

P 4.126:1

1 of 2

1942-1943, n.d.

67/14
C

W. J. Lawrence

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

September 24, 1942

MEMORANDUM TO: All Division Heads

SUBJECT: Board of Survey

The following employees of this organization are hereby designated as members of the Board of Survey for the Minidoka War Relocation Project:

Chairman - Marlow Glenn, Fiscal Accountant
Joseph P. Bacca, Sr. Engineer
Charles D. Leo, Chief Internal Security

Alternates:

Kenneth Merrill, Procurement Officer
Frank Beattie, Chief Construction Foreman
Charles R. Johnson, Electrical Engineer

It will be the responsibility of the Board of Survey to pass upon unserviceable or obsolete Government property as the need therefor arises, and to determine liability relative to lost, stolen, and damaged property. The attached instruction sheet gives in more detail form the duties and responsibilities of the Board of Survey.

A total of three members must be present at all Board of Survey actions. In the absence of any one of the above regular members, the alternates in the order named will serve during any absence of a regular member.

A. J. Stifford
Project Director

Attachment

MINIDOKA WAR RELOCATION AUTHORITY

SEPTEMBER 7, 1942

ADMINISTRATIVE DIVISION--REGULATION No. 2

SUBJECT--DUTIES AND RESPONSIBILITIES OF BOARD OF SURVEY

(1) THE BOARD OF SURVEY FOR THE MINIDOKA RELOCATION PROJECT WILL CONSIST OF THREE MEMBERS. ALTERNATES WILL BE DESIGNATED TO SERVE DURING THE ABSENCE OF REGULAR MEMBERS OF THE BOARD OF SURVEY IN ORDER TO AVOID DELAY IN SURVEY ACTIONS. MEMBERS OF THE BOARD OF SURVEY AND THE ALTERNATES WILL SERVE UNTIL THEIR APPOINTMENT TO THE BOARD IS CHANGED IN WRITING.

(2) WHEN WORN OUT AND UNSERVICEABLE PROPERTY IS REPORTED EITHER TO THE ACCOUNTABLE OFFICER OR TO THE SENIOR STOREKEEPER, THEY WILL HAVE PREPARED A REPORT OF SURVEY (SAMPLE ATTACHED) IN TRIPPLICATE, LISTING THEREON THE PROPERTY TO BE SURVEYED.

(3) THE BOARD OF SURVEY WILL EXAMINE CAREFULLY THE PROPERTY LISTED, OBTAIN ALL INFORMATION PERTAINING TO THE SURVEY, AND MAKE ITS RECOMMENDATION FOR DISPOSAL OF THE PROPERTY. IF THE BOARD OF SURVEY FINDS THAT THE PROPERTY HAS FURTHER USEFULNESS IN ITS PRESENT FORM OR AFTER BEING REPAIRED AND RECONDITIONED, IT MAY RECOMMEND, IN THE INTEREST OF GOVERNMENT ECONOMY, THAT THE PROPERTY BE CONTINUED IN SERVICE.

(4) IF THE BOARD FINDS THAT THE PROPERTY IS WORN OUT OR OBSOLETE, IT MAY RECOMMEND DISPOSITION OF THE PROPERTY BY SALE OR DESTRUCTION, OR TO BE DISMANTLED FOR REPAIR PARTS, ETC. ALL COPIES OF THE REPORT OF SURVEY WILL BE TRANSMITTED TO THE ACCOUNTABLE OFFICER WHO WILL THEN OBTAIN THE APPROVAL OF THE PROJECT DIRECTOR. COPIES OF THE REPORT WILL BE DISTRIBUTED AS FOLLOWS: ONE COPY TO THE PROPERTY OFFICER, ONE COPY TO THE REGIONAL OFFICE, AND ONE COPY TO THE ACCOUNTING DIVISION.

(5) UPON RECEIPT OF THE APPROVED REPORT OF SURVEY, THE PROPERTY OFFICER WILL REMOVE ALL COPIES OF THE EQUIPMENT MULTIPLE CARDS FROM THE FILES, ATTACH ALL COPIES FOR THE SAME PROPERTY NUMBER TOGETHER AND PLACE THE CARDS IN A SUSPENSE FILE FOR EQUIPMENT AWAITING DISPOSITION. CARDS IN THIS SUSPENSE FILE WILL BE FILED BY PROPERTY NUMBER.

(6) AFTER SURVEYED PROPERTY HAS BEEN DISPOSED OF, THERE WILL BE TYPED ACROSS THE FACE OF THE EQUIPMENT CARD THE NATURE OF THE DISPOSITION, DATE OF DISPOSITION, AND REFERENCES TO ANY DOCUMENT CONCERNED WITH THE DISPOSITION, AFTER WHICH THE CARDS WILL BE FILED BY PROPERTY NUMBER IN A FILE FOR SURVEYED EQUIPMENT.

(7) IF THE DISPOSITION IS BY DESTRUCTION, AT LEAST ONE MEMBER OF THE BOARD OF SURVEY SHALL PERSONALLY SUPERVISE THE DESTRUCTION OF THE PROPERTY AND THIS MEMBER SHALL SIGN THE REPORT OF SURVEY, INDICATING THAT HE WITNESSED THE DESTRUCTION.

(8) WHEN PROPERTY IS LOST, STOLEN OR DAMAGED, THE RESPONSIBLE PARTY SHALL BE HELD PECUNIARILY RESPONSIBLE UNLESS RELIEVED OF LIABILITY BY ACTION OF THE BOARD OF SURVEY. ALL PROPERTY WILL BE SIGNED FOR ON THE FORM ENTITLED "RECEIPT FOR PROPERTY" (SAMPLE ATTACHED), WHICH AUTHORIZES A PAYROLL DEDUCTION FOR PROPERTY LOST, STOLEN, DAMAGED OR DESTROYED THROUGH PERSONAL NEGLIGENCE OR CARELESSNESS. WHEN LIABILITY IS CONTESTED BY AN EMPLOYEE, THE RESPONSIBLE PARTY WILL BE DIRECTED TO THE ADMINISTRATIVE OFFICER WHO WILL TAKE ACTION IMMEDIATELY TO CONVENE A BOARD OF SURVEY TO CONSIDER THE CASE AND THE RECOMMENDATION OF THE BOARD, AFTER CONSIDERING ALL OF THE FACTS, WILL BE FINAL. WHENEVER AN EMPLOYEE DESIRES TO BE RELIEVED OF PROPERTY CHARGED COVERING PROPERTY WHICH HAS BEEN LOST, STOLEN OR DAMAGED, HE WILL PREPARE A REPORT IN WRITING EXPLAINING THE CIRCUMSTANCES. TO EACH COPY OF THE REPORT OF SURVEY WILL BE ATTACHED COPIES OF ALL PERTINENT PAPERS UPON WHICH THE INTERESTED PARTY RELIES TO BE RELIEVED OF RESPONSIBILITY, SUCH AS (1) ATTENDING CIRCUMSTANCES; (2) WHEN PROPERTY WAS LOST OR STOLEN AND WHAT ACTION WAS TAKEN TO RECOVER THE PROPERTY; AND (3) WHEN PROPERTY IS DAMAGED, A STATEMENT OF ANY WITNESSES WHEN AVAILABLE.

(9) THE BOARD OF SURVEY MUST CALL FOR ALL EVIDENCE OBTAINABLE. IT WILL SCRUTINIZE SUCH EVIDENCE AND WILL NOT RECOMMEND THE RELIEF OF INTERESTED PARTIES FROM RESPONSIBILITY UNLESS FULLY SATISFIED THAT THOSE CHARGED WITH CARE OR USE OF PROPERTY OR RESPONSIBILITY FOR THE OBSERVANCE OF REGULATIONS COVERING ITS PRESERVATION, USE AND ISSUE, HAVE PERFORMED THEIR WHOLE DUTY WITH REGARD TO IT.

(10) THE APPROVED COPIES OF THE REPORT OF SURVEY WILL BE FORWARDED TO THE ACCOUNTABLE OFFICER AND TO THE ACCOUNTS SECTION AS A BASIS FOR DROPPING SURVEYED ITEMS FROM THE PROPERTY RECORDS, MAKING NECESSARY ADJUSTMENTS TO LEDGER ACCOUNTS, AND AS A BASIS FOR COLLECTIONS WHEN THE RESPONSIBLE PARTY IS HELD LIABLE BY ACTION OF THE BOARD OF SURVEY.

(11) ANY QUESTIONS CONCERNING THIS PROCEDURE SHOULD BE TAKEN UP WITH MR. R. SPRINKEL, THE ADMINISTRATIVE OFFICER.

H. L. STAFFORD
PROJECT DIRECTOR

REPORT No. _____

(DATE)

TO MEMBERS OF BOARD OF SURVEY:

YOU ARE REQUESTED TO CONVENE

FOR THE PURPOSE OF SURVEYING THE UNSERVICEABLE (OR) LOST, STOLEN, DAMAGED PROPERTY LISTED BELOW.

(ADMINISTRATIVE OFFICER)

[illegible]

*TO BE FILLED IN BY BOARD. (X) (C) ADVERTISED FOR SALE.
(A) CONTINUED IN SERVICE (D) USED FOR REPAIRS
(B) TO BE DESTROYED

(OVER)

TO BE COMPLETED ON SURVEY OF LOST, STOLEN OR DAMAGED PROPERTY

DATE AND CIRCUMSTANCES:

FINDINGS:

RECOMMENDATIONS:

DATE		TITLE		DATE OF APPOINTMENT	
(APPROVING OFFICER)					
DATE RECORDED	PROP. SECTION	ACCTS. SECTION	BOARD MEMBERS		

TO BE COMPLETED ON SURVEY OF UNSERVICEABLE PROPERTY

WE CERTIFY THAT THE PROPERTY LISTED ON THE FIRST PAGE OF THIS REPORT HAS BEEN INSPECTED BY US AND RECOMMENDED DISPOSITION BE MADE THEREOF AS INDICATED. WE FURTHER CERTIFY THAT ITEMS RECOMMENDED FOR DESTRUCTION HAVE BEEN DESTROYED IN OUR PRESENCE.

DATE		TITLE		DATE OF APPOINTMENT	
(APPROVING OFFICER)					
DATE RECORDED	PROP. SECTION	ACCTS. SECTION	BOARD MEMBERS		

*SHOULD INCLUDE RECOMMENDATION FOR COLLECTION FROM RESPONSIBLE EMPLOYEE(S) OR RELEASE FROM LIABILITY.

NOTE: SHEETS OF PAPER, PROPERLY CAPTIONED, MAY BE USED AND SECURELY ATTACHED TO REPORT WHERE SPACE IS NOT SUFFICIENT.

(OVER)

CB
12/8/42
ASM.

Housing

WAR RELOCATION AUTHORITY

Minidoka Project
Hunt, Idaho

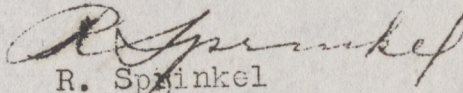
December 4, 1942

TO ALL DIVISION HEADS:

For the proper compilation of costs it is mandatory that correct account numbers be applied to all charges; therefore, to enable this Project to present in the manner prescribed by higher authority an accurate analysis of its operating costs, it becomes necessary that each Division and Section Head thoroughly acquaint themselves with the attached list of cost account numbers, particularly those accounts pertaining to their own activity.

All labor cost distribution, storehouse requisitions, and other cost documents will be coded with the cost account numbers in accordance with the attached list.

Requests for additional accounts will be sent to the Administrative Division in writing. Additional accounts will be assigned by the Administrative Division upon approved request.


R. Spink
Admin. Division

Attachment

Cost Accounts

100 Project Operations

Includes salaries and expenses of offices of Project Director, Assistant Project Director, Project Attorney, Project Reports Division, and the Administrative Division; also general overhead expenses, such as office supplies, commercial telephone and telegraph service, travel, transportation, etc. This account should be broken down by objective class.

150 Warehousing

Includes all costs incident to the Operation of the warehouses, including salaries of warehouse personnel and persons employed on property records.

150.99 Stores

151 Property Control

200 Public Works

200.99 Stores

210 Land Improvement

Includes all costs incident to clearing and leveling of land, etc. Close to investment account "Land" at end of fiscal year or upon completion by Journal Voucher.

210.1 Camp Area

210.11 Clearing

210.12 Grading & Leveling

210.2 Farm Area

210.21 Clearing

210.22 Grading & Leveling

210.3 Airport

210.31 Clearing

210.32 Drainage

210.33 Grading

210.34 Surfacing

220 Building Construction

Use separate account for each type of construction. Include all costs incident to construction of buildings. Close to investment account "Buildings" at end of fiscal year or upon completion by Journal voucher.

220.1 Airport Hanger

230 Highway and Bridge Construction

Includes all costs incident to the construction of roads, trails, sidewalks, bridges, roadside ditches, etc. Close to investment account "Roads and Bridges" at the end of fiscal year by journal voucher.

230.1 Camp Area

230.2 Outside Camp Area

230.21 Base Line Road

230.211 Grading

230.212 Surfacing

230.22 Road South to Sand Pit

230.221 Grading

230.222 Surfacing

240 Fencing

Includes all costs incident to the construction of fences. Close to investment account "Fencing" at end of fiscal year by journal voucher.

250 Drainage and Irrigation

Includes all costs incident to construction of irrigation and drainage systems. Close to investment of account "Drainage and Irrigation" at close of fiscal year.

300 War Works

300.99 Stores

310 Agricultural Production

Includes all costs incident to farming operations including maintenance of irrigation system, farm fences, water for irrigation, planting, harvesting, processing and marketing of crops. This account will be broken down into sub accounts for each crop with distribution accounts reflecting component costs, such as:

311.1 Includes all items entering into acreage costs, such as water, plowing when done by contract, etc.

311.2 Cost of seed (by type)

311.3 Cost of fertilizer (by crop)

311.4 Labor Control

The labor account in turn will be broken down as follows:

Separate accounts should be maintained to show labor costs on each crop.

311.5 Harvesting costs (by crop)

Includes costs other than personal services

320 Manufacturing

(A separate account will be set up for each type of manufacturing establishment.) Includes all costs incident to the manufacture and marketing.

400 Maintenance

410 Buildings

Includes all costs incident to the maintenance and upkeep of buildings, such as painting, etc. (Includes repairs to utilities within the building.)

420 Grounds

Includes all cost incident to maintaining lawns, shrubs, flowers, etc.

430 Utilities Systems

Includes all costs incident to the repair and upkeep of the utilities systems up to the building foundation, (water system, sewer system, etc.)

440 Roads and Bridges

Includes all costs incident to the repair and upkeep of bridges, roads, trails and sidewalks, roadside ditches, also road sprinkling and oiling to lay dust.

440.1 Camp Area

440.2 Outside Camp Area

500 Transportation and Supply

510 Mess Operations

Includes all costs incident to operating the messes (food, labor, fuel, etc.) Separate accounts should be maintained for each mess.

510.99 Stores

511 Burden

512 Messes

520 Auto Operations

Includes all costs incident to the operation and repair of motor-propelled automobiles including tires, gas and oil, batteries, etc.

520.99 Stores

521 Construction Vehicles and Equipment

Includes all costs incident to the operation and repair of construction vehicles and equipment.

530 Coal Operations

530.99 Stores

600 Community Services Division

600.99 Stores

610 Health Department

610.99 Stores

611 Medical

Includes salaries of all personnel engaged in health work.

612 Laundry

Includes all costs incident to operation of laundry.

613 Drugs and Medical Supplies

Includes cost of all drugs and medical supplies.

614 Other Supplies

Includes miscellaneous supplies for cleaning.

620 Community Activities

621 Community Self-Government

622 Burials

623 Newspaper

624 Leisure-time Activities

625 Legal Aid

626 Post Office

627 Library

630 Internal Security

Includes all costs incident to operating Internal Security Section.

631 Community Police Protection

632 Community Fire Protection

Includes all costs incident to operation of cited activities.

640 Education

641 Superintendent's Office

642 Instruction-Supervision

643 Instruction-Teaching

643.1 Personal Services

643.2 Supplies

643.3 Textbooks

643.4 Library Books

644 Custodial Services and Utilities

644.1 Personal Services

644.2 Utilities

644.3 Supplies

645 Maintenance of and Repairs to Buildings and Equipment.

646 Other Services

650 Social Services

651 Public Assistance

652 Clothing Allowances

653 Clothing Issue

653.1 Sewing Project

700 Employment and Housing

710 Quarters

Includes all costs incident to the quarters operations such as laundry services, fuel for heating, etc. Separate accounts should be maintained on administrative and evacuee quarters.

710.1 Administrative Quarters

710.2 Evacuee Quarters

720 Occupational Coding and Placement

Includes all costs incident to occupational coding and placement.

730 Unemployment Compensation

800 Miscellaneous Services

810 Electric Services (if Government-owned)

Includes all costs incident to operation of government-owned electrical service.

820 Telephone Service (if Government-owned)

Includes all costs incident to operation of government-owned telephone service.

900 Community Enterprises

This account will be charged with the value of any services, personal or otherwise, and supplies furnished to the community enterprises.

M E M O R A N D U M

January 6, 1943

TO ALL DEPARTMENT HEADS AND EMPLOYEES OPERATING
FORDSON AND FARMALL TRACTORS:

1. All governors on these tractors are to be adjusted to factory specifications.
2. Any operator or employee found in possession of one of these tractors with adjustment removed or tampered with, shall be dismissed immediately.
3. All employees are warned not to accept operation of this equipment if governor is not properly adjusted to factory or motor repair shop specifications.

H. L. Stafford

Harry L. Stafford
Project Director

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE FOR EMERGENCY MANAGEMENT

OFFICE MEMORANDUM

TO: Division Heads
FROM: H. L. Stafford
SUBJECT: Storehouse Operations

DATE: Jan. 8, 1943

The Administrative Division will be responsible for the technical aspects of Storehouse Operations and for establishing the procedures for proper accountability of supplies and equipment. The Administrative Division will also give advice and assistance, wherever required, to Division Heads in setting up and operating their Division Storehouses.

It cannot be too strongly urged that every employee and custodian of property, materials and supplies, realize that conservation and careful administration of public property is of the utmost importance. The present emergency and the fact that we have an immediate responsibility to perform, will not be accepted as an excuse for unnecessary abuse of Government property. War Relocation Authority employees are directly or indirectly accountable for property intrusted to them, irrespective of class, source or manner of acquisition.

The Division Warehouses will be under the administrative supervision of the division, and under the technical supervision of the Administrative Division. They will at all times be subject to audit by representatives of the Fiscal Section.

It is to be noted that Government property is divided into two general classes:

- (1) Equipment, or non-expendable property,
- (2) Supplies and materials, or expendable property.

The maintenance of a clear-cut distinction between these two classes of property must be maintained at all times and clearly understood by all members of the organization. The two types of property will be recorded on two separate sets of inventory cards. They are charged to separate allotment accounts.

The attached chart has been prepared to illustrate the relationship between the Central Warehouse and the Division Warehouses as well as the flow of documents which must accompany the movement of both types of equipment and supplies into the Central Warehouse; thence into the Division Warehouses, also from the Division Warehouses into Cost Projects.



EQUIPMENT - NON-EXPENDABLE PROPERTY

The accountability for equipment will remain under the custody of the bonded property officer whose accountability will be transferred to other members of the organization by obtaining signatures for the property on Form entitled, "Division Receipt for Equipment". In signing this form the person agrees to a payroll deduction for "lost, stolen, damaged or destroyed equipment through neglect or carelessness." Members of the administrative staff may further transfer their pecuniary responsibility to evacuees by obtaining their signatures for equipment, and small tools delivered to them. When evacuees fail to account for, or make satisfactory explanation for losses of equipment, payroll deductions may be made from their salaries in the same manner as from a Caucasian employee's salary. ✓

The Property Officer will not issue equipment to evacuees, but only to members of the administrative staff, who, in turn, are given the opportunity to protect themselves by subsequently charging the equipment, small tools, etc. to evacuee workers. ✓

SUPPLIES AND MATERIALS - EXPENDABLE PROPERTY

All supplies and materials received on the Project as well as equipment must be received at the receiving room of the Central Warehouse before possession is taken by any other division. This rule must be invariably followed to set up the proper accountability records to effect the proper tally-in records, receiving reports, etc. Perpetual inventory records must be maintained by the Division Warehouses. Such perpetual inventory cards will show not only the quantity of all the materials on hand but also the unit price and total value. All requisitions from Division Warehouses must be costed as required for cost accounting purposes. Under this procedure, the official cost accounts of this Project will depend on their accuracy, upon the carefullness with which all members of the organization record the proper cost account number on each requisition, WRA-96.

SMALL HANDTOOLS

Small handtools and personal equipment will be issued from the Central Warehouse to Division Warehouses as expendable property. Handtools shall be limited to tools of the nature generally carried by an individual in the performance of their daily duties. Personal equipment shall represent such items as boots, fireman's raincoats, etc. The Division Warehouses are not to consider handtools and personal equipment as expendable. Issues of handtools and personal equipment will be made on the usual equipment receipt.

LOST, STOLEN, OR DAMAGED PROPERTY

If property is lost, stolen, or damaged, the responsible individual will immediately prepare a report of the circumstances to the bonded property officer who will call for a Board of Survey who shall act as a fact-finding committee. If the Board of Survey determines that the responsible person is guilty of negligence, it shall recommend that the Government be reimbursed in an amount sufficient to repair or replace the property or that other disciplinary action be taken. In all cases, where the Board of Survey determines negligence, the entire case shall be brought to the attention of the Project Director.

DETAILED FISCAL INSTRUCTIONS

The Administrative Division will promulgate from time to time necessary detailed accounting instructions affecting the operation of warehouse operations, accountability records flow of documents for cost accounting purposes, etc.

H. L. Stafford
Project Director

WAR RELOCATION AUTHORITY
Washington

February 10, 1943

MEMORANDUM TO: All Project Directors

SUBJECT: Relation of Project Directors and Commanders of
Military Police Companies

1. Experience has emphasized the importance both to WRA and the Army of close and cordial relations between the Project Director and the Commander of the Military Police Company at any project. A mutual desire for full cooperation in all common interests makes easy what otherwise is a difficult relationship. Each is an independent commander and supreme within his sphere. One owes allegiance to WRA, and the other to the Army, both of which are operating under difficult and sometimes overlapping missions. The responsibilities of each are similar and at times overlapping. This requires good judgment, tolerance and clear thinking by both.

2. Emergency may force calling in the military temporarily to take over a project, in which case the Military Police Company Commander would assume the entire responsibilities of the Project Director. The more familiar he is with the Project Director's interests and problems, the better able he is to assume this difficult duty with the least interruption of normal project procedure. Also, when the emergency has passed, the better able he is promptly to return these responsibilities to the Project Director with the least confusion.

3. It is most desirable that Project Directors continue to take advantage of every opportunity to promote cooperation and mutual understanding. The excellent progress that has already been made in this regard, such as inviting the Military Police Company Commander to appropriate staff conferences, keeping him generally informed, assisting him in matters of supply, hospitalization, and permitting use of project facilities wherever possible, is appreciated and in accord with the Director's expressed desire.

4. The War Department's full accord with the foregoing is being made known to the Commanders of Military Police Guard Companies in a

letter of instructions from the office of the Provost Marshal General, under the subject of Cooperation of Military Police Escort Guard Companies and War Relocation project officials.

5. This letter is being written for the information and guidance of all Project Directors and as an indication of my personal interest in maintaining at all projects cordial and cooperative relations between the project staffs and the representatives of the Military.

L.S. Myer

Director

Stafford

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

February 10, 1943

MEMORANDUM TO: All Division Heads

Effective February 16, because of the resignation of Mr. Leon V. Krumenacker, Mr. Harry Sperber is hereby designated Acting Project Steward to assume all of the duties and responsibilities of the Project Steward position.

H. L. Stafford
H. L. Stafford
Project Director

[Handwritten initials]

Mr. Stafford

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

March 11, 1943

MEMORANDUM

TO: ALL DIVISIONS AND SECTION HEADS

SUBJECT: EQUIPMENT MAINTENANCE AND USE

Effective immediately all repairs of trucks or cars must be cleared through the Motor Pool. This will give the Motor Pool the opportunity to check on the operation and care of these units.

Repair or adjustments needed on heavy equipment will be reported to the Garage. A form will be available for requesting heavy equipment. This form must be signed by division or section heads before the equipment will be issued. The units will be charged to the division on the rental basis and a report must be turned in to the Garage daily showing the hours used and the account number to which it will be charged.

Blacksmith work will be requested on form WRA 181 available at the Garage. All heavy equipment must be returned to the Garage immediately upon completing their assignment so that it will be available to someone else.

Wayne Crowe

Wayne Crowe
Supt. of Maint. & Equip.

Approved by Project Director
/s/ Harry L. Stafford

Davidson

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho



April 13, 1943

MEMORANDUM TO: All Division Heads

SUBJECT: Warehouse

Effective immediately the operation of Division Warehouses is discontinued. The warehouse organization under the proposed procedure will consist of the following two sections:

(1) Space Control. Mr. George Andersen will report to the Sr. Administrative Officer and will be responsible for the management of all warehouse storage facilities and will supervise the storage of all supplies and equipment in a manner to efficiently utilize all available warehouses. Mr. Andersen will also be responsible for arranging for the movement of all supplies and equipment to and from the rail-heads. He will also deliver government bills of lading to the freight agents in payment of freight and express charges.

(2) Property Accountability. Mr. Ralph V. Prink will report to the Sr. Administrative Officer and will be responsible for receiving, inventory accountability, and issuing supplies, materials and equipment. He will supervise storekeepers in each warehouse building who will be responsible for property accountability and the issuance of supplies.

H. L. Stafford
H. L. Stafford
Project Director

File
✓ RAB

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

Memorandum

April 15, 1943

TO: ALL DIVISION AND SECTION HEADS

The amount of labor necessary to prepare soil for plantings for the first time is about six times as great as it is for soil which has been worked previously. Much work has to be done immediately if we are to get seed planted on schedule. I am asking all administrative offices to close Friday afternoon, April 16 and the personnel, both appointed and evacuee, to assist in burning brush which has been cleared and piled on the airport site. Will you arrange for the personnel under your supervision who live in Blocks 1-10 to meet at the Internal Security sub-station, intersection of Blocks 5, 6, 7, & 8, and those living in Blocks 12-19 to meet at the intersection of Blocks 13, 14, 15, & 16 at 1:00 p.m. Friday, where they will be transported to the airport. Those living in Blocks 21-44 should meet at the gate just north of Block 29 at 1:00 p.m. Appointed personnel will be picked up at the staff dining hall at 12:45.

Workers should come to work in suitable work clothing. Piling of some brush and burning piles already there is the program outlined. This action will demonstrate to the residents the urgency of the farm program just at this time and will provide a pleasant outing from the routine of office work.

Certain warehouse and stewards' work must be carried on but only a skeleton force should be maintained where the work is necessary. Garage, motor pool, public works and other outside operational units are not included in this request but only office workers. All appointed personnel except classroom teachers will also be expected to report for this work.

H. L. Stafford
H. L. Stafford
Project Director

Stafford

MINIDOKA RELOCATION PROJECT
Hunt, Idaho

June 2, 1943

TO: All Division Heads and Block Managers

The irrigation system which has been put into operation is laid out according to carefully thought out plans. It is extremely important for its successful operation that there be absolute adherence to this plan. Any alterations or tampering with the dykes or installations of checks or turnouts may result in serious flooding or damage to the whole system.

Therefore, if for any reason division heads or block managers have reason to desire changes in the present system, such changes should be made only after consultation with Mr. William Maxey, in the division of Public Works, who is in charge of the system.

Philip Schafer
Philip Schafer
Assistant Project Director

Placement

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
HUNT, IDAHO

June 21, 1943

To: All division and Section Heads

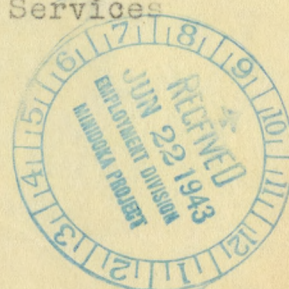
Considerable confusion has resulted by certain division heads, section heads, and foremen going direct to block managers with bulletins to be posted or announcements to be made, instead of going through Mr. Seich Hara, head block manager.

The block managers have been given instructions not to place bulletins or notices on bulletin boards or make announcements except those given to them by the head block manager.

In the future will kindly turn over to Mr. Hara by 4:30 p.m. in the afternoon any bulletins you wish posted and these will be delivered the following morning as he calls on every block manager's office in the forenoon.

George L. Townsend
Chief, Community Services

GLTownsend/ms



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE FOR EMERGENCY MANAGEMENT

OFFICE MEMORANDUM

TO: Community Service

DATE: July 1, 1943

FROM: Property Control Section

SUBJECT: Inventory

Please submit your complete inventory on Class A Property, Class A Equipment, and Class B Hand Tools. Please note attached memorandum as to identification.



WAR RELOCATION AUTHORITY
Minidoka Project

December 22, 1942

TO: DIVISION HEADS
FROM: PROPERTY CONTROL SECTION
SUBJECT: RECEIPT AND ASSIGNMENT OF WRA PROPERTY

To facilitate the checking and ascertaining tool, equipment and other items charged out to the various divisions, the Property Control Section advises that complete descriptions of property be made in taking inventory; filling out requisitions, memorandum receipts, transfer of property, tally-in sheets, and reports of loss or damage of property.

Property such as tractors, air compressors, typewriters, adding machines, and other machineries and equipment should be described by make, model, type, serial number, specifications, etc.

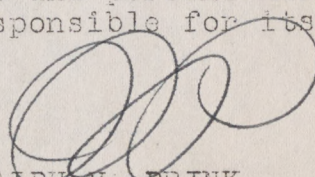
Tools such as planes, saws, etc. should be described by size, make, type, and number. Shovels, hammers, and athletic equipment, and items not easily identifiable should have descriptions of the type, size, and possibly weight.

Seemingly insignificant tools and equipment such as auger bits, rules, gaskets, calipers, and wrecking bars should have size and type information.

Books require specific data as to the title, author, and publisher.

In short, each item should be identifiable if sufficient description is given.

This request is submitted not merely for the convenience of the Property Control Section, but for the protection of the divisions and persons handling government property who are responsible for its accountability.



RALPH V. PRINK
Property Control Officer

Mr. H. S. Fister

WAR RELOCATION AUTHORITY

WASHINGTON

JUL 8 1943

PK

TO: Relocation Supervisors

For your immediate information and use, I am attaching a file of material prepared in connection with the Dies Committee investigations. The following twelve items are included in this file:

1. Comments by the War Relocation Authority on Newspaper Statements Attributed to Representatives of the House Committee on Un-American Activities.
2. Supplementary Comments by the War Relocation Authority on Newspaper Statements Allegedly Made by Representatives of the House Committee on Un-American Activities.
3. Comments by the War Relocation Authority On Statements Reported in the Press Allegedly Made by Witnesses Before the Committee on Un-American Activities During Hearings in Los Angeles Between June 8 and June 17.
4. Further Comments by the War Relocation Authority on Newspaper Statements Allegedly Made By Representatives of the House Committee on Un-American Activities.
5. Evidences of Americanism Among Japanese-Americans.
6. Statement on Testimony of Harold H. Townsend Before the House of Representatives Sub-Committee of the Special Committee on Un-American Activities, Los Angeles, California, May 26, 1943, 2:00 p.m.
7. Conversation Between W. Wade Head, Project Director, and H. H. Townsend, Supply and Transportation Officer, on December 1, 1942.
8. Statement by Dillon S. Myer, Director of the War Relocation Authority, before the Costello Committee of the House Committee on Un-American Activities, July 6, 1943.
9. A Statement of Guiding Principles of the War Relocation Authority.



10. Constitutional Principles Involved in the Relocation Program.
11. Comments by the War Relocation Authority On Remarks of Representative John M. Costello Made in the House of Representatives June 28, 1943.
12. Letter to Dies Committee from D. S. Myer, dated June 2, 1943.

Under separate cover, we are sending you 500 extra copies of each of these items. We are also sending 100 copies of each item to each branch relocation office, 100 to each field assistant director, and 50 to each project.

All of this material is now public information. You should feel free to make all of it or any portions of it available to newspapers, radio commentators, and private individuals whenever appropriate occasion is presented. As you know, a tremendous amount of misinformation about the WRA program has been disseminated in the past several weeks and all of us face an enormous job in trying to bring the true facts before the American people.

If you need additional copies of any of this material, please let us know as soon as possible so that we may plan our distribution schedules.

Sincerely,

D. S. Myer
Director

Enclosures (12)

Schafer

WAR RELOCATION AUTHORITY

Minidoka Project
Hunt, Idaho

July 22, 1943

MEMORANDUM TO: All Division and Section Heads
FROM: H. L. Stafford, Project Director

Effective Saturday noon, July 24, Mr. R. S. Davidson is designated Acting Project Director until my return to the Project.

In this capacity, he will sign all correspondence and other documents ordinarily signed by the Project Director.

/s/
H. L. Stafford
Project Director

COPY

September 15, 1943

To All Division Heads:

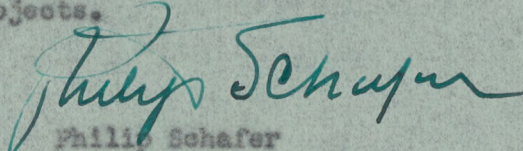
In conjunction with all other Americans, we are planning a War Bond drive for the next three weeks, beginning September 9. The Emergency Instruction from Director Myer emphasizes the necessity for each employee of the War Relocation Authority and each evacuee residing in the Center to cooperate and purchase War Bonds to the fullest extent possible.

A committee has been appointed to push the sale of bonds to all Caucasian members of the staff. Mr. Schafer is Chairman of this committee and the other members are Mr. Jones, Mr. Minnesang, Mr. Bigelow, Mr. Pomeroy and Miss Anderson.

The Third War Loan Drive has been organized to promote the sale of bonds in addition to those regularly deducted under the payroll savings plan. It is recommended that you discuss the drive with the individual members in your division and encourage the sale of additional bonds during September. Attached is a list of the members of your division and the amounts in relation to salary now being deducted for bonds.

Arrangements have been made with Mr. James H. Jones to issue Bonds to those who wish to purchase them outright so that bonds will be available for purchase here on the Project. Provision is also being made to increase payroll allotments for the September 15 and October 1 pay periods. A meeting will be held in the Staff Dining Hall September 18 at 1:00 o'clock. Mr. Stafford will give a brief talk to the staff and Mr. Jones will be in the Dining Hall during the noon hour on that day so that bonds may be bought then. Mr. Minnesang will be there with payroll deduction blanks so that those who wish may increase their bond allotments for the next two pay periods.

As a report must be submitted to Washington at the end of the campaign, I want to urge each division head to push the sale of bonds so that Minidoka will be on top. So far that is one point in which we have not led other WRA projects.


Philip Schafer
Chairman, Bond Committee

		<u>BOND</u>	<u>PLEDGES</u>	
<u>Name</u>	<u>Gross Semi-</u> <u>Monthly Salary</u>	<u>10%</u>	<u>Pledge</u>	<u>Nearest</u> <u>Aliquot Part Over</u>
<u>Office of Project Director</u>				
Starford	297.01	29.70	25.00	37.50
E. Anderson	101.38	10.13	18.75	- -
<u>Employment Division</u>				
Beeson	208.33	20.83	22.50	- -
McLaughlin	159.51	15.95	18.75	- -
Folsom	159.51	15.91	9.38	18.75
G. Anderson	131.80	13.18	12.50	15.00
<u>Legal Division</u>				
Koyama	82.12	8.21	9.38	- -
<u>Reports Division</u>				
Bigelow	185.51	18.55	37.50	- -

Stappard

NOTICE

October 21, 1943

TO: All division heads

We wish to repeat the instructions previously sent out regarding motor vehicles.

The new trip ticket in use now by the Central Services provides for a signature of a representative of the division served. Will you kindly cooperate with us in having your various people who requisition the use of a truck sign the trip ticket and thereby release the truck. Indicate the date and hour that the job is completed. This is important in the control of the operation of trucks on the project.

We also wish to remind you that everyone to whom an automobile or pick-up is regularly assigned, is responsible for completing the trip ticket by filling in the spaces for the cost account number, the mileage and the signature of the user. Recent fire damage to a sedan as a result of a burning cigarette left in the seat, with no one willing to accept the responsibility because the car was borrowed, convinces us that those to whom regular assignments are made must accept the responsibility for the vehicle until returned to the Motor Pool.

Likewise, a recent accident to a truck was reported and the supervisor foreman to whom it was assigned disclaimed any responsibility stating that someone else was driving the truck. Under our license system we are assuming that the person who receives a trip ticket for a vehicle is the driver and will be accountable for the vehicle. Kindly assist us in the control of the operators and the equipment by passing on the word to all employees that we are depending on operator maintenance of equipment and avoidance of major repairs that may be necessary due to neglect.

Signed

R. S. Davidson

R. S. Davidson
Assistant Project Director
in charge of Operations

Files - 64

241

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

November 6, 1943

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Typewriter Pool

Because of the great scarcity of trained typists and stenographers on the project, it has been decided administratively to form a pool of about thirty of the project typewriters at the high school so that classes may be in session both during the day and evening.

In order to form the required pool of machines, it will be necessary for each division, section, and office where there is more than one typewriter to allocate one or more machines for this purpose. Your division head will call upon you to work out with you the allocation from your department.

It is realized that the plan may leave some offices short of machines temporarily, but careful planning of work will result in more nearly continuous use of the remaining machines. One thing is certain - we shall be far better off with well-trained personnel for a few typewriters than we are at present with plenty of machines and poorly trained girls and an insufficient number of them.

We shall hope that this manner of solving the problem will be only temporary, for Procurement has been authorized to purchase thirty typewriters for training purposes.

H. L. Stafford
H. L. STAFFORD
PROJECT DIRECTOR

Files - 13

Jeffard
Zyglaw
Benson
Tolson
McSaulder
Jecall
Pomeroy
Bareley
Du Val
Kleinberg
Togarty
Liggett
Fitzgerman
Ameyman
Lagay
Carroll
Fleischman
Lang
Garth
Bennett
Parker
Panda
Clark
Abbott
de Young
Kipp
Ingram
Lemelle
Schapen
Mahn
Welden
Powers
Merrill
Candell
Spunked
Heen
Keener
Fard

Braden
Minnery
Clever
Gardner
Rawling
Burke
Cannon
Barban
Macey
Hersch
Files -

Stafford

November 18, 1943

TO: All Division and Section Heads
FROM: Dean W. Miller, Ass't. Project Director, Administrative
Management Division

This is to advise you that the Personnel section of the Administrative Management Division will be located in the building east of the Post Office and its activities will be directed by Mr. William Folsom.

Personnel and Placement transactions for both appointive ^{and} evacuee people together with the preparation of appointive payroll will be the responsibility of this section.

Dean W. Miller

Dean W. Miller
Assistant Project Director

Tapford

November 19, 1945

TO: Division, Section and Unit Heads

Effective Monday, November 22, 1945 the workers
convoy will operate as follows:

Pick up daily except Sat. and Sun.

<u>Time</u>	<u>Location</u>
7:50 A.M.	Laundry Room.
11:50 A.M.	Ad. Area, Block 22 and Ware- house Area.
1:00 P.M.	Laundry Room.
5:00 P.M.	Ad. Area, Block 22 and Ware- house Area.

Saturday Schedule

<u>Time</u>	<u>Location</u>
7:50 A.M.	Laundry Room
11:50 A.M.	Ad. Area, Block 22 and Ware- house Area.

Note: Resident workers will be picked up at the laundry
room in each Block with the exception of those
residing in Blocks 21 and 22. These workers will
be picked up at Dining Hall #22.

Signed

R. S. Davidson

R. S. Davidson
Ass't. Project Director

4/4/0

Stafford

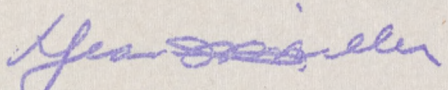
November 23, 1943

TO: All Division Heads

FROM: Dean W. Miller, Ass't. Project Director; Administrative Management Division

Under instructions from Mr. Stafford, the first order of business Thanksgiving Day for appointive personnel will be the final preparation of your budget request for the third quarter.

The Division Heads will have the necessary information available for copying the budget and submitting it to the Division of Administrative Management on November 25.


Dean W. Miller
Assistant Project Director

HJD

Stafford

December 1, 1943

TO: Division and Section Heads

Effective Dec. 2, 1943 all workers who ride on the convoy trucks must have identifications numbers. Colored buttons are available in the Operations Division Office for the following locations:

Ad. Area ----- Red
Warehouse Area ----- White
Blocks #22 - #23 ----- Blue
Outer Areas
Misc. (Canals, Farm etc.) -- Orange

The name, number, and location are to be listed on a sheet prepared by each Section. This sheet should be prepared in duplicate, one copy of which is to be routed to Operations Division.

The Section Head is to pick up the identification button before releasing the employee upon termination or transfer.

Signed

R. S. Davidson

Ass't. Project Director
in charge of Operations

Stafford

OFFICE MEMORANDUM

TO: All Division and Section Heads

FROM: H. L. Stafford, Project Director

Mr. Chauncey Abbott is hereby designated Acting Counselor and placed in full charge of the Welfare Office.

Mr. Abbott is authorized to sign routine public assistant vouchers and transportation requests for persons receiving travel grants.

H. L. Stafford
H. L. Stafford
Project Director

St. good

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE FOR EMERGENCY MANAGEMENT

OFFICE MEMORANDUM

TO: ALL DIVISION AND SECTION HEADS

FROM: PERSONNEL MANAGEMENT SECTION

SUBJECT: THANKSGIVING DAY

DATE: NOV. 22, 1943

THANKSGIVING DAY, THURSDAY, NOVEMBER 25TH, EVACUEE
PERSONNEL EMPLOYED ON THE PROJECT WILL WORK ACCORDING TO
REGULAR SUNDAY SCHEDULE.

ALL APPOINTED PERSONNEL WILL REPORT FOR WORK AS USUAL.

H. L. STAFFORD
PROJECT DIRECTOR

L. W. Holton
PERSONNEL OFFICER

H. L.



Peppford

MEMORANDUM

TO: Division & Section Heads

December 9, 1943

FROM: Personnel Management Section

Effectively immediately, any evacuee employee discharged for "cause" in your division or section, a complete report in writing of the reasons for discharge will be made to this office immediately.

L. W. Folsom

L. W. Folsom
Personnel Officer

7/20

Stafford

MEMORANDUM

TO: Division & Section Heads
FROM: Personnel Management Section
SUBJECT: Project Employment

December 10, 1943

We wish to call your special attention to Manual Release No. 25, Distribution A on "Project Employment". Especially to Paragraph .11-A., which should be adhered to.

".11-A. Referrals of evacuees to jobs within the centers shall be centralized in the Personnel Management Section. No evacuee shall be ASSIGNED, TRANSFERRED, OR SEPARATED FROM ANY JOB WITH THE WAR RELOCATION AUTHORITY WITHIN THE CENTER UNLESS SUCH ACTION IS SPECIFICALLY APPROVED IN ADVANCE BY THE PERSONNEL MANAGEMENT SECTION. Assignments to trainee positions shall be made with the joint approval of the Personnel Management Section and the Vocational Retraining Committee. Trainees may be appointed only after the Vocational Retraining Committee has certified that a training course is or can be conducted in that particular job and has approved the selection of the trainee."

L. W. Folsom
L. W. Folsom
Personnel Officer

Reppard

MEMORANDUM

December 13, 1943

TO: All Division and Section Heads
FROM: Personnel Management Section
SUBJECT: Assignment of Evacuee Personnel

No evacuee personnel should be allowed to start working at any position until assignment papers have been completed. Also be sure to have the Entrance on Duty date on all assignment papers, and in no case should the E.O.D. date be in advance of the date of assignment.

L. W. Folsom
L. W. Folsom
Personnel Officer

Stegford

MINIDOKA RELOCATION CENTER
Hunt, Idaho

December 15, 1943

TO: All Division and Section Heads

FROM: R. S. Davidson, Acting Project Director

A meeting will be held in the Project Director's Office, Saturday, December 18th at 1:00 p.m. to give out information and instructions for the preparation of the 1945 budget.

R. S. Davidson

R. S. Davidson
Acting Project Director

Minidoka War Relocation Project
Hunt, Idaho

December 18, 1943

TO: All Division and Section Heads

FROM: R. S. Davidson, Acting Project Director

In the past, various types of miscellaneous construction jobs have been carried on under a Maintenance heading. This does not conform to the regulations set forth by the War Production Board. For that reason we feel that it is time to call a halt to this miscellaneous construction work. It is our desire that approval for necessary construction be obtained from the War Production Board by submitting our request in the prescribed manner.

"Maintenance, Repair and Operating Supplies are described by the War Production Board in this manner:

- A. "Maintenance" means the upkeep of property and equipment in sound working condition.
- B. "Repair" means the restoration of the property and equipment to a sound working condition when such property or equipment has been rendered unsafe or unfit for service by wear and tear, damage and destruction of property or similar causes.
- C. "Operating Supplies" means any material which is essential to the operation of the business, which is consumed in the course of such business, and charged to operating expense accounts.

The terms "Maintenance", "Repair", and "Operating Supplies" do not include the following:

- A. The replacement of an item carried on the books as a fixed asset.
- B. Material for additions to, or expansion of such property or equipment."

The project has been allotted a blanket priority by the Control Materials Plan 5A for the purchase of Maintenance and Operating Supplies. However, the materials and supplies purchased on this basis may not be diverted to construction or the building of equipment. Priority Regulations 3 states, "that preference ratings assigned to the delivery of the Maintenance, Repair and Operating Supplies may not be used to obtain the following: Construction machinery costs in excess of \$100.00, wooden filing cabinets, furniture for use in offices, wooden lockers for offices or wooden shelving of any type, etc." Limitation Order L-41 states: "If a utility connection will be required (electricity, gas, water or steam), it will be necessary to get War Production Board approval before the connection can be made."

It is recommended that each Section determine their needs for the above excluded items for the balance of this fiscal year and for the 1945 fiscal year keeping each fiscal year separate. Each request should be accompanied by a justification, which you consider would be acceptable to the War Production Board. These estimates will be compiled and application to the War Production Board will be made on the appropriate form requesting allotment of materials and permission to begin construction. When approval is received, each Section will be allocated their proportional share based on their original request. 1945 fiscal year estimate should be submitted first, as the costs must be available so the Engineering Section may include them in their budget.

R. S. Davidson
R. S. Davidson
Acting Project Director

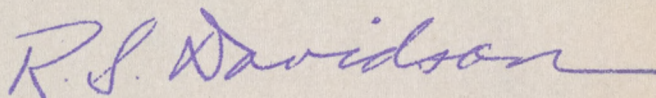
MINIDOKA RELOCATION CENTER
Hunt, Idaho

December 29, 1943

TO: ALL DIVISION AND SECTION HEADS

Saturday, January 1, 1944 (New Year's Day) will be a holiday for evacuees. Regular Sunday schedule will be kept for essential services.

Appointed staff members will report for duty as usual.

A handwritten signature in dark ink, reading "R. S. Davidson". The signature is fluid and cursive, with a long horizontal stroke at the end.

R. S. Davidson
Acting Project Director

Stepford

MEMORANDUM

December 31, 1943

TO: All Division and Section Heads
FROM: Personnel Management Section
SUBJECT: Preparation of 1945 Budget

In preparing your Personnel Budget on Evacuee Personnel for 1945, we would suggest that you follow your 3rd quarter request as closely as possible. Any additions should be justified.

Until further notice, please keep your present Personnel need within the limits of your 3rd quarter request and any surplus which you now have, please turn their names and duties in on a memorandum to this office immediately so that in case some other Division or Section is short, these people may be transferred thereto rather than be discharged.

Any Personnel now receiving "C" grade, \$19.00 salary and the new job description calls for "B" grade, \$16.00 salary, will be retained at the \$19.00 rate until they leave or are replaced. If the new job description does not call for a "C" grade, the person replacing should be assigned at \$16.00.

You will be notified immediately if there is any further change.

L. W. Folsom
L. W. Folsom
Personnel Officer

Bauman

TO: All Division Sections and Unit Heads

FROM: Assistant Personnel Officer, Personnel Management
Section, Administrative Management Division

SUBJECT: Up-Grading Classes for Clerks, Typists, and
Stenographers

1. Through the interest and cooperation of the Vocational Education Department, it is quite probable that at least part time services of a special instructor may be obtained for a special class in up-grading our clerical employees. With the exception of a possible class from 3:30 to 4:30 these classes will be conducted from 7 P.M. till 9 P.M. in the Senior High School Commercial room. Initiation of such classes is dependent upon the established-need at the Center and the attitude of the Center-Personnel.

2. Appointed Personnel in key-positions are requested to furnish the following desired information:

- a. Would you, as Supervisor, excuse a portion of your help for classwork at 3:30 P.M.?

Comment: _____

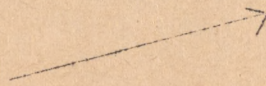
- b. How many of your workers could we expect in attendance at evening classes?

Clerks? _____

Typists? _____

Stenographers? _____

[Signature]
Assistant Personnel Officer

(Please return to) 

Royal Hughes

UNITED STATES
DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
MINIDOKA RELOCATION CENTER
Hunt, Idaho

TO ALL DIVISION AND SECTION HEADS:

Your attention is drawn to Handbook release No. 199, Section 140.10.1B, Exhibit XXXI which outlines the procedure for preparing this center's final report.

Each division head is made responsible for the preparation of narrative reports on each of the sections under his supervision.

It is recommended in the Exhibit that "every staff member of whom such a report is required should begin at once to think and plan toward the writing of this document to guarantee the actual writing of such reports, it is directed that every departing staff member in this category shall, prior to his termination, be granted a period of at least two days, during which he shall be relieved of all other duties and responsibilities, and that in this period he shall set forth on paper the sum of his experience and knowledge.

"The substance of the personal narrative report is what happened when the writer attempted to carry out policy, what worked and what did not work, and, according to his most carefully considered judgement, what factors made a particular program a success or a failure. In the simplest terms, each narrative should answer frankly and thoughtfully the following questions: What was your job? What did you accomplish? How did you do it? What if you had it all to do over again, would you do, and what would you avoid doing?

"Writers of these narratives are requested to bear in mind the purpose of these reports, which is to provide guidance to future administrators faced with similar or related problems."

Besides the personal narrative each activity head is to prepare a formal report which is outlined in the Exhibit. I suggest that you study that part pertaining to your activities and begin collecting the material required in order that the completed reports may be in the hands of the Reports Officer not later than July 31, 1945.

Sincerely,

H. L. Stafford

H. L. Stafford
Project Director

File

TO ALL DIVISION AND SECTION HEADS

FROM: L. A. Thorson

SUBJECT: Estimate of materials for chairs, tables, cabinets, shelvings, etc.

The Engineering Section has requested that you submit an estimate of your needs for the period January 1, 1944, to July 1, 1944, and the 1945 fiscal year. In order that all requests will be uniform, I am submitting the following as a reference for you to base your estimates on.

School Chair	18" high	11 Bd. Ft.
School Chair	11" high	9 Bd. Ft.
Table -- Flat top	32" x 60"	45 Bd. Ft.
Supply Cabinet -- 3 Shelves	36" x 68"	55 Bd. Ft.
Supply Cabinet -- 3 Shelves with door	36" x 68"	72 Bd. Ft.

Attached to the request must be a justification for the use of the materials, stating the approximate number of chairs, tables, and etc. you will require. The following questions must be answered on the form which will be submitted to the War Production Board. If a part of your request is to be used for one phase of work and the balance for another phase, a separate justification answering the following questions must be submitted.

- Question No. 1. Describe material or equipment on which a rating is requested in non-technical terms.
- Question No. 2. How will the items requested help the war effort or essential civil needs?
- Question No. 3. Do you now have any equipment or materials of the same type as that for which the rating is requested?
- A. Yes _____
- B. No _____
- If answered yes;
1. Explain why additional equipment is needed.
 2. Explain how you now do the work for which you require the equipment or material applied for.
- Question No. 4. If items will replace present equipment, what disposition will be made of replaced equipment.

Question No. 5. Give present number of employees that will use this equipment.

Question No. 6. What will be the average weekly use of requested equipment in hours?

Question No. 7. Estimated life of this equipment with such use?

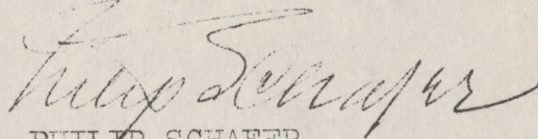
Louis A. Thorson

L.A. Thorson
Ass't Construction Supt.

MEMORANDUM TO: All divisions and sections
SUBJECT: Project Employment

To provide the project with some comparative information on present use of man power in the several divisions and sections, you will immediately submit to the Employment Division the following information:

Using the attached division and section breakdown, list all job titles and number of incumbents assigned under each title by sex as of June 1. Use a separate report form for each division and section as required. Do not complete the last two columns on the report form.



PHILIP SCHAFER
Assistant Project Director