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

[redacted]

Box 13 of 15

OSS ARCHIVES

DECLASSIFIED
Authority NND 47589
By hac, NARA, Date 7/16/08

OSS ARCHIVES

51

RECEIPT FOR O. S. S. CREDENTIALS

Washington, D. C.
Date 1-3-44

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 A. Samuel
Authorized Representative

(11359) (over)

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

OSS PERSONNEL ACTION REQUEST

10-1 & 21/11

NAME: Ralph Johnson Bunche

NATURE OF ACTION: ~~Voluntary resignation~~ Separation for Transfer *

EFFECTIVE DATE: COB 3 January 1944
OK

	INITIAL	DATE	REFERENCE
CLASSIFICATION		1/13/44	
BUDGET		1/15/44	
EMPLOYMENT	PBC	1-18-44	
CHIEF, CIVILIAN PERSONNEL BRANCH			

	FROM	TO
TITLE	Research Bu#1402 CSC#6 ~~Chief, Africa Section~~	
GRADE AND SALARY	P-6 $5600	
BRANCH	R & A	
DIVISION	~~Europe~~-Africa	
SECTION	Africa	
OFFICIAL STATION	Washington, D. C.	
DEPT. OR FIELD	Departmental	

RECEIVED JAN 18 3 29 PM '44 CIVILIAN PERSONNEL OFFICE OF STRATEGIC SERVICES

RECEIVED JAN 11 2 09 PM '44 CIVILIAN PERSONNEL OFFICE OF STRATEGIC SERVICES

REMARKS: CSL 63 sent to Leave Unit 1/26/44

* To Dept of State.
Security hold for Bridge for Lt Max

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

RECOMMENDED: JRD RH SR
DATE: 4 Jan. 1944
JKL
OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER

SPECIAL INSTRUCTIONS:
1. FOR MILITARY LEAVE WITHOUT PAY - ATTACH 3 COPIES OF MILITARY ORDERS AT LEAST ONE OF WHICH MUST BE A PHOTOSTAT OR CERTIFIED COPY.
2. SIGNATURE OF EMPLOYEE: Ralph J. Bunche
FOR RESIGNATIONS ~~FROM MILITARY SERVICE~~ ONLY

Form COI 63A

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#1402 CSC#6	
Branch	Research & Analysis	
Division	Europe-Africa	
Section	Africa	
Headquarters	Washington, D. C.	
Departmental or field	Departmental	

Remarks:

*To State Department

63c sent to Payroll
63f to Class
1/26/44

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

[x] Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~3½%~~ 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.

Personnel Officer.

U. S. GOVERNMENT PRINTING OFFICE 16—24723-1

PERSONNEL FOLDER COPY

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
Nature of Position
New / Additional identification
Vice / Vice vacancy
Reference (Name, number, and date, etc.)
Subject to Retirement Act?
Yes

EDM:bcw

Form COI 63A

OFFICE OF STRATEGIC SERVICES

~~COORDINATOR OF INFORMATION~~

WASHINGTON, D. C.

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:

[x] Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~3½%~~ will be deducted from your basic salary for deposit to your credit in the Retirement Fund. 5%

[x] 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. Opsata
Personnel Officer.

EDM:mm

U. S. GOVERNMENT PRINTING OFFICE 16—24723-1

PERSONNEL FOLDER COPY

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

New	Additional identification
x	
Vice	**Vice vacancy**

Reference (Name, number, and date, etc.)
CSC #55
3/1/1943

Subject to Retirement Act?
Yes

Form COI 63A

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
edc 2 Class
3/27/43

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

[x] Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~3½%~~ 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

[x] 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. Opsata
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

U. S. GOVERNMENT PRINTING OFFICE 16—24723-1

Form COI 63A

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#1402 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:

[x] Under this appointment you are subject to the provisions of the Civil Service Retirement Act as amended, and accordingly ~~3½%~~ 5% will be deducted from your basic salary for deposit to your credit in the Retirement Fund.

[x] 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. W. Krider
Personnel Officer.

C. S. C. Report No.	5706(b)
Civil Service or other legal authority	
Appropriation	1141300 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#1402 CSC#6
Subject to Retirement Act?	Yes

U. S. GOVERNMENT PRINTING OFFICE 16—24723-1

PERSONNEL FOLDER COPY

EDM:gms

Standard Form No. 63
Approved May 8, 1943
U. S. Civil Service Commission
C. S. C. Dept. Cir. No. 432

REQUEST FOR PERSONNEL DATA AND LEAVE TRANSCRIPT

RELEASING AGENCY'S COPY

Form Approved
Budget Bureau
No. 50-R010

(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 (Entrance on duty date) War Service, Transfer, indef. (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 3/2/43 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:

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

16—34921-1

Please return this completed copies to Department of State.

OSS
Form 26
(Revised 7/3/42)

~~OFFICE OF~~ STRATEGIC SERVICES

AUG 30 1943
PERSONNEL OFFICE

RECEIVED 7 1943 APPOINTMENT SECTION

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		AUG 31 1943
APPROPRIATION:		
PERSONNEL DIVISION: CLASSIFICATION		9/3/43
NEW ☐ VICE ☐ IA ☐		
REFERENCE: Bu#1402 CSC#6		
EMPLOYMENT AUTHORITY:		9/6/43
DIRECTOR		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:

1C373

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

RECOMMENDED BY: for Sherman Kent DATE: 8/28/43

(741) (IF NECESSARY, CONTINUE ON OTHER SIDE)

OSS
Form 26
(Revised 7/3/42)

RECEIVED
MAR 25 1943
APPOINTMENT SECTION

OFFICE OF STRATEGIC SERVICES

MAR 17 1943
PERSONNEL OFFICE

Research and Analysis
Branch

PERSONNEL ACTION REQUEST

FOR USE OF EXECUTIVE BRANCH ONLY		
APPROVED BY	Initials	Date
BUDGET OFFICE	FEW	MAR 17 1943
APPROPRIATION:		
CLASSIFICATION		3/20/43
NEW ☐ VICE ☒ IA ☐		
REFERENCE: Alloc. Vacancy 2/1/43 Bu#1402 CSC#6		
EMPLOYMENT AUTHORITY:	EABS	3/23/43
DIRECTOR	LWB	3/24/43

NATURE OF ACTION: ~~Reclassification~~ Change in Status + Transfer

NAME: Ralph Bunche

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

	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 ..... Subdivision	~~Europe-Africa~~ ~~Psychological Warfare~~	Europe-Africa ~~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. notg. pending exb.

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. 112/3.0.0.0.0(3.0).
Allot. Acct. ..512:42.....

7676

RECOMMENDED BY: RHB / W. L. Langer / Herman Kent

DATE: March 15, 1943

(741)

(IF NECESSARY, CONTINUE ON OTHER SIDE)

Econ.

FORM 3876A
APRIL 1943

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

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

7670

TRANSFER FROM

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:

[X] 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) _____

Longer Office notified

[ ] 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 C. S. Form 57 concerning physical condition.

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

WAR TRANSFER UNIT
U. S. CIVIL SERVICE COMMISSION

Form 2865 Revised
U. S. CIVIL SERVICE COMMISSION
April 1941

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:

1. Name in full Bunche, Ralph J.
(Surname, first name, and middle initial; if married woman give maiden name)

2. Date of birth August 7, 1904 3. Date last appointed to this office March 1, 1943

4. Date deductions began

5. 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
Library of Congress	Div. Spec. Info. Wash. D. C.	Sr. Soc. Sci. Analyst	$4600	9	10	41	2	28	43

REMARKS: Rec'd 5-31-43

(Signature of appointing officer) James B. Orcutt

(Title) Director of Personnel

FOR USE OF CIVIL SERVICE COMMISSION

Date	2806 Forwarded to—	Basic earnings	Additional service

To

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)

16—417

Standard Form No. 8
(Approved by the President, May 22, 1925)

539

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, do
(Name in full, printed or typed)
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 2nd day of March, A.D. 1943
at Washington, D. C.,
(City or place) (State)

[SEAL]

Sylvia 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

U. S. GOVERNMENT PRINTING OFFICE 10—1689

Standard Form No. 47
Approved by the Bureau
of the Budget
May 15, 1941

PERSONNEL AFFIDAVIT

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

U. S. GOVERNMENT PRINTING OFFICE: 1940— O

NO. _____

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

Bunche (SURNAME) Ralph (FIRST NAME) J. (SECOND NAME)

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
Basic salary from 9-10-41 to 1-23-42, $1712.16. No deductions.							
6-30-42	$70.24	$5.00	$65.24		----	$65.24	Deductions began 1-24-42
2-28-43	153.44	8.00	145.44		65.24	210.68	
Deductions and service history certified correct: Edgar Rogers Director of Personnel, 3-13-43 Not indebted on account of unearned leave.							
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	
Not indebted for unearned leave. Deductions & service history certified correct Eda D Miller Chief, Personnel Records Div.							

RETIREMENT RECORD CARD—CIVIL SERVICE COMMISSION FORM 2806—FEB. 1931

16—183

No. 7

(SURNAME)	(FIRST NAME)	(SECOND NAME)
Bunche	Ralph	J.

DATE OF BIRTH			STATE AND CONG. DISTRICT	LEGAL VOTING RESIDENCE	
MONTH	DAY	YEAR		COUNTY	CITY OR TOWN
Aug.	7	1904	D.C.		

SEX M RACE Col.

RETIREMENT AGE 70

MILITARY SERVICE _____ YES _____ NO _____

MILITARY PENSION OR WAR RISK COMPENSATION _____ YES _____ NO _____

REFERENCE	NATURE OF ACTION	POSITION AND GRADE	SALARY: PAY LESS ALLOWANCES	SALARY: BASIC PAY	EFFECTIVE DATE	DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION	TOTAL SERVICE: MOS.	TOTAL SERVICE: DAYS	TOTAL SERVICE: YRS.
	Temp. Appt.	P 5 Sr. Soc. Sci. An.		$4600	9/10/41	Spec. Info., Liby. of Cong.			
	Termination	" " " " "		4600.	2-28-43	" " " " "			
	W.S.A.Reg. V	Sr.Soc.Sci.Analyst P-5		4600	3-1-43	Off.Strategic Services DC			
	Chg.Status	Prin.Research Analyst P-6		5600	3-24-43	" " " "			
	Sep. Trans	To State Department		c.o.b.	1/3/44				

EDUCATION: (INDICATE NUMBER OF YEARS)

COMMON SCHOOL 1 2 3 4 5 6 7 8

HIGH SCHOOL 1 2 3 4

COLLEGE 1 2 3 4

DEGREES, IF ANY _____

SPECIAL QUALIFICATIONS _____

U.S. GOVERNMENT PRINTING OFFICE 16—183

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR ( ); INTERIM ( )
PROBATIONARY—1ST (X) 2D ( )

Classification Symbols		
P	6	
(Service)	(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)

ON LINES BELOW MARK EMPLOYEE

√ if adequate
— if weak
+ 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 *italics* 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 *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:

Administrative, supervisory, or planning ..... ☑
All others ..... ☐

------ (1) Maintenance of equipment, tools, instruments.
------ (2) Mechanical skill.
------ (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.
+ (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
+ (10) Effectiveness in presenting ideas or facts.
+ (11) Industry.
√ (12) Rate of progress on or completion of assignments.
+ (13) Amount of acceptable work produced. (Is mark based on production records? ..... (Yes or no))
+ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
------ (19) Dependability.
+ (20) Physical fitness for the work.
+ (21) *Effectiveness in planning broad programs.*
+ (22) *Effectiveness in adapting the work program to broader or related programs.*
------ (23) *Effectiveness in devising procedures.*
+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
+ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
+ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
+ (27) *Effectiveness in promoting high working morale.*
√ (28) *Effectiveness in determining space, personnel, and equipment needs.*
+ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
√ (30) *Ability to make decisions.*
√ (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
All underlined elements marked plus, and no element marked minus	Excellent	1
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 overcompensated 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

	Adjective rating	Numerical rating
Rating official	E	1
Reviewing official	E	1

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

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

Reviewed by Sherman Kent (Signature of reviewing official) — Chief-On-Off Div (Title) — 16 Sept 1943 (Date)

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

16—26177-1

1-a-c

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

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

Classification Symbols		
P	6	
(Service)	(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)

ON LINES BELOW MARK EMPLOYEE

√ if adequate
— if weak
+ 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 *italics* 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 *italics* or not.
3. Before rating, become thoroughly familiar with instructions in the rating manual.

CHECK ONE:

Administrative, supervisory, or planning ☑
All others ☐

--- (1) Maintenance of equipment, tools, instruments.
--- (2) Mechanical skill.
--- (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.
+ (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
+ (10) Effectiveness in presenting ideas or facts.
+ (11) Industry.
+ (12) Rate of progress on or completion of assignments.
✓ (13) Amount of acceptable work produced. (Is mark based on production records? ---) (Yes or no)
+ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
✓ (20) Physical fitness for the work.
+ (21) *Effectiveness in planning broad programs.*
+ (22) *Effectiveness in adapting the work program to broader or related programs.*
+ (23) *Effectiveness in devising procedures.*
+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
+ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
+ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
+ (27) *Effectiveness in promoting high working morale.*
+ (28) *Effectiveness in determining space, personnel, and equipment needs.*
+ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
+ (30) *Ability to make decisions.*
+ (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
All underlined elements marked plus, and no element marked minus	Excellent	1
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 overcompensated 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

	Adjective rating	Numerical rating
Rating official	E	1
Reviewing official	E	1

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

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

Reviewed by R Hadsthome (Signature of reviewing official) — Chief " (Title) — 13 Jan 44 (Date)

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

16—26177-1

Lees Vrau 9011a.

Standard Form No. 51
Appr. Jan. 5, 1942
C. S. C. Dept. Cir. No. 302

REPORT OF EFFICIENCY RATING

REGULAR (X); INTERIM ( )
PROBATIONARY—1ST ( ) 2D ( )

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

85600

As of March 31, 1943 based on performance during period from ~~April 1, 1942~~ 3/1/43 to March 31, 1943

Ralph Bunche (Name of employee) — Prin. Research Analyst (Title of position) — Office of Strategic Services (Bureau)

Europe-Africa (Division) — Near East-Africa (Section) — (Subsection or unit) — Washington, D.C. (Field office)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
√ if adequate — if weak + 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 *italics* 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 *italics* or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	Administrative, supervisory, or planning ☑ All others ☐

--- (1) Maintenance of equipment, tools, instruments.
--- (2) Mechanical skill.
+ (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.
+ (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
+ (10) Effectiveness in presenting ideas or facts.
+ (11) Industry.
√ (12) Rate of progress on or completion of assignments.
--- (13) Amount of acceptable work produced. (Is mark based on production records? ----------) (Yes or no)
√ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
√ (18) Resourcefulness.
+ (19) Dependability.
--- (20) Physical fitness for the work.
√ (21) *Effectiveness in planning broad programs.*
+ (22) *Effectiveness in adapting the work program to broader or related programs.*
√ (23) *Effectiveness in devising procedures.*
+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
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--- (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
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√ (28) *Effectiveness in determining space, personnel, and equipment needs.*
--- (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
+ (30) *Ability to make decisions.*
√ (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
All underlined elements marked plus, and no element marked minus	Excellent	1
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 overcompensated 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

	Adjective rating	Numerical rating
Rating official	E	1
Reviewing official	E	1

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

Rated by John A. Wilson (Signature of rating official) — Chief, Near East-African Section (Title) — March 26, 1943 (Date)

Reviewed by H. C. Deutsch (Signature of reviewing official) — Chief, Sub-Division for P.W. (Title) — 3/29/43 (Date)

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

16—26177-1

1-RD

Bunche

Form 2413
(November 1941)

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; perforated drum in left ear

PHYSICIAN SHOULD FILL IN THE FOLLOWING

68½ inches. (Height, without shoes) *_____ 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: 20/20 Left: 20/20 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:
(Jaeger No. 1)	R. 22 in. to 16 in.	R. __ in. to __ in.
	L. 22 in. to 16 in.	L. __ in. to __ in.
(Jaeger No. 2)	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 conversation: Right ear 20/20 ft. Left ear 20/20 ft. Evidence of disease or injury: Right ear ✓ Left ear Mastoidectomy Perforated drum Chronic Otitis Med

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 severe - left. Wears supportive bandage

(If present, state location and degree)

Varicocele (*see note 10 on reverse side*) ✓

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*) ✓

Is there any history of a "nervous breakdown"? No

If hospitalized, give name of hospital and location

ACCEPT W.S.R. E.O. 9663

MAR 18 1943 U.S.C.S.C.

15. (*a*) **Urinalysis** (*see reverse side*) No L. Dudnes. (*b*) **Venereal disease** (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 (Yes or no) If "yes," cover in your comments.
18. Has examinee ever received disability retirement from U. S. Civil Service Commission? No (Yes or no)

16—1066-1

This certificate is to be returned to the official requesting the examination

[OVER]

1-11-5

The aim of the Executive order of September 4, 1924, under which this examination is made, is to obtain information as to the physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing accidents and claims under United States employees' compensation laws.

Notes for Examining Physician

WEIGHT.—Males, without clothing, and also in ordinary clothing without overcoat or hat (weigh twice); females, clothed, but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.

HEIGHT.—Without boots or shoes; observe that no appliances are used to increase.

The examination should include the following observations:

1. **Eyes.**—Ptosis; discharge; corneal scar; pterygium. In recording distant vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses. Near vision must be reported. In testing vision without glasses the applicant or appointee should be instructed to *remove the glasses at least one-half hour before testing uncorrected vision.*

2. **Ears.**—Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record 20 feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.

3. **Nose.**—Ability to blow through each nostril. If free, a speculum examination would not be indicated.

4. **Mouth and throat.**—Missing teeth, pyorrhea; tonsils, hypertrophy or disease.

5. **Gastro-intestinal.**—Ulcers, inflammations, etc.

6. **Thyroid.**—Presence of tumor in neck and tremor, exophthalmos; nervous high-strung disposition, especially in women.

7. **Heart.**—Murmurs. State whether functional or organic. If valvular disease exists, state whether or not it is fully compensated. Arteriosclerosis.

8. **Lungs.**—It is necessary that the auscultatory cough be used. If tuberculosis is present, state whether active or arrested; if arrested, state your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.

9. **Hernia.**—Give details as to size, location, etc., and whether well-fitting truss is worn. Inguinal hernia exists when ring is enlarged and on coughing visceral impulse is felt which follows the finger on withdrawal.

10. **Varicocele.**—If varicocele is present, state approximate size—e. g., size of walnut, lemon, etc.

11. Flat foot of such a nature as to incapacitate or become aggravated by work or be alleged later to have been caused by accident or occupation. By "flat foot," as used in this form, is meant a *weak* foot with impaired function, the term being equivalent to "fallen or misplaced arch," an abnormal condition. Impairment of function is the point to be noted. An anatomically flat foot, but strong, is not disqualifying.

12 and 13. Scars, deformities, atrophies, and paralyses should be noted, but it is not important that small insignifica scars or blemishes which might be referred to as marks identification be recorded.

14. This entry should include symptoms and full history of any mental or nervous abnormality.

15. Urinalysis to be made in case of persons over 40, and in all cases where arteriosclerosis, nephritis, or diabetes is suspected, and when obesity is found on examination.

Record of urinalysis, if made: Sp. gr. ..... Albumen ..... Sugar ..... Casts .....

If tachycardia is present, give pulse rate: Sitting ..... Immediately after exercise ..... Two minutes after exercise ..... Cardiac reserve .....
(Good, fair, or poor)

I have found this applicant abnormal under the following headings: Referred to Civil Service Comm. for decision

In my opinion, applicant is capable of performing duties involving ..... physical exertion.
(Arduous, moderate, or light)

REMARKS: Chr otitis media left
Varicosities (left)
c slight symptoms

(*Signature of applicant*) Ralph J. Bernache
(This space to be filled in, as a matter of identification, by the applicant in own hand writing, and in ink, in the presence of the physician)

Civil Service Dispensary
Railroad Retirement Board Bldg.,
4th & D Sts., S. W. Washington, D.C.
(Place of examination)

MAR 1 8 1943
(Date of examination)

The examining physician must be a duly licensed doctor of medicine (M. D.)

William H. Kerr, M. D.
(Signature of examining physician)
A Surg USPHS R
(If in Federal medical service, give title and branch)

Full time? ✓ Part time? ..... Fee paid? .....

The personnel officer should fill in the blanks below before sending this form to the Commission for action

To be appointed in Office of Strategic Services
(Department) (Bureau)

Title of position Senior Social Science Analyst, P-5, $4600 per annum

Type of appointment (check): ☒ Original appointment ☐ Transfer ☐ Reinstatement ☐ Classification

Number of certificate upon which applicant's name appears (to be given in case of original appointment) Regulation V B-3541

U. S. GOVERNMENT PRINTING OFFICE 16—1066-1

Division of Special Information

To Mr Opsata:
This is to be
attached to
the application
of Ralph J. Bunche

Thanks

B Shoffner

Martha: File.
attach this to
his appli. 1-14
seb

Standard Form No. 57
Approved April 9, 1942
(Revised July 1942)
U. S. CIVIL SERVICE COMMISSION
C. S. C. Dept. Cir. No. 332

APPLICATION FOR FEDERAL EMPLOYMENT

ANNO. 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

APP. NO.

1. Name of examination, if any; or name of position applied for: AV.
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):

This space for U. S. Civil Service Commission: XIII 16 (5) 3 (Bair)

To U. S. Civil Service Commission

__ Appor.
__ Nonappor.

O. S.				
Gr.				
E & E.				
P & D.				
Ini.				

This space for U. S. Civil Service Commission

SEL. NO.

4. X Mr. __ Mrs. __ Miss **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: X Male. __ Female.
(b) Check one: __ Widowed. __ Single. __ Separated. X Married. __ Divorced.

12. Height, without shoes: **5** ft. **9** in. Weight: **185** lb.

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

__ Preference: Allowed— __ Veteran. __ Disability. __ Wife. __ Widow. __ Disallowed. __ Closed. __ Indian.

Adm'd exam.
Approved by
Exam. date
Not. Ra.
Date Reg.
__ Material att'd.
__ Material filed.
__ Material ret.

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.	X	
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. If appointed, your fingerprints will be taken.		X
16. (a) Have you any physical defect or disability whatsoever?	X	
(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.		X
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.		X
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.		X
19. Within the past 12 months, have you used intoxicating beverages? If so, specify: X Occasionally. __ Habitually. __ To excess.	X	
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.		X
21. Are you NOW employed by the Federal Government?	X	
(a) If so, **Library of Congress - Div. of Spec. Inf. Library of Congress Annex** (Department or agency) (Bureau) (Location)		
(b) If you now are or have ever been so employed, give dates: from **Sept.** (Month), 19**41** (Year), to **January** (Month), 19**43** (Year)		

Indicate "Yes" or "No" answer by placing X in proper column	Yes	No
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		X
(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 veteran. __ Wife of disabled veteran. __ 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.		
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 **3-B** Your order number **11365**	X	
24. (a) Are you now a member of any branch of military or naval reserve? If so, give name of organization		X
(b) Are you now on active duty?		
25. Give number of persons completely dependent on you, other than husband or wife **2**		
26. Would you accept short-term appointment? __ 6 months. __ 3 months. __ 1 month.	X	
27. (a) Would you accept appointment anywhere offered in the United States? Give location preferences **Washington, D. C.**	X	
(b) Would you accept appointment outside the United States? Give locations acceptable **England, Africa**	X	
(c) Would you accept appointment in Washington, D. C.? 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.	X	
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: X Occasionally. __ Frequently. __ 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 X

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 X

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 X No ___

Name and location of school	Dates attended From—	Dates attended To—	Years completed Day	Years completed Night	Degrees conferred Title	Degrees conferred Date	Semester hours credit
(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 Exc.	READ Good	READ Fair	SPEAK Exc.	SPEAK Good	SPEAK Fair	UNDERSTAND Exc.	UNDERSTAND Good	UNDERSTAND 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 X

If not, have you ever been licensed? ___ X

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. 2G563 Pentagon Bldg.	War Dept. Consultant
Dr. Raymond L. Buell	Time,Life,Fortune; Time-Life Bldg. N.Y.	- Editor
Dr. Melville Herskovits	Dept. of Anthropology: Nathwestern 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 X 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 Washington (City) D.C. (State)

From Sept. (Month), 19 41 (Year) to Jan. (Month), 19 43 (Year)

Name of employer: Library of Congress

Address Library of Congress Annex

Kind of business or organization: War agency

Number and class of employees you supervised 1-P-2; 1 consultant; 2-P-1 (part of time)

Name and title of your immediate supervisor Conyers Read, Chief British Empire Section

Exact title of your position Senior Soc. Sci. Analyst

Salary: Starting, $ 4600 Per an Final, $ 4600

Duties and responsibilities Supervise research of 2 researchers regularly and from 2 to 4 others on special assignments. Responsible for all work done on Africa in thi 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.

Machines and equipment you used Typewriter; adding machine

O—29094-1

DO NOT WRITE IN THIS SPACE

Place New York, (City) N.Y. (State)
From June (Month), 19 39 (Year), To Sept. (Month), 19 40 (Year)
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 Mrydal, 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. Per yr. Final, $5000
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. (City) (State)
From Sept. (Month), 19 36 (Year), To Sept. (Month), 19 38 (Year)
Name of employer:
Spcial 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, Spcial 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, Capetown 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 (City) D.C. (State)
From Sept. (Month), 19 28 (Year), To present (Month) 19 (Year)
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. (City) (State)
From May (Month), 19 1936 (Year) To Aug. (Month), 19 36 (Year)
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.

If more space is required, use a Continuation Sheet (Standard Form No. 58) or a sheet of paper, size 8 x 10½ inches. Write on each sheet your name, full address, date of birth, and examination title (if any). Enclose, unattached, with application.

38. Do you hold any position or office under any State, Territory, county, or municipality? ____ Yes X 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 X 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 X 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 X 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 X 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 a	impairment of hearing in left ear
	varicosity in left leg
32 c	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. Bunche
(Sign WITH PEN AND INK your name—one 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, 19 43, at city [or town] of Washington county of ____, and State [or Territory or District] of D.C.

(Signature of officer) Zylma W. Carlson
(Official title) Notary Public

U. S. GOVERNMENT PRINTING OFFICE O—29094-1

31.

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 Bibliotèque National and personal field research in West and North Africa in comparative colonial policy.

COI
Form 42
(Revised 1/14/42)

COORDINATOR OF INFORMATION
SERVICE RECORD INFORMATION

Name Ralph J. Bunche Legal Residence Washington, D.C.

Address 1510 Jackson St., N.E. Home Phone No. No. 3463

Date of Birth Aug. 7, 1904 Position with COI Sr. Soc. Sci. An. Grade P5 Salary $4600.

Record of your past service for the U. S. Government other than military or naval:

Department or Agency (Example: Department of Commerce)	Division or Bureau and Address (Example: Census Bureau, Wash., D.C.)	Exact Title of Position	Grade	Salary	Date Appointed			Date Separated		
					Mo.	Day	Year	Mo.	Day	Year
Lib. of Congress	Division of Special Information	Senior Social Science Analyst	P5	$4600	Sept.	10	1941	Feb.	28	1943

To what Branch, Division & Section of the COI are you appointed: Research + Analysis

Color of eyes Brown
Color of hair Black
Complexion Brown
Height 5' 9"
Weight 185 lb.
In case of emergency, notify: Mrs. Ruth H. Bunche
1510 Jackson St., N.E.
Wash., D.C.

Form 124
June 1941

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.
(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
Lt. Booker Harris	Fort Huachuca, Ariz.	Position Lieut., Dental Corps Department or office U.S. Army	Brother-in-law	married
		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

16—6203-1

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, O. 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 (Yes or 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.

15. Have you ever been arrested or fined, or convicted of any offense? yes (Yes or no) 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)

16. Have you ever been barred from a U. S. civil-service examination? no (Yes or no) If so, when and for what reason? .....

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 (Yes or no) If so, name the organization and give complete details on sheet to be attached hereto.

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.

16—6203 U. S. GOVERNMENT PRINTING OFFICE

Barnett

FEDERAL SECURITY AGENCY

NATIONAL YOUTH ADMINISTRATION

2145 C STREET NORTHWEST

WASHINGTON, D. C.

✓ yes! 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

R. W. Bunch
Director of Personnel

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

JDO:JP

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.

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.

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

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

May 20, 1943

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

Dear Mr. DuRant:

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

Name and Address	Position
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.

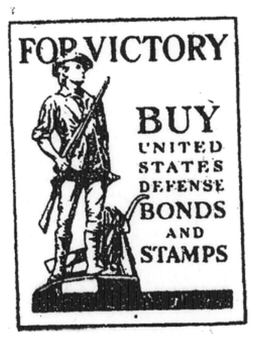
By direction of the Commission:

Very respectfully,

L. A. Moyer
Executive Director
and Chief Examiner

CC: Mr. Bunche

Form 4095
February 1943



OSS
Form 26
(Revised 7/3/42)

OFFICE OF STRATEGIC SERVICES

RECEIVED
JAN 9 1943
PERSONNEL OFFICE

RECEIVED
FEB 26 194
APPOINTMENT SECTION

Research and Analysis
Branch

PERSONNEL ACTION REQUEST

FOR USE OF EXECUTIVE BRANCH ONLY		
APPROVED BY	Initials	Date
BUDGET OFFICE	LWB	JAN 11 1943
APPROPRIATION:		
CLASSIFICATION		1/19/43
NEW ☒ VICE ☐ IA ☐		
REFERENCE: Transferred from Library of Congress ~~1/16/43~~ CSC#55		
EMPLOYMENT		2/9/43
AUTHORITY: 1/15/43 W. S. Reg V E.O.9063 cert. B-3541		
DIRECTOR		2/26/43

PERSONNEL DIVISION

Spot Check cld 2/24/43

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

6525

RECOMMENDED BY: William D. Langer RHG DATE:

(741)

(IF NECESSARY, CONTINUE ON OTHER SIDE)

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)

file

3/24/43

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

March 4, 1943

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 R. Grealis
Chief, Division of Organization
and Personnel Management

Name of Employee: Bunche, Ralph J.

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 J. Lindley
Assistant Director of Personnel

(10848) (Return original and retain copy for your files)

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 Officer Examination	Wash., D.C., Aug., 1941	

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 Mr. Birdsall Date 6/9/42
Room Bldg.

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	

Remarks: Paul —
When this came in I called Dozier & told him I would send it to you right away & that you would present it to Draft Committee

(fold here for return)

From JMB. 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 the use of 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)
   - [x] Regular employee.
   - [ ] Seasonal employee.
   - [ ] Temporary or occasional employee.
   - [ ] Other (specify): .....
5. Has he a journeyman rating? .....
6. Is he— (Check one)
   - [x] Skilled.
   - [ ] Semiskilled.
   - [ ] Unskilled.

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

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

   (*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 _____ (Name)

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

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.

O–16—22943–1 U. S. GOVERNMENT PRINTING OFFICE

RECEIVED
JUN 9 - 1942
PERSONNEL OFFICE

COORDINATOR OF INFORMATION

INTEROFFICE MEMO

FROM: R. S. Hoyt, Special Information DATE June 9, 1942

TO: Mr. Opsata

SUBJECT: DSS Form 42A

Attached is "affidavit to support claim for occupational deferment" of Mr. Ralph J. Bunche. He has asked me to forward it for your perusal, 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. Bunche may return it to his Selective Service Board by June 10.

RECEIVED
JUN 9 1942
BRANCH OF RESEARCH & ANALYSIS

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. 2[redacted] ..... (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)
   - [x] Regular employee.
   - [ ] Seasonal employee.
   - [ ] Temporary or occasional employee.
   - [ ] Other (specify):
5. Has he a journeyman rating?
6. Is he— (Check one)
   - [x] Skilled.
   - [ ] Semiskilled.
   - [ ] Unskilled.

   (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 gov. about matter

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 forM.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 _____ (Name) _____ (Type) Location _____ (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 _____ (Is, is not) related to any of the executive officers of this employing unit. The above relationship, if any, is _____

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.

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.

O–16—22943–1 U. S. GOVERNMENT PRINTING OFFICE