

H 7.25

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

March 2, 1944

MEMORANDUM TO: Roy Potter,  
Actg. Deputy Project Director

SUBJECT: Monthly Report of Activities.

The following is a report of activities of the Procurement Unit for the month of February, 1944.

(a). Principal Activities.

Procurement of maintenance and operation supplies, and supplies needed for the Project Agricultural program.

(b). New or Unusual Functions.

Considerable time has been spent by the Procurement Unit in obtaining quotations and sources of supply for approximately \$2,000 worth of shop equipment to be used in the Vocational Training Program. Considerable time has also been spent by the Procurement Unit in assisting the Agricultural Section in the purchase of hogs and livestock and in the preparation of necessary documents to effect prompt payment to the vendors.

(c). Transactions Handled.

QM Requisitions to the Quartermaster - 20; Requisitions to the Denver Medical Depot - 10; local purchase orders issued 200; Bills of Lading issued - 48; Requisitions received from Units and Sections - 181; Requisitions pending - 42.

We have also distributed approximately 650 Informal Invitations to Bid, and have prepared twelve negotiated contracts.

(d). Problems or Suggestions.

With the re-arrangements of the office and the installation of new partitions, the Procurement Unit will no doubt be able to function more efficiently. We are still handicapped by lack of adequate transportation facilities which makes it necessary for Procurement personnel to walk from the office to the various warehouses, garage, hospital, etc., where personal contact is necessary to clarify procurement



matters with the receiving or requisitioning personnel.

(e). Projected Activities.

Application is being made for the assignment of one trainee to the Procurement Unit to be trained to fill inevitable vacancies that will occur through relocation.

(f). Relationship With Other Divisions Or Sections.

From past experience, personal contact with other Divisions or Sections have effected better understanding and has proven in many instances more satisfactory than through the medium of inter-office correspondence.

It is suggested that all outgoing teletypes pertaining to procurement matters, or clearance for purchase originating in other sections, be cleared through the Procurement Unit in order to avoid duplication of action.

William W. Hunter  
Sr. Procurement Officer



TOPAZ, UTAH

H 7.25  
Procurement Unit  
May 3, 1944 (3 in 1)

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Actg. Assistant Project Director

SUBJECT: Monthly Report of Activities

The following is a report of activities of the Procurement Unit for the month of April 1944.

(a). Principal Activities

Purchase of cattle and hogs for Agriculture Section and shop equipment for Education Section.

(b). New or Unusual Functions.

None.

(c). Transactions Handled

QM Requisitions to the Quartermaster - 26; Requisitions to the Denver Medical Depot - 5; Local purchase orders issued - 176; Requisitions received from units and sections - 167; Requisitions pending - 17.

(d). Problems or Suggestions

None.

(e). Projected Activities

Due to relocation, we are short two resident employees and will undoubtedly lose several more in the next month or so.

With the transfer of the assistant procurement officer to Minidoka at this particular time, will undoubtedly reflect on the prompt service furnished in the past; and this is particularly true in view of the nearness to the end of the present fiscal year, which means an increase in requisitions and the preparation of bids and the awarding of contracts for the 1945 fiscal year on reoccurring items, leases, etc.

Every effort possible should be made to recruit replacements to carry on the functions of the Procurement Unit.

(f). Relationship with Other Division or Section - None.

William W. Hunter  
Sr. Procurement Officer



H 7.25

Gilbert L. Niesse

September 28, 1944

Project Warehouse #101

Monthly Narrative Report.

1. Personnel Status:

- A. Permanent employees (civil service) 4
- B. Temporary employees (civil service) None
- C. Evacuee employees 24 full time  
19 part time
- D. Progress of Staff relocation:
  - a. Indefinite leave during month 1
  - b. Seasonal leave 13
- E. Evacuee vacancies on staff 10
- F. Narrative statement of Personnel Problem:

2. Main Activities during Month:

Our work this month has been confined to general warehouse functions.

Due to a shortage of labor we are unable to fill requests for deliveries and pick-up's until after 1:15 pm. when our part time employees report for work.

Coal shipments are being received by truck from the rail head at Delta and is being dispatched direct to the blocks.

3. Supplies and Materials Needed: None

4. Problems Considered:

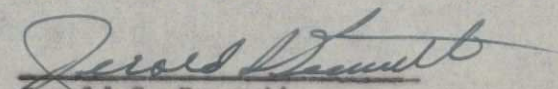
We are also short of help in the warehouses as a number of our Senior Warehousemen are out on seasonal leave. This leaves some of our warehouses without full time workers. As a result the warehouses effected are closed during the forenoon, but are taken care of by a part time worker from 1:15 to 5:15 pm.. In the event of emergency issues from 8:00 am. to 12:00 noon, service is rendered by one of the appointed Ass't Storekeeper.

Warehouses #110, 112 and 113--used for storage of Evacuee Property is still in a very crowded condition. ~~Lately~~ we have no storage space available. Out-going shipments from these warehouses is still slow.

5. Plans for Next Month:

6. Recommendations and Suggestions to the Project Director on Needed Changes in Policy or Procedures:

JSB:kh

  
Jerold S. Bennett  
Head Storekeeper



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

9/29/44

H 7.25

Memorandum To: Gilbert L. Niesse, Asst. Project Director

From: Procurement Unit

Subject: Monthly Narrative Report

1. Personnel Status:

- |  |                          |
|--|--------------------------|
| A. Permanent employees (Civil Service)       | <u>2</u>                 |
| B. Temporary employees (Civil Service)       | <u>0</u>                 |
| C. Evacuee employees                         | <u>7 (one part time)</u> |
| D. Progress of Staff Relocation              |                          |
| (1) Indefinite leave during month            | <u>1</u>                 |
| (2) Seasonal leave                           | <u>1</u>                 |
| E. Evacuee vacancies on staff                | <u>8</u>                 |
| F. Narrative statement of personnel problem: |                          |
- There is a serious shortage of personnel in the Procurement Unit at this time and with an average turnover of help of about 80% per month it is impossible to maintain a complete staff of capable efficient evacuee employees.

2. Main Activities During Month: The purchase of several hundred heads of cattle and hogs, two carloads of wheat, one carload of barley and two carloads of poultry feed were accomplished during the month. Negotiations were also completed for the purchase of a trenching machine, office safe and a contract was let for repairing the Project's water tower and tanks.

Purchase order and contracts for approximately \$25,000.00 worth of cast iron pipe and fittings for the Project water lines was completed.

3. Supplies and materials needed: none
4. Problems considered: The problem of controlling the loan of Procurement Unit Catalogues is under consideration; at the present time it is impossible to maintain a complete file due to employees, both appointive and evacuee, "helping themselves" to catalogues and not returning them to the open front book-cases in the Procurement Unit Office.
5. Plans for next month: Arrangements are being made to assist Sections and Units in submitting their requisitions covering requirements for the next quarter.
6. Recommendations and suggestions to the Project Director on needed changes in policy or procedures: No comments.

William W. Hunter  
Sr. Procurement Officer



H 7.25

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

Procurement Unit  
December 23, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Asst. Project Director

FROM: Procurement Unit

SUBJECT: Monthly Report

1. Personnel Status:

- A. Permanent employees (Civil Service) 2
- B. Temporary employees (Civil Service) 0
- C. Evacuee employees 7 (1 Part Time)
- D. Progress of Staff Relocation:
  - (1.) Indefinite Leave during Month 1
  - (2.) Seasonal Leave 0
- E. Evacuee Vacancies on staff 0
- F. Narrative statement of personnel problems:  
Vacancies in the Unit were filled during the month and work in being handled on a current basis.

- 2. Main Activities During Month: Purchase of additional pipe and the award of the milk and cream Contract for the next six Months was completed.
- 3. Supplies and Materials needed: None
- 4. Problems Considered: Plans to cancel out purchase orders on items not needed in view of the revised program is being accomplished.



5. Plans for Next Month: Quarterly requisitioning will be discontinued and only the items required for immediate needs will be purchased in accordance with Washington instructions.
6. Recommendations and Suggestions to the Project Director on Needed Changes in Policy or Procedures: No Comments.

William W. Hunter  
Sr. Procurement Officer



H 7.25

Gilbert L. Niesse

12/30/44

Project Warehouse #101

Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service) 5
- B. Temporary employees (civil service) None
- C. Evacuee employees 24 full time
- D. Progress of Staff Relocation:
  - a. Indefinite leave during month None
  - b. Seasonal leave None
- E. Evacuee vacancies on staff None
- F. Narrative Statement of Personnel Problems.

When the labor adjustment went into effect on Dec. 1, 1944. The number of positions allotted to the Whse. Section was not sufficient to carry out the assignments of this section.

We previously had 47 positions, and our last allotment was 24 positions.

Due to the expected increase of work in the near future, such as inventory, handling of surplus property, issuance of material and supplies and maintaining Warehouses in good order, it is felt we should have four more appointed storekeeper. Having in mind that when some of our experienced resident storekeeper leave the center, we would have enough help to continue operations in the Warehouse Section.

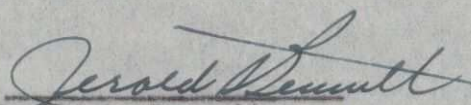
2. Main activities during month.

Generally speaking our work has been confined mostly to warehouse procedures. Very little has been done on inventory due to an increase in requests for deliveries and pick up's and lack of sufficient help.

3. Supplies and Materials needed: None

4. Problems considered: None

5. Plans for next month: None

  
Jerold S. Bennett  
Head Storekeeper

JSBENNETT:hs



H 7.25

CENTRAL UTAH PROJECT  
TOPAZ, UTAH

Procurement Unit  
March 2, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Asst. Project Director

FROM: Procurement Unit

SUBJECT: Monthly Report

1. Personnel Status:

- A. Permanent employees (Civil Service) \_\_\_\_\_ 2
- B. Temporary employees (Civil Service) \_\_\_\_\_ 0
- C. Evacuee employees \_\_\_\_\_ 3
- D. Progress of Staff Relocation:
  - (1.) Indefinite Leave during month \_\_\_\_\_ 0
  - (2.) Seasonal Leave \_\_\_\_\_ 0
- E. Evacuee Vacancies on Staff \_\_\_\_\_ 0
- F. Narrative Statement of Personnel Problems:  
The Procurement Unit has been fortunate in maintaining a full complement of resident employees and the work is being handled on a current basis.

2. Main Activities during month: An Invitation to bid was prepared and distributed, covering the proposed leasing of Project Agricultural land. A bid was also prepared and distributed covering the sawing of approximately 230,000 FBW of dimension lumber - however only two bids were received and the prices quoted were far in excess of the estimated cost. Negotiations are now under way to obtain a saw to do this work at



the project - or hauling of the lumber to Salt Lake where the sawing would be done by a custom mill at prices set by the O.P.A. This will effect a saving of approximately \$1000.00 as compared with the lowest bid received as the result of the invitation to Bid described above.

3. Supplies and Materials needed: Necessary stationery and Forms are on hand to cover all requirements of the unit to at least June 30th, 1945.
4. Problems considered: In view of Mr. Myer's letter of February 12, regarding the necessity of obtaining prior Washington approval before certain purchases can be made - it is recommended that all project personnel who originate requisitions, be given a copy of Mr. Myer's letter and their attention called to Paragraph 5 on page four which refers to collection from the responsible employee, if materials are ordered when there is a supply already on hand or a substitute that could be used.

William W. Hunter  
Sr. Procurement Officer

WWHUNTER/mn  
3/2/45



H 7.25

CENTRAL UTAH PROJECT  
TOPAZ, UTAH

Procurement Unit  
April 3, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Asst. Project Director

FROM: Procurement Unit

SUBJECT: Monthly Report

1. Personnel Status:

A. Permanent Employees (Civil Service) \_\_\_\_\_ 2  
B. Temporary Employees (Civil Service) \_\_\_\_\_ 0  
C. Evacuee Employees \_\_\_\_\_ 3

D. Progress of Staff Relocation:

(1) Indefinite Leaves during Month \_\_\_\_\_ 0  
(2) Seasonal Leaves \_\_\_\_\_ 0

E. Evacuee Vacancies on Staff \_\_\_\_\_ 0

F. Narrative Statement of Personnel Problems:

There has been no change in the personnel of the unit during the month and requisitions are being handled on a current basis.

2. Main Activities during Month: Purchase of Garage Hand Tools was completed enabling cancellation of rental contracts effective March 31st. A Sawmill was obtained for the sawing of dimension lumber into sizes suitable for crating purposes. Invitations to Bid were prepared and distributed to some 200 prospective bidders for the rental of Water Surplus to Project needs.

3. Supplies and Materials needed: All necessary supplies such as purchase order forms and Bills of Lading are on hand and sufficient for our needs until June 30, 1945.



4. Problems considered: With the curtailment of Procurement, it is planned to reduce the staff by one or two employees. This will be accomplished by not replacing personnel leaving to relocate.

5. A comparison of Purchase Orders and Requisitions issued and handled from July 1, 1944 to March 31, 1945 and for the same period the previous year, reveal the following:

Purchase Orders issued from	7/1/43 to 3/31/44	-	1557
" " " "	7/1/44 to 3/31/45	-	1381

WRA-7 Requisitions handled from	7/1/43 to 3/31/44	-	1648
" " " "	7/1/44 to 3/31/45	-	1207

QM-400 Requisitions handled from	7/1/43 to 3/31/44	-	137
" " " "	7/1/44 to 3/31/45	-	292

The above figures indicate that fewer purchase orders and requisitions were issued or handled to date in 1945 than 1944. -- This is no doubt due to a reduction in construction work, a consolidation of requisitions and better planning of quarterly requirements.

There is an increase in the issuance of QM-400 requisitions in 1945 of approximately 35%. This is due to the utilization of War Department Purchasing facilities as outlined in WRA Handbook-Procurement 20.6 (40A) paragraph (6).

A valve Seat Grinding Machine has just been received which completes all necessary equipment for the automotive Vocational Training Classes.

From the experience gained on a recent trip to Salt Lake City, and other intermediate points, where personal contacts were made with vendors, it appears that a great many more items such as hand tools are available to the public than was obtainable a year ago. Car parts continue to be hard to get and this situation is undoubtedly due to the great demand for parts - in order to keep present cars in an operating condition.

Arrangements are being made to ship 100,000 board feet of lumber to Heart Mountain. The cars will be stopped en route at Salt Lake City where the lumber will be unloaded and ripped into 1" boards suitable for crating purposes, reloaded and shipped on to Heart Mountain.

William W. Hunter  
Sr. Procurement Officer

WWHUNTER/mn  
4/7/45





UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

H 7.25

April 30, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *GLN*  
Asst. Project Director

FROM: Procurement Unit

SUBJECT: Monthly Report

1. Personnel Status:

A. Permanent Employees (Civil Service) \_\_\_\_\_ 1

B. Temporary Employees (Civil Service) \_\_\_\_\_ 0

C. Evacuee Employees \_\_\_\_\_ 7

D. Progress of Staff Relocation:

(1) Indefinite Leaves during Month: \_\_\_\_\_ 0

(2) Short Term Leaves \_\_\_\_\_ 1

E. Evacuee Vacancies on Staff \_\_\_\_\_ 0

F. Narrative Statement of Personnel Problems:

Mr. William W. Hunter, Sr. Procurement Officer, who has been with the center almost from the beginning, has been detailed to Poston, Arizona Center. He left for the assignment April 20th. During the month, one employee was changed from full time to part-time work, and one employee was terminated. It is expected that further adjustments will be necessary and plans are made accordingly as relocations are made.

2. Main Activities during Month:

In addition to the regular routine, receiving requisitions, getting bids, and issuing purchase orders, one hundred fifty



Invitations to Bid for the use of Irrigation Water were distributed from which the response was almost negligible. A rental price of one dollar per share has been approved and the detail of completing assignments in accordance is assigned to the Procurement Unit.

Preliminary steps have been taken toward the re-leasing of the Delta Warehouse and contracts have been made for cutting and hauling of Kindling wood and supplying fuel oil.

Information necessary to draw a lease for the rental of sawmill (Property of Harold V. Parker) is not yet available. An approved rental schedule is to be furnished by the Office of Price Administration. The mill is now in operation at the center and the owner has been requested to forward sufficient information from which a lease may be drawn.

Five cars of lumber, to be resawed in transit, have been forwarded to Heart Mountain.

3. Supplies and Materials needed :

There is a declining need for supplies and materials with a corresponding reduction in the number of purchase orders and requisitions and an apparent easing by some of the suppliers. Accordingly every effort is being made to secure delivery on past due items and effect cancellation of items not now required.

4. Problems Considered:

Recently there was delivered on the project, a Valve Seat Grinder for use by the Vocational Training Unit, and Washington has been teletyped for approval of funds with which to pay.

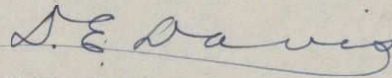
The use of Priority AA-2 has not been given for the fourth quarter of the year and a request is being made to have an aggregate of \$2500.00 made available to which this rating may be applied. It is assumed this will be ample to cover purchases during the quarter.



- 3 -

Appreciation is acknowledged for the cooperation and assistance of the various Units which is recognized as a necessity looking to a gradual liquidation of accounts and the avoidance of unnecessary purchases.

The unit staff is ample and I believe is in harmony with and endeavoring to promote the objectives of the center.



D.E. Davis  
Actg. Procurement Officer





H 7.25

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

MAY 29 1945

*Noted  
527*

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Asst. Project Director

FROM: Procurement Unit

SUBJECT: Monthly Report

1. Personnel Status:

A. Permanent Employees (Civil Service) \_\_\_\_\_ 1

B. Temporary Employeed (Civil Service) \_\_\_\_\_ 0

C. Evacuee Employees \_\_\_\_\_ 5

D. Progress of Staff Relocation:

(1) Indefinite Leaves during Month: \_\_\_\_\_ 2

(2) Short Term Leaves \_\_\_\_\_ 1

E. Evacuee Vacancies on Staff \_\_\_\_\_ 0

F. Narrative Statement of Personnel Problems:

Reduction in the number of personnel through relocation has not made it necessary to request additional appointments as there is a reduced demand for service. One relocation and one short-term leave are definitely planned for June. The remaining forces will carry on without replacements.

2. Main Activities during Month:

Clearing up of <sup>past</sup> ~~passed~~ due orders, making cancellation on delayed deliveries were possible and generally attempting to keep accounts current by securing information regarding delays. Assembling data preparatory to



renewing contracts for services during the new fiscal year and clearing out outstanding bills to be converted to G. B. L.'s.

Information necessary to draw contract for sawmill has been received and is delayed pending signature of the contractor. Complete deliveries for lumber, sawn in-transit and forwarded to Heart Mountain, has been made. Modification of the ice contract has been made changing the delivery point to Topaz instead of Delta.

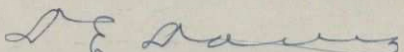
3. Supplies and materials needed:

The reduced demand for supplies and materials is very marked and reflects creditably on the various divisions and units with a corresponding lessening of work in the procurement unit. It is anticipated that this tendency may increase and that, in the main, other than for commissary and hospital, items requested will be those requiring prompt execution or telephone purchase. A number of items are still held on indefinite delivery date. Some progress has been made in clearing up requisitions covering subscriptions to newspaper and periodicals.

4. Problems Considered:

Approval has been given to consolidate all government bills of lading, except those which are forwarded with purchase orders, in the property control unit. This change effective June 1st should improve the services, will be in accord with War Relocation Authority regulations and enable the Procurement Unit to operate with one less employee.

A continuing problem is the reduction or elimination of all items which are not absolutely necessary and for which substitution are available. A liberal interpretation of this may be of assistance in using some items which are in liberal supply. The unit will cooperate fully with all to this end.

  
D. E. Davis  
Acting Procurement Officer



14 7.25

Central Utah Project  
Topaz, Utah

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Asst. Project Director

JUN 27 1945

FROM: Procurement Unit

SUBJECT: Monthly Report

1. Personnel Status:

A. Permanent Employees (Civil Service) 1  
B. Temporary Employees (Civil Service) 0  
C. Evacuee Employees 5  
D. Progress of Staff Relocation:  
    (1) Indefinite Leaves During the Month 22  
    (2) Short Term Leaves 1  
E. Evacuee Vacancies on Staff 0

F. Narrative Statement of Personnel Problems:

Two indefinite relocations were made--one to New Orleans and one to Minneapolis. The employee now on short term leave expects to go on indefinite leave soon after returning to the center. Two other prospective indefinite leaves may be expected during July. The unit is fortunate in securing the services of Joseph Rikimaru, a former employee, as procurement clerk, temporarily, and in getting as clerk Miss Mitsuko Nakahira, who was formerly employed in the Education Section. While it is not expected that the work in the unit will increase, because of a large turnover, it is desirable to have at least one in training for the orderly carrying out of the work.

2. Main Activities During the Month:

All of the land advertised has been leased, rental collected and leases transmitted to Washington. Twenty-eight hundred fifty shares of water have been rented and funds collected; an open bid, uncollected, for



3,500 acre feet of carry over water is pending. Contracts for various services from July 1 to December 31, 1945 have been entered into as follows: Slaughtering, Milk, Ice, Chlorine, Flamo, Undertaking and Cremation. Also contract and purchase order for repairing pump on well No. 6.

3. Supplies and Material Needed:  
These are largely taken care of in the above list, except for hospital and commissary requirements which are submitted regularly. A reduction in the number of pieces of equipment in use and reduced demand for service should continue to show a reduction in the number of purchases necessary in order to do what is required.
4. Problem Considered:  
Reducing back orders and keeping abreast of current ones. There is now twenty-seven purchase orders outstanding which are dated prior to June 1, 1945. With greater number of items available for civilian use, it is the plan to bring the purchase order situation more current, so that there shall not be any outstanding after due delivery date.
5. Special:  
Mr. William W. Hunter, Sr. Procurement Officer, who has been on detail at Poston, Arizona for the past two months, returned June 26th. He is scheduled for a new detail to Minadoka Project early in July.

*D. E. Davis*  
D. E. Davis  
Acting Procurement Officer



July '45  
H 7.25

CENTRAL UTAH PROJECT  
TOPAZ, UTAH

MEMORANDUM TO: Mr. Gilbert L. Niesse *GLN*  
Asst. Project Director

FROM: Procurement Unit

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent Employees (Civil Service) \_\_\_\_\_ 1

B. Temporary Employees (Civil Service) \_\_\_\_\_ 0

C. Evacuee Employees \_\_\_\_\_ 4

D. Progress of Staff Relocations:

(1) Indefinite Leaves During the Month \_\_\_\_\_ 1

(2) Short Term Leaves \_\_\_\_\_ 1

E. Evacuee Vacancies on Staff \_\_\_\_\_ 0

F. Narrative Statement of Personnel Problems:

Mr. Joseph Rikimaru, procurement clerk, departed on indefinite leave to establish his family in the vicinity of San Francisco. His work will be taken care of by Mr. Frank Nonaka, who has been away on a short term leave during the entire month. He expected to report for work not later than August 1st. The unit is now without an employee who can take dictation and as Mr. Nonaka is not expected to remain long it is suggested that consideration be given to securing an employee to train for procurement clerk who can also take dictation and handle correspondence and become familiar with files, forms, and general routine.

2. Main Activities During the Month:

Getting various contracts for services and supplies obligated and distributed to interested departments, clearing up past due accounts particularly those for service under hospital requisitions. All vendors under hospital requisitions have been contracted and requested to submit invoices as soon as services have been received. It is the intention to follow



Mr. Gilbert L. Niesse-2

this up by telephone and secure the amount of charge in each case so that a purchase order may be issued prior to the receipt of invoices which are sometimes delayed several months. This practice should result in more prompt payment of accounts.

3. Supplies and Materials Needed:

Since a definite closing date has been announced the need for purchases should and generally appear to be for items and quantities which can be reasonably justified. Recently a requisition by the Hospital was recalled before it had been fully processed and the number of items reduced more than fifty per cent. Dr. Collier is complying literally with the instruction "use substitutes." This is commendable.

4. Problems Considered:

At the request of Engineering negotiations were initiated through Fort Douglas to secure 1000 salvage boxes for packing purposes. These are ready to be delivered from A.S.F. Depot, Ogden, Utah. Approval from Washington was given, and purchase of an estimated 30 days supply of baby food made. No headway has been made in having vacuum cleaners repaired and returned to the project for use. Invitation to bid on water was sent to individuals in the vicinity of Delta and advertised in the Delta Post Office. Little interest was shown, -two bids were received both under the minimum price established, -no award was made. Approval to renewal of lease on warehouse at Delta has been given, lease has been drawn and forwarded to the County Commissioners for signature. Utility engineers of Salt Lake City have completed repairs on water well #6. The job involved repairs to pump and motor and, while final invoices have not been submitted it is estimated that the total cost will approximate seven hundred dollars. The exchange of office space between personnel & procurement provides more adequate space for the former and sufficient for procurement. Except for 27 separate purchase orders, all deliveries have been completed on purchase orders drawn by this unit under 1945 appropriations.

*D. E. Davis*  
D. E. Davis  
Acting Procurement Officer







H 7.25

CENTRAL UTAH PROJECT  
TOPAZ, UTAH

August 27, 1945

427

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Asst. Project Director

FROM: Procurement Unit

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent Employees (Civil Service) \_\_\_\_\_ 1

B. Temporary Employees (Civil Service) \_\_\_\_\_ 0

C. Evacuee Employees \_\_\_\_\_ 3

D. Progress of Staff Relocation:

(1) Indefinite Leaves During the Month \_\_\_\_\_ 1

(2) Short Term Leaves \_\_\_\_\_ 1

E. Evacuee Vacancies on Staff \_\_\_\_\_ 0

F. Narrative Statement of Personnel Problems:  
With the increasing interest in relocation it is not expected that replacements of evacuee help will be possible. Those in the unit now are all planning on relocating in the near future. Request has been submitted to have an appointed personnel detailed to this unit. An effort will be made to carry on the necessary work with a staff of two, if and when, it becomes necessary to do without evacuee help.

2. Main Activities During the Month:

Some headway has been made in clearing up outstanding requisitions and purchase orders. Contracts were entered into for Supplemental bus service for transporting relocatees to the train and for re-sawing one additional carload of lumber for Heart Mountain. Additional packing boxes were secured from A.S.F. Depot at Ogden. Due to the appearance of disease in the hogs, it was necessary to do excessive slaughtering, necessitating the renting of a cold storage room at Delta for one month. Request for cancellation of coal contract with Utah Fuel Company was made August 9, 1945. Invitations to bid on surplus wheat and barley have been sent out as well as invitations to bid on 640 acres of pasture. These bids are to be opened September 4 and 6 respectively.



Mr. Gilbert L. Niesse-2

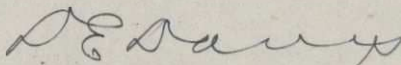
3. Supplies and Materials Needed:

The request for supplies and materials are few and are for small items, the necessity for which could not have been planned. A number of requisitions for professional services covering health are being processed. In view of an expected rapidly declining population and the proximity of the closing date, some changes in the method and sources of purchasing commissary supplies will be necessary. The Project Steward and Procurement Officer are now contacting dealers in Salt Lake City in order that orderly and prompt delivery of necessary supplies may be had.

4. Problems Considered:

In conjunction with Finance, Property Control, and Hospital, some progress has been made in clearing records, - cancelling Government Bills of Lading, purchase orders, and requisitions. Deliveries are reasonably current on 1946 FY purchase orders and there yet remains twelve purchase orders under FY 1945 FY on which delivery has not been completed.

The unit recognizes the value of cooperation in consummating the necessary work and acknowledges with appreciation the spirit and friendly support of all.



D. E. Davis

Acting Procurement Officer



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

47.25

September 27, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Asst. Project Director

FROM: Procurement Unit

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent Employees (Civil Service) \_\_\_\_\_ 1

B. Temporary Employees (Civil Service) \_\_\_\_\_ 0

C. Evacuee Employees \_\_\_\_\_ 2

D. Progress of Staff Relocation:

(1) Indefinite Leaves During the Month \_\_\_\_\_ 1

(2) Short Term Leaves \_\_\_\_\_ 0

E. Evacuee Vacancies on Staff \_\_\_\_\_ 0

F. Narrative Statement of Personnel Problems:

Decreased purchasing has made it possible for the unit to function without replacements, as relocations are made. One of the remaining employees (Mrs. Shigeo Omori) has plans to relocate on October 4. She has been with the unit for nearly two and one half years and has given good service. Request for replacement is not now contemplated.

2. Main Activities During the Month:

Sale of salvage scrap iron has been made to Pahvant Motor Co., Delta, Utah and deliveries have been completed. Surplus wheat and barley has been sold and deliveries are expected to be completed by September 30. Arranged with Service Cleaners, Delta, for laundry work, - distributed invitations to bid on and rented one section of pasture and now have invitations out to bid on 1,600 additional acres. These bids are to be opened October 1. Have verbal agreement with Mr. George N. Church for disposal of wet garbage. Arranged for and sold through the Ogden Live Stock Auction Co. the remainder of project cattle (66 head). Advised Denver Medical Depot to cancel all items on which delivery to the transportation companies could not be made by September 15. While approval has been given by the vendor to cancel out purchase order for a number of newspapers and magazines, a number have not





UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C. 20535  
MEMORANDUM FOR THE DIRECTOR  
SUBJECT: [Illegible]  
[Illegible text follows]

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[Illegible text line]

[Illegible text line]

(3) [Illegible text line]

(7) [Illegible text line]

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Mr. Gilbert L. Niesse-2

been discontinued and letters requesting discontinuance of the papers are sent each publisher. Contract has been forwarded to Millard County Board of Education for rental of busses through October.

Local purchases for commissary and hospital supplies have been processed promptly. A requisition for 1,500 salvage packing boxes has been arranged for and will be secured from the Utah A.S.F. Depot, Ogden, Utah.

3. Supplies and Materials Needed:

Other than for Commissary and small emergency items for Hospital and Motor Transport, it is expected that requests for purchase will be very few.

4. Problems Considered:

Two contracts for rental of tools and equipment are in force. Signed acceptance to their cancellation as of September 30 are on file. Further service under the contract for slaughtering will not be required and cancellation of this contract has been forwarded to the vendor for acceptance. A number of requisitions from the Hospital for professional service are pending and an effort is being made to secure statements of charges in order that purchase order may be issued.

D. E. Davis  
Acting Procurement Officer

DED: ht  
9-29-45







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