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c



*Mr. Merrill*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel

January 6, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Acting Supply Officer and  
Acting Property and Warehousing Officer.

Mr. Kenneth G. Merrill will be the Acting Supply Officer and Mr. Gordon Newbry will be the Acting Property and Warehousing Officer during the absence of Mr. Howard Mann beginning January 8, 1945.

*L. W. Folsom*  
L. W. FOLSOM  
Personnel Officer



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

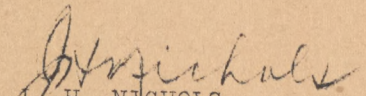
Personnel

January 6, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Acting Assistant Project Director.

Mr. L. W. Folsom will be the Acting Assistant Project Director in charge of Administrative Management during my absence beginning January 8, 1945.

  
J. H. NICHOLS  
Asst. Project Director



*Kehrer*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

January 11, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Motor Pool Supervisor.

Mr. Robert Hampton will be detailed as Motor Pool  
Supervisor, effective January 15, 1945.

*L. W. Folsom*

L. W. FOLSOM  
Personnel Officer



*Koyama*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

January 16, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Surplus Property Officer.

Mr. John H. Glandon, Assistant Farm Supt., will be detailed as Surplus Property Officer in the Property Control and Warehousing Section, effective February 1, 1945.

*L. W. Folsom*

L. W. FOLSOM  
Personnel Officer



*Kayama*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Relocation Center  
Hunt, Idaho

OFFICE MEMORANDUM

January 18, 1945

TO: All Appointive Personnel

SUBJECT: 1944 Income Tax Returns

Withholding Receipts for Calendar Year 1944 will have been distributed to all employees by January 25, 1945. There is quoted below a release received from the Bureau of Internal Revenue:

TREASURY DEPARTMENT  
Bureau of Internal Revenue  
Washington 25, D. C.

"Employees of the War Relocation Authority who have received their Withholding Receipts for 1944, are now in a position to file the simplest income tax form ever written, according to Joseph D. Nunan, Commissioner of Internal Revenue.

Wages paid and income tax withheld during 1944 have been entered on the receipt by the employer. All the taxpayer has to do is to answer a few simple questions regarding income and exemptions and mail the original copy of his receipt to the collector of internal revenue in his district. The collector will figure the tax and send a bill or a refund for the difference.

When the taxpayer uses his Withholding Receipt for a return, his tax is figured from a table which gives him an allowance of approximately 10 per cent of his gross income for charitable contributions, interest, taxes, casualty losses, medical expenses and miscellaneous items. Naturally anyone claiming a larger amount for deductions may get them by listing them on the standard tax blank, Form 1040.

With March 15, the deadline for filing of 1944 annual returns, not too far distant, millions of taxpayers who must clear up their 1944 tax obligations by that date are urged by Commissioner Nunan to file their returns, at the earliest possible moment and thus avoid confusion and last minute rush."

Income tax return forms are available at the Evacuee Property Office, which has just recently moved to the Administration area.

We have been advised that a representative of the Bureau of Internal Revenue will be on the Center on February 23, 24, 26 and 27, and will be located in the Evacuee Property Office. This representative has indicated that he will be available during the evenings to assist any appointed personnel in tax problems and preparing their returns.

*J. H. Nichols*  
J. H. Nichols  
Assistant Project Director



*Mr. Reher*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

January 22, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Mr. Gordon O'Bryan.

Effective January 22, 1945 Mr. Gordon O'Bryan is detailed from the Finance Section to the Property Control and Warehousing Unit until further notice.

*L. W. Folsom*

L. W. FOLSOM  
Personnel Officer



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

January 22, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Detailed to the Motor Transport  
and Maintenance Section.

Effective January 22, 1945 L. H. Roundy, Herman  
Haber and Dalice Hill will be detailed from the Engineer-  
ing Section to the Motor Transport and Maintenance Section  
until further notice.

*L. W. Folsom*

L. W. FOLSOM  
Personnel Officer



*Dr. Fisher*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

January 24, 1945

MEMORANDUM TO: All Appointed Personnel  
SUBJECT: Efficiency Ratings.

The following people have been designated by  
Mr. Harry L. Stafford, Project Director, to act as  
Efficiency Rating Committee for the coming year.

Dan Williams, Asst. Personnel Officer  
(Chairman)

Arthur Kleinkopf, Supt. of Education

Louis E. Rice, Farm Superintendent

Any questions or information relative to efficiency  
ratings may be referred to this committee.

*L. W. Folsom*  
L. W. FOLSOM  
Personnel Officer



*Dr. Fisher*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

January 30, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Detail of Mrs. Ruby Spriggs.

Effective January 29, 1945 Mrs. Ruby Spriggs is detailed from the Finance Section to the Mess Operations Section until further notice.

*L. W. Folsom -*

L. W. FOLSOM  
Personnel Officer



*Mr. Reher*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

January 31, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Personnel Staff Meeting At  
Dining Hall 23.

There will be a meeting of all appointed personnel staff at Dining Hall 23 at 10:00 A.M., Saturday, February 3, 1945. All appointed personnel are requested to be present.

*L. W. Folsom*

L. W. FOLSOM  
Personnel Officer



*Dr. Neher*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Section

*L. W. Folger*  
Personnel Officer

February 2, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: 6th War Bond Drive.

The following memorandum is from Mr. Harold L. Ickes, Secretary of the Interior, for your information:

Final returns in the 6th War Bond Drive show that Department of the Interior employees have oversubscribed their quota by \$657,856.38, total pay roll deductions and cash purchases of War Bonds in the two-months period for the entire Department having reached a total of \$3,052,516.38 or 127.5 per cent of our quota.

I am proud of this record and I congratulate the workers in the campaign and all those who so generously responded to the Nation's appeal for financial assistance.

I earnestly urge your continued support of the Government's financial program by the regular purchase of War Bonds through the payroll savings allotment plan.

/s/ Harold L. Ickes

Secretary of the Interior



*D. M. Heber*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

February 2, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Detail of Mr. Fred W. Minnesang.

Effective February 1, 1945 Mr. Fred W. Minnesang is detailed from the Personnel Section to the Evacuee Property Section until further notice.

*L. W. Folsom*

L. W. FOLSOM  
Personnel Officer



*Dr. Miller*  
Minidoka Project  
Hunt, Idaho

February 5, 1945

TO: All Appointed Personnel

Effective February 6, 1945, Mr. Dan T. Williams  
will be Acting Personnel Officer, during the absence of  
Mr. L. W. Folsom.

Very truly yours,

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



Minidoka Project  
Hunt, Idaho

February 5, 1945

TO: All Appointed Personnel

Effective today, Mr. Frank Beattie will be Acting Senior Engineer, during the absence of Mr. C. E. Plank.

Very truly yours,

*L. W. Folsom*

L. W. Folsom  
Personnel Officer



*Dr. Fisher*

MEMORANDUM

February 7, 1945

TO: All Appointed Personnel  
FROM: Personnel  
SUBJECT: Sixth War Loan Drive

Minidoka War Relocation Authority ranked No. 43 among the 89 federal agencies in the Salt Lake Region, in its comparative participation in the Sixth War Loan Drive. Its percentage achievement was 120.5 of its assignment. The highest achievement was the office of U. S. Attorney, 758.6; the lowest Agri. Econ. & Stats., 41.5. Topaz War Relocation Authority ranked No. 41 with a percentage--achievement of 123.0. LET'S CONTINUE OUR GOOD RECORD AT HUNT!!

*Paul J. Williams*  
Acting Personnel Officer



*Dr. Nelson*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

February 15, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: General Staff Meeting.

There will be a General Staff Meeting for all appointed personnel with Mr. Dillon S. Myer, Director, War Relocation Authority, Washington, D. C., on Sunday, February 18, 1945, 10:00 a.m. at Dining Hall 23. Please make necessary arrangements to be present.

*L. W. Folsom*  
L. W. FOLSOM  
Personnel Officer



*Dr. Weber*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

February 15, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Procedure Changes.

The following functions have been transferred from  
the Personnel Section to the Finance Section:

- a. Evacuee Leave.
- b. Extended Illness Compensation.
- c. U. S. Compensation.

All inquiries concerning the above are to be directed  
to the Finance Officer.

*L. W. Folsom*

L. W. FOLSOM  
Personnel Officer



*Dr. Nether*

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

February 16, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Expiration of automotive equipment assignments

*5 p.m.*  
Effective at ~~noon~~ <sup>5 p.m.</sup> Saturday, February ~~17~~ <sup>20</sup>, 1945, all automotive equipment heretofore assigned to appointed personnel is to be surrendered to Mr. McIntyre, subject to reallocation and assignment, pursuant to Motor Transportation and Maintenance regulations; except that this order does not apply to the Internal Security Section, the Fire Department or the Hospital Administration.

Very truly yours,

*H. L. Stafford*

H. L. Stafford  
Project Director



*Barrett*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

*Seen 2/23*

Feb. 20. 1945

MEMORANDUM TO. All Appointive Personnels

SUBJECT: Request for Transportation

We wish to state that all sections requesting transportation from the Motor Pool must issue a trip ticket stating the status of the trip, the estimated mileage and the time required. Unless the trip ticket is signed by the section head we cannot honor the request for transportation. When possible we ask that this trip ticket be presented to us the day before so we may arrange our transportation so it may be satisfactory to all.

If the section head does not want to sign the trip tickets he must send us a letter of authority for whom he wishes to sign the tickets for him. Unless we have this letter of authorization to accept the signature of any one rather than the section head, we cannot honor the request for transportation.

*Geo B. McIntire*  
Supt. of Motor Trans. & Main.



*Mr. Heber*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

February 26, 1945

MEMORANDUM TO: ALL Appointed Personnel

SUBJECT: Acting Assistant Project Director in  
charge of Community Management.

Effective March 1, 1945 Mr. Bert Weston will be detailed as  
the Acting Assistant Project Director in charge of Comm-  
unity Management until further notice.

*L. W. Folsom*  
L. W. FOLSOM  
Personnel Officer



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

February 26, 1945

MEMORANDUM TO: ALL Appointed Personnel  
SUBJECT: Acting Counselor.

Mrs. Lenore Williams will be the Acting Counselor  
during the absence of Miss Lidie Fite, effective as of  
this date.

*L. W. Folsom*  
L. W. FOLSOM  
Personnel Officer



*Mr. Neher*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Relocation  
Hunt, Idaho

Personnel Mgt. Section

February 26, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Acting Elementary School Principal.

Mrs. Nannie Bauman will be the Acting Elementary  
School Principal, effective March 1, 1945.

*L. W. Folsom*

L. W. FOLSOM  
Personnel Officer



*Dr. Fisher*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

March 1, 1945

MEMORANDUM: To All Appointed Personnel

SUBJECT: Detail for Reports Officer.

Effective March 2, 1945 Mr. Frank Barrett will  
be the Acting Reports Officer during the absence of Mr.  
John Graham.

*L. W. Folsom*

L. W. FOLSOM  
Personnel Officer



*Dr. Nelson*

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

March 2, 1945

MEMORANDUM TO: All Appointed Personnel  
SUBJECT: Staff Meeting

There will be a Staff Meeting for all Appointed  
Personnel at 10:00 A.M. Saturday, March 3, 1945, in Dining  
Hall #25.

*L. W. Folsom*

L. W. FOLSON  
Personnel Officer



*Dr. Heber*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Persommel Mgt. Section

March 5, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Detail for Office Engineer.

Effective March 15, 1945 Mr. D. W. Kingsbury,  
Foreman Mechanic, will be detailed to the position of  
Office Engineer until further notice.

*L. W. Folsom*

L. W. FOLSOM  
Personnel Officer



*Dr. Heber*

Minidoka Project  
Hunt, Idaho

March 8, 1945

TO: All Appointed Personnel

Effective today, Mr. Ray Harker will be Acting Superintendent of Schools, during the absence of Mr. Arthur Kleinkopf.

Very truly yours ,

*L. W. Folsom*

L. W. Folsom  
Personnel Officer



*Dr. Heber*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
MINILOKA PROJECT  
HUNT, IDAHO

Memorandum to All Appointed Personnel

Subject: Seventh War Loan Drive

The following Memorandum is for your information. Let us all start planning for this drive.

*L. W. Folsom*  
L. W. FOLSOM  
Personnel Officer

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
Office of the Secretary  
Washington

March 10, 1945

Memorandum for the Campaign Staff;

Subject: Seventh War Loan Drive

The Seventh War Loan Drive to raise 14 billion of dollars to carry on the war will run in the Department from April 1 to June 30. The quota for individuals has been set at 7 billions as compared with 5 billions during the Sixth War Loan Drive. The quota for series E Bonds has been increased from 2-1/2 billions in the Sixth to 4 billions for the Seventh.

Two factors are to be considered in this increase in the Series E Bond quota over that of the Sixth War Loan; namely, (1) present indications are that there will be only two war loans in 1945 instead of three as in 1944, and (2) sales during three months will be counted as credits against quotas instead of two as in the Sixth War Loan.

Since Federal civilian employees are paid more or less uniformly on a semi-monthly basis, and in view of the fact that the bonds purchased by employees are paid for largely by deductions on pay rolls as of the 15th and last days of each month, the Treasury has authorized that the deductions on the six semi-monthly payrolls for April, May and June be used as a basis for credits against agency quotas.

The quota for this, as well as other governmental departments, has been set as equal to 18% of the gross monthly pay rolls for each of the three months of April, May and June. For convenience in establishing quotas, the January pay roll should be used as a basis. In case of a material increase or decrease in the gross pay roll of any particular unit, at the time the final report is rendered, the reported quota may be adjusted to represent 18% of each of the three months' gross pay.



One of the principal features of the Seventh War Loan Drive will be the placing of major emphasis on pay roll savings and a large part of the nation-wide promotion campaign will be aimed at this objective. There is no surer way of combatting the threat of inflation and at the same time providing the money that our government so urgently needs for war than by investing periodically in War Bonds through the payroll savings plan.

As the war in Europe fast approaches a climax, the forthcoming drive can be described as the most important of all. Enormous losses in equipment follow each victory in the field. Investment in War Bonds provides our government with the means to finance the fabrication of material to replace that which has been destroyed. There must be no relaxation, therefore, in our efforts to solicit investment in war bonds and every employee should be carefully canvassed during the campaign. Too, by encouraging the full participation of all employees in this greatest of savings plans, you will be creating a sound economy for post war days.

It is suggested that you immediately lay plans for an intensive payroll savings drive during the remainder of the month of March so that when the Seventh War Loan opens employees will have the full benefit of the three months' payroll allotments thereby making your cash campaign easier of accomplishment. There are undoubtedly a number of employees who have recently entered on duty who are not participating in the Pay Roll Savings Plan. The operation of the plan should be presented to them with a view to enlisting their participation. Stress should be laid on the fact that higher payroll allotments will result in reducing the amount that will be required for cash purchases.

As in prior War Bond campaigns the wholehearted cooperation of all the workers is necessary in order to assure that the drive will be successful. Each worker should feel that upon him alone rests the success or failure of the campaign. If, therefore, each member of the campaign staff approaches the drive with the same sincere zeal as has been exhibited in prior campaigns, I feel that the Department will continue to make the fine record in which every employee may well take pride.

Further information regarding the drive, including the reporting procedure, supplies and promotional material, etc., will be sent you as soon as available.

/s/ Floyd E. Lotson

Chief Clerk,



*Dr. Gehr*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
MINILOKA PROJECT  
HUNT, IDAHO

Personnel Mgt. Section

March 12, 1945

TO: ALL APPOINTED PERSONNEL

SUBJECT: DETAILED TO SURPLUS PROPERTY

Effective March 9, 1945, Mr. K. G. Merrill will be  
detailed to act on Surplus Property.

*L.W. Folsom*

L.W. FOLSOM  
Personnel Officer



*Kayama*

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

March 12, 1945

TO: ALL APPOINTED PERSONNEL  
SUBJECT: IDAHO STATE INCOME TAX

Information has just been received from the Tax Commissioner of the State of Idaho that it will be necessary for all Federal employees to pay income tax to the State of Idaho on all monies received for salaries, commissions, etc., during the time they have been employed in the State.

The Personnel Office is completing Form 201, statement of monies earned, as rapidly as possible. These returns are delinquent after March 15. A supply of State Income Tax blanks are available at the Project Attorney's office. It is suggested in order to facilitate the filing of your return that you use the amount shown on your W-2 as a basis for figuring your state income tax.

Very truly yours,

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



*D. E. Heber*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
HUNT, IDAHO

Personnel Mgt. Section

March 13, 1945

TO: All Appointed Personnel

SUBJECT: Acting Procurement Officer

Effective March 9, 1945, W.A. Roden will be Acting  
Procurement Officer.

*L. W. Folsom*

L.W. FOLSOM  
Personnel Officer



*Dr. Reber*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
HUNT, IDAHO

Personnel Mgt. Section

March 14, 1945

TO: All Appointed Personnel  
SUBJECT: Acting Personnel Officer

Mr. Dan T. Williams will be Acting Personnel  
Officer during my absence.

*L. W. Folsom*

L.W. FOLSOM  
Personnel Officer



*Mr. Tuler*

UNITED STATES  
DEPARTMENT OF INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

March 16, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT. Acting Equipment Maintenance Supervisor

Mr. Charles W. Caward will be the Acting Equipment Maintenance Supervisor during the absence of Mr. George B. McIntyre, effective as of this date.

*Dan T. Williams*  
Dan T. Williams  
Acting Personnel Officer



*Dr. Kuhn*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

March 16, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Acting Construction Superintendent

During the absence of Mr. Frank Beattie, Mr. Thomas C. Miller will be Acting Construction Superintendent, effective February 22, 1945.

*Dan T. Williams*  
Dan T. Williams  
Acting Personnel Officer



*Dr. Neher*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

March 16, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Detail to Relocation Division

Mrs. Vera A. Isom, presently working as Property Clerk in the Administrative Management Division, is detailed to the Relocation Division, effective as of this date.

*Dan T. Williams*

Dan T. Williams  
Acting Personnel Officer



*Dr. Heber*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

March 29, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Acting Counselor

Effective today, Miss Julia T. Finnell will be Acting Counselor during the absence of Mrs. Lenora Williams.

*L. W. Folsom-*

L. W. Folsom  
Personnel Officer



*Lauren M. Miller*

March 29, 1945

TO: ALL APPOINTED PERSONNEL

SUBJECT: Memorandum and Questionnaire from the Washington Office

It is requested that you complete the questionnaire at your earliest convenience and return it to the Personnel Office not later than April 15.

You may feel free to call at the Personnel Office and obtain the Forms 57 and a copy of your 57 on file in order to facilitate the filling of the two forms required by this questionnaire. If you do not desire to fill out this questionnaire, will you please write across the face of it this information and return immediately to the Personnel Office.

*L. N. Folsom*  
Personnel Officer



WAR RELOCATION AUTHORITY

Washington

March 17, 1945

MEMORANDUM

To all Employees:

I have just returned from a visit to all of the Relocation Centers, and I wish to add my congratulations to those expressed by Secretary Iokes a few months ago on the fine work you have been doing as a member of the WRA staff.

Naturally you have had some concern about just how long you will be needed to assist in the work of closing out the program. Our plans call for the greater part of a year's work ahead for most of the staff. A few positions may be abolished but the incumbents of those positions may be transferred to other positions that they are qualified to fill.

To those who wish further government employment, we plan to give every assistance possible in locating a suitable position. In order that we may begin work at once to that end we should like to have you complete the enclosed questionnaire and submit it to your Personnel Officer or field office chief as soon as possible. If you do not plan further government employment, the form should be checked accordingly and returned so that we can be sure that no one is overlooked who wishes assistance. Centers and field offices will forward the forms to the Washington Personnel Officer not later than May 1.

The Authority will work very closely with the Department of the Interior, the Civil Service Commission and other agencies in order to obtain the transfer of employees to positions they wish in the Government. Wherever possible, arrangements will be made for transfer well in advance so that the employee can finish his work with the Authority in the secure knowledge that a new assignment in the Government is awaiting him when this one is completed.

The Authority will attempt to assist employees who have reemployment rights in other agencies in establishing their return to such agencies if the employee so desires. Please indicate at the bottom of the form what reemployment rights you have and the agencies with which you hold them.

It is my request that those employees who get offers for other positions in the coming months which they feel that they cannot afford to overlook, discuss them with their Project Director or field office chief in order to work out a plan for their release or transfer. This office will be glad to assist in making a transfer or release effective at a time suitable to all concerned.

You, who have been with us all these months, are the ones upon whom I shall have to rely to complete the program. I am sure that you will find it the most interesting phase of the work and one from which you will derive considerable satisfaction. I am confident that I can count on you in the future as I have in the past.

*D. S. Meyer*  
Director.

Enclosure



*Dr. Weber*

DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

April 11, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Transfer of Evacuee Property Section.

Due to the fourth quarter organization changes received from the Washington Office effective April 1, 1945, the Evacuee Property Section has been transferred from the Administrative Management to the Relocation Division.

*Dan T. Williams*  
Dan T. Williams

Acting Personnel Officer



*Dr. Neher*

U. S. DEPARTMENT OF INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

April 11, 1945

MEMORANDUM TO: All Appointed Personnel

This will again re-introduce Mr. William A. Roden, Acting Procurement Officer, whom I strongly recommend as a qualified individual with sufficient authority and the latest procedure to handle all procurement.

Mr. Roden assures me that he stands ready to offer his services wherever needed, no matter how trivial the need of any division may be.

This note to the personnel will also reiterate the policy that all procurement, all commitments, all contractual obligations, however large or small, must be arranged for or negotiated directly through the office of Procurement. Any commitments otherwise negotiated must be consummated at the personal expense of the individual who so involves himself.

This notice is purposely designed to "smell" in order that venturesome employees of Minidoka may take stock and save their money.

Very truly yours,

*H. L. Stafford*

H. L. Stafford  
Project Director



✓  
April 12, 1945

TO: All Caucasian Supervisors

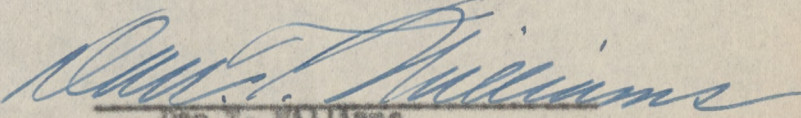
FROM: Placement Unit

SUBJECT: Budgetary allotment of workers for fourth quarter,  
April 1-July 1, 1944-1945.

- B
1. In order that the 2374 workers allotted by Washington to this Center might be used to the best advantage, the following distribution was determined at a special meeting held April 12.
  2. The extra 44, representing the difference between 2374 and 2330, will be allotted only upon special requisition for new and added labor requirements.
  3. It is expected that both the Placement and Section records be reconciled to the following allotments:

1. PROJECT DIRECTOR.....	36
2. LEGAL DIVISION.....	6
3. REPORTS DIVISION.....	34
4. RELOCATION DIVISION.....	30
5. INTERNAL SECURITY.....	45
6. HEALTH SECTION.....	205
7. EDUCATION SECTION.....	95
8. WELFARE SECTION.....	30
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10. COMMUNITY ACTIVITIES.....	12
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14. FIRE PROTECTION SECTION.....	57
15. MOTOR TRANSPORT AND MAINTENANCE....	151
16. SUPPLY SECTION.....	121
17. PERSONNEL MANAGEMENT SECTION.....	12
18. EVACUEE PROPERTY SECTION.....	12
19. FINANCE SECTION.....	42
20. OFFICE SERVICE SECTION.....	11
21. STATISTICS SECTION.....	14
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TOTAL..... 2330

  
Dan T. Williams  
Placement Officer



*Dr. Weber*

U. S. DEPARTMENT OF INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

April 13, 1945

INTER-OFFICE MEMO

TO: ALL CAUCASIAN SUPERVISORS

This is to inform you that the functions of issuing workers' passes has been transferred from the Placement Unit to the Relocation Division, effective this date.

Mr. McLaughlin, Relocation Program Officer, will draft detailed instructions to the appointive personnel setting forth necessary procedures in the issuance of these passes.

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



*Under*

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

TO: All Appointed Personnel

SUBJECT: Acting Project Director

Effective 12:00 noon, April 20, 1945, Mr. W. E. Rawlings  
will be Acting Project Director during the absence of Mr. H. L.  
Stafford.

*L. W. Folsom*  
L.W. FOLSOM  
Personnel Officer



*Mr. Neher*

MEMORANDUM

April 25, 1945

TO: All Appointed Personnel

SUBJECT: Pay days

Effective immediately, pay days for Appointed Personnel will be on the 13th and 28th of each month.

*L. W. Folsom*

---

L. W. Folsom  
Personnel Officer



*Dr. Weber*

MEMORANDUM

April 25, 1945

TO: All Appointed Personnel

SUBJECT: Detail of Richard E. Niver

Effective today, Richard E. Niver, Adult Education  
& Vocational Supervisor, will be detailed to Relocation Division.

*L.W. Folsom -*

---

L.W. Folsom  
Personnel Officer



*Dr. Meher*

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

April 25, 1945

TO: ALL APPOINTED PERSONNEL

SUBJECT: ACTING AUDITOR

Effective this date Mr. J.B. Brazie will be Acting  
Auditor until further notice.

*L. W. Folsom*

L. W. FOLSOM  
Personnel Officer



*Dr. Neher*

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

April 27, 1945

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Acting Project Director

W. E. Rawlings will be acting Project Director,  
Minidoka Relocation Center, April 28, 1945.

*I. W. Folsom*

I. W. Folsom  
Personnel Officer



*Nehru*

MEMORANDUM

May 2, 1945

TO: All Appointed Personnel

SUBJECT: Detailed to Assistant Property and Warehousing  
Officer

Effective immediately Mr. K. G. Merrill is hereby  
detailed to position of Assistant Property and Warehousing  
Officer.

*L. W. Folsom*

L. W. Folsom  
Personnel Officer



*Mr. Fisher*

MEMORANDUM

May 1, 1945

TO: All Appointed Personnel

SUBJECT: Detailed to Relocation Division

Effective May 1, Mrs. Lenore Williams will be  
detailed to Relocation Division for duty.

*L. W. Folsom*

L. W. Folsom  
Personnel Officer



*Dr. Neher*

MEMORANDUM

May 4, 1945

TO: All Appointed Personnel

SUBJECT: Appointed Personnel Staff Meeting

There will be a appointed personnel meeting Saturday morning, May 5, at 10:00 A. M. in Dining Hall #23. It is requested that ALL appointed personnel be present at this meeting.

*L. W. Folsom*

L. W. Folsom  
Personnel Officer



*Mr. Baker*

MEMORANDUM

May 5, 1945

TO: All Appointed Personnel

SUBJECT: Acting Counsellor

Julia Finnel will be Acting Counsellor during  
the absence of Mrs. Kimmerling effective May 7.

*L. W. Folsom*

L. W. Folsom  
Personnel Officer



Minidoka Project  
Hunt, Idaho

June 21, 1945

MEMO TO: All Members of Relocation Division  
FROM: V. V. McLaughlin, Relocation Program Officer  
SUBJECT: Administrative Notice No. 130 Revised

Following is a copy of the memorandum received from Mr. Stafford:

"The Welfare Section will have responsibility for the preparation of all information required by this notice pertinent to the relocation of unattached children and youth under 18 years of age. Such information will be furnished the Relocation Division for incorporation into the relocation summary and forwarding to the appropriate field office in the usual manner.

The Relocation Division will advise the Welfare Section of its needs for information upon the opening of a case involving unattached children so that the necessary information can be prepared by Welfare concurrently with the preparation of the relocation summary. The Welfare Section should give priority to such requests.

This supersedes my memorandum to Mr. Beeson dated September 21, 1944, and clarifies the responsibility for action under Administrative Notice No. 130 Rev. /s/ H. L. Stafford."

V. V. McLaughlin



1-2.6

MEMORANDUM

125 B

July 13, 1945

TO: All Appointed Personnel

SUBJECT: Announcing Closing Date of Center

We are transmitting for your information copy of teletype received from Lillon S. Myer, announcing the closing date of this center.

It is the Project Director's desire that all appointed Personnel remain on duty until the job is finished, and he wishes to call your attention to a statement made in a previous teletype from Mr Myer assuring him that all appointed Personnel who have rendered satisfactory service in this center will be needed either here to complete the administrative work in connection with the center closing or in another center or field office until W.R.A. Administrative job is wholly finished.

*L. W. Folsom*

L. W. Folsom  
Personnel Officer



NOTICE

TO: All Appointed Personnel

SUBJECT: Work Week and Timekeeping

Effective Monday September 9, 1945, the Field Offices and Centers of the War Relocation Authority entered upon a 40 hour work week pursuant to Presidential letter. The work week is 8 hours per day, Monday through Friday. Any regular work in excess of 40 hours must be approved in advance by the Washington Office. The Director recognized that it was necessary that certain employees and offices on the center regularly work in excess of 40 hours and requested in teletype of August 28th that a list of such positions be furnished to him for approval. Under letter of September 3, such a list was furnished to the Washington office. Copies of this letter have been furnished to the interested supervisors.

It will be necessary for certain employees to occasionally work overtime on a compensatory time basis. All compensatory time must be approved in advance in writing by the Project Director or one of the Assistant Project Directors. This written approval must accompany the Time and Attendance to the payrolling unit of the Finance Office or must be on file in that office.

Effective September 9, the following changes in recording the attendance reports for regular appointed personnel will be made:

1. The Project Director will record the time worked and leave taken for all Assistant Project Directors, as well as those division heads reporting directly to him.
2. Each Division head (or Assistant Project Director) will record the time worked and leave taken for each Section head under his supervision, as well as any employees reporting directly to him.
3. Each Section head will report time worked and leave taken for all employees under his supervision.

Thus no Assistant Project Director, Section or Unit Head will report his own hours worked or leave taken as this will be done by his or her superior.

All employees who work the regular 40 hour week without variation may be reported on the form No. 72 or 72A. One or more employees may be grouped on one sheet.

All other employees, including hourly, must be reported on the form WRA 220. An original and one copy of this form must be submitted for each employee involved.

*W. E. Rawlings*  
W. E. RAWLINGS  
Acting Project Director



*Sheppard*

M E M O R A N D U M

TO: All Appointed Personnel

FROM: Personnel Management Section

Effective immediately and until further notice, the activities of Office of Statistics will be directed by Mr. Joseph G. Beeson, Relocation Officer.

By *Robert T. Williams*  
Acting Personnel Officer



Stafford

TO: All Appointed Personnel

FROM: Project Director

SUBJECT: Change of responsibility for ration  
activities.

Effective immediately all functions pertaining  
to ration activities will be transferred from the  
Community Activities Division to the Administrative  
Division

Joseph L. Beeson  
(Acting) Project Director



Barrett

JB

TO: All Appointed Personnel

FROM: Project Director

SUBJECT: Change of responsibility for ration  
activities.

Effective immediately all functions pertaining  
to ration activities will be transferred from the  
Community Activities Division to the Administrative  
Division

Joseph L. Beeson  
(Acting) Project Director



Stefford

MINIDOKA WAR RELOCATION PROJECT

HUNT, IDAHO

MEMORANDUM TO: Appointed Personnel

SUBJECT: War Ration Books

VRA Centers are governed by General Ration Order No. 5 as set forth by the Supply Handbook of the Administrative Manual Section 50.10.1 and by a letter dated May 1, 1943 from L. S. Iyer to all project Directors.

General Ration Order No. 5 Section 17.1 requires that all appointed personnel living on the project and eating eight or more (more than 7) meals per week shall turn in their Ration Books.

Please comply with this regulation immediately.

The Ration Office is located in the Statistics Building in the Administration Area.

Any one not having Ration Books may apply for them through the Project Ration Office.

If you are leaving the Project for an extended period of time, you may get your Ration Books from the Ration Office upon your request.

HUNT RATION PANEL



MIN IDOKA WAR RELOCATION PROJECT  
HUNT, IDAHO

MEMO TO: All Appointed Personnel  
FROM: John Bigelow, Reports Officer

The question of operation of cameras by persons of Japanese ancestry is being raised often, especially by center residents going out on leave. Aliens are forbidden to operate cameras anywhere in the United States. Both aliens and citizens of Japanese ancestry are forbidden to operate cameras in the eight states of the Western Defense Command.

Public Proclamation No. 3 issued on March 24, 1942, by Lt. General J. L. DeWitt says in part:

"After March 31, 1942, no person of Japanese ancestry shall have in his possession or use or operate at any time or place within any of the Military Areas 1 to 6 inclusive (Wash., Ore., Calif., Arizona, Idaho, Mont., Nevada, Utah), as established and defined in Public Proclamations Nos. 1 and 2, above mentioned, any of the following items:

- (a) Firearms.
- (b) Weapons or implements of war or component parts thereof.
- (c) Ammunition.
- (d) Bombs.
- (e) Explosives or the component parts thereof.
- (f) Short-wave radio receiving sets having a frequency of 1,750 kilocycles or greater or of 540 kilocycles or less.
- (g) Radio Transmitting sets.
- (h) Signal devices.
- (i) Codes or Ciphers.
- (j) Cameras."

#



STAFFORD

TO: ALL APPOINTED PERSONNEL

Effective immediately all appointed personnel who use transportation equipment on trip ticket issued by Central Services will keep an accurate record of mileage and make proper entry on trip ticket before checking in.

In the event that speedometer is broken, make an estimate of mileage and enter same on the trip ticket.

*R. S. Davidson*

R. S. Davidson  
Acting Project Director



*Stafford*

MINIDOKA WAR RELOCATION PROJECT  
Hunt, Idaho

INTER-OFFICE MEMORANDUM

TO: All Appointed Personnel  
FROM: H. L. Stafford, Project Director

Attached is a leaflet, "Relocating a People", prepared by the national WRA office for the use of relocation officers throughout the country in obtaining suitable employment for residents of the relocation centers. It is well to bear in mind the intensive efforts being made by the WRA to relocate as many of the evacuees as possible and to remember that the attitude of staff members on the project can do much to encourage the residents to leave the center and resume normal lives.



# *Relocating a People*

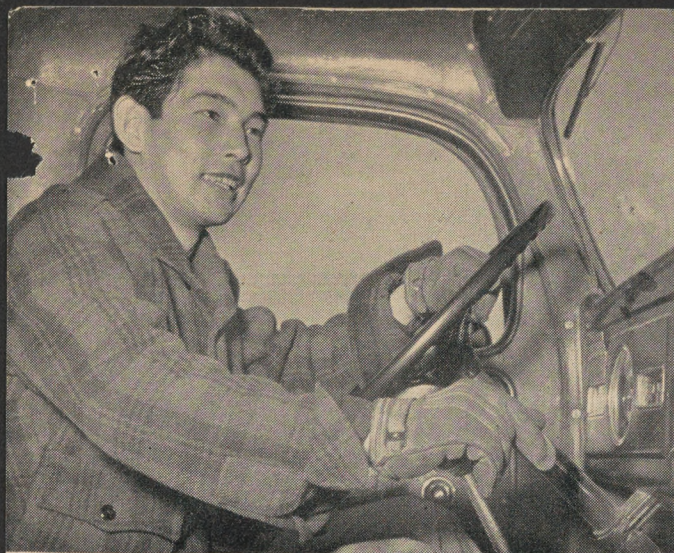


*I AM glad to observe that the War Department, the Navy Department, the War Manpower Commission, the Department of Justice, and the War Relocation Authority are collaborating in a program which will assure the opportunity for all loyal Americans, including Americans of Japanese ancestry, to serve their country at a time when the fullest and wisest use of our manpower is all-important to the war effort.*

FRANKLIN D. ROOSEVELT

*February 1, 1943*





*Relocation center residents include trained engineers, mechanics, drivers, shop and mill workers with a variety of skills.*



*These hospital laboratory workers, and many other technicians with equally important skills, are waiting for opportunities to serve outside communities.*



*A considerable number of secretaries, stenographers, and other clerical workers are available for employment outside the relocation centers.*

## RELOCATING A PEOPLE

In 10 wartime communities in the western part of the United States, more than a hundred thousand men, women, and children are living temporarily, awaiting an opportunity to resume normal lives in ordinary communities. All of them are of Japanese descent, and were evacuated from strategic military areas of the West Coast in the spring and summer of 1942. These wartime communities, known as relocation centers, were established when it became evident that such a large number of people could not immediately locate themselves successfully in new communities. There was no intent to remove from them any of their rights or to deprive them of the opportunity of earning a livelihood and contributing to the Nation's economy.

Nearly two-thirds of these people are American citizens. Nearly two-thirds were born in America and most have attended American schools. Only a few hundred of this citizen group have ever been outside the boundaries of the United States. The draft-age men not

already in uniform were made eligible for military service by an official announcement of the War Department, on January 28, 1943, which recognized "the inherent right of every faithful citizen, regardless of ancestry, to bear arms in the Nation's battle."

The aliens, who comprise the remaining third, are barred from citizenship by our immigration laws which do not permit Orientals to acquire citizenship by naturalization. Almost without exception, however, they have lived in the United States for at least two decades, and the majority of them have been here for three decades, or longer.

The relocation of these people—both citizens and aliens whose records indicate that they would not endanger the security of the country—in normal communities where they may enjoy the full benefits of American justice, is a national problem deserving the thoughtful consideration of every person who believes in American principles. All together, the Japanese-American population evacuated

from the West Coast comprises less than one-tenth of one percent of our total population. Dispersed throughout the interior of the country, only a few families to any one community, they should be able, with their wide diversity of skills, to contribute notably to the civilian and wartime needs of the Nation.

Both the War Department and the Department of Justice have examined and approved the relocation procedures of the War Relocation Authority, which include an investigation of each evacuee's previous behavior and attitudes, and a record check by the Federal Bureau of Investigation before leave is granted from a relocation center. The relocation policy also has the approval of War Manpower Commission. The Chairman has stated that it "should have the dual effect of benefiting the evacuees, many of whom are American citizens, and of making available to the country several thousand people for employment on farms and in industry."



## How to Employ Evacuees

An offer of employment should be prepared and presented to the nearest relocation office of the War Relocation Authority, or, if more convenient, to your local United States Employment Office.

### Addresses of principal relocation offices:

Cleveland, Union Commerce Building.  
Chicago, 226 West Jackson Boulevard.  
Kansas City, 1509 Fidelity Building.  
Denver, Midland Savings Building.  
Salt Lake City, 318 Atlas Building.

### Information to be given in each offer:

1. Employer's name and address.
2. Type of worker desired:
  - (a) Experience desired.
  - (b) Skills, knowledge, or abilities required.
  - (c) Sex; age; physical requirements.
3. Working conditions:
  - (a) Hours and pay.
  - (b) Permanency.
  - (c) Union or nonunion.
4. Living accommodations:
  - (a) Housing (if provided, describe it).
  - (b) Board (if included, explain arrangement).
  - (c) Trading center: Distance and transportation.
  - (d) Health and educational facilities.
5. Other special features pertaining to offer.

Employers who prefer to recruit labor directly at a relocation center may apply to the project director, either in person or in writing.



## Major Industry Groups (Selected)

Americans of Japanese ancestry, 14 years of age and over, in California, Oregon, and Washington; Census of 1940

Agriculture:	
Men .....	17,785
Women .....	4,242
Retail trade (clerks, salesmen, etc.):	
Men .....	6,592
Women .....	2,690
Wholesale trade (both sexes) .....	2,190
Domestic service (private homes):	
Men .....	2,421
Women .....	2,323
Hotels, laundries, cleaners and dyers .....	3,592
Manufacturing (all kinds) .....	1,978
Professional services .....	1,326
Finance, insurance, real estate .....	656
Railroading, trucking, etc. ....	686
Auto storage, rental, repair .....	292
Other business and repair services .....	119





*Stappard*

To: All appointed personnel

From: R. S. Davidson, Assistant Project Director in  
charge of Operations.

We have today received instructions from a representative of the War Department that all vehicles must be inspected thoroughly and each piece of equipment that, according to army standards, is not fit for use on the road, must be grounded.

This will retire from use many vehicles which are now used by staff members and many trucks which are transporting materials for project use. Obviously individuals will be inconvenienced until such time as the necessary repairing of the equipment can be completed.

We have been greatly handicapped due to lack of facilities and help to accomplish what is desirable and necessary for efficient equipment maintenance but we must not delay this action further.

In addition to the regular assignments of vehicles to staff members there are the numerous periodic needs for automobiles to use both on the project and off the project. Hereafter requisitions for automobiles without drivers shall be made through Roy Olson, Motor Pool Supervisor. Mr. Olson is not in a position to satisfy the needs of everyone; Your patience and cooperation are requested.

For the usual errands and messenger service, continue as in the past to make your request to Central Services.

Signed *R. S. Davidson*

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



*Stafford*

# NOTICE

TO: All appointed personnel

Beginning Monday, September 27, the following project bus schedule will be inaugurated to accommodate staff members who require transportation to various points within the center.

Leave Administrative area from the flag pole.

10 trips daily

A.M.	P.M.
8:00	1:00
8:30	1:30
9:30	2:30
10:30	3:30
11:30	4:30

This bus will travel regularly the following route.  
From Administrative area to Hospital.  
From Hospital to Huntville school, Block 10.  
From Block 10 to parking space at highschool on the west side of Block 23.  
\*From Block 23 to Stafford school, Block 32.  
\*From Block 32 to Block 23.  
From Block 23 to flag pole in Administrative area.

This bus will carry appointed personnel only. Those who have trips to make, arrange to catch this bus on its scheduled daily trips. It is hoped that this arrangement will help to solve the transportation problem for the staff here on the project.

\* Special: 8:00 A.M., 11:30 A.M., 4:30 P.M. and other trips on request by passengers.

Signed

*R. S. Davidson*

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



*Stappard*

Minidoka Project  
Hunt, Idaho

TO: All Appointed Personnel  
FROM: R. S. Davidson, Operations Division  
SUBJECT: Motorized Equipment

Every attempt is being made to maintain motorized equipment for project use. In order to provide necessary transportation for project operations, it is becoming increasingly difficult to secure repair parts and keep the various vehicles in running condition. We must, therefore, control very rigidly the use of all equipment and insist upon proper servicing and maintenance.

Regular assignments have been made to staff members who must have transportation in their line of duty. These cars will be for the exclusive use of appointed personnel, who will be held responsible for the servicing and care of equipment. Notice will be given for each grease job in ample time to plan work on the project without interruption. All cars, pick ups, and trucks must be parked in the Motor Pool each evening with the exception of those needed for transportation to town.

Evacuee supervisors have regular assignments of pick ups and trucks which are to be checked in and out daily.

Governors are being installed on all trucks to limit the speed to thirty miles per hour. Division heads are requested to notify all employees that excessive speed will not be tolerated. Kindly warn all truck drivers that the removal of a governor seal will result in the loss of a license to drive, and any driver who tampers with a governor on a truck should be terminated.

All tractors are under the Motor Equipment Maintenance Section and should be requested by any division on a regular form when needed for any project operation. An appointed personnel will make field inspections and daily reports of the use of tractors. Minor adjustments and repairs may be made in the field, but all major repairs will be done at the garage. Division heads are requested to return tractors to the garage immediately when the job is completed and the tractor is no longer needed. In this way, equipment will be available for various divisions as the need arises.

Signed

*R. S. Davidson*  
R. S. Davidson  
Chief, Operations Division



*Dr. Heber*

TO: All Appointed Personnel Supervisor

FROM: Victor V. McLaughlin, Relocation Program Officer

SUBJECT: Issuance of Daily Work Passes

According to Mr. Stafford's memo of April 13, 1945, all work passes must be issued by the Relocation Office.

The following procedure will be followed:

1. All requests for Daily Work Passes must be presented by the supervisors to the Relocation office not later than the 25th for the month following. Requests must include name, age, family number, and project address of person for whom request is made. After names are checked with the Army, passes will be issued to those cleared.
2. Emergency passes or additions to the list requested must be cleared with George Anderson, Assistant Relocation Program Officer, and sufficient time allowed for Army check.
3. Any requests which are late in being made will be late in being issued.

*Victor V. McLaughlin*  
Victor V. McLaughlin  
Relocation Program Officer



*Stafford*

MEMORANDUM TO: All Employees

SUBJECT: Pay Day

In order to establish regular dates on which checks will be delivered, the following pay days are hereby established:

1-15 pay-roll will be paid on the 17th.

16-30 (or 31) pay-roll will be paid on the 2nd.

When the 17th and 2nd days of the month fall on Sunday, the checks will be delivered one day later, or on the 18th and 3rd respectively.

Under this schedule checks will not be delivered before the above dates.

*H. L. Stafford*  
H. L. Stafford  
Project Director  
Minidoka Project

*Stafford*



Stafford

NOTICE

PROJECT BUS SCHEDULE  
for Staff Members only

Leave Administrative area from the flag pole.

10 trips daily

A.M.	P.M.
8:00	1:00
8:30	1:30
9:30	2:30
10:30	3:30
11:30	4:30

This bus will travel regularly the following route.

From Administrative area to hospital.

From hospital to Huntsville school, Block 10.

From Block 10 to parking space at highschool on the  
west side of Block 23.

\* From Block 23 to Stafford school, Block 32.

\* From Block 32 to Block 23.

From Block 23 to flag pole in Administrative area via  
warehouse area.

\* Special: 8:00 A.M., 11:30 A.M., 1:00 P.M., 4:30 P.M.  
and other trips on request by passengers.



Davidson

P4.125  
MIN/

May 17, 1944

TO: Appointed Personnel Living in Staff Housing  
Apartment Area

FROM: R. S. Davidson, Chief of Operations

There is attached hereto a typical drawing of the picket fences and flower plot areas available to each apartment. It will be noted that the plots have not been divided exactly the same as the apartments in the buildings. This has been done to simplify the construction of fences, installation of gates and to provide all residents with as much area as possible.

I wish also to call your attention to the care of lawns which must be accomplished by apartment residents, due to lack of sufficient evacuee laborers. Lawns in front and in the rear of the apartments require mowing, but the area between the Recreational Hall and the main walk at the west end of the apartments will be cared for by government forces. Water for sprinkling will be available in the very near future and we will attempt to have this done by evacuee laborers in order that irrigation of gardens may be done in the evenings and on Sundays. A schedule of irrigation hours will be prepared if found necessary.

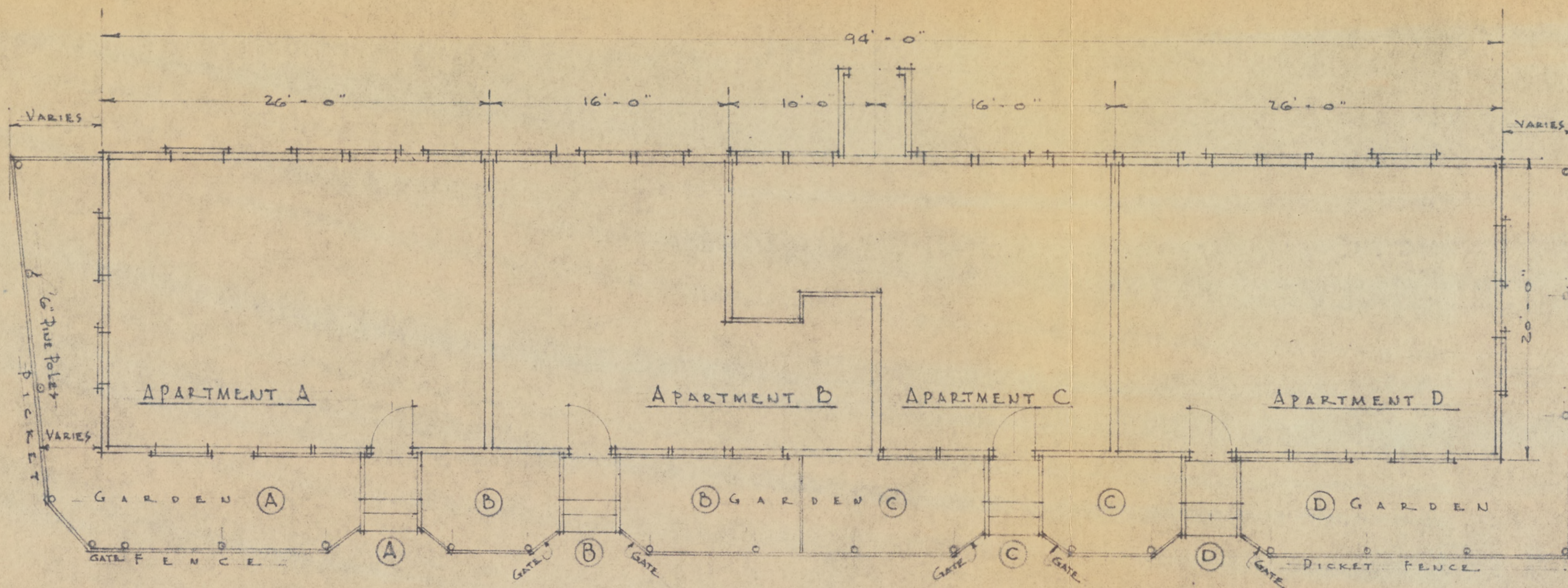
The appearance which the staff housing area will present from now on is dependant to a large degree upon the efforts of the Caucasian personnel involved. An area for a ball field and playground has been left south of the gardens and another area will be prepared for smaller children. Continuous play on one segment of the lawn will rapidly kill out the grass.

I am hopeful that all residents of the apartment area will cooperate in caring for the lawns and grounds which have been developed at considerable cost to the WRA.

*R. S. Davidson*

R. S. Davidson  
Chief of Operations





FLOOR PLAN  
SCALE 1/8" = 1'-0"

PICKET FENCE	
STAFF HOUSING	
WAR RELOCATION AUTHORITY	
D. S. MYER DIRECTOR	
SAN FRANCISCO REGIONAL OFFICE	
C. H. FRYER REGIONAL ENGINEER	
MINIDOKA WAR RELOCATION PROJECT	
HARRY L. STAFFORD PROJECT ENGINEER	
SEC. CHIEF	
DIV. CHIEF	
DATE	5/12/44
AKA	172