogers Director of Personnel, 3-15-43</p> <p>Ed Miller Chief, Personnel Records Div.</p>								

REPORT OF EFFICIENCY RATING

Classification Symbols		
P (Service)	6 (Grade)	(Class)

As of August 31, 1943 based on performance during period from 3/1/43 to 8/31/43

Bunche, Ralph J. (Name of employee) Research Analyst (Title of position) _____ (Bureau)

Research & Analysis (Division) African Section (Section) _____ (Subsection or unit) _____ (Field office)

<p>ON LINES BELOW MARK EMPLOYEE</p> <p>✓ if adequate</p> <p>— if weak</p> <p>+ if outstanding</p>	<p>1. Underline the elements which are especially important in the position.</p> <p>2. Rate only on elements pertinent to the position.</p> <p style="margin-left: 20px;">a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions.</p> <p style="margin-left: 20px;">b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not.</p> <p>3. Before rating, become thoroughly familiar with instructions in the rating manual.</p>	<p style="text-align: center;">CHECK ONE:</p> <p>Administrative, supervisory, or planning _____ <input checked="" type="checkbox"/></p> <p>All others _____ <input type="checkbox"/></p>
---	--	--

- | | |
|--|--|
| <p>----- (1) Maintenance of equipment, tools, instruments.</p> <p>----- (2) Mechanical skill.</p> <p>----- (3) Skill in the application of techniques and procedures.</p> <p>---+ (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>----- (5) Attention to broad phases of assignments.</p> <p>---+ (6) Attention to pertinent detail.</p> <p>---+ (7) Accuracy of operations.</p> <p>---+ (8) Accuracy of final results.</p> <p>---+ (9) Accuracy of judgments or decisions.</p> <p>---+ (10) Effectiveness in presenting ideas or facts.</p> <p>---+ (11) Industry.</p> <p>---+ (12) Rate of progress on or completion of assignments.</p> <p>---+ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)</p> <p>---+ (14) Ability to organize his work.</p> <p>---+ (15) Effectiveness in meeting and dealing with others.</p> <p>---+ (16) Cooperativeness.</p> <p>---+ (17) Initiative.</p> <p>---+ (18) Resourcefulness.</p> <p>---+ (19) Dependability.</p> <p>---+ (20) Physical fitness for the work.</p> | <p>---+ (21) Effectiveness in planning broad programs.</p> <p>---+ (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>----- (23) Effectiveness in devising procedures.</p> <p>---+ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>---+ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>---+ (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>---+ (27) Effectiveness in promoting high working morale.</p> <p>---+ (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>---+ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>---+ (30) Ability to make decisions.</p> <p>---+ (31) Effectiveness in delegating clearly defined authority to act.</p> |
|--|--|

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
- (B) _____
- (C) _____

STANDARD Deviations must be explained on reverse side of this form	Adjective rating	Numerical rating	
All underlined elements marked plus, and no element marked minus	Excellent	1	Rating official <u>E</u> <u>1</u>
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3	
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or— a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements	Good	4, 5, or 6	Reviewing official <u>E</u> <u>1</u>
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8	
A majority of underlined elements marked minus	Unsatisfactory	9	

On the whole, do you consider the conduct of this employee to be satisfactory? _____ (See back of form)
(Yes or no)

Rated by H. Deutch (Signature of rating official) Asst. Chief, Europe-Africa (Title) Sept. 16, 1943 (Date)

Reviewed by Sherman Kern (Signature of reviewing official) Chief - Eu - Africa (Title) 16 Sept 1943 (Date)

Rating approved by efficiency rating committee _____ (Date) Report to employee _____ (Adjective rating) _____ (Numerical rating)

-e-c

REPORT OF EFFICIENCY RATING

Classification Symbols		
P (Service)	6 (Grade)	(Class)

As of 1/1/44 based on performance during period from 3/1/43 to 12/31/43

Bunche, Ralph J. (Name of employee) Research Analyst (Title of position) OSS (Bureau)

R & A (Division) Europe-Africa (Section) Africa (Subsection or unit) _____ (Field office)

<p>ON LINES BELOW MARK EMPLOYEE</p> <p><input checked="" type="checkbox"/> if adequate</p> <p><input type="checkbox"/> if weak</p> <p><input checked="" type="checkbox"/> if outstanding</p>	<p>1. Underline the elements which are especially important in the position.</p> <p>2. Rate only on elements pertinent to the position.</p> <p style="margin-left: 20px;">a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions.</p> <p style="margin-left: 20px;">b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not.</p> <p>3. Before rating, become thoroughly familiar with instructions in the rating manual.</p>	<p>CHECK ONE:</p> <p>Administrative, supervisory, or planning _____ <input checked="" type="checkbox"/></p> <p>All others _____ <input type="checkbox"/></p>
---	--	---

- | | |
|--|---|
| <p>_____ (1) Maintenance of equipment, tools, instruments.</p> <p>_____ (2) Mechanical skill.</p> <p>_____ (3) Skill in the application of techniques and procedures.</p> <p><input checked="" type="checkbox"/> (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p><input checked="" type="checkbox"/> (5) <u>Attention to broad phases of assignments.</u></p> <p><input checked="" type="checkbox"/> (6) <u>Attention to pertinent detail.</u></p> <p><input checked="" type="checkbox"/> (7) <u>Accuracy of operations.</u></p> <p><input checked="" type="checkbox"/> (8) <u>Accuracy of final results.</u></p> <p><input checked="" type="checkbox"/> (9) <u>Accuracy of judgments or decisions.</u></p> <p><input checked="" type="checkbox"/> (10) <u>Effectiveness in presenting ideas or facts.</u></p> <p><input checked="" type="checkbox"/> (11) <u>Industry.</u></p> <p><input checked="" type="checkbox"/> (12) <u>Rate of progress on or completion of assignments.</u></p> <p><input checked="" type="checkbox"/> (13) <u>Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)</u></p> <p><input checked="" type="checkbox"/> (14) <u>Ability to organize his work.</u></p> <p><input checked="" type="checkbox"/> (15) <u>Effectiveness in meeting and dealing with others.</u></p> <p><input checked="" type="checkbox"/> (16) <u>Cooperativeness.</u></p> <p><input checked="" type="checkbox"/> (17) <u>Initiative.</u></p> <p><input checked="" type="checkbox"/> (18) <u>Resourcefulness.</u></p> <p><input checked="" type="checkbox"/> (19) <u>Dependability.</u></p> <p><input checked="" type="checkbox"/> (20) <u>Physical fitness for the work.</u></p> | <p><input checked="" type="checkbox"/> (21) <u>Effectiveness in planning broad programs.</u></p> <p><input checked="" type="checkbox"/> (22) <u>Effectiveness in adapting the work program to broader or related programs.</u></p> <p><input checked="" type="checkbox"/> (23) <u>Effectiveness in devising procedures.</u></p> <p><input checked="" type="checkbox"/> (24) <u>Effectiveness in laying out work and establishing standards of performance for subordinates.</u></p> <p><input checked="" type="checkbox"/> (25) <u>Effectiveness in directing, reviewing, and checking the work of subordinates.</u></p> <p><input checked="" type="checkbox"/> (26) <u>Effectiveness in instructing, training, and developing subordinates in the work.</u></p> <p><input checked="" type="checkbox"/> (27) <u>Effectiveness in promoting high working morale.</u></p> <p><input checked="" type="checkbox"/> (28) <u>Effectiveness in determining space, personnel, and equipment needs.</u></p> <p><input checked="" type="checkbox"/> (29) <u>Effectiveness in setting and obtaining adherence to time limits and deadlines.</u></p> <p><input checked="" type="checkbox"/> (30) <u>Ability to make decisions.</u></p> <p><input checked="" type="checkbox"/> (31) <u>Effectiveness in delegating clearly defined authority to act.</u></p> |
|--|---|

STATE ANY OTHER ELEMENTS CONSIDERED

- _____ (A) _____
- _____ (B) _____
- _____ (C) _____

STANDARD Deviations must be explained on reverse side of this form			Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus _____	Adjective rating	Numerical rating		
A majority of underlined elements marked plus, and no element marked minus _____	Excellent _____	1	Rating official <u>E</u>	<u>1</u>
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements _____	Very good _____	2 or 3		
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks _____	Good _____	4, 5, or 6	Reviewing official <u>E</u>	<u>1</u>
A majority of underlined elements marked minus _____	Fair _____	7 or 8		
	Unsatisfactory _____	9		

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
 (Yes or no)

Rated by H. C. Deutch (Signature of rating official) Ass't Chief, Eur.-Africa (Title) 10 January 1944 (Date)

Reviewed by R. Haston (Signature of reviewing official) Chief (Title) 13 Jan 44 (Date)

Rating approved by efficiency rating committee _____ (Date) Report to employee _____ (Adjective rating) _____ (Numerical rating)

REPORT OF EFFICIENCY RATING

REGULAR (X): INTERIM ()
 PROBATIONARY-1ST () 2D ()

Classification Symbols		
P	86	
(Service)	(Grade)	(Class)

85600

As of March 31, 1943 based on performance during period from April 1, 1942 to March 31, 1943

Ralph Bunche
 (Name of employee)
Research Analyst
 (Title of position)
Office of Strategic Services
 (Bureau)
Europe-Africa Near East-Africa Washington, D.C.
 (Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE <input checked="" type="checkbox"/> if adequate <input type="checkbox"/> if weak <input type="checkbox"/> if outstanding	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others <input type="checkbox"/>
---	---	---

- | | |
|---|--|
| <ul style="list-style-type: none"> ----- (1) Maintenance of equipment, tools, instruments. ----- (2) Mechanical skill. <u>+</u> (3) Skill in the application of techniques and procedures. ----- (4) Presentability of work (appropriateness of arrangement and appearance of work). ----- (5) Attention to broad phases of assignments. ----- (6) Attention to pertinent detail. ----- (7) Accuracy of operations. <u>+</u> (8) Accuracy of final results. <u>+</u> (9) Accuracy of judgments or decisions. <u>+</u> (10) Effectiveness in presenting ideas or facts. <u>+</u> (11) Industry. <u>+</u> (12) Rate of progress on or completion of assignments. ----- (13) Amount of acceptable work produced. (Is mark based on production records? -----) <u>+</u> (14) Ability to organize his work. (Yes or no) <u>+</u> (15) Effectiveness in meeting and dealing with others. <u>+</u> (16) Cooperativeness. <u>+</u> (17) Initiative. <u>+</u> (18) Resourcefulness. <u>+</u> (19) Dependability. ----- (20) Physical fitness for the work. | <ul style="list-style-type: none"> <u>+</u> (21) Effectiveness in planning broad programs. <u>+</u> (22) Effectiveness in adapting the work program to broader or related programs. <u>+</u> (23) Effectiveness in devising procedures. <u>+</u> (24) Effectiveness in laying out work and establishing standards of performance for subordinates. <u>+</u> (25) Effectiveness in directing, reviewing, and checking the work of subordinates. ----- (26) Effectiveness in instructing, training, and developing subordinates in the work. <u>+</u> (27) Effectiveness in promoting high working morale. <u>+</u> (28) Effectiveness in determining space, personnel, and equipment needs. ----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. <u>+</u> (30) Ability to make decisions. <u>+</u> (31) Effectiveness in delegating clearly defined authority to act. |
|---|--|

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) -----
- (B) -----
- (C) -----

STANDARD Deviations must be explained on reverse side of this form	Adjective rating		Numerical rating	
	Adjective rating	Numerical rating	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1	Rating official	E 1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3	Reviewing official	E 1
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements	Good	4, 5, or 6		
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8		
A majority of underlined elements marked minus	Unsatisfactory	9		

On the whole, do you consider the conduct of this employee to be satisfactory? yes (See back of form)
 (Yes or no)

Rated by John A. Wilson Chief, Near East-African Section March 26, 1943
 (Signature of rating official) (Title) (Date)
 Reviewed by H. Deutscher Chief, Sub-Division for P.W. 3/29/43
 (Signature of reviewing official) (Title) (Date)
 Rating approved by efficiency rating committee _____ Report to employee _____
 (Date) (Adjective rating) (Numerical rating)

R-4

BUNCHE
UNITED STATES CIVIL SERVICE COMMISSION

CERTIFICATE OF MEDICAL EXAMINATION

Applicant must fill in dotted lines below to heavy line

Ralph J. Bunche (Name) 1510 Jackson St., N.E. (Post-office address)
Male (Sex) August 7, 1904 (Date of birth) Senior Social Science Analyst (Title of examination taken)
OSS (Department and bureau in which you are to be employed) Wash., D.C. (City or town in which you are to be employed)

1. Have you any physical defect or disease or disability whatsoever? Yes
2. If answer is "yes" give details varicosity in left leg; punctured drum in left ear

PHYSICIAN SHOULD FILL IN THE FOLLOWING

68 1/2 inches. * (Height, without shoes) 191 pounds. (Weight, in clothing) 191 pounds. (Weight, without clothing) { Males, with and without clothing; females, clothed, but without wrap or hat.

*To be taken for males only upon special written request of the official ordering examination.

Items checked (✓) were examined and found normal. Deviations from normal are noted. (See instructions on reverse side, numbered to correspond with items below.)

1. Eyes: Distant vision: Without glasses: Right: 20 Left: 20 With glasses if worn: Right: 20 Left: 20
Near vision:

What is the longest and the shortest distance at which the following specimens of Jaeger No. 1 and Jaeger No. 2 can be read by the applicant? If No. 1 is read with ease, No. 2 need not be given. Test each eye separately.

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the heads of the several executive departments and independent establishments having a medical personnel are directed to make such physical examination of applicants for (Jaeger No. 1) and employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representative. This order will supplement the Executive orders of May 29 and June 18, 1923 (Executive order, September 4, 1924). (Jaeger No. 2)

Without glasses:	With glasses, if used:
R. <u>22</u> in. to <u>16</u> in.	R. _____ in. to _____ in.
L. <u>22</u> in. to <u>16</u> in.	L. _____ in. to _____ in.
Without glasses:	With glasses, if used:
R. _____ in. to _____ in.	R. _____ in. to _____ in.
L. _____ in. to _____ in.	L. _____ in. to _____ in.

Evidence of disease or injury: Right ✓ Left ✓

Color vision: Is color vision normal when Ishihara or other color plate test is used? yes
If not, can applicant pass lantern, yarn or other comparable test? _____

2. Ears: (Consider denominators indicated here as normal. Record as numerators the greatest distance heard.) Ordinary masterectomy
conversation: Right ear 20 Left ear 20 Evidence of disease or injury: Right ear ✓ Left ear Chronic Otitis media
20 ft. 20 ft.

3. Nose, sinus disease, etc. ✓
4. Mouth and throat ✓
5. Gastro-intestinal ✓
6. Thyroid (especially in women) ✓
7. Heart and blood vessels ✓

Blood pressure: Mm. Hg. systolic 126 Mm. Hg. diastolic 84
Is organic heart disease present? No If organic heart disease is present, is it fully compensated? _____

8. Lungs: Right ✓ Left ✓
History of tuberculosis? No If so, has the disease been arrested for at least 1 year? _____
If there is a history of tuberculosis, is any type of collapse therapy being received at present? (If so, give full details under remarks.) _____

9. Hernia ✓
(If present, name variety: Inguinal, ventral, femoral, etc.; read definition on reverse before answering)
If present, is it supported by a well-fitting truss? _____

10. Varicose veins Moderately above left wears supportive bandage
Varicocele (see note 10 on reverse side) _____ (If present, state location and degree)

11. Feet: Is flat foot present? _____ Degree of impairment of function _____ (None, slight, moderate, severe)

12. Deformities, atrophies, and other abnormalities, diseases, or defects not included above _____

13. Scars of serious injury or disease ✓
14. Nervous system (see note 14 on reverse side) ✓ ACCEPT W.S.R. E.O. 9663
Is there any history of a "nervous breakdown"? No MAR 18 1943 U.S.U.S.C.

15. (a) Urinalysis (see reverse side) _____ (b) Venereal disease No L. Dandres. (Ch. Otitis media)

16. Obtain from applicant statement of disabilities, past and present, give diagnosis and your comments under "Remarks."
17. Does Veterans Administration recognize service-connected disability in this case? No If "yes," cover in your comments. (Yes or no)

18. Has examinee ever received disability retirement from U. S. Civil Service Commission? No (Yes or no)

Division of Special Information

To Mr. Opsata:
This is to be
Attached to
the Application
of RALPH J. BURCHE

Thanks

B. Shaffer

1-14
Marta: File.
attach this to
his appli. sub

APPLICATION FOR FEDERAL EMPLOYMENT

ANNO. NO.

APP. NO.

INSTRUCTIONS.—Answer every question clearly and completely. Typewrite or write legibly in BLACK INK, to assure clear photographic copies for appointing agencies. If you are applying for a specific United States Civil Service Examination, read the Examination Announcement carefully, follow all directions, and mail this application to the office named therein; if not, mail with an explanatory letter to the U. S. CIVIL SERVICE COMMISSION, WASHINGTON, D. C., unless otherwise directed. Notify same office of any change of address.

This space for agency use:

XVIII - 16
 XIII 16
 30 (Bar)

1. Name of examination, if any; or name of position applied for:	AV.	This space for U. S. Civil Service Commission	To U. S. Civil Service Commission
2. Place of examination (if a written test), or place of employment applied for:			
(City and State)			
3. Optional subject (if mentioned in examination announcement):			

4. Mr. **Ralph Johnson Bunche**
 (First name) (Middle) (Maiden, if any) (Last)

5. **1510 Jackson Street, N.E.**
 (R. D. or street and number)
Washington, D. C.
 (City or post office, and State)

6. Date of birth (month, day, year): **Aug. 7, 1904**

7. Age last birthday: **38**

8. Date of this application: **January 6, 1943**

9. Legal or voting residence: **Washington, D. C.**
 State

10. Telephone numbers:
No. 3463 (Residence phone) **No. 2722** (Business phone)

11. (a) Check one: Male. Female.
 (b) Check one: Widowed. Single. Separated. Married. Divorced.

12. Height, with-out shoes: **5** ft. **9** in. **185** lb. Weight:

13. Where were you born? **Detroit, Michigan**
 (Town) (State or country)

Appor. Nonappor.

O. S.

Gr.

E & E.

P & D.

Ini.

Preference: Allowed. Adm'd exam.

Approved by _____

Exam. date _____

Not. Ra. _____

Date Reg. _____

Material att'd. _____

Material filed. _____

Material ret. _____

Indian.

This space for U. S. Civil Service Commission

SEL. NO.

Indicate "Yes" or "No" answer by placing X in proper column		Yes	No	Indicate "Yes" or "No" answer by placing X in proper column		Yes	No
14. Are you a citizen of the United States? Unless otherwise instructed, naturalized citizens must submit, along with this application, Naturalization Certificate; other foreign-born, documentary proof of citizenship. Documents will be returned.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. (a) Were you ever in the U. S. military or naval service? If so, give branch of service and date of last discharge: Army. Navy. Marine. Coast Guard. Date		<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Have you ever been arrested, or summoned into court as a defendant, or indicted, or convicted, or fined, or imprisoned, or placed on probation, or has any case against you been filed, or have you ever been ordered to deposit collateral for alleged breach or violation of any law or police regulation or ordinance whatsoever? If so, list all cases, without any exception whatsoever, under Item 45, page 4, giving in each case (1) the date, (2) your age at the time, (3) the place where the alleged offense or violation occurred, (4) the name and location of the court, (5) the nature of the offense or violation, (6) the penalty, if any, imposed, or other disposition. The above question includes arrests by military or naval authorities and disciplinary action imposed by courts martial, as well as in civil cases. Appointed, your fingerprints will be taken.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	(b) Were all discharges granted under honorable conditions? (c) Have you already established military preference with the Civil Service Commission? If so, check kind of preference below: Veteran. Disabled. Wife of disabled. Widow of veteran. If you are applying for a specific examination, and wish to claim veteran preference in connection with it, attach C. S. C. (Preference) Form 14, together with the evidence specified therein.		<input type="checkbox"/>	<input type="checkbox"/>
16. (a) Have you any physical defect or disability whatsoever? (b) Have you ever had a nervous breakdown? If your answer to either (a) or (b) is yes, give full particulars under Item 45, page 4.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	23. Have you registered under the Selective Service Act? If so, give address and number of local board. No. 20 - 1202 Monroe St. N.E. Wash., D.C. If classified, give your classification S-B Your order number 11365		<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Do you advocate or have you ever advocated, or are you now or have you ever been a member of any organization that advocates the overthrow of the Government of the United States by force or violence? If so, give complete details under Item 45.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	24. (a) Are you now a member of any branch of military or naval reserve? If so, give name of organization. (b) Are you now on active duty?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Have you ever been discharged for misconduct or unsatisfactory service, or forced to resign from any position? If so, state (under Item 45) when and where employed and give the name and address of your employer and the reason for your discharge or forced resignation in each case.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	25. Give number of persons completely dependent on you, other than husband or wife 2		<input type="checkbox"/>	<input type="checkbox"/>
19. Within the past 12 months, have you used intoxicating beverages? If so, specify: <input checked="" type="checkbox"/> Occasionally. <input type="checkbox"/> Habitually. <input type="checkbox"/> To excess.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Would you accept short-term appointment? 6 months. 3 months. 1 month.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Are any members of your family or relatives (either by blood or by marriage), employed by the United States Government, excluding persons in the armed forces? If so, give name, address, relationship, and branch of service of each such relative under Item 45.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	27. (a) Would you accept appointment anywhere offered in the United States? Give location Washington, D. C. preferences (b) Would you accept appointment outside the United States? Give locations acceptable England, Africa		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
21. Are you NOW employed by the Federal Government? (a) If so, Library of Congress - Div. of Spec. Inf. (Department of Agency) (Bureau) (Location) (b) If you now are or have ever been so employed, give dates: from Sept. 41 to January 43 (Month) (Year) (Month) (Year)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	(c) Would you accept appointment in Washington, D. C.? <input checked="" type="checkbox"/> If so, and if you are applying for a specific examination, refer to the examination announcement to see if the Certificate of Residence (C. S. C. Form 12) is to be submitted. Proof of residence is required for many kinds of positions.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
				28. What is the lowest entrance salary you will accept? \$4600 per yr. You will not be considered for positions paying less.			
				29. If you are willing to travel specify: <input checked="" type="checkbox"/> Occasionally. <input type="checkbox"/> Frequently. <input type="checkbox"/> Constantly.			
				30. How much notice will you require to report for work? none			

Print or type your name here as in Item 4 **Ralph Johnson Bunche**

31. (a) Have you ever **filed** applications for any Federal civil service examinations? (If so, list them below.) Yes No

Titles of examinations	Examined in what cities	Month and year	Ratings

(b) Have you **passed** any State or other civil service examination (other than the above) within the last 5 years? (If so, give details under Item 45) Yes No

32. EDUCATION: (a) Circle highest grade completed, elementary or high school: 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate? Yes No

Name and location of school	Dates attended		Years completed		Degrees conferred		Semester hours credit
	From—	To—	Day	Night	Title	Date	
(b) College or university Univ. of Calif. L.A.	1923	1927	4		A.B.	1927	130
Harvard University	1927	1928	1		A.M.	1928	30
"	1929	1930	1		Ph. D.	1934	30
London School of Economics	1937	1937	1/2		Post graduate		
(c) Other Northwestern Univ	1936		1/2		Studies	"	
University of Capetown	1937	1938	1/2			"	

(d) List your four chief undergraduate subjects	Semester hrs.	List your four chief graduate subjects	Semester hrs.
Political Science (major)		Political Science (major)	
Economics (minor)		Anthropology (minor)	
History		Economics	
Sociology		History	

33. Indicate your knowledge of foreign languages.

	READ			SPEAK			UNDERSTAND		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair
French		X			X		X		
German			X						X

34. Are you now a licensed member of any trade or profession (such as electrician, radio operator, pilot, lawyer, CPA, etc.)? Yes No
 If not, have you ever been licensed? Yes No
 Give kind of license and State _____
 Earliest license (year) _____
 Most recent license (year) _____

35. REFERENCES: List five persons, who are not related to you by blood or marriage, who live in the United States, and who are or have been mainly responsible for close direction of your work, or who are in a position to judge your work critically in those occupations in which you regard yourself as best qualified.

Full name	Address (Give complete address, including street and number)	Business or occupation
Dr. Conyers Read	British Empire Section, O.S.S.	Administrator
Dr. Donald Young	Rm. 20563 Pentagon Bldg.	War Dept. Consultant
r. Raymond L. Buell	Time, Life, Fortune; Time-Life Bldg, N.Y.	- Editor
Dr. Melville Herskovits	Dept. of Anthropology; Northwestern Univ.	Professor
Dr. F. P. Keppel	Carnegie Corporation of N.Y. 522 Fifth Aven, N Y.C.	

36. May inquiry be made of your present employer regarding your character, qualifications, etc.? Yes No

37. EXPERIENCE: In the space furnished below give a record of every employment, both public and private, which you have had since you first began to work. Start with your present position and work back to the first position you held, accounting for all periods of unemployment. Describe your field of work and position and, except for employments held less than three months, give your duties and responsibilities in such detail as to make your qualifications clear. Give name you used on pay roll if different from that given on this application.

PRESENT POSITION	Place	City	State	From	to	Exact title of your position	Salary: Starting, \$	Per an	Final, \$	Duties and responsibilities	Machines and equipment you used
				(Month)	(Year)						
	Washington	D.C.		Sept. 41	Jan. 43	Senior Soc. Sci. Analyst	4600	an	4600	Supervise research of 2 researchers regularly and from 2 to 4 others on special assignments. Responsible for all work done on Africa in this section. Initiate new projects, map out research programs, prepare and edit research memoranda. Contacts and interviewing with gov't officials, foreign officials and private citizens.	Typewriter; adding machine

Place New York, N.Y.
 From June, 19 39, To Sept., 19 40
 Name of employer: Carnegie Corporation of N.Y.
 Address 522 Fifth Avenue, N.Y.C.
 Kind of business or organization: Philanthropic Foundation
 Number and class of employees you supervised 7-field workers and researchers.
 Name and title of your immediate supervisor Dr. Gunnar Myrdal, Director of Survey
 Reason for leaving Completion of survey

Exact title of your position Staff member and research supervisor Salary: Starting, \$ 5000 plus dislocation allow.
 Duties and responsibilities As a member of the 6-man staff responsibility for directing the Carnegie Myrdal Survey I was responsible for organizing and directing and writing up the researches on 4 major topics. I selected, employed and directed 7 field workers and research assistants, and a stenographic staff of 3. I also made a personal 3-month research trip through the South. I wrote personally 3300 pages of research memoranda.
 Machines and equipment you used Typewriter, dictaphone, cameras.

Place England, Holland, France, Africa and Far East.
 From Sept., 19 36, To Sept., 19 38
 Name of employer: Special Science Research Council
 Address 726 Jackson Pl. Wash., D.C.
 Kind of business or organization: Philanthropic Foundation
 Number and class of employees you supervised a large number of interpreters, informants and helpers.
 Name and title of your immediate supervisor Dr. Donald Young, Special Science Research Council
 Reason for leaving Completion of work.

Exact title of your position Post Doctoral Fellow Salary: Starting, \$ 5000 (plus exp.)
 Per yr. Final, \$ 5000
 Duties and responsibilities Conduct of a research project in comparative colonial administration involving library research in the U.S., London, The Hague, Paris, Cape-town and Johannesburg, and personal field work in South and East Africa, Malaya and the Netherlands East Indies.
 Machines and equipment you used Typewriter, dictaphone, cameras.

Place Washington, D.C.
 From Sept., 19 28, To present, 19
 Name of employer: Howard University
 Address Washington, D. C.
 Kind of business or organization: University
 Number and class of employees you supervised 4 instructors and professors
 Name and title of your immediate supervisor Dr. Chas. H. Thompson, Dean, College of Liberal Arts
 Reason for leaving On leave of absence: 1932-33; 1936-38; 1939-40; 1941-

Exact title of your position Professor & Head of Dept. of Political Science Salary: Starting, \$ 2000
 Per yr. Final, \$ 4000
 Duties and responsibilities As Head of the Department of Political Science I select the personnel of the Department, organize courses, fix the curriculum, order supplies and equipment. In addition I teach advanced undergraduate and graduate courses in international affairs and colonial policy and work on personal research projects.
 Machines and equipment you used Typewriter, adding machine.

Place Swathmore College, Pa.
 From May, 19 1936 To Aug., 19 36
 Name of employer: American Friends Service Comm.
 Address Philadelphia, Pa.
 Kind of business or organization: Educational
 Number and class of employees you supervised 12 Faculty members
 Name and title of your immediate supervisor Mrs. C.B. Fausett
 Reason for leaving Termination of contract

Exact title of your position Co-Director, Inst. of Race Relations Salary: Starting, \$ 200 (rm. & bd.)
 Per mo. Final, \$ 200
 Duties and responsibilities Selection and employment of faculty members and lecturers, organization of curriculum and schedule, approval of student applications and personal lectures in seminars.
 Machines and equipment you used Typewriter.

38. Do you hold any position or office under any State, Territory, county, or municipality? Yes No
If so, give details under Item 45.

39. Do you receive any pension or other benefit (exclusive of Adjusted Service Certificate) for military or naval service, or an annuity from the U. S. Government under any Retirement Act? Yes No
If so, give details under Item 45.

40. Show name and address of wife's (or husband's) employer (if none, write "None"):
Wash., D.C. Public School System

41. (a) Were any of the following members of your family born outside Continental U. S. A.? Yes No
--- Wife --- Husband --- Father --- Mother.

If so, indicate which by marking the appropriate space, and show under Item 45 for each, (1) full name, including maiden name of wife or mother; (2) birthplace; (3) native citizenship; and (4) if U. S. naturalized, date of naturalization.

(b) Have you any relatives, by blood or by marriage (excluding persons in the U. S. armed forces), now living in a foreign country? Yes No

If so, for each relative show under Item 45 the (1) name, (2) relationship (3) place of residence, (4) birthplace, (5) present citizenship, and (6) whether transient or resident.

42. List any special skills not shown in Question 37, such as operation of short-wave radio, multilith, key-punch, turret-lathe, or scientific or professional devices:

SKILL _____ SKILL _____
SKILL _____ SKILL _____
Words per minute in typing _____; stenography _____
Do you have a license to operate an automobile? Yes No

43. State what kind of work you prefer **Research and direction of research**

44. Give any special qualifications not covered elsewhere in your application, such as (a) your more important publications (do NOT submit copies unless requested); (b) your patents or inventions; (c) hobbies, construction of instruments, etc.

**Numerous articles on colonial policy, anthropology and race relations in the Journal of Negro Education; The Journal of Negro History; the National Municipal Review, and Opportunity
A World View of Race, 1936.**

45. Space for detailed answers to other questions:

Item No.	Write in left column numbers of items to which detailed answers apply
16	impairment of hearing in left ear varicosity in left leg
32	Field Research in French and British West Africa and French North Africa, 1932-1933. Field Research in South and East Africa, Malaya and the Netherlands East Indies, 1937-38. Research in Bibliotheque Nationale, and League of Nations Library, 1932. Research in British Museum, British Colonial Office and Dutch Colonial Office, 1937.

If more space is required, use a sheet of THIN paper, size 8-x 10½ inches. Write on each sheet your name, full address, date of birth, and examination title (if any). Use one side only. Enclose, unattached, with application.

If you claim preference for the Indian Service as an Indian, you must file with this application a certificate from the superintendent of the Indian agency where you are registered, or from the Commissioner, Bureau of Indian Affairs, showing that you have at least one-fourth Indian blood.

JURAT (OR OATH).—This jurat (or oath) must be executed.

The following oath must be taken before a notary public, the secretary of a United States civil service board of examiners, or other officer authorized to administer oaths, before whom the applicant must appear in person. The following are among those not authorized to administer this oath: Postmasters (except in Alaska), Army officers, post-office inspectors, and chief clerks and assistant chief clerks in the Railway Mail Service.

The composition and work in connection with any material required to be submitted for this examination are entirely my own, except where I have given full credit for quoted matter or the collaboration of others by quotation marks and references, and in the composition of the same I have received no assistance except as indicated fully in my explanatory statement.

I, the undersigned, DO SOLEMNLY SWEAR (OR AFFIRM) that the statements made by me in answer to the foregoing questions are full and true to the best of my knowledge and belief, SO HELP ME GOD.

If female, prefix "Miss" or "Mrs.," and if married use your own given name, as "Mrs. Mary L. Doe."

(Signature of applicant) *Ralph J. Beucha*
(Sign WITH PEN AND INK your name—use given name, initial or initials, and surname)

Subscribed and duly sworn to before me according to law by the above-named applicant this 6 day of January, 1943, at city [or town] of Washington county of _____, and State [or Territory or District] of D.C.

(Signature of officer) *Sybil M. Clark*
(Official title) Notary Public

3/1

Ralph Johnson Bunche - 1510 Jackson St., N.E., Washington, D. C. August 7, 1904

Paris, London, West & North Africa

From: June 1932 to June 1933

Julius Rosenwald Fund

Philanthropic Foundation

Supervised several interpreters and informants

Supervisor: Dr. Edwin R. Embree, President
Rosenwald Fund

Reason for leaving: Completion of project

Title: Travelling Fellow Salary \$2500, start and final, per yr.

Duties: Library research in British Museum and Bibliothèque National
and personal field research in West and North Africa in
comparative colonial policy.

This form must be executed by the appointee before he enters on duty. The Department Officer before whom the certificate is made must sign the statement on the reverse of this sheet.

Appointing officer:
Please check below respecting this appointment.
----- Permanent
----- Reinstatement

UNITED STATES CIVIL SERVICE COMMISSION

Office of Strategic Services
(Branch of service or department)

Wash.
(Name of city)

D.C.
(State)

DECLARATION OF APPOINTEE

ATTENTION IS DIRECTED TO THE PROVISIONS OF LAW AS QUOTED ON ATTACHED FORM. False personation in an examination is a criminal offense, and will be prosecuted accordingly. Appointee will retain attached form. (Every question must be answered)

1. Name Ralph J. Bunche
(Furnish one given name, initial or initials, if any, and surname)
2. (a) Place of birth Detroit, Mich. (b) Date of birth Aug. 7, 1904
(Month, day, and year)
- (c) Are you a citizen of the United States? yes
(Yes or no)
3. If foreign-born, give the information requested below:
 - (a) Date of arrival in the United States _____ (b) Port of entry _____ (c) Name of ship _____
 - (d) If naturalized: (1) Under what name naturalized? _____ (2) When? _____
 - (3) Where naturalized (name and location of court)? _____
 - (4) Certificate of citizenship number _____
 - (e) If naturalized through parent: (1) Under what name was parent naturalized? _____
 - (2) When was parent naturalized? _____
 - (3) Where was parent naturalized (name and location of court)? _____
 - (4) Parent's certificate of citizenship number _____
 - (f) If naturalized through marriage: (1) Under what name was husband naturalized? _____
 - (2) When was husband naturalized? _____
 - (3) Where was husband naturalized (name and location of court)? _____
 - (4) Husband's certificate of citizenship number _____
4. (a) Name of father Fred Bunche
- (b) Address (if living) deceased
- (c) Place and date of birth Ohio; date unknown to me.
5. (a) Maiden name of mother Olive Agnes Johnson
- (b) Address (if living) deceased
- (c) Place and date of birth Topeka, Kansas; date unknown to me.
6. From what examination are you being appointed? _____
7. To what position are you being appointed? Deputy Chief, Near-East Africa Section, R.A.F.
(Title)
8. Are any members of your family or relatives (either blood or by marriage) in any part of the service of the United States (executive, judicial, legislative, military, or naval)? Answer "Yes" or "No" _____ If so, fill in the following blanks stating, under "Relationship," whether the connection is by blood or marriage. (See sec. I of attached form.) If additional space is necessary, attach a sheet.

Name	Post-office address (Give street number, if any)	Position and department or office in which employed	Relationship	Married or single
<u>St. Booker Harris</u>	<u>Fort Huachuca, Ariz.</u>	<u>Lieut., Dental Corps, U.S. Army</u>	<u>Brother-in-Law</u>	<u>married</u>
_____	_____	Position _____ Department or office _____	_____	_____
_____	_____	Position _____ Department or office _____	_____	_____
_____	_____	Position _____ Department or office _____	_____	_____

9. Were any of the above-named persons appointed to the Government service after you made your application for this position? yes If so, give the name of each such person and state whether he is living in the same house with you no
10. What is your present address (give street and number, city, and State)? 1510 Jackson St., N.E., Wash., D.C. How long have you resided at this address? Since July, 1941

11. (a) Are you holding any position or office under the United States or under any State, Territory, county, or municipality? Yes
(Yes or no)
- (b) If so, state the place, position, and salary Senior Social Science Analyst, D. S. S., \$4600.
- (c) Are you willing to resign such position or office, upon appointment in the Federal Government, if it becomes necessary to do so in order to hold the Federal position? _____
(Yes or no)
12. (a) Have you served in any branch of the military or naval service of the United States at any time? No
(Yes or no)
- If so, state service _____
- (b) If discharged, state under what conditions _____
(Honorable, dishonorable, inaptitude, etc.)
13. Have you been retired from (a) U. S. Government service? No (b) District of Columbia government? No
- (c) U. S. military or naval service? No If so, state whether for age, length of service, or disability _____
Amount of retirement pay _____ Rank when retired from military or naval service _____
14. Have you been discharged for cause or have you resigned any position under compulsion since filing your application for this position? No If so, attach a sheet giving the date, place, employer's name and address, and the reason for the discharge or forced resignation in each case.
(Yes or no)
15. Have you ever been arrested or fined, or convicted of any offense? Yes If so, attach a sheet and give full details showing dates, places, and nature of offenses, and the manner in which all charges have been disposed of that are not still pending. (Your answer should include all felonies and all misdemeanors.) (2 fines for parking only)
(Yes or no)
16. Have you ever been barred from a U. S. civil-service examination? No If so, when and for what reason? _____
(Yes or no)
17. Have you paid or offered or promised to pay any money or any other thing of value to any person, firm, or corporation for the use of influence to procure your appointment? No
(Yes or no)
18. Are you a member of any Communist or German Bund organization or any political party or organization which advocates the overthrow of our constitutional form of government in the United States or do you have membership in or any affiliation with any group, association or organization which advocates, or lends support to any organization or movement advocating the overthrow of our constitutional form of government in the United States? No If so, name the organization and give complete details on sheet to be attached hereto.
(Yes or no)
19. Will you inform yourself of and observe the provisions of the civil-service law and rules and Executive orders concerning political activity, political coercion, political assessments, use of influence to secure promotion, etc., as quoted on the attached form? Yes

I hereby certify that the answers to the foregoing questions are true in every particular.

Date March 2, 1943.

Ralph J. Bunche
(Signature of appointee—Must correspond exactly with name given in answer to question 1)

APPOINTING OFFICER BEFORE WHOM THE FOREGOING CERTIFICATE IS MADE:

- Before appointment is further considered this form must be submitted to the appropriate civil-service office for approval if—
- (1) *Citizenship.*—Answer to question 2 (a) hereon shows foreign birth, while answer to similar question in the application shows birth in the United States.
 - (2) *Age.*—Discrepancy exists between the answer given to question 2 (b) hereon and that given to the corresponding question in the application, and if questioning of the applicant (in the manner described in Departmental Circular No. 195) either substantiates doubt as to eligibility or indicates willful misrepresentation. (This instruction applies only in probationary appointments.)
 - (3) *Members of family.*—Answer to question 8 hereon includes the names of two or more persons at the same address as the appointee.
 - (4) The appointee holds any State, Territorial, county, or municipal office or position, whether by election or appointment, in possible contravention of the Executive orders of January 17 and 28, 1873, and does not agree to resign such position or office if necessary. (See Civil Service Commission Form 1236 quoting these orders and listing exceptions thereto.) (See applicant's answer to questions 11 (a), (b), and (c).)

If the appointee's answer to question 18 is "Yes," he cannot be given appointment.

Please fill in and sign the following in connection with probationary appointment:

- Have you, for purposes of identification and to prevent impersonation—
- (1) Questioned the appointee on his personal history for agreement with his application statements? _____
 - (2) Checked the appointee's personal and physical appearance for agreement with his medical certificate and descriptions given in preliminary and declaration sheet? _____
 - (3) Checked the appointee's signature and handwriting in this form with that in the examination papers and application? _____

The above certificate was executed before me, in his own handwriting, by the identical person who has reported for assignment to duty. The appointee has been identified satisfactorily by the method described in Departmental Circular No. 195.

This is to be signed by an officer of the department or bureau to which the appointee belongs, not by a notary public, and does not need to be sworn to.

(Officer's signature)

(Official title)

This form, when completed, should be forwarded promptly to the Commission by the department concerned. In connection with appointment outside Washington, however, the field officer should forward it to his department for transmittal to the Commission.

Barnett

FEDERAL SECURITY AGENCY
NATIONAL YOUTH ADMINISTRATION

2145 C STREET NORTHWEST

WASHINGTON, D. C.

✓ Jones
Personnel file

December 13, 1941

Mr. James B. Opsata
Personnel Officer
Coordinator of Information
Washington, D. C.

Dear Mr. Opsata:

This will acknowledge receipt of your
Identification Card, No. 190, and Night, Sunday
and Holiday Pass for yourself and Mr. Ralph Smiley.
Thank you very much for returning these cards to
us.

Best personal regards.

Sincerely yours,



R. W. Bunch
Director of Personnel

RECEIVED
DEC 15 1941
PERSONNEL DIVISION

W.

December 11, 1941

Mr. Richard Bunch
Director of Personnel
National Youth Administration
2145 C Street, N. W.
Washington, D. C.

Dear Mr. Bunch:

Miss Alberts telephoned today asking whether I had turned in my Identification Card.

Enclosed please find my Identification Card, No. 190, and my Night, Sunday, and Holiday Pass. Also enclosed in the Night, Sunday, and Holiday Pass for Mr. Smiley. Will you please acknowledge receipt of these?

Lots of work these days but enjoy it a lot.

Very truly yours,

James B. Opsata
Personnel Officer

Enclosures - 3

January 7, 1942

The Adjutant General
War Department
Washington, D. C.

Dear Sir:

Set forth herewith is a brief summary of my background, experience, and training for your consideration in connection with a commission in the U. S. Army.

GENERAL: Age, 33; born in St. Joseph, Michigan, May 26, 1908; Height, 6' 0", Weight, 165 pounds; Married; Excellent health; One summer of C.M.T.C. training in 1924 at Camp Custer, Michigan.

ACADEMIC BACKGROUND: Graduate of Western State Teachers College, Kalamazoo, Michigan, 1928, and summers, 1930 and 31; B.S. degree in vocational education.

Completed course at Diplomatic and Consular Institute, Washington, D. C., November, 1935, to May, 1936.

Thirty semester hours graduate study in personnel administration, American University, Washington, D. C., 1939 to present.

WORK EXPERIENCE: Approximately four years experience as carpenter and general assistant in contracting business, St. Joseph, Michigan.

Six years experience high school teaching at Royal Oak, Michigan: machine shop, sheet metal, woodworking (machine), auto mechanics, drafting.

Five and one-half years Federal Government: Nine months, U. S. Department of Labor representative at Expositions and Conventions. Three years, U. S. Employment Service: occupational research, classifying positions, writing job descriptions, and studying of special industries.

January 7, 1942

Five months, U. S. Civil Service Commission, supervisor of occupational coding of government employees.

Nine months, National Youth Administration, personnel work, emphasis on employment.

Since August, 1941, Personnel Officer for Coordinator of Information (present grade and salary, CAF-12, \$4600 per annum).

I feel that I am well qualified in personnel administration as a result of training and responsible work in the occupational and personnel fields.

During the present emergency I should like to offer my services to the United States in whatever capacity they may be best utilized. Should I receive a commission, it might be possible to be detailed to the Coordinator of Information as personnel officer, or if needed elsewhere, would be willing to be assigned wherever my abilities were needed.

Very truly yours,

James B. Opsata

Office Address

Coordinator of Information
25th & E Streets, N. W.
Washington, D. C.

Home Address

4801 Connecticut Avenue
Washington, D. C.
Tel.: Woodley 7522

COMMISSIONERS
HARRY B. MITCHELL, PRESIDENT
LUCILLE FOSTER McMILLIN
ARTHUR S. FLEMMING
LAWSON A. MOYER,
EXECUTIVE DIRECTOR AND CHIEF EXAMINER

✓
UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE IC:AMY:IT
AND DATE OF THIS LETTER

RECEIVED
MAY 21 9 18 AM '43
CIVILIAN PERSONNEL
OFFICE OF
STRATEGIC SERVICES
MAY 20 1943

Mr. L. G. DuRant
Assistant Director of Personnel
Office of Strategic Services
Washington, D. C.

L
Dear Mr. DuRant:

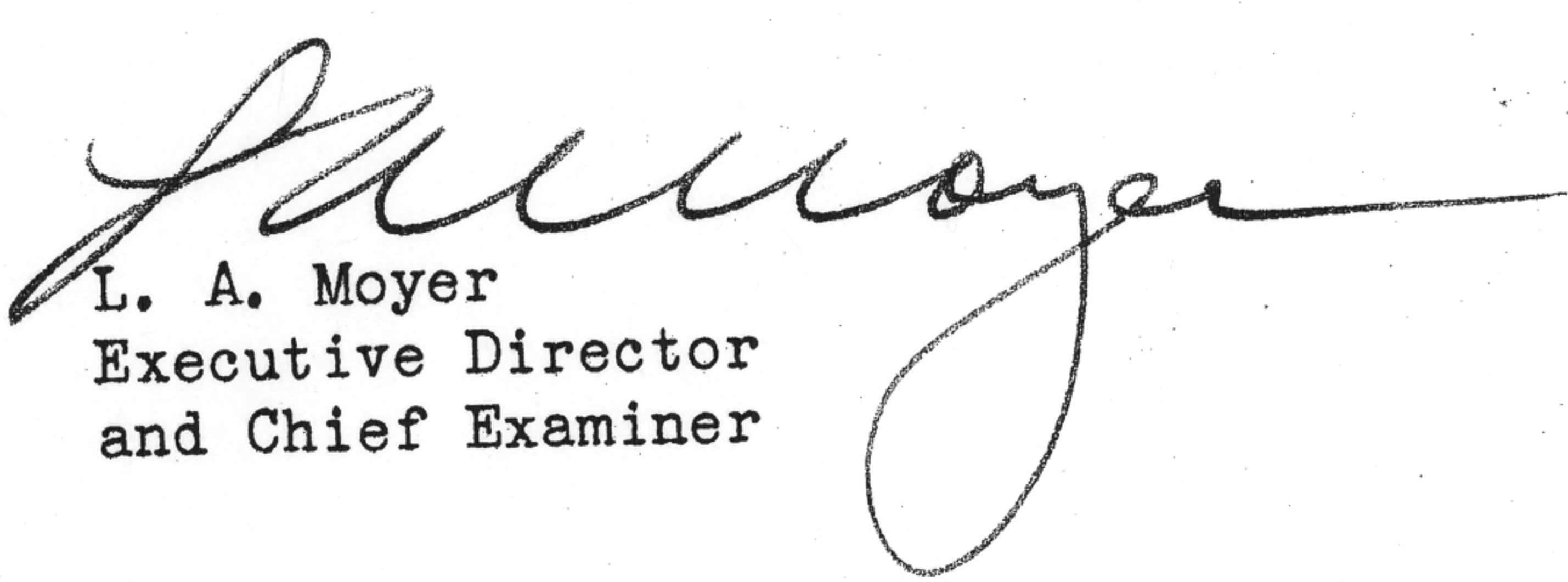
As a result of investigation the following person has been rated eligible on suitability, subject to satisfactory fingerprint clearance.

<u>Name and Address</u>	<u>Position</u>
Bunche, Ralph Johnson 1510 Jackson Street, N.E., Washington, D. C.	Social Science Analyst Office of Strategic Services, Division of Special Information, Library of Congress, Excepted Appointment.

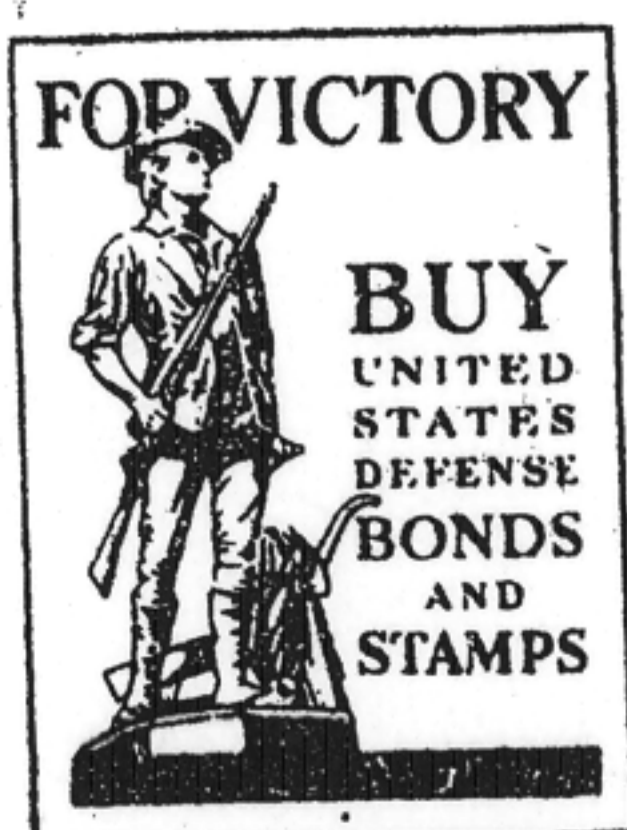
By direction of the Commission:

Very respectfully,

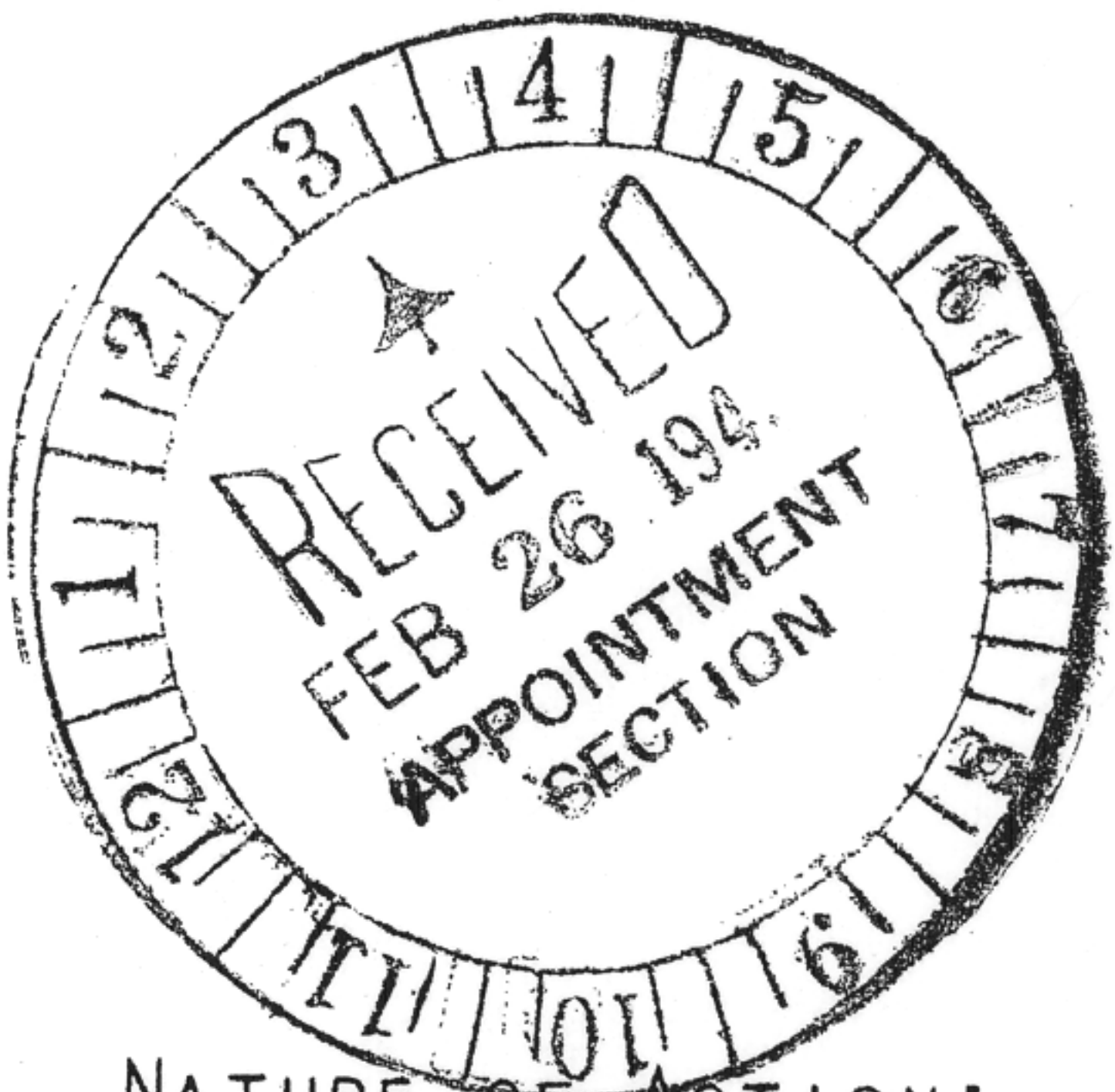
CC: Mr. Bunche


L. A. Moyer
Executive Director
and Chief Examiner

Form 4095
February 1943



OFFICE OF STRATEGIC SERVICES



RECEIVED
JAN 9 1943
PERSONNEL OFFICE
Research and Analysis
Branch

FOR USE OF EXECUTIVE BRANCH ONLY

APPROVED BY	Initials	Date
BUDGET OFFICE	<i>bwf</i>	JAN 11 1943

APPROPRIATION:

CLASSIFICATION	<i>SA</i>	<i>1/19/43</i>
NEW <input checked="" type="checkbox"/>	VICE <input type="checkbox"/>	IA <input type="checkbox"/>

PERSONNEL DIVISION
REFERENCE:
Transferred from Library of
Congress ~~1/16/43~~
CSC#55

PERSONNEL DIVISION	EMPLOYMENT	<i>P.D.</i>	<i>2/9/43</i>
	AUTHORITY:	<i>1/16/43</i>	

U. S. Reg V - E.O. 9063
cert. B-3541

DIRECTOR	<i>LFD</i>	<i>2/26/43</i>
----------	------------	----------------

Not checked 2/24/43

PERSONNEL ACTION REQUEST

NATURE OF ACTION: New Position

NAME: Bunche, Ralph J.

EFFECTIVE DATE: March 1, 1943
~~As soon as possible~~

	FROM	TO
TITLE OF POSITION		Sr. Social Science Analyst Analyst
GRADE & SALARY		P-5 \$4,600
BRANCH		Research and Analysis
DIVISION		
SECTION		
OFFICIAL STATION		Washington, D. C.
HEADQUARTERS		Washington, D. C.
DEPARTMENTAL OR FIELD .		Departmental

REMARKS OR PROPOSED DUTIES:

Approp. *112/30006(30)*
Allot. Acct. *508-43*

8525

William A. Renger

RECOMMENDED BY: *WRG*

DATE: _____

March 6, 1943

U. S. Public Health Dispensary
Railroad Retirement Building
4th and D Street, S.W.
Washington, D. C.

Gentlemen:

Will you please make the necessary physical examination in connection with the following appointment in the Office of Strategic Services:

Mr. Ralph J. Bunche
Senior Social Science Analyst, P-5,
\$4600 per annum
War Service Regulation V on Certificate
B-3541.

A self addressed envelope is enclosed for the return of the executed medical certificate.

Very truly yours,

James B. Opsata
Director of Personnel

Enclosure

veh:lmk
(7683)

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

March 4, 1943

file
3/24/43

P5

Director of Personnel
Library of Congress
Library of Congress Annex
Washington, D. C.

Dear Sir:

To properly administer the provisions of the Act of Congress, Public 200-77th Congress, amending the Classification Act of 1923 providing within-grade promotions for certain civil service employees, it is requested that this office be furnished the information indicated below on the employee named who claims previous service in your office.

Mr. Ralph J. Bunche entered on duty with the Office of Strategic Services March 1, 1943.

James B. Oresto
Chief, Division of Organization
and Personnel Management

Name of Employee: Bunche, Ralph J.

~~*[Handwritten mark]*~~

Latest Efficiency Record (both numerical and adjectival):

E 1

Leave or Furlough without pay:

none

Service Record (Appointment, promotions and separation):

Appt. 9/10/41 -- Term. 2/28/43.

If employee entered your service by transfer, give name of previous employing agency:

Byron S. Lubley
Assistant Director of Personnel

RECEIVED

JAN 14 1 26 PM '43

CIVILIAN PERSONNEL
OFFICE OF
STRATEGIC SERVICES

In checking over the Application For Federal Employment blank which we in the Division of Special Information were asked to fill in hurriedly last week, I have noted two minor inaccuracies in the form which I turned in. One of these was due to hasty reading of question 15 and a memory lapse in giving a quick answer to question 31. The two corrections I wish to make are the following:

	Yes	No
Question 15	x	
Item 45, p. 4		

Paid \$2.00 fines on two parking tickets in Washington, D.C., several years ago; exact dates not recalled.

Question 31 (a)	x	
	Yes	No

Title of Examination

U-100, Executive and Administrative Wash., D.C., Aug., 1941
Officer Examination
Originally ineligible; now in active file

Ralph J. Bunche
Jan. 13, 1943.

December 1, 1942

Chairman, Local Board No. 20
Selective Service System
1202 Monroe Street, N. E.
Washington, D. C.

Dear Sir:

Mr. Ralph J. Bunche, an employee of this organization, is registered with your Board under Order No. 11,365. I understand that he is presently classified in III-B.

The Office of Strategic Services is engaged 100% in the war effort as is apparent from the attached copy of the Military Order establishing this agency. Mr. Bunche is being sent to Canada on a special assignment which will require approximately three weeks' absence from the United States. In this respect, it is requested that your Board issue him a permit to leave the country for a period of three weeks.

I will appreciate your issuing this permit by Wednesday, December 2, in order that Mr. Bunche may follow pre-arranged schedules for departure. If you will notify my office, Executive 6100, Ext. 765, when the permit has been issued, I will be glad to have someone call for it at your Board.

Thank you very much.

Very truly yours,

James B. Opsata
Director of Personnel

Attachment
Delivered by hand

DISPATCH NECESSARY

COI
Form 50

COORDINATOR OF INFORMATION

(fold here)

To

Room

Mr. Birdsell

Date

Bldg.

6/9/42

For your information

Note and Return

File

Comments

Investigate and Report

See Me About This

Mail and Files Unit

Take this up with

Per our Telephone Conversation

Prepare Reply

Signature

Paul

Remarks:

*When this came in I
called Doyen + told him
I would send it to
you right away + that
you would present it
to Dept Committee*

(fold here for return)

From

Date

Room

Bldg.

June 12, 1942

Chairman, Local Board #20
Selective Service System
Washington, D. C.

Dear Sir:

Attached is executed DSS Form 42-A requesting occupational deferment for Dr. Ralph J. Bunche, a registrant of your Local Board.

The Coordinator of Information is actively engaged in the War effort, its primary functions being to gather pertinent war information for use ~~by~~ the President of the United States. Dr. Bunche is a Senior Social Science Analyst in the British Empire Section of the Library of Congress, which services this organization. Dr. Bunche is one of two specialists on the continent of Africa, and is unusually qualified to participate in studies regarding the Negro race.

Due to the marked scarcity of persons possessing these specialized qualifications necessary to handle this position, it is respectfully requested that registrant be placed in class II-B for a period of 6 months.

Please notify this office of the action taken on our request.

Very truly yours,

James B. Opsata
Acting Executive Officer

Attachment

AFFIDAVIT TO SUPPORT CLAIM FOR OCCUPATIONAL DEFERMENT

INSTRUCTIONS.—This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant owns and operates his own business, he may fill out this form himself.

All parts except Part E should be filled out for a registrant engaged in a business, occupation, or profession.

Parts A, E, F, G, and H should be filled out for a registrant pursuing a course of instruction in preparation for work necessary to the War Production Program.

A. IDENTIFICATION OF REGISTRANT:

1. Local Board No. 20 (County) Washington (City) D.C. (State)
2. Name of registrant Mr. Ralph Johnson Bunche Order No. 11,365

B. INDUSTRY, BUSINESS, OR SERVICE IN WHICH REGISTRANT IS ENGAGED:

1. Name of firm, corporation, partnership, etc. Executive Office of the President,
Coordinator of Information
2. Description of industry or other activity To coordinate war information gathered
from The War Department, Navy Department, and other government
agencies for use by the President of the United States and such
officials as he may designate.

3. Is the activity seasonal? No If so, what is the season? _____

4. Has your product or service any relationship to the War Production Program? Yes If so, specify _____

This agency is actively engaged in the war effort.

5. Is your product or service necessary to the health, safety or interest of the community or the Nation? Yes If so,

specify See above.

6. (a) Have you any War Production contracts or subcontracts? No If so, specify _____

(b) Do any of the above contracts carry specific priority ratings? _____ If so, specify _____

7. Approximate percentage of product or service currently produced for use of—

(a) The general public _____

(b) The Government 100%

(c) A primary contractor of the Government _____ Explain item (c) here _____

8. If an agricultural pursuit, state:

(a) Size and type of farm

(b) Number of acres under cultivation _____ Number of livestock, poultry, etc. _____

(c) Principal product _____

(d) Number of persons employed for wages _____

C. OCCUPATION OF REGISTRANT:

1. What is the title of his present job or position? Senior Social Science Analyst

2. On what date did he enter upon present duties? September 10, 1941

3. What is his weekly rate of pay? \$ 88 plus (CONFIDENTIAL)

4. Is he a—
(Check one) { Regular employee. Other (specify): _____
 Seasonal employee. _____
 Temporary or occasional employee. _____

5. Has he a journeyman rating? _____

6. Is he—
(Check one) { Skilled. Unskilled.
 Semiskilled.

(a) Is he in training as an apprentice or learner? No

(b) How long has he been in such training? _____ (State which)

(c) On what date will he complete his training? _____

(d) For what work is he preparing? _____

7. (a) Give an ACCURATE and FULL description of his duties. (If possible use United States Employment Service job specifications) Research on Africa and other colonial areas. Expert in all matters connected with the war effort so far as Africa is concerned.

(b) On what specific product or service is he primarily engaged? _____

8. Is the registrant trained or experienced in more highly skilled work than that in which he is now engaged? No
If so, specify _____

D. DATA RELATIVE TO "NECESSITY" OF THE REGISTRANT:

(See last page of this form for definitions of "necessary man" and regulations regarding deferment.)

1. Have you had difficulty in recruiting workers with the registrant's qualifications or skill? Yes If so, explain action taken, and results Dr. Bunche has an almost unique knowledge of Africa. It would be practically impossible to replace him.

2. Do you anticipate that you would have difficulty in recruiting workers with the registrant's qualifications or skill now or in the future? Yes If so, upon what grounds do you base your anticipation? See No. 1 above.

3. Would the registrant's removal cause a material loss of effectiveness in your activity? Yes----- If so, upon what grounds do you base your statement? He is not only invaluable in research but he is constantly acting in a consultant capacity for the State Department and for M.I.D. in all matters pertaining to U. S. relations with Africa.

4. Would the registrant's removal cause such a serious interruption or delay in your activity that it would impede the War Production program? Yes----- If so, upon what grounds do you base your statement? See above.

5. (a) How many persons of similar skill or training do you employ? 1
(b) Are you expanding that part of your business that requires the services of the registrant's special qualifications or skill? No----- If so, specify in detail Will probably have to enlarge the staff as the demands in this particular area increase.

6. (a) How long does it take to train a person in the registrant's qualifications or skill? At least 10 years.
(b) How many persons are you now training in these qualifications or skill to replace separated workers? None
To fill newly created jobs? None

E. STUDENTS AND OTHERS IN TRAINING:

(To be filled in by appropriate official of school or institution.)

1. Name and type of school or institution -----
(Type) ----- Location ----- (Name) -----
(City) ----- (State) -----
2. Designation of course pursued by registrant -----
3. For what certificate or license (if any) is he preparing? -----
4. Length of time already spent in course -----
5. How has he progressed to date? -----
6. On what date do you expect the registrant to complete this training? -----
7. Has he offers or contracts of employment after completing the course? ----- If so, specify -----

F. EMPLOYER'S (OR SCHOOL OFFICIAL'S) STIPULATION:

1. Based on the definitions given below in "Excerpts from Selective Service Regulations," I/we recommend classifying this registrant in Class II-B -----
(II-A or II-B)
2. Deferment of this registrant is requested for 6 months -----
(Length of time)
3. It is agreed that I/we will notify registrant's Local Board of the resignation, dismissal, failure to make progress in training, or a change in the nature of the employment of the above-named registrant.
4. The registrant is not related to any of the executive officers of this employing unit. The above relationship, if any, is -----
(Is, is not)

G. REMARKS:

H. JURAT:

I, James B. Opsata (Name) do solemnly swear (or affirm) that
I am Acting Executive Officer (Official position) of Coordinator of Information (Name of employing unit, or school or institution)
and that the foregoing statements are true to the best of my knowledge and belief.

James B. Opsata (Signature)

Subscribed and sworn to before me this _____ day of _____, 19____

(Signature of official administering oath)

(Official designation of official administering oath)

THE OATH REQUIRED BY THIS FORM MAY BE ADMINISTERED BY—

1. Any civil officer authorized to administer oaths generally.
2. Any commissioned officer of the land or naval forces assigned for duty with the Selective Service System.
3. Any member or clerk of a local board or board of appeal.
4. Any government appeal agent or associate government appeal agent.
5. Any member or associate member of an advisory board for registrants.
6. Any postmaster, acting postmaster, or assistant postmaster.

No fee shall be charged by any person for administering the oath required on this form.

EXCERPTS FROM SELECTIVE SERVICE REGULATIONS

622.21 Class II-A: Man necessary in his civilian activity.—(a) In Class II-A shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is essential to the national health, safety, or interest.

(b) Class II-A deferments shall be for the period of 6 months or less as may be deemed necessary to secure or train a replacement for the registrant. If there is a change in the registrant's status during the period of his deferment in Class II-A, his classification shall be reopened and considered anew. At the expiration of the period of the registrant's deferment in Class II-A, his classification shall be reopened, and he shall be classified anew. When the registrant is classified anew, he shall not be again placed in Class II-A unless such classification is warranted, and in addition, the registrant or the registrant's employer convinces the local board, or the board of appeal (if an appeal is taken), or the President (if an appeal is permitted and is taken) that a reasonable but unsuccessful effort has been made during the period of deferment to secure or to train a replacement. If these conditions are met and the registrant is again placed in Class II-A, such further deferment shall be for the period of 6 months or less as may be deemed necessary to secure or train a replacement. The same rule shall be applied when again classifying such a registrant at the end of each successive period for which he has been classified in Class II-A.

622.22 Class II-B: Man necessary to the War Production Program.—(a) In Class II-B shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or in any other service or endeavor, or in training or preparation therefor, the maintenance of which is necessary to the war production program.

(b) Class II-B deferments shall be for a period of 6 months or less. If there is a change in the registrant's status during the period of deferment in Class II-B, his classification shall be reopened and considered anew. At the expiration of the period of the registrant's deferment in Class II-B, his classification shall be reopened, and he shall be classified anew. In again classifying the registrant, care should be taken not to impede the war production program. The registrant should be again classified in Class II-B for a period of 6 months or less if such classification is warranted and if the registrant's employer has made a reasonable but unsuccessful effort to secure or train a replacement for the registrant during the period of deferment. The same rule shall be applied when again classifying such a registrant at the end of each successive period for which he has been classified in Class II-B.

622.23 General rules for classification in Class II-A and Class II-B.—(a) On the local board is placed the primary responsibility of deciding which men should be deferred because of their civilian activities. It is in the national interest and of paramount importance to our national defense that civilian activities which are directly contributing to the war effort or which are otherwise essential to the national health, safety, or interest, should be maintained where possible, consistent with the fundamental purposes of the Selective Training and Service Act of 1940, as amended.

(b) No deferment from training and service shall be made in the case of any individual except upon the basis of the status of such individual, and no deferment shall be made of individuals by occupational groups or groups of individuals in any plant or institution.

(c) The local board may avail itself of the assistance of all Federal, State, or local agencies (such as the Office of Production Management Labor Supply Committees, State and Federal employment services, State occupational advisors, county agricultural agents, or others) to obtain information in cases of occupational deferments.

622.24 "Necessary man" defined.—A registrant shall be considered a "necessary man" in industry, business, employment, agricultural pursuit, governmental service, or in any other service or endeavor, including training or preparation therefor, only when all of these conditions exist: (1) He is, or but for a seasonal or temporary interruption would be, engaged in such activity; (2) he cannot be replaced because of a shortage of persons with his qualifications or skill in such activity; and (3) his removal would cause a serious loss of effectiveness in such activity.

COORDINATOR OF INFORMATION

RECEIVED

JUN 9 - 1942

PERSONNEL OFFICE

INTEROFFICE MEMO

FROM: R. S. Hoey, Special Information DATE June 9, 1942
TO: Mr. Oprata
SUBJECT: DSS Form 42A

Attached is "affidavit to support claim for occupational deferment" of Mr. Ralph J. Prucke. He has asked me to forward it for your review, the main part of the form having been filled in by Mr. Conyers Read, chief of the British Empire Section.

Will you please expedite this request & return the form as quickly as possible, so that Mr. Prucke may return it to his Selective Service Board by June 10.



AFFIDAVIT TO SUPPORT CLAIM FOR OCCUPATIONAL DEFERMENT

INSTRUCTIONS.—This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant owns and operates his own business, he may fill out this form himself.

All parts except Part E should be filled out for a registrant engaged in a business, occupation, or profession.

Parts A, E, F, G, and H should be filled out for a registrant pursuing a course of instruction in preparation for work necessary to the War Production Program.

A. IDENTIFICATION OF REGISTRANT:

1. Local Board No. 20 (County) Washington, (City) D.C. (State)
2. Name of registrant Ralph Johnson Bunche Order No. 11,365

B. INDUSTRY, BUSINESS, OR SERVICE IN WHICH REGISTRANT IS ENGAGED:

1. Name of firm, corporation, partnership, etc. _____
2. Description of industry or other activity _____
3. Is the activity seasonal? _____ If so, what is the season? _____
4. Has your product or service any relationship to the War Production Program? _____ If so, specify _____
5. Is your product or service necessary to the health, safety or interest of the community or the Nation? _____ If so, specify _____
6. (a) Have you any War Production contracts or subcontracts? _____ If so, specify _____
(b) Do any of the above contracts carry specific priority ratings? _____ If so, specify _____
7. Approximate percentage of product or service currently produced for use of—
 - (a) The general public _____
 - (b) The Government _____
 - (c) A primary contractor of the Government _____ Explain item (c) here _____

8. If an agricultural pursuit, state:

(a) Size and type of farm.....

(b) Number of acres under cultivation Number of livestock, poultry, etc.

(c) Principal product

(d) Number of persons employed for wages

C. OCCUPATION OF REGISTRANT:

1. What is the title of his present job or position? *Senior Social Science Analyst*

2. On what date did he enter upon present duties? *Sept. 10, 1941*

3. What is his weekly rate of pay? \$ *88.+* (CONFIDENTIAL)

4. Is he a— (Check one) Regular employee. Other (specify):
 Seasonal employee.
 Temporary or occasional employee.

5. Has he a journeyman rating?

6. Is he— (Check one) Skilled. Unskilled.
 Semiskilled.

(a) Is he in training as an apprentice or learner?

(b) How long has he been in such training? (State which)

(c) On what date will he complete his training?

(d) For what work is he preparing?

7. (a) Give an ACCURATE and FULL description of his duties. (If possible use United States Employment Service job specifications) *Research on Africa and other colonial areas.*

Expert in all matters connected with the war effort so far as Africa is concerned.

(b) On what specific product or service is he primarily engaged?

8. Is the registrant trained or experienced in more highly skilled work than that in which he is now engaged?

If so, specify *He is a specialist of the highest skill in his own specialty. I doubt if he could be used to better advantage by the United States in any other field.*

ask for about military

D. DATA RELATIVE TO "NECESSITY" OF THE REGISTRANT:

(See last page of this form for definitions of "necessary man" and regulations regarding deferment.)

1. Have you had difficulty in recruiting workers with the registrant's qualifications or skill? *Yes.* If so, explain action taken, and results *Dr. Bunche has an almost unique knowledge of Africa. It would be practically impossible to replace him.*

2. Do you anticipate that you would have difficulty in recruiting workers with the registrant's qualifications or skill now or in the future? *Yes.* If so, upon what grounds do you base your anticipation? *See No. 1 above.*

3. Would the registrant's removal cause a material loss of effectiveness in your activity? Yes. If so, upon what grounds do you base your statement? He is not only invaluable in research but he is constantly acting in a consultant capacity for the State Department and for M.I.D. in all matters relating to U.S. relations with Africa.

4. Would the registrant's removal cause such a serious interruption or delay in your activity that it would impede the War Production program? Yes. If so, upon what grounds do you base your statement? See 3 above.

5. (a) How many persons of similar skill or training do you employ? 2

(b) Are you expanding that part of your business that requires the services of the registrant's special qualifications or skill? No. If so, specify in detail Will probably have to enlarge the staff as the demands in this particular area increases.

6. (a) How long does it take to train a person in the registrant's qualifications or skill? at least 10 years

(b) How many persons are you now training in these qualifications or skill to replace separated workers? none
To fill newly created jobs? none

E. STUDENTS AND OTHERS IN TRAINING:

(To be filled in by appropriate official of school or institution.)

1. Name and type of school or institution _____
(Type) _____ Location _____ (Name) _____
(City) _____ (State) _____

2. Designation of course pursued by registrant _____

3. For what certificate or license (if any) is he preparing? _____

4. Length of time already spent in course _____

5. How has he progressed to date? _____

6. On what date do you expect the registrant to complete this training? _____

7. Has he offers or contracts of employment after completing the course? _____ If so, specify _____

F. EMPLOYER'S (OR SCHOOL OFFICIAL'S) STIPULATION:

1. Based on the definitions given below in "Excerpts from Selective Service Regulations," I/we recommend classifying this registrant in Class _____
(II-A or II-B)

2. Deferment of this registrant is requested for _____
(Length of time)

3. It is agreed that I/we will notify registrant's Local Board of the resignation, dismissal, failure to make progress in training, or a change in the nature of the employment of the above-named registrant.

4. The registrant _____ related to any of the executive officers of this employing unit. The above relationship, if any, is _____
(Is, is not)

G. REMARKS:

H. JURAT:

I, _____ do solemnly swear (or affirm) that
(Name)
I am _____ of _____
(Official position) (Name of employing unit, or school or institution)
and that the foregoing statements are true to the best of my knowledge and belief.

(Signature)

Subscribed and sworn to before me this _____ day of _____, 19____

(Signature of official administering oath)

(Official designation of official administering oath)

THE OATH REQUIRED BY THIS FORM MAY BE ADMINISTERED BY—

1. Any civil officer authorized to administer oaths generally.
2. Any commissioned officer of the land or naval forces assigned for duty with the Selective Service System.
3. Any member or clerk of a local board or board of appeal.
4. Any government appeal agent or associate government appeal agent.
5. Any member or associate member of an advisory board for registrants.
6. Any postmaster, acting postmaster, or assistant postmaster.

No fee shall be charged by any person for administering the oath required on this form.

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(b) Class II-A deferments shall be for the period of 6 months or less as may be deemed necessary to secure or train a replacement for the registrant. If there is a change in the registrant's status during the period of his deferment in Class II-A, his classification shall be reopened and considered anew. At the expiration of the period of the registrant's deferment in Class II-A, his classification shall be reopened, and he shall be classified anew. When the registrant is classified anew, he shall not be again placed in Class II-A unless such classification is warranted, and in addition, the registrant or the registrant's employer convinces the local board, or the board of appeal (if an appeal is taken), or the President (if an appeal is permitted and is taken) that a reasonable but unsuccessful effort has been made during the period of deferment to secure or to train a replacement. If these conditions are met and the registrant is again placed in Class II-A, such further deferment shall be for the period of 6 months or less as may be deemed necessary to secure or train a replacement. The same rule shall be applied when again classifying such a registrant at the end of each successive period for which he has been classified in Class II-A.

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(b) Class II-B deferments shall be for a period of 6 months or less. If there is a change in the registrant's status during the period of deferment in Class II-B, his classification shall be reopened and considered anew. At the expiration of the period of the registrant's deferment in Class II-B, his classification shall be reopened, and he shall be classified anew. In again classifying the registrant, care should be taken not to impede the war production program. The registrant should be again classified in Class II-B for a period of 6 months or less if such classification is warranted and if the registrant's employer has made a reasonable but unsuccessful effort to secure or train a replacement for the registrant during the period of deferment. The same rule shall be applied when again classifying such a registrant at the end of each successive period for which he has been classified in Class II-B.

622.23 General rules for classification in Class II-A and Class II-B.—(a) On the local board is placed the primary responsibility of deciding which men should be deferred because of their civilian activities. It is in the national interest and of paramount importance to our national defense that civilian activities which are directly contributing to the war effort or which are otherwise essential to the national health, safety, or interest, should be maintained where possible, consistent with the fundamental purposes of the Selective Training and Service Act of 1940, as amended.

(b) No deferment from training and service shall be made in the case of any individual except upon the basis of the status of such individual, and no deferment shall be made of individuals by occupational groups or groups of individuals in any plant or institution.

(c) The local board may avail itself of the assistance of all Federal, State, or local agencies (such as the Office of Production Management Labor Supply Committees, State and Federal employment services, State occupational advisors, county agricultural agents, or others) to obtain information in cases of occupational deferments.

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