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Nos. 1-110, 112-126, 1944-1945

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PROJECT MEMORANDUM

<u>No.</u>	<u>Subject</u>	<u>Date</u>
1	Travel Voucher	3/9/44
2	Red Cross War Fund Campaign	3/16/44
3	Shortage of Gasoline	3/18/44
4	Time Card Preparation	3/20/44
5	Subsistence and Quarters Deductions	3/23/44
6	Change in Time	3/30/44
7	Appointive Personnel Timekeeping	3/29/44
8	Approval of Long Distance Telephone Calls	4/4/44
8-A	Approval of Long Distance Telephone Calls	8/7/44
8-B	Certification of Long Distance Telephone Calls	10/30/44
9	Inter-office Communication	4/15/44
9-A	Use of Franked Envelopes	7/22/44
10	M. P. Post Exchange	4/18/44
11	Use of Telephones	4/18/44
11-A	Use of Telephones	12/15/44
12	Budget Estimates	4/20/44
13	Ice	4/20/44
14	Domestic and Other Personal Services	4/27/44
Proj. Order 30	Use of Gov't-owned Automobiles on Official Trips	4/27/44
15	Labor Cost Procedure for Evacuee Admn.	4/25/44
16	"Restricted" Meal Identification Cards	4/28/44
17	Use of Project Gasoline Ration Tickets	5/5/44
17-A	Appoint to Poston Gasoline Ration Board	6/24/44
17-B	Appointments to Poston Gasoline Ration Board	10/10/44
17-C	Project Gasoline Rationing	3/27/45
18	Routing Slips	5/8/44
19	Transfer of Functions	5/15/44
19-A	Transfer of Functions	7/24/44
20	Asst. Director, in Charge Western Field	5/19/44
17-D	Center Gasoline Ration Board	4/3/45

PROJECT MEMORANDUM

<u>No.</u>	<u>Subject</u>	<u>Date</u>
21	Authorized Signatures	5/19/44
22	Appointment of Chairman of the Leave Clearance Board	5/20/44
22-A	Leave Clearance Board	7/24/44
23	Employment Procedure	5/23/44
24	Unobligated Balances	5/25/44
25	Responsibility for Functions of the Administrative Management Division	5/29/44
26	Reserves for First Quarter Fiscal Year 1945	6/1/44
27	Mess Halls	6/2/44
28	Manpower Commission	6/2/44
28-A	Appointments to Manpower Commission	10/10/44
29	Use of Government-owned Vehicles	6/3/44
30	Warehouse Inventory	6/9/44
31	Forms Clearance	6/22/44
31-A	Forms Clearance	9/11/44
31-B	Project Forms	10/10/44
31-C	Forms Clearance	10/14/44
31-D	Center Forms Clearance Procedure	1/6/45
32	Work on Privately Owned Automotive Equipment in Government Garages	6/29/44
33	Leave Reporting Procedure	6/29/44
34 **	Board of Survey	7/14/44
34-A	Board of Survey	10/10/44
* 34-B	Board of Survey	11/7/44
35	Requisitioning Procedure	8/1/44
35-A	Budget Estimates	9/21/44
36	Conserve depleted automotive equipment	8/21/44
37	Allocation of Office Equipment	8/21/44
37-A	Allocation of Office Equipment	10/10/44
38	Office Services	9/11/44
38-A	Messenger Service	11/21/44
39	Submission of Advance Estimates	9/11/44
40	Administrative Notice No. 139	9/15/44
* 34-D	Board of Survey (reconstituted)	11/2/45
** 34-E	Board of Survey (reconstituted)	12/27/45

PROJECT MEMORANDA

<u>NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
41	Change in Time	9/26/44
42	Appointed Personnel Eating in Evacuee Mess Halls	10/4/44
43	Alteration of Equipment	10/10/44
44	Designation of Procedures Officer	10/14/44
45	Third Quarter Budget Estimates, Fiscal Year 1945	
46	Conservation of Equipment	10/24/44
47	Place all Telephone Calls by Number	10/26/44
48	Supervision and Maintenance of Transportation Equipment	10/30/44
49	Rearrangement of Warehouses	11/4/44
50	Project Safety Committee	11/10/44
51	Grating Materials for Evacuees leaving the Center for Relocation	11/24/44
51-A (Rev.)	Evacuee Property Grating & Shipping	1/27/45
51-B	Conservation of Packing Materials	2/12/45
52	Personnel Ceiling	11/28/44
53	Reports	11/28/44
54	Allotment Ledger Closing	12/11/44
55	Soliciting Bids	12/13/44
56	Surplus Office Equipment	12/13/44
57	Warehouse Closing	12/20/44
58	Ration Book Procedure	12/22/44
59	Emergency Duties	12/28/44
60	Pay Day	12/28/44
61	Assistant Mileage Administrator	1/1/45
62	Designation of Acting Chief Project Steward	1/1/45
63	Inventory of Files and Records	1/3/45
64	Requisitions for Office Supplies and Office Equipment	1/9/45
65	Advance Estimates	1/9/45

PROJECT MEMORANDA

<u>NO.</u>	<u>SUBJECT</u>	<u>DATE</u>
66	Evacuee-Property Committee	1/10/45
67	Trips to Phoenix	1/17/45
68	Return of Property to the Warehouse	1/29/45
69	Designation of Finance & Supply Officers	1/22/45
70	Submission of Travel Vouchers	1/22/45
71	Compensatory Leave	1/22/45
72	Regulations Regarding Bus Transportation	1/23/45
72A	Center Bus Schedules for Evening & Morning Departures	3/5/45
73	Fourth Quarter Budget Estimates, Fiscal Year 1945	2/3/45
* 74	Maintenance of Time and Attendance Reports	1/30/45
74	(Supplement No. 2) Hours of Work	8/10/45
75	Preparation of Requisitions for Equipment, Materials and Supplies	2/9/45
76	Report of Property Loss, Damage or Theft	2/9/45
77	Designation of Acting Office Manager	2/21/45
78	Inventory and Record Control of Government Properties Used in Evacuee Housing and All Evacuee Unit Administrative Offices	3/3/45
79	Efficiency Rating Committee	3/7/45
79-A	Efficiency Ratings for the Year Ending March 31, 1945	3/23/45
80	Power Outage	3/8/45
81	Inventory of Project Vehicles	3/15/45
82	Clearance of Government Property by Evacuee Residents Leaving the Center	3/13/45
83	Motor Transport and Maintenance Section	3/30/45 4/2/45
84	Designation of Acting Chief Operations Division	4/2/45
85	Routing and Responsibility for Replies to Teletype Messages	4/3/45
86	Questionnaire for those employees who wish to continue in Government Service	4-5-45
87	Miscellaneous Minor Construction	4-7-45
88	Recreation Committee	4-10-45
* 74	(Supplement No. 1) Maintenance of Time and Attendance Reports and Signature of Documents	8/6/45

Project Memoranda

89	Center Gasoline Ration Procedure	4-19-45
89-A	Discontinuance of Gasoline Rationing	9-20-45
90	Payroll Deductions for Subsistence and Quarters	4-19-45
91	Delegation of Functions of Supply Officer and of Property and Warehousing Officer	4-23-45
92	First Quarter Budget Estimates, Fiscal Year 1946	4-25-45
93	Preparation of Correspondence	4-26-45
94	Nationwide Brake Emphasis Program	5-1-45
95	Bus Schedule for Evacuee Employees	5-7-45
95-A	Inter-Unit Bus Schedule	6-11-45
96	Sale or Lease of Evacuee Farm Properties	5-11-45
97	Mimeograph Reproductions	5-15-45
98	Speed Control of Automotive Equipment	5-24-45
99	File and Record Analysis	5-25-45
100	Announcement of Revised Gate Procedure	5-26-45
101	Shipment of Pets	5-30-45
102	Change of Personnel Barracks Letters to Numbers	6-1-45
103	Bus Schedule to and from Parker with Center Connections	6-2-45
103-A	Revision of Bus Schedules to and from Parker	6-20-45
103-B	Change of Bus Schedule	11/26/45
104	Establishment of Center Ration Panel	6-4-45
104-A	Rationing Regulations for Rainbow Mart	7-19-45
105	Traffic and Safety Laws and Regulations	6-7-45
106	Closure of Appointed Personnel Mess Halls in Units II and III	6-7-45
107	Assignment of New Identification Numbers to Center Motor Equipment	6-9-45
108	Disposition of Center Records	
109	Final Reports	

Project Memoranda

110	Gate Control of Admissions to and Departures from the Center	6/24/45
✓ 111	2nd Quarter Budget	
112	Designation of Acting Reports Officer	8/6/45
113	Equipment Use	9/20/45
114	Camps II and III (...prohibited from entering)	10/15/45
115	Mail Delivery	10/16/45
116	Property in Closed Blocks	10/24/45
117	Personnel Changes	11/2/45
118	Meal Prices, Administrative Mess	11/3/45
119	Armistice Day	11/6/45
120	Restricted Areas	11/26/45
121	Stray Cats and Dogs	11/29/45
122	Organizational Change - Internal Security Section	12/4/45
123	Emergency Medical Service	12/11/45
124	Bond Deductions	12/12/45
125	Postal Services after December 15, 1945	12/13/45
126	Holiday Work Weeks	12/17/45

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

Goetting

April 7, 1945

SUBJECT: Index to Project Memoranda

Following is a list of Project Memoranda which remain in effect as of this date. Memoranda not included in this list should be removed from binders and destroyed:

<u>No.</u>	<u>Subject</u>	<u>Date</u>
8-B	Certification of Long Distance Telephone Calls	10-30-44
10	M. P. Post Exchange	4-18-44
11-A	Use of Telephones	4-18-44
18	Routing Slips	5-8-44
20	Ass't Director in charge Western Field Office	5-19-44
27	Mess Halls	6-2-44
28-A	Appointments to Manpower Commission	10-10-44
29	Use of Government Owned Vehicles	6-3-44
31-D	Center Forms Clearance Procedure	1-12-45
32	Work on Privately Owned Automotive Equipment in Government Garages	6-29-44
34-C	Board of Survey	1-22-45
38-A	Messenger Service	11-21-44
40	Administrative Notice No. 139	9-15-44
42	Appointed Personnel Eating in Evacuee Mess Halls	10-4-44
43	Alteration of Equipment	10-10-44
44-A	Procedures and Forms Clearance	11-28-44
47	Place all Telephone Calls by Number	10-26-44
48	Supervision and Maintenance of Transportation Equipment	10-30-44
51	Crating Materials for Evacuees Leaving the Center for Relocation	11-24-44
51-A (Rev.)	Evacuee Property Crating & Shipping Procedure	1-27-45
51-B	Conservation of Packing Materials	2-22-45
52	Personnel Ceiling	11-28-44
55	Soliciting Bids	12-13-44
58	Ration Book Procedure	12-22-44
59	Emergency Duties	12-28-44
60	Pay Day	12-28-44
61	Assistant Mileage Administrator	1-1-45
64	Requisitions for Office Supplies and Office Equipment	1-9-45
66	Evacuee Property Committee	1-10-45
67	Trips to Phoenix	1-17-45
68	Return of Property to the Warehouse	1-29-45
70	Submission of Travel Vouchers	1-22-45
72	Regulations Regarding Bus Transportation	1-23-45

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April 7, 1945

<u>No.</u>	<u>Subject</u>	<u>Date</u>
72-A	Center Bus Schedules for Evening and Morning Departure	3-5-45
72-A (Suppl.)	Center Bus Schedules for Evening and Morning Departure	3-13-45
74	Maintenance of Time and Attendance Reports	1-30-45
75	Preparation of Requisitions for Equipment, Materials and Supplies	2-9-45
76	Report of Property Loss, Damage or Theft	2-9-45
77	Designation of Acting Office Manager	2-22-45
78	Inventory and Record Control of Government Properties used in Evacuee Housing and all Evacuee Unit Administrative Offices	3-3-45
82	Clearance of Government Property by Evacuee Residents Leaving the Center	3-13-45
83	Motor Transport and Maintenance Section	4-2-45
84	Designation of Acting Chief, Operations Division	4-2-45
85	Routing and Responsibility for Replies to Teletype Messages	4-3-45
86	Re Questionnaire for Employees who Wish to Continue in Government Service	4-5-45
87	Miscellaneous Minor Construction	4-7-45

*Duncan Mills*Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

PROJECT MEMORANDUM NO.1

March 9, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Travel Voucher

Your attention is called to Section 20.5 of the WRA Administrative Manual. This section covers travel of WRA employees on official business and study of the contents of this section should enable any employees to intelligently prepare a travel voucher.

Your attention is especially directed to Paragraph 20.5.6 which reads as follows:

"Preparation of the travel voucher is the sole responsibility of the traveler. Vouchers should be prepared and submitted immediately upon return to official headquarters, or at the close of the month if the travel is in excess of a month's duration, unless the traveler expects to return to headquarters within a very short period after the end of the month.

The basis form to be used in submitting travel expense accounts is Standard Form 1012. The supporting forms are as follows:

S.F. 1012a	Memorandum Copy
S.F. 1012b	Continuation Sheet (white)
S.F. 1012c	Memorandum Copy, continuation sheet (yellow)
S.F. 1012d	Receipt for Cash, Subvoucher for meals and lodging and miscellaneous travel expenses
S.F. 1012e	Statement of travel by motor vehicle
S.F. 1030	Government Transportation Request

Vouchers should be prepared by typewriter. The number of copies required shall be prescribed by the individual offices. Four carbon copies are required for all vouchers paid in Washington."

In the future, employees traveling on official business for Colorado River Relocation Center will be expected to prepare their own travel voucher in accordance with the above quoted paragraph of the WRA Administrative Manual.

The voucher should be prepared by the traveler himself and the traveler's division head shall sign in the space marked "Recommended for Approval" on the face of the voucher (Standard Form 1012-Revised). In case of doubt as to the propriety of charges, etc. the Fiscal Accountant or his assistants will give advice as to allowability and procedure.

The above stated requirement is effective immediately.


L. L. Nelson

Acting Project Director

Colorado River Relocation Center
Poston, Arizona

PROJECT MEMORANDUM NO. 2

March 16, 1944

MEMO TO: All Division and Section Heads, and Other Appointed Personnel

SUBJECT: Red Cross War Fund Campaign

You are no doubt aware that March 1944 has been designated by the American National Red Cross as the month during which the Red Cross War Fund Campaign is to be launched and carried through to successful conclusion. You no doubt are also aware of the fact that the local Chapter of the American Red Cross has been organized for the past 18 months and has rendered a very fine and necessary service to the community of Poston Units I, II, and III.

The Local Chapter, headed by Mr. Aijiro Takahashi, Chairman, and Mr. R. J. Takeda, Secretary, operates in exactly the same manner as any local Chapter under the direction of the National headquarters. Local activities sponsored by the Poston Chapter include Disaster Preparedness and Relief, Home Nursing Courses, First Aid and Water Safety Courses, Accident Prevention, Junior Red Cross Work, Public Health and Sanitation, Volunteer Special Services, and other activities vital to the welfare of the community.

The following data are shown to indicate the unusual importance of this campaign during 1944 in light of present world conditions:

U.S. servicemen given personal aid
-- 3,800,000 by camp and hospital workers
-- 2,500,000 by chapter Home Service
5,000,000 pints of blood collected
350 overseas clubs for servicemen and women
50,000 nurses recruited for the Army and Navy
(As of February 29, 1944)
65,000 volunteer nurse's aides trained for service
119,000 persons aided in disasters
(Fiscal year - July 1, 1942 - June 30, 1943)
15,000 survivors of marine disasters aided
925,000,000 surgical dressings produced
12,000,000 garments made
1,500,000 first aid certificates awarded
300,000 home nursing certificates issued
5,300,000 prisoner of war packages packed
(January 1, 1943 - November 6, 1943)
\$77,000,000 foreign war relief distributed
(August 1939 - September 30, 1943)

In his message regarding the War Fund, Chairman Norman H. Davis of the American Red Cross Headquarters stated:

"The obligations of the American Red Cross are always heavy. In a world at war, the grimmest one of history, these obligations are almost overwhelming. They shall not become so. The American people, their Red Cross, fulfill their obligations.

"These obligations of the Red Cross are imposed by the Congress of the United States. Moreover, they devolve uniquely upon the Red Cross because of international treaty, Executive Orders, Army and Navy regulations. Out of decades of experience, the Red Cross can cope with them effectively and efficiently as the Red Cross always has, to the extent that support and cooperation is given by the people."

I have stated in behalf of the appointed personnel that members of the Project organization, including appointed personnel of all Divisions, should be given an opportunity to join the Red Cross this year and contribute to the War Fund. For purposes of carrying on the campaign, the heads of each Division and Section of the Project are hereby designated to act in the capacity of campaign workers, or "salesmen." In order that there may be no misunderstanding, the persons designated for this purpose are listed below:

Operations Division:

R. H. Rupkey, Asst. Project Director
E. L. Decker, Senior Engineer
A. R. Barbour, Irrigation Engineer
Lyle F. Warnock, Highway Engineer
L. M. Armstrong, Supt. of Subjugation and Excavation
C. A. Popkin, Construction Engineer
D. R. Bowman, Utilities Plant Supt.
W. C. Sharp, Chief of Agriculture

Community Management Division:

John W. Powell, Asst. Project Director
Arthur L. Harris, Supt. of Education
A. Pressman, Principal Medical Officer
C. A. Harper, Chief of Internal Security
Lou E. Butler, Counselor
Charles M. Belitt, Business Enterprises Supervisor

Administrative Management Division:

L. L. Nelson, Asst. Project Director
Fred M. Haverland, Supply Officer
L. E. Curtis, Office Manager
J. W. Shepard, Finance Officer
Phillip Cassilly, Personnel Officer

Relocation Division:

James D. Crawford, Relocation Program Officer

These persons will be responsible for seeing that each appointed employee within their particular part of the organization is interviewed and has been given the opportunity to join in this important campaign.

One of the important things to remember this year is that ordinarily to join the Red Cross it is necessary to contribute only the amount of \$1.00. This year, however, with the conditions such as they are, it is important that each member contribute as much as possible, and with this in mind the divisional workers are encouraged to remind respective members that Red Cross needs this year far exceed those of any other year in the history of the organization.

It is requested that each Division and Section Head immediately consult with Dr. Walter Balderston, Community Activities Office, Rec. Hall 32, for the purpose of securing required materials in carrying on the campaign, together with instructions as to procedure and disposition of money collected. Please give this matter your whole-hearted cooperation and make every attempt to conduct a successful campaign insofar as the appointed personnel of this Project is concerned.

MORIS BURGE
Moris Burge
Deputy Project Director

Colorado River Relocation Center
Poston, Arizona

PROJECT MEMORANDUM NO. 3

March 18, 1944

MEMORANDUM TO: Residents of Poston *subject*

Due to the critical shortage of gasoline it is essential that unnecessary driving and running of equipment be eliminated.

All vehicles in operation must be approved by the Office of Defense Transportation. Poston is no exception to the rule. After approval is granted by the ODT, gasoline coupons are issued. This project used more gasoline for the month of February than any normal month. This means that our quota for March has been greatly reduced.

It is expected that all concerned will assist in any way possible to eliminate the unnecessary usage of gasoline on this project. Each Division and the Chief of Internal Security have been requested to make a survey of all of the equipment assigned to them and to take necessary steps to see that unofficial use of equipment on this project be eliminated.

MORIS BURGE
Moris Burge
Acting Project Director

Colorado River Relocation Center
Poston, Arizona

PROJECT MEMORANDUM NO. 4

March 20, 1944

MEMORANDUM TO: All Supervisors and Timekeepers

SUBJECT: Time Card Preparation

During the past month a great many time cards, Form WRA-115, were received that were not signed by the timekeeper and not initialed by the Supervisors in the various units and sections. That we may comply with the instructions as issued by our Washington Office, hereafter, time cards will not be accepted that are not properly signed and initialed as indicated above.

It was also noted that some offices attempted to include compensatory time on the time card. This is contrary to existing project regulations and should not be shown on the monthly time card. Compensatory time is to be handled by the Division and Section Chiefs and not by the Accounting Unit. Please refer to memoranda of January 27, 1943 and February 6, 1943.

MORIS BURGE
Moris Burge
Acting Project Director

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

PROJECT MEMORANDUM NO. 5

March 23, 1944

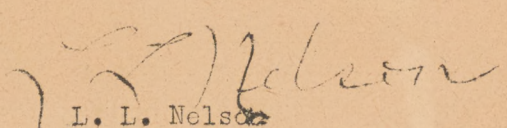
MEMORANDUM TO: All Appointed Personnel

SUBJECT : Subsistence and Quarters Deductions

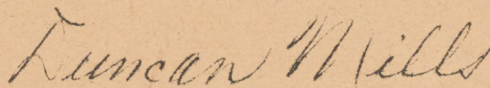
Due to some minor changes in timekeeping and payroll procedure, no quarters or subsistence ~~deductions~~ will be made from your pay checks for the period March 16th through March 31st. Instead, the deductions for this period will be made from your check covering the period April 1st through April 15th. Likewise each succeeding paycheck will have deductions taken from that check for the preceding period. Example:

Quarters and Subsistence for the period April 1 - 15, will be deducted from your paycheck for the period April 16 - 30. Quarters and Subsistence for the period April 16-30, will be deducted from your paycheck for the period May 1 - 15.

Hereafter, deductions for quarters and subsistence will always be made from the payroll in the pay period immediately following the period covered by the deduction.


L. L. Nelson
Assistant Project Director

Approved:


Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

Mills

PROJECT MEMORANDUM NO. 6

March 30, 1944

MEMO TO: All Residents of Poston

SUBJECT: Change in Time

In conformance with the change in time adopted by the State of Arizona, Poston will go on Mountain War Time, effective midnight Saturday, April 1, 1944.

This means that clocks should be moved ahead one hour as of the effective date.

Duncan Mills

Duncan Mills
Project Director

Mills

PROJECT MEMORANDUM NO. 7

March 29, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Appointive Personnel Timekeeping

Effective with the current pay period March 16-31, payroll preparation for the appointed personnel shall be the responsibility of the Personnel Management Section. Hereafter, the practice of Maintaining and processing individual time sheets on regular appointive personnel shall be discontinued.

This does not preclude timekeeping in the case of employees paid at prevailing wage rates. Division Heads shall be responsible for the preparation, certification, and transmittal of time sheets covering all employees in this category. This responsibility may be redelegated to not more than one person within each unit. Persons assigned to perform this function shall be designated in writing to the Personnel Management Section.

The following information shall be incorporated on a time sheet for each employee paid at prevailing wage rates:

1. Name of the employee, giving the last name first
2. Title of the position
3. Period of the month upon which pay is to be based
4. Rate of pay
5. Overtime pay
6. Cost breakdown by cost account number
7. Actual days worked by the employee

The symbols "A", "S", "C", or "O", indicated under the word "Legend" on the time sheet, shall be used to reflect any leave of absence from employment during the pay period concerned.

Time sheets shall be completed and transmitted to the Personnel Management Section in time to reach that office on the 15th and last day of the month. When these dates fall on a Sunday or holiday, time sheets shall be transmitted in time to reach that office on the previous day.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

April 4, 1944

PROJECT MEMORANDUM NO. 8

MEMORANDUM TO: Employees

SUBJECT: Approval of Long Distance Telephone Calls

There still seems to be some misunderstanding on the part of employees relative to placing of official long distance telephone calls. Unauthorized employees attempt to place long distance calls without approval by a person authorized to approve such calls. When the call is refused by the telephone operator, the person attempting to place the call takes the refusal as a personal matter.

Please note that no long distance telephone calls will be accepted through the project switchboard without approval by a person authorized to approve.

The following persons are authorized to approve long distance calls:

W. W. Angel	Edward Nossoff
H. P. Andresen	H. W. Palmer
Mrs. Lucille Barrett	Joe Petta
A. W. Beller	C. A. Popkin
Mrs. Pauline B. Brown	J. W. Powell
Moris S. Burge	A. Pressman M.D.
P. J. Cassilly	Scott Rowley
James D. Crawford	R. H. Rupkey
W. Allen Cushman	R. W. Schmitt
	R. H. Schoenhut
Charles Harper	W. C. Sharp
Dr. A. L. Harris	J. W. Shepard
F. M. Haverland	Charles Smith
John G. Hunter	C. E. Snelson
Lloyd M. Johnson	Dorothy Stevick
L. L. Nelson	C. H. Taylor
	L. F. Warnock

Personal long distance calls must be placed from the pay station in front of Administration Building No. 4, Telephone 180.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Preston, Arizona

Mills
August 7, 1944

PROJECT MEMORANDUM NO. 8-A

TO: Employees
SUBJECT: Approval of Long Distance Telephone Calls

Following is a revised list of persons authorized to approve long distance telephone calls:

Andrusen
H. P. ~~Andrusen~~
A. W. Beller
Mrs. Pauline B. Brown
Moris S. Burge
Lou E. Butler
Corlies Carter
Philip J. Cassilly
James D. Crawford
J. M. Fien
Charles B. Harper
Dr. Arthur L. Harris
F. M. Haverland
John G. Hunter
H. W. Palmer
Joe Petta

R. N. Parnell
C. A. Popkin
J. W. Powell
O. L. Prather
A. Pressman M.D.
Scott Rowley
R. H. Rupkey
R. W. Schmitt
R. H. Schoenhut
W. C. Sharp
J. W. Shepard
C. E. Snelson
Dorothy Stevick
C. H. Taylor
L. F. Warnock

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

October 30, 1944

PROJECT MEMORANDUM NO. 8-B

TO: Employees Authorized to Approve Long Distance Telephone Calls
SUBJECT: Certification of Long Distance Telephone Calls

Administrative Manual Section 20.8.9 reads in part as follows:

"Long distance may be used only when teletype or telegraph do not offer sufficient speed. Only official business may be discussed during such conversations, and each call must later receive certification that it was not personal and was on official business." (Underscoring supplied)

Effective November 1, employees authorized to approve long distance calls will be required to certify that calls authorized by them are for official purposes and are justified under the above Manual Section.

For purposes of certification a list will be kept in the telephone office of long distance calls approved by each authorized employee and the authorized employee will be requested to certify the list periodically, either weekly or monthly, depending on the number of calls placed.

It is suggested that for convenience in checking, each employee keep a record of all long distance calls authorized.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

Mills
April 15, 1944

PROJECT MEMORANDUM NO. 9

To All Division and Section Heads

SUBJECT: Inter-office Communication

My attention has been called to the increased use of franked envelopes for inter-office communication.

As stated in memorandum from Office Services Section dated February 1, 1944, we have on order plain kraft envelopes to be used for this purpose. Until these envelopes arrive, we ask that you either seal your communications by stapling, or re-use envelopes in your possession.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

July 22, 1944

Project Memorandum No. 9-A

To: Division Heads and Section Heads

Subject: Use of Franked Envelopes

All mail dispatched by this Project to evacuees on the Center should be placed in plain kraft envelopes for distribution through our messenger service. Extensive, unnecessary use of franked envelopes has been and is being made on this Project for this purpose. Such mail does not go through the Post Office and it is essential that we conserve, insofar as possible, our supply of franked envelopes.

Duncan Mills

Duncan Mills
Project Director

*only 1
will have
more*

Colorado River Relocation Center
Poston, Arizona

PROJECT MEMORANDUM NO. 10

April 18, 1944

MEMO TO: Appointed Personnel

SUBJECT: M. P. Post Exchange

Through the courtesy of Captain Gilbert, Commanding Officer of the 416th M. P. Escort Guard Company, appointed personnel of the center and their families have been accorded the privilege of using the Post Exchange. The purpose of this memorandum is to inform all personnel of the conditions under which this privilege is extended, and to request their cooperation in reciprocating Captain Gilbert's courtesy.

The following rules must be scrupulously observed by all appointed personnel and their families:

1. Members of the appointed staff and their families are not permitted to enter any building in the Company area except the Post Exchange.
2. Except on the one evening a week when movies and a dance are scheduled, sales to civilians will cease at 8:00 p.m., and all civilians must leave the building not later than 8:30 p.m.

I have agreed with Captain Gilbert that any employee of the center, or any member of an employee's family, who does not observe these conditions to the letter should be denied the use of the Post Exchange. Repeated abuses of the courtesy will doubtless be followed by a complete withdrawal of all privileges.

This notice should be brought to the attention of all family members.

Duncan Mills

Duncan Mills
Project Director

Miss Menden

Colorado River Relocation Center
Poston, Arizona

PROJECT MEMORANDUM NO. 11

April 18, 1944

MEMO TO: All Employees

SUBJECT: Use of Telephones

The project switchboard is being overtaxed and official project business is being impeded because of the use of office phones by employees for personal conversations.

The attention of all employees is directed to the fact that project phones are for official business only. Personal calls are strictly prohibited, and the use of phones for personal calls by employees may be considered cause for disciplinary action.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

Leahard

December 15, 1944

PROJECT MEMORANDUM NO. 11-A

TO: All Employees

SUBJECT: Use of Telephones

Your attention is called to Project Memorandum No. 11 issued April 18, 1944 wherein I informed you that the project telephone system is not and has never been intended for use in personal conversations. It is a government installation for the transaction of government business.

I am informed that notwithstanding my previous instructions the use of telephones for personal calls is so great that the transaction of official business is being seriously impeded. I have instructed the switchboard operators to check conversations when it appears that traffic and duration of a conversation from a particular office is excessive. If a misuse of telephones is determined, disciplinary action will result.

This applies to all employees, evacuee and appointed.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

April 20, 1944

PROJECT MEMORANDUM NO. 12

MEMORANDUM TO: DIVISION AND SECTION HEADS

SUBJECT: Budget Estimates

This is the call for budget estimates for the first quarter of fiscal year 1945 and all estimates are to be presented to C. H. Taylor, Fiscal Accountant, by May 6, 1944. In order that the extreme pressure heretofore placed on the Budget Office in meeting the deadline set by Washington may be relieved, it is requested that the preparation of your estimates be given immediate attention. Division and Section heads should make a thorough review of plans for the first quarter to determine the fiscal requirements for that period.

Justification of requests is required and is to be presented by activity and objective class within activity. Justification should be concise but in sufficient detail to fully support funds requested. Overall justification for personal services is not necessary but positions in addition to previous authorization for appointive, evacuee and temporary must be justified and accompanied by job descriptions. Additional positions will not be authorized without job descriptions and a strong justification to support the need; it is necessary, therefore, that particular attention be given this requirement.

Estimates submitted by the Engineering Section shall be based on the proposed construction program for the quarter and this program shall accompany the request for allotments. For each individual project within the program, there shall be an objective class breakdown and justification.

Justification for the Agriculture Section shall include the following information:

- A. Acreage
 - (1) Number of acres to be planted to vegetable crops
 - (2) Number of acres to be planted to feed crops
- B. Supplies and materials required (quantity and value)
 - (1) Seed
 - (2) Fertilizer

- (3) Dust and spray materials
- (4) Feeds
- (5) Hogs
- (6) Beef Cattle
- (7) Dairy Cattle
- (8) Poultry
- (9) Other Supplies

C. Data on shipments to other Centers

- (1) Pounds and value of vegetables, indicating centers to receive shipments.
- (2) Pounds and value of beef, indicating centers to receive shipments.

Justification for mess supplies shall be presented as follows:

Estimated average population x 45¢ x number of days in quarter \$ _____

Plus: Administrative mess \$ _____
Miscellaneous Supplies _____
Gross _____

Less: Pounds and value of vegetables produced for center consumption _____
Pounds and value of vegetables to be received from other centers (indicate center) _____
Pounds and value of pork produced for center consumption _____
Pounds and value of beef produced for center consumption _____
Pounds and value of beef to be received from other centers (indicate centers) _____
Pounds and value of poultry produced for center consumption _____
Dozens and value of eggs produced for center consumption _____
Quarts and value of milk produced for center consumption _____

Net Requirement \$ _____

The following points are for consideration in submitting requirements by objective classification:

- 01 - Personal Services: Form 304 shall be used for the tabulation of personnel requirements for the quarter with appointive positions listed first followed by temporary and evacuee. For your convenience, there is attached a classification schedule of grades and salaries for setting up Form 304. Also for your information, there follows a table indicating overtime rate applicable to the various grades:

\$1620	-	\$29.25	per month
1800	-	32.50	" "
2000	-	36.11	" "
2300	-	41.53	" "
2600	-	46.95	" "
2900 up	-	52.36	" "

Titles used on evacuee positions must conform with those approved by the Washington Office and be prefixed with proper code. In the preparation of Form 304, indicate dollars and cents in Columns 9, 10, and 11 and under Column 12, compute to the nearest dollar. With further reference to Column 9, care should be taken in arriving at the proper figure for entry to this column. For example, if 10 evacuee positions with the same code and title at \$19 are requested, \$190 should be entered as the base. The same would apply to appointive positions.

- 02.1 - Administrative Travel: Estimate is to be broken down by trips and days. For travel by Government auto, estimate at \$6.00 per day and by rail \$10.00 per day.
- 02.2 - Evacuee Travel: Involves the Relocation and Community Management Divisions and estimates will be computed as heretofore.
- 03 - Transportation of Things: Itemized estimate to be based on weight and cost per hundredweight by types of materials or equipment.
- 04 - Communication Services: To be estimated by the Administrative Management Division.
- 05 - Rents and Utilities: Involves mostly equipment and land rentals. Estimates to be prepared by the Engineering and Agriculture Sections based on item of equipment, number of shifts and cost per shift in the case of equipment and according to the terms of the lease in the case of land rentals.

- 06. - Printing and Binding: To be estimated by the Administrative Management Division.
- 07.2 - Other Contractual Services: Covers outside repairs on equipment, and off the Project medical care: Estimates to be based on the number and cost of equipment repairs and the number of patients to be treated or hospitalized.
- 08 - Supplies and Materials: Estimated requirements and justification to be detailed to the extent that the need will be obvious to the Washington Office.
- 09.1 - Equipment, Passenger Carrying Vehicles: To be estimated by the Motor Transport and Maintenance Section.
- 09.2 - Equipment, Other: Estimates to be justified by specific item.
- 10 - Lands and Structures: To be estimated by the Engineering Section fully justified by Project.
- 11 - Grants: Estimates to be computed by the Relocation and Community Management Divisions as heretofore.

Experience has shown that in some cases estimates have been presented to the budget office in not much more than skeleton form with the expectation that they will be completed as to detail by the budget office. The individuals responsible for the execution of the various programs should be fully aware of their needs and the budget office cannot be expected to have the information at hand. It should also be borne in mind that the budget office is concerned with the editing and compilation of the overall project estimate which in itself is a considerable task, and for these reasons, the Division and Section heads should prepare their estimates complete in every detail in order that they will be acceptable as nearly as possible as a final draft.

Forms are attached for use in preparing your estimates; original only need be submitted to the budget office.

MORIS BURGE
Moris Burge
Acting Project Director

SCHEDULE OF CLASSIFICATION GRADES AND SALARY RATES

						P&S	SP	CAF	CPC
	720	780	840	900	960				1
1200	1260	1320	1380	1440	1500				2
(1320	1380	1440	1500	1560	1620				3
(1200	1260	1320	1380	1440	1500	1560	1		
(1500	1560	1620	1680	1740	1800	1860			4
(1320	1380	1440	1500	1560	1620	1680	2		
(1260	1320	1380	1440	1500	1560	1620		1	
(1680	1740	1800	1860	1920	1980	2040			5
(1440	1500	1560	1620	1680	1740	1800	3	2	
(1860	1920	1980	2040	2100	2160	2220			6
(1620	1680	1740	1800	1860	1920	1980	4	3	
(2040	2100	2160	2220	2300	2400	2500			7
(1800	1860	1920	1980	2040	2100	2160	5	4	
(2200	2300	2400	2500	2600	2700	2800			8
(2000	2100	2200	2300	2400	2500	2600	1	6	5
2300	2400	2500	2600	2700	2800	2900		7	6
2600	2700	2800	2900	3000	3100	3200	2	8	7
2900	3000	3100	3200	3300	3400	3500			8
3200	3300	3400	3500	3600	3700	3800	3		9
3500	3600	3700	3800	3900	4000	4100			10
	3800	4000	4200	4400	4600		4		11
	4600	4800	5000	5200	5400		5		12
	5600	5800	6000	6200	6400		6		13
	6500	6750	7000	7250	7500		7		14
	8000	8250	8500	8750	9000		8		15
Over 9000							9		16

P&S Professional and Scientific Service
 SP Subprofessional Service

CAF Clerical, Administrative & Fiscal
 CPC Crafts, Protective & Custodial
 Service

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

April 20, 1944

PROJECT MEMORANDUM NO. 13

MEMO TO: All Division Heads and Section Heads

SUBJECT: Ice

Since the issuance of Mr. F. M. Haverland's memo of April 3, 1944 covering the supply of ice for the project, the Cost Accounting & Property Control Unit has been designated to take care of this work; therefore, effective immediately all requisitions for ice and details of delivery should be worked out through the Property Control Officer, Mr. Wm. A. Barrett.

MORIS BURGE
Moris Burge
Acting Project Director

Colorado River Relocation Center
Poston, Arizona

April 27, 1944

PROJECT MEMORANDUM NO 14

MEMO TO: All Appointed Personnel and Block Managers

SUBJECT: Domestic and Other Personal Services

Manual Release No. 61, Section 50.5.2, stipulates that after May 1, 1944 evacuee residents as private employees shall not perform domestic or other personal services for other evacuees, or for members of the appointed staff, except through Business Enterprises.

As a result of this directive, the Office of the Project Director, in consultation with Business Enterprises, has established the following rates for domestic services on the Center:

1. \$40.00/ month, 8 hrs/ day, 44 hrs/ week.
2. \$20.00/ month, 4 hrs/ day, 22 hrs/ week.

Since clothing allowance and subsistence can only be granted evacuees on full time or half time employment, hourly rates or rates less than half time are not permissible. However, where domestic services are desired for less than half time, two or more employers may jointly employ a person for not less than half time rates. Such an arrangement may be contracted for by the employers through Business Enterprises.

In view of the above, the following steps are necessary for employers who desire to continue with or who wish to obtain domestic services after May 1, 1944:

1. Make formal application for domestic workers or for personal services at Business Enterprises Office located in Camps I, II, or III at 34-J, Administration Bldg. #3, Room 5, and/or Block 310 respectively.

2. On or after May 1, service contracts must be completed between the employer and Business Enterprises before an employee is permitted to continue or commence domestic or other personal services.

3. Contract for services of a particular person is permitted.

Administrative instruction 50.5.2 further provides that any appointed staff member or evacuee resident who shall employ an evacuee to perform domestic or other services except in accordance with these instructions shall be subject to disciplinary action.

Your full cooperation in this matter is requested.

MORIS BURGE
Moris Burge
Acting Project Director

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

April 25, 1944

PROJECT MEMORANDUM NO, 15

MEMO TO: Unit Administrators

SUBJECT: Labor Cost Procedure for Evacuee Administration

In the recent revision of evacuee personnel quotas, it has been necessary to clarify administrative responsibility, routine clerical functions, and accounts to which costs shall be charged.

The attached chart is issued, and should be used to facilitate payment. The chart attached indicates just what each labor classification falls under as to Account No. By whom it is administered, by whom the timekeeping is accomplished, and under whose quota.

MORIS BURGE
Moris Burge
Acting Project Director

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

OPERATING CHART
for EVACUEE ADMINISTRATION
on COST ACCOUNTING FUNCTIONS

	Acct. No.	Administered By	Notice of Assignments & Timekeeping By	Quota Under
Unit Administrators and staffs	40-1100	Proj. Mgmt.	Unit Admin.	Proj. Mgmt.
Block Managers Central Office and staff	40-1100	" "	" "	"
Block Managers and Clerks	40-1100	" "	" "	"
Block Janitors	40-4580	Unit Admin.	" "	Operations
Executive Board	40-4150	Proj. Dir.	" "	Community Mgmt.
Local Council	40-4150	Proj. Dir.	Deputy Dir.	"
Community Council	40-4150	" "	" "	"

Block Gardeners: This group is handled entirely through the Agriculture Office. The time during which work is accomplished in the Block Gardens will be reported to the Agriculture Office as any other field activity. There will be no definite account chargeable due to the Job and Production Order Accounting in process in the Agriculture Section. Account Classification will be given to the proper individuals for timekeeping purposes on the various plots.

(4388-B)

Mrs. Stewick ✓

Colorado River Relocation Center
Poston, Arizona

April 28, 1944

PROJECT MEMORANDUM NO. 16

TO: All Appointed Personnel

SUBJECT: "Restricted" Meal Identification Cards

OPA regulations require that any person who eats more than seven meals in one week in the Project mess halls surrender his ration book to the Project. The Chief Project Steward is charged with the keeping of the ration books turned in by appointive employees on this Project.

In order to comply with these regulations, there shall be a new meal identification card (marked "Restricted") which will restrict ration book holders to seven meals each week.

Beginning Monday, May 1, 1944, Restricted cards will be issued to all appointive employees who have not turned their ration books over to the Chief Project Steward, and the present unrestricted meal cards will be taken in exchange.

"Restricted" cards will be punched by the meal checker for each meal eaten in the mess hall and when seven meals have been eaten on one card during a week, no more meals may be had on that card until the following week. If the employee, having eaten seven meals during one week, wishes to eat more meals in the Project mess hall that week, he must turn in his ration book and receive an unrestricted card.

The new cards are good for ten weeks. When a card is used up, a new card may be secured from the Cost Accounting and Property Control Office.

Moris Burge
Moris Burge
Acting Project Director

Colorado River Relocation Center
Poston, Arizona

May 5, 1944

PROJECT MEMORANDUM NO. 17

MEMO TO: Division and Section Heads

SUBJECT: Use of Project Gasoline Ration Tickets

On May 1, 1944 the use of project gasoline ration tickets was established. The allotment of gasoline to each vehicle was based on previous records, and the immediate need to curtail the use of gasoline on the project.

The first quotas were made by the Motor Pool Supervisor and will be subject to necessary adjustments. In order to handle such adjustments, and work out the details of the local rationing system, I am appointing the following persons to serve as a Poston Gasoline Rationing Board:

Moris Burge, Deputy Project Director, Chairman
R. H. Rupkey, Assistant Project Director
Operations Division
L. L. Nelson, Assistant Project Director
Administrative Management Division
Leslie Miller, Motor Pool Supervisor, Secretary

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

June 24, 1944

PROJECT MEMORANDUM NO. 17-A

TO: All Division and Section Heads

SUBJECT: Appointment to the Poston Gasoline Ration Board

Mr. Fred M. Haverland is hereby appointed to serve
on the Poston Gasoline Ration Board to replace Mr. L. L. Nelson.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

Leahard

October 10, 1944

PROJECT MEMORANDUM NO. 17-B

TO: Division and Section Heads

SUBJECT: Appointments to the Poston Gasoline Ration Board

Effective October 15, the following changes will be made in the membership of the Poston Gasoline Ration Board:

R. H. Rupkey, now a member of the Board, will serve as Chairman, replacing Moris Burge.

J. W. Powell and W. A. Barrett are appointed members of the Board, succeeding Moris Burge and Fred M. Haverland.

The Board will then consist of the following members:

R. H. Rupkey, Chairman
J. W. Powell
W. A. Barrett
Leslie Miller, Secretary

Duncan Mills

Duncan Mills
Project Director

Leachard

Colorado River Relocation Center
Poston, Arizona

PROJECT MEMORANDUM NO. 17-C

March 27, 1945

SUBJECT: Project Gasoline Rationing

At the latest meeting of the project Gasoline Ration Board it was observed that requests for increases over amounts originally allotted for the month are sometimes insufficiently justified, and there exists serious doubt in some instances as to whether responsible supervisors are exercising adequate control over day-to-day allowances for their individual vehicles.

Effective immediately requests for additional allotments will not be considered by the Board unless the applicant submits a statement explaining in detail the circumstances which require the increase and explaining in detail the control measures used to insure the efficient use of gasoline allotments by vehicles assigned to the activity.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

May 8, 1944

PROJECT MEMORANDUM NO. 18

TO: All Division, Section and Unit Heads

SUBJECT: Routing Slips

Beginning at once please use routing slips (Form OEM-302) ^{on all} intra-project mail. On your routing slips, show not only the person to whom the mail is addressed, but also indicate the office to which it is to be delivered.

We are constantly having to employ new messengers in the Office Services Section, and compliance with this request will facilitate correct delivery of your mail.

The Finance Section copy of Notices of Assignment and Termination Notices for evacuee employees should be addressed to the Cost Accounting Unit.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

May 15, 1944

PROJECT MEMORANDUM NO. 19

TO: All Division and Section Heads

SUBJECT: Transfer of Functions

Effective May 15, 1944, responsibility for the following functions is being transferred from the Relocation Division:

1. Supervision of Leave Clearance matters will become the responsibility of the Project Attorney.
2. The shipment of household goods and personal property of evacuees leaving the center will become the responsibility of the Evacuee Property Section.

This change will be made to relieve the Relocation Division of work not directly related to its proper function: the relocation of evacuees.

At an early date the Relocation Division will also be relieved of responsibility for Selective Service matters.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

July 24, 1944

PROJECT MEMORANDUM NO. 19-A

MEMO TO: Division and Section Heads

SUBJECT: Transfer of Functions

Project Memorandum No. 19 transferred from the Relocation Division to the Project Attorney the responsibility for supervision of leave clearance matters.

Effective immediately the Project Attorney is relieved of this responsibility and the function is returned to the Relocation Division.

The Relocation Division will also continue to handle Selective Service matters as in the past.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

May 19, 1944

PROJECT MEMORANDUM NO. 20

TO: Division and Section Heads

SUBJECT: Assistant Director, in Charge Western Field Office

Administrative Notice No. 70, dated April 25, 1944, conveys the information that Mr. R. B. Cozzens, formerly Field Assistant Director, has been designated Assistant Director in charge of the Western Field Office. Correspondence to the San Francisco office should be addressed accordingly.

I have recently noticed occasional letters addressed to Mr. P. J. Webster at San Francisco. Mr. Webster is no longer employed by the Authority, and all correspondence to the San Francisco office should be addressed to Mr. Cozzens.

Paragraph 13b on Page 3 of the Stenographer's Handbook should be amended to provide that copies of correspondence addressed to the Washington Office should be made for the Assistant Director, San Francisco.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

May 19, 1944

PROJECT MEMORANDUM NO. 21

TO: Division Chiefs

SUBJECT: Authorized Signatures

Considerable confusion has been occasioned in the Cost Accounting and Property Control Unit because of requisitions being signed by unauthorized persons.

Before May 31 the Property and Warehousing Officer will ask all Division Chiefs to supply the signatures of all persons authorized to approve requisitions. After that date, requisitions not manually signed by authorized persons will not be honored.

J. Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

May 20, 1944

PROJECT MEMORANDUM NO. 22

TO: Division and Section Heads

SUBJECT: Appointment of Chairman of the
Leave Clearance Board

For the past several months, Mr. James D. Crawford has been serving as both Chairman and Executive Secretary of the Leave Clearance Board.

On May 15, 1944 Mr. Scott Rowley was appointed Executive Secretary of the Board in order to free Mr. Crawford for his duties as Relocation Program Officer. I am now appointing Dr. Arthur L. Harris as Chairman of the Leave Clearance Board.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

July 24, 1944

PROJECT MEMORANDUM NO. 22-A

MEMO TO: Division and Section Heads
SUBJECT: Leave Clearance Board

Mr. Scott Rowley is hereby relieved of his duties as Executive Secretary of the Leave Clearance Board and Miss Dorothy Stevick is appointed to succeed him in this capacity.

Dr. Arthur L. Harris will continue to serve as Chairman of the Board.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Preston, Arizona

May 23, 1944

PROJECT MEMORANDUM NO. 23

TO: Division and Section Heads

SUBJECT: Employment Procedure

Recent revisions of the Manual and Handbook necessitate the following changes in the Procedure for evacuee employment transactions.

Effective immediately transfers and terminations of evacuee workers shall be accomplished as follows:

TRANSFERS

Transfers of workers between divisions or sections will be effected by the Personnel Management Section by means of Form WRA 116. Requests for transfer, whether originated by an individual worker or a division or section, shall be made directly to the Personnel Management Section Unit Office by means of Form WRA 116 prepared in five copies. The Personnel Management Section shall determine that the transfer is justified and will secure the concurrence of those concerned. No transfer shall be made prior to the receipt of a Form 116 which has been validated by the signature of a Placement Officer of the Personnel Management Section.

SEPARATIONS

Separation of a worker from his job will be effected by the Personnel Management Section by means of Form WRA 114. Requests for separation of a worker from his job shall be made by means of Form WRA 114 submitted to the Personnel Management Unit Office in five copies. All requests for separation shall include a statement clearly establishing the reason for separation.

All workers assigned to a Division or Section shall be carried in an active status until Form WRA 114 validated by means of a signature of a Placement Officer of the Personnel Management Section is received.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

May 25, 1944

PROJECT MEMORANDUM NO. 24

TO: All Division and Section Heads

SUBJECT: Unobligated Balances

To facilitate the closing of allotment accounts for the fiscal year and the determination of unobligated balances for withdrawal, it will be necessary that all requisitions for purchases to be made from the present (fourth quarter) allotments, be in the Property Control Office not later than noon on June 12, 1944.

Careful consideration should be given to the determination of needs and all items which can justifiably be ordered from the current quarter funds should be placed on requisition.

Unobligated balances, as soon as determined, will be declared to the Washington Office for withdrawal.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

May 29, 1944

PROJECT MEMORANDUM NO. 25

TO: Division and Section Heads

SUBJECT: Responsibility for Functions of the Administrative
Management Division

On May 29, 1944, Mr. Leonard L. Nelson, Assistant Project Director in charge of Administrative Management, will leave Poston to transfer to the Office of Indian Affairs. Until his successor is named the responsibility for the functions of this division will be divided among the heads of the Supply, Finance, and Personnel Management Sections along the following lines of authority:

- a. Office Services Section under the Supply Officer
- b. Statistics Section under the Personnel Officer
- c. Evacuee Property Section under the Finance Officer

The Supply, Personnel, and Finance Officers will report directly to me.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

June 1, 1944

PROJECT MEMORANDUM NO. 26

TO: All Division and Section Heads

SUBJECT: Reserves for First Quarter Fiscal Year 1945

Under date of February 2, Project Supply Instructions were issued to establish a procedure whereby materials could be reserved for certain activities according to budgetary and priority requirements. The instructions were also intended to control excess stocks of maintenance and operating supplies.

To eliminate excess stocks and to assure assignment of necessary materials to approved projects during the first quarter of 1945 fiscal year, it is proposed to return to general stock all unused items still on reserve as of July 1, 1944, unless there is submitted to the Supply Officer, prior to that date, a narrative justification for continuing the items on reserve.

Therefore, will all individuals now having on reserve materials which will not be used during the remaining days of this fiscal year, please review their reserves in light of the first quarter 1945 program so that cancellation or continuation of reserves may be effected.

Where additional materials, particularly lumber, are required during the coming quarter, a list of such items should be filed with the Supply Officer at an early date so that an allocation of available items can be made in time to permit uninterrupted operation of this Center. Requirement Lists should be submitted on Project Form SO-1 so as to be in suitable form for use by the Procurement Office as a request for purchase of items not available from Center stock.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

June 2, 1944

PROJECT MEMORANDUM NO. 27

TO: Division and Section Heads

SUBJECT: Mess Halls

I have been informed that evacuee residents of the Center who are employed in essential occupations in various activities are being drafted for so-called volunteer labor in mess halls and kitchens. While I recognize the essential nature of mess hall work, the practise of taking workers away from their assigned duties to fill in at mess halls does not have my approval.

All supervisors are hereby instructed to report to me immediately any instances in which their employees are absent from their post of duty because of the requirement that they serve in the mess halls of their respective blocks. This information should be in memorandum form, including the employee's name, his residence address, and date or dates on which he is absent from his regular post of duty. Unit Administrators and Block Managers are being notified of this instruction.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

Leonhard

October 10, 1944

PROJECT MEMORANDUM NO. 28-A

TO: Division and Section Heads

SUBJECT: Appointments to Manpower Commission

In response to a recommendation by the Manpower Commission that Corlies R. Carter be added to the membership of that body, Mr. Carter is hereby appointed a member of the Commission.

Effective October 25, Mr. C. E. Snelson will become a member of the Commission, succeeding Mr. Fred M. Haverland.

With the changes noted above the Project Administration will be represented on the Manpower Commission by the following members:

John W. Powell
R. H. Rupkey
Philip J. Cassilly
Corlies R. Carter
C. E. Snelson

Duncan Mills
Duncan Mills

g. g. g.

Colorado River Relocation Center
Poston, Arizona

PROJECT MEMORANDUM NO. 28 Revised

April 18, 1945

SUBJECT: Manpower Commission

Due to several resignations resulting in vacancies on the Manpower Commission, the representation of the Project Administration on the Commission is hereby changed as follows:

John W. Powell
Robert N. Parnell
Philip J. Cassilly
Corlies R. Carter
John L. E. Burdick

This Memorandum supersedes Project Memorandum 28-A, issued October 10, 1944, which may now be destroyed.

Duncan Mills
Duncan Mills
Project Director

(4831)

Colorado River Relocation Center
Poston, Arizona

June 3, 1944

PROJECT MEMORANDUM NO. 29

TO: Appointed Personnel

SUBJECT: Use of Government-owned Vehicles

Your attention is directed to Paragraph 50.2.5 of the Administrative Manual, issued under date of May 11, which reads as follows:

"The use of government-owned vehicles for personal business is prohibited by law. The Comptroller General has ruled that the transportation of employees from their homes to their places of business is their personal responsibility, and therefore, that government-owned vehicles may not be used for this purpose. All center employees of WRA who live outside the center must therefore provide for their own transportation between their homes and their offices on the center, and government-owned cars may not be used for this purpose. Anyone found violating this ruling will be subject to disciplinary action.

"The ruling does not apply to necessary transportation between centers and nearest common carrier stations, or other similar transportation necessary for carrying out the program of the Authority."

The use of project vehicles for transportation of employees between their residences in Parker and the Center will not be permitted after June 30, 1944. All persons involved must take immediate steps to provide for their own transportation between residences and the Center.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

June 9, 1944

PROJECT MEMORANDUM NO. 30

To: All Division and Section Heads

Subject: Warehouse Inventory

In accordance with instructions from the War Relocation Authority, this Center will, as of July 1, 1944, install a new system of property control. It is required that the records for the new system be established on the basis of a physical inventory of property. This subject was discussed at the staff meeting on Saturday, June 3. For general information, the following is a brief summary of inventory procedure to be followed:

At this time, inventory will be taken of warehouse stock only, with the exception that inventory will be taken of personnel quarters furnishings also.

All center warehouses will be closed for inventory from 5:00 p.m. June 14 until the inventory is completed. No requisitions will be processed during this time; excepting for subsistence supplies, without the Project Director's approval on the requisition as a real emergency.

Automobile and Heavy Equipment Repair Shops will be closed on June 15 and 16.

For the work of taking inventory, it will be necessary that we call on employees from various divisions and sections to help. Division Heads are expected to cooperate by detailing to the Property Control Unit those employees whose services are requested.

The following employees are to be detailed to inventory work as stated:

- W. A. Barrett - Mr. Barrett will have general supervision of the field inventory work.
- H. J. Vatcher - Mr. Vatcher will superintend the general warehouse inventory. The inventory will be taken by the project warehousemen.
- A. W. Beller - Mr. Beller will have charge of the garage warehouse inventory. The following men are detailed to assist him.

H. J. Fitzwater
Guy Stewart
W. B. Wilkerson
Steve Setka
Robert Montgomery
Jacob Ottem, Inventory Heavy Equipment Shop

The garage warehouse includes Net Factory Building, Auto Shop parts room, Heavy Equipment Shop parts room, and parts room at Ford-Ferguson field shop.

O. L. Prather - Mr. Prather will superintend the Medical Warehouse inventory. The inventory will be taken by the warehousemen.

M. J. Foster - Mr. Foster will be in charge of and, with help from the Property Control Office, will take inventory of stock inside the Parker Warehouses, also of all stock in the warehouse yard, excepting lumber,

Roy Anderson - Mr. Anderson will superintend the inventory of lumber at the Parker Warehouse. He will choose his own assistants,

J. F. Reinhardt - Mr. Reinhardt with his assistant will inventory the Surplus Property yard.

W. C. Sharp - Mr. Sharp will have charge of inventorying agricultural supplies and feed in the warehouses. To assist him are

Pete Homer
Lee Meecham

and such other of his section employees as he may designate.

C. E. Snelson - Special attention should be given to the Subsistence Warehouse inventory for June as the regular monthly inventory is to be used for the new records.

F. M. Haverland - Mr. Haverland will have charge of inventorying all government property in appointive personnel quarters for the purpose of establishing individual accountability files. He may choose his own assistants.

Office Procedure

Office procedure will be under the general supervision of Mr. T. D. Culbertson.

The following employees are detailed from other sections to assist in the Property Control Office during the compiling of new records from the inventory.

H. P. Andresen
H. W. Carter
C. W. Whitcomb

A meeting of all inventory workers will be held Tuesday, June 13, to discuss procedures and details in connection with taking the inventory. Employees who are to attend the meeting will be further notified.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

June 22, 1944

PROJECT MEMORANDUM NO. 31

TO: Division and Section Heads

SUBJECT: Forms Clearance

Manual Section 20.9.33 provides that Relocation Centers may issue forms in addition to existing Standard, OEM or WRA forms for their own internal use but that all forms so issued must be reviewed and approved in advance by a Forms Clearance Officer to be designated by the Project Director.

Mr. F. M. Haverland, Supply Officer, is hereby designated Forms Clearance Officer for the Colorado River Relocation Center.

Effective immediately, all new forms or revisions of forms now in use must be approved by the Forms Clearance Officer before being duplicated. All existing forms to be continued in use must be reviewed and numbered by the Forms Clearance Officer before a new supply may be reproduced. These requirements apply to all methods of duplication.

Duncan Mills
Duncan Mills
Project Director

(4499)

Colorado River Relocation Center
Poston, Arizona

September 11, 1944

PROJECT MEMORANDUM NO. 31 A

TO: Division, Section and Unit Heads

SUBJECT: Forms Clearance

Since the designation of a Forms Clearance Officer on this Center, it has become evident that all forms submitted for approval should be accompanied by a complete, concise justification for the use of the form and a statement as to the individuals or activities whose work requires the form.

In the past, this necessary justification has not been submitted promptly after the approval of the forms and has necessitated extra work on the part of the Forms Clearance Officer in order to transmit the information required by Paragraph C in Manual Section 20.9.33 to Washington.

Beginning the date of this memorandum, no forms will be numbered by the Forms Clearance Officer unless they are accompanied by an adequate justification for their use.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Preston, Arizona

Oct. 10, 1944

PROJECT MEMORANDUM NO. 31-B

TO: Division and Section Heads

SUBJECT: Project Forms

Manual Section 20.9.33 establishes the procedure whereby all project forms are to be numbered. Since the issuance of the above Manual Section, it has become desirable to speed up the numbering of forms and their submission to Washington.

Each Office is hereby directed to submit to the Forms Clearance Officer, Mr. F. M. Haverland, Room 10, Administration Building, Unit I, four copies of each Colorado River project form now being used which has not been cleared in accordance with Manual Section 20.9.33. Each form must be covered by a justification for the form's use consisting of references to the WRA policy or procedure the form implements and a brief description of the purpose and the persons or offices using the form.

Forms should be submitted by Monday, October 16, 1944.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

Leonhard
October 14, 1944

PROJECT MEMORANDUM NO. 31-E

TO: Division and Section Heads

SUBJECT: Forms Clearance

Effective immediately Mr. J. W. Shepard, Finance Officer, will succeed Mr. Fred M. Haverland as Forms Clearance Officer for this center.

Duncan Mills
Duncan Mills
Project Director

Leahland

Colorado River Relocation Center
Poston, Arizona

January 12, 1945

PROJECT MEMORANDUM NO. 31-D

TO: Division, Section and Unit Heads

SUBJECT: Center Forms Clearance Procedure

WRA Manual and Handbook, Section 20.9, provides that all forms issued in the Centers shall first be given project approval, including the assignment of a form number, then forwarded to the Washington office for review.

The following steps shall be taken by a Division or Section Head in determining the necessity for a new form.

1. Examine all Standard U. S. Government Forms, OEM Forms, WRA Official Forms and Colorado River Center approved forms now in use to determine whether an existing form can be used. The Procedures Officer will assist in this determination. (See Project Memorandum No. 44-A).
2. Prepare a draft of the form desired in accordance with instructions contained in WRA Handbook, Section 20.9.30.
3. Prepare a letter of justification, explaining its intended use fully in terms of the procedure it implements; by whom it will be prepared; to whom distribution will be made; and the estimated quantity that will be required monthly. The justification shall be prepared for the signature of the Division Head and should contain a statement that no existing approved form will meet the current requirements. The letter of justification, and the draft copy of the desired form, shall be submitted to the Procedures Officer in an original and one carbon copy.
4. The Procedures Officer shall examine the proposed form to insure that it does not conflict with other project procedures or WRA policy and that it will achieve its purpose. Upon approval, he shall assign a form number in the space provided on the draft and return it to the originating office for stenciling.
5. When the stencil is completed, it shall be returned to the Procedures Officer accompanied by the original draft, and one copy of WRA-Colo. River-164 "Requisition for Office Supplies", for final approval and duplicating.

Colorado River Relocation Center
Poston, Arizona

PROJECT MEMORANDUM NO. 31-D

-2-

January 12, 1945

6. Any reorders of previously approved forms shall be made by WRA-Colo.River-164, "Requisition for Office Supplies", and sent directly to Office Services Section.
7. Forms which do not bear a WRA-Colo.River number shall be treated as new forms when the present supply is exhausted.

This Memorandum supersedes Project Memoranda Nos. 31, 31-A, 31-B and 31-C which may now be destroyed.

Duncan Mills
Duncan Mills
Project Director

Mills

Colorado River Relocation Center
Poston, Arizona

June 29, 1944

PROJECT MEMORANDUM NO. 32

TO: Appointed and Evacuee Personnel

SUBJECT: Work on Privately Owned Automotive Equipment
in Government Garages

Effective immediately no work is to be done on any privately owned automotive equipment in any garage on the Center. Any privately owned cars or trucks found in any of the garages will be picked up by the Internal Security Officer and impounded.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

June 29, 1944

PROJECT MEMORANDUM NO. 33

MEMORANDUM TO: Appointed Personnel
SUBJECT: Leave Reporting Procedure

The following procedure for reporting leave shall be effective July 1, 1944.

Division chiefs or their designated representatives shall certify each day as to the leave status of the appointed employees under their supervision. To facilitate leave reporting, it is suggested that both Section and Unit heads be delegated the authority to recommend and sign leave slips for their employees.

One clerk in each division shall be designated to prepare a Daily Leave Report (Form No. 106) in duplicate. The original copy of the Daily Leave Report and all current Application for Leave (Form OEL-3) signed by the employee's supervisor shall be forwarded daily to the Personnel Management Section.

The copy of the Daily Leave Report shall be retained in the Division office for use in the follow-up of outstanding Applications for leave.

It shall be the responsibility of the individual employee to see that the Application for Leave is properly filled out, recommended, and signed by his supervisor.

All applications for annual leave must have prior approval of the Division head or his designated representative.

Applications for sick leave for a period of 3 days or less shall be prepared and forwarded to the Personnel Management Section within two days after the return to duty. For periods of illness of more than three days the application properly certified by a physician must be submitted within 15 days after the return to duty. Applications for sick leave in connection with optical or dental examination or treatment must have approval of the employee's supervisor and the Personnel Officer prior to the leave being taken and within two days after the return to duty must be validated by a medical certificate.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

July 14, 1944

PROJECT MEMORANDUM NO. 34

TO: Division and Section Heads

SUBJECT: Board of Survey

Paragraph 20.4.9D of the Property Control Handbook, dated July 1, 1944, reads as follows:

"Disposition of property may be made through Board of Survey Action. The Board of Survey shall consist of the following three members of the appointive staff:

- (1) Assistant Project Director in charge of the Administrative Management Division
- (2) Senior Engineer
- (3) Supply Officer

The Project Director shall designate three alternates to serve in their absence. Accountable Property Officers shall not serve on the Board of Survey."

Pursuant to this instruction I hereby designate the following members and alternates of the Board of Survey for this Center:

J. W. Shepard (To act in lieu of Assistant Project Director)
Alternate, Raymond C. Goetting

R. N. Parnell; Alternate, Lyle F. Warnock

F. M. Haverland; Alternate, H. W. Palmer

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

*Leahard
(Personnel)*

October 10, 1944

PROJECT MEMORANDUM NO. 34-A

TO: Division and Section Heads

SUBJECT: Board of Survey

Effective October 25 and until such time as the position of Supply Officer is filled, Mr. H. W. Palmer will serve as a member of the Board of Survey of this Center, succeeding Mr. F. M. Haverland. Mr. H. P. Andresen will serve as Mr. Palmer's alternate.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

November 7, 1944

PROJECT MEMORANDUM NO. 34-B

TO: Division and Section Heads

SUBJECT: Board of Survey

As was pointed out in Project Memorandum No. 34 the Property Control Handbook provides that the Assistant Project Director in charge of the Administrative Management Division shall be a member of the Board of Survey. Effective, therefore, on the date of his entrance on duty, Maurice Lipian will serve as a member of the board replacing J. W. Shepard, who has served in lieu of the Assistant Project Director. Mr. Shepard will in the future serve as Mr. Lipian's alternate, replacing Raymond C. Goetting.

The Board of Survey will then consist of the following members:

Maurice Lipian; Alternate, J. W. Shepard
R. N. Parnell; Alternate, Lyle F. Warnock
H. W. Palmer; Alternate, H. P. Andresen

/s/ Duncan Mills
Duncan Mills
Project Director

Leanhard

Colorado River Relocation Center
Poston, Arizona

PROJECT MEMORANDUM NO. 34-C

January 22, 1945

SUBJECT: Board of Survey

Effective immediately the Board of Survey is hereby reconstituted in accordance with WRA Handbook Section 20.4.9D, as follows:

MEMBER

ALTERNATE

Maurice Lipian

John E. Connolly

Robert N. Parnell

Lyle F. Warnock

Max E. Barnhill

Howard W. Palmer

Duncan Mills
Duncan Mills
Project Director

Lipian

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

Project Memorandum No. 34-D

November 2, 1945

NOTED

NOV 7 1945

Maurice Lipian

SUBJECT: Board of Survey

Effective November 5, the Board of Survey
is hereby reconstituted in accordance with WRA
Handbook Section 20.4.9-D as follows:

MEMBER

Maurice Lipian

Robert N. Parnell

Merle V. Mooney

ALTERNATE

John E. Connolly

David R. Bowman

Albert E. Cuberly

Duncan Mills

Duncan Mills
Project Director

C
O
P
Y

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

Project Memorandum No. 34-E

December 27, 1945

SUBJECT: Board of Survey

Effective January 2, 1946, the Center Board
of Survey is hereby reconstituted as follows:

MEMBER

~~X~~ Merle V. Mooney,
Chairman

Robert N. Parnell

~~X~~ John E. Connolly

ALTERNATE

Albert E. Cuberly

David R. Bowman

~~X~~ R. C. Goetting

Duncan Mills
Project Director

Hendrix?

Casilly
Schultz

Colorado River Relocation Center
Poston, Arizona

August 1, 1944

PROJECT MEMORANDUM NO. 35

TO: All Division, Section and Unit Heads.

SUBJECT: Requisitioning Procedure

The new property control procedure prescribed by the Property Control Handbook for installation as of July 1st makes necessary some changes in our procedure for handling warehouse issuances on this Project.

Instead of the requisition serving also as an issuing document as in the past, the new procedure requires that issuances be made on a Material Delivery Ticket, Form WRA-96 Revised, which will be prepared from the Requisition for Materials and Supplies, Form WRA-7 Revised. In order that the Property Control Office may have time to properly process requisitions, which includes writing Form WSA-96, the following schedule will be followed effective August 7, 1944.

- (1) Requisitions received in Property Control prior to noon of a given day will be processed and ready for the requisitioner any time after noon of the following day.
- (2) Requisitions received between noon and 5 o'clock of a given day will be ready for the requisitioner any time after 8 a.m. of the second day following.

For example:

Requisitions received during Monday morning will be ready for requisitioner to pick up after one o'clock on Tuesday. Requisitions received between one o'clock and five o'clock on Monday will be ready after eight o'clock on Wednesday.

The only change involved in the above schedule, so far as the requisitioner is concerned, is that needs will have to be anticipated 24 hours in advance. With very few exceptions it is possible to do this and it is requested that all requisitioning employees cooperate fully.

Duncan Mills

Duncan Mills
Project Director

PROJECT MEMORANDUM NO. 35-A

TO: Division and Section Heads

SUBJECT: Budget Estimates

It is requested that your immediate attention be given to the preparation of budget estimates for the second quarter of fiscal year 1945. For general instructions, please refer to Project Memorandum No. 12 dated April 20, 1944, which was issued in connection with the first quarter budget. It is urged that this memorandum be read carefully as it was obvious in reviewing first quarter estimates that certain instructions had not been complied with.

In a separate memorandum addressed to Division Heads, figures will be furnished representing the overall maximum to be budgeted by division, the evacuee quota and limitation for administrative travel.

Your attention is invited to Handbook Release No. 117 covering Procurement Handbook Section 20.6.15 which states, in effect, that Washington Office approval for the purchase of equipment is simultaneous with the allotment of funds. It also states that substitution of unapproved items for approved items of equipment cannot be made without Washington authority. Requests for additional equipment should not be made during the quarter. It is imperative, therefore, that your needs for equipment be given considerable thought, since random substitutions and requests for additional items will not be considered.

The contents of this paragraph and the one following are for the particular attention of the Engineering Section. Manual Section 40.3.22 deals specifically with the manufacture of furniture and prescribes that a regular numbered project shall be set up for this feature. An inventory of materials on hand is to be furnished in connection with the budgeting of funds required for the manufacture of furniture.

It has been requested by the Washington office that the Engineering Section use Form WRA 330 in preparing estimates for the various features of the construction program. WPB approval number should be shown on Form 330, and anticipated projects for which WPB Form 617 has not been submitted, should not be budgeted at this time.

Budget estimates are to be submitted in original only to C. H. Taylor, Fiscal Accountant, not later than August 7. This will provide sufficient time to conduct budget hearings and to edit and compile estimates. Either J. W. Shepard or C. H. Taylor will be available to assist you in the preparation of your estimates.

Forms necessary to compile your budget are attached.

/s/ Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

August 21, 1944

PROJECT MEMORANDUM NO. 36

Following a detailed survey by Lt. Col. L.E. Fiero, Head of the Motor Transport and Maintenance Section of WRA and an investigation by Mr. E.J. Utz, Chief of Operations of WRA, it has been determined that drastic steps must be taken to conserve our seriously depleted automotive equipment. WRA regulations require that all trucks and automobiles be placed in the Motor Pool when not in use on official business, except for a limited number which must be available 24 hours a day for emergencies. It will be necessary to curtail greatly the number of vehicles authorized on 24-hour assignment. All persons authorized to retain trucks and cars on a 24-hour assignment will be notified by letter, and starting September 1, 1944, all other equipment must be returned to the Pool when not in use.

An additional measure necessary to conserve our equipment will be the reduction in the number of pieces of equipment assigned to various divisions. In the future, a greater number of trucks and cars will be under the jurisdiction of the Motor Pool and assigned by them for specific jobs. After completion of such jobs, this equipment will be returned immediately to the Motor Pool.

The equipment not assigned on a 24-hour basis will fall into two categories: (1) Trucks and cars assigned to a division for a period of 30 days, which will be driven by workers employed by that division. (2) Trucks and cars assigned to jobs by the Motor Pool, and driven by operators employed and under the direct supervision of the Motor Pool. A Trip Record form will be filled out daily on equipment in both of these categories.

Effective September 1, a revision will be made of all assignments of automotive equipment, and division heads will be notified of the equipment which will be withdrawn from each division and placed under the supervision of the Motor Pool.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

August 21, 1944

PROJECT MEMORANDUM NO. 37

TO: Division and Section Heads

SUBJECT: Allocation Of Office Equipment

Effective the date of this memorandum, Mr. F. M. Haverland, Supply Officer will assume the responsibility for allocating office furniture and office machines to meet the needs of the Center. To establish procedures for this work the following rules are promulgated:

1. The Supply Officer is directed to allocate office furniture and machines to the best interest of the Center. His decision will be final.
2. Requests for allocation of office equipment will be considered by the Supply Officer during the second week of each month, provided such requests are supported by an adequate justification and a list of similar equipment being used by the applicant.
3. Exchange of all items covered by this memorandum will be made in accordance with the standard Property Control procedure contained in the WRA Handbook. This procedure must be followed prior to the actual physical exchange of the equipment. Permanent transfers between sections made without the approval of the Supply Officer and the Property Control Office will result in forfeiting transferred items.
4. Requisitions for newly acquired property must be passed by the Supply Officer before validation at the Property Control Office.
5. Responsibility for securing delivery of equipment will rest with the interested persons, who are authorized to request assistance from the Motor Pool. Delivery will not be a responsibility of the Supply Officer.
6. Equipment standing idle because it is in need of repair will be considered surplus as such units should be turned in to the general project warehouse with a request that the equipment be repaired. Responsibility for requesting repair work rests with the office using the equipment. Property Control Office should be notified and their procedure followed.
7. Property Control will be responsible for filing requests for repair of office machines with the Procurement Unit.

August 21, 1944

Page 2

8. The Operations Division will be authorized to carry a standing job and production order to cover the repair of all project furniture requested by the general warehouse personnel.
9. It will be the duty of the warehouse personnel to request, when needed, the repair of all furniture returned to the general warehouse and to schedule for Board of Survey action such units as cannot be repaired.

Requirements for office equipment change rapidly and the purchase of additional equipment is contingent upon such factors as budget limitations, availability in the market, and the probable existence of the center. Some inconveniences will continue to occur. Your continued cooperation will be appreciated.

Duncan Mills

Duncan Mills
Project Director

Poston, Arizona

October 10, 1944

PROJECT MEMORANDUM NO. 37-A

TO: Division and Section Heads

SUBJECT: Allocation of Office Equipment

Effective October 25, Mr. W. A. Barrett will assume responsibility for allocating office furniture and office machines, succeeding Mr. F. M. Haverland. Until further notice the duties assigned to the Supply Officer in Project Memorandum No. 37 will be performed by Mr. Barrett.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona
September 11, 1944

PROJECT MEMORANDUM NO. 38

TO: Division, Section and Unit Heads

SUBJECT: OFFICE SERVICES

With the beginning of school, the Office Services Section loses its entire messenger staff. The loss of these messengers will necessarily result in the suspension of our delivery service and, until such time as new employees can be obtained, the following procedure will be used, effective September 11.

1. Office Services will have boxes into which mail for various sections and units will be distributed by Office Services personnel
2. It will be the responsibility of each Unit I office to deliver outgoing correspondence, papers, etc. to Office Services and to collect similar items for return delivery.
3. The schedule of the United States Post Office permits delivery and sorting of incoming mail so that it will be available for pick-up in Office Services at 1:00 p.m. The mail is closed out in Office Services at 3:15 p.m. for delivery to the Post Office and all outgoing mail must be in the Office Services Section not later than that time.
4. Incoming teletypes will be distributed into the mail boxes in Office Services and extremely important messages will be telephoned to the interested parties.
5. Outgoing teletypes are timed and numbered not later than 8:50 a.m., 10:50 a.m., 1:50 p.m., and 3:50 p.m. All messages received after each of these times will not be released until the following transmission period.
6. Teletypes requiring the Project Director's signature should be in the Director's office not less than one half hour before closing times for receipt of outgoing teletypes.

For any further information on these regulations, please consult the Office Services Section.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

November 21, 1944

PROJECT MEMORANDUM NO. 38-A

TO: Division and Section Heads

SUBJECT: Messenger Service

In order to eliminate the difficulties which we have been experiencing in providing adequate services for the distribution of correspondence and other data between the several Units of Poston and within those Units the following procedure shall become effective at once:

1. Inter-unit correspondence and other data may be routed either to the Office Services Section of the Division of Administrative Management, or directly to the Block Managers' Supervisor's office.

2. The mail and other data sent to the Office Services Section will also be subsequently transmitted therefrom to the Block Managers' Supervisor's office.

3. Upon receipt by the Block Managers' Supervisor's office all data addressed to Units II and III will be appropriately sorted and transmitted to the respective Units' Mail and Files Offices by means of the hourly bus service.

4. The distribution of correspondence and other data within Unit I shall also become the responsibility of the Block Managers' Supervisor's Office.

5. Units II and III will route their material through their respective Mail and Files Offices for transmission to the Block Managers' Supervisor's office through the use of the hourly buses commuting between the Units.

6. All data for Project Administrative offices will be transmitted by the Block Managers' Supervisor's office to the Office Services Section.

7. The responsibility for the distribution of mail and other data in the Project Administration offices will remain in the Office Services Section of the Division of Administrative Management.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona
September 11, 1944

PROJECT MEMORANDUM NO. 39

TO: Division, Section, and Unit Heads

SUBJECT: Submission of Advance Estimates

On June 20, 1944 the War Relocation Authority issued its Supply Handbook establishing a procedure whereby all requests for the purchase of materials, supplies, and equipment are submitted only once each quarter. This procedure limits all subsequent requests for purchase to those of an emergency nature.

The first date for the submission of quarterly requirements on WRA Form 347 "Advance Estimate for Stores, Equipment and Services" will be October 15, 1944. To facilitate advance planning, each Section should assign the responsibility for preparing the WRA 347 to a specific individual. This should be done not later than September 15, 1944, and the Supply Office should be notified as to the person so designated. Compilation of data for the advance estimate should, by now, be well under way, and you are requested to prosecute your planning so that the deadline of October 15, 1944 will be met. WRA 347 should be prepared with separate estimates for (1) WPB Approved Projects; (2) Major Equipment; (3) Seasonal Items; (4) Services; and (5) General Stock Items.

Form WRA 347 can be obtained from the office of the Supply Officer, Room 10 Administration Building, Unit I. This form will cover all purchases except those for automotive repair parts, medical supplies, and subsistence as defined in Paragraphs A (1) and A (2) of Handbook Section 20.12.5. Forms shall be prepared in triplicate. The signed original and one copy shall be forwarded to the Supply Office and the second copy may be retained by the Division Chief. Items on Reserve Memoranda should not be considered in making the Advance Estimate as all reserves except those for WPB approved projects will be cancelled at the beginning of each quarter and the materials reallocated on the basis of the Project's requirements.

The WRA purchasing program contemplates that items ordered on the Advance Estimates for October 15, 1944 will not be delivered before December 1, 1944 and will be used during the period from December 1, 1944 to February 28, 1945. This fact should be borne in mind when preparing requests and when gathering data for the submission of your third quarter budget estimates.

You are again reminded that purchases of supplies other than those submitted on October 15th must be held over until the submission of the third quarter requests on January 15, 1945. This changeover in planning may cause some inconvenience during the second quarter but will result in the simplification of succeeding budget preparation.

Duncan Mills

Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

September 15, 1944

PROJECT MEMORANDUM NO. 40

TO: All Division and Section Heads

SUBJECT: Administrative Notice No. 139

Your attention is invited to Administrative Notice No. 139 dated August 12, 1944, concerning the use of franked envelopes.

Please distribute information on the four regulations established by Administrative Notice No. 139 to the members of your evacuee and appointed staffs.

Your attention is particularly directed to regulation No. 1 which requires the collection of all franked envelopes from employees whose official duties do not require their use, and to regulation No. 3 which has already been circularized on this Project through Project Memoranda Nos. 9 and 9-A.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

Isaacson

PROJECT MEMORANDUM NO. 41

September 26, 1944

TO : All Residents of Poston

SUBJECT: Change in Time

To conform to the change in time adopted by the State of Arizona, Poston will go on Mountain Standard time, effective 12:01 A. M. October 1, 1944.

This means that clocks should be moved back one hour as of the effective date.

MORIS BURGE

Moris Burge
Acting Project Director

Harcaster

Colorado River Relocation Center
Poston, Arizona

October 4, 1944

PROJECT MEMORANDUM NO. 42

SUBJECT: Appointed Personnel Eating in Evacuee Mess Halls

Under certain conditions in the past some members of the appointed personnel have been authorized to eat meals in evacuee mess halls and no charge has been made for those meals. Effective immediately no appointed employees excepting stewards shall eat meals in evacuee mess halls for any reason without charge and subsequent deduction on the pay roll being made for those meals.

Chefs in all evacuee mess halls are being instructed to secure from each appointed employee who may eat in their respective mess halls, the employee's meal card number and a report will be made daily to the Chief Project Steward who will in turn make a daily report to the Cost Accounting Unit of all meals served that day in evacuee mess halls to appointed employees. Such meals will be charged against the employee's subsistence account and deduction will be made on the pay roll at the same price as for meals eaten in the appointed personnel mess hall.

No exceptions to this rule shall be allowed without the prior approval of the Project Director.

Duncan Mills
Duncan Mills,
Project Director

Mills

Colorado River Relocation Center
Poston, Arizona

October 10, 1944

PROJECT MEMORANDUM NO. 43

TO: Division and Section Heads

SUBJECT: Alteration of Equipment

Since the beginning of the Project it has been necessary from time to time to change equipment, especially trucks, from their original capacity to some other type of equipment required in the operation of the Project.

While it is recognized that changes of this kind are sometimes necessary, nevertheless proper records and other details affecting such equipment must first be cleared. Effective immediately, authority for any changes of this nature will be requested in the following manner:

Property Transfer, Form OEM 61, will be prepared in original and five copies showing, where applicable, the name, make, type, serial number, motor number, and property number of the piece of equipment involved and stating a justification for the change that is to be made. In addition, disposition of any excess parts must be shown. The form will then be presented to the Property Control and Warehousing Officer or the Supply Officer for approval or disapproval, after which it will be returned to the authorized requisitioner as authority to make the changes requested.

Any person altering equipment without first receiving approval will be held personally responsible for damage to government property.

Duncan Mills
Duncan Mills
Project Director

Colorado River Relocation Center
Poston, Arizona

PROJECT MEMORANDUM NO. 43 Revised

April 19, 1945

Hyman
SUBJECT: Alteration or Cannibalization of Equipment

Your attention is called to Administrative Notice No. 216 issued February 9, 1945, wherein it is provided that equipment may not be cannibalized or converted to a different type and use except through the established survey procedure.

While it is recognized that the conversion of a piece of equipment to a different type, such as the conversion of a dump truck to a tractor for use with a semi-trailer, is at times necessary, nevertheless such a conversion may not be made without prior approval of the Washington Board of Survey. In instances wherein it is considered desirable to alter or convert a piece of equipment to other uses, Property Survey Report Form WRA-382, shall be prepared, setting forth the reason such conversion is necessary and listing any parts which have during the conversion become surplus items. Such surplus parts, if unserviceable, shall be so described in the Survey Report and their disposal, as salvage, shall be recommended. Other remaining parts which are in good condition but which cannot be used in this center, shall also be listed on Form WRA-382 and declared as surplus to our needs.

Form WRA-382 shall be submitted to the Property and Warehousing Officer, who shall initiate center Board of Survey action. Any employee of this center altering equipment without prior approval shall be held personally and financially liable for damage to government property.

This Memorandum supersedes Project Memorandum No. 43 issued October 10, 1944, which may now be destroyed.

Duncan Mills

Duncan Mills
Project Director

Leonhard

Colorado River Relocation Center
Poston, Arizona

October 14, 1944

PROJECT MEMORANDUM NO. ~~31-B~~ 44

MEMO TO: Division, Section and Unit Heads
SUBJECT: Designation of Procedures Officer

Pursuant to Administrative Notice No. 153, Mr. J. W. Shepard is hereby designated Procedures Officer for this center. In this capacity he will assume the responsibilities assigned to the Procedures Officer by the Administrative Notice. These responsibilities include the clearance of forms in accordance with existing procedures (see Project Memoranda Nos. 31, 31-A, 31-B and 31-C).

Duncan Mills

Duncan Mills
Project Director

TO: Division and Section Heads

SUBJECT: Third quarter Budget Estimates, Fiscal Year 1945

It is requested that your immediate attention be given to the preparation of your third quarter budget estimates. Estimates are to be presented to C. H. Taylor, Fiscal Accountant, not later than November 6, 1944.

For complete instructions, please refer to the Manual on Budget, sections 20.2.1 to 20.2.15. You are urged to avail yourselves of these instructions and study them carefully as strict compliance therewith is required. The above manual sections were promulgated with the intent of simplifying and standardizing the method of budget preparation and it is the responsibility of division and section heads to familiarize themselves with those instructions.

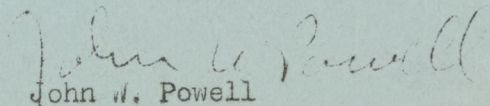
Following are some specific points for your particular attention:

- 01.1 - Personal Services Appointed. Where vacancies exist in a section, funds should not be budgeted unless a definite commitment has been made to an individual by the Personnel Management Section. Any proposed changes in the approved chart for appointed employees shall be covered in the budget estimates. Form 304-Revised is provided for your convenience in preparing estimates for appointed personnel. Columns 8, 9, and 10 reflect the requirements for one month; column 11 for the quarter. Column 8 and 10 are to be computed to the nearest dollar.
- 01.3 - Evacuee Service. A form is attached hereto for the purpose of estimating evacuee services. No additions should be made thereto.
- 01.4 - Personal Services, Temporary. To be estimated on Form 304-Revised. Complete justification for each position required.
- 02.1 - Administrative Travel. Tabulate anticipated travel by position, number of days, cost per day and total cost. Justify by trip and purpose.
- 02.2 - Evacuee Travel. Estimate the number of people relocating or transferring, number of family units and average cost per person.
- 03 - Transportation of Things. To be estimated by type of shipments which means carload or L.C.L. In the case of carload shipments such as subsistence, construction and maintenance materials etc., the number of carloads, cost per car and total cost shall be shown. On L.C.L. shipments, weight, cost per hundred weight and total cost shall be shown.

- 05 - Rents and Utilities. For equipment rentals, indicate the pieces of equipment, number of shifts to be operated, the cost per shift and total cost. For electrical energy, show anticipated kwh consumption, cost per kwh and total cost. If any other rentals are proposed, quantity and unit cost must be shown.
- 06.1 - Printing and Binding. To be estimated by the Office Services Section based on quantity of O.E.M. and Standard Forms and official stationery used and on hand.
- 07.2 - Other Contractual Services. Type and unit cost of service to be indicated. Full justification required.
- 08 - Supplies and Materials. See Manual Section 20.2.5 mentioned above. Note the requirement that quantities on hand are to be shown. The Health and Education Sections may group their 08 requirements by types and are not required to itemize.
- 09.2 - Equipment, General. An itemization, unit cost and justification are required.
- 11.1 - Grants, Public Assistance. Special instructions are being issued to the Welfare Section to be used as the basis for estimating public assistance.
- 11.2 - Clothing Allowance. Special instructions are being issued to the Welfare Section.
- 11.3 - Relocation Grants. Show the number of persons estimated to relocate during the quarter and the average grant per person including subsistence.
- 11.4 - Project Travel and Transfer Grants. Show number of persons, purpose of travel and average cost per person.

The Washington office has advised that considerable difficulty was experienced in reconciling the Form 330 submitted by the Engineering Section for the second quarter, with the section summary and the overall summary. In tabulating requirements by project on Form 330, where figures represent a total of 2 or more objective classifications, a breakdown should be indicated at the bottom of the page showing objective classifications involved and the amounts applicable to each.

Forms are attached for the preparation of your estimates, original only need be submitted. Use a population figure of 11,000.


John W. Powell
Acting Project Director

Colorado River Relocation Center
Poston, Arizona

October 24, 1944

PROJECT MEMORANDUM NO. 46

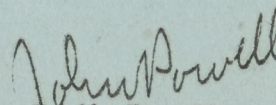
TO: Division and Section Heads

SUBJECT: Conservation of Equipment.

Paper has become a critical item and it is extremely important that every possible conservation measure be adopted. We have received a letter from the Washington Office requesting any comments and suggestions that we may have toward conservation of paper by improvement of forms or any other means. It was requested that we submit by November 15 any such comments and suggestions. That request especially requests comments on the following:

1. Eliminations of existing WRA forms.
2. Improvements which could be effected by revisions in existing WRA forms when re-ordered. For example, it was called to our attention recently by one center that Form WRA-116 was incomplete in that information was omitted as to the section to which employee was transferring and the new rate of pay.
3. Consolidations in existing WRA Forms.
4. Reduction in number of copies required.
5. Other forms which might be advantageously issued in the WRA series.

In order that we may comply with the Washington Office request, we are asking that each Division and Section Head consider the above suggested general means for conservation and then submit to the Forms Clearance Officer, J. W. Shepard, not later than November 8, specific suggestions which you may have for helping in conserving of paper.


J. W. Powell

Acting Project Director

Colorado River Relocation Center
Poston, Arizona

October 26, 1944

PROJECT MEMORANDUM NO. 47

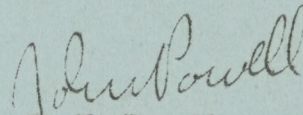
TO: All Project Employees

SUBJECT: Place all Telephone Calls by Number.

The Project telephone switchboard handles an average of 1500 calls per day. You, as a telephone user, can help the operator give satisfactory service by placing all calls by number, not by name.

Telephone directories, including the recent supplement of new numbers and corrections, are available to everyone on the Project. The directory contains Parker numbers as well as numbers for the three Poston units so it should be possible to place all calls by number. This will be a great help to the operator and will result in more satisfactory service for you.

If you don't have a telephone directory, call and get one at the telephone office in Administration Building No. 4.



J. W. Powell
Acting Project Director

Colorado River Relocation Center
Poston, Arizona

October 30, 1944

PROJECT MEMORANDUM NO. 48

TO: Division and Section Heads

SUBJECT: Supervision and Maintenance of Transportation Equipment

1. Effective November 1, all transportation equipment will operate under the supervision of the Motor Pool and be assigned on a trip sheet basis. Beginning October 31, all vehicles must be returned to the Motor Pool at the close of each day unless specifically exempted by the Motor Pool. All assignments previously authorized are hereby revoked.
2. On November 1, a bus system will be inaugurated to pick up and return all employees who live west and north of the canal in Unit I. Maps showing the bus route and schedule will be posted in public places. Under no circumstances shall government equipment be driven home or used for any personal business.
3. It will be necessary to secure a special pass for each trip of any government vehicle leaving the M. P. gate. This authorization will be furnished by the Motor Pool.
4. It will be necessary to receive from the Motor Pool a repair order before any equipment may be taken into the shop for repair.
5. Project Memorandum No. 36 is hereby revoked.

Duncan Mills
Duncan Mills
Project Director

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Y

Colorado River Relocation Center
Poston, Arizona

November 4, 1944

PROJECT MEMORANDUM NO. 49

TO: Division, Section and Unit Heads

SUBJECT: Rearrangement of Warehouses

Commencing November 15th through December 3rd, the Property Control and Warehousing Unit has been instructed to rearrange all stocks in the warehouses of all three Units, and at the same time consolidate and revise all Stores Cards.

At the time this operation is in progress all materials and supplies surplus to the needs of the project will also be segregated and declared to the Washington Office. Division and Section Heads will be called upon for their assistance in this matter.

Except for withdrawals from Parker warehouse, the Property Control and Warehousing Unit will be able, during the period stated, to honor only requisitions for emergency purposes; that is to say, only requisitions necessary for the protection of life, health or Government property. This move is a large undertaking which will require all the personnel in the Property Control and Warehousing Unit, and they will not have time to process or fill requisitions.

Immediately upon receipt of this memorandum, you must, therefore, requisition all materials and supplies necessary to take care of your requirements during the period November 15th to December 3rd.

Your cooperation is requested in order that this plan may be carried out on schedule.

/s/ Duncan Mills
Duncan Mills
Project Director

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Colorado River Relocation Center
Poston, Arizona

November 10, 1944

PROJECT MEMORANDUM NO. 50

To: Division and Section Heads

SUBJECT: Project Safety Committee

A Project Safety Committee is hereby established with the following membership:

R. H. Rupkey, Chairman	J. L. Horn
John W. Powell	James LeBerthon
J. M. Fien	Philip J. Cassilly
W. A. Barrett	

I suggest that the committee meet at least twice monthly for the purpose of reviewing current safety practices and recommending the adoption of any measures which may seem necessary or advisable in order to safeguard the welfare of the community and to preserve public property. More specifically, I recommend that the committee devote its attention immediately to the fields of fire protection and the safe use of transportation equipment.

Duncan Mills
Duncan Mills
Project Director