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Nos. 1-12

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ADMINISTRATIVE MANAGEMENT MEMORANDUM

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WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

July 2, 1943

ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 1

TO: All Appointive Personnel

SUBJECT: Current Tax Payment Act of 1943

In accordance with the War Overtime Pay Act of 1943 and the Current Tax Payment Act of 1943, there is attached hereto Salary Tables for the information and guidance of appointive personnel and others concerned, effective July 1, 1943.

Commencing July 1, 1943, the War Relocation Authority will be required to deduct on the pay rolls from gross earnings, 20% of wages and salaries (3% Victory Tax and 17% Income Tax Liability) in excess of certain exemptions (\$624 annually for single persons, \$1,248 for heads of families, and \$312 for dependents). The amounts so deducted will be credited against the current income tax and Victory tax liability of those to whom the withholding applies.

In the event there is any change in marital status as a result of marriage, divorce, separation, death, the birth of a child, or a dependent child reaching the age of 18, employees will be required to file a new exemption certificate within 10 days.

Please bear in mind that all persons will be required to file a final and complete return on March 15 at the close of each taxable year at which time any necessary adjustments will be made.

In the event there are any questions on which employees desire discussion regarding the new Tax Payment Act, please feel free to consult the Personnel Officer or the Finance Officer.

*Gilbert L. Niosse*  
Gilbert L. Niosse  
Finance Officer

Approved by:

*James F. Hughes*  
James F. Hughes  
Deputy Director



CURRENT TAX PAYMENT ACT OF 1943

IF THE PAY-ROLL PERIOD WITH RESPECT TO AN EMPLOYEE IS SEMI-MONTHLY AND THE WAGES ARE		AND, (1) SUCH PERSON IS A MARRIED PERSON CLAIMING NONE OF PERSONAL EXEMPTION FOR WITHHOLDING AND HAS—									
		NO DEPEND-ENTS	ONE DEPEND-ENTS	TWO DEPEND-ENTS	THREE DEPEND-ENTS	FOUR DEPEND-ENTS	FIVE DEPEND-ENTS	SIX DEPEND-ENTS	SEVEN DEPEND-ENTS	EIGHT DEPEND-ENTS	NINE DEPEND-ENTS
AT LEAST	BUT LESS THAN	OR, (2) SUCH PERSON IS A MARRIED PERSON CLAIMING HALF OF PERSONAL EXEMPTION FOR WITHHOLDING AND HAS—									
		NO DEPEND-ENTS	ONE DEPEND-ENTS	TWO DEPEND-ENTS	THREE DEPEND-ENTS	FOUR DEPEND-ENTS	FIVE DEPEND-ENTS	SIX DEPEND-ENTS	SEVEN DEPEND-ENTS		
		OR, (3) SUCH PERSON IS A SINGLE PERSON AND HAS—									
		NO DEPEND-ENTS	ONE DEPEND-ENTS	TWO DEPEND-ENTS	THREE DEPEND-ENTS	FOUR DEPEND-ENTS	FIVE DEPEND-ENTS	SIX DEPEND-ENTS	SEVEN DEPEND-ENTS		
		OR, (4) SUCH PERSON IS A MARRIED PERSON CLAIMING ALL OF PERSONAL EXEMPTION FOR WITHHOLDING AND HAS—									
		NO DEPEND-ENTS	ONE DEPEND-ENTS	TWO DEPEND-ENTS	THREE DEPEND-ENTS	FOUR DEPEND-ENTS	FIVE DEPEND-ENTS				
		OR, (5) SUCH PERSON IS HEAD OF A FAMILY AND HAS—									
		NO DEPEND-ENTS OR ONE DEPEND-ENT	TWO DEPEND-ENTS	THREE DEPEND-ENTS	FOUR DEPEND-ENTS	FIVE DEPEND-ENTS	SIX DEPEND-ENTS				
		THE AMOUNT OF TAX TO BE WITHHELD SHALL BE—									
\$ 0	\$ 20	\$ 2.00	---	---	---	---	---	---	---	---	---
20	30	5.00	\$ 2.40	---	---	---	---	---	---	---	---
30	40	7.00	4.40	\$ 1.80	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30
40	50	9.00	6.40	3.80	1.20	.60	.60	.60	.60	.60	.60
50	60	11.00	8.40	5.80	3.20	.90	.90	.90	.90	.90	.90
60	80	14.00	11.40	8.80	6.20	3.60	1.30	1.30	1.30	1.30	1.30
80	100	18.00	15.40	12.80	10.20	7.60	5.00	2.40	1.90	1.90	1.90
100	120	22.00	19.40	16.80	14.20	11.60	9.00	6.40	3.80	2.50	2.50
120	140	26.00	23.40	20.80	18.20	15.60	13.00	10.40	7.80	5.20	3.10
140	160	30.00	27.40	24.80	22.20	19.60	17.00	14.40	11.80	9.20	6.60
160	180	34.00	31.40	28.80	26.20	23.60	21.00	18.40	15.80	13.20	10.60
180	200	38.00	35.40	32.80	30.20	27.60	25.00	22.40	19.80	17.20	14.60
200	220	42.00	39.40	36.80	34.20	31.60	29.00	26.40	23.80	21.20	18.60
220	240	46.00	43.40	40.80	38.20	35.60	33.00	30.40	27.80	25.20	22.60
240	260	50.00	47.40	44.80	42.20	39.60	37.00	34.40	31.80	29.20	26.60
260	280	54.00	51.40	48.80	46.20	43.60	41.00	38.40	35.80	33.20	30.60
280	300	58.00	55.40	52.80	50.20	47.60	45.00	42.40	39.80	37.20	34.60
300	320	62.00	59.40	56.80	54.20	51.60	49.00	46.40	43.80	41.20	38.60
320	340	66.00	63.40	60.80	58.20	55.60	53.00	50.40	47.80	45.20	42.60
340	360	70.00	67.40	64.80	62.20	59.60	57.00	54.40	51.80	49.20	46.60
360	380	74.00	71.40	68.80	66.20	63.60	61.00	58.40	55.80	53.20	50.60
380	400	78.00	75.40	72.80	70.20	67.60	65.00	62.40	59.80	57.20	54.60



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

August 3, 1943

ADMINISTRATIVE MANAGEMENT MEMORANDUM NO. 2

SUBJECT: Hinckley and Delta Travel

In order to eliminate unnecessary usage of equipment, all employees now living outside Topaz will be transported to Hinckley and Delta in one bus. The bus will travel to and from Delta via Hinckley.

In the event an employee does not live in Hinckley, Delta, or enroute (for example, Deseret), it will be his responsibility to secure transportation to some given point on the main road of travel at a certain time.

The above schedule will go into effect Thursday, August 5.

*Original signed by*  
**J. F. HUGHES**

**J. F. Hughes**  
Deputy Project Director



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

August 13, 1943

ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 3

SUBJECT: Property Control & Warehousing

I. Organization

Effective this date, the Divisional Storehouses will be under the administrative as well as the technical jurisdiction of the Head of the Cost Accounting and Property Control Unit.

The personnel will function as follows:

The Cost Accountant under the supervision of the Finance Officer will supervise the control of all property and supplies and their proper warehousing.

The Property Officer under the supervision of the Cost Accountant will maintain complete records of all property purchased or owned by the Federal Government within the center.

The Head Storekeeper under the supervision of the Cost Accountant will ~~have~~ complete charge of the receipt, storage and issuance of equipment, supplies and other materials in the Project Warehouse and Divisional Storehouses.

The Assistant Storekeepers under the supervision of the Head Storekeeper will have charge of the receipt, storage and issuance of equipment, supplies and other materials stored in the Divisional, and Delta Storehouses.

Under the Divisions there will be the following storehouses:

- A. Community Management Division
  - 1. Health Section
  - 2. Education Section
  - 3. Community Activities Section
  - 4. Welfare Section
- B. Operations Division
  - 1. Agricultural Section
  - 2. Engineering Section
  - 3. Motor Transport & Maintenance Section
- C. Administrative Management Division
  - 1. Central Warehouse



## II. Property Accountability

Property, for the purpose of accountability, will be divided into four classes, namely:

- A. Non-expendable Property
- B. Semi-expendable Property
- C. Fixed Equipment
- D. Expendable Property

The accountability of Class A property will be the responsibility of the Property Officer. He will maintain Property Control Records of all Class A Property. Such Property will be transferred to the various Division Storehouses on Property Transfer, OEM 61. Issues to individuals shall be only on memorandum receipt basis. All classes of property will be issued to the Divisional Stores by the use of Property Transfer Form OEM 61, which will be signed as to receipt by the Head Storekeeper or his designated assistants.

## III. Property Control Records

### A. Class A Property

1. Non-expendable property will be accounted for by Property Control on Ledger Sheets, Form WRA 9. These forms will be arranged in the ledger alphabetically and will show complete descriptions with adequate identification, such as serial number, motor numbers, etc. The Division Storehouses will also record Non-expendable Property on Form WRA 105, Stores Record Card as above.

### B. Class B Property

1. Class B property shall represent semi-expendable items, such as hammers, saws, knives, forks, dishes, boots, etc. This class of property will be recorded on WRA Form 10, Ledger Sheet, and maintained by Property Control until transferred to Central Tool Room. The Central Tool Room will record semi-expendable Property on Stores Record Cards, WRA 105. Issues of semi-expendable Property will be made on Form WRA 109, Receipt for Hand Tools & Personal Equipment, to the workers. Form WRA 109 will be made in original and one copy. Both copies will be signed by worker at time of issue. The original will be filed in Central Tool Room. The copy will be sent to the Section Head employing the worker. When worker returns Hand Tools or Personal Equipment to Central Tool Room, the original receipt will be given to worker and the receipt will have notation thereon to the effect that "Tools have been returned" and followed by signature of Storekeeper. The worker will then take receipt to his Section Chief who will return the copy to worker and also give worker clearance. When Personal equipment becomes worn out it must be returned to the Central Tool Room in order for worker to obtain new equipment. All storerooms will record this type of property on Form WRA 105.



C. Class C Property, Fixed Equipment

1. Fixed equipment represents such items as furnaces, bath tubs, shower apparatus, electrical fixtures, etc.
2. Such equipment shall be handled by the Property Control Unit as expendable property and shall be recorded on Form WRA 10. The Divisional Storehouses should handle Class C Property in similar manner. Such records will be maintained until the property is permanently affixed to buildings.

D. Class D Expendable Property

1. Expendable property acquired will be tallied in at the Project Warehouse and recorded on Form WRA 10, Expendable Property Control Sheet. Any such property transferred to a Division Storehouse will be covered by Transfer Form, OEM 61, and will be recorded by the Division Storehouse on Form WRA 105, Stores Record Cards. A separate card should be prepared for each item and unit price. Issues from the Division Storehouses will be made on Form WRA 96, Material Issuance Ticket. In computing costs the "first in and first out" method should be used. Division Chiefs or Section Heads will designate individuals authorized to receive materials from the Storehouses. The Storekeeper will then issue materials to these individuals on verbal request and record the items on Form WRA 96, and obtain the signature of person actually receiving the materials. The issue will be blocked off on Form WRA 96, and the signature will be on the last line opposite the last item. Form WRA 96 will be made in Original and three copies. These forms will be priced, extended and posted currently to the Stores Record Cards and the Daily Inventory Form WRA 111. The Original will be forwarded each day to the Division Chief for signature and return to Project Warehouse for posting and filing. Form WRA 96 may be used by Section Heads as a requisition on Storehouses.

IV. Receipt of Property in Project

1. All property, other than Mess Supplies (foodstuffs) entering the Project must clear through Warehouse No. 101. When shipments are received at Warehouse No. 101 which are for a particular Storehouse, they will be routed to the Storehouse and tallied in. When shipments are received for various Storehouses then the material will be tallied in at Warehouse No. 101 and afterwards delivered to the respective Storehouses. Form QMC 489, Tally Sheet, will be prepared in Original and two copies; original and one copy will be sent to Property Control and one copy will be retained by Warehouse No. 101. On basis of Tally In forms received, Property Control will prepare Transfers, Form OEM 61, covering the shipments to the Storehouses.



## V. Inventory

### 1. Daily Inventory Balance

The Property Control Unit will maintain a Daily Inventory Balance, Form WRA 111. Form WRA 111 will reflect the monetary value of all materials, supplies and equipment in the Project Warehouse, except non-expendable property. The statement will be prepared in duplicate; the pages will be numbered in sequence for a day's business. The Original will be forwarded to the Cost Accounting Unit supported by the day's delivery tickets, not later than the close of business of the following day. Immediately after posting receipts and issues to the property control cards, the total amount of each document, except memorandum receipt, will be entered on Form WRA 111.

### 2. Monthly Inventory

Not less often than once each month the total of the detailed Stores Record Cards shall be balanced with the total reflected on Form WRA 111.

### 3. Quarterly Inventory

Not less often than once each three months a physical inventory shall be taken and balanced with the detailed property control cards, and Stores Record Cards. Physical inventories will be prepared on Form WRA 108, Physical Inventory of Materials and Supplies.

### 4. Daily Central Warehouse, Storehouse, Tool Room Inventory Balance

The Head Storekeeper will prepare each day a "Daily Inventory Balance", Form WRA 111 for Central Warehouse, Tool Room and Storehouses in Original and two copies. The Original will be forwarded to the Cost Accounting Unit through the Property Control Unit supported by the Material Issuance Tickets, Form WRA 96. First copy to remain at Project Warehouse Office for file. The second copy will be forwarded to the Division Cost Accountant.

## VI. Requisitions

### 1. Monthly Requisitions for Stock Items

The Head Storekeeper will prepare a monthly memorandum covering the items "Low in Stock" for each of the Division Storehouses, except Mess, showing the amount in stock after each item. This memorandum will be forwarded to the Division Chiefs for perusal and guide in making up the Monthly Requisitions, Form WRA 7. The requisitions will be rendered to the Property Control in an Original and three copies. The Property Control will route Original and one copy to the Procurement Officer.



2. Requisitions for Items Other Than Standard Stock Lists

These requisitions will be submitted to Property Control in an Original and two copies. Property Control will review the requisition and if possible fill from warehouse or storehouse stock, if unable to do so, the requisition will bear the notation that the items requested are not available in the Project Storehouses. The requisition will then be routed to the Procurement Officer.

*Gilbert L. Niesse*

Gilbert L. Niesse  
Finance Officer

Approved by:

*James E. Hughes*  
James E. Hughes  
Deputy Project Director



FORM OEM-61  
(12-26-42)

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE FOR EMERGENCY MANAGEMENT

REPORT NO.

PROPERTY TRANSFER REPORT

FROM		TO	
RELEASING AGENCY		RECEIVING AGENCY	
NUMBER AND STREET		NUMBER AND STREET	
CITY	STATE	CITY	STATE
CUSTODIAN		CONSIGNEE	

TERMS OF TRANSFER

ITEM	DESCRIPTION IN DETAIL	QUANTITY	UNIT	UNIT PRICE	AMOUNT

SHIPPING INSTRUCTIONS

APPROVED

\_\_\_\_\_  
(Signature)

DATE

\_\_\_\_\_  
(Title)

RELEASED

\_\_\_\_\_  
(Signature)

DATE

\_\_\_\_\_  
(Title)

RECEIVED

\_\_\_\_\_  
(Signature)

DATE

\_\_\_\_\_  
(Title)



Unit \_\_\_\_\_

*DIVISION*

Description of item:

Maximum \_\_\_\_\_ Minimum \_\_\_\_\_

C-0039















## INSTRUCTIONS TO TALLY CLERK

Mark heavy circle on other side of this sheet around numbers of damaged packages and list them below, with full information as to condition in which they are received. This is of the utmost importance, as claims will be made on the basis of this information.

## PACKAGES RECEIVED IN DAMAGED CONDITION

[illegible]

Above facts have been reported to Transportation Officer, who states that notation thereof {has  
been made on B/L prior to surrender to carrier and that carrier's agent {does not  
acknowledge(s)} liability for damage. {has not

*Receiving Clerk.*







PHYSICAL INVENTORY OF MATERIALS & SUPPLIES  
IN PROJECT WAREHOUSE OR DIVISIONAL STOREHOUSES

[illegible]

The Items Listed On This Page - Were Called By \_\_\_\_\_ and Listed By \_\_\_\_\_

Do not forward totals - prepare summary sheet for all pages in inventory.







WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

ADMINISTRATIVE MANAGEMENT MEMORANDUM NO. 4

TO: All Division, Section and Unit Heads.

SUBJECT: Procedure For Submission of Requisitions.

The following instructions are provided in order to establish a uniform system of advance requisitioning, together with definite instructions on the proper method of preparing requisitions.

ADVANCE REQUISITIONING

The Project Procurement Officer will be responsible for developing "Standard Stock Lists" for the Center which will include all items that must be stocked to insure uninterrupted operation of the Center. Each Division Head will submit by September 1st a suggested list of stock items that they consider essential to carry as stock items in their division or section warehouses. The Procurement Unit will consolidate and compile the complete stock list. After the Standard Stock Lists are issued, each Division Chief will be responsible for the preparation of advance requisitions for all items contained in Stock Lists. The Division Chief, in preparing requisitions, should take into consideration all stocks in his Divisional Storehouses.

The first Requisition submitted in September will bring the estimated stock needs up to four-month supply. Each month, thereafter, monthly requisitions should be made. This will provide for a three-month supply on hand at all times and one-month supply on order.

In order to provide the Fiscal Section with information for posting to Allotment Ledger Accounts, the following information will be shown on all requisitions.

The name of the Division and the unit or section that the items are to be charged to. Example: Operations Division,  
Engineering Section  
Construction

The complete breakdown has previously been supplied to all Divisions and Sections by the Finance Section. Requisitions will be submitted to the Procurement Section between the 25th and 30th of each month.

Emergency Requisitions can be submitted at any time. However, an emergency as defined by Administrative Instruction 42 (Revised) is as follows.

"A situation that demands immediate attention to protect health, life or government property, or to insure the uninterrupted operation of an essential service."



It is further stated that the simple determination that an item is necessary is not sufficient to place it in the category of an "emergency" unless one of the circumstances mentioned above is present. The failure of a division to adequately foresee its needs may result in an emergency. However, it is definitely an indication of noncompliance with a basic W. R. A. policy which stresses advance requisitioning. A letter of justification explaining the emergency will be required on all emergency or rush requisitions not submitted as scheduled.

#### PREPARATION OF W.R.A. 7

The requisition number should indicate the division, section and unit to be charged for the items.

The requisition must be signed by the Division Head or an appointive representative designated in writing.

Item No.: Where possible, items on a requisition should be arranged alphabetically by classes, the items to be numbered consecutively in the left margin without regard to classes. Each item should be entered on a single line. When a requisition calls for various sizes of any one article, the quantity of each size should be entered on a separate line and each size given a separate number.

Description: In describing items, Standard Federal Specifications can be used. These standards may be incorporated on the requisition and referred to proper specification numbers. When adequate description cannot be provided by reference to some recognized standard, a statement describing the necessary requirements in ample detail but without restricting possible competition, should accompany the requisition. The term, "Best Commercial Quality" shall not be used in describing articles requisitioned. Trade names should be used only where necessary (except in case of proprietary items) and shall be clearly indicated by a statement to be effect that the use of trade names is for description only. Reference to catalogs may be made when in such cases the name of the catalog must be indicated. Requisitions proprietary to a single company should bear the following form in providing the statement of justification required:

The above mentioned material is proprietary  
to the           (name it)           company and  
no other will meet the requirements.  
This statement should be signed by the  
authorized employee signing the requisition.

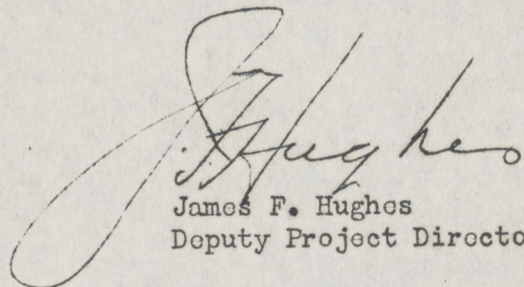
Date of Delivery and Estimated Cost: It would assist the Procurement Unit if the requisitioning unit would show the date the order should be delivered. It is essential that the estimated unit and total cost be indicated on all requisitions, Form WRA 7. The division is responsible to see that there is sufficient funds in their respective budgets to cover all requisitions submitted to the Procurement Unit



for purchase. Requisitions will be returned if the estimated cost is omitted. Considerable trouble comes from duplicate requisitions within a division. (For Example: In one week there were three requisition for one drum each of kerosene. This meant three purchase orders, three vouchers and three receiving reports, and in other words, three times the work for several sections). Under the new system of Warehousing, this trouble should be eliminated because now only requisitions will be accepted from Divisions or Sections for items that they have been authorized to be purchased as stock items. Construction Materials will only be purchased on Division of Operation, Engineering Section requisitions. Gas, Oil and Kerosene will be purchased only on Division of Operations, Motor Transport requisitions, etc. Separate requisitions will be submitted for each type of commodity as illustrated in Stock Number Catalogs such as Stationery, Hardware, Gasoline, etc.

It has been determined that Divisions or Sections will requisition for purchase, items for the entire project for which they are the main users. Exhibit A attached is the approved grouping of items that will be purchased by Divisions or Sections. The Lists are not intended to be comprehensive but to serve as a guide in stocking the Warehouses.

In case some Division or Section received an excessive demand for some particular item, they can indicate on their requisition to procurement, the breakdown of the amount to be charged to the other Division or Section as substantiated by the requisition in their file. This information will be indicated on the Purchase Order and charges made accordingly.



James F. Hughes  
Deputy Project Director



## EXHIBIT A

Under the Divisions there will be the following Storehouses.

### A. Community Management Division

1. Health Section
2. Education Section
3. Community Activities Section
4. Welfare Section

### B. Operations Division

1. Agriculture Section
2. Engineering Section
3. Motor Transport & Maintenance Section

### C. Administrative Management Division

1. Central Warehouse

The items requisitioned to be purchased for stock by the above warehouses will be as follows:

### A. Community Management Division

1. Health Section  
See Medical Depot Catalogue (self explanatory)
2. Education Section  
Stationery items  
Paper cups  
School Supplies (all types)
3. Community Activities  
Athletic Equipment  
Recreation Supplies  
Crepe Paper  
Folding Chairs
4. Welfare Section  
Cots  
Mattresses  
Quilts  
Blankets  
Baby Cribs  
Clothing (other than work clothing)

### B. Operations Division

1. Agricultural Section  
Agriculture Tools (used primarily for agriculture)  
Diggers  
Forks  
Handles (Forks, Hoes, etc.)  
Hoes  
Rakes  
Boxes (lettuce crates, lugs, etc.)



1. Agricultural Section (cont'd.)

Agriculture Tools (used primarily for agriculture)

Feed (Stock, poultry, etc.)  
Seed  
Fertilizer  
Wire (barb)  
Staples (fence)  
Repair parts agriculture machinery  
(does not include motor parts)  
Mosquito lotion  
Medicine & Dip for stock  
Stock Salt  
Twine (Binder, etc.)  
Sacks (Potato, Onion)  
Work Clothing

2. Engineering Section

Hardware Plumbing Supplies

Bibs  
Bushings  
Caps  
Cork  
Couplings  
Crosses  
Elbows  
Faucets  
Nipples  
Okum  
Pipe  
Plugs  
Tees  
Union  
Valves  
Washers, etc.

Hardware Builders Supplies

Bolts  
Hinges  
Latches  
Nails  
Nuts  
Padlocks  
Screws  
Wire

Hardware Tools & Miscellaneous

Chisels  
Collars  
Elbows, stove pipe  
Files  
Hammers  
Hatchets  
Pipe, Stove  
Pliers  
Saws  
Sledges



Hardware Tools & Misc. (cont'd.)

Vises

Construction Tools

Paints, Oils, Glasses, etc.

Brushes (Paint)

Drier

Filler

Glass

Oil (linseed)

Paints

Thinner

Turpentine

Varnishes

Wax

Polish

Electrical Supplies

(self explanatory)

Cleaning Supplies

(self explanatory)

Miscellaneous Items

Toilet Tissue

Towels, Paper

Cup, Paper

Coal

Stove Oil

Wood (Kindling)

Work Clothing

Hose (Garden & Fire)

Repair Parts for maintaining equipment such as stoves, washing machines, Wringers, etc.

Building Material

Lumber

Cement

Plywood

Building Board

Insulating Material

Roofing Paper

Asphalt

3. Motor Transport & Maintenance Section

Anti-Freeze

Belts (Motor)

Bulbs (Cars)

Chains (Car & Misc.)

Hose (Radiator Air Water Heater)

Patches

Solder

Spark Plugs



3. Motor Transport & Maintenance Section (cont'd.)

Tape  
Gas  
Oil  
Kerosene  
Waste Rags  
Motor Repair Parts (including parts for motors  
of the Agriculture Section)  
Work Clothing

C. Administrative Warehouse

1. Central Warehouse
  - Stationery Items
  - Forms
  - Wrapping, Paper
  - Wrapping Twine
  - Mess Supplies (Mess Storehouse)  
(self explanatory)
  - Work Clothing

NOTE: Major Equipment other than hand tools will be requisitioned by the division or section and may be submitted at any time during the month. This is also the policy for Contracts for equipment or services.

Work clothing will be stocked and issued by each Division or Section. The Procurement Unit will consolidate the clothing requisitions.



*James Hughes*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

September 1, 1943

ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 45

TO: Assistant Directors, Section and Unit Heads

SUBJECT: Compensatory Overtime - Appointive Personnel

In accordance with the provisions of the "War Overtime Pay Act of 1943", (and as specifically covered in Supplement 6 to Administrative Instruction No. 13) the War Relocation Authority is permitted to grant compensatory time off for authorized overtime in excess of the regular forty-eight hour week for full-time per annum employees.

The overtime in excess of the regular eight hour day must be ordered and approved in advance by the Project Director. When it is found necessary to perform overtime work, the section or unit head shall prepare the authorization for signature of Project Director, and route it to the Assistant Director to be forwarded. Form WRA-cu-81 (Memorandum) shall be prepared in original and two copies, to be routed:

Original: Personnel Section, after completion of work  
1st copy: Budget & Accounts Unit  
2nd copy: To be retained by the Division

Regular "Application for Leave" is to be submitted to the Personnel Section when compensatory leave is to be taken, with the wording "Compensatory Leave" typed on the leave slip. Leave slips are to be approved in advance in the regular manner.

All compensatory time earned, taken, and uncompensated shall be accounted for by the Personnel Section on Form WRA-262 (Compensatory Time Record).

Appointive Personnel should familiarize themselves with the instruction contained in Supplement 6 to Administrative Instruction No. 13.

*James F. Hughes*  
James F. Hughes  
Deputy Project Director



WAR RELOCATION AUTHORITY  
Washington

August 5, 1943

ADMINISTRATIVE INSTRUCTION No. 13, Supplement 6

Subject: Hours of Work, Overtime and Compensatory Leave for Appointive Personnel at Relocation Centers

Section V-A of Administrative Instruction No. 13, approved July 3, 1943, is hereby changed to read as follows:

A. Hours of Work:

The official work week of the WRA is prescribed as forty-eight hours, based on six eight-hour days per week. Except in cases of emergency or peak loads, regular hours of duty will be followed and supervisors and employees will plan their work on that basis. The exact time of beginning the regular eight hour day may be fixed by the Project Director. It is the policy of the War Relocation Authority not to authorize additional overtime work on a prearranged schedule basis. That is, if it is necessary that appointive personnel be on duty outside of the regular prescribed working hours of the project, then such arrangements should be made through a staggering of working hours among the personnel. Additional overtime work shall be limited in all cases to emergencies or unusual circumstances, and it shall be the policy to compensate for this work through the medium of compensatory leave. Only in cases of extreme emergencies or unusual circumstances, wherein circumstances preclude the possibility of permitting the granting of such overtime on a compensatory basis within the allowable period of ninety days, shall the overtime be compensated by additional payments.

1. Overtime

In accordance with the provisions of the "War Overtime Pay Act of 1943" (Public Law 49 - 78th Congress) and Civil Service Commission Circular 424, Title 5, Chapter I, Part 20, the WRA will grant compensatory time off for authorized overtime worked in excess of 48 hours per week by full-time per annum employees at the Relocation Centers. Authority is hereby delegated to Project Directors to approve overtime in excess of the 48 hour week. This authority may not be redelegated.

2. Recording of Overtime

The overtime in excess of eight hours in any work day must be ordered and approved in advance by the Project Director in the form of a memorandum addressed to the Division Head. Copies of such memoranda shall be forwarded to the Finance Office and the Personnel Office.

3. Granting of Compensatory Time

Employees shall be given compensatory time off through the preparation of a regular leave slip with the nature of the leave typed in as "Compensatory Leave." Such leave slips must be approved in advance by the person who ordinarily approves 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. If, because of unusual or emergency conditions, the compensatory leave can not be granted within the specified period, the employee shall be given additional compensation for this overtime in an amount equivalent to the regular overtime rate paid to such employee. Approval for the payment of this overtime compensation must be obtained in advance from the Director by submitting for his consideration the reasons why the employee was not allowed compensatory leave within the 90 day period and requesting a special allotment.

4. Compensatory Time Records

A record of all compensatory time earned, taken, and uncompensated shall be maintained by the Personnel Office on Form WRA-262

5 x 8

WRA-262					
WAR RELOCATION AUTHORITY					
Compensatory Time Record					
Division _____			Name _____		
Position _____			Grade _____		
Date	Hours Earned	Hours Taken Leave	Pay	Uncompensated Time	Remarks

5. Forms

A supply of forms will be forwarded in the near future. In the interim a supply should be reproduced at the project.

*Peland Barrows*  
Acting Director



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Tonaz, Utah\_\_\_\_\_  
Date

MEMORANDUM TO: \_\_\_\_\_

\_\_\_\_\_  
Title

SUBJECT: COMPENSATORY OVERTIME - \_\_\_\_\_

\_\_\_\_\_  
Title

In accordance with your request, you are authorized to have compensatory overtime performed by the above-named individual in accordance with the regulations set forth in Administrative Instruction No. 13 Supplement No. 6, dated August 5, 1943.

To work approximately \_\_\_\_\_ on \_\_\_\_\_  
hours date  
for the purpose of \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
CHARLES F. ERNST  
Project Director  
\_\_\_\_\_\_\_\_\_\_  
Date

I hereby certify that I performed \_\_\_\_\_ hours overtime on  
\_\_\_\_\_ from \_\_\_\_\_ AM to \_\_\_\_\_ AM for the  
date PM PM  
purpose as shown above.

\_\_\_\_\_  
Signature

Approved: \_\_\_\_\_

\_\_\_\_\_  
Title\_\_\_\_\_  
Signature of Section or Unit Head\_\_\_\_\_  
Title

Original: Personnel Section  
1st copy: Budget & Accounts Unit  
2nd copy: To be retained by Dvn.



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

November 15, 1943

Administrative Management Memo No. 6

To: Section Chiefs and Unit Heads

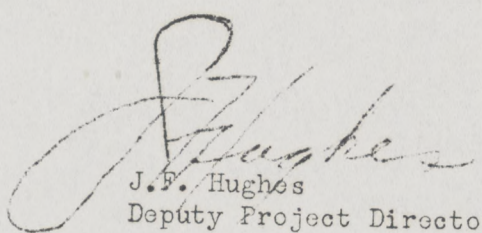
Subject: Compensation Benefits for Resident Workers

The Administrative Manual, Sections 50.5.50-64B, establishes the right of residents employed by the War Relocation Authority who sustain traumatic injuries in the performance of duty to compensation benefits under the provisions of the United States Compensation Act.

It is important for an injured resident to establish his rights under the Compensation Act inasmuch as the Act in some cases provides benefits in addition to pay for services after they are re-employed and benefits may continue after the termination of the relocation program. This indicates the importance of promptly reporting every injury sustained in line of duty.

The Administrative Manual designates the chief of the Administrative Management Division as the person to perform the duties and responsibilities given by the Manual Sections relating to compensation benefits.

Forms are available for proper reporting of injuries. Section heads should familiarize themselves with the provisions of the Administrative Manual referred to and see that all injuries are reported promptly. All resident workers and foremen should be advised that workers are entitled to compensation benefits for traumatic injuries received in the performance of duty and the importance of reporting all injuries promptly should be stressed.



J.F. Hughes  
Deputy Project Director

cc. Labor Committee of Council  
Staff Safety Committee  
Project Attorney



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

November 26, 1943

ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 7

SUBJECT: Instructions on Travel (Applicable to Residents)

Administrative Division Memorandum No. 7, dated February 18, 1943, provided instructions for travel for appointive staff members. The following instructions are now being provided to cover all travel by resident employees.

1. Request for Travel Authorizations

Whenever it is necessary for a resident worker to perform official travel for the War Relocation Authority, Request for Travel Authorization, Form OEM-39, should be prepared by the Section Head and approved by the Division Chief and routed to the Budget and Accounts Unit of the Finance Section. This form must be filled out in detail indicating the mode of travel and the justification for such travel. In the space indicated Per Diem Allowance, statement shall be made "actual expense basis not to exceed \$1.00 per meal and \$2.50 per night for lodging."

These Requests for Travel Authorization, Form OEM-39, must be submitted in all cases in advance of the traveler's departure and must be used to cover all resident's travel away from the project. The Agent-Cashier has been instructed to refuse to pay any meal or lodging receipts where the forms authorizing that expense are not on file.

Since the procedure covered in Office Letter No. 30 dated November 19, 1943, requires the resident traveler to carry the Travel Authorization, Form OEM-71, with him, the request for issuance of the authorization should be submitted in sufficient time to permit orderly processing and delivery of the Travel Authorization to the traveler.

2. Rendition of Accounts

On returning from the trip, the traveler is to submit promptly his receipts (Standard Form 1012-d, Receipt for Cash) to the Agent-Cashier together with a sheet showing his itinerary including departure and arrival times at the project and at the points of destination. All receipts must be completely filled out indicating the payee's name, the amount of the receipts, the location of the hotel or restaurant or other business signing the receipts, and the full name and title of the individual acknowledging receipts of that particular amount of money.

3. Meals in Delta

All work crews from the project working in Delta, such as warehouse crews, truck crews, agriculture crews, etc., who anticipate being away from the project during meal time are to obtain lunches from the Sandwich Kitchen, Block No. 1, prior to their departure. Under normal operations, meal tickets are not to be approved for meals in Delta, since the trips can be scheduled to allow for meals on the project or lunches may be obtained

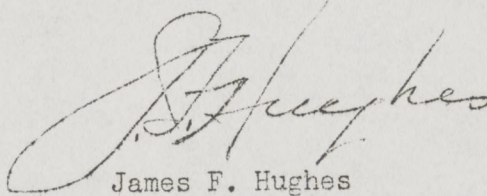


from the Sandwich Kitchen. The only exceptions in this case will be emergencies for which approval must be obtained from the Section Chief. These emergency purchases must be fully justified. The maximum amount allowable for meals authorized to be taken at Delta is \$.75 per meal.

When meals are authorized in Delta, it will not be necessary for the Section Chief to prepare a "Request for Travel Authorization;" the justification will be shown on the reverse side of Standard Form 1012-d, Receipt for Cash, and signed by the Section Chief.

4. Transfers Between Centers

Transfers between centers will be handled in the same manner as at present in accordance with Manual, Section 50.3.11 through 50.3.25, and relocation travel will be handled in accordance with Leave Handbook, Section 60.13.



James F. Hughes  
Deputy Project Director



REQUEST FOR TRAVEL AUTHORIZATION

DATE

Nov. 22, 1943

NAME OF EMPLOYEE	Sumio Miyamoto	TITLE	Truck Driver
OFFICIAL STATION	Topaz, Utah	AGENCY	War Relocation Authority
TRAVEL FROM	TO		
Topaz, Utah	Salt Lake City, Utah and return		

EXHIBIT

DATE EFFECTIVE	TERMINATING APPROXIMATELY	NO. OF TRANSPORTATION REQUESTS REQUIRED	PER DIEM ALLOWANCE RECOMMENDED
Nov. 22, 1943	Nov. 23, 1943	--	--

PURPOSE OF TRAVEL

To transport materials and supplies from Fort Douglas, Utah, to Topaz, Utah.

IF PERIOD OF TRAVEL IS IN EXCESS OF ONE MONTH AND DEFINITE ITINERARY CANNOT BE DETERMINED PLEASE STATE IN DETAIL JUSTIFICATION FOR GENERAL TRAVEL:

MODE OF TRAVEL IS REQUESTED AS INDICATED BY LETTER "X"

(a) COMMON CARRIER (RAIL, AIR, WATER)
(b) EXTRA-FARE TRAIN
(c) PRIVATELY OWNED AUTOMOBILE ON A MILEAGE BASIS AT THE RATE SPECIFIED BELOW, NOT TO EXCEED THE COST OF TRAVEL BY RAIL PLUS PULLMAN, IN ADDITION TO OTHER EXPENSES IN ACCORDANCE WITH PARAGRAPH 12(a) OF THE STANDARDIZED GOVERNMENT TRAVEL REGULATIONS.
(d) PRIVATELY OWNED AUTOMOBILE ON A MILEAGE BASIS AT THE RATE SPECIFIED BELOW, WHICH HAS BEEN ADMINISTRATIVELY DETERMINED IN ADVANCE TO BE MORE ECONOMICAL AND ADVANTAGEOUS TO THE UNITED STATES, IN ACCORDANCE WITH PARAGRAPH 12(a) OF THE STANDARDIZED GOVERNMENT TRAVEL REGULATIONS.
(e) COMMON CARRIER WHENEVER PRACTICABLE, OR WHEN NOT PRACTICABLE TO TRAVEL BY COMMON CARRIER, BY PRIVATELY OWNED AUTOMOBILE FOR WHICH REIMBURSEMENT WILL BE ALLOWED AT THE MILEAGE RATE SPECIFIED BELOW. CLAIM FOR AUTOMOBILE MILEAGE AT THE RATE MUST BE SUPPORTED BY STATEMENT SHOWING IMPRACTICABILITY OF TRAVEL BY COMMON CARRIER.
(f) SPECIAL AUTHORITY:
Actual expense basis not to exceed \$1.00 per meal and \$2.50 per night for lodging.

JUSTIFICATION OF MODE OF TRAVEL IF OTHER THAN COMMON CARRIER:

ESTIMATED PER DIEM	MILEAGE RATE	APPROVED
ESTIMATED OTHER	APPROPRIATION	
TOTAL \$ 6.50	ALLOTMENT SYMBOL	
		/s/ Carl Rogers (Signature) Head, Motor Transport & Maintenance (Title)



OFFICE FOR EMERGENCY MANAGEMENT  
Washington, D C.

TRAVEL AUTHORIZATION

No. \_\_\_\_\_

Nov. 22, 1943  
Date \_\_\_\_\_

Name Sumio Miyamoto Title Truck Driver  
(Motor Transport and  
Official Station Topaz, Utah Division Operations Maintenance Section

1. You are hereby authorized to incur such expenses as may be necessary for the purpose and during the period stated below, to be paid from available appropriations in accordance with the Standardized Government Travel Regulations and the fiscal regulations of the Office for Emergency Management.

2. Travel from: Topaz, Utah To: Salt Lake City, Utah and return

EXHIBIT

For the purpose of: To transport materials and supplies from Fort Douglas, Utah, to Topaz, Utah

3. Mode of travel is authorized as indicated in paragraph(s) A below:
- (a) Common carrier
  - (b) Common carrier, including air line
  - (c) Privately owned automobile on a mileage basis at the rate specified below, not to exceed the cost of travel by rail plus pullman, in addition to other expenses in accordance with paragraph 12(a) of the Standardized Government Travel Regulations.
  - (d) Privately owned automobile on a mileage basis at the rate specified below, which has been administratively determined in advance to be more economical and advantageous to the United States, in accordance with paragraph 12(a) of the Standardized Government Travel Regulations.
  - (e) Common carrier whenever practicable, or when not practicable to travel by common carrier, by privately owned automobile for which you will be reimbursed at the mileage rate specified below, such allowance having been administratively determined to be more economical and advantageous to the United States. Claim for automobile mileage at the rate must be supported by statement showing impracticability of travel by common carrier.
  - (f) Special Authority  
Actual expense basis not to exceed \$1.00 per meal and \$2.50 per night for lodging.

4. Date effective Nov. 22, 1943 Terminating approximately Nov. 23, 1943

5. Per diem allowance See F Mileage rate \_\_\_\_\_

Appropriation \_\_\_\_\_

Allotment Symbol \_\_\_\_\_

Estimated per diem \$ \_\_\_\_\_

Estimated other \_\_\_\_\_

Total \$ 6.50

Submit Reimbursement Vouchers for clearance To Finance Section

/s/ Gilbert L. Niesse

Finance Officer

Title



Standard Form 1012d-Revised

Form Approved by  
Comptroller General, U. S.

July 19, 1937

(Reissued Oct. 30, 1942)

General Reg. No. 88

RECEIPT FOR CASH--SUBVOUCHER

(To be used when dealer's  
bill is not available)

Subvoucher No. 1

EXHIBIT

RECEIVED IN CASH FROM Sumio Miyamoto

Seventy-five Cents Only AND 75 DOLLARS (\$ .75)

in full of the following account: 100 GPO 16-32516-1

DATE	ARTICLES OR SERVICES	AMOUNT
Nov. 26, 1943	1 Dinner	.75

Witness to signature by mark:

(Signature of witness)

(Address of witness)

DO NOT  
SIGN IN  
DUPLICATE

CARLTON RESTAURANT

(Signature)

P.O. Address 10 E. B'dway, SLC, Utah

By (Signed) Charles Smith

Title Cashier



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

EXHIBIT

TRAVEL ITINERARY

Traveler Sumio Miyamoto Section Motor Transport & Maintenance

Title Truck Driver

Purpose of Trip To transport materials and supplies from Ft. Douglas, Utah  
to Topaz, Utah

Mode of Travel \_\_\_\_\_

	<u>Date</u>	<u>Point of Travel</u>	<u>Time</u>
Departed	<u>Nov. 22, 1943</u>	<u>From Topaz, Utah</u>	<u>8:45 a.m.</u>
Arrived	<u>"</u>	<u>Ft. Douglas, Utah</u>	<u>2:15 p.m.</u>
Departed	<u>Nov. 23, 1943</u>	<u>From Ft. Douglas, Utah</u>	<u>9:00 a.m.</u>
Arrived	<u>"</u>	<u>Topaz, Utah</u>	<u>3:00 p.m.</u>
Departed	_____	_____	_____
Arrived	_____	_____	_____
Departed	_____	_____	_____
Arrived	_____	_____	_____
Departed	_____	_____	_____
Arrived	_____	_____	_____
Departed	_____	_____	_____
Arrived	_____	_____	_____

Number of "Receipts For Cash" attached \_\_\_\_\_

Comments: Loaded materials and supplies on truck from 2:30 p.m.  
to 5:30 p.m. Nov. 22, 1943.



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

December 4, 1943

ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 8

TO: Section & Unit Heads

SUBJECT: Procedure for Handling Drums and Cylinders

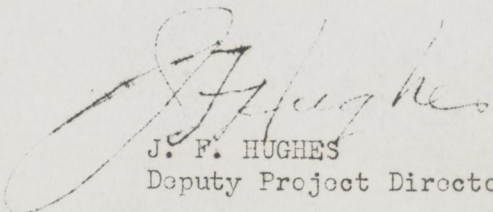
To expedite return, and obtain more accurate control of drums and cylinders, the following procedure is established:

Drums: All full drums shall be tallied in at the garage. Each drum shall be numbered with its particular purchase order number followed by 1, 2, 3, etc. respectively. The penciled tally-in shall be immediately routed to Project Warehouse #101, where it will be typed up and handled in the usual manner.

No drum shall be issued from the garage without having first been numbered, and then only after the previously issued drum has been emptied and returned indicating a need for another full drum. If this practice is followed, drums should not remain on the project more than the allotted 90 days.

The tally-out for shipment of empty drums shall be made by the garage, in original and six copies, at time of loading; showing in all cases the purchase order number on which originally received. The driver of the truck shall be instructed to take all copies of the tally-out to Project Warehouse #101, where he will sign as carrier. Upon delivering drums to the point of destination, he will procure the signature of the receiving party on the original tally-out, and return it to the Project Warehouse for handling. He will leave a copy with the receiving party.

Cylinders: All cylinders shall be tallied in at Project Warehouse #101 and will be transferred to the garage on a property transfer. The garage storekeeper will keep an accurate record of all cylinders issued and received; will prepare material issuance tickets and will make sure that none are kept on the project longer than necessary. The contract requires return of cylinders within 30 days. The tally-out of empty cylinders will be effected at Project Warehouse #101. Active cooperation by all concerned with any part of the handling of drums or cylinders will be expected and appreciated.

  
J. P. HUGHES

Deputy Project Director



*Hughes*

WAR RELOCATION AUTHORITY

Central Utah Project  
Topaz, Utah

January 10, 1944

ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 9

TO: All Appointed Personnel

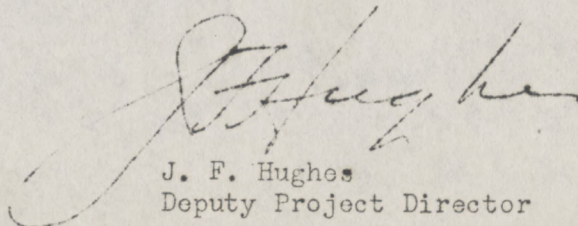
SUBJECT: Individual Time Records and Salary Checks

It has been the project policy up to the present time to have two timekeepers make daily checks of time worked by appointed personnel and to prepare semi-monthly time reports for signature of the responsible supervisor. This procedure has not proven entirely adequate, and a new procedure as outlined below is to be placed into effect upon receipt of this memorandum.

1. An "Individual Time Record" will be maintained by each appointed employee, and it will be the employee's responsibility to make recordings daily of hours worked and leave taken.
2. The time record will be certified by the employee and submitted to the Section Head on the first and sixteenth of each month. The Section Head will approve or effect necessary corrections and will forward all time records for his section to the Personnel Management Section. (If a Section Head desires the approval of a Unit Head on a time record in addition to his own approval, such approval may be shown below the space provided for signature of the Section Head.)
3. Upon receipt of the time records by the Personnel Management Section, salary checks for the period covered will be given to the Section Head for distribution to the employees within his section.

In order that the semi-monthly payrolls can be prepared according to schedule and salary checks distributed on the first and sixteenth of each month, it is necessary that properly certified Individual Time Records be submitted to the Personnel Management Section on the required dates.

The first time records will be due in the Personnel Management Section on the sixteenth of January and are to include recordings of all hours worked and all leave taken for the period January 1 to 15, 1944 inclusive.

  
J. F. Hughes  
Deputy Project Director

Attachment



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

## INDIVIDUAL TIME RECORD

Name \_\_\_\_\_ Title \_\_\_\_\_ Grade \_\_\_\_\_ Salary \_\_\_\_\_

Payroll period from \_\_\_\_\_ 194 to \_\_\_\_\_ 194

(Postings must be made daily)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Hours worked-regular																
Hours worked-compensatory																
Annual Leave-taken																
Sick Leave-taken																
Compensatory Leave-taken																

I hereby certify that all time shown above was performed by me during regular assigned work hours, that if time worked in excess of 48 hours per week, that the same was approved in advance and is shown as compensatory time. I further certify that all annual, compensatory, and sick leave requests have been submitted as required by regulations and that this is a true and accurate record for the period stated above.

Signed \_\_\_\_\_

Certified to be correct:

\_\_\_\_\_  
Section Head

Postings are to be made daily to this form. It must be submitted to the Section Head on the morning of the first and sixteenth of each month. The Section Head will approve, or effect necessary corrections, and will forward all Individual Time Records for his section to the Personnel Management Section; upon receipt of the time records, the salary checks for the period covered will be given to the Section Head for distribution to the employees.



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

March 31, 1944

ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 9  
Supplement No. 1

TO: All Appointed Personnel

SUBJECT: Individual Time Records and Salary Checks

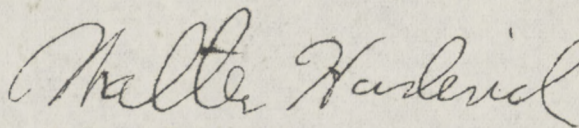
Effective with the payroll period ending January 15, 1944, salary checks were released by the Personnel Management Section upon receipt of the time records from the Section Heads.

There have been a considerable number of discrepancies on these time records and in order to ensure that accurate certified time reports and annual and sick leave records will adequately support payrolls, the following procedure is being instituted in lieu of that established by Paragraph No. 3 of Administrative Management Division Memorandum No. 9, dated January 10,

3. Upon receipt of the time records grouped by section in the Personnel Management Section, they will be forwarded to the Budget and Accounts Unit for audit against the leave and other records. After the audit has been completed and any necessary corrections made by the individuals concerned, the checks will be released by the Budget and Accounts Unit to the Section Head for distribution.

In order to allow time for computing the audit and the making of corrections, pay-days are hereby changed to the second and seventeenth of each month.

This procedure is being instituted on the pay period ending April 15.



Walter Honderich  
Acting Asst. Project Director



*Pitts*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

*[Signature]*

February 11, 1944

ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 10

SUBJECT: Stationery Stock Room

The stationery room heretofore located at Warehouse 101 has recently been moved to Warehouse 121. In order that the service of this branch of the Warehouse Unit may be improved, the following procedure is outlined:

1. Requisitions for stationery, office supplies, etc., must be submitted on Form WRA-CU-32, Stationery Request And Receipt, which should be prepared in original and three copies, and should show complete description of the item wanted ie: form number, size, etc.
2. Requisitions must be submitted on Thursday of each week for the following weeks supplies. Careful requisitioning will obviate the necessity for emergency requests for stationery. Emergency requests will not be honored unless very good justification for emergency issuance is given.
3. Form WRA-CU-32 will be used to requisition items of an expendable nature only. Requisition for desks, chairs, staple machines, and other large office equipment must be submitted on Form WRA-7.
4. All items requisitioned from the Warehouse will be delivered as soon as possible. In the event items requisitioned are not in stock, such items will be placed on back order and deliveries will be completed as soon as the stock is replenished.

This memorandum cancels and supersedes Administrative Division Memorandum No. 5, dated January 8, 1943.

*[Signature]*  
James F. Hughes  
Deputy Project Director

*Cancelled  
101 7/41*



NOTE: Because this memorandum was delayed. Your requisition  
for the first half of November may be submitted up to  
Tuesday, October 31.

JRB



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

October 27, 1944

ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 10 (Rev.)

SUBJECT: Stationery Stock Room

The stationery room located at Warehouse 121 has been closed for inventory and will remain closed thereafter except for orders placed on semi-monthly requisitions. This is necessary because of a greatly reduced warehouse staff and the necessity for a more rigid property control procedure. Effective October 25, 1944, when the first semi-monthly requisition is due no more pick up orders will be permitted.

1. Requisitions for stationery, office supplies, etc. should be prepared in original and three copies and should show the complete supply catalog description of the item wanted; i.e., catalog number, size, and complete nomenclature.
2. Requisitions must be submitted on the 10th of each month for delivery on the 15th, and on the 25th for delivery on the first of the following month. Warehouse 121 will be closed at all times so that it will be necessary to requisition all of your supplies in these semi-monthly requisitions. Emergency requisitions will not be honored unless very good justification is given and they must be initiated by the Supply Officer before they will be filled.

This memorandum cancels and supersedes Administrative Division Memorandum No. 10 dated February 11, 1944.

*Gilbert L. Niesse*

Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

FEBRUARY 21, 1944

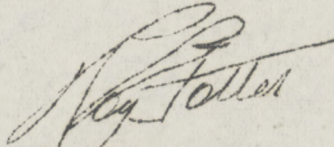
ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 11

MEMORANDUM TO: Division Section and Unit Heads  
SUBJECT: Requests for Mimeographing

There has recently been such a volume of mimeographing requested that the mimeograph unit has been unable to cope with it during the regular working hours.

It is requested that all stencils of a definite "Rush" nature be put previous to submission for mimeographing by the office requesting the job, and that all orders not of a rush nature be submitted at least 3 days ahead of date wanted. In addition to this, also, please ascertain from the mimeograph operators the time such "Rush" work will be completed and call for it at that office. There have been instances where work has been marked "Rush" and having been completed remains uncalled for. It is not possible for the mimeograph operators to deliver orders.

All stencils must have the approval of the Deputy Project Director before being submitted for mimeographing. Please route all requests through the Office Manager who will submit them for his approval.



Roy Potter  
Acting Deputy Project Director



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

April 27, 1945

*File*

ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 11  
SUPPLEMENT 1

TO: Division, Section and Unit Heads

SUBJECT: Requests for Mimeographing

The last paragraph of Administrative Management Memorandum No. 11, dated February 21, 1944, has been amended to read as follows:

"All stencils must have the approval of the Forms Clearance Officer before being submitted for mimeographing. Please route all requests through the Office Manager who will submit them for his approval."

Effective immediately Mr. Doren B. Boyce will act as Forms Clearance Officer for the purpose of approving all stencils.

*L. T. Hoffman*  
L. T. Hoffman  
Project Director

ME:AP-105



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

*M. Hendrick*  
*M.H.*

April 18, 1944

ADMINISTRATIVE MANAGEMENT DIVISION MEMORANDUM NO. 12

SUBJECT: Issuances of Work Clothing

In order that the various sections may obtain more effective control over issuance to their respective employees of gloves, aprons, coveralls, and other similar items of a personal nature and to expedite issuance from the warehouse, the following procedure is prescribed:

The section head requesting issuance for a worker will prepare Form WRA-109, Receipt for Hand Tools and Personal Equipment, in triplicate, showing section and unit in which employed and will indicate his approval by signing all copies of Form WRA-109. Requests for issuance of work clothing should not be submitted to the Warehouse if the issuance is not authorized under Section 50.5.10 of the Washington Manual. The worker will then present the approved WRA-109 at Warehouse #117 and the issuance will be made.

The warehouse will maintain a record of amounts allocated by section only (each section must maintain records of allocation to its units) and will inform the section head when the stock reaches the minimum three months supply in order that a requisition for replacement may be submitted.

Your co-operation in this matter will be appreciated.

*Gilbert L. Niesse*

Gilbert L. Niesse  
Acting Ass't. Project Director