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WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R047
Approval Expires: 1/30/45

Monthly Report

For Month Ending Jan 31 1944

VOCATIONAL TRAINING

Center: Heart Mountain, Wyoming

1. <u>SUPERVISED APPRENTICESHIP ASSIGNMENTS:</u>	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
	M	F	M	F	M	F
Nurse-Aid Trainees		12		12		
Automotive Mechanic Trainees	9	.	9			
Telephone Operator Trainees		2		2		

2. <u>STATE ADMINISTERED COURSES FOR ADULTS</u>	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
*VTWPW					
*FPWT					

*VTWPW - Vocational Training for War Production
Workers; FPWT - Food Production Workers
Training Programs.

3.
W.R.A. ADULT
TRADE CLASSES

NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
	M	F		

4.
HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

VTWPW

FPWT

5.
COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

Previous report for January was not reported on Form WRA 245. Letter of February 2nd to Mr. Samler contained a brief account of the activity relative to the vocational training-retraining program at Heart Mountain Center. Very sorry to have failed to report this on regular form for uniform file.

A brief narrative report should accompany this form to more fully explain the development.

January 4, 1944 was the opening of our initial class for the Trainee program. Twenty-one women enrolled for a Nurse-Aid Trainee class. Twelve of this number were able to devote full time and were assigned as trainees at the A rate. They receive two hours of classroom instruction daily and floor work in the wards of the hospital for the balance of the day. Miss Margaret Wolford, Assistant Chief Nurse, instructs and supervises these trainees.

On January 10, nine men were assigned as trainees at the Motor Pool. Three of this number were placed in the machine shop where they will experience machine lathe operation, fender work, forge, and welding training. The six remaining men were assigned to the garage for work on cars, trucks, and tractors.

There was good response on the part of the evacuees in attending a meeting called for the purpose of explaining the automotive mechanic trainee plans. Inasmuch as the instruction and supervision must be performed by the shop foremen while servicing equipment needing immediate attention, we were unable to include more than nine members in the Motor Pool Section.

Before the close of the month of January, a proposal was made and decision completed to assign two trainees in the P.B.X. communication system operated at the Center. They are assigned with Caucasian operators who are under the supervision of Mrs. Maxine E. Main, Supervising Telephone Clerk.

This is the extent of our assignments for the initial month of 1944. Many other contacts have been made and good worthwhile developments are contemplated.

W. C. SCHLOSSER

Night School Director

FILE COPY 2

Heart Mountain Relocation Project
Heart Mountain, Wyoming

MONTHLY REPORT
Vocational Education

Bathurst
Baker
McKee
Files (MP)

January, 1944

Information contained within is of the present state of vocational activities at the Heart Mountain Center.

The program is beginning to shape itself and within a short time we should realize a more extensive program. It is enlightening enough to believe that all effort was not spent in vain.

Beginning January 4, 1944, we opened our initial class of trainees. Twenty-one women enrolled for a Nurse-Aid Trainee class. Ten of this number are devoting full time to the program and are compensated. The remaining number attend the daily two hour class and will be added to the program at such time as they find it possible to devote full time to the program.

On January 10, 1944, twenty-five men responded for a motor pool trainee course. From this number nine were selected and assigned to the motor pool as strictly On-the-Job experience. Three in the machine shop--to include machine lathe, fender work, forge, and welding training. Six were assigned to the garage for work on cars, trucks, and tractors. We are dependent upon foremen in these division for what instruction and work supervision is done. They must be included as helpers in the service to be done for maintenance purposes and for that reason we were unable to include more persons.

January 24, 1944, two evacuees were assigned as Telephone Operator Trainees. They were selected by personal interview with Mrs. Main, Supervising Telephone Clerk. They will receive excellent experience in P.B.X. communication under the caucasian staff employed.

Expansion of our program will be as follows. Within a week two persons will receive assignment in the shoe repair shop, one in each of the three stores operated here at the center. One stenographer is requested by the Hospital Unit. This affords opportunity for extended training in terminology and hospital

records. Technicians will be assigned in the Hospital and Dental laboratory. Cosmetology is to be included for training and work experience. We have within our center licensed cosmeticians who lack work experience and continued practice for proficiency. The Commercial Tailoring and Poster shop is to be included within our Vocational Training Unit. This is to grant opportunity for extended training in power machine operation for commercial tailoring. The Poster shop offers experience in Silk Screen production. The trades fields such as carpentry, cabinet making, plumbing, and electricity are becoming more sympathetic toward the Training-Retraining Program. Conditions look very favorable at the present time.

The commercial department of our adult education program is forming a steno-pool which should assist materially toward referrals for center employment as well as outside possibilities. Training of persons for mess hall services is also being considered.

The matter pertaining to break-downs for the various training fields is yet to be improved. We have much available material which needs altering to some extent to fit our situations. Miss Wolford, instructor-supervisor, has an outline of the work to be covered by Nurse-Aid-Trainees, a copy of which you will receive shortly. It is improbable if not impossible to insist upon following a break-down in the motor pool under conditions as related previously. We have yet to put in writing the procedures to be followed by the Telephone-Operator-Trainees. Work experience cards are highly desirable and are to be followed within each division of the program as soon as it is practical to do so.

Within this past week Mr. Carter appointed a committee which is representative of the center Maintenance Division and which responded very favorably to the plans as drawn. Heart Mountain now has twenty assigned apprentices or trainees and it is not at all impossible to expect our full quota to be assigned if interest continues as it is at the present time. This committee meeting was held January 31, 1944.

Mr. Carter has returned to the center, and his efforts along with his experiences of the previous year assist materially in the functioning of this program. He will be informed at all as to the development.

W. C. Schlosser
Night School Director

WAR RELOCATION AUTHORITY

Budget Bureau No: 13-2047

Approval Expires: 1/30/45

Monthly Report

For Month Ending Feb. 29 1944

VOCATIONAL TRAINING

Center: Heart Mountain, Wyoming

1.	SUPERVISED APPRENTICESHIP ASSIGNMENTS:	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
		M	F	M	F	M	F
	Nurse-Aid Trainees				9		
	Automotive Mechanic						
	Trainees			6			
	Telephone Operator						
	Trainees				2		
	Shoe Cobbler Trainees	3		3			
	Beauty Parlor Trainee		1		1		
	Retail Sales Trainee						
	Grocery Merchandising & Store Management	1		1			

2.	STATE ADMINISTERED COURSES FOR ADULTS	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
			M	F		
	*VTWPW					
	*FPWT					

*VTWPW - Vocational Training for War Production
Workers; FPWT - Food Production Workers
Training Programs.

3.
W.R.A. ADULT
TRADE CLASSES

NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
	M	F		

4.
HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

VTWPW

FPWT

5.
COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

This narrative report attached will explain more in detail the developments to date.

Of the twelve women assigned to nurse-aid training, nine remained throughout the eight weeks' course, completing February 26, 1944. One of the three dropped for relocation; another, qualified for secretarial work, was called by the employment division for clerk-stenographer assignment; the third party dropped on the 4th of February because of sickness in the home.

Results in this program are enlightening. The number of nurse-aids entering outside service has created openings in the hospital which we are fortunate in being able to fill with persons having some training. At least five of the number completing the course will be employed by the hospital. Plans are to provide advance training for the others and continue with them in the trainee program.

Enrollment has been made and a new class for beginners will open early in the month of March.

In the Automotive Mechanic course the number dropped to six. A death occurred in one family, causing the member to drop; another relocated on February 1; and the third member was terminated because of irregular attendance and questionable interest.

Reports on the Telephone Operator trainees are good. They are experiencing excellent practical experience and we feel confident that efforts on the program are well worthwhile.

A Training-Retraining unit was opened in the Shoe Repair Shop within the Community Enterprise Division. Relocation from that activity and the need of workers for more prompt service lead to the assignment of three men as trainees.

One trainee has been assigned in the Beauty Parlor division. This person desired some actual experience to go with an operator's license she possesses in hopes that it will enable her to obtain work upon relocation.

One man was placed in training for retail sales experience and store management.

That is the extent of assignments for the month of February.

W. C. Schlosser
W. C. Schlosser

Night School Director

Budget Bureau No: 14-R047
Approval Expires: 1/20/45

For Month Ending 3/31 194 4

Center: Heart Mountain

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3.
W.R.A. ADULT
TRADE CLASSES

NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
	M	F		

4.
HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

VTWPW

FPWT

5.
COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

This narrative report will explain more in detail the developments of the trainee program at Heart Mountain Center.

During the month of March, fifteen trainees completed their eight-weeks apprentice work. Ten of this number have received employment in the division where they received training. Two are continuing for advance training in the motor pool and the other three were dropped from the course.

Additional interest and cooperation from other operational divisions has been gained. It is now possible for the placement of trainees in more departments and the results are proving highly satisfactory.

So far, Center demands have absorbed the trainees at the close of their first eight-weeks' term. We have not placed anyone in outside employment as a direct result of the training we provided. We do hope it will be possible to place trainees in the divisions which are receiving a turnover because of relocation and thereby enable the best replacement possible.

Looking forward for the next month, we anticipate placing more trainees on the job and in divisions not previously participating in the program.

This report shows the extent of the assignments for the month of March, 1944.

W. C. Schlosser
W. C. SCHLOSSER
Vocational Training Supervisor

Budget Bureau No: 100-R047
Approval Expires: 1/20/45

For Month Ending 4/30 1944

Center: Heart Mountain, Wyoming

STATE ADMINISTERED COURSES FOR ADULTS	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
*VTWPW					
*FPWT					

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FPWT

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6.

WAR RELOCATION AUTHORITY

Report Bureau No: 100-2047

Approval Expires: 1/20/45

Monthly Report

For Month Ending 4/30 194 4

VOCATIONAL TRAINING

Center: Heart Mountain, Wyoming

1. SUPERVISED APPRENTICESHIP ASSIGNMENTS:	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
	M	F	M	F	M	F
<u>Nurse Aid Trainees</u>		2		4		2
<u>Automotive Mechanic Trainees</u>	2		3		2	
<u>Telephone Operator Trainees</u>				1		2
<u>Shoe Cobbler Trainees</u>	2		2		1	
<u>Retail Sales Trainee</u>		1	1	1		
<u>Clerk-Stenographer Trainee</u>				1		
<u>Lab. Technician Trainees</u>	1		3		1	
<u>Commercial Sewing Trainees</u>		10		10		
<u>Bookkeeping-Acct. Trainee</u>	1		1			

2. STATE ADMINISTERED COURSES FOR ADULTS	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
*VTWPW					
*FPWT					

*VTWPW - Vocational Training for War Production
Workers; FPWT - Food Production Workers
Training Programs.

3.
W.R.A. ADULT
TRADE CLASSES

NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
	M	F		

4.
HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

VTWPW

FPWT

5.
COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

WAR RELOCATION AUTHORITY

Budget Bureau No: 1047
Approval Expires: 1/20/45

Monthly Report

For Month Ending May 31 1944VOCATIONAL TRAININGCenter: Heart Mountain, Wyoming

1. <u>SUPERVISED APPRENTICESHIP ASSIGNMENTS:</u>	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
	M	F	M	F	M	F
<u>Nurse Aid Trainees</u>						4
<u>Automotive Mechanic Trainees</u>	2		3		2	
<u>Telephone Operator Trainees</u>		2		2		
<u>Shoe Cobbler Trainees</u>					2	
<u>Clerk-Stenographer Trainees</u>		12		12		
<u>Laboratory Technician Trainees</u>			2			
<u>Agriculture Trainees</u>	9		9			
<u>Commercial Sewing Trainees</u>		3		10		1

2. <u>STATE ADMINISTERED COURSES FOR ADULTS</u>	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
*VTWPW					
*FPWT					

*VTWPW - Vocational Training for War Production
Workers; FPWT - Food Production Workers
Training Programs.

3.

W.R.A. ADULT
TRADE CLASSES

NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
	M	F		

4.

HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

VTWPW

FPWT

5.

COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6.

NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

NARRATIVE REPORT

This narrative report can explain more in detail the extent of activities within the program.

There are no trainees in the Nurse Aid course. The persons completing have been certified and employed by the Hospital division. A new class for Aids and Dietician trainees is to be organized in June. This program will get under way with the return of Miss Wolford, instructor, now on vacation leave.

There is a demand for automotive mechanic trainees. These openings are hard to fill due to seasonal leaves for outside employment. Persons available are below high school graduation and likewise less desirable. The automotive mechanics course will open the first week in June. Preference is to be given to those out of school and having some inclination as well as interest in the field. The ultimate objective is to provide training for persons wishing to learn a skill for employment purposes and assist in every way possible the maintenance of equipment.

There are no men interested in Shoe Cobbler experience at the present time. The entire number which was in training have either dropped for outside employment or have been employed by the Enterprise division.

Interest has been gained toward placement of trainees in the electrical and plumbing division. At present, trainees are not available.

Plans are being laid to organize a Leadership Training program in conjunction with the Community Recreation division.

The seasonal employment which we must cope with at present is challenging, to say the least.

3.
W.R.A. ADULT
TRADE CLASSES

NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
	M	F		

4.
HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

VTWPW

FPWT

5.
COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

HEART MOUNTAIN CENTER
HEART MOUNTAIN, WYOMING

NARRATIVE REPORT

JUNE 1944

A more detailed account can perhaps explain more fully the developments of the learnership program for Heart Mountain Center.

During the past month, we have experienced a large turnover in the Center Maintenance Divisions, and for that reason, the trainee program experienced an excellent demonstration of the values of persons in training. Various sections are now appealing to the Learnership program for assistance which is somewhat reversed to the elementary stages of the organization. It is now in a very healthy stage. There is decided interest on the part of both, the division heads and those registering for training.

The program is becoming more varied as time goes on. It is desirable to learn as far as possible the departments from which the greatest results will be obtained.

Through the working order of the Learnership program we are able to meet the replacement demand and do so with some very well qualified people. In many cases, much better than was experienced previously.

During the month, the total in training rose to 90 and has dropped slightly at the close of the month due to employment.

The new Nurse Aid class got off to an excellent start. Fifteen members are now participating in the third class of this type. This program is particularly successful.

From the members now active in the Leadership course, we hope to improve our activity program and realize some assistant teacher material as well.

The Auto Mechanic School has opened. The enrollment is being held down until all necessary equipment is maintained and a working organization can function.

More interesting facts will unfold themselves as time goes on.

W. C. Schlosser
W. C. SCHLOSSER
Vocational Training Supervisor

WAR RELOCATION AUTHORITY

Budget Bureau No: 12047

Approval Expires: 1/30/45

Monthly Report

For Month Ending July 31, 1944VOCATIONAL TRAINING

Center:

1. <u>SUPERVISED APPRENTICESHIP ASSIGNMENTS:</u>	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
	M	F	M	F	M	F
Agriculture Trainees			7			
Clerk-Stenographer Trainees		8		11		6
Commercial Sewing Trainees		1		9		1
Dietician Trainees				2		
Electrician Trainees					2	
Automotive Mechanics Trainees			4			
Nurse's Aid Trainees				12		
Shoe Cobbler Trainees					1	
Telephone Operator Trainees				1		
Leadership Trainees		3		11		1

2. <u>STATE ADMINISTERED COURSES FOR ADULTS</u>	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
*VTWPW					
*FPWT					

*VTWPW - Vocational Training for War Production
Workers; FPWT - Food Production Workers
Training Programs.

W. R. A. ADULT
TRADE CLASSES

4.

HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

VTWPW

FPWT

15.

COURSES COMPLETED:

6.

NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

HEART MOUNTAIN CENTER
HEART MOUNTAIN, WYOMING

NARRATIVE REPORT ACCOMPANYING FORM W.R.A. 245 FOR THE MONTH OF JULY, 1944

July reports reflect the restlessness of large numbers of the evacuee population of Heart Mountain Center. In some divisions a complete turnover of employees has taken place. All section heads are more conscious than ever that experienced help is becoming a thing of the past. About the only solution for them is their affiliation with the Learnership department. Through this program novices become familiar with the operations of the division and make possible desirable replacements in spite of the large number of separations. At present these Learners are largely from the seventeen to twenty-one age group. In most cases these persons are high school graduates and some selection is still possible. Many well qualified persons, though lacking in experience, still reside within Heart Mountain Center. Perhaps the most critical period for Center replacements is over the hump again. Those returning from seasonal leaves will again be available. We do hope, however, that some from this number will find employment in the fields where we have been able to provide training and experience for them.

By comparison of the June and July report you will note a decided change. In many cases Learners are employed by the divisions within a very short time following their assignment. Registrations or recruits are not always available for replacement of persons in training. Female employment is by far more easily obtained. The male population constitutes those of a more or less indifferent attitude and the draft list where uncertainty of things becomes demoralizing.

The following explanation should make this a more comprehensive report. One from the Agriculture group took outside employment. One in bookkeeping-accounting section received outside employment and the second in training was referred to employment leaving no learners in that section at present. From the Clerk-Stenographer list, six were employed and three have obtained outside employment. One completed six months training in the commercial sewing section. Two now remain in the Dietician class. They will be employed within a few days. Four from this group left for outside employment. The situation in this department is critical. Very little help and only two learners available. The Electrician division absorbs the boys faster than I can find them. The Auto-Mechanic section took a reversal -- five from this group took outside employment. From the four remaining, two are to be transferred to the Motor Pool for replacements. Two will remain in the class and fifteen are to be added if they can be found. No more Learners are contemplated within the Motor Pool. We hope to be able to supply a reasonable number of replacements from the Auto-Mechanic School. Our nurse aid class will complete their eight weeks course August 14th. Three members from the original fifteen have dropped out. Two taking outside employment; one transferring to secretarial work. The hospital is very much in need in nurse's aids. The class of twelve will be employed immediately and a new group started as soon as they can be organized. We could place shoe cobbler learners

NARRATIVE REPORT -- PAGE TWO

if we could find interested persons. Another telephone operator will go into training during August. The operator completing this month has been certified to employment and will be employed after her return from a two weeks trip to Denver. The Leadership Training class is coming along nicely. Two from this class took leave for outside employment. One was employed as a Kindergarten Nursery teacher. Two others are now in training for Kindergarten Nursery work. We have an instructor conducting this work. Class meetings are from 8:30-10:00 AM daily. The remainder of the time is spent in recreation work, Boy Scouts, Girl Scouts, Girl Reserves, Campfire Girls, Sunday School work, and Recreation halls.

The cooperative spirit between recruits and the various maintenance division enables the Learnership program to remain active.

Respectfully submitted,

W. C. Schlosser

W. C. SCHLOSSER

Vocational Training Supervisor

WCS:rf

WAR RELOCATION AUTHORITY

Budget Bureau No: *Cope* 100-2047
Approval Expires: 1/20/45

Monthly Report

For Month Ending August 194 4

VOCATIONAL TRAINING

Center:

1.

SUPERVISED APPRENTICESHIP ASSIGNMENTS:	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT		
	M	F	M	F	M	F	
Agriculture Trainees	4		8				(3) dropped
Bookkeeping-Accounting	1		1				
Clerk-Stenographer Trainees		3	12			4	
Commercial Sewing Trainees			5				(4) dropped OE
Dietician Trainees						2	
Auto-Mechanics School	12		9		2		(4) dropped OE 1-draft
Nurse's Aid Trainees		4		3		13	
Telephone Operator Trainees		1		1		1	
Leadership Training				1	1	4	(5) terminated

2.	STATE ADMINISTERED COURSES FOR ADULTS	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
			M	F		
	*VTWPW					
	*FPWT					

*VTWPW - Vocational Training for War Production
Workers; FPWT - Food Production Workers
Training Programs.

3.

4.

5.

6.

copy

WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R047

Approval Expires: 1/30/45

Monthly Report

For Month Ending Sept. 30 1944

VOCATIONAL TRAINING

Center: Heart Mountain, Wyoming

1. <u>SUPERVISED APPRENTICESHIP ASSIGNMENTS:</u>	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
	M	F	M	F	M	F
Agriculture						Males (3)/terminated returned to school
Auto-Mechanics			4			(4) Males terminated OE.
Bookkeeping-Accounting		1		1	1	
Clerk-Stenographer				2		6 returned to school (4) Females
Commercial Sewing		11		11		1 (1) Female drop
Nurses' Aide		2		5		(1) Female terminated OE
Telephone Operator				1		

2. <u>STATE ADMINISTERED COURSES FOR ADULTS</u>	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
*VTWPW					
*FPWT					

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Workers; FPWT - Food Production Workers
Training Programs.

3.
W.R.A. ADULT
TRADE CLASSES

NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
	M	F		

4.
HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

Auto-Mechanics	10	3	9-11-44	5-25-45

VTWPW

FPWT

5.
COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R047

Approval Expires: 1/30/45

Monthly Report

For Month Ending 10/31 1944VOCATIONAL TRAININGCenter: Heart Mountain

1.	SUPERVISED APPRENTICESHIP ASSIGNMENTS:	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
		M	F	M	F	M	F
	Auto Mechanics			3			
	Bookkeeping-Accounting				1		
	Clerk-Stenographer				2		
	Commercial Sewing				12		
	Nurses' Aids				2		4
	Telephone Operator				1		

2.	STATE ADMINISTERED COURSES FOR ADULTS	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
			M	F		
	*VTWPW					
	*FPWT					

*VTWPW - Vocational Training for War Production
Workers; FPWT - Food Production Workers
Training Programs.

3.

3.

4.4.

WPW

WT

115.

115.

6.

WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R047

Approval Expires: 1/30/45

Monthly Report

For Month Ending Nov. 30 1944VOCATIONAL TRAINING *Copy*Center: Heart Mountain

<u>1.</u>	SUPERVISED APPRENTICESHIP ASSIGNMENTS:	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
		M	F	M	F	M	F
	Auto-Mechanic	8		8		2	
	Bookkeeping-Accounting				1		
	Clerk-Stenographer				1		
	Commercial Sewing				12		
	Technical Department			1			
	Nurses' Aid				1		1

(1) Female term.
O. E.

<u>2.</u>	STATE ADMINISTERED COURSES FOR ADULTS	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
			M	F		
	*VTWPW					
	*FPWT					

*VTWPW - Vocational Training for War Production
Workers; FPWT - Food Production Workers
Training Programs.

W. R. A. ADULT TRADE CLASSES

[illegible]

(1) Male
Dropped
(1) Male
term.OE

VTWPW

FPWT

COURSES COMPLETED:

[illegible]

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R047

Approval Expires: 1/30/45

Monthly Report

For Month Ending Dec. 31 194 4

VOCATIONAL TRAINING

Center: Heart Mountain, Wyoming

1.

SUPERVISED
APPRENTICESHIP
ASSIGNMENTS:

Auto-Mechanics

Bookkeeping-Accounting

Clerk-Stenographer

Commercial Sewing

Technical Department

Nurses' Aid

REFERRALS
THIS MONTH

TOTAL
IN TRAINING

CERTIFIED
TO EMPLOYMENT

M

F

M

F

M

F

8

1

1

12

1

2

(1) male
dropped

2.

STATE ADMINISTERED
COURSES FOR ADULTS

NO. HOURS
WEEKLY

END OF MONTH
ENROLLMENT

M

F

DATE
COURSE BEGAN

COMPLETION
DATE

*VTWPW

*FPWT

*VTWPW - Vocational Training for War Production
Workers; FPWT - Food Production Workers
Training Programs.

3.

4.

[illegible]

VTWPW

FPWT

115.

COURSES COMPLETED:					COURSES COMPLETED:				
COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6.

MONTHLY SUMMARY OF THE VOCATIONAL EDUCATION PROGRAM

In the vocational and retraining courses, our enrollment shows 20 men and 16 women enrolled in auto mechanics and domestic sewing courses. During the month, the auto mechanics class has completed major over-haul jobs on 14 trucks for the Motor Pool. This work has been accepted by Mr. Howard Walker as first class work and these trucks have been returned to active duty. A large number of minor repairs have been made to relieve the heavy load on the motor pool shops. The acetylene welding equipment has been put into operation which has greatly increased the efficiency of the school.

The sewing project has completed 60 suits of coveralls, 4,725 Christmas stockings and have repaired coveralls and many minor things for the various departments.

Other academic courses which include sewing, tailoring, crochet, embroidery, art, floral design and electricity have enrolled 929 students. The large enrollment and good attendance indicates the results obtained are valuable, not only as leisure time courses but as a factor in sound vocational training.

Approval Expires: 1/20/45

For Month Ending Jan. 1945

copy

Center: Heart Mountain, Wyoming

2.

*VTWPW

*FPWT

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W. R. A. ADULT TRADE CLASSES

3. W.R.A. ADULT TRADE CLASSES	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		

HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

<u>4.</u>	HIGH SCHOOL VOCATIONAL TRAINING CLASSES:				
Auto-Mechanics	10	10		9-11-44	5-25-45
TWPW					
PWT					

VTWPW

FPWT

COURSES COMPLETED:

COURSES COMPLETED:					COURSES COMPLETED:				
COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

WAR RELOCATION AUTHORITY

Budget Bureau No: 13-2047

Approval Expires: 1/20/45

Monthly Report

For Month Ending Feb. 28, 1945

VOCATIONAL TRAINING

Center:

1. SUPERVISED APPRENTICESHIP ASSIGNMENTS:	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
	M	F	M	F	M	F
<u>Auto Mechanics</u>	1		8		4	
<u>Bookkeeping & Accounting</u>				1		
<u>Clerk-Stenographer</u>		14		14		12
<u>Technical Department</u>			1		1	
<u>Nurse's Aid</u>						1

1 Relocated
1 U.S. Army
2 Employment

2.

STATE ADMINISTERED COURSES FOR ADULTS

	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
*VTWPW					
*FPWT					

*VTWPW - Vocational Training for War Production Workers; FPWT - Food Production Workers Training Programs.

3.
W.R.A. ADULT
TRADE CLASSES

NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
	M	F		

4.
HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

Auto Mechanics 10 4 9-11-44 5-25-45

Eight boys dropped from the course at the close of the first semester. Two of this number graduated; one transferring to the full time Auto Mechanics class. Two new assignments were made for the second semester. High School group now composed of four (4) members.

Industrial Arts	Boys	Girls	Home Economic Department	Boys	Girls
Jr. High School Wood Work	165		Jr. High Home Economic		187
Sr. High School Wood Work	147	62	Sr. High Home Economic	49	181
Electricity Class	24				
YVWVW Agriculture Class	30				
Mechanical Drawing	88				
Commercial Arts					
Shorthand					
YVWVW Typing					
Bookkeeping					
Commercial Law					
Total Commercial Arts	117	324			

5.
COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

HEART MOUNTAIN RELOCATION PROJECT
Heart Mountain, Wyoming

February 28, 1945

To: Mr. R. B. Johnson, Washington Vocational Training Supv.
From: W. C. Schlosser, Adult and Vocational Education Supv.
Subject: Narrative report to be attached to Form W.R.A.245
for February 1945.

Twenty-four persons are now active in the learnership program. The Practical Sewing and Auto Mechanics Schools have full enrollments. There is a waiting list for each of these programs.

February first, fourteen new assignments were made in the Practical Sewing Schools. The twelve persons terminated from the school had spent their allotted time in training.

There is a continuous turnover in students registering and participating in the auto mechanics section. The January report failed to show three referrals which occurred during the months. Form W.R.A. 245 for January 1945, should show a total of eleven auto mechanic trainees. During February one referral was made, one reported for induction, one relocated for trade school work, and two were referred and employed within the Center. This movement took place at the close of the month. New assignments have been made to fill all vacancies in the school on March 1.

In the other divisions of the learnership program, persons are receiving employment. The transfers to employment have taken nearly all that remained. No interest has been expressed in the other fields which are offered for vocational training--namely Bookkeeping-Accounting, Clerk-Stenographer, Dietician Trainee, Electrician helper, Lab Technician, Stock Room Clerk, Nurse's Aid, Shoe Cobbler, and Telephone Operator Training.

W.C.S.

WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R047
Approval Expires: 1/30/45

Monthly Report

For Month Ending Mar. 31, 1945

VOCATIONAL TRAINING

Center: Heart Mountain, Wyoming

1. <u>SUPERVISED APPRENTICESHIP ASSIGNMENTS:</u>	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT		
	M	F	M	F	M	F	
<u>Auto Mechanics</u>	2		5		5		All took out- side employment
<u>Bookkeeping-Accounting</u>				1			
<u>Technical Department</u>	1		1		1		Dropped for Relocation
<u>Commercial Sewing</u>				24			

2. <u>STATE ADMINISTERED COURSES FOR ADULTS</u>	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
*VTWPW					
*FPWT					

*VTWPW - Vocational Training for War Production
Workers; FPWT - Food Production Workers
Training Programs.

3.
W.R.A. ADULT
TRADE CLASSES

	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
Tailoring, Sewing & Cost. Design	5		502	3rd quarter April 1, 1945	June 23, 1945
Artificial Flower	10		94	April 1, 1945	June 23, 1945
Crochet	10		45	" " "	" " "
Electricity & Radio	6	23		Feb. 5, 1945	May 1, 1945
Shorthand & Typing	5	1	74	3rd quarter April 1945	June 23, 1945

4.
HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

Auto Mechanics		4		9-11-44	5-25-44
Industrial Arts	Boys	Girls			
Jr. High School Woodwork	128				
Sr. High School Woodwork	82	51			
Electricity Class	19				
Agriculture Class	18				
Drawing	89				
Total Industrial Arts	336	51			
Commercial Arts					
Shorthand		89			
Typing	25	113			
Bookkeeping	5	76			
Jr. & General Business	16	69			
Commercial Law		4			
Business	11	4			
Total Commercial Arts	57	355			
Home Economic Department					
Jr. High Home Economics		178			
Sr. High Home Economics	50	166			
Total Home Economic Dept.	50	344			

5.
COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

HEART MOUNTAIN RELOCATION PROJECT
Heart Mountain, Wyoming

March 29, 1945

To: Mr. R. B. Johnson, Washington Vocational Training Supv.
From: W. C. Schlosser, Adult and Vocational Education Supv.
Subject: Narrative report to be attached to Form 245 for March 1945.

In the past month three persons have been referred to employment in the learnership program while six have been certified to employment. Five men have terminated from the auto mechanics program to take employment on the outside. Four of this number have gained considerable garage experience and expect to enter car repair service on the outside.

Plenty of space in the Center news bulletins has been devoted to last call registrations in the vocational training fields. Interest is lagging. It is very difficult at this time to recruit members for any of the learnership programs. Two referrals were made in the auto mechanics school this month. There are two more men expecting to enter training April second. Efforts to establish new registrations for nurse aid training, clerk stenographer replacement, stockroom clerks, telephone operators and electrician helpers has netted nothing.

A number of high school girls have been employed for part-time employment in the hospital to help relieve the nurse aid shortage. Inasmuch as we are unable to recruit persons for an aid class, Miss Wolford, chief nurse, is planning to conduct a class in nurse aid work for these girls. This will meet one night per week and considered primarily for the hospital employed group. Miss Wolford expects to follow the same outline as planned for the nurse aid training program.

Sunday, March 25, graduation exercises were held for students of Mrs. Shitamoto's sewing class. Ninety persons received certificates of merit. Many of this number had been in training for as many as thirty months. These persons have learned skills which serve avocational as well as vocational interests.

A typing class has been included in the short term brush-up course. Twenty persons have already enrolled for this course which meets twice weekly for the remaining two months of operation.

A correction needs to be made on the February report. I am forwarding corrected copies to replace those you received. Kindly destroy form 245 for February 1945.

Budget Bureau No: 13-2047
Approval Expires: 1/20/45

For Month Ending April 30 194 5

Center: Heart Mountain, Wyoming

[illegible]

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3.
W.R.A. ADULT
TRADE CLASSES

	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
Tailoring, Sewing, Costume Desing	5		518	3rd quarter April 1, 1945	June 23, 1945
Artificial Flower	10		94	" " "	" " "
Crochet			68	" " "	" " "
Electricity and Radio		23		Feb. 5, 1945	May 1, 1945
Shorthand & Typing		7	51	3rd quarter April 1, 1945	June 23, 1945

4.
HIGH SCHOOL VOCATIONAL
TRAINING CLASSES:

Auto Mechanics	10	3	9/11/44	5/25/45
Last months report shows four high school students in the Auto Mechanics class. Two of this four were in high school attendance half days only. These two boys changed their schedule so they could enter the Learnership program on a half day schedule. One remained in the high school class and attends afternoons in the Learnership work.				
Industrial Arts:				
Jr. High Woodwork		128		" "
Sr. High Woodwork		162	50	Home Economic Dept. Boys Girls
Agriculture Class		17		Jr. High Home Ec. 178
Mechanical Drawing		59		Sr. High Home Ec. 50 62
Total Industrial Arts:		366	50	Total Home Ec. Dept. 50 240
V/V/V/V Commercial Arts:				
Shorthand		21	87	
Typing		24	111	
Bookkeeping		5	75	
V/V/V/V Jr. and General Business		16	69	
Commercial Law			4	
Business English 6		11	4	
Total Commercial Arts:		56	350	

5.
COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

HEART MOUNTAIN RELOCATION PROJECT
Heart Mountain, Wyoming

April 30, 1945

To: R. B. Johnson, Washington Vocational Training Supv.
From: W. C. Schlosser, Adult & Vocational Education Supv.
Subject: Narrative report to be attached to form 245 for April 1945.

The month of April has been a quiet month. Five men were referred to the Auto Mechanics program and one young lady to the Technical Department. Experience in the technical department consists of the operation, maintenance and repair of a motion picture projector. I have two persons in this department who are getting some excellent experience in operating projectors which are in our local theaters.

During the past month one trainee in the Auto Mechanics course took center employment. Two women from the Sewing School relocated. Referrals, employment, and relocation have caused the number in training to remain about the same as the previous month. It seems that we are unable to get beyond twenty-four.

The class for nurse aids, who were on part time employment at the hospital, has not been too successful. Attendance runs from 9 to 11 and somewhat irregular. Whether we will receive any replacements from this venture is difficult to determine.

The typing class is now composed of 22 members. Most of these people are devoting three nights a week to their study.

A class in Intermediate shorthand was organized this month. Its purpose is to allow for a complete review of the first year manual. This is primarily a brush up course. Employed persons as well as students in school participate in this class.

Plans are being mapped to complete all job orders in the Practical Sewing School and the Auto Mechanics School so nothing will be left unfinished when these programs are terminated at the close of May.

BUDGET BUREAU NO. 13-R047.1
APPROVAL EXPIRES: 12/31/45

CENTER:	FOR MONTH ENDING:
<u>Heart Mountain Relocation Center</u>	<u>May 31</u> 194 <u>5</u>
VOCATIONAL TRAINING SUPERVISOR	SUPERINTENDENT OF SCHOOLS
<u>W. C. Schlosser</u>	

[illegible][illegible]

W. ADULT TRADE CLASSES	HOURS WEEKLY	NO. OF WEEKS	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	
			M			
Tailoring, Sewing, Costume Design	5	12 wk.	sters.	544	3rd quarter April 1, 1945	Term May 31
Artificial Flower	10	" "	"	94	" " "	" " "
Crochet	10	" "	"	72	" " "	" " "
Electricity & Radio	5	" "	" 20		" " "	" " "
Shorthand & Typing	5	" "	" 8	52	" " "	" " "
HIGH SCHOOL VOCATIONAL TRAINING CLASSES						
	Boys	Girls				Boys Girls
Industrial Arts:					Home Economics:	
Jr. High Woodwork	128				Jr. High Home Ec.	178
Sr. High Woodwork	66	49			Sr. High Home Ec.	41 156
Electricity	15				Total Home Economics:	41 334
Agriculture	12					
Mechanical Drawing	84					
Auto Mechanics	4					
Total Industrial Arts:	309	49				
Commercial Arts:						
Shorthand		83				
Typing	23	106				
Bookkeeping	5	74				
Jr. & General Business	15	67				
Commercial Law		4				
Business English	11	4				
Total Commercial Arts:	54	338				
IN-SERVICE COURSES FOR APPOINTED AND FOR EVACUEE PERSONNEL						

NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. Include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; courses completed during the month; number completing each course (male and female); plans for new courses; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.

U. S. DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Heart Mountain Relocation Center
Heart Mountain, Wyoming

May 30, 1945

To: R. B. Johnson, Washington Vocational Training Supv.
From: W. C. Schlosser, Adult & Vocational Education Supv.
Subject: Narrative report to be attached to form 245 for May 1945.

A few changes have taken place in the Learnership Program during this past month. Five members of the Practical Sewing School terminated for relocation. Two members of the sewing school instructional staff have terminated and expect to leave the Center soon. One new assignment was made to assist in completing all job orders by June 15, 1945. Two new assignments were made in the technical department. The trainee in the Bookkeeping-Accounting section has been certified and employed by the cost department. New registrations have been received for the auto-mechanics school, but no assignments have been made. The quantity of work, number of men in training and the possibility of losing an instructor has caused uncertainty in regard to further assignments.

A number of the girls are still active in the nurse training program which Miss Wolford is conducting for part time workers in the hospital.

Class instruction in typing and shorthand is terminating this month. The Practical Sewing School, auto-mechanic, and technical department trainees will be the only remaining students after June 1st. The sewing school will close as soon as job orders are completed.

W.C.S.

BUDGET BUREAU NO. 13-R047.1
APPROVAL EXPIRES: 12/31/45

CENTER:	FOR MONTH ENDING:
Heart Mountain Relocation Center	June 30, 1945
VOCATIONAL TRAINING SUPERVISOR	SUPERINTENDENT OF SCHOOLS
W. C. Schlosser	

[illegible][illegible]

June 27, 1945

To: R. B. Johnson, Washington Vocational Training Supv.
From: W. C. Schlosser, Adult & Vocational Training Supv.
Subject: Narrative Report to be attached to Form 245 for June, 1945.

There is one activity remaining in the learnership program. Two boys are employed in the Community Activities' Technical Department. Their work consists chiefly of the operation, maintenance, and repair of motion picture projectors and public announcing systems. They will complete twelve weeks training by August 15, 1945. Due to the fact that all other activities of this department have been closed, it may be necessary to terminate these two boys before they complete their twelve weeks assignment.

Mr. James H. White, auto mechanics instructor, received a transfer to Seattle, Washington. This made a vacancy in the Auto Mechanics School and resulted in its closing. Four of the nineteen trainees on the job June 9, the closing date, were transferred to the Motor Pool; five were terminated. The two boys, employed assistants in the school, were also transferred to the Motor Pool.

Job orders for the Sewing School were completed so the program could be closed Friday, June 15, 1945.

This brings to a close the activities of the Vocational Training Department

W.C.S.

*M.A. Anderson's
Copy*

June 27, 1945

To: Mr. Ralph Forsythe, Acting Superintendent of Schools
From: W. C. Schlosser, Adult & Vocational Education Supv.
Subject: Monthly Summary of the Vocational Education Program.

This month brings to a close the vocational training program at Heart Mountain Center. Mr. White's transfer to Seattle meant closing the auto mechanics school. This department was shut down June 9, 1945. All equipment was inventoried and returned to the Property Control Section.

The job orders for the practical sewing school were completed so the department could be closed June 15, 1945. The eight trainees remaining in that program were terminated. Sewing machines that were in use at the school have been returned to the Property Control Section. Other properties on inventory will be checked and returned at a later date.

Two boys are still in training in the technical department of the Community Activities Section. They are gaining practical and valuable experience in the operation, maintenance, and repair of motion picture projectors and public announcing systems. The training period for these boys is twelve weeks in length and will run until August 15. Inasmuch as their services are urgently needed by the Activity Department and the boys are receiving fine experience, I would like to recommend that they continue there until they complete their training period or choose to terminate.

My time for the past month ^{has} been spent in compiling material for the terminal report and getting everything in condition preparatory to closing the Adult & Vocational Education Department.

This will be the final report of this nature.

M. J. Anderson's copy

June 27, 1945

To: Mr. Ralph Forsythe, Acting Superintendent of Schools

From: W. C. Schlosser, Adult & Vocational Education Supv.

Subject: Final Report of the Adult Education Program.

From the May 30 report you will learn that one class in the practical sewing school was continued until the fifteenth of June. Although all other activities in the adult education program were closed May 31, this class continued so the students could complete the work which they had begun in tailoring methods. This course was completed and closed June 15, 1945.

At this writing, only one member of the assistant teachers' staff remains on the payroll. Mrs. Tami Tanaka was retained for one month in order to make a terminal report on the adult education department. It appeared that a report made by an evacuee member might contribute something of future value for record purposes. She remained on the job to complete this assignment.

Twenty-one assistant teachers were active within the department at the time of closing. This includes both adult & vocational training department teachers. Five were transferred to other departments, one relocated, fourteen were terminated, and one, Mrs. Tanaka, remained on duty for one month longer. She completes her work at the close of this week, June 30, 1945. The cumulative vacation leave allows her time up to noon July 16, 1945. At this time the last member of the teaching staff will be terminated and all reports of the department completed.

Within the past month the equipment which was in use in the various sewing rooms was inventoried and found to be complete. All sewing machines have been returned to the Property Control Section. Tables and chairs on the inventory will be checked in at a later date.

W. C. S.