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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

February 10, 1943

N O T I C E

Mr. Samuel V. Owen has been assigned to the position of Safety Engineer in addition to his present responsibility as Chief of the Fire Prevention Division. In this capacity Mr. Owen will have direct supervision over all safety matters involved in the operation of the Project, as well as first-aid instruction and the Accident Prevention Program.

It is our objective to interest every worker and supervisor in the value of safety first measures, and to this end your complete support of Mr. Owen's efforts is requested.

Charles F. Ernst.

Charles F. Ernst
Project Director

Distribution:

Division Chiefs
Section Heads
Foremen
Block Managers

WAR RELOCATION AUTHORITY
OFFICE MEMORANDUM

March 11, 1943

MEMORANDUM TO: James F. Hughes
 Russell A. Bankson
 Ted Lewis
 Lt. Miller
 Dr. Donnell Boardman
 Brandon Watson
 Roy Potter
 ✓ Henry Watson
 James I. Lamb
 Laura Lamb

SUBJECT: Induction of Hawaiians

A meeting to make the final arrangements for the arrival of the Hawaiians will be held in my office on Friday, March 12, at 9:00 a.m.

It is imperative that everyone who has a part in the arrangements should be present so that our efforts can be synchronized to make this our outstanding induction of a large group of new arrivals to our Center. Please bring with you your recommendations and suggestions toward this end.

Charles F. Ernst
 CHARLES F. ERNST
 Project Director

U.S. DEPARTMENT of the INTERIOR
WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

September 11, 1944

MEMORANDUM TO

Mr. Raymond P. Sanford
Assistant Project Director
Community Management Div.,

Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Div.,

Mr. Roscoe E. Bell
Assistant Project Director
Operations Division

SUBJECT

Project Rules With Regard to Employment
of High School Students During the
School Session.

The following local rules of guidance are called to your attention for the information of your Staff in regard to the employment of High School students during the school year:

- 1) Project employment must be secondary to Education; in other words, a satisfactory scholastic record is pre-requisite to assignment for work;
- 2) The law requires that the hours in class plus the hours at work must not exceed 44 hours per week for school students under the age of 18; thus, students carrying the normal school load will only be able to work 19 hours per week;
- 3) Physical Education credit may be given for outdoor manual labor in emergencies. Where school credit is given for time, students may not be paid for this time.

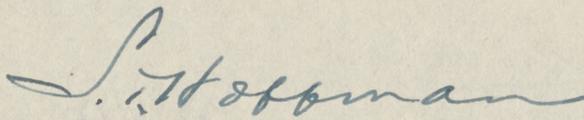
Assistant Project Directors

September 11, 1944

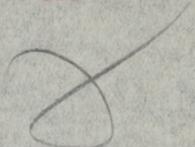
- 2 -

The Placement Section will be guided in the employment or termination of school students by recommendations of the High School Principal through the Vocational Counselor.

Each Section employing High School students will arrange to submit to the Education Section copies of the Time Sheets, daily, in order that the Education Section may check and give Physical Education credits where this substitution is made, and may prevent payment for the time for which school credit is being given.



L. T. HOFFMAN
Project Director

J. F. Hoffman


WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

AN AID TO THE DIRECTOR'S REPRESENTATIVE ON SUNDAY DUTY

Responsibilities: You are representing the Project Director in any matters that might arise during the weekend assignment. This may include assistance to the evacuee residents or the appointed staff, investigation of unusual or emergency situations, and proper reporting of any failure in an essential service or utility that would effect the welfare of the community.

Sunday hours in the office are the same as any scheduled working day. Notify the telephone operator when you report and keep her informed of your whereabouts throughout the day. As a matter of fact, you will be counted upon for emergency calls from Saturday evening until Monday morning.

Location: It is suggested that you use either Mr. Hoffman's or one of the Assistant Director's offices so you will be readily available and centrally located. Bring some of your work along if you choose.

Transportation: A car from the Motor Pool will be available for your use all day. You should check with that office on Saturday so a car can be assigned to you.

Passes will be prepared by the Gate House upon your request for persons coming into or leaving the Center.

Leaves generally should be deferred until Monday.

Visitors: In so far as possible visitors should be cleared by some responsible member of the Staff before they are allowed within the Center, although exceptions will need to be made. As you are acting for the Project Director you are in a position to approve or disapprove such visits. The main point to keep in mind is that in so far as possible visitors should come at the invitation of employees or residents of the community so that someone locally can be held responsible for them.

Appointive staff members will be on duty at the garage, phone 38, the Engineer's office, phone 30 and Internal Security, phone 57.

Power or water failure should be reported to the Engineering staff member on duty.

Staff members will be "on call" for emergencies as follows:

Supply Section: incoming food shipment
Finance Section: incoming coal or other commodities
Relocation Division: leaves, relocation, etc.

Section heads will advise the telephone operator who is "on call" each week, however, you should check your list Saturday to see that it is complete.

Automobiles in Center: Persons visiting the residents are allowed to bring their cars into the center only upon written authority from you. This authorization will limit the time to that absolutely necessary to unload or load, usually not to exceed one hour, after which the vehicle must be returned to the parking area adjoining the main gate house. Under these circumstances, all cars are inspected by the Military Police before entering the Center.

- General:
1. An inspection trip around the center is a good way to observe conditions, although it need not be detailed or of any great duration.
 2. There should not be a needless use of inside or outside electric lights.
 3. The warehouse windows should be closed and the doors locked unless someone is on duty inside.

L. T. Hoffman
Project Director

CENTRAL UTAH PROJECT
OFFICE MEMORANDUM

March 2, 1943

~~Taylor~~
Meetings
File

MEMORANDUM TO: Laverne Bane Brandon Watson
James I. Lamb ✓ Henry Watson
James F. Hughes Lawrence Taylor
Roy Potter George Lafabregue

SUBJECT: Minutes of Meeting held to Prepare for
Arrival of 235 Evacuees from Hawaii.

Attached find copy of the minutes of this morning's meeting regarding preparation for the new inductees as well as for those being transferred to Kohwer.

Peruse these minutes and be sure that whatever your department's part in the preparations are, that you have it fully under control by the designated time limit.

Charles F. Ernst
Project Director

CENTRAL UTAH PROJECT
March 2, 1943

MINUTES OF MEETING HELD TO PREPARE
FOR ARRIVAL OF 235 EVACUEES FROM
HAWAII

PRESENT: Laverne Bane
James I. Lamb
James F Hughes
Roy Potter

Brandon Watson
Henry Watson
Lawrence Taylor
George Lafabregue

Charles F. Ernst, Chairman

A. DECISIONS MADE FOR RECEIVING NEW RESIDENTS:

1. Housing: The new arrivals will be housed in Block 1. The following barrack buildings will be used: No. 1, 2, 3, 4, 5, 7, 8, 9, and 11. The Music School, located in Building 5, will vacate by March 5. Community Activities and the Co-op, now using Building 11 as a warehouse, will likewise vacate by March 5.

The partitioned-off section of the north end of Dining Hall 1 will be used as a dormitory for single men. In addition, the Maintenance Department has been asked to put up partitions to use the other half of the north end of the Dining Hall for dormitory purposes as well.

2. Repairs and Maintenance: Mr. Watson and Mr. Taylor will prepare the buildings to have them ready for occupancy not later than March 8. This will include all repairs to the buildings, such as broken window panes, broken doors, etc. The boiler and shower rooms will also be prepared for use.
3. Kitchen: For the time being, the new residents will be fed in Blocks 8 and 9. After the new residents have been assigned to their new residence, those living in certain buildings will be designated to eat in Block 8 and those in other buildings to Block 9. Every effort will be made by the Maintenance Department to prepare the kitchen in Dining Hall 1 for use of the new residents as fast as possible.
4. Issuance of Supplies: Mr. Hughes will appoint someone from the Warehouse Division who will be on hand on the day of induction to assign mattresses, cots, and blankets to all incoming residents.

One of the Block Managers who acts as trouble shooter will be assigned to Block 1 temporarily to assist the new residents.

5. Mr. Lamb will work out a program of receiving the new residents in collaboration with the Housing Superintendent.
6. Mr. Lafabregue was instructed to get in touch with Dr. Boardman to have a member of the hospital staff on hand on the

day of induction to examine the new residents.

7. Building 12: Building 12 will be cleared of its contents and prepared for habitation, this building to be prepared at approximately the same time as the kitchen in Block 1 in order that when the dining hall is ready for use, the men placed in the dormitories of the Dining Hall will be removed to building 12.

B. DECISIONS ON PERSONS BEING TRANSFERRED TO KOHWER:

1. Clearance being made with the San Francisco office to assure that we have a complete list of all those affected by the transfer order to Kohwer.
2. Transportation arrangements being made by Mr. Hughes, the transferees to leave on March 5 from Delta at approximately 2:35 p.m.
3. Luggage of transferees to be sent by freight will be picked up on Thursday afternoon by Mr. Potter's crew, list of transferees to be provided Mr. Potter by the Welfare Department not later than Wednesday afternoon, March 3.
4. On the morning of March 5, the allowable baggage for each transferee will be picked up by Mr. Potter's department and taken to the Delta station for placement aboard the afternoon train.
5. Those being transferred will be provided with lumber as per their requests in order for them to crate their belongings.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Dr. Noble

May 10, 1945

MEMORANDUM TO: Mr. James Hirano
Block Managers Headquarters

Subject: Modifications in Project Boundary

Sometime ago it was announced that project lands had been rented. The attached map shows that everything to the south and east of the Center has been rented and is, therefore, no longer under the control of the War Relocation Authority.

An exception has been made in the case of the picnic grounds through the courtesy of Mr. Joe Fidel, a Delta resident, and a member of the American Legion Service Committee (who sponsored the Memorial Service at the Community Auditorium). Although Mr. Fidel has rented Section 21 which includes the picnic ground east of the Center, he has stated that it will be satisfactory with him for picnics to continue to be held at this location. I shall appreciate it if you will announce to block residents the necessity for avoiding all tampering with gates in the irrigation ditches.

Picnics may be held at the picnic ground in Section 16, northeast of the Military Police area, as well as in Section 21, one-half mile east of the southeast corner of the Center.

The attached statement from Mr. Palmer provides a little more detail. Your cooperation in getting this information to the residents will be appreciated.

Roscoe E. Bell
Acting Project Director

cc: Mas Narahara
Community Council

Mr. Sanford
Attn: CAS - Education - Internal Security

Mr. Niese
Attn: Mr. Bowen

Mr. Conrad

NOTICE

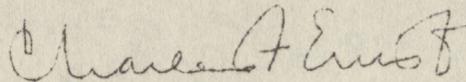
February 11, 1944

Now that Selective Service procedures have been reinsti-
tuted for nisei men, we want to be sure that you are fully
advised of your personal responsibilities in your own
individual case. There are three things which you should be
sure to do.

1. List complete information concerning your selective
service board -- including name, number, and address
of the Board.
2. To help you with this we have enclosed a form which
you should at once fill out and mail in the franked
addressed envelope enclosed.
3. Notify your Selective Service Board of your present
address and keep the board posted at all times when
you change addresses.

Use the enclosed franked and self-addressed envelope to
forward the above information to the Relocation Planning Division
of WRA at Washington D. C. at once.

A man who cannot be located and notified for his pre-
induction physical examination when his order number appears will
be reported as delinquent and is liable to severe penalties
provided for under the Selective Training and Service Act.



Charles F. Ernst
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 10, 1944

TO: Residents of Blocks 8 and 41
SUBJECT: Closing of Dining Halls 8 and 41.

Because of the decrease in population and the resultant labor shortage, it has been decided to close dining halls 8 and 41 from and after May 29.

This is being done in the interest of labor economy and general project welfare. Workers in these dining halls will be transferred to other dining halls or to work in other sections if they prefer.

Eating arrangements for the residents in block 8 will be as follows:

Residents living in barracks 1, 2, 3, and 4 will eat in the dining hall at block 1; and the residents in barracks 5 and 6 will eat in the dining hall at block 9.

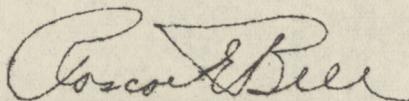
Eating arrangements for residents of block 41 will be as follows:

Those living in barracks 1 and 2 will eat at the dining hall at block 34, those living in barracks 3 and 4 will eat in block 33, and those living in barracks 5 and 6 will eat at 40.

In the event that some of the residents of these two blocks wish to move into other blocks, there are at present 48 vacant apartments in the center. Residents of these blocks will be given priority on other apartments and also on calcimine for redecorating.

Block Managers will be glad to assist in making adjustments in the new blocks, and will arrange to help families where only the wife and younger children are in camp.

It is anticipated that block 8 will be completely closed by July 1. A closing date for block 41 will be announced later.



Roscoe E. Bell
Acting Project Director