Poston, Arizona
May 18, 1942

MEMORANDUM TO:

All Government Employees and Japanees Evacuees.

For your information and guidance Section X11, Sub-Sections of 6 and 7 of the United States Department of Interior Property Accounting Regulations is quoted :

6. By section 1 of the act of March 3,1875, as amended (18 U.S.C. Sec. 100), it is provided:

"Sec. 100. (Criminal Code, section 47). Embezzling public moneys or other property. Whoever shall embezzle, steal, or purloin any money, property, record, voucher, or valuable things whatever, of the moneys, goods, chattels, records, or property of the United States shall be fined not more than $5,000 or imprisoned not more than five years, or both."

7. Unlawful Disposition of Property. Section 35 of the Criminal Code as amended April 4, 1938 (52 Stat. 197, 18 U. S. C. 82) provides as follows:

"(c) And whoever shall take and carry away or take for his own use, or for the use of another, with intent to steal or purloin, or shall willfully injure or commit any depredation against any property of the United States, or any branch or department thereof, or any corporation in which the United States of America is a stockholder, or any property which has been or is being made, manufactured, or constructed under contract for the War or Navy Departments of the United States, shall be punished as follows: If the value of such property exceeds the sum of $50, by a fine of not more than $10,000 or imprisonment for not more than ten years, or both; if the value of such property does not exceed the sum of $50, by a fine of not more than $1,000 or by imprisonment in a jail for not more than one year, or both. Value, as used in this Section, shall mean market value or cost price, either wholesale or retail, whichever shall be the greater."

You are admonished that appropriate Criminal action will be promptly instituted in all violations of these statutes.

A. W. Empie
Chief Administration Officer

Approved:

W. Wade Head
Project Director

Mr Head

UNITED STATES
DEPARTMENT OF THE INTERIOR
INDIAN FIELD SERVICE
COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

June 3, 1942

MEMORANDUM TO:

BRANCH CHIEFS, DIVISION HEADS, AND SECTION CHIEFS

It has been brought to the attention of this office that office furniture, office machines, and office supplies have been indiscriminately removed from the various offices and appropriated for use in other offices without the knowledge or consent of the person to whom the equipment and supplies have been assigned.

It is realized that due to the shortage of equipment and supplies, at the present time, some inconveniences will be experienced. However, this inconvenience, no matter how great, does not justify the practice referred to.

Additional office furniture and office machines have been ordered and upon delivery will be issued to the offices requiring additional furniture, etc. In the meantime it will be necessary for each office to manage with the equipment heretofore assigned to it.

The practice of appropriating furniture, etc., in the absence of and without the knowledge of the person to whom it has been assigned must be discontinued at once. You will please so instruct all employees in your Branch, Division, or Section.

A. W. Empie
Chief Administrative Officer

Approved:

Wade Head
W. Wade Head R.G.
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF INDIAN AFFAIRS
WASHINGTON

Colorado River War Relocation Project
Poston, Arizona

June 13, 1942

MEMORANDUM TO: BRANCH CHIEFS, DIVISION HEADS, SECTION CHIEFS

Beginning June 16, 1942 a consolidated daily time report will be made for all Caucasian employees employed in the offices situated in the north and south Administration Buildings. To facilitate this office in accomplishing this, it is requested that the Chief, Proprietary Accounting Section, J. W. Shepard, be furnished with a list of all employees employed in your various departments as of the close of business on June 15, 1942.

A consolidated time report for Japanese evacuees employed in the offices situated in the north and south Administration Buildings will likewise be made beginning June 16, 1942. It is requested that a list of these employees employed in the offices as of the close of business June 15, 1942 also be furnished Mr. Shepard.

With the inauguration of the consolidated time report on June 16, 1942 it will no longer be necessary for your office to submit a daily time report of the employees under your supervision.

Employees entering upon duty on June 16, 1942, or subsequently, should be reported to Mr. Shepard at once to enable the timekeeper to immediately include their time in the daily consolidated report.

A. W. Empie,
Chief Administrative Officer.

(54)

UNITED STATES
DEPARTMENT OF THE INTERIOR
INDIAN FIELD SERVICE
COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

June 18, 1942

PROCEDURE FOR SECURING TRAVEL AUTHORITY

1. The Branch, Division, or Section Head proposing travel on official business for himself or for an employee within his branch, division, or section, will prepare "Request for Travel Authority, Form CRWRP-1," in quadruplicate, fully stating the traveler's name and title, the origin and destination of travel, the period of travel proposed, and the purpose of the travel, together with his recommendation for the manner in which the proposed travel is to be performed. All copies of the Request shall then be forwarded to the Chief Administrative Officer for consideration and approval.

2. Upon receiving a properly prepared and executed "Request for Travel Authority", the Chief Administrative Officer will determine whether the travel is justifiable, and if approved will designate the appropriation, account, and classification to be charged; will determine the amount to be allowed for per diem in lieu of subsistence, the mode of travel to be used and designate the same by inserting the words "yes" and "no" in the provided spaces; will stipulate the rate per mile if the travel is to be performed in privately owned automobile; will direct issuance of necessary identification cards, transportation requests, tax exemption certificates, etc., by inserting the words "yes" and "no" in the provided spaces. Upon approval all copies will be forwarded to the Procurement Officer for completion and proper distribution.

3. Upon receiving an approved "Request for Travel Authority" the Procurement Officer will estimate the travel expense in the spaces provided, initial the estimated expense and forward the original and two copies to the Chief, Accounting Section, for the purpose of verification of the availability of funds and for recording the obligation.

4. The Chief, Accounting Section, will determine the availability of funds under the appropriation cited and if funds are available will proceed to record as an obligation the estimated amount of cost of travel authorized, retaining one copy of the request as an obligation document and returning the original and first copy to the Procurement Officer with proper notation of availability of funds and obligation record stamped thereon.

5. The Procurement Officer will upon receiving the original and first copy of Request from the Chief, Accounting Section, proceed to issue the Travel Order, in accordance with the authorization by the Chief Administrative Officer. He will sign the "Acknowledgement" section of the Request, retain the original and forward the first carbon to the Branch, Division, or Section head requesting the travel order to advise the disposition of the Request.

6. If travel is authorized, this copy will serve as a notice to the requesting officer to call at the office of the Procurement Officer for Travel Order and accompanying instructions.

Approved: June 18, 1942

A. W. Empie,
Chief Administrative Officer

UNITED STATES
DEPARTMENT OF THE INTERIOR
INDIAN FIELD SERVICE
COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

June 27, 1942

MEMORANDUM TO:

BRANCH CHIEFS, DIVISION HEADS, AND SECTION CHIEFS

Supplementing the memorandum dated June 3, 1942 relative to the indiscriminate appropriation of office furniture, office machines, and office supplies without the knowledge or consent of the person to whom the equipment and supplies had been assigned, you are now advised that furniture, machines, and supplies are not to be removed from the offices of the administration buildings to other places within the project without the written consent of the Project Director or the Chief Administrative Officer.

Furniture and furnishings placed in the several dormitories will not be removed from the rooms in which they are placed or from the dormitory building without the written consent of the Project Director or the Chief Administrative Officer.

A. W. Empie
Chief Administrative Officer

Approved:

W. Wade Head
Project Director

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA,
JULY 1, 1942.

MEMORANDUM TO: Section Heads and Division Chiefs.

Effective this date all outgoing telegrams will be transmitted by the Mails, Files and Communications Division.

The section, division or individual initiating the telegram will make up the required number of copies, have the original properly signed, retain one copy for their files and then route the message to the Mails and Files Division for transmittal.

A. W. Empie

A. W. EMPIE,
Chief Administrative Officer.

Colorado River War Relocation Project
Poston, Arizona

July 2, 1942

ADMINISTRATIVE NOTICE

To All Employees:

In accordance with the policy established by the Director of the War Relocation Authority, Washington, D. C., Saturday, July 4, 1942, will not be observed as a holiday by employees of the Colorado River War Relocation Project.

W. Wade Head
Project Director

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Colorado River War Relocation Project
Poston, Arizona

July 6, 1942

MEMORANDUM TO:

BRANCH CHIEFS, DIVISION HEADS, AND SECTION CHIEFS

It has been brought to the attention of this office that the provisions of Circular No. 3, dated May 12, 1942, are not being fully complied with, particularly in regard to dispatching and receiving official telegrams.

In pursuance of the application of the procedure set forth in Circular No. 3 dated May 12, 1942, and amendment to Circular No. 3 dated July 6, 1942 (a copy of which is attached hereto), you are informed that the Manager of the Western Union Telegraph Company, Parker, Arizona, has been instructed to communicate all incoming official telegrams to the Chief of the Mails, Files, and Communications Division only, therefore, in view of this instruction, strict observance of the procedure outlined in Circular No. 3 as amended, will expedite necessary official telegrams.

Your full cooperation is anticipated.

A. W. Empie
Chief Administrative Officer

Attachment

Approved:

W. Wade Head
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of Indian Affairs
Field Service

Colorado River War Relocation Project
Poston, Arizona

July 16, 1942

MEMORANDUM TO: Branch Chiefs and Division Heads

The first cash advance to the Japanese evacuees will be paid beginning at One O'Clock on Friday, July 17th. An announcement of this first payment has been made, including a list of the persons comprising the first payroll.

In arriving at the rates of pay the evacuees were placed in their respective groups, e.g. $19, $16 and $12 classes, based on the type of work being performed as evidenced by the daily labor reports and the titles shown on the time sheets. I know in some instances, that supervisory officials have collaborated with the timekeeping and payroll divisions for the purpose of classifying certain individuals. However, rather than hold long discussions with regard to the classification of the various evacuees and with the idea in mind of making the cash advance as quickly as possible, the payrolls have been drawn up, as explained above, from the description of the work performed together with the title shown on the time sheet.

It is quite possible upon payment to the evacuees of the amounts shown due them on the first payrolls for the months of May and June, that certain complaints will arise relative to classification. In any instance where a complaint is registered with the Fiscal Officer, the person will be directed to the Division Head with the request that his case be taken up through regular channels. In the event the Division Head feels that the complaint is warranted he should, in turn, take the matter up with his Branch Chief and should it be decided that the person is subject to reclassification, a memorandum should be addressed to the Chief Administrative Officer for appropriate action. In instances where it is determined to be justified, adjustments covering services performed during May and June can be effected on the payroll for the month of July. Very careful consideration should be given, however, to each case and War Relocation Authority Administrative Instruction No. 10, should be used as a guide, giving proper consideration to the usual classification procedure under Civil Service rules and regulations.

A. W. Empie,
Chief Administrative Officer

13

UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of Indian Affairs
Field Service

July 22, 1942

MEMORANDUM TO: All Caucasian and Japanese Employees of the Administrative Branch.

Beginning Tuesday evening, July 28th, at 8:00 p.m., there will be held in the south administration building, the first of a series of meetings dealing with the function of the various divisions of the administrative branch.

The Chief of each division will be expected to lead the discussion of the work performed in that particular division. The Chief of the division should in turn, assign topics for discussion to the chiefs of various sections within the division.

At the first meeting on Tuesday, an attempt will be made to review the work of the branch in its entirety, including the functions of the Fiscal Division, Personnel Division, Procurement Division and Mails, Files and Communications. At this meeting we hope to have in attendance the Chiefs of the three other branches --that is, Community Services, Public Works, and Agriculture and Industries as well as Division Heads under these several branches, in addition to the Project Director and the Assistants to the Project Director.

In reviewing the work of the Administrative Branch an effort will be made to familiarize the other members of the project organization with the functions of the various divisions within this branch and in what way the functions of these divisions relate to the work of the other divisions of the project. How the work of all divisions can be correlated so as to best carry out the program of the Project Director will also be discussed.

Tentatively we would like to hold these meetings every other night until each division within the branch has had an opportunity to discuss its functions and how these functions relate to the work of other divisions.

It is believed that a great many problems can be worked out to our material advantage by being in attendance at these meetings and it is urged that every effort be made to arrange to be present and to take part in the discussion.

Meetings will not be held on Saturday or Sunday.

A. W. Empie,
Chief Administrative Officer

(276)

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

Date: _____, 194__

Mr. A. W. Empie
Chief Administrative Officer

Dear Sir:

Receipt is acknowledged of MEMORANDUM dated July 31, 194 2, together with copy(ies) of WAR RELOCATION AUTHORITY CIRCULAR LETTER NO. 46, dated July 17, 1942,

the contents of which have been read and are fully understood.

_____
(Title)

NORRIS JAMES

Colorado River War Relocation Project
Poston, Arizona

July 31, 1942

MEMORANDUM TO: Branch Chiefs, Division Heads, and Others Responsible for Classifying Japanese Employees

There is attached hereto a copy of the War Relocation Authority Regional Office Circular Letter No. 46, dated July 17, 1942, outlining classification procedure for classifying Japanese evacuee-employees and listing positions covered by each classification, for your information and guidance.

Effective August 1, 1942 each Japanese-held position is to be classified under the appropriate title and group as shown on this list. In selecting the correct title for a position, the nature of the work to be performed should be the determining factor, without regard to the personal qualifications of the employee who is to perform the work.

This is to facilitate preparation of the monthly payrolls, and Branch Chiefs and Division Heads will please see that their employees are classified in accordance with this list at once and submit to this office a complete schedule of all evacuee-employees with the proposed classifications.

All classifications are subject to review by the Project Director, and any variations from the classifications prescribed herein will require justification by the head of the division concerned, through the Branch Chief, and be approved by the Regional Director in accordance with paragraph 7 of Circular Letter No. 46, attached.

A. W. Empie
Chief Administrative Officer

Approved:

W. Wade Head
Project Director

Attachment

(357)

MR. JAMES

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

CIRCULAR LETTER NO. 46 July 17, 1942

TO: All Project Directors, War Relocation Projects

FROM: E. R. Fryer, Regional Director

SUBJECT: Classification of Work: Application of Administrative Instruction No. 10, Section I.

Administrative Instruction No. 10 makes Project Directors responsible for classifying project work in three general wage-groups. It is, therefore, the duty of the Project Directors to analyze the duties, responsibilities, and importance of each job and assign it to one of the three groups.

The purpose of this Circular is to suggest some guiding principles which should be followed in order to secure uniformity in work classifications among the several Projects.

1. It should be emphasized that it is jobs which are being classified, and not persons. The classification of a job is based upon the requirements of the job itself, and not upon any evaluation of the person who happens to occupy the job at a particular time. The job classifications, therefore, do not imply a classification of individuals.

2. Classification of jobs should be based upon consideration of the duties and responsibilities of the job, the experience, skill, and education necessary, and the degree of independent judgment and supervision required for proper completion of the task. Factors specific to each category are mentioned below. It will frequently be helpful to refer to the United States Employment Service's Dictionary of Occupational Titles, which contains brief descriptions of duties associated with some 29,000 job titles. The occupational classification on Form WRA-26, now under way in the Relocation Centers, is proceeding according to the Employment Service system of classification as outlined in the Dictionary.

Hence, if this occupational classification is to be of maximum utility, it will be desirable to bring the project jobs into line with the standard Employment Service job definitions.

3. Administrative Instruction No. 10 does not prescribe that all jobs must be classified according to Civil Service grades. The Instruction stipulates only that positions shown on the project organization chart in specified Civil Service grades be included in specified wage-groups. Jobs not shown on the organization chart should be classified at the discretion of the Project Director, within the limits and intent of the principles herein formulated.

4. Class A. $12 per month. Those jobs which involve neither the skill, nor the education or experience, nor the responsibilities of Class B or C jobs will be placed in this category. This includes the following groups:

   a. Positions in the project chart below grades CAF-2, CU-5, and SP-3.
   b. Other jobs, such as:

      Checkers, foods and others
      Clerks, general office, file clerks, stock clerks
      Library assistants and attendants
      Messengers, errand boys, and office boys and girls
      Timekeepers
      Attendants, hospitals (e.g. orderlies)
      Kitchen workers (e.g. kitchen helpers, dishwashers, vegetable men)
      Waiters and waitresses
      Charwomen and cleaners
      Janitors
      Porters
      General farm hands, unspecialized
      Laundry workers (e.g. folders, shakers)
      Laborers, helpers and apprentices
      Warehouse workers
      Truck drivers (light)
      Grounds keepers

5. Class B. $16 per month. This group includes jobs which demand a reasonably good knowledge of technical work pro cesses, or some experience or skill which cannot be quickly acquired, or ability to operate fairly complicated machinery, or the use of a certain amount of independent judgment, or assumption of responsibility either for directing the work of others, or for maintaining valuable equipment. The following groups of jobs are included:

6. Class C. $19 per month. This group includes:

(1) Complex or responsible jobs requiring for their proper execution either considerable academic training or experience of such scope and character as to be equivalent to such training; and

(2) Jobs involving responsible policy making, planning, supervising, coordinating, or guiding the work of others. The following jobs are included:

a. Positions on the project chart in grades CU-8, SP-6, CAF-5, P-1, and above.

b. Jobs involving the supervision of five or more employees in classes B or C.

c. Other jobs such as:

Accountants
Agronomists
Architects
Auditors
Chemists
Chief Cooks
Dentists
Dietitians
Editors
Engineers (civil, mechanical, etc.)
Librarians
Pharmacists
Physicians and Surgeons
Statisticians
Teachers, schools
Trained nurses
Veterinarians
Laboratory technicians
Personnel counselors
Optometrists
Social and welfare workers
Translators
Superintendents, farm
Chief clerks
Managers, stores, dining halls, etc.

7. Procedural suggestions. Proper classification of jobs depends on adequate analysis of each job. To accomplish such analysis, it will be helpful to require employing officers to specify as precisely as possible the duties and responsibilities of each job for which they request referral of workers by the Placement Office. The Project Employment Officer should then analyze the job specifications, referring to the Dictionary of Occupational Titles, and obtaining additional information as necessary, and recommend appropriate classifications to the Project Director. Such job specifications and job analysis will also be a valuable aid in selection and placement of workers.

a. Positions on the project chart in grades CU-5 to CU-7, inclusive, grades SP-3 to SP-5, inclusive, and grades CAF-2 to CAF-4 inclusive.
b. Any jobs involving supervision of five or more employees in classes A or B.
c. Other jobs such as:

Draftsmen
Recreational or group activity leaders
Reporters
Scientific helpers or engineering aides
Account clerks
Audit clerks
Bookkeepers
Cashiers
Coding clerks
Interviewers
Interpreters
Office machine operators
Physicians and dentists assistants
Statistical clerks
Stenographers and typists
Barbers
Beauticians
Cooks
Junior Dietitians
Practical nurses
Firemen
Policemen
Farm managers
Farm mechanics
Grafters
Irrigators
Pruners
Teamsters
Technical agr. jobs (e.g. chick sexer, poultry culler)
Tractor drivers
Bakers
Butchers
Blacksmiths
Carpenters
Electricians
Engineers, operating
Mechanics and repairmen (motor vehicle and other types of machinery or tools)
Machinists
Plumbers
Truck and bus drivers (heavy trucks only, over 1½ tons)

In the interest of uniformity among the several projects in job classification, doubtful cases should be referred to the Regional Director for decision. A full statement of the duties, responsibilities, qualification requirements, and other relevant circumstances should be submitted with each case referred to the Regional Director.

(Sgd) E. R. FRYER

E. R. Fryer
Regional Director

Poston, Arizona
September 2, 1942

Memorandum: Branch Chiefs and Division Heads

From: A. W. Empie, Chief Administrative Officer

Miss Clara S. Brererton has been placed in charge of Mails, Files and Communications Division of the Administrative Service Branch. Miss Brererton will interview you from time to time with regard to the many problems, incurred in receiving, briefing, routing and filing of all official correspondence in the establishment and operation of a complete filing system for the Project in the establishment and operation of complete telephone and telegram service, in the establishment and operation of a stenographic pool and duplicating section.

Many problems are of considerable importance, however, one of the first to be attacked is the establishment of a stenographic pool. I would like to request your earnest consideration of this matter and full cooperation with Miss Brererton in establishing an efficient stenographic pool.

We believe that many girls who are now idle part time, and much needed equipment, which is now idle part time, can be put to much greater use and result in increasing efficiency in every phase of the work.

Anything you can do to assist Miss Brererton in this work as well as the establishment of all service of this Division will be very much appreciated.

A. W. Empie,
Chief Administrative Officer.

(552)

Poston, Arizona
September 2, 1942

To all Branch Chiefs and Division Heads and other Employees:

Notice is hereby given that Mr. Robert M. Parnell has been placed in charge of space control and is responsible for the location of the various offices to conform with a schedule out-lined by him and approved by the Project Director.

Before space is permanently occupied Mr. Parnell's approval must be secured.

Considerable moving about and confusion will be eliminated if he is consulted prior to making any move. Please be guided accordingly.

A. W. Empie,
Chief Administrative Officer.

Approved:

W. Wade Head
Project Director.

(548)

JOHN G. EVANS

Colorado River War Relocation Project
Poston, Arizona

September 9, 1942

MEMORANDUM TO: BRANCH CHIEFS, DIVISION HEADS, SECTION CHIEFS

There is attached hereto a copy of General Accounting Office General Regulations No. 88, Supplement No. 3, dated August 13, 1942 citing amendment to paragraph 12 of the Standardized Government Travel Regulations in regard to reporting the use of privately owned automobiles on a commuted mileage basis on Standard Form 1012e--Revised, "Statement of Travel by Motor Vehicle", for your information and guidance.

Pending receipt of the supply of the revised forms referred to therein, Standard Form 1012e--Revised, now in use, will be used with proper deletions as indicated on the attached sample.

H. W. Smith
Fiscal Officer

Attachments

(645)

STATEMENT OF TRAVEL BY MOTOR VEHICLE ON MILEAGE BASIS

1 9 4 2
General Regulations No. 88
Supplement No. 3

General Accounting Office
Office of the Comptroller General
of the United States
Washington, August 13, 1942

Paragraph 12 of the Standardized Government Travel Regulations has been amended with the approval of the President, and such amendment has been promulgated by Bureau of the Budget Circular No. 395 dated July 17, 1942, which provides an additional subparagraph, as follows:

> (b) Joint Travel: Mileage, in lieu of actual expenses of transportation under paragraph 12, shall be payable to only one of two or more employees traveling together on the same trip and in the same vehicle, but no deduction shall be made from the mileage otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Government employees) may travel with him and contribute in defraying the operating expenses. (see paragraph 89).

Under the amended regulations, supra, information with respect to the use on official business of privately owned vehicles on a commuted mileage basis need no longer be reflected on Standard Form No. 1012e--Revised, "Statement of Travel by Motor Vehicle". Accordingly, Supplement No. 2 to General Regulations No. 88, dated August 27, 1941, is hereby rescinded.

The Public Printer has been requested to print a revised form of "Statement of Travel by Motor Vehicle", Standard Form No. 1012e--Revised. Until such time as the new form is available for distribution, the supply of the present form may be used to support vouchered claims for use of privately owned motor vehicles, with proper deletions thereon as indicated on the attached sample form.

LINDSAY C. WARREN

Comptroller General
of the United States

Attachment

(646)

Standard Form 1012 e—Revised
Form approved by
Comptroller General, U. S.
July 19, 1937
(Amended Aug. 27, 1941)
General Regulations No. 88, Supp. No. 2

STATEMENT OF TRAVEL BY MOTOR VEHICLE

Subvoucher No. _____

_____ (Department or Establishment) _____ (Bureau or Office)

Statement of official travel accomplished by _____ (Name of traveler) during the period

from _____, 19____, to _____, 19____, as _____ (Insert "person in charge of" or "passenger in")

_____ ("Automobile" or "motorcycle") owned by _____

Official Letter of Authorization No. _____ dated _____, 19____

Date	Points of Travel		Hour of Departure		Hour of Arrival		Meter Readings		Miles Traveled	Rate Per Mile	Amount Claimed	
	From—	To—	A. M.	P. M.	A. M.	P. M.	Start	End		Cents		

Total "Mileage" computations _____

~~Deduct any portion of the above not borne by claimant or in any manner recovered or to be recovered~~ _____

~~Net amount, for which commutation is claimed~~ _____

I hereby certify that the travel indicated above was accomplished in the performance of official duties pursuant to the travel authority referred to on the voucher to which this statement is attached; that the information given is correct; and that, except as otherwise indicated above, no part of the travel for which compensation is claimed was performed within the corporate limits of my official station or post of duty.

I further certify that I actually incurred or paid (except as otherwise explained) the actual operating expenses of the motor vehicle indicated, for which commutation is claimed on a mileage basis, ~~and that I have not recovered any part of such expenses in any manner whatsoever, except as shown above.~~

~~In the performance of the above mileage I traveled~~ _____ (Insert "alone" if applicable) (or) in company with (*) _____

_____

~~who has paid, or will pay, the amount of the deduction shown above or will claim reimbursement therefor.~~

~~* Insert names of all others with whom travel was accomplished, designating as such any Government employees traveling on official business, and by what office employed.~~

_____ (Signature of traveler)

U. S. GOVERNMENT PRINTING OFFICE : 1941—O-51061

A. N. Empie

UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of Indian Affairs
Field Service

Colorado River War Relocation Project
Poston, Arizona
October 20, 1942

MEMORANDUM TO: All Division and Section Heads

FROM: H. W. Smith, Fiscal Officer

Requests for changes in employee classification, correction of errors and omissions in reporting time worked, and any other changes affecting payrolls must be in the Timekeeping Section not later than 5 p.m. on the final day of the pay period. Otherwise changes will not be made until the following month's payroll.

No changes or additions will be made on payrolls unless the request for same is approved in accordance with instructions contained in W.R.A. Administrati Instruction No. 27, dated September 1, 1942.

H. W. Smith
Fiscal Officer

Colorado River War Relocation Project
Poston, Arizona

November 5, 1942

Memorandum to: Division Heads and Branch Chiefs

From: A. W. Empie, Chief Administrative Officer

The utmost economy must be observed in the expenditure of travel funds during the fiscal year 1943. A specific limitation in the Appropriation Act makes it impossible to secure an additional allotment of travel money.

Many divisions are requesting travel for employees assigned to bring supplies, materials and equipment to the Project from outside sources. Before making a request for travel authorization please be sure to check your division's budget to ascertain whether sufficient travel money has been allocated for your use. If insufficient travel money exists in your own division consult with Mr. H. W. Palmer, Procurement Officer, to determine whether Procurement travel allowances may be used.

This is a very important item and should not be overlooked since after our travel funds are exhausted there will be no possibility of a further allotment.

A. W. Empie,
Chief Administrative Officer

(1048)

Mr Emfie

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

November 9, 1942

Procurement Office
Memorandum No. 1

Submission of Requisitions

To All Division Heads, Section Heads and Others:

Hereafter, in accordance with the procedure outlined for Governmental activities operating under National Defense Acts and Executive Orders, the practice of this Procurement Office will be to solicitate as many informal bids as possible for the purchase of equipment, materials and supplies. Our Procurement Authority permits the purchase of articles without securing written bids when the amount of the purchase is less than $5,000. This privilege does not eliminate the practice, which is followed by all Government activities, of securing bids from a large or small number of dealers, either by telephone, telegraph, by letter, or verbally from agents or representatives of dealers. The accepted bid will be confirmed by an informal written contract. All purchases amounting to $5,000 or more must be consummated through written informal bids and negotiated contracts, or through sealed formal bids and contracts. Your consideration of these necessities of purchasing procedure will be appreciated.

In order to properly carry out these purchasing requirements, requisitions will be received once a week - on each Tuesday. The intervening time between the respective Tuesdays will be devoted to processing the requisitions. Requisitions received after a Tuesday will be held until the next Tuesday. This practice will not be departed from, except in extreme cases of emergency, such as the protection of life and property and the continuing of utility services, the stoppage of which might cause distress. In such instances requisitions will be received any time and given precedence over others. Each "emergency" requisition, however, must fully explain the emergency and give facts and not conclusions.

Should any one have secured informal quotations before presenting his requisition, he should so state on his requisition and attach thereto any telegrams or letters he may have received. The reverse side of the new form of requisition, a supply of which may be obtained from the Procurement Office, has been prepared for noting these informal quotations. The person receiving the quotation should sign his name in the column where the quotation is recorded. If considered desirable, the Procurement Office will then attempt to secure additional quotations. The responsible officer of the Procurement Office will sign a formal certificate with respect to solicitation of bids. The requisition, the accompanying written quotations, if any, and any notes about telephone or personal verbal quotations, together with the certificate of the Procurement Officer, will finally be made a part of the paid voucher. Such efforts as you may make toward locating sources of supply or securing quotations prior to the submission of your requisition will always be greatly appreciated.

In preparing requisitions, consideration should be given not only to immediate needs but to future needs. It is consistent with good business practice, particularly at this time, when materials are scarce and getting more scarce every day, to anticipate the project's needs in advance for at least three months, if possible. If part of the articles are required for immediate use, the requistion should so state, in order that the Procurement Office may make delivery arrangements with the dealer.

It will be presumed and so understood by the Procurement Office that when a requisition has been approved by the head of the division that the project for which the articles are required is included in the budget of the unit concerned and that sufficient funds are available for the purchase. The approving officer will be held responsible for lack of funds when the Procurement Office makes an obligation under an approved requisition.

Requisitions are to be submitted in triplicate, the original signed in the designated places and other information required filled in.

In connection with travel, which is incidentally mentioned here, it will also be presumed and so understood, when requests for travel orders are received, that the unit concerned has sufficient funds in its allotment to pay the travel expense.

H. W. Palmer
Procurement Officer

APPROVED:

W. Wade Head
Project Director

Encl

November 12, 1942

Memorandum to: All Department Heads

From: Clair S. Brereton, Chief, Mails, Files and Communications

Subject: Departmental Mail for Poston II and III

In order to facilitate the delivery of departmental communications to Poston II and III please route all such materials, properly identified, to the office of Mails and Files in Administration 4. There the communications for each of these two units will be assembled and placed in large carrying envelopes for delivery to Poston II and III respectively, via bus. Individual envelopes will, accordingly, not be necessary.

Will you please instruct your stenographers, clerks and messengers so that this service may be effective immediately.

Clair S. Brereton
Clair S. Brereton
Chief, Mails, Files and
Communications

Approved

H. W. Smith
H. W. Smith
Senior Administrative Officer

(1094)

WAR RELOCATION AUTHORITY
COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

December 7, 1942

Memorandum: To all Division and Section Heads

From: A. W. Empie, Chief Administrative Officer

The recent cessation of work by most of the Japanese evacuee employees has caused some confusion relative to the time for these employees during the period of Nov. 19th to 26th. Some work was being carried on during this time for which it is believed compensation is due the workers; however, before placing any time on the November pay roll for the period of Nov. 19th to 26th, it is necessary that it be determined who are actually entitled to pay for services performed. This decision will necessarily have to be that of each of the division heads or other responsible Caucasian employees. In order to get every Japanese, who worked during this period, placed on the pay roll, it is requested that all labor reports submitted to the timekeeping section be certified by the division heads. Some labor reports have been received by the timekeeping section that have been properly signed by the division heads, but others have not, which no doubt, is due to your not having been properly informed of the requirements.

It is believed the following groups of employees continued to work during this period, and no doubt, there are others.

1. Mess hall employees
2. Hospital "
3. Police dept. "
4. Fire " "
5. Education " "
6. Warehouse " (engaged on subsistence)

For the information of all, the following procedures relative to time-reporting will be required to be followed:

1. Effective as of Nov. 19th, daily labor reports covering services performed by the Japanese employees shall be certified by the division head, or his designated Caucasian employees.

2. Effective as of Nov. 26th, the responsibility of maintaning an actual time record of all Japanese employees shall be accomplished by submitting daily labor reports to the timekeeping section.

3. The head of each division shall, as far as it is possible, report the daily time of all Caucasian employees coming under his jurisdiction. The head

of the division may, however, disignate responsible emplyees for time-reporting. Such designations shall be reported to the timekeeping section thru Mr. H. W. Smith, Fiscal Officer. This procedure is adopted in order to establish a more uniform system of time-reporting and to place such responsiblity with the proper officials. The practice of the individual Caucasian employees reporting their own time should be discontinued. In the case of those employees who are working more or less independently and reporting their own time it shall be the duty of the branch head to designate some one employee whose duty it shall be to report time of such employees. This procedure shall become effective December 7th.

4. Labor reports received not properly certified will be returned to the reporting employee and will not be accepted until such is certified in accordance with above instructions.

5. Labor reports covering Japanese services for the period of November 18th to 26th shall be submitted to the timekeeping section prior to 5:00 p.m. December 8th, as it is imperative we close our time records for November. No time will be accepted after this time and date.

6. Overtime reported on daily labor reports shall be justified by the division head. Certificate stating that such overtime was necssary and essential shall appear on each labor report, showing overtime for any employee. Unless such overtime is fully justified no employee will be given more than eight (8) hours time for such day's service.

Every assistance possible will be given the employees reporting time, and within the near future a memorandum will be issued comvering the details of preparation of labor reports, hours of work, pay rate, leave, etc.

A. W. Empie
Chief Administrative Officer

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jws

Harris James

Colorado River War Relocation Project
Poston, Arizona

December 8, 1942

MEMORANDUM TO ALL DIVISION HEADS AND BRANCH CHIEFS:

In order to effect the proper redistribution of all automotive equipment equitably between all divisions of the Colorado River War Relocation Project based on the actual needs of the respective divisions, it is requested that each branch cause to be prepared immediately, a list of all automotive equipment by divisions, which in the opinion of the division heads and branch chiefs, is absolutely essential to the successful operation of their respective divisions.

Inasmuch as this is an important matter involving a strict gasoline and tire rationing program, it is requested that division heads and branch chiefs immediately collaborate and cooperate in this matter and that complete lists of the needs be submitted at the earliest possible date, but not later than Friday, December 11.

A. W. Empie
Chief Administrative Officer

Approved:

W. Wade Head
Project Director

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA
DEC. 23, 1942

MEMORANDUM TO DIVISION HEADS.

Effective December 15, 1942, the Regional Office was discontinued and the personnel transferred to the War Relocation Authority in Washington, D. C.

Project Directors have been instructed that they will be responsible to the Director rather than to the Regional Director. All project correspondence formerly directed to the Regional Office will be directed to Washington, with the exception of the following:

1. Requests for Military travel permits.

2. Inquiries regarding deferred evacuees.

3. Correspondence regarding evacuee property and possessions.

4. Requests for transportation of evacuee household goods.

5. Correspondence regarding the procurement of subsistence supplies (until the establishment of the mess operations section in Washington).

6. Certain other minor matters.

Letters and telegrams received in the Regional office after December 15, from the projects, and which require an answer, will be forwarded to Washington for reply, if time will permit or unless the subject matter is of an extremely routine nature. Where time will not permit or where the subject of the correspondence is a matter of little consequence, the division chief concerned in this office may reply to the Project Director, However, this is only a temporary arrangement and future instructions will be issued from the Washington Office.

All correspondence going to the San Francisco Office at present, should be addressed to ~~Harvey M. Coverley~~, Acting Regional Director. R. B. Cozzens

Ralph M. Gelvin
Ralph M. Gelvin
Acting Project Director

hj

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Mr. Gelain

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Colorado River War Relocation Project
Poston, Arizona

January 7, 1943

Memorandum to: All Divisions of the Administrative Branch and other interested Project personnel.

Subject: Routing and Audit Section

From: A. W. Empie, Chief Administrative Officer

This will serve to announce the designation of Mr. Williard W. Angel as Chief of the Routing and Audit Section.

Since the inception of this Project the accounting work has been constantly increasing until at the present time it has reached a point where we are no longer able to maintain control over all of the various details in connection with this work without a reorganization of the personnel and a redistribution of the work. This fact has been realized by the Administrative and Accounting personnel for some time and has been the subject of much discussion as to how the problem could best be solved, however, to date no definite steps have been taken toward reorganization of the personnel in order to handle the details which are giving us so much trouble at this time.

After serious consideration it has now been decided that the procedure outlined herein is the nearest solution to the problem. The procedure involves the setting up of an independent section designated as the "Routing and Audit Section" which will provide the means for facilitating and coordinating the procurement Division and Warehouse Section in an efficient and

systematic manner.

Definite, uniform procedures as established are to be followed by the employees of this section in the performance of their duties. These procedures designate this section as a distinct central clearing point for various incoming and outgoing documents and papers which will flow back and forth through this section during the processing, thereby resulting in a uniform disposition thereof, a record as to their location, stage of being processed and in addition to this an audit of such papers will be made during their normal processing.

There has been a recognized need for some time for the establishment of a unit within our Fiscal Division wherein can be vested all the authority and facilities necessary for the compliation of certain valuable statistical data which is necessary at various intervals and especially in connection with the reporting to all interested agencies and officials of the work performed of variour Divisions and Branches of the Organization.

In the future it shall be the duty of the Audit Section to perform the work of continous assembling of statistical data designed to show the work being performed each day, week, month and fiscal year in order that information may be available currently at the end of each accounting period.

The duties of the Routing and Audit Section are briefly listed below:

1. Route and record action taken in connection with the following documents and papers from the time of their receipt on through the various stages of processing until they are finally completed:

Purchase Requests	Voucher Form 1012
Purchase Orders	Voucher Form 1034
Bills of Lading	Voucher Form 1067
Invoices	Voucher Form 1068
Receiving Reports	Voucher Form 1080
Requests for Property	Voucher Form 1097
Requests for Travel Orders	Travel Orders, Form
Transportation Requests	Schedules of Disbursement, Form 1064

2. Examine and make a detailed audit of the documents listed above, prior to distribution; to ascertain whether or not they have been properly prepared; that they contain all necessary information which will be required by the various sections which will eventually process them; to determine that a sufficient number of copies have been prepared and to properly complete all papers and documents before forwarding for further processing.

3. A detailed audit shall be made of all vouchers received from the voucher unit or through the mail, prior to the time they are forwarded to the Certifying Officer, in order that they may be forwarded to him properly prepared for his certification and thereby eliminate the necessity for their return to the voucher unit for correction.

4. A detailed audit of rates will also be made of transportation vouchers in connection with bills of lading and transportation requests prior to the time they are forwarded to the Disbursing Section. After completion by the Disbursing Section they will be returned to the Routing and Audit Section to be recorded and forwarded to the Certifying Officer.

5. This Section shall also handle requests for travel orders to be issued, and after approval, issue the travel orders, secur-

ing the signature of the Project Director. It shall issue to travelers necessary transportation requests and travel logs in connection with travel orders and to explain the requirements of the travel regulations to travelers who are not already familiar with such regulations.

6. To prepare correspondence in connection with invoices, receiving reports, and other documents handled by the Routing and Audit Section.

7. To maintain a suitable record which will reflect the the flow of all papers and documents as distributed and the status of the accounts with vendors as to paid, unpaid, scheduled, up for certification, voucher in preparation, held pending receipt of receiving reports or invoices, location of vouchers, etc.

8. To assume the responsibility for the continous assembling of statistical data designed to show the work being performed currently such as number of purchase orders issued and total estimated value, number of vouchers issued and total value, total number of employees, Caucasian and Japanese and total amount paid each group, total value of various types of commodities procured as well as total tonnage of all types of supplies, materials and equipment. The total number of pieces of mail received at the Project, number of contracts entered into and the value of such contracts. Total collections and disbursements analyzed by receipt account.

9. Miscellaneous other duties as may be assigned from time to time.

Flow charts will be prepared which are to be followed in making distribution of the various papers and documents.

#5.

The successful operation of this Section will require complete cooperation from all Divisions of the Project and it will be expected that they will cooperate to the fullest extent furnishing any necessary information, records, etc., which may be requested by the Routing and Audit Section. This will without question be of mutual benefit to all concerned.

All matters pertaining to the work outlined herein shall be referred to Mr. Angel for his attention.

A. W. Empie,
Chief Administrative Officer

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

January 14, 1943

MEMORANDUM TO: ALL DIVISION HEADS AND SECTION CHIEFS
ADMINISTRATIVE BRANCH

This is to inform the Chief of each Section and the Head of each Division of the Administrative Branch that henceforth Project staff meetings will be held on Tuesdays at 11:00 A.M. and on Saturdays at 1:30 P.M. Staff meetings on Saturday begin at 1:30 P.M. and will end at 3:00 P.M.

Each Saturday beginning at 3:15 P.M. a meeting of all Heads of Divisions and Chiefs of all Sections of the Administrative Branch will be held. The object in holding these weekly meetings will be to inform you of what has transpired in the staff meetings held Tuesdays and Saturdays and in order to give you an opportunity to discuss problems being encountered in this particular Branch.

Section Chiefs are requested to confer with their Division Head in arranging for a discussion of their particular problem at the next meeting. Division Heads are in turn requested to file a request for a discussion of their particular problem with me in order that an agenda may be prepared for the next meeting. Upon receiving requests from Division Heads, an agenda will be prepared and you all will be notified of the various topics to be discussed at the ensuing meeting. The Division Heads are requested to bring to the meetings only items of greater importance than those which it is believed can be best worked out from a mutual discussion.

If at any time the Division Head or Section Chief feels that an employee, whether Caucasian or evacuee, should attend these meetings of the Administrative Branch, arrangements could be made to have the individuals attend.

A. W. Empie
Chief Administrative Officer

OFFICE COPY

Evans

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

January 21, 1943

MEMORANDUM TO: Branch Chiefs, Division Heads and Section Chiefs

FROM: H. W. Smith, Fiscal Officer

There is attached hereto a copy of General Accounting Office Regulation No. 88, Supplement No. 4, dated October 30, 1942, authorizing discontinuance of the Jurat and amending the Claimant's Certification on Travel Vouchers, Standard Form No. 1012-Revised, "Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel" effective November 1, 1942.

For your information and guidance pending receipt of a supply of Revised Forms referred to therein, Standard Form No. 1012-Revised, now in use, will be used by deleting the words, "Do solemnly swear (or affirm)"and inserting above the deletion the word "certify".

H. W. Smith
Fiscal Officer

Attachment

ELIMINATION OF OATH FROM STANDARD FORM NO. 1012-REVISED, TRAVEL EXPENSES VOUCHER

1 9 4 2
General Regulations No. 88
Supplement No. 4

General Accounting Office
Office of the Comptroller General
of the United States
Washington, October 30, 1942

In order to facilitate, throughout the Government service, the preparation and handling of travel expense vouchers on Standard Form No. 1012-Revised, "Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel", the said form is further revised, effective November 1, 1942, as follows:

(1) The certificate of the claimant is changed to --

I CERTIFY that the above account and schedule annexed are true and just in all respects; that payment therefor has not been received; and that my statements of travel performed by the means herein set forth correctly reflect travel performed by me on official business.

Accordingly, paragraph 7, Section II, of General Regulations No. 88, dated July 19, 1937, is amended by the substitution of the word "certificate" for the word "affidavit".

(2) The provision for executing an oath or affirmation is deleted and the following substituted in the same location on the form:

PENALTY FOR PRESENTING FRAUDULENT CLAIM: Fine of not more than $10,000 or imprisonment for not more than ten years or both. (See 52 Stat. 197; U.S.C. 18:80.)

FORFEITURE OF FRAUDULENT CLAIM: Falsification of an item in an expense account works a forfeiture of the entire claim. (See 36 Stat. 1141; U.S.C. 28:279, 280; 18 Comp. Gen. 603.)

(3) The administrative certifying officer's certificate is reworded as follows:

Pursuant to authority vested in me as an authorized certifying officer, I certify that the official headquarters of the claimant is as stated above; that the travel was authorized in advance (unless otherwise noted) from and to the points stated in the account, and for the period and at the subsistence rate or rates claimed, and that the amounts claimed are just and reasonable except as noted.

The next previous voucher paid under the same travel authority was: D.O. Vou. No....., paid .....
(Date)

The voucher reference provided for in the administrative certificate of approval is to be supplied where practicable, and if paid under a disbursing officer's symbol other than that to be used for paying the current voucher, the name and disbursing symbol are to be added in the space under the voucher number and paid date.

(4) Several other unimportant changes in arrangement of pages 2, 3, and 4 of the voucher have also been made.

Where necessary, similar changes are made in standard forms No. 1012a, 1012b, and 1012c, memorandum copies and continuation sheets.

The new standard forms of the No. 1012 series are spaced, so far as possible, to enable their use with the present memorandum copies, and the entire stock of old forms may be used. Vouchers may continue to be presented on the old forms, as long as available, by changing the words in the claimant's certificate "I do solemnly swear (or affirm") to "I certify", it being agreeable to this office that for travel subsequent to October 31, 1942, the oath on such forms need not be executed.

Upon receipt of these regulations each department, independent establishment, and other governmental agency is requested to make requisition upon the Public Printer for a supply of the standard travel voucher forms which it is estimated will be required for its particular service for the period ending June 30, 1943. In so doing it is understood and agreed by said departments, independent establishments, and agencies that they thereby consent to the plan of combining all the requisitions submitted and printing the total thereof in one edition, to be delivered or placed in stock at the Government Printing Office subject to their order, or partly delivered and partly placed in stock, as the case may be, and that they authorize the Public Printer to prorate the cost of printing and to render bill against each department, independent establishment, or agency, for its proportionate share on the basis of the number of forms ordered by it.

Authority is also granted to exhaust the supply of standard forms of the No. 1012 series now on hand in the Government Printing Office. The stock of the said form in the Government Printing Office will be replenished only by the printing of the revised standard forms.

LINDSAY C. WARREN

Comptroller General
of the United States

Evans

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

January 27, 1943

MEMORANDUM TO: Branch Chiefs, Division Heads, Section Chiefs

The following form of certificate is to be included in all vouchered claims submitted on Standard Form 1012-Revised, "Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel," when applicable to the circumstances of the travel performed, consideration having been given all other statements included in the claim:

> "No annual or sick leave taken, no Government quarters occupied or meals taken at a Government-operated mess without charge during the period of this voucher."

Statements included in the above certificate may be omitted when not applicable to the circumstances of the travel performed.

H. W. Smith, Fiscal Officer and
Authorized Certifying Officer

H. W. Palmer, Procurement Officer
and Authorized Certifying Officer

J. W. Shepard, Chief Proprietary
Accountant and Authorized Certifying Officer

APPROVED:

A. W. Empie
Chief Administrative Officer

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

Empie

January 28, 1943

MEMORANDUM TO: ALL CAUCASIAN EMPLOYEES

In connection with official travel incident to the performance of your duties, there is quoted below, in part, General Regulations No. 88, Section 2, Paragraph 7.

> "When travel is performed and transportation obtained through the issuance of Government transportation requests or use of Government-owned facilities, and there are no per diem or other expenses incurred incident to such travel, the traveler will prepare at the end of each month a voucher on Standard Form No. 1012-Revised, listing thereon in the space provided the dates and places visited during the month and showing the means of transportation, including Government transportation requests used; attach the original or a certified copy of his travel order to the voucher."

In compliance with the above regulations, therefore, all appointed personnel who perform any travel away from headquarters and for which no per diem is claimed, are directed to obtain travel authority through the regular official channels, prior to departure from the Project.

Complete cooperation is expected.

A. W. Empie
Chief Administrative Officer

CHIEF ADM. OFFICER		
REC'D	JAN 29 '43	
NOTED		
POSTED		
FW'D		

(1659)

January 30, 1943

Memorandum To: Division Heads and Section Chiefs

From: Timekeeping Section

Effective February 1, the recording of overtime work of evacuees and the allowing and recording of compensatory leave will be the responsibility of Division Heads and Section Chiefs, as directed in memorandum dated January 27, 1943 issued over the signatures of Vernon R. Kennedy, Employment Director, and A. W. Empie, Chief Administrative Officer.

This memorandum directs attention especially to Section V of Administrative Instruction No. 10, covering Compensatory Time Procedure.

OUTLINE OF PROCEDURE:

As a preliminary to allowing Compensatory Leave for overtime, Division Heads & Section Chiefs shall establish standard work days and work hours for any workers or groups of workers, the accomplishment of whose duties requires working hours other than the already established work day of eight hours, or work week of 44 hours.

Any deviation from the established work day and work week shall be referred to the Project Director for his approval. In compliance with the above instruction, each Division Head & Section Chief is requested to prepare, at once, a list of all positions in his branch which require special work time and forward to this office.

When any worker is required to work longer than the established hours for his job, he shall be entitled to compensatory time off. Overtime hours must be accumulated until 8 hours are earned before compensatory time can be given. Compensatory time earned on any job must be taken prior to termination of the employees' services on that particular job.

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Each Division Head and Section Chief shall appoint an employee to be responsible for recording overtime worked an compensatory time allowed. Record shall be kept on WRA Form No. 112, a supply of which will be provided as needed. This form is self-explanatory.

Mr. Prather of the Timekeeping Section will, within the next few days, confer with each Division Head relative to procedure to be followed in establishing overtime and compensatory leave records and reporting procedure.

H. W. Smith
Fiscal Officer

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COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

February 3, 1943

MEMORANDUM TO: DIVISION HEADS, SECTION CHIEFS, CERTIFYING OFFICERS OF THE ADMINISTRATIVE BRANCH

Reference is made to my memorandum of January 7 pertaining to the establishment of the Routing and Audit Section and the designation of Mr. Willard W. Angel as Chief of this Section. This memorandum should be considered as a supplement to the one of January 7.

The Routing and Audit Section of the Fiscal Division as contemplated is hereby transferred from the Fiscal Division and hereafter will be viewed as a separate Division of the Administrative Branch reporting to the Chief Administrative Officer through the Principal Accountant and Auditor. This action is taken after discussing the matter with the Procurement Officer and Fiscal Officer and other interested personnel and represents a consensus of opinion in regard to the functions of the Routing and Audit Division.

In order that the Routing and Audit Division may render the most efficient and satisfactory service to all Divisions concerned, complete and whole-hearted cooperation will be required of all Divisions and Sections, as well as Units, of the Administrative Branch. This cooperation will be expected to include from time to time the assignment of members of the organizations of the various Divisions and Sections to the Audit Division for purposes of assisting in specialized work and especially with regard to bringing up to date phases of work which have fallen behind schedule.

The opportunity is taken here to impress upon all Sections the importance of responding promptly to special cases so designated by the Head of the Audit Division inasmuch as he will place special tags only on those cases concerning which special and expeditious handling is required.

A. W. Empie
Chief Administrative Officer

(1727)

To:

JOHN M. EVANS

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona
February 5, 1943

MEMORANDUM TO: All Branch Chiefs and Division Heads

SUBJECT: Rental of WRA Equipment.

The problem of receiving instructions and necessary information concerning rental of Government equipment from this project to outside agencies for billing and collection purposes has arisen for consideration. The Fiscal Accounting Section of this office is the authorized department for issuing and collecting all bills for money due this project. With this firmly fixed in mind, your cooperation and assistance in seeing that adequate information is furnished the accounting section on all property loaned or rented to outside agencies will be expected. You are to inform the Fiscal Accounting Section of all such deals consummated at the time of action in order that they may issue proper bills and make collections in accordance with our established rules.

This practice will enable the project to render proper bills and have on hand at all times sufficient information available for complete follow-up work.

H. W. Smith
H. W. Smith
Fiscal Officer

Approved: A. W. Empie
A. W. Empie
Chief Administrative Officer

(1789)

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

February 6, 1943

MEMORANDUM TO: DIVISION HEADS, ADMINISTRATIVE BRANCH

Reference is made to the memorandum of January 27 addressed to the administrative staff dealing with the establishment of the new timekeeping procedure effective February 1. It will be noted that the circular contains instructions to each Branch Chief to establish standard work days and work hours for the various jobs and work groups within each Branch.

It is requested that immediate steps be taken to establish the work day for evacuee employees in each section defined in terms of the number of hours of work which will constitute a work day and meeting the 44-hour work week requirement.

Particular attention should be given in connection with the operation of kitchens and dining halls since the greatest number of workers are engaged in that line of endeavor. Under the new timekeeping procedure which is being adopted, the burden of compiling the worker's time, as well as maintaining his record of compensatory leave, will be placed upon the Divisions and Sections of the Project organization. Arrangements are being made also to eliminate the use of the daily labor report and this will give the field timekeepers an opportunity to assist the division timekeepers and foremen in the compilation of authentic time records.

Please proceed immediately to not only establish the number of hours which constitute a work day and submit it for my approval, but also confer with Mr. H. W. Smith, Mr. J. W. Shepard, and Mr. O. L. Prather in regard to any phase of the timekeeping and compensatory leave procedure about which there may be any question.

A. W. Empie
Chief Administrative Officer

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

February 12, 1943

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MEMORANDUM TO: DIVISION HEADS, SECTION CHIEFS OF THE ADMINISTRATIVE BRANCH

See CRWRP - Circulars

Please refer to Circular No. 8 dated February 10 addressed to all officers in charge of employees from the Personnel Officer covering the current procedure governing recruitment and employment of appointed personnel.

Particular reference is made to page 2, paragraph 4, wherein it is stated that all responsible heads are advised that no new appointments will be made until a requisition of personnel requirements for the period February through June, 1943 is received and approved by the Civil Service Commission. It is requested, therefore, that each Section Chief and Division Head of the Administrative Branch immediately confer with the Budget Officer and/or Mr. T. D. Culbertson, Chief of the Accounting Section, to determine exactly what positions are yet unfilled and determine to what extent it will be necessary during the period involved to fill such positions.

A list of the vacancies together with the needs of each Section for filling them should be addressed to me immediately in order that a consolidation may be made for the Administrative Branch for presentation to the Personnel Officer. It is important that this matter be attended to forthwith.

A. W. Empie
Chief Administrative Officer

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COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

March 1, 1943

MEMORANDUM TO: ALL DIVISION HEADS AND BRANCH CHIEFS:

Effective March 1 the Procurement Division has been authorized to process procurement requests limited to foodstuffs, hospital supplies, materials, and equipment, gasoline and oil, emergency repair parts, and other emergency purchases essential to the continued operation of the Project. Purchase requests issued pursuant to a priority issued by the War Production Board will also be processed if otherwise in keeping with approved programs. All other purchase requests will be held pending the liquidation of obligations heretofore incurred in the operation of the Project.

This action is brought about by the fact that a great number of obligations are still unliquidated and many vendors have refused to render further services or enter into an agreement to furnish this Project additional supplies, materials, or equipment pending payment of past-due accounts. In order to bring the work of the Fiscal Division and Routing and Audit Division to a current status, Division Heads and Branch Chiefs will be expected to cooperate with the Administrative Branch to the extent of transferring temporarily for the necessary length of time persons best qualified to assist the various sections in completing all work involved in the liquidation of Project obligations.

Persons who are considered best qualified to assist the Administrative Branch should be referred to Mr. Empie for interview and appropriate discussions with the Division Heads of the Administrative Branch.

Your complete cooperation in this program is necessary to the further operation of the Project and will hasten the date when additional procurement can be undertaken.

W. Wade Head

W. Wade Head
Project Director

(2018)

Evans

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

March 1, 1943

NOTICE TO ALL DIVISIONS OF THE ADMINISTRATIVE BRANCH AND ALL OTHER DIVISION HEADS AND BRANCH CHIEFS:

Announcement is hereby made of the resignation of Mr. H. W. Smith from the position of Fiscal Officer effective February 28, 1943. It is desired in this communication to express gratitude for Mr. Smith's services during his tour of duty on this Project.

This communication will also serve to announce the designation of Mr. J. W. Shepard, Chief Proprietary Accountant, as Acting Fiscal Officer. Recommendation for Mr. Shepard's appointment to the position of Fiscal Officer is being made to the Indian Office. Mr. Shepard is considered especially well qualified to fill the position of Fiscal Officer inasmuch as he has had considerable experience in all phases of this type of work not only with the Office of Indian Affairs but also commercially.

All communications and other materials heretofore directed to Mr. H. W. Smith should now be forwarded to Mr. J. W. Shepard, Acting Fiscal Officer, who, beginning March 1, 1943, will assume charge of all work of the Fiscal Division.

Other changes brought about by Mr. Shepard's appointment to the position of Fiscal Officer will be announced a t a later date.

A. W. Empie
Chief Administrative Officer

(1997)

Nelson

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

March 10, 1943

MEMORANDUM TO: Division Heads and Branch Chiefs

Your attention is invited to the fact that Mr. H. W. Palmer has been designated to act as Certifying Officer for the Colorado River War Relocation Project. In designating Mr. Palmer to act in this capacity, he was relieved of his duties as Head of the Procurement Division and this work was turned over to Mr. R. W. Gribbens a nd his assistants.

It is requested that persons desiring to discuss matters pertaining to advertisements, contracts, or purchases of any nature consult with Mr. Gribbens, Mr. Schoenhut, or Mr. Attocknie, and refrain from taking these matters up with Mr. Palmer, who must devote his entire attention to the work of certifying in order to liquidate obligations.

A. W. Empie
Chief Administrative Officer

(2092)

a written official confirming order. If these steps are not taken the purchase will not be approved and the cost, thereof, will be charged against the purchaser. Advance authority from the Procurement Office must be secured in all cases for this type of purchase. There are no exceptions to the above.

H. W. Palmer
H. W. Palmer,
Certifying Officer.

J. W. Shepard
J. W. Shepard,
Certifying Officer.

R. W. Gribbens
R. W. Gribbens,
Associat. Procurement Officer.

Approved:

A. W. Empie
A. W. Empie,
Chief Administrative Officer.

John G. Evans

Colorado River War Relocation Project
Poston, Arizona

March 13, 1943

Memorandum to: Division and Section Heads, and Others.

We have found that in a number of instances of late purchases have been made by various employees of the Project independently of the Procurement Office, without authority from that office and without a purchase order.

The Procurement Office, sometime ago, instructed dealers in Parker and Phoenix, from whom purchases are made from time to time, that they are not to make any sales over the counter or for shipment, which sales are to be charged to this Project, unless the person making the purchase has full authority and has been furnished with a purchase order number for record purposes, as the Government would not honor such purchases and would refuse payment.

Division and Section Heads of the Project and others, have also been instructed from time to time that they must not make unauthorized purchases. Notwithstanding these instructions, unauthorized purchases are still being made and the Procurement Office is later asked to honor those purchases and to issue official confirming orders. This practice is absolutely irregular and contrary to regulation, not only for this Project but throughout the Government.

This memorandum is to notify all people connected with the Project that they must not make purchases not authorized in advance and that the Procurement Office is not to give any official recognition or to issue confirming order for such unauthorized purchases. Suitable arrangements can easily be made with the Procurement Office for negotiating verbal purchases.

The only exception is where employees are traveling by Government vehicle, for instance, and due to a break down or damage to the vehicle, repairs are immediately required, which the traveler is unable to pay for in cash, refund for which would ordinarily be claimed on a travel expense voucher. All employees on this Project are hereby informed that the undersigned certifying officers will not approve, or certify for payment with public funds, any unauthorized purchase and will inform the dealer, or person making the sale that he must look to the individual concerned for payment.

Should verbal purchases or sales over the counter be authorized by the Procurement Office, which it may do in its discretion, the purchaser must secure a delivery ticket itemizing the articles and giving unit prices. This delivery ticket with the supporting purchase request giving justification, therefore, must be turned over to the Procurement Office immediately for record and issuance of

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

March 17, 1943

MEMORANDUM TO: Division Heads and Section Chiefs,
Administrative Branch

During the past few months it has been the policy of this office to circularize all WRA Administrative Instructions accompanied by a routing chart provided with a space for initialing by the head of each Division and certain Sections with the request that the communication be returned for permanent filing. For the most part this procedure has resulted in considerable delay in the filing of necessary material in this office, and I question the actual need for doing this when it is considered that copies are distributed from the mail room to each Division Head.

I could request two sets of this type of material, keeping one in the office and circulating the other set for initialing, whereupon the initialing slip could be permanently filed with the official copy of the Instructions. The alternative would be to assume that each Division Head is familiar with all Administrative Instructions dealing with his particular line of work. What I want is to be sure that this is the case.

Will you please give me your comments relative to this matter at your earliest convenience.

A. W. Empie
Chief Administrative Officer

March 18, 1943

MEMO TO: Division Heads, Section Chiefs, Foremen, and all persons in charge of timekeeping records.

SUBJECT: In order to clarify and standardize the use of code letters on the monthly timesheets for Evacuee Employees, the following instructions are offered.

X - Present and working dull day as required by job assignment.
/ - Present and working for one half day as required by job assignment.
(The diagonal line must be used for half day on Saturdays unless the employee actually works more than four hours.)

E - Excused absence. NOTE: This symbol means that the employee is absent with the permission of his or her supervisor without pay.

U - Unexcused absence without notifying the supervisor. No pay allowed and dismissal after five consecutive days under this symbol.

S.L. - Three days sick leave will be allowed with pay if notice to that effect is signed by division head. This notice must accompany time sheet to the timekeeping office at the close of the pay period. Sick leave is excess of three days must be justified by a Doctor's certificate. The maximum allowance is fifteen working days in all.

C - Compensatory time. This is kept and applied by the Division or Section and cannot be applied in units of less than eight hours.

Additional information:

The top line of the timesheet should show only the actual work record for the period, including sick leave, compensatory time, etc. Use only symbols as per instructions. The square under Sundays should be vacant except in case the employee actually works on that day. The same applies to holidays.

The line following the word "worked" near the bottom of the page will be used to record the time for which the employee is to be paid. Saturdays will be credited on this line as a full day. Use only the X symbol on this line except where the employee has worked less than the required time for a full day's credit.

On part-time workers only the top line on the timesheet need be used and actual number of hours must be there in recorded.

Sundays and holidays can only be credited as work days when the employee works the day preceding and the day following these days.

O. L. Prather

O. L. Prather,
Timekeeping Supervisor

Approved:
J. W. Shepard
Chief Fiscal Officer

(2200)

Colorado River Relocation Project

Poston, Arizona

April 8, 1943

MEMORANDUM TO: Division Heads, Branch Chiefs, and Other Appointed Personnel

SUBJECT: Automotive Equipment Repairs

Just recently an accident occurred, in which poor brakes were a contributing factor. It is obvious that this Project cannot afford to have accidents which may be caused by faulty braking systems and from this date it will be mandatory that all equipment which does not have adequate brakes be taken from service at once and be impounded until proper repairs can be accomplished.

Hereafter, it will be the responsibility of each driver to refuse to operate any vehicle whose brakes are in faulty condition or else be held fully responsible for any consequences arising from any accident brought about by such a defect. It shall be the duty of each supervisor to so inform the drivers.

It si suggested that a copy of this memorandum be given to each driver.

(signed) F. H. Haverland
Supply & Transportation Officer

(2429)

Mr Empee

Colorado River Relocation Project
Poston, Arizona

April 20, 1943

MEMORANDUM TO: Department and Section Heads

SUBJECT: Ride Sharing

The Office of Price Administration for the State of Arizona has issued new warnings that, for vehicles used as transportation between residences and points of employment, ride sharing will have to be more strictly enforced. To check on the efficiency of ride sharing, they have indicated that inspectors will be traveling about the state making checks on arrangements that have been made to secure maximum use of vehicles involved.

To assure ourselves that everything within our power is being done to consolidate the use of vehicles for passenger carrying purposes, it will be necessary that you submit a complete list of all vehicles used by your departments for the purpose of transporting workers to and from their homes. This list should include number of the truck, name of the driver, names of the passengers, hours of work, location of job and location of residence between which driver and passengers are transported. If no one in your department is using Government vehicles for transportation, an answer to that effect is requested.

Please submit replies to the office of the Supply and Transportation Officer by May 8, 1943.

W. Wade Head
Project Director

CHIEF ADM. OFFICER		
REC'D		
NOTED	20 '43	
POSTED		
FW'D		

See Memo to Haverland
4/21/43

(13)

Teletype Messages are to be prepared on official teletype forms which may also be obtained through Mails, Files and Communications. There are to be two copies on the official form and 5 carbon copies (one for confirmation, two for the accounting office and two for files). Since teletype messages go through a telephone switchboard the call number must be indicated. At present our calls are relayed through PHOENIX 90. Teletype messages are sent prepaid.

6. Date: Please be sure the date is correct.

7. Address: Please be sure the address is complete and accurate.

8. Signature: All messages must be properly signed and authorized by the Division Heads. None will be accepted without such signature and authorization. Dictator's and stenographer's initials must appear on each message in lower left hand corner. Either the title of the sender or the Project name may be included after the sender's name without charge. However, if both are used there is a charge made for the Project name, therefore, only one should be used unless both are necessary for the purpose of proper identification. Except where the sender is well known to the addressee, the full name should be signed rather than just the surname.

9. Issuing Office must be indicated in space provided in upper right hand corner.

10. Time of Sending: Under present arrangements telegrams are telephoned into Parker for relay from there to Phoenix. We have been advised by Western Union that the telegraph lines are usually busy with military business between 6 and 9 P.M. and if possible Western Union would like to use the hours 4 to 6 P.M. to transmit the bulk of Project wires and thus give us faster service. Obviously in order to cooperate with Western Union it will be necessary for this office to telephone the wires in by 4 P.M. which means they must be in this office not later than 3:30. This applies to straight wires and day letters only. Night letters are sent to Parker by messenger each week day and will be accepted up to 4:50 P.M. which allows us 10 minutes to figure the rates. Telegrams for mid-western and eastern points received after 3:30 automatically become night letters unless addressed to a private residence or hotel where evening deliveries may be accomplished. Emergency telegrams will of course be handled as the need arises.

There are similar time restrictions in using the teletype machine. The peak load of military business is handled between 4 and 6 P.M. with the result that it is impossible for us to get through our relay station after 4 P. M. Morning hours are best for sending teletype messages and early after noon second best.

Mails, Files and Communications endeavors to give the best service which present facilities afford but your cooperation will be appreciated so that full advantage may be taken of the facilities at our command.

Clair S. Brereton
Chief, Mails, Files and Communications

Approved by

Chief Administrative Officer

(2638)

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

April 30, 1943

Memo to all Division Heads and Section Chiefs

Subject: Outgoing Project Telegrams and Teletype Messages

Inasmuch as questions are continually arising concerning telegrams and teletype messages this memo is designed to assist your department in the preparation of such messages so that all requirements may be met.

1. Typing: Wires should be typed in upper case (capitals) and worded as briefly as clarity permits.
2. Form: Correct sample forms are shown on attached sheet.
3. Kind of Messages: In telegrams the manner in which the message is to be sent must be indicated, as follows:

   (a) Straight Wire--fastest and most costly since it is based on a 10-word rate.
   (b) Day Letter--Delayed day message to be used for wires of 20 words or over because the rate is based on a 50-word rate. Day letters cannot be sent after 5 P.M. (Western Union rule).
   (c) Night Letter--sent at night and delivered the following day, cheapest, and based on 25-word rate.

In determining how a message is to be sent the urgency, length, and time of day should be considered. Eastern coast points are two hours later and West coast points one hour earlier than Arizona War Time (MWT). If a straight wire is sent to a point too late for delivery the same day it is better to use the night letter rate. For example, a wire received in this office at 3:30 P.M. addressed to New York City would not be delivered to a business address there until the following morning because of the difference in time so there would be no point in sending it as a straight telegram.

All telegrams should indicate whether Government Prepaid or Government Collect in lower left hand corner and should indicate the kind of message.

4. Rates: All official prepaid (charge) messages should be sent at Government Rates. Official collect messages to another Government agency should likewise be sent at Government Rates. Collect messages to private parties (individuals and firms) should be sent at commercial rates. Private parties are not permitted to take advantage of Government Rates. In such cases when Standard Form 14A is used cross out the words "Official Business--Government Rates" and substitute the words "Commercial Rates", otherwise use the telegraph company's regular form and do not mention Government Rates at all.

5. Number of copies: All official telegrams are to be typed on the regular Project blank, Standard Form 14A, a supply which is available from the Mails, Files and Communications Office. For prepaid wires, there are to be two copies on the regulation form and 5 carbon copies (one for confirmation, two for accounting and two for files). For collect wires, there are to be two copies on the regulation form but only 3 carbon copies (one for confirmation, and two for files). Manifold half sheets should be used for the carbon copies.

PARKER VALLEY 7152 R2 T E L E T Y P E ADMINISTRATIVE
(Issuing Office)

PARKER VALLEY 7152 R2 TO PX 90 FOR RELAY TO WASHINGTON D.C.
or
FOR RELAY TO TULE LAKE PROJECT, NEWELL, CALIF.

NO. (Leave Blank) APRIL 30, 1943

DILLON S. MYER, DIRECTOR
WRA, WASHINGTON D.C.

(BODY OF MESSAGE)

(Signature)
RALPH M. GILVIN
ACTING PROJECT DIRECTOR

RMG-MS

STANDARD FORM NO. 14A
Approved By The President
March 10, 1943

T E L E G R A M

OFFICIAL BUSINESS--GOVERNMENT RATES

FROM INTERIOR DEPARTMENT

BUREAU INDIAN (Personnel)

CHG. APPROPRIATION 1435920

Colo. River War Relocation Project

POSTON, ARIZONA

APRIL 30, 1943

MR. HARRY T KRANZ, REGIONAL DIRECTOR
12TH U.S. CIVIL SERVICE DISTRICT
SAN FRANCISCO, CALIFORNIA

(BODY OF MESSAGE)

GOVERNMENT PREPAID (OR COLLECT)
STRAIGHT WIRE
CHS-MH

(Signature)
W. WADE [illegible]
PROJECT DIRECTOR

(2639)

Nelson

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

May 3, 1943

MEMORANDUM TO: BRANCH CHIEFS AND DIVISION HEADS

Notice is hereby given of the resignation of Mr. R. W. Cribbens from the position of Associate Procurement Officer effective on May 31. Mr. Gribbens is now on annual leave.

The duties of the position formerly occupied by Mr. Gribbens will be assumed, effective May 3, by Mr. Robert S. Schoenhut. Any matters pertaining to procurement, therefore, should be discussed with Mr. Schoenhut from this date forward.

A. W. Empie
Chief Administrative Officer

Approved:

W. Wade Head
W. Wade Head
Project Director

(2635)

L.L. NELSON

Colorado River War Relocation Project
Poston, Arizona
June 2, 1943

Memorandum to: All Branch and Division Heads

From: J. W. Shepard, Acting Fiscal Officer

In the past we have had some cases of travelers who did not use all the transportation covered by railroad tickets and who on their return to the Project did not turn in the unused portion of the ticket until some time later. It is requested that in the future all travelers be instructed to deliver immediately upon returning to the Project any unused portion of their transportation tickets to the Routing and Audit Section so that steps may be taken to claim reimbursement for the unused part.

J. W. Shepard

J. W. Shepard
Acting Fiscal Officer

~~Bruyneels Leicht~~

~~Bth Mop~~ 43-14-2

Colorado River War Relocation Project
Poston, Arizona
June 4, 1943

Memorandum to: All Division Heads and Section Chiefs

From: J. W. Shepard, Fiscal Officer

The Fiscal Division has been recently reorganized involving a consolidation of several units of the Proprietary Accounting Section and the combining of the Fiscal Accounting Section and the Disbursing Section into a single section. The following is an outline of the Fiscal Division organization showing the present location of the various units and appointed personnel in each section or unit.

Office No.	Section or Unit	Personnel
30	Fiscal Officer	J. W. Shepard
38	Fiscal Accounting-Disbursing Section: Fiscal Accounting and Budgetary Control	C. H. Taylor, Chief, Disbursing Section L. S. Posey K. C. Stewart
14	Disbursing, Collections Meal Tickets	L. B. Allman, Assistant Chief, Disbursing Section & Agent Cashier Anna Knutsen
Timekeeping Building	Proprietary Accounting Section Cost Accounting) Property Accounting) Timekeeping)	T. D. Culbertson, Chief, Proprietary Accounting R. C. Goetting D. Chase Charles Goodluck O. L. Prather
Warehouse #1	Stores Accounting Section	John Stalcup
Warehouse #1	Property Custodian	J. F. Reinhardt
17	Routing and Audit Section	W. W. Angel, Chief, Routing and Audit Section H. P. Andresen Thelma Ward T. A. Wilson A. K. New

J. W. Shepard
J. W. Shepard
Fiscal Officer

(3062)

June 15, 1943

MEMO TO: All Divisions and Section Heads

MR. R. CALVIN

FROM: C. E. Snelson, Chief Project Steward

In recent survey of evacuee employees dining at Mess Hall #32 and other special kitchens a flagrant abuse of the meal ticket privilege was discovered.

When an employee departed for outside labor or transferred to another job the various departments failed to notify the Steward's office as requested. This neglect of the department and section heads compelled an excess issue of meal tickets adding more people to already overloaded Mess Halls. Too, the meal tickets of employees who had left the project were being used by unauthorized persons simultaneously in addition to the tickets issued to the new employee taking the former employee's job.

All this added to the confusion and hardships of this department in the balancing of food ration points.

To eliminate further practice of people using meal tickets of your former employees, please notify this department when an employee is released who has a meal ticket to special kitchens.

Another habit which should be discouraged, is that of commuters from Camps #2 and #3 who arrive at this unit in time for lunch to eat in special kitchens. Perhaps it is just a coincidence. However, if some arrangements can be made by your department to conduct the business or negotiations in the early part of the morning or early afternoon, it would enable the person to return to his own Mess Hall in ample time to eat.

Your cooperation is requested and I would like to quote a recent telegram dated June 5, 1943, from Dillon S. Myer,

"YOU ARE CAUTIONED THAT IN NO EVENT MAY ISSUES OF ANY RATIONED FOODS EXCEED THE CIVILIAN ALLOWANCE WHICH IS FOR EACH PERSON."

Thank you,

Clifton E. Snelson
Chief Project Steward

(3098)

Colorado River War Relocation Project
Poston, Arizona

June 22, 1943

Memorandum to: Division Heads

There is quoted herewith instructions received from the Office of the Secretary, Washington, D. C., with regard to surplus office equipment:

> "It is believed a search of vacant desks, small storage rooms, files, etc., would reveal inactive supplies such as paper fasteners, clips, rubber bands, erasers, penholders, drinking glasses, stapling machines, staples, rulers, desk baskets, pens, pencil sharpeners, etc. I ask that the Chief Clerk or corresponding officer of each bureau and office have a survey made for the purpose of discovering such supplies and that if quantities are found in excess of needs they be assembled and listed on a report to me in order that arrangements can be made to return the supplies to active service and new procurements reduced thereby."

Please cause a search to be made in accordance with these instructions and notify me if any surplus items are found to exist in order that a consolidated report may be made.

A. W. Empie,
Chief Administrative
Officer.

(3136)

Colorado River War Relocation Project
Poston, Arizona

Hiring & Releasing Personnel

MEMO TO: All Division Heads

SUBJECT: Project Employment Procedure

An increasing number of requests are being made to the Employment Division to furnish employees for vacancies occurring in various divisions. Because of the relocation program, these vacancies are occurring at more frequent intervals, making the problem more acute.

To meet this situation, it has become extremely important for the Employment division to maintain adequate records and follow a standard procedure which will provide an administrative control over adopted employment practices. Your cooperation with the following procedure, pursuant to Administrative Instruction No. 10, is urgently requested:

1. When a worker is needed, a Requisition for Workers, Form No. 1131 is submitted by the division head, or delegated official of the division, to the proper camp employment offices.

2. The Employment office will then refer qualified applicants to the division and if he is accepted, the Employment office will prepare a Notice of Assignment, Form WRA - 21 revised, in quintuplicate, and give it to the worker, before he reports for duty, and only after the worker has received a termination notice from his last employer. The worker will report to the division to which he has been assigned and give all copies of the Notice of Assignment to the division head or a delegated official of the division.

   Division heads shall hire workers through the Employment Division office at all times.

   The division official will show the entrance on duty date and sign the original, and stamp or initial all copies to indicate signature of the Notice of Assignment and make distribution of the copies as follows:

   Original - Timekeeping
   Duplicate - Employment
   Triplicate - Division's files
   Quadruplicate - Worker
   Quintuplicate - Welfare

   The distribution must be made to the proper offices within two working days after the date the worker entered on duty. Time Sheets, Department of Interior Form No. 5-791, will not be issued to a division before a Notice of Assignment has been received by timekeeping. No retroactive time sheets or Notices of Assignment shall be issued. No workers shall be placed on a payroll without a Notice of Assignment.

   A Notice of Assignment is to be used for the following purposes:

   a. When an unemployed worker is assigned to a vacant position.

   b. When a worker is transferred from a position in one division to a position in another.

(3176)

c. When a worker is transferred from one position to another in the same division.

d. When a worker's rate of pay is changed.

3. Termination Notices - Form WRA 114 shall be prepared in quintuplicate by the division head in terminating the employee from the payroll, transferring him from one position to another within the division, transferring him to another division, and when a change in his rate of pay is made. Copies shall be then distributed as follows:

Original - Timekeeping
Duplicate - Employment
Triplicate - Worker
Quadruplicate - Issuing Division
Quintuplicate - Welfare

Termination Notices shall be prepared and distributed within two working days after the worker has been terminated. Time sheets must be returned to the timekeeping division when a termination notice is issued. Timekeeping will recode and redistribute the time sheet to the proper employing division.

4. Use of Change of Status Notice. Form 114A, and Division to Division Transfer WRA 116, is hereby discontinued and all copies of such forms shall be returned to the Employment office before July 1, 1943.

This procedure will be effective July 1, 1943.

June 25, 1943

Giles L. Zimmerman
Giles L. Zimmerman
Chief, Employment Division

J. W. Shepard
J. W. Shepard
Fiscal Officer

O. L. Prather
O. L. Prather, Senior Clerk
Timekeeping Department

(3177)

Yellow

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

June 30, 1943

MEMORANDUM TO: All Division Heads and Branch Chiefs

On Friday July 2, Dr. Arthur Harris will assume the duties of Acting Director of Education until further notice.

W. Wade Head

W. Wade Head
Project Director

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona
July 2, 1943

Memorandum to: All Department Heads

Subject: Recording Time of Evacuee Workers

From: Giles L. Zimmerman, Chief, Employment Division

On April 26, Order No. 23 was issued by W. Wade Head, Project Director, on the subject of recording time of evacuee workers. This clearly states that all evacuee personnel should work the standard 8 hours per day, 5 days a week, and 4 hours on Saturday. It shall be the responsibility, therefore, of the division head and section head that time is correctly recorded for employees.

On May 11, Dillon S. Myer instructed project directors to study the employment situation and to institute the necessary action to see that the prescribed standards are being met at the project.

On June 26, W. Wade Head, Project Director, asked the complete cooperation of all department heads in carrying out these instructions.

As a means of carrying this through, the Employment Division stands ready to furnish any division chief or section head with the reason for termination of an evacuee's employment on his former job and this information will be furnished upon request, by phone, to the Unit Employment Office covering the department's employees.

Order No. 23 requires that an exact record of the employee time be kept and hourly deductions be made for 44 hours in the week. If this does not satisfactorily correct the situation, the employment of the person shall be terminated. It is vitally important that the terminating office show on the Notice of Termination the exact cause for said action and that this notice be properly transmitted to the Unit Employment Office. This information will be made a part of the employee's work record and will be on file.

Giles L. Zimmerman

Giles L. Zimmerman
Chief, Employment Division

(3241)

40-40600

Powell 3C

Colorado River War Relocation Project
Poston, Arizona

July 5, 1943

Memorandum to: Division Heads and Section Chiefs,
Administrative Branch

In a memorandum addressed to all War Relocation Authority Project staff members, dated June 22, by Mr. Dillon S. Myer, Director, strong emphasis is placed upon encouraging evacuees to relocate.

There is quoted as follows an excerpt from this memorandum:

> "The big thing is to encourage people to relocate; the jobs to be done in the center are secondary in importance. We'll do them as best we can with the people we have. But my most important task each day is to encourage eligible evacuees working under my supervision to leave the center; next in importance is the administrative assignment which goes with the usual duties of my job."

As the Director points out, it is extremely difficult to assume an attitude conducive to encouraging evacuees to relocate when it is upon them whom we depend to assume the duties and responsibilities of the many important positions in this Branch. We have, however, from the beginning, as supervisors, assumed our share of responsibility for training people to replace those who leave the Project.

Coincident with redoubling our efforts to encourage people to leave the Project we must intensify our in-service training program. Each division head and section chief must, therefore, attack the in-service training program anew in order that the Project program may be carried out for the benefit of the evacuees who remain at Poston.

A. W. Empie,
Chief Administrative Officer.

(3252)

Rec'd. Feb 1st
Stevick

Colorado River War Relocation Project
Poston, Arizona

July 12, 1943

Memorandum to: J. W. Shepard, Fiscal Officer
H. W. Palmer, Procurement Officer
Robert H. Schoenhut, Associate Procurement Officer
F. M. Haverland, Supply & Transportation Officer
C. H. Smith, Personnel Officer

This office has been criticized, and I think constructively, for holding in various divisions certain documents which, it later develops, requires additional information prior to processing. The complaint is, that the initiating division, or section, does not mind furnishing additional information or making required alterations but they do complain that a considerable period of time elapses between the date of presentation and the date upon which they receive requests to furnish such additional information or make necessary corrections.

It has been suggested in order to facilitate the processing of Purchase Requests, Purchase Orders, Requests for Travel Authorization, Travel Vouchers, Applications for Clothing Allowances and any other document which requires processing in the acquisition of supplies, materials, equipment and services that:

1. Such documents be immediately reviewed for the primary purpose of determining to what extent additional information or corrections are necessary.

2. Instead of placing these documents to one side pending further action that they be routed immediately back to the initiating division or section for correction.

The point brought out and which should be emphasized is that it takes no longer to place such a document in an outgoing box than it does to place it to one side on the desk, which may result in considerable delay and seriously retard, or otherwise handicap, the work of the various divisions.

In this connection your attention is directed to the fact that many documents flowing between branches, divisions and sections have absolutely no indication whatsoever as to the date received and forwarded. It is requested that steps be taken immediately to correct this situation and that arrangements be made to affix the date received and forwarded on each document flowing between divisions and sections of this branch. This is an important item in the processing of the volume of work which this branch has to perform.

A. W. Empie,
Chief Administrative Officer.

AWE:jbp
cc-Mr. Head

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona
July 21, 1943

Memorandum to: All Branch Chiefs, Division Heads and Section Heads

Subject: Termination of Evacuee Employees

Effective July 31 the total work force of this project will be reduced 10%.

At the meeting of the Joint Manpower Commission held Friday, July 16, the following suggestions were offered as a guidance to department heads for selecting the persons to be terminated:

1. Their lack of ability to perform their duties and their inexperience on the job. Consideration should be given to cheerful, willing and qualified workers.

2. Persons who have not been giving full attention to their jobs, who have not worked their allotted time, and who do not seem to have any appreciation for the work they are doing.

3. Wherever possible, no family should be left without one wage earner within the family. Whenever practical, family heads should be retained.

4. When the above suggestions have been followed attention should be given to seniority of workers within the section.

5. When it is necessary to make a reduction of a number of workers it might be possible to arrange some sort of a shift method of employment, i.e., one group of workers could be employed for one month and then laid off and the second group of workers might be employed for the same period, rotating shifts so that all persons receive equal attention.

6. When the above suggestions do not seem adequate, at the discretion of the section head a straw ballot could be taken to determine those persons to be terminated.

Giles L. Zimmerman
Giles L. Zimmerman
Chief, Employment Division

mf

(3401)

Unit 1
Employ. Off.

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona
August 4, 1943

Memorandum to: All Department Heads
Unit Employment Offices

Subject: Replacement of Workers on Sick Leave

Because of the present quota control, covering all employees on the project, it will no longer be possible to replace persons absent from their work on sick leave.

All employees will be eligible for 15 days' sick leave and since they will be kept on the pay roll during that period or any fraction thereof, it will not be possible to assign someone else to the position. If the incumbent is sick for a period of more than 15 days he should be terminated at the close of the 15th day and then the position will be available for a new worker. The incumbent terminated will be eligible for unemployment compensation upon the presentation of a doctor's certificate, certifying the period of his illness.

Department heads have one of two alternatives that they may follow; to so re-organize their department that they may fill the position vacated by the person on sick leave if it is of vitally essential importance and cannot be left vacated for the sick leave period, or ask for a voluntary resignation of the worker on sick leave, thus enabling department heads to fill the position with a new worker. If the latter suggestion is followed the new employees should clearly understand that he is only hired for a temporary period while the permanent employee is on sick leave.

Giles L. Zimmerman
Giles L. Zimmerman
Chief, Employment Division

Approved by:

Moris Burge
Moris Burge
Acting Project Director

GLZ:mf

(3472)

Colorado River War Relocation Project
Poston, Arizona

August 6, 1943

MEMORANDUM TO: All Division and Section Heads

You may be called upon frequently during the next few weeks to provide supplies for use in the Segregation Program now under way. Principle items which may be involved are those of office supplies, stationery, office equipment, etc. Mr. Moris Burge, ~~Chief~~ Officer in charge of Segregation, will call upon the Procurement Office to secure ~~immediately~~, supplies, materials and equipment. The Procurement Office, in turn, may be required to call upon the Divisions and Sections to transfer various items immediately, pending delivery from outside sources to the Project.

Every effort must be made to cooperate fully with the Procurement Office in this regard in order not to delay the Segregation Program which has No. 1 priority over all other Project requirements. Your close cooperation in this regard is of paramount importance.

A. W. Emple
Chief Administrative Officer

APPROVED: Wade Head
W. Wade Head
Project Director

Adm.-Personnel
CHS

Colo. River War Relocation Project
Poston, Arizona.

August 31,
1943.

MEMORANDUM TO: Division Heads,

FROM: C. H. Smith, Personnel Officer

Reference is made to Administrative Instruction No. 13, dated August 5, 1943 covering the subject of "Hours of Work, Overtime and Compensatory Leave for Appointed Personnel".

According to the instructions, authority is delegated to the Project Director to order and approve in advance overtime in excess of 8 hours in any work day, and that such work may be compensated through the medium of compensatory leave. This compensatory leave may be accumulated but shall be granted within 90 days after the close of the week in which such overtime was performed. Only in cases of extreme emergency or unusual circumstances, wherein conditions are such to preclude the possibility of permitting the granting of such overtime on a compensatory basis within the allowable period of 90 days, shall the overtime be compensated by additional payments as provided by the Overtime Act of 1943.

Arrangements are now being made to mimeograph "Compensatory Leave Slips" which will be made available to the various Division Heads for their use in reporting overtime which has been ordered and approved in advance by the Project Director. Record of such leave will be maintained in my office.

In conclusion, please bear in mind that employees should not be requested to render overtime services except in cases of emergency or peak loads and only then with the prior approval of the Project Director.

Very truly yours,

C H Smith

C. H. Smith,
Personnel Officer.

CHS/mh

(3601)

September 15, 1943

MEMO TO: All Division and Section Heads

Please type the filing code number which appears on each briefing slip on your answers to such mail. This number immediately follows the name of the division, section, or individual to whom the mail has been routed for answer. There is a space provided for such reference numbers at the upper left on the WRA letter head. If the stationery you are using has no such reference indicated, the code number may be typed in the upper left hand corner.

Your compliance with this request will expedite the filing and future identification of your correspondence in the Central Files.

Clair S. Brereton
Chief, Mails, Files & Communications

Approved:

C. A. Campbell
Chief Administrative Officer

(3676)

September 15, 1943

MEMO TO: All Division and Section Heads

Please type the filing code number which appears on each briefing slip on your answers to such mail. This number immediately follows the name of the division, section, or individual to whom the mail has been routed for answer. There is a space provided for such reference numbers at the upper left on the WRA letter head. If the stationery you are using has no such reference indicated, the code number may be typed in the upper left hand corner.

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Clair S. Brereton
Chief, Mails, Files & Communications

Approved:

C. A. Campbell
Chief Administrative Officer

(3676)

COPY"

Colorado River War Relocation Project
Poston, Arizona

September 29, 1943

Memorandum to: All Branch Chiefs

From: Giles L. Zimmerman, Chief, Employment Division

Subject: Personal work recommendations on persons going to Tule Lake.

This is to remind you of Mr. Galvin's request during last Saturday's staff meeting that you submit to this office a list of those persons formerly employed by you but recently terminated because they are going to Tule Lake. If you are in a position to recommend these people highly, it will be very helpful to them and to the Tule Lake Administration if you can write a short recommendation for them. Please submit these recommendations to this office no later than October 1st so that we may add them to the occupational list now being compiled.

Giles L. Zimmerman
Chief, Employment Division

GLZ:mf
cc: Unit Administrators

WAR RELOCATION AUTHORITY
Poston, Arizona
October 6, 1943

Fire Prevention Week

Ten thousand persons are burned to death each year in the United States alone. Property valued at more than three billion dollars was destroyed by fire in the United States last year--and much of this terrific loss of life and property was the result of carelessness on the part of some one.

More than half of the fires which caused this damage occurred in homes. Some of them started in rubbish heaps. Defective chimneys and combustible roofs caused some and defective heating equipment caused others. Children playing with matches set many fires which caused a great deal of damage to life and property. Persons cleaning clothes with gasoline and other inflammable fluids also were responsible for many home fires. Smoking in bed caused the deaths of many persons.

Hundreds died last year when they were entrapped by fire in buildings where sufficient exits were not available, and many of these fires were caused by inflammable decorations on the walls and over the lights in buildings where crowds gather.

This week, October 3 to October 9, has been set apart as National Fire Prevention Week. During this week, and throughout every week, it is the duty of every person to take every precaution to prevent fires.

All piles of rubbish, in and around the home, where fires might easily start, should be disposed of and all inflammable decorations should be removed. Extreme care should be exercised to keep matches from children and smokers should be particularly careful.

The cooperation of every resident of Poston in keeping fires from being started is urgently requested.

Ralph M. Gelvin
Ralph M. Gelvin,
Associate Project Director

(3797)

Colorado River War Relocation Project
Poston, Arizona

October 7, 1943

MEMORANDUM TO: Division Heads and Branch Chiefs

FROM: Procurement Division

This department has been very lenient in the issuance of confirmation orders and preparation of purchase orders for delivery "to the bearer" in an effort to cooperate with the various departments in obtaining necessary supplies and equipment expeditiously. It has now come to the attention of this office that some employees are becoming more and more negligent in checking these supplies and equipment in through the warehouse and thereby clearing the receipt form which is required before payment can be made. This entails considerable effort on the part of the receiving section and the warehouse to keep these transactions current and our bills paid.

Unless this requirement receives more consideration in the future, the convenience of this method of purchase will be extended only to those who make an effort to comply with accounting requirements, and if necessary discontinued altogether.

R. H. Schoenhut
Assistant Procurement Officer

(3805

Nelson

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

October 25, 1943

TO ALL BRANCH CHIEFS, DIVISION HEADS, SECTION CHIEFS AND UNIT SUPERVISORS

Now that we know definitely that the Poston Project is to be taken over as of January 1, 1944 by the War Relocation Authority, we should begin at once in every way possible to prepare for the changes so that we will not be buried under a mass of details when the actual transfer of authority takes place. In order to facilitate the changes so far as the fiscal procedure is concerned, the following instructions shall be effective as of this date.

1. Requisitions for purchase shall be made separately for procurement of supplies or equipment for the War Relocation Project and the Indian Irrigation Project.

2. Separate purchse orders shall be made for purchse of supplies or equipment for one or the other of the two projects.

3. Separate Bills of Lading shall be made for transportation of Indian Service supplies or other properties and for War Relocation supplies or other properties.

4. No split vouchers shall be made which carry payment for articles bought from both War Relocation Authority funds and Indian Service funds. Separate vouchers shall be made for payment from War Relocation Authority funds and from Indian Service funds. This means that not only vouchers for materials, supplies and equipment shall be completed separately, but that separate vouchers shall be made for pay rolls and for expenditures of any other nature.

5. Requisitions from the warehouse for the two projects shall be made separately. The warehouseman will refuse to fill any requisitions which have materials on them for both the Indian Service and the War Relocation Authority Projects.

6. All collection documents shall be made separately for Indian Service funds and for WRA funds. This includes receipts, Schedule of Collection and any other documents having to do with the dollection and disposition of money. Collections for electrical services and for other purposes in connection with the operation of the power system are under the Indian Service jurisdiction and shall be handled accordingly.

Briefly, no documents shall be prepared to cover both Irrigation and War Relocation Authority funds. However, irrigation construction

(3859)

funds and irrigation operation and maintenance funds may be handled on the same document, and transactions connected with the operation of the electric power system are for disposition as irrigation funds.

Supplementary instructions will be issued dealing more in detail with certain phases of work which this memorandum covers in general.

J. W. Shepard
Fiscal Officer

Approved:

A. W. Empie
Chief Administrative Officer

(3860)

File manual
Mrs Brown

November 2, 1943

MEMO TO: All Division Heads and Branch Chiefs

FROM: Procurement

SUBJECT: Restricted Procurement Items

In compliance with WRA Procurement Regulation 20.6, Paragraph 15, dated August 31, 1943, superseding Administrative Instructions 11, 42, 66, and 101, procurement of the following items is restricted and advance approval must be secured from the WRA Office at Washington before any action can be taken. It is therefore imperative that need for any of the listed items (new or used) should be anticipated in advance to insure delivery at the specified time. If a source has not been determined prior to request for approval, purchases will be consummated by WRA Field Procurement Officers.

A. Office machines, such as typewriters, adding machines, calculating machines, etc.
B. Household furniture for employees' quarters. (See Bureau of Budget Circular No. 376.)
C. Tractors, earth-moving equipment, and other construction machinery and equipment.
D. All automotive vehicles.
E. All field printing and binding (see Subsection .90).
F. All farm machinery and equipment.
G. Landscaping stock (see Section 40.1 for policy on use of stock).
H. Musical Instruments.
J. Non-expendable items for the Health Section not in approved equipment list allowance for a particular Center, or in excess thereof (see Subsection .16D).
K. All shop, industrial, institutional or laboratory equipment except for Health Section.
L. All photographic equipment except for Health Section.
M. All radios, public address systems, or like equipment.
N. All refrigeration equipment (not repairs or parts).
O. All leases for which rental is paid or which obligate the Government in any way.
P. Manufactured playground or other campus equipment.

R. H. Schoenhut
Assistant Procurement Officer

(3900)

Colorado River Relocation Project
Poston, Arizona

November 19, 1943

MEMORANDUM TO: Appointed Personnel Eating at Administrative Messes

SUBJECT: Ration Books

War rationing regulations require that we institute the following procedure at this Center.

1. All war ration books must be turned into the Project not later than November 27. This may be done at the Project Steward's Offices in the three units. The ration books will be stored in the office of the Chief Steward in Camp I.

2. Project Stewards will receipt for the books in the name of the Project. For your information, the following individuals are Project Stewards in the three camps.

Camp I	Joe Petta
Camp II	E. L. Maxcy
Camp III	J. L. E. Burdick

3. Points will be taken from the books as prescribed by nation-wide rationing rules, which, at the present day, consist of removal of sugar stamps at the end of the period for which they are valid and the removal of sixteen points per week of the ration for meats, fats, etc., and removal of forty-eight points per month of the ration for processed foods. This latter rationing is at the approximate rate of eleven points per week.

4. Persons required to turn in ration points are:

   a. Those who occupy living quarters at this establishment for seven consecutive days (except those who are officially furnished with cooking facilities).

   b. Those who eat eight or more meals per week at Administrative Personnel Messes.

5. Ration books will be returned to individuals whose status changes from the classifications cited in Paragraph 4, who wish to use their shoe ration stamps, or who, for valid reason, are entitled to the use of their points.

(3959)

6. Receipt by the Project for books turned in will be made on "Receipt for Property" Form DI-104. Persons entitled to have books returned shall secure same by applying at the Steward's Office in Camp I and by receipting for their books on the back of the DI-104 form used as original receipt.

Rationing is a wartime restriction. This Project is required by law to collect ration points through retention of ration books. It is therefore mandatory that no meals be served to persons who do not comply with the letter and spirit of this instruction.

F M Haverland

F. M. Haverland
Supply & Transportation Officer

(3960)

A. W. Empie

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

November 20, 1943

MEMORANDUM TO: All Division Heads

There seems to be some misunderstanding on the part of division heads and section chiefs as to what will be the divisional responsibilities for cost accounting and timekeeping under the WRA organization. The fact that timekeeping and possibly cost accounting functions are to be decentralized to the divisions does not mean that a great amount of additional work is going to be unloaded on to the divisional organizations. In fact divisions are now doing a great deal of the work which will be done under the divisional plan. Timekeeping and cost accounting functions will still be under the administrative and technical supervision of the Finance Section. This is provided for in the WRA Finance Handbook which reads as follows:

> "Each division shall have a "Divisional Cost Accountant." He shall be responsible for the assembly of accounting data for the Finance Section, as hereinafter prescribed.
>
> He shall be under the administrative and technical supervision of the Finance Section. He shall be in charge of all accounting activities and timekeeping in the division in which he is employed. He shall have for assistance in the divisions, when warranted, sufficient cost clerks to carry out his work. It shall be the duty of the "Cost Unit" of the Finance Section to provide adequate training and interpretation of instructions for the Division Cost Accountant. For the most part, the division cost accountant will summarize detailed documents and transactions, and these summaries will be forwarded to the Finance Section as a basis for ledger postings."

The above quotation mentions only Cost Accounting. The provisions for timekeeping are similar and the divisional timekeeping activities will be under the supervision of the division cost accountant. Organizational procedure will be taken care of by the Finance Section and division heads will be responsible only for cooperation in the matter of establishing and carrying out procedures as prescribed by the Finance Officer and his assistants.

All cost accounting and timekeeping procedures which are to be established, will be established in accordance with the WRA Finance Handbook.

J. W. Shepard

J. W. Shepard
Fiscal Officer

CHIEF ADM. OFFICER
REC'D NOV 22 43
NOTED
POSTED
FW'D 11/23

(3958)

Mr. Enjre

Colorado River Relocation Project
Poston, Arizona

November 25, 1943

MEMO TO: DIVISION HEADS

SUBJECT: Acting Project Director

Mr. Head and I will be away from the project for several days. In our absence, starting Friday, November 26th, Mr. Moris Burge will serve as Acting Project Director.

Please give Mr. Burge your utmost cooperation and assistance.

Ralph M. Gelvin
Associate Project Director

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

November 24, 1943

152

MEMORANDUM TO: All Division and Section Heads

In the meeting called for discussion of inventory procedure Wednesday morning, it was decided that all division heads would be responsible for inventorying of their own offices. This supersedes the previous instruction that inventory crew would be appointed to inventory all offices in the administrative area.

J W Shepard
J. W. Shepard
Fiscal Officer

(3980)

PROJECT

L. L. Nelson

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

December 1, 1943

MEMORANDUM TO: All Division Heads

Our allotment records show overdrafts on the travel funds on several funds in the second quarter allotments. Because of the fact that the travel funds are running short and will be short for the entire fiscal year, no travel should be planned or undertaken without prior approval by the Project Director and approval as to funds by the Fiscal Accountant.

Any trip which may be undertaken without prior approval of the obligation by the Fiscal Accountant will be considered as the personal responsibility of the employee making the trip. In order to keep within the limits of funds allotted to the various divisions for various objects, it is suggested that division heads check weekly with the fiscal accountant to determine the status of their funds available. This will require very little time and will serve to keep the division heads informed as to their funds and will enable them to avoid overdrafts in the future.

J. W. Shepard
J. W. Shepard
Fiscal Officer

Approved:

A. W. Empie
A. W. Empie
Chief Administrative Officer

(4008)

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

December 7, 1943

MEMO TO: All Divisions & Sections

FROM: Telephone Office

Please notify the Telephone Office of any changes in titles and locations of offices to eliminate any difficulty in reaching you by telephone. Changes have been made without notifying this office and your attention is therefore directed to the need for prompt action in order to avoid delays.

Mrs. M. Schultz
Chief Telephone Operator

Approved: A. W. Empie
A. W. Empie
Chief Administrative Officer

(4017)

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

December 23, 1943

MEMORANDUM TO: All Division and Section Heads

Effective January 1, 1944, no payroll adjustments on account of misclassifications or omission of time will be made later than the last day of the month following date of alleged error.

Persons who wish to claim adjustments must make their report within the time above stated in order to receive any consideration of their claims.

In the past we have had claims for error turned in as much as six or eight months after the error was said to have occurred. In the future no consideration will be given to such claims.

J. W. Shepard
J. W. Shepard
Fiscal Officer

Approved:

L. L. Nelson
L. L. Nelson
Executive Assistant
to The Director

(4080)

Colorado River Relocation Project
Poston Arizona

January 13, 1944

MEMORANDUM TO: All Division and Section Heads

Mr. Head's memorandum of Jan. 1, with regard to releasing of all supplies, equipment and materials now on this Center for general project distribution, requires that all supply reserves which division heads desire to maintain for the first quarter of calendar year 1944 must be established on or before Jan. 15, 1944.

The many changes in policy and procedure which have been and are being made to affect the transfer of this Center from Indian Service to WRA jurisdiction, require that the closing date for reserving supplies specified in Mr. Head's memorandum of Jan. 1 be extended to Jan. 31.

Please have all reserve requests submitted by Jan. 31, 1944.

F. M. Haverland

F. M. Haverland
Supply Officer

(4110)

Colorado River Relocation Project
Poston, Arizona

January 13, 1944

MEMORANDUM TO: All Division and Section Heads

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F. M. Haverland

F. M. Haverland
Supply Officer

(4110)

WRA Staff file

Colorado River War Relocation Project
Poston, Arizona

January 14, 1944

Memorandum to all Division and Section Heads.

Subject: Travel Requests.

All requests for travel authorization are to be presented to the Procurement Officer for issuance of travel order, transportation requests, etc. Before the travel order is issued, however, the request will be reviewed by the Budget and Accounts Unit for determination of availability of funds, allotment symbols, etc. The request shall be prepared on form OEM-39; the travel order will be prepared on form OEM-71. Only one copy of the request is required; a carbon copy, however, may be made for your files if desired.

Mr. H. W. Palmer, Procurement Officer, has been authorized by the Director of the War Relocation Authority to authorize and approve travel of employees of this Center within the States of Arizona, California, Colorado, Nevada, New Mexico and Utah. Special authority must, therefore, be secured from the Director to travel in other States.

The maximum per diem allowance is $6.00, which is reduced to $4.00 when the employee occupies Government quarters. It should be understood that when Government quarters are occupied or meals had at a Government-operated mess without charge, one-fifth of the per diem rate must be deducted for each night's lodging and/or each meal. It is the privilege of the officer requesting travel authorization to recommend the per diem rate, but I believe we should be consistent and allow all employees the same rate, unless there is reason in special cases for setting a different rate under the maximum.

Employees may be authorized to use a privately-owned automobile on a mileage basis. The maximum mileage rate is five cents. The use of a privately-owned automobile is authorized when it has been administratively determined that the cost thereof is more economical and advantageous to the United States. In no event, however, may the traveler be reimbursed an amount in excess of the cost of transportation by common carrier, except in certain instances.

In the event of short trips to adjacent territory when no per diem is involved but transportation expense (railroad fare, purchase of gasoline and oil when a Government-owned automobile is used) will be involved, a travel authorization must be secured and a travel voucher prepared in the usual manner. That fact should be kept in mind when employees expect to travel beyond Parker, Arizona.

The travel request form provides for a statement of the "purpose of the travel" The purpose is also to be stated on the travel order. The request, therefore, should give clear and definite statement of the purpose. The words "on official business" are not sufficient.

One should be careful to include on the request all places to be visited, otherwise if the traveler visits places not mentioned in the travel order, no per diem and expenses can be paid while at those places. Places to be "passed through en route" should not be confused with places to be "visited."

(4112)

When the traveler is to be allowed the use of a Government-owned automobile that fact should be stated on the travel request, preferably under section "(f)" of mode of travel. Should the traveler expect to be accompanied by others, either non-official or official, in a Government car that fact should be stated on the request (it is immaterial how many non-official passengers ride in a privately-owned automobile when authorized on a mileage basis).

Travel requests must be presented sufficiently in advance to permit checking fund balances, preparation of travel orders, transportation requests, etc.

General travel orders will not be issued, except in special cases, and then for no longer than for one month. A justification must be submitted for such authorization.

L. L. Nelson
Assistant Project Director

Approved: Morris Burge
Acting Project Director.

(4113)

Colorado River Relocation Center
Poston, Arizona

January 31, 1944

MEMORANDUM TO: Division and Section Heads

SUBJECT : Shop Work Orders

In processing work orders from the Shops a great deal of difficulty has arisen due to the tendency of some foremen to order certain work done, and then bring all or part of the material for the job into the shop. This material then does not show on the work order and we receive in Cost Accounting a work order showing only labor charges. A very distorted unit cost record is accumulating due to this practice.

You are hereby requested to instruct all personnel under your authority, who have occasion to order work done at the shops to let the shops procure all necessary materials for jobs to be done by them.

No doubt the shop will appreciate any help that can be given to them by the person requesting work done, and the person requesting the work done should benefit by having a true cost picture of work performed.

T. D. Culbertson
T. D. Culbertson
Cost Accountant

APPROVED:

J. W. Shepard
J. W. Shepard
Finance Officer

Colorado River Relocation Center
Poston, Arizona

February 1, 1944

MEMORANDUM TO: Division and Section Heads

SUBJECT: Cancellation of Requisitions

Effective February 12th, 1944, all requisitions issued in January will be cancelled. Any requisition dated in January that is not presented to the warehouse for filling before February 12th, will not be honored. This does not apply to requisitions which are being held for purchase of items not available in the warehouse. Such requisitions will be held open until purchase has been completed and articles received for filling the requisition.

Effective today, all requisitions will be marked with a cancelation date to show that the requisition will be cancelled 10 days later unless it has been completed prior to that time. For example: A requisition presented today to Property Control for approval will be marked "CANCELLED FEB 12, 1944". This means that this requisition will be good for property issue through the 11th of February and that on the 12th of February it will be void and will not be accepted by the warehouse for issue on and after that date.

This additional step in our procedure has become necessary due to the large number of requisitions which have been posted to our control cards but have never been completed by the warehouse. Our file of pending requisitions cannot be allowed to become congested with unfilled issues, as it not only destroys our perpetual inventory control but distorts all of the accounting records.

If in the event a large requisition is approved and it is physically impossible to make delivery within the 10 days allowed, special handling may be necessary. For the time being however, if such a requisition is approved and is not completed by the cancellation date, the procedure will be to make a second requisition for the unfilled items.

T. D. Culbertson
T. D. Culbertson
Cost Accountant

APPROVED:
J. W. Shepard
J. W. Shepard
Finance Officer

L. L. Nelson
L. L. Nelson
Assistant Project Director

(4154)

Colorado River Relocation Center
Poston, Arizona

May 19, 1944

MEMO TO: All Division and Section Heads

SUBJECT: Notice Assignments

The Cost Accounting Unit has advised us that employees on the attached list have time sheets reported for them but for whom Notice of Assignments are unaccountable.

Absence of "Notice of Assignments" on an employee results in the employees failure to be payrolled for work performed.

The reason for discrepancy in employment transactions may be traced to a number of caused i.e.,:

1. Employers permitting applicants to work without a Notice of Assignment.

2. Transfer of workers between sections etc., without regard for Employment Office procedure.

3. Neglect of employer to sign and distribute Notice of Assignments immediately.

4. Failure to include employee's name of April 1, 1944 reclassification list.

5. Improper distribution of N.O.A. (Origional copy of N.O.A. should be routed direct to the Cost Accounting Unit).

For employees on the attached list working in your department, it will be necessary that they be instructed to report to the respective employment office bearing a signed memorandum from the employer authorized to certify Notice of Assignments, with an explanation of the circumstances of the case and a request for an adjustment to be effected.

Philip J. Cassilly

Philip J. Cassilly
Personnel Officer

(4399)

COLORADO RIVER RELOCATION PROJECT
Poston, Arizona

June 30, 1944

MEMO TO: All Subsistence Employees

SUBJECT: Care of Government Property:

I have frequently discussed our mutual problem-that of protecting Government property. Certain items such as gloves, aprons, cook's caps and cooking utensils must be accounted for. These articles when worn-out or unserviceable must be returned to the Subsistence Warehouse for credit and survey by a board appointed by the Project Director. In the past, some persons have misunderstood the matter of turning in unserviceable kitchen utensils, etc.

We are, also, actively engaged in a campaign to conserve and save crates, boxes, barrels and sacks. War conditions have created an accute shortage of containers. The Agriculture Department has been authorized by us to collect containers needed by them for delivery of home grown product. Milk and bread cartons are returned to vendors by us.

The breakage through mishandling of fruit, vegetables, eggs, bottled goods, etc., seems to be excessive at the present time. May I point out that accidental breakage up to a certain point is to be expected when handling a large amount of commodities. However, willful destruction or mishandling of Government property is not only violating a Federal statute (breaking the law) but is destroying food or equipment intended for the use of the people of Poston. Furthermore, it is thoughtless to deprive the residents of subsistence intended for their use. In addition to the foregoing, may I appeal to your sense of fair-play to do all in your power to protect and properly care for every item which is already on the Project or which may be hereafter shipped to us.

I would especially appreciate the help of the elders of Poston in setting an example for the younger generation in the protecting and handling of property. If the elders set a good example here, their children will not be subject to criticism or disciplinary action after they leave Poston.

Your cooperation in the past has been gratifying. I am sure that you will receive this memorandum in the spirit that it is written.

Clifton E. Snelson
Clifton E. Snelson
Chief Project Steward

(4521)

Colorado River Relocation Center
Poston, Arizona

September 18, 1944

MEMO TO: All Division and Section Heads

FROM: Robert C. Wells
Leave Officer

SUBJECT: Escort Trips

Requests from residents to travel in the military zone are increasing. Such trips require the company of an escort who must be a member of the WRA staff. In the past few weeks we have often found it difficult to find an escort.

We would appreciate having the appointed personnel under your jurisdiction who can be spared occasionally and who are willing to act as a escort, fill out the form below. Please note that one's regular salary continues while one is traveling, no leave is required, transportation costs are covered by a government request, and a per diem of $6.00 is paid.

I _____ am interested in serving as an escort. I will be available frequently ____, unfrequently ____. The maximum period of time I could be away is _____ days.

Signed _____

Poston Admin Notices.

David French

Colorado River Relocation Center
Poston, Arizona

December 7, 1944

MEMO TO: All Supervisory Employees

SUBJECT: Requisitions for Workers

In order to more effectively serve all Divisions, Sections, and Units of this Center in recruiting and assignment of evacuee workers, the following procedure for requisitioning of employees will be effective on and after December 11, 1944:

1. All requisitions submitted prior to December 11 on file in the Unit Employment Offices will be cancelled.

2. No new requisition will be accepted unless it contains full detailed information of the job such as: (a) job title (b) number of workers required (c) age (d) sex (e) educational requirements (f) work experience necessary (g) name and title of supervisor (h) where to report (i) date to report (j) hour to report for interview (k) hour to report for work.

3. No assignment or transfer will be validated by the Placement Officers unless a requisition is on file at the Unit Employment Office.

4. All requisitions will be considered to be in force for a period of 15 days from the date of issuance. Should the requisition then remain unfilled or partially filled, it will be automatically cancelled unless the supervisor who made the requisition instructs the Unit Office that the need for workers still exists and the requisition should remain in force an additional 15 day period. The responsibility for this extension rests with the supervisor who signed the original requisition and may be accomplished by telephoning the Unit Employment Office.

Philip J. Cassilly
Personnel Officer

Dup: Employment.

Poston Admin Notices.

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

March 13, 1945

To All Staff Members:

Your contribution to the American Red Cross War Fund will be made this year through the Poston chapter. Local chapter requirements are small this year, and practically all money contributed by both staff and evacuee residents of Poston will go directly to the national fund. Both the service and the volume of need for Red Cross support are well known to you. We are addressing this reminder to you therefore only to answer your question, "To whom shall I give my contribution?".

Contributions should be made, payable to American Red Cross, at the office of your section head. He has membership certificates and a contributors' list and will forward the money to his division chief, who will transmit it to the campaign chairman at Red Cross headquarters. Your contribution should be in by March 27 at the latest.

Aijiro Takahashi
Aijiro Takahashi, Chairman
Red Cross Chapter

Approved: Duncan Mills
Duncan Mills,
Project Director

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

March 16, 1945

TO ALL DIVISION AND SECTION HEADS

SUBJECT: Storekeeper's Signature:

March 16, 1945, 8:00 a.m., William J. Powers was appointed Chief Storekeeper for Mess Operations replacing Joe A. Petta. Mr. Powers' signature is hereby authorized on all goods received or disbursed by and for Mess Operations.

John L.E. Burdick
Acting Chief Project Steward

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

April 25, 1945

MEMO TO: David H. French

SUBJECT: Seventh War Loan Drive

Mr. Mills has expressed his desire that every staff member regard it as among his official duties to do his part in the Seventh War Loan.

This means that at the completion of the drive we in Poston must have purchased $35,114.52 of War Bonds through payroll deductions or cash purchases. In addition our regular deductions must be increased to 15%. There are many on the staff whose monthly deductions exceed this, but the majority of us fall short. The prospects this year are for but two bond drives instead of three as in previous years.

Our records show that your monthly salary amounts to $ 369.02 and your monthly bond allotment is $ 75.00 . To bring your allotment to 15%, it should be increased to $ xxx . There is enclosed for your convenience a Notice of Change card for your signature.

In addition to this increased monthly allotment, which will apply against our quota, it will be necessary for you to purchase 1 extra $ 100 bond at a cost of $ 75.00 for us to fulfill our quota. A pledge card is enclosed for your signature. Please check the method of payment you desire. Our quota is 54% of the January payroll earnings.

Philip J. Cassilly
Personnel Officer

(4851)

Colorado River Relocation Center
Poston, Arizona

September 3, 1945

MEMO TO: Division, Section and Unit Heads

SUBJECT: Messenger Service.

Due to the resignation of evacuee messengers in the Office Services Section, it will be necessary, at least temporarily, to call for and deliver mail at the window of Office Services Section. Suggested hours for pick-up and delivery of mail:

10:00 A. M.

11:30 A. M.

2:00 P. M.

4:00 P. M.

We hope that messenger service will be established again soon with the assignment of appointed messengers.

Duncan Mills

Duncan Mills
Project Director