

March 15, 1946

TO: DIVISION LEADERS

FROM: J.A.D. LUNCY

SUBJECT: ALL CONTRACTORS EMPLOYEES ASSIGNED TO OVERSEAS OPERATION "CROSSROADS"

In order that project personnel whom are traveling overseas in connection with operation "Crossroads" might receive their monthly salary payments in the usual manner, it is requested that all division and groups leaders report on the weekly attendance records, a notation to the effect that such employees are to be considered as on Official Travel Status effective the date that such employees leave this project to engage in this work.

It is not necessary to include such employees on the weekly report listings after this notation has once been made unless the division or group leaders so desire.

If the division or group leaders desire to report names of employees on their weekly listing report, the code "T", should be used in each case.

It will be the policy of the Attendance Control Office to continue such employees on the payroll as in active travel status and accordingly this will permit the monthly release of salary checks for all such employees concerned.

The above procedure will be followed until the employee has returned from this assignment to this project at which time the group or division leader should again include the names of such employees on their weekly report listing as per the previously described approved method.

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REPOSITORY

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FOLDER

Operation Crossroads

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