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UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

Washington

July 7, 1945

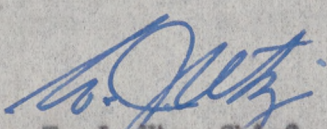
TO ALL PROJECT DIRECTORS

There is enclosed a supply of Budget Bureau Forms A-30, Annual Report of Motor Vehicles, together with instructions for preparing and submitting the forms.

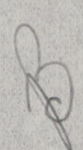
On line three of the form, please give the EO and Interior license numbers as well as the WRA number of the car or truck.

Please make every effort to insure accuracy of the reports so that it will not be necessary to return them for correction. Please return the completed forms to this office by August 10 so that we may submit them to the Public Roads Administration by August 15.

Sincerely,


E. J. Utz, Chief
Operations Division

Enclosures



UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of the Secretary
Washington

June 23, 1945.

Memorandum for Heads of Bureaus and Offices:

There is attached a copy of Budget Circular No. A-30, Revised, dated June 13, 1945 containing instructions for preparing and submitting Form A-30, Annual Report of Motor Vehicles for the fiscal year 1945.

Attention is invited to the introductory paragraph of the circular regarding the principal changes incorporated in the revision.

The questions on the cards should be filled in accurately and completely. Incomplete or omitted answers are of no value in tabulating the information revealed by the cards and will defeat the purpose for which this reporting system was devised. Instructions should be issued to your field activities that the report forms are not to be submitted by individual agencies or projects direct to the Public Roads Administration, but instead are to be returned to your central administrative office after which they are to be transmitted in one lot to this Office for appropriate disposition.

Please make every effort to see that the cards are received here by August 10 so that they may be submitted to the Public Roads Administration by the date required in the circular.

New forms for making the reports should be requisitioned in bulk by your bureau or office from the Stores and Shipping Section of the Purchasing Office of the Interior Department for distribution to the field. In order to economize on paper and printing costs, sufficient copies of the form to supply two for each vehicle have been furnished the Department, and this should be borne in mind when requisition is made for the forms.

Any of the 1944 reporting forms which you may still have should be destroyed. If the data for any vehicles are reported on the old forms, such reports should not be submitted as it will not be possible to tabulate them.

Additional copies of this memorandum and its attachment may also be obtained upon requisition of the Stores and Shipping Section.

Ray C. Dutton
Chief Clerk.

Attachment.

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington 25, D. C.

June 13, 1945

CIRCULAR NO. A-30
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Central collection of information concerning Government-owned vehicles

This revision of Circular No. A-30 replaces and rescinds Circular No. A-30 dated June 2, 1944. Principal changes incorporated in this revision include:

- a. Paragraph 3 changes date of submission to August 15.
- b. Paragraph 4 slightly revises the information to be reported by eliminating the necessity for reporting two identification numbers on each vehicle; eliminating the item on seating capacity of busses; and providing an explanation by line number for each item requested on Form A-30.
- c. Paragraph 6 encourages the use by the departments and establishments of the information available from the tabulations prepared by the Public Roads Administration from these reports and stresses need for prompt submission of accurate data.

1. Purpose. In order to provide a central office which will be responsible for receiving and consolidating information relating to motor vehicles owned and operated by the Federal Government in the continental United States; to provide for the standardization of reporting procedure; to eliminate duplication and needless detail in the gathering of information concerning such vehicles; and to expedite the supplying of such information, the procedure set forth in this circular is established. The War and Navy Departments, U. S. Maritime Commission and War Shipping Administration are exempted from the provisions of this circular.

2. Definitions. As used in paragraphs 2 to 7, inclusive, of this Circular:

a. The term "vehicle" shall be limited to motor-propelled passenger-carrying vehicles, ambulances, busses, trucks, station wagons, trailers, semi-trailers, and motorcycles.

b. The term "vehicles owned and operated by the Federal Government" shall include each vehicle for which a department or establishment has title of ownership resulting from purchase, transfer, donation, repossession, or seizure and which is operated by the same or another department or establishment in the continental United States. The term shall not include vehicles rented or leased from commercial sources.

c. The term "cost of operation" shall not include such elements as depreciation, original purchase price of accessories and special equipment, and operators' salaries; but shall be limited to expenditures for the following subjects:

- (1) Fuel
- (2) Motor lubricating oil
- (3) Tire and tube replacement and repairs
- (4) General lubrication including flushing and refilling of transmission, differential, wheel bearings and clutch bearings, repacking of springs, etc.; the lubricants used in replenishing these assemblies; and the servicing of air cleaners, including the oil used.
- (5) Appearance, including both labor and materials for washing, polishing, waxing, and paint jobs.
- (6) Operating, maintenance, and repair items, such as repair parts and materials, repair labor, towing, brake adjustments, motor tune-up, tightening of chassis, and any similar operation required periodically to maintain the vehicle properly; tire chains, anti-freeze, replacement of accessories and of batteries, replacement of oil filter cartridges, battery charging, and battery rental, storage charges, parking fees, and tolls.

3. Designation of central office. The Public Roads Administration of the Federal Works Agency is hereby designated as the central office responsible for assembling and tabulating the information required by this circular. A report for each fiscal year shall be submitted to the Public Roads Administration by each department and establishment not later than the succeeding August 15.

4. Information to be reported. The following items of information, referred to by line number to correspond to those on Form A-30, shall be reported for each vehicle owned and operated by the Federal Government. Data concerning any such vehicle shall be reported by the Department or establishment which owns and operates it. But if such a vehicle is owned by one department or establishment and operated by another, reporting responsibility shall be that of the owning department or establishment, in order that no required report shall be omitted or duplicated. If a vehicle is disposed of during a fiscal year, the required information shall be reported for that portion of the year the vehicle was operated, and in addition the information called for in line 15 below shall be submitted.

Line 1. Owner: Report the department or establishment which owns the vehicle, and the bureau or other comparable organizational subdivision to which assigned.

Line 2. Location: Report the State and county in which the vehicle is located at the end of the fiscal year.

Line 3. U. S. Government tag number or manufacturer's serial number: Each department or establishment will instruct its personnel as to which of these two numbers to report. For those vehicles which are exempted by the provisions

of the Bureau of the Budget Circular No. A-14 from carrying the official U. S. Government tag, the manufacturer's serial number shall be reported in addition to indicating it is exempt. If the department's or establishment's instructions call for a serial number, the motor number may be used in event the serial number cannot be identified.

Line 4. Vehicle make: Report "Ford," "Chevrolet," "Plymouth," etc.

Line 5. Year model: Report the model year or the year the vehicle was manufactured.

Line 6. Vehicle type: Report the vehicle type of each vehicle according to the following designations. If a truck tractor-trailer combination is being reported, separate reports should be submitted for each piece of equipment.

Passenger	Motorcycle	Truck	Full trailer
Ambulance	Bus	Truck-tractor	Semi-trailer

Line 7. Body type: Report the body type for each vehicle according to the following designations:

Passenger Vehicles

Trucks or Trailers

Coupe and	Pickup	Express or
Coupe pickup	Rack, stake,	Screen
Sedan	or platform	Tank
(2 or 4 door)	Dump	Van
Station wagon or	Panel	Cargo
Suburban carryall	Sedan delivery	Refrigerator

Line 8. Manufacturer's rated capacity: Report the manufacturer's rated capacity in tons for trucks or trailers. Leave this item blank for passenger vehicles (includes passenger cars, ambulances, and busses) and motorcycles.

Line 9. Was vehicle operated during fiscal year? Check either "Yes" or "No."

Line 10. Type of fuel: Gallons fiscal year: Report the type of fuel, i.e., gasoline, diesel, or other, and the number of gallons used during the fiscal year.

Line 11. Mileage driven fiscal year: Report the mileage the vehicle was operated during the fiscal year. If the vehicle has no automatic mileage registering device, the mileage must be estimated.

Line 12. Mileage driven since new: Report the accumulated life-time mileage including that reported under Line 11. If the vehicle has no automatic mileage registering device, the mileage must be estimated.

Line 13. Cost of operation: Report the total cost (for the fiscal year) as defined in Paragraph 2c hereof. No itemization is required.

Line 14. Date and method of acquisition: If a vehicle was acquired during the fiscal year, give the month and method of acquisition. Method of acquisition will include purchase, transfer, loan or other (explain "other" method).

Line 15. Date and method of disposition: If a vehicle was disposed of during the fiscal year, give the month and method of disposition. Method of disposition will include sale, trade in, transfer, scrapped or other (explain "other" method).

5. Forms to be used.

a. Maintenance of records within agencies: It shall be the responsibility of each department or establishment to develop such internal procedures and forms as are necessary for obtaining with accuracy the data to be reported by it pursuant to paragraph 4 hereof.

b. Form A-30, Annual Report of Motor Vehicles: The necessary forms for reporting the information will be distributed by the Public Roads Administration, Federal Works Agency, Washington 25, D. C. As stated in paragraph 3, the completed form shall be submitted to that agency.

6. Use of the Annual Report by the Departments and Establishments. The Public Roads Administration will prepare machine tabulations from the annual reports by several arrangements of the material. Copies of these tabulations will be sent to each department and establishment for the vehicles reported by it. These tabulations contain data which should be used in the administrative and budgetary control of those vehicles. Several departments and establishments have instituted effective control systems through the use of these data. In order to insure the maximum usefulness of these data to the departments and establishments, by supplying useful, current data, and also to insure their validity for consolidated reporting purposes, it is requested that each department and establishment:

a. Take steps to insure all of its annual reports are dispatched in time to reach the Public Roads Administration by the due date, August 15.

b. Take every precaution to insure the accuracy of the reports so that it will not be necessary to return reports for correction and incur subsequent delays.

7. Requests for information. All departments and establishments which require statistical data of the kind enumerated in paragraph 4 relating to motor vehicles owned and operated by the other departments and establishments, shall place their requests for such data with the Public Roads Administration.

8. Additional information. Any request of other departments and establishments by a department or establishment for information not enumerated under paragraph 4 shall be submitted by that department or establishment to the Bureau of the Budget for appropriate action under the Federal Reports Act of 1942.

HAROLD D. SMITH
Director

OFFICE OF DEFENSE TRANSPORTATION
Highway Transport Department
Washington 25, D. C.

May 7, 1945

MEMORANDUM

TO: All Regional Directors and District Managers

FROM: Division Director P. N. Simmons

SUBJECT: Certification of Motor Fuel to Evacuees of Japanese Ancestry

Many of the District Managers have been requested to approve applications for Certificates of War Necessity filed by evacuees of Japanese ancestry. These requests result from the policy of the War Relocation Authority to transfer as quickly as possible and not later than January 2, 1946, all evacuees to new or their former residences. Some will go by private car, others by common carriers, and still others will use their personally owned trucks.

The evacuees fall into three groups: (1) Those residing at the relocation centers who are eligible for a transportation grant from the relocation center to places of resettlement (These evacuees are entitled to a grant but in some cases prefer to pay their expenses); (2) Those who relocated prior to January 2, 1945, and who are now eligible for a W.R.A. transportation grant to return to the area from which they were evacuated; and (3) Those who are not eligible for a transportation grant. We are directly concerned with those in Classes 1 and 2 who desire to use their trucks to transport themselves and possessions to approved places of resettlement. The transfer of these Class 1 and Class 2 evacuees can be made only upon approval of a Project Director or Relocation Officer. Special consideration is not to be accorded those evacuees in Class 3. Applications filed by them will be handled in the regular manner.

Our present procedure provides that where an applicant seeks authority to use his truck in transporting himself and possessions from one district to another district, the District Manager upon receipt of such an application, will refer it to the District Manager in the destination area for his recommendation as to whether the application should be approved. This procedure, of course, results in some delay. In order to permit the transfer of these evacuees at the earliest possible date, it has been determined to modify this procedure insofar as Class 1 and Class 2 evacuees are concerned.

Beginning immediately the procedure set forth below will be followed in handling applications filed by Class 1 and Class 2 evacuees above referred to:

All applications by evacuees (Class 1) residing at the relocation centers will be filed with the Project Director, who will, if the relocation or transfer is approved by W.R.A., note on the application, that,

to return to his former residence
"This applicant is eligible for transportation at W.R.A. expense, and the use of this vehicle to provide transportation in connection with applicant's transfer is *(desirable)* (necessary) from W.R.A.'s standpoint. It is recommended that this request be approved.

Project Director

The completed application will then be forwarded to the appropriate District Manager for handling.

Those evacuees in Class 2 will file applications with appropriate field Relocation Officers in whose areas they reside. The Relocation Officer will examine the application and if the transfer is approved he will certify in the same manner as shown above for the Project Director, except he will sign as Relocation Officer.

Each application so filed and bearing the Project Director's or Relocation Officer's approval will be sufficient justification to issue a temporary certificate to the evacuee for the necessary mileage and motor fuel to make the transfer. Any application which the Project Director or Relocation Officer will not certify will be subject to all rules and regulations of ODT and will be handled in the usual manner.

Upon issuance of the CWN, the file will be sent to the District Manager in whose district the evacuee will be domiciled. The evacuee upon arrival at destination will be subject to ODT rules, regulations and procedure to the same extent as any other truck operator. The temporary CWN will in no way affect the handling of or decision on any later application filed with the destination District Manager.

A supply of CWN-1s will be sent by ODT Administrative Officers to each Project Director and Relocation Officer for their use. Copies of parallel instructions issued by the W.R.A. are attached for your information.

There is appended hereto a list of the relocation centers with the names of the Project Directors as well as the names and addresses of field Relocation Officers.