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FINAL REPORT

ADMINISTRATIVE MANAGEMENT

PERSONNEL MANAGEMENT SECTION

EVACUEE PERSONNEL

The Jerome Relocation Center began active operation with the arrival of 202 evacuees to serve as an advanced working crew on October 6, 1942. They were the group to pave the way for future arrivals. At the end of the month, this advanced crew had increased to 1889 out of a population of 6700; 1300 male workers and 600 female workers. Mess operations led the various Divisions in the number employed, with 796 working in mess halls which were opened to accommodate the blocks as they filled up with October arrivals.

Following is the breakdown of workers for October, 1942:

Project Operations Workers	82
Community Enterprises "	12
Construction "	122
Maintenance "	78
Agriculture "	139
Housing "	241
Mess Operation "	796
Medical (Hospital) "	119
Others	300
	<u>1889</u> Total Workers

Under the supervision of a Division Head,^a Placement Officer, and a Housing

Supervisor, the task of placing all available evacuee labor was taken over by the employment office. With many workers transferring from one job to another to find one suited to his capabilities, the task of placement was not an easy one.

Skilled men needed immediately were engineers, draftsmen, carpenters, bricklayers, concrete workers, tool-dressers and cost clerks. The Engineering Section called for workers to clear land and build roads. Agriculture needed men for logging and wood-cutting,

All of the problems of employment and placement of workers were handled from the outset by a staff of 10 evacuee workers and two appointed persons.

Workers' assignments were made on a temporary basis to give all residents an equal opportunity to obtain jobs regardless to their date of arrival to the Center.

This is the breakdown for November 1942:

Project Operations Workers	159
Community Services "	412
Community Enterprises "	57
Construction & Maintenance	1013
Mess Operations Workers	1203
Medical (Hospital) "	189
Agriculture "	316
Others	311
	<u>3660</u> Total Workers

Cash Advance Classification:

\$19.00 per month		\$16.00 per month		\$12.00 per month	
227-males	137-females	2347-males	763-females	114-males	72-females
364 - Total		3110 - Total		186 - Total	
10 %		85 %		5 %	

Again led by Mess Operations' 1203 workers, by the latter part of November the total workers increased to 3660; 2600 males and 1000 females. Public Works followed closely with 1013 workers.

There were several problems that arose during the following months. Some of the foremost being:

- (a) - The placement of young girls between the ages of 17 years and 25 years.
- (b) - Middle-aged women with limited abilities.
- (c) - Elderly men above fifty years of age who could not be used as janitors or mess hall workers because of their physical condition or where not skilled in other lines of work.
- (d) - School girls who had just completed high school, not wishing to work in mess hall and yet inexperienced in office work.
- (e) - Welfare cases such as families of 5 or 6 with only one member of the family employable; or a mother with several small children and the only employable member ill or unable to accept offered jobs.
- (f) - Widowed mothers who had no experience other than that of house-wife, with the necessity of being at home with their children.

The month of November brought many changes with the arrival of some 100 evacuees from the Hawaiian Islands plus the remaining contingents from the Pacific Coast, and about 70 beet workers who had gone directly from the Assembly Centers and were returning to the Relocation Centers. The population increased to 7700.

Permanent assignments were made from November 1, 1942, with re-classification of evacuee employees for cash advances of \$12.00, \$16.00, and \$19.00 per month. Workers were to be classified and paid according to their skills and work abilities. In other words, the job and not the individual was being classified.

1. The \$12.00 per month group were all persons doing work in which they had no experience or training. They were in the category of apprentices and worked under instructional supervision.
2. The \$16.00 per month group were all persons not employed in groups 1 or 3.
3. The \$19.00 per month group were persons who held jobs where supervisory experience and professional training were required, or where the work was extremely hard or undesirable.

November also was the period when the Fair Practices Committee was organized to aid in labor relations, job analysis, and pay classification problems.

In December, the Center population increased to 7800 with further arrival of late sugar beet workers. Out of this total, 3993 were working within the project; 2746 being male workers and 1247 female workers.

December 1942:

Project Operations Workers	104
Community Enterprises "	72
Construction "	929
Mess Operations "	1264
Medical (Hospital) "	249
Agriculture "	663
Others	712
	<u>3993</u> Total Workers

Cash Advance Classification:

\$19.00 per month		\$16.00 per month		\$12.00 per month	
360-males	35-females	2375-males	1126-females	11-males	86-females
395 - Total		3501 - Total		97 - Total	
10 %		87.5 %		2.5 %	

The placement of some 250 able-bodied women who registered for work was still the chief problem, plus school age youngsters who seriously desired part-time employment. Timekeeping regulations became effective December 1, 1942.

Statistical figures on employment for October, November and December show that 87% of the Center evacuees were employed.

To prevent fuel shortage, there was an urgent call for woodcutters, saw operators, mule drivers and log haulers. All able-bodied young men working in mess kitchens were to be replaced by older men and women and used in this critical fire-wood situation.

"The Occupational Classification and Records Section" was established on November 17, 1942 with a staff of 26 evacuee workers:

1 verifier, 5 coders and 20 interviewers.

This Section was an important factor not only in aiding reports on breakdown of skills, but also towards the Relocation Program, which saw the first applications for individual leave during this period.

The month of January was spent mostly in receiving, registering and adjusting a small contingent of new arrivals. Once they were settled, the recruiting of emergency workers to operate mess halls, bath houses, handle baggage and do other essential community services was the next problem. Now that all employable persons had been registered, interviewed and classified, the duty was to assign workers to the most appropriate job judging by previous experience, training, and aptitude. Consideration was given to the worker's employment preferences, his knowledge of skills, and his desire for supervised training and opportunity for advancement. Workers were encouraged to develop skills necessary for project operation and were advised to work toward becoming better fitted to secure outside employment.

An understudy system was instituted by the appointed personnel, in anticipation of a rapid turnover of evacuee workers in order to insure efficiency as the more able workers left the Center.

The fuel shortage problem was becoming more critical. With the exception of absolutely essential departmental workers, all manpower was turned out for wood-cutting. All men (Emergency Wood-cutters) as they were called, were to receive prevailing wages of their regular jobs.

January's record shows 4144 evacuees working; 2662 male workers and 1481 female workers with one part-time worker.

January 1943:

Project Operations Workers	103
Community Enterprises "	88
Construction & Maintenance	679
Agriculture "	457
Mess Division "	1339
Community Services "	736
Housing & Employment "	557
Others	185
	<u>4144</u> Total Workers

Cash Advance Classification:

\$19.00 per month		\$16.00 per month		\$12.00 per month	
420-males	38-females	2230-males	1383-females	12-males	60-females
458 - Total		3613 - Total		72 - Total	
11 %		1 - Part-time worker		2 %	
		87 %			

A complete and comprehensive compilation of a personal and occupational record on every evacuee resident was made before assignments were made.

- Division and Section Heads kept the Employment Office informed of the various proposed jobs with analysis of the number and types of workers needed. A complete picture of project operations was kept by personal contact and coordination with the various divisions and by staff meetings.

All employment was handled by requisition from the employer direct to the placement Office. Requisitions analyzed the duties and responsibilities required in the job. Workers were referred to the employer for an interview. Every effort was made to recognize the abilities of the individual in placing him at a job.

January 29, 1943, Nurse's Aide Courses opened at the hospital paying \$12.00 the first month and \$16.00 thereafter.

February and March saw few transfers from one job to another, and other turnover reasonably small. Attention was given mostly to the Agricultural Division for farm workers in land preparation, crop planting, etc. With the advent of favorable weather, farming and Public Works Division took priority over all other work.

Hot lunches and improved transportation were provided for field crew workers who were sent out daily to work in fields six or seven miles from the project.

The problem of placing some 100 women who registered for work was a constant task each month.

Part-time work for High School boys was solved by employing them each Saturday, under the supervision of the Education Department, clearing away brush and unloading lumber.

The emergency fuel crisis brought a shortage of manpower in janitorial and boiler firemen positions. Hospital boilermen were the most difficult to recruit.

February figures show 4159 to be the total working: 2654 male workers, 1505 female workers.

February 1943:

Project Operations Workers	171
Community Enterprises "	95
Construction & Maintenance	619
Agriculture "	444
Mess Division "	1468
Community Services "	1273
Housing & Employment "	89
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	4159 Total Workers

Cash Advance Classification:

\$19.00 per month		\$16.00 per month		\$12.00 per month	
453-males	65-females	2186-males	1397-females	15-males	43-females
518 - Total		3583 - Total		58 - Total	
12.5 %		86 %		1.5 %	

A survey of the Center in this period revealed 12% of the employable workers unskilled, 37% semi-skilled, 26% skilled craftsmen, 17% professional and technical workers, and 8% executive scale. Of the approximated 5,689 people above 17 years of age, 1161 different occupational codes were represented. Project operations called for workers in 426 different types of work.

No major problems in employment and work relations were encountered during March. Record shows 2627 male workers, 1490 female workers, making total employed 4117.

March 1943

Project Operations Workers	102
Community Enterprises "	95
Construction & Maintenance	609
Agriculture "	433
Mess Division "	1357
Community Services "	1225
Housing & Employment "	88
Others "	208
	<u>4117</u> Total Workers

Cash Advance Classification:

\$19.00 per month		\$16.00 per month		\$12.00 per month	
451-males	64-females	2163-males	1374-females	13-males	52-females
515 - Total		3537 - Total		65 - Total	
12.5 %		86 %		1.5 %	

With large numbers of evacuees leaving the Center to accept outside employment it became more difficult to replace them, because the most skilled and highly trained were leaving first. Definite and specific training in certain jobs was being done in order to replace those leaving.

Transfers, terminations, and re-assignments were at a minimum during March. The majority of workers had been placed in job assignments suited to their skills, knowledge, and abilities.

School boys, some 266 of them, 14 years old and older, were employed in non-hazardous part-time jobs.

All jobs within the project were classified and job analysis of duties, responsibilities, skills required, etc., were made by various Division and Section Heads.

Job requirements were set up and workers assigned according to their ability to meet the requirements of the job involved or the ability to be trained toward accomplishing the task.

The Fair Practices Committee, which had handled only three cases up to March, had been organized in November 1942 to deal with the administration on labor policy and group and individual labor problems. It was made up of seven elected representatives from among evacuee workers in the various divisions - mess, administrative offices, agriculture, block maintenance service, etc., but never reached its full strength. The Committee dealt directly with the Project Director, making suggestions and recommendations. Their recommendations were merely suggestive and were not necessarily accepted by the administration. When the Community Council appointed a Fact Finding Committee, the Fair Practices Committee referred cases to the Council for investigation.

One minor case handled by the Fair Practices Committee involved the transportation of agricultural workers to and from the fields. There was room for one person to sit with the driver, and the understanding had been "first come, first served". When an evacuee climbed into the seat making it necessary for the Caucasian foreman to ride in the back, there were disagreeable words on both sides, and the case came to the attention of the Committee and the Project Director. The case did not develop into any form of general strike nor receive publicity. It was more a conflict of personalities than anything else and as such did not receive serious consideration of the committee.

At the end of April there was a strike situation in the Motor Repair Section which was investigated by the Council Fact Finding Committee and the administration. The Section had been overstaffed and had resented the supervision of the head of the Section. The strike was well organized - twenty-three workers walked out - and the job of recruitment was slow and possible only upon an individual basis. In some cases, persons feared physical violence if they took jobs in the Motor Repair

Section. Representatives of the striking group refused to return to work unless the supervisor was removed. The case was handled by the Division Head, Employment Officer and the Council Fact Finding Committee. It was solved through technicality of assignment, which followed a reversal of public opinion. The supervision was not removed.

That was the only serious work stoppage on the Center. In cases where a worker was terminated for cause, if the cause was deemed serious enough to warrant a penalty, he was not permitted to work for a period of from 30 to 60 days. His employment record was checked with a red mark to prevent his being placed in any job until the probation period had elapsed. If the worker felt he had been unfairly treated, he had the privilege of appealing his case to the Fair Practices Committee which would, in turn, request an investigation by the Council Fact Finding Committee. There were a negligible number of such appeals, however, the younger workers, in particular, preferring to take a month's "vacation".

Following the Motor Repair strike, both the Fair Practices Committee and the Fact Finding Committee remained inactive.

March 1, 1943, new employment rules went into effect, requiring:

- (1) Stricter timekeeping
- (2) Reasons for voluntary termination and divisional agreement in cases of transfer.
- (3) 30-day lay-off or penalty in cases of termination for cause.

The major problem of employment during this quarter was encountered in a partially successful effort to stretch the evacuee work day into an eight-hour period of actual work.

In the fields of employment, placement, labor relations, working conditions, etc., no unusual problems or incidents had been encountered. There had been no strikes or group meetings.

During the month of April, no major problems were encountered until the

voluntary resignation of the Motor Repair Crew at the end of the month, which is mentioned above. However, it was becoming increasingly difficult to replace workers who left the Center for outside employment.

There was also evidence that evacuees were avoiding certain types of work involving hard labor. It became difficult to recruit workers to haul coal, work in the farming industry, do certain types of labor in construction work such as ditch digging, dirt moving, and certain types of hospital work.

Civil Service Examinations were given to 80 evacuees, and 43 technical and professional applicants were interviewed by the Civil Service Examiner.

Changes in the Employment Division occurred when the Housing Section was transferred to Community Management Division. Occupational Coding, Placement and Leaves Section became the entire Employment Division under the supervision of John L. McCormick as Division Chief, William C. Love, Placement Officer, and Robert A. Allison, Head of Occupational Coding and Records Section.

April 1943

Project Administration	156
Public Works Division	626
Agriculture Division	384
Mess Division	1394
Transportation Div.	71
Community Services Div.	1114
Employment Div.	48
Consumer Enterprises Div.	<u>120</u>

3913 Total Workers

Cash Advance Classification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
494 - Total	3354 - Total	65 - Total
12.7%	85.7%	1.6%

May 1943;

Project Administration	153
Public Works Division	639
Agriculture Division	356
Mess Division	1389
Transportation Div.	72
Community Services Div.	1173
Employment Div.	50
Consumer Enterprise's Div.	<u>123</u>

3955 Total Workers

Cash Advance Clasification:

\$19.00 per month		\$16.00 per month		\$12.00 per month	
435-males	46-females	1965-males	1463-females	25-males	21-females
481 - Total		3428 - Total		46- Total	
12.1%		86.8%		1.1%	

June 1943;

Project Administration	145
Public Works Division	453
Agriculture Division	462
Mess Division	1163
Transportation Div.	71
Community Services Div.	856
Employment Div.	38
Consumer Enterprises Div.	<u>107</u>

3295 Workers

Cash Advance Clasification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
441-males 44-females	1 607-males 1179 females	13-males 11-females
485- Total	2786- Total	24 - Total
14.7%	84.5%	0.8%

Division and Section Heads examined and analyzed each job with a view to reducing the workers to a minimum. Schedules of labor requirements were studied and planned. Jobs were broken down and skilled employees were placed in skilled work. Effort was made to step up a training program, and supervision was improved.

During the month there was considerable turnover. Staff meetings with foremen and supervisors were held for planning and effecting work schedules which would require every employee to work a full eight-hour day.

No major difficulties in the field of labor or working conditions were encountered during the month of June.

The Motor Repair Section difficulty which continued into May, had been settled. The Section, with a full crew, was again operating efficiently and smoothly.

The Placement Section's primary aim for April, May and June 1943 was:

- (1) Shifting of valuable and skilled labor from non-essential or lesser-essential jobs to more essential work.
- (2) Recruiting of inactive workers both skilled and unskilled for Project operation activities requiring specialized abilities.

With labor break-downs showing the amount and kind of available and willing workers, a complete project survey was conducted to determine:

- (1) The Project operation jobs that "had" to be accomplished (Project operational activities were set up on a priority basis, with Agriculture, Construction, Motor Repair and Maintenance coming in order of importance of labor supply and demand)

- (2) Check was made in each Division, Section, and job, to analyze the situation as to man-power being used as compared to number of workers actually required to perform the task.
- (3) Essentiality of workers was carefully studied.
- (4) A scale-down in workers and shifting of workers to occupations or jobs better suited to each individual's ability, training.
- (5) Special emphasis was given to planned systematic training for:
 - a. Replacement of workers leaving the Center.
 - b. Training foremen and supervisors to feel and share responsibility in getting a full day's work, five and one half days a week, from each employee.
 - c. Initiating efficient and effective timekeeping in order to get and to maintain a maximum amount of hours of work.

Complete agreement was reached by all Division and Section Heads and cooperation was excellent. Naturally, there was a considerable turnover, but the shifting was done systematically and slowly. Wide publicity, designed to properly inform the Evacuees, was given through the Center paper. There was a full and complete understanding. Worker's morale was kept high and little lost time or absenteeism resulted.

By July 1, 1943, over one thousand workers had been transferred or shifted. The more essential operations had been supplied with sufficient capable labor. The less essential jobs were curtailed or abolished. All workers seemed to be more willing to apply themselves more diligently and to stay on the job more consistently.

Altogether, through the 90 day period, the number of workers was scaled down from 4167 to 3295. (During this period approximately 560, people, most of them workers, left the Center on indefinite leave).

The full utilization of every worker on every job was the primary key. Schedules of labor requirements and job analyses were carefully studied. Workers were placed in jobs best suited to their abilities, willingness and desires. Consideration and study was likewise given to how badly workers were needed, what jobs needed them, and how important the job was to the Center.

All Evacuee workers, particularly those with skills and abilities meeting job demands on the outside, were encouraged to give thought to relocation.

July 1943:

Project Management Div.	22
Administrative Management Div.	1285
Operations Division	1028
Community Management Div.	877
Employment Division	<u>38</u>
	3250 Total Workers

Cash Advance Classification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
418-males 47-females	1645-males 1109 females	21-males 9-females
465- Total	2755 - Total	30 - Total
14.3%	84.8%	0.9%

With the leaves program stepped up in tempo, the reducing of Project jobs to the maximum of 2800 by September 1, 1943 did not create such a great turnover as expected. However, the continued placing of skilled workers to positions vacated by those that left the Center was a continuing paramount problem.

A new Section, the Industrial Section, was established under Operations Division. This Section had the responsibility of processing sufficient wood for the Center's winter supply of fuel. Processing wood included felling trees, logging, power-saw operation and mule driving that required approximately 300 workers.

August 1943:

Project Management Div.	19
Administrative Management Div.	1264
Operations Division	981
Community Management Div.	819
Employment Division	<u>36</u>
	3119 - 109 (Business Enterprise) *
	3010 - Total Workers

* Business Enterprises employees whose salaries were paid by the Enterprises rather than by WRA were deducted from employment statistics in order to show a true figure in relation to the employment ceilings established by the Washington office.

Cash Advance Classification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
461 - Total	2646 - Total	12 - Total
14.8%	84.8%	0.4%

September 1943:

Project Management Div.	17
Administrative Management Div.	1098
Operations Division	909
Community Management Div.	593
Employment Division	<u>30</u>
	2647 Total Workers
	(Business Enterprise not included in total)

Cash Advance Classification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
342 - Total	2299 - Total	6 - Total
12.9%	86.8%	0.3%

October 1943:

Project Management Div.	23
Administrative Management Div.	1048
Operations Division	901
Community Management Div.	616
Employment Division	<u>29</u>

2617 Total Workers

Cash Advance Classification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
341 - Total	2271 - Total	5 - Total
13%	86.8%	0.2%

The Employment Division Chief, Mr. John L. McCormick, left on October 15, 1943 to accept a W.R.A. position in Cleveland. Mr. William C. Love, Placement Officer, became Acting Chief of Employment with Mr. Robert A. Allison as Assistant Placement Officer and Leaves Officer.

November 1943:

Project Management Workers	84
Administrative Management	1057
Operations Division	1124
Community Management Div.	338
Relocation Division	<u>22</u>

2625 Total Workers

Cash Advance Classification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
342 - Total	2282 - Total	1 - Total
13%	86.9%	0.1%

December 1943:

Project Management Div.	89
Administrative Management Div.	1085
Operations Division	1123
Community Management Div.	343
Relocation Division	<u>23</u>

2663 Total Workers

Cash Advance Classification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
371 - Total	2290 - Total	2 - Total
13.9%	86%	0.1%

January 1944:

Project Management Div.	83
Administrative Management Div.	1108
Operations Division	1085
Community Management Div.	319
Relocation Division	<u>23</u>

2618 Total Workers

(Business Enterprise
not included in total)

Cash Advance Classification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
388 - Total	2228 - Total	2 - Total
14.8%	85.1%	0.1%

The maximum number of Evacuee workers authorized for January, February and March was 2606.

Cash advance classification of the \$19.00 per month group has been limited to 15% of the total Project workers. To date we have been able to stay within this authorized limit.

February 1944:

Project Management Div.	82
Administrative Management Div.	1094
Operations Division	996
Community Management Div.	328
Relocation Management Div.	<u>21</u>
	2521 Total Workers

Cash Advance Clasification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
367 - Total	2152 - Total	2 - Total
14.5%	85.4%	0.1%

March 1, 1944, the Employment Division officially became the Personal Management Section under the Administrative Division. Mr. Robert A. Allison became Personnel Technician, assisted by Miss Edith Rogers.

The placement of workers has been handled by a staff of four evacuees.

March 1944:

Project Management Div.	84
Administrative Management Div.	1103
Operations Division	987
Community Management Div.	354
Relocation Division	<u>20</u>
	2548 Total Workers

(Business Enterprise not included in total)

Cash Advance Classification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
371 - Total	2176 - Total	1 - Total
14.5%	85.4%	0.1%

April 1944:

Project Management Div.	82
Administrative Management Div.	1087
Operations Division	973 3/4
Community Management Div.	364
Relocation Division	<u>21</u>
	2527 3/4 Total Workers

(42 - Part-time workers included in total)
(Business Enterprise excluded from total)

Cash Advance Classification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
365 - Total	2161 3/4 - Total	1 - Total
14.4%	85.5%	0.1%

May 1944:

Project Management Div.	79
Administrative Management Div.	1026
Operations Division	824
Community Management Div.	310
Relocation Division	19
Segregation workers	<u>22</u>
	2280 Total Workers

(50 part-time workers included in total)
(Business Enterprises excluded from total)

Cash Advance Classification:

\$19.00 per month	\$16.00 per month	\$12.00 per month
340 1/2 - Total	1938 1/2 - Total	1 - Total
14.9%	85%	0.1%

The last quarter, covering the months of April, May and June, the authorized maximum number of evacuee workers was 2513.

It was the aim to place each and every evacuee worker into positions of their preference as much as possible.

March 1, 1944, under Administrative Notice 50.5, Employment Leave regulations were issued whereby "Employees who work their regularly assigned hours and who perform assigned tasks satisfactorily are entitled under certain conditions to take time away from their job without loss of employment. Such time absent from the job is referred to as Employment Leave".

Special effort was made to comply and give each evacuee worker an opportunity to get full benefit from this "Employment Leave".

OFFICE FORCE CLOSING OPERATIONS

The Employment Office was staffed entirely by evacuees under the supervision of the Personnel Officer. When the center first opened and it was necessary to get people assigned to positions rapidly, there were approximately ten office workers and assignment clerks, but as work slacked down, the average number of employees diminished to six. The evacuee Placement Officer supervised the employment work and was faithful to her job until the center closed. Besides actual selection of an applicant for a position, the other functions of the employment office were carried on by file clerks, an assignment clerk, typist and messenger. Before the employment reduction program went into effect, high school girls worked part time in the evenings typing employment records to keep them posted to date. Although there were several specific functions in the employment work, the appointed personnel supervisor requested that all persons employed in the office know all the routines and procedures. The value of such a program proved its worth when vacancies were created by illness or relocation.

When the residents of Jerome began to be transferred to other centers preliminary to the final closing, the employment office, reduced to a staff of three,

compiled individual employment record slips showing primary occupation, last center assignment, and project employment record. A file of record slips was sent to the respective centers of destination in advance of departure, so that the receiving center would be able to make intelligent employment assignments without delay.

There was also the task of collecting employment records for the Family File folders, to be shipped on the transfer trains. This included assembling for each individual the employment history sheets, assignment terminations, project employment card record, and where they existed, unemployment compensation or workman's compensation records.

Employment terminations were pouring into the office as evacuees resigned to pack and prepare for departure, and in cases where jobs were essential, new assignments had to be made though sometimes only for a few days before they were vacated again. The paper work related to such a rapid turnover added greatly to the burden of the already overtaxed staff. Assignments had to be made for train workers, and terminations for them issued when the time cards were returned by the train rider.

After all files for transferees had been finally closed out and shipped off, records of persons who had left Jerome on indefinite leave had to be assembled for the Washington Master File. Records for the deceased had been sent in advance of transfer operations.

By June 26, all transferee records will have been completed, with the exception of the approximately 276 employed on the post-contingent. It will be a simple matter to close out those records and send them to Rohwer on June 30 when the post-contingent is scheduled to leave Jerome. At that time, all functions of the employment office will have come to a standstill and all records will have been properly disposed of.

EMPLOYMENT RULES

November, 1942

1. All requests for workers shall be made by requisition to the Employment Office.
2. Where the services of a person are still needed by the Division in which he or she is working, no termination will be granted except:
 - a. Because of illness (doctor's statement).
 - b. By request of the Employment Office to accept a position for which he is better qualified to fill--such as a technical worker now doing common labor.
 - c. Agreement between the Division heads themselves, submitted in writing to the Employment Office at the time of requisition.
 - d. Because of unsatisfactory service.
 - e. Or, upon specific order of the Project Director.
3. All terminations "for cause" will be red-flagged and the worker shall not be re-assigned for a period of not less than 30 days.
4. Any persons who wish to transfer from one division to another may file application with the Employment Office. When vacancies occur all such applicants will be considered.

The Placement Office employs the following routine for an applicant to be eligible for work:

1. Employment is handled by requisitions from the Employer direct to the Placement Office. Requisitions analyze the duties and responsibilities required of the job.

Evacuee Personnel -

2. An applicant registers by being interviewed and filling out an employment record. This record becomes his personal and permanent record in our files.
3. The assignment clerk assigns him on Form WRA-21. (The worker's copy is initialed and given to him.)
4. A worker, once he has been employed, must be terminated from that job, (Form WRA-114) before he may be re-assigned to another job.

Our duty is to see that each assignment is properly signed and approved by the Division or Section head, and routed to the various offices.

Our Placement file has a complete work record of each employed evacuee or anyone who has ever worked in this center.

OUTLINE OF EVACUEE EMPLOYMENT

October--1942

TOTAL WORKERS - 1,889

Persons registered for work for whom no jobs available - None

Working age persons who have not registered for employment - 1,980

November--1942

TOTAL WORKERS - 3,660

Persons registered for work for whom no jobs available - 169

Working age persons who have not registered for employment - 346

December--1942

TOTAL WORKERS - 3,993

Persons registered for work for whom no jobs available - 252

Working age persons who have not registered for employment - 63

January--1943

TOTAL WORKERS - 4,144

Persons registered for work for whom no jobs available - 116

Working age persons who have not registered for employment - 150 approx.

February--1943

TOTAL WORKERS - 4,159

Persons registered for work for whom no jobs available - 85

Working age persons who have not registered for employment - 125 approx.

Evacuee Personnel -

March--1943

TOTAL WORKERS - 4,117

Persons registered for work for whom no jobs available - 53

Working age persons who have not registered for employment - 114

April--1943

TOTAL WORKERS - 3,913

Persons registered for work for whom no jobs available - None

Working age persons who have not registered for employment - 158

May--1943

TOTAL WORKERS - 3,955

Persons registered for work for whom no jobs available - None

Working age persons who have not registered for employment - 116

June--1943

TOTAL WORKERS - 3,295

Persons registered for work for whom no jobs available - 660

Working age persons who have not registered for employment - None

July--1943

TOTAL WORKERS - 3250

Number registered for work but not employed - 465

Number not registered for employment - none

Evacuee Personnel e

August--1943

TOTAL WORKERS - 3,010

Number registered for work but not employed - 596

Number not registered for employment - None

September--1943

TOTAL WORKERS - 2,647

Number registered for work but not employed - 93

October--1943

TOTAL WORKERS - 2,617

Number registered for work but not employed - 98

November--1943

TOTAL WORKERS - 2,625

Number registered for work but not employed - 33

December--1943

TOTAL WORKERS - 2,663

Number registered for work but not employed - 27

January--1944

TOTAL WORKERS - 2,618

Number registered for work but not employed - 32

Evacuee Personnel -

February--1944

TOTAL WORKERS - 2,521

Number registered for work but not employed - 36

March--1944

TOTAL WORKERS - 2,548

Number registered for work but not employed - 60

April--1944

TOTAL WORKERS - 2,527-3/4

(Full-time workers - 2,508

Part-time workers - 42)

Number registered for work but not employed - 60

May--1944

TOTAL WORKERS - 2,280

Number registered for work but not employed - 73

Files

OCCUPATIONAL CODING AND RECORDS

On Monday, November 16, 1942, the ground work for the WRA-26 Individual Record Survey began at Jerome Relocation Center. Mrs. Fern E. French of the San Francisco office was advisor in setting up the Survey organization. One survey supervisor, six coders, and fourteen interviewers were trained under the supervision of Mrs. French. On November 20, 1942, Robert A. Allison was transferred to the relocation center as acting head of the Occupational Coding and Records Section. A field office was set up in one of the blocks for the coders. The survey supervisor also used the field office.

The work at first progressed very slowly and it was found necessary to re-appoint a part of the employers in the Survey. We retained our Survey Supervisor and placed him in charge of only the interviewers. A verifier was selected from the six coders and placed in charge of coding. Typewriters were scarce and difficult to borrow which necessitated doing all typing at night. A girl was selected from the interviewers and was given the responsibility of typing four copies of all WRA-26's.

Within a two-week period, we increased the number of interviewers to twenty, and had employed approximately twenty-five night typists, working from 7:00 to 11:00 P.M. Inexperienced typists were used as proof-readers. As this work progressed, it became necessary to add additional office staff such as clerks and typists to do routine clerical work connected with the processing and transmitting of the WRA-26's.

The original plan of interview for this Center was to assign one evacuee to each block and this plan was followed in 28 of our 33 blocks. However, survey work for the remaining three blocks was completed more quickly and effectively by adding the entire group of interviewers into the block at the same time.

This work was completed on January 1, 1943. However, during that month, we received two additional trainloads of persons from the Hawaiian Islands. The WRA-26's for the additional evacuees were completed by January 20.

DUTIES:

The duty of the Survey Supervisor was to stay in contact with interviewers in advisor and supervisor capacity. He was to contact the block managers, explain the program and its necessity, and ascertain the appropriate time to assign interviewers to his block. He also acted as coordinator between the employment division and the field office.

The job of the Occupational Coders was to study, read, classify, and code each person's WRA-26 into primary, secondary, and tertiary codes. The coding was based on the person's past experience, training, and education. Each coder acted as a checker or verifier for other members of the coding staff.

The Typist Supervisor had the responsibility of typing four copies of all WRA-26's. She also was assigned the responsibility of proof-reading and checking all typing.

The general office work consisted mostly of transferring information from the WRA-26 to occupational cards and to the employment record cards, mailing and transmitting all records to Washington or San Francisco, and routing extra copies to the project offices. These copies were distributed in the following way: two copies to San Francisco office, one to the Employment Division, and one to the Welfare section. The copy retained in the Registrar's office later became part of the Relocation files. A directory was compiled listing each person in the Jerome Relocation Center, along with his age, sex, citizenship, and address. Employment

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cards were prepared, listing each person according to primary and secondary occupational codes.

During the last week of January, 1943, the Occupational Coding and Records section was requested to furnish four additional copies of forms WRA-26 to be attached to the Army-Navy Leave Clearance registration, which began on February 10, 1943. It was on that date that the WRA-26 Survey was officially closed.

FINAL REPORT

ADMINISTRATIVE MANAGEMENT DIVISION

PERSONNEL SECTION APPOINTIVE

The personnel Records Section for the Jerome Relocation Center originated in the regional WRA office in Little Rock. Until appointed personnel were stationed in temporary quarters at Jerome, all personnel actions were handled by the regional office.

On September 23, 1942 a Senior Personnel Clerk was placed in charge of the center Personnel Records Section to function under supervision of the Senior Administrative Officer. Files for the appointive personnel were transferred to the center September 25, 1942, but until March 16, 1943 all personnel actions were handled through the Little Rock office. That is, OEM-28's were prepared and forwarded to the OEM office in Little Rock, which office contacted the Civil Service Commission for recruits. After Civil Service approval was secured, the papers were sent to the CAS office in Kansas City for Journalization. The Little Rock WRA office notified the employee to report to Jerome. On March 16, 1943 the center began recruiting directly through Civil Service, taking over all the work that has been handled by the OEM and CAS offices and keeping all records on the center.

The incumbent Senior Personnel Clerk left the agency April 24, 1943, with enlistment in the WAAC. From her termination until the middle of June the Personnel Records Section was headed by an evacuee clerk-stenographer, still under the supervision of the Senior Administrative Officer. A Senior Clerk was detailed to the section in the middle of June, and on July 1 the section was reorganized into the Personnel Section, with the Senior Clerk acting as Personnel Clerk, assisted by two evacuee clerk-typists. In October

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the section was set up, in accordance with the approved chart, as the Personnel Management Section. A member of the staff who had long been associated with evacuee employment was assigned as Personnel Technician. The incumbent Senior Clerk was assigned as Personnel Transactions Officer. The positions of Personnel Officer and Assistant Personnel Officer were not filled. The section continued to handle leave records; recruitment; retirement records; War Bond deductions; payrolls; Journals; OEM-28's; center War Bond, Red Cross and National War Fund drives; and correspondence pertaining to personnel, applications, etc.

During the life of the center there were 259 appointive personnel. On June 15, 1944, 140 of these were on the payroll, 15 on military furlough and 104 separated by transfer, termination or resignation. Representatives of the Civil Service Commission at Little Rock and at the Pine Bluff Arsenal proved continually cooperative in the center's recruitment problems. Personnel for the Education and Health Sections presented the largest problem in this respect.

In spite of many obstacles the morale of the appointive staff remained exceptionally high. In a weekly report the Project Director saw fit to write: "I do not believe that a more courageous and level headed group of people has ever been assembled."

An original contingent of seven persons established offices on August 17, 1942 in "the little red school house," which was a building no longer used by the Jerome School System. The men lived in an old house a few blocks away, and the two girls lived in an old servants' quarters. They ate their meals at the home of a Jerome matron, after considerable argument had convinced her that they had to eat.

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As additional employees entered on duty they lived in slightly larger towns a few miles north and south of Jerome, paying as much as \$60 a month for a room or two. Meals were eaten where they could be found. For a few weeks necessary transportation was provided by the assignment of government cars and trucks. A few newcomers established themselves in the FSA houses in the Deep Elm section of the project area. For weeks 23 men slept on army cots in a concrete-floored recreation hall, without heat and water but with many stray dogs for company. These men invaded Block 14 for their showers and shaved in Administration Building One, until the weather got too cold to shave. They ate their meals in Block 14 until the Administrative Mess was established. During those days the personnel left their desks frequently to sweep the offices, haul and unload baggage and assemble furniture. For two days the center boasted a \$4,600 truck driver, but he wasn't particularly good at it.

The first dormitory rooms became available for occupancy during December. Each one was furnished with an army cot, a nail keg and a pair of muddy rubber boots. The meals were uniformly unsatisfactory; half-boiled potatoes, turnips and beans appearing and reappearing with heart-breaking consistency. Again quoting the Project Director, from a weekly report dated May 1, 1943: "We had beans for lunch that day and their only comment was that the meal certainly was not a luxury. Unless you have tried some beans prepared by our cooks, you will be unable to appreciate how truthful that statement is."

Personnel housing remained crude and incomplete until mid-summer of 1943, when 10 apartment buildings were completed. Most of the hospital staff lived at the hospital in the doctors' and nurses' quarters.

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Others of the personnel occupied the isolation ward of the hospital, still others got along as well as they could in the mud-bound barrack buildings of Block 36, several of which were reserved for that purpose. These buildings were later converted into apartments and made more livable.

Towns surrounding the center were small, with little to offer in the way of entertainment or recreation. The problem of transportation also kept personnel at the center. On June 16, 1943, the personnel organized its Danson Recreation Association. The recreation hall intended for that purpose was dressed up with comfortable chairs; divans; tables for bridge, dominoes and card games; a ping-pong table; juke box; radio; and a pool table, which brought in a nice revenue each month. A movie was shown each Monday evening, and the association also sponsored frequent bingo parties and dances. When the center was closed, each member of the association was refunded his dollar initiation fee. Those members who were still at the center during its last few months of operation received a dividend of slightly less than \$4.00 each, derived from sale of association equipment and dissolution of its treasury.

Housing was rented on the basis of floor space, the two bedroom apartments coming to \$24 per month. Meals at the Administrative Mess were sold on the basis of cost during a calendar month, the charge for regular boarders (who had surrendered their ration books) ranging from 11 cents to 35 cents each. Irregular boarders were charged a flat rate of 35 cents, revenue from this source being credited against cost of the mess. For several months a personnel mess supervisor was employed and paid by the regular boarders on a prorated basis. This arrangement tended to improve the meals to a certain extent. Furniture was available, rented by the month on the basis of cost, to be realized during a five year period.

The project director, the original assistant project director, the mess steward and the head of the agricultural section lived in four FSA houses which were on the center area and moved into place by the army engineers. A committee controlled occupancy of the coveted original 10 apartment building buildings, basing its decisions on a loose and rather unsatisfactory set of criteria which included seniority at the project, number in the family and classification of the appointed member.

ACTIVE PERSONNEL - JEROME RELOCATION CENTER

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>
Allison, Robert A.	Sr. Stat. Clk., Registrar, Asst. Placement Officer, Personnel Tech.	11-20-42
Anders, John R.	Secondary School Teacher	12-7-42
Arne, Runo E.	Chief, Comm. Services, Asst. Project Dir. in charge of Community Management	12-21-42
Atkinson, J. Gray	Asst. Storekeeper, Property Officer	8-2-43
Austin, Pauline	Secondary School Teacher	11-2-42
Bailey, David O.	Hvy. duty truck driver, Jr. Mech., Sr. Mech.	8-17-42
Ball, John J.	Internal Security Officer	11-9-43
Ballard, Ruth H.	Telephone Operator	4-17-44
Ballard, Willard H.	Chief of Agriculture	7-9-42
Bayless, Virginia	Medical Social Worker	7-12-43
Bishop, Charles J.	Sr. Foreman Painter, Carpenter Foreman	3-19-43
Boen, Cova C.	Jr. Constr. Foreman, Foreman Mech. in Constr.	2-22-43
Boen, Maude H.	Supvr. Student Teachers	11-9-42
Booth, Gracia D.	Relocation Interviewer	4-20-44
Booth, Gurtha N.	Secondary School Teacher	9-1-43
Brown, William S.	Fire Chief, Asst. Fire Protection Officer	8-28-42
Cain, Elizabeth	Elementary School Teacher	10-1-43
Cain, Pearson R.	Int. Security Officer, Asst. Chief Int. Sec., Acting Chief of Internal Security	7-27-43
Carmichael, Perry	Jr. Sr. High School Principal	3-16-44
Cash, Marie	Secondary School Teacher	11-9-42
Castleberry, Gilbert F.	Comm. Activities Supvr., Evacuee Prop. Off.	11-3-42
Castleberry, Ollie D.	Apprentice Teacher, Elem. School Teacher	2-26-43
Cates, Ambrose E.	Fiscal Acct., Cost Accountant	7-27-42
Church, Maury A.	Senior Engineer	9-16-43
Collier, Douglas R.	Sr. Medical Officer, Prin. Medical Officer	9-16-43
Collins, Grady M.	Sr. Constr. Foreman, Head Storekeeper, Storekeeper	4-14-43
Colton, Charles W.	Finance Officer	9-17-43

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>
Crane, Wallace	Assoe. Design Engr., Irrig. & Drain. Engr.	9-9-42
Cross, Helen R.	Fiscal Acc't. Clerk, Audit Clerk	9-9-43
Crowe, John J.	Prin. Agri. Aide, Sr. Foreman of Agri.	11-4-42
Crump, Jesse F.	Electrical Engineer	11-4-43
Davis, Clyde N.	Asst. Storekeeper, Jr. Cost Accountant	1-6-44
Davis, Margaret (Blankenship)	Sr. Staff Nurse, Supervising Nurse (resigned 9-25-43 and returned	(10-21-42 2-11-44
Dilday, Grace O.	Secondary School Teacher	11-9-42
Dollarhide, Zelma Lee	Elementary School Teacher	11-23-42
Dottery, Coleman P.	Asst. Procurement Officer	12-21-42
Eggie, Cecilia Agnes	Sr. Staff Nurse, Supervising Nurse	2-23-43
Enlow, Foy L.	Chief Foreman of Agriculture	1-21-44
Gay, Geraldine L.	Jr. Clerk Steno in Mess Section Secretary for Legal Division	9-4-42
Haselden, Erva B.	Librarian	2-1-43
Henderson, Ellen J.	Sec. Sch. Tehr., Secretary - Welfare Sec.	5-31-43
Henry, Beryl	Curriculum Adviser, Head Teacher	9-28-42
Herndon, Emmett E.	Stat. Clerk, in Public works Div., Cost Acct. Clerk in Finance	9-16-42
Herren, Irene R.	Telephone Operator	11-23-42
Hogan, Ruth	Secretary to Assistant Project Dir. and Project Director	7-27-42
Horn, William H.	Asst. Storekeeper, Rec. & Shipping Supvr.	11-23-42
Hulen, Otho	Asst. Storekeeper	8-20-43

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>
Jenkins, Willie H.	Principal Dispatcher, Motor Pool Supervisor	10-7-42
Keck, Hazel M.	Secondary School Teacher	10-1-43
Keown, Cecil E.	Telephone Operator, Supervising Telephone Operator	12-9-42
Key, Corine	Secondary School Teacher, Relocation Interviewer	11-9-42
Kitchens, Pauline O.	Jr. Clerk-Steno - Education, File Clerk	9-1-42
Krueger, Reginald M.	Secondary School Teacher	12-27-43
Langford, Daniel B.	Sanitarian	9-1-43
Larner, Catherine	Chief Nurse	11-2-42
Leek, Charles I.	Jr. Cost Accountant, Asst. Cost Accountant	3-18-43
LeMaitre, Atwood J.	Jr. Cost Accountant, Jr. Fiscal Accountant Asst. Fiscal Acct., Act. Fiscal Acct.	10-5-42
LeMaitre, Serena B.	Clerk - Agriculture, Sr. Fiscal Accounting Clerk, Asst. Auditor	11-7-42
Light, Emily U.	Elementary School Teacher	11-20-43
Love, Lelia W.	Elementary School Teacher	2-4-43
Lovell, Ulys A.	Attorney	1-25-43
Lyle, Thomas Brown	Fiscal Accountant, Auditor	7-29-42
McMath, Annie	Elementary School Teacher	3-16-44
Maas, Harold C.	Head Teacher, Vocational Teacher	11-8-43
Manees, John B.	Carpenter Foreman	9-17-43
Martin, Lena Mae	Elementary School Teacher	11-9-42
Martin, Vance	Secondary School Teacher, Asst. Jr. Sr. High School Principal	10-19-42

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>
Mayhan, Etta N.	Secondary School Teacher	11-9-42
Mayhan, Minnie L.	Vocational Adviser, Relocation Interviewer	11-2-42
Melton, Arch H.	Foreman Mechanic	1-7-44
Melton, Arch H., Jr.	Jr. Mechanic	2-14-44
Melton, William O.	Asst. Project Director, Asst. Project Director in charge of Operations	9-16-42
Merrifield, Walter G.	Administrative Assistant, Property and Warehouse Officer	9-11-42
Merritt, Mary R.	Secretary - Internal Security	9-10-43
Milholland, James G.	Associate Agronomist, Asst. Farm Supt.	10-1-42
Miller, Ruth H.	Dietician	4-5-43
Mills, Aulsy W.	Construction & Maintenance Supt. Chief Construction Foreman	8-19-42
Moore, Mary E.	Secondary School Teacher	12-17-42
Morrissey, Kate W.	Telephone Operator	10-19-42
Morris, Charlotte E.	Elementary School Teacher	11-9-42
Morris, Virgie	Elementary School Teacher	11-2-42
Morrow, Ellen L.	Secondary School Teacher	11-9-42
Musick, Clarence F.	Chief Garage Foreman, Asst. Equipment Maintenance Supervisor	2-16-43
Newbury, Georgia M.	Asst. Clerk-Steno and Sr. Clerk in Hospital	2-22-43
Nixon, Era E.	Elementary School Teacher	11-9-42
O'Bannon, W. Hughes	Asst. Storekeeper	11-1-43
O'Connell, Richard S.	Sr. Medical Officer	11-1-43
Orsburn, Young M.	Secondary School Teacher, Housing Supt., Jr. Counselor, Acting Asst. Counselor, Relocation Adviser	11-10-42
Overby, Janie Lucretia	Secondary School Teacher	2-14-44

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>
Palmer, Jewel I.	Secondary School Teacher	1-25-43
Partain, Lucille H.	Sr. Staff Nurse, Supervising Nurse	10-13-42
Paxton, Leathel E.	Secondary School Teacher	10-1-43
Reaves, Charles M.	Night School Director, Adult Education Supv.	9-16-42
Reaves, Mimie L.	Elementary School Teacher	11-2-42
Reed, Alma Leora	Secondary School Teacher	11-9-42
Reed, Troy E.	Secondary School Teacher	1-20-43
Rennick, Gertrude R.	Secondary School Teacher	4-5-44
Rennick, Jarville H.	Head Teacher	1-1-44
Retherford, Hazel L.	Elementary School Teacher	1-1-44
Rice, Louis E.	Asst. Farm Supt., Farm Supt.	9-1-42
Rich, Ralph H.	Asst. Engineer	7-27-42
Richmond, Gertrude B.	Elementary School Teacher (resigned 6-25-43 and returned	3-17-43 1-1-44
Richmond, Randle R.	Asst. Steward, Chief Project Steward	11-16-42
Ridge, Verna Lee P.	Elementary School Teacher	9-1-43
Robbins, Eva M.	Asst. Counselor	5-10-44
Rodgers, Edith	Sr. Clerk, Personnel Transactions Officer	3-12-43
Roraback, Charles H.	Fire Protection Officer	4-16-43
Ruff, Nora N.	Secondary School Teacher	3-22-43
Saliba, Vera J.	Jr. Counselor	4-3-43
Skinner, Truman R.	Sr. Foreman Plumber, Utility Operations Supt.	9-1-42
Smith, Marguerite	Elementary School Teacher	11-25-42
Stearns, Bryan	Building & Ground Supt., Asst. Construction Superintendent	9-1-42
Stokes, George N.	Manufacturing Superintendent	9-13-43
Swofford, Lexie M.	Elementary School Teacher	11-8-43

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>
Teeter, Daniel J.	Sr. Construction Foreman	5-27-43
Thomason, Marvin W.	Jr. Fiscal Accountant	2-21-44
Thompson, Amon G.	Superintendent of Education	8-18-42
Thye, Carl J.	Design Engineer, Office Engineer	9-27-43
Tidball, Virginia	Secondary School Teacher	11-26-42
Van Matre, Grace E.	Supervising Nurse	11-30-42
Vizay, Marian G.	Secondary School Teacher	9-15-43
Wade, Daisy T.	Lab. Technician	7-12-43
Wakenight, Florriedeen	Asst. Clerk in Education Section, Clerk in Agriculture, Elementary School Teacher	9-9-42
Walker, Ruth L.	Elementary School Teacher	1-2-43
Walters, Oran D.	Internal Security Officer, Acting Asst. Chief of Internal Security	9-29-43
Walton, Helen S.	Asst. Clerk-Steno, Clerk, Property Clerk	9-1-42
Weatherford, Sibyl J.	Secondary School Teacher	10-1-43
Webb, J. Lloyd	Counselor	4-3-43
Wheat, Bettye P.	Secondary School Teacher	2-7-44
Wheat, Zeph B.	Sr. Foreman	11-12-42
Williams, Gladys	Secondary School Teacher	11-9-42
Williams, James D.	Sr. Procurement Officer, Supply Officer	8-1-42
Yeates, James L.	Office Manager	11-15-43
Young, Marian	Elementary School Teacher	5-16-43
Zuendt, Fritz A.	Equip. Maint. Supv.	11-24-43

EMPLOYEES OF JEROME RELOCATION CENTER ON MILITARY FURLOUGH

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>	<u>DATE ENTERED ON MILITARY FURLOUGH</u>	
Clark, Merel D.	Asst. Elem. Sch. Prin.	10-19-42	11-11-42	U. S. Navy
Dameron, Nancy B. Mrs.	Sr. Personnel Clerk	9-25-42	5-17-43	WAC - U.S. Army
Erkkila, Mauritz C.	Bus. Enterprises Supvr.	4-1-43	12-18-43	U. S. Navy
Feichtmann, George A.	Cost Accountant	10-7-42	6-15-43	U. S. Navy
Hancock, James S.	Jr. Administrative Asst.	8-20-42	4-5-43	U.S. A.A.F.
Hatter, Blythe A.	Jr. Fiscal Accountant	10-20-42	5-24-43	U. S. Army
Hays, Orren L.	Trans. & Supply Officer	9-11-42	4-25-43	U. S. Army
Hudson, Dee Jay	Chief Project Steward	9-1-42	1-28-44	U. S. Army
Jackson, Charles B.	Asst. Constr. Supt.	7-28-42	10-9-43	Seabees
McLeod, Woodrow, W.	Jr. Fiscal Accountant	9-22-42	11-21-42	U. S. Navy
Mays, Hartsill R.	Sr. Foreman of Agriculture	10-1-42	12-15-43	U. S. Navy
Smith, Lester D.	Sr. Refrig. Foreman	11-2-42	2-10-44	U. S. Army
Thompson, J. Howell	Asst. Storekeeper	11-1-43	12-18-43	U. S. Army
Tucker, John C.	Leave Officer	9-16-42	10-7-43	Seabees
Womack, Hubert L.	Heavy Duty Truck Driver	9-29-42	2-15-43	U. S. A.A.F.
Love, William C.	Placement Officer, Asst. Relocation Program Officer	9-1-42	5-19-44	U. S. Army

SEPARATED PERSONNEL - JEROME RELOCATION CENTER

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>	<u>DATE SEPARATED</u>
Alford, Inez	Secondary School Teacher	6-14-43	7-27-43 - resigned
Anders, Mittie L. Mrs.	Secondary School Teacher	12-15-42	5-15-43 - resigned
Andrews, Janie Mae	Sr. Staff Nurse	2-8-44	3-2-44 - terminated
Archer, George T.	Head Storekeeper	8-25-42	4-30-43 - terminated
Avery, Constance	Elementary School Teacher	11-9-42	2-11-44 - resigned
Baker, Christine S. Mrs.	Clerk-Steno in Community Services	9-16-42	6-6-43 - trans to War Dept.
Baker, Lee	Asst. Chief Internal Security	3-10-43	7-9-43 - Exp. temp. appt.
Barrett, Frances W. Mrs.	Telephone Operator	11-18-42	11-10-43 - resigned
Beasmore, Laura G. Mrs.	Secondary School Teacher	6-14-43	8-19-43 - resigned
Belcher, Dorothy W. Mrs.	Sr. Staff Nurse	8-16-43	2-15-44 - resigned (illness)
Bernstorff, Margaret	Secondary School Teacher	6-1-43	12-20-43 - resigned
Borst, Ralph P.	Property Officer	5-19-43	9-16-43 - trans. to Tule Lake
Bressi, Elizabeth	Elementary School Teacher	12-7-42	8-28-43 - resigned
Bush, Winifred M.	Elementary School Teacher	6-14-43	9-17-43 - resigned
Bynum, Henry A.	Foreman, Industry	11-23-42	6-3-44 - resigned
Campbell, Frinda A.	Sr. Staff Nurse	11-16-42	3-16-43 - Trans to Vet. Admn.
Carder, Cecil A.	Bulldozer Operator	11-10-43	3-15-44 - temp. appt.
Casey, Agnes B.	Sr. Staff Nurse, Supervising Nurse	11-1-42	10-11-43 - resigned
Clark, Ida Mae Mrs.	Clerk, Education Section	10-16-42	3-26-43 - resigned
Conner, Fred L.	Prin. Fiscal Accountant	4-16-43	8-25-43 - trans to B. of Budget
Goocher, Sarah C. Mrs.	Elementary School Teacher	11-13-42	11-17-43 - resigned
Cook, J. B.	Chief Internal Security	9-26-42	12-15-43 - trans to Tule Lake
Courson, Mabel A. Mrs.	Telephone Operator	10-11-43	4-30-44 - trans to Rohwer
Cowart, Douglas T.	Prin. Fiscal Accountant	1-16-43	1-24-43 - resigned
Cummings Homer	Heavy Duty truck driver	8-26-42	10-25-42 - trans to Rohwer
Davis, Curtis W.	Bulldozer Operator	10-5-43	11-9-43 - resigned
Dunn, George A.	Dragline Operator	12-20-43	4-5-44 - temp. appt.

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>	<u>DATE SEPARATED</u>
Feichtmann, Helen C. Mrs.	Apprentice Teacher	2-4-43-	6-12-43 - resigned
Felker, Carrol R.	Asst. Internal Security Officer	8-26-43	5-15-44 - trans to Granada
Fleming, James A.	Sr. Foreman of Laborers - Public Work	1-18-43	6-30-43 - resigned
Foster, Wayne R.	Secondary School Teacher	10-22-42	2-2-43 - resigned
Frazier, Mattie C. Mrs.	Sr. Clerk - Public Works and Office Services	7-27-42	9-8-43 - resigned
Gardner, Lester	Under Storekeeper	8-19-42	10-6-42 - resigned
Gehman, Johnnie B. Mrs.	Sr. Staff Nurse, Supervising Nurse	10-21-42	3-19-44 -trans to Vet. Admn.
Gordon, Dora L. Mrs.	Supervising Nurse	9-9-43	2-2-44 - resigned
Gordon, Maud J. Mrs.	Sr. Staff Nurse	12-11-42	11-10-43 - trans to War Dept.
Gowan, Richard E.	Dragline Operator	1-20-43	2-11-43 - term, temp. appt.
Goyne, James P.	Sr. Foreman, Agriculture	11-20-42	6-30-43 - job abolished
Gray, Anna B. Mrs.	Secondary School Teacher	11-10-42	6-30-43 - resigned
Gulledge, Myrtle E.	Elementary School Teacher	11-9-42	11-22-43 - resigned
Hankins, Carl F.	Jr. Sr. High School Principal	9-1-42	10-6-43 - resigned
Hargett, William D.	Under Storekeeper	10-28-42	1-8-43 - exp. temp. appt.
Harris, Carl E.	Procurement Officer	12-1-43	3-19-44 - trans to OPA
Hays, Adabell M. Mrs.	Secondary School Teacher	12-14-42	9-27-43 - resigned
Hays, William F.	Asst. Jr. Sr. High School Principal	9-25-42	10-5-43 - resigned
Hazelton, Marye G. Mrs.	Sr. Staff Nurse	5-17-43	4-15-44 - resigned
Head, Robert L.	Secondary School Teacher	2-19-43	9-9-43 - resigned
Holland, Charles R.	Jr. Cost Accountant	10-18-43	3-18-44 - resigned
LaFollette, Ivan N.	Asst. Chief Internal Security	1-12-43	2-8-43 - resigned
Leopard, George T.	Under Storekeeper	8-19-42	9-30-42 - resigned
Lovell, Camille M. Mrs.	Secondary School Teacher	10-1-43	11-3-43 - resigned
Lynn, Charles R.	Reports Officer	10-10-42	4-30-44 - trans to Washington

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>	<u>DATE SEPARATED</u>
McArthur, John D.	Under Storekeeper	10-28-42	12-31-42 - exp. temp. appt.
McCaa, Allen B.	Sr. Mechanic - Operations	3-29-43	11-18-43 - terminated
McCain, Emma Jean	Asst. Clerk-Steno in Internal Security	4-27-43	9-4-43 - resigned
McCain, Fred M.	Equipment Maintenance Supervisor	10-12-42	9-11-43 - resigned
McCormick, John L.	Employment Officer, Sr. Employment Officer	10-5-42	10-15-43 - trans to Relocation office
McCoy, Kyle J.	Jr. Mechanic, Sr. Refrigeration Foreman	11-2-43	5-11-44 - resigned
McQuiston, Elizabeth A.	Secondary School Teacher	11-9-42	9-30-43 - resigned
McSparran, Joseph L.	Principal Medical Officer	1-1-43	10-1-43 - trans to Gila
McVoy, Edgar C.	Social Science Analyst, Community Analyst	4-13-43	11-15-43 - trans to Washington
Martin, James A.	Secondary School Teacher	5-10-43	5-24-43 - resigned
Matthews, Aubrey L.	Construction Engineer	8-5-42	6-12-43 - resigned
Merritt, Calmes	Internal Security Officer	3-17-43	8-5-43 - resigned
Mikita, Andrew	Secondary School Teacher	10-10-42	11-18-42 - resigned
Miler, Kirk E.	Health, Physical Education Adviser	2-27-43	7-8-43 - job abolished
Moore, Theodore R.	Heavy Duty Truck Driver	8-20-42	9-21-42 - exp. temp. appt.
Moseley, Elizabeth H. Mrs.	Telephone Operator	11-3-42	12-10-42 - resigned
Muth, Gertrude H. Mrs.	Secondary School Teacher	1-1-44	5-12-44 - resigned
Niemi, Matt	Superintendent Community Enterprises	3-22-43	6-21-43 - exp. temp. appt.
Overton, Edgar J.	Under Storekeeper	8-20-42	12-17-42 - exp. temp. appt.
Parker, Eugene A.	Head Teacher	6-29-43	9-27-43 - exp. temp. appt.
Patrick, Hulén H.	Sr. Construction Foreman - Public Works	11-9-42	4-6-43 - resigned
Patton, James R.	Jr. Fiscal Accountant, Asst. Fiscal Accountant	9-16-43	3-6-44 - trans to OPA
Peters, John H.	Heavy Duty Truck Driver	8-24-42	8-3-43 - job abolished

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>	<u>DATE SEPARATED</u>
Quim, Leniel E.	Sr. Foreman Carpenter - Public Works	9-1-42	8-9-43 - resigned
Reed, Al H.	Internal Security Officer	9-22-43	10-27-43 - resigned
Reed, Jessie	Bulldozer Operator	1-10-44	2-5-44 - temp. appt.
Robinson, Milton G.	Internal Security Officer	2-24-43	8-21-43 - resigned
Rolfe, Ben T.	Storekeeper in Mess	10-4-43	3-29-44 - trans to OPA
Russell, Mittie M.	Jr. Clerk-typist in Public Works & Employment	9-4-42	7-15-43 - job abolished
Sharp, Millicent A.	Elementary School Teacher	5-10-43	9-7-43 - Resigned
Shilby, Virginia S. Mrs.	Asst. Clerk in Employment & Housing	10-8-42	8-30-43 - resigned
	Sr. Clerk in Community Welfare		
	Fiscal Accounting Clerk in Finance		
Smith, Avis Pritchard Mrs.	Sr. Clerk, Secretary to Project Director	9-16-42	7-23-43 - resigned
Smith, Guy B.	Sr. Engineer	7-18-42	11-22-43 - resigned
Soifer, Rhea C. Mrs.	Clerk-Steno in Property Control	4-4-44	4-12-44 - temp. appt.
Spencer, Ira H.	Vocational Teacher	11-24-42	3-15-43 - trans to Public Health Service
Stewart, Paul T.	Heavy Duty Truck Driver	8-14-42	10-12-42 - exp. temp. appt.
Suitt, James H.	Sr. Foreman - Public Works	3-1-43	6-11-43 - resigned
Taylor, Paul A.	Project Director	8-1-42	11-30-43 - trans to Dept. Agri.
Thompson, Byron S.	Elementary School Principal	9-5-42	6-1-44 - resigned
Torrey, Mary C.	Secondary School Teacher	2-1-43	7-3-43 - resigned
Townsend, Gladys	Office Manager	6-1-43	2-20-44 - trans to ODT
Tucker, Esther A.	Secondary School Teacher, Fiscal Accounting Clerk	11-9-42	1-31-44 - trans to Int. Rev.

<u>NAME</u>	<u>TITLE</u>	<u>DATE EOD</u>	<u>DATE SEPARATED</u>
Vail, Delpha Sue	Secondary School Teacher	11-9-42	6-30-43 - separation (illness)
Van Matre, Charles V.	Sr. Foreman, - Agriculture	12-4-42	6-30-43 - job abolished
Ward, Kenneth L.	Sr. Construction Foreman - Public Works	4-6-43	4-8-43 - resigned
Weaver, Ted	Sr. Foreman - Agriculture	11-10-42	6-30-43 - job abolished
Webb, Dorothy	Secondary School Teacher	5-24-43	12-17-43 - resigned
Webb, Mary C. Mrs.	Secondary School Teacher	8-23-43	3-1-44 - resigned
Wells, James H.	Sr. Administrative Officer, Asst. Project Director	8-1-42	3-1-44 - trans to Tule Lake
Whent, Ruth M.	Asst. Chief Nurse	2-17-43	1-15-44 - resigned
White, Mary G.	Secondary School Teacher	12-3-42	12-2-43 - resigned
Wilson, Clarence M.	Foreman Mechanic	3-1-43	11-23-43 - resigned
Wilson, Martha V.	Jr. Clerk-Typist in Property Control	8-24-42	11-21-42 - resigned
Winn, Bruce H.	Heavy Duty Truck Driver	8-13-42	9-12-42 - resigned

Files

FINAL REPORT

OPERATIONS DIVISION

FIRE PROTECTION SECTION

Organization and Personnel

The first step in the organization of the Fire Protection program at the Jerome Relocation Center was the indefinite Civil Service appointment of a Fire Chief on August 28, 1942. At this time the Center was under the control of the Contractor and the Fire Chief acted in an advisory capacity. This condition existed in relation with the Contractor until the buildings were taken over by the War Relocation Authority as fast as they were completed. Fire Protection at this time was under the jurisdiction of the Internal Security Section and was considered of secondary importance. The Fire Chief was the only member of the appointed personnel in this section until March 16, 1943, at which time an Associate Fire Protection Officer was transferred from the Minidoka Center.

Until the arrival of the Fire Chief on the Center there was no fire protection organization of any kind. Fire hazards were many and serious. A number of serious fire hazards were eliminated by the cooperation of the U.S.E.D. Area Engineer, who had to use pressure in many instances.

The Contractor assigned two 1000 gallon tank trucks with two drivers. One of these was assigned permanently to fire service and the other was to respond in case of a fire. The permanently assigned tank-truck was equipped with a small pump, driven from a power takeoff, and

a fifty foot section $2\frac{1}{2}$ inch hose with a $\frac{1}{2}$ inch nozzle tip, without a shut-off. The hose and nozzle were borrowed from the Fire Department of Demott, Arkansas. These two trucks were used for the fire service until WRA provided improvised fire apparatus.

The first evacuees arrived October 6, 1942. The U.S.E.D. began furnishing $2\frac{1}{2}$ gallon pump-type fire extinguishers to WRA about September 30, 1942, but these were not immediately installed because of labor shortage. Three men from the first group of evacuees were employed and they began installing the fire extinguishers in the completed buildings and performing other duties as assigned.

On October 14, 1942, approximately one-third of the water mains were placed in service. 2,000 feet of $2\frac{1}{2}$ inch single jacket, Federal specification fire hose were found in the warehouse, assigned to the U.S.E.D. for this Center. This hose was released to the WRA about October 10, 1942.

On October 14, two Chevrolet dump-trucks were assigned to the Fire Department by the WRA. These were used as improvised fire apparatus and each was loaded with 1,000 feet of $2\frac{1}{2}$ inch fire hose and placed in service. No nozzles or shut-offs were provided and this equipment was borrowed from the Monticello Fire Department pending the arrival of regular equipment.

This improvised equipment was manned by evacuees assigned to the Fire Department through established channels and the men assigned to the Fire Department by the Contractor were released.

The balance of the water mains were in service on October 27, 1942. The water system was not completed until March 1, 1943. Water was

first supplied by well No. 1 on the center, that pumped directly into the water mains; later well No. 2 was put into service and was operated in the same manner. For details of the water system see the attached chart on Domestic Water Supply.

On October 28, 1942 a telephone was installed in the partially completed Fire house and the Fire Department operated from this location beginning November 1, 1942.

Additional personnel was added to bring the total effective force to 43 male and 4 female evacuee employees as of March 1, 1943. Labor shortage, and project policy later required that this force be reduced below the requirements of Fire Protection Handbook 40.4.3. Sec. A2 and A3. The total allowable appointed personnel and evacuee employees as of May 31, 1944 is given below, which also indicates lines of authority.

Project Director
Chief of Operations Division
Fire Protection Officer
Associate Fire Protection Officer

Evacuee Personnel:

Chief	1	\$19.00 per month
Captains	3	\$19.00 per month
Engineers	3	\$16.00 per month
Firemen	27	\$16.00 per month
Fire Inspectors	5	\$16.00 per month

Total appointed personnel 2. Total Evacuee personnel 39. Captains, Engineers, and Firemen work twenty four hours and are off forty eight hours. Fire Inspectors work six eight hour shifts weekly.

The first evacuees employed in the Fire Protection Section were classified as laborers. As the number of evacuees in the Center increased it became possible to obtain men who had received some training and experience in the Assembly Centers. Some of these men showed marked ability

as leaders. George Tabata, from the Santa Anita Assembly Center, was an outstanding example in this respect and he was made the evacuee fire Chief. To a large extent, the groundwork laid by Chief Tabata is still used with good results.

Most of the extensive training and fire college work that was given to the newly formed fire department was conducted entirely by Chief Tabata and other evacuees who had become interested in the work. The knowledge of the residents, their abilities and skills, possessed by the Chief became a very valuable asset in making appointments to the fire service.

The interest displayed by the evacuee members of the fire department played a very important part in the degree of efficiency attained in a comparatively short time. The training with hose began with the placing of the improvised fire apparatus in service and was continued and intensified when the regular equipment was received on December 12, 1942.

The training consisted of manipulative drills and classroom instruction. The text-books used were, at first, from the Arkansas State Fire College. Later, books from the city of Los Angeles Fire College were also used.

In June 1943 diplomas were issued by the Arkansas State Board of Education to 24 graduates in Advanced Fire Fighting and to eight graduates of the Introductory Training Course. These diplomas were highly prized by the graduates. Seventy-five hours were required to graduate from the Introductory Course and 150 hours for the advanced Course.

Under normal conditions the intensive training programs of fire drills would not have been prolonged, but owing to the rapid turnover of the fire department personnel, due to the relocation policy, segregation and other factors, it became necessary to continue the training until

definite plans for closing the Center were made.

The problem of obtaining satisfactory replacements became greater with the passing of time. This problem was partially solved by the employment of older men, who had families and felt they were not able to chance the hazard of relocating and preferred the comparative safety of the Center. In most cases these men were not able to assume the responsibilities of leadership, a condition that became more acute toward the end of the Center's operation period.

The men selected for fire inspectors were picked because of their standing in the community and also because they were good leaders. They received special fire prevention training conducted by the Fire Protection Officer who gave talks on the causes of fire with emphasis on the conditions found in the Center. Many personally conducted tours of inspection were made, during which hazards liable to cause fires were pointed out, and correct inspection procedure was explained.

The present Fire Protection Officer reported to this Center from the Minidoka Relocation Center in March 16, 1943 and was promoted from Associate Fire Protection Officer when his transfer became effective on April 16, 1943.

In April 1943, the number of fire inspectors was increased from three to five; inspections were increased in number and frequency.

The success of the training program and the devotion to duty displayed by these men, may be judged by the fact that no fire occurred within the Center from causes which closer attention to duty might have avoided.

When it was definitely decided to close the Center and the evacuee residents were notified, there was evidence of a marked let-down

in fire prevention activities particularly in such matters as keeping the blocks clear of grass and weed growth. During the packing and crating period, considerable combustible material accumulated adjacent to barracks and where fire inspectors had received cooperation in the removal of such hazards, they now found it very difficult to remedy these conditions which cannot be avoided during the closing period.

Facilities and Physical Aspects

The fire department is housed in quarters centrally located on the S.E. corner of Block 22. The building erected for this particular purpose consists of apparatus room 72' x 38', sleeping and living quarters for firemen 52' x 24', captains room 10' x 12', shower and lavatory, office and storeroom of small size.

As erected by the U.S.E.D., the apparatus floor was earth. There were no lockers provided for the mens' clothing, nor was there any method provided for drying hose or the storage of the same.

With lumber and other material requisitioned from W.R.A. stock, the firemen built lockers, hose drying racks, and during May 1943, poured concrete for the apparatus floor and the approaches to the fire station. All of these improvements were accomplished at the nominal cost of material only. All work was done by firemen while on duty.

Firemens' quarters as provided were entirely inadequate. Ten or twelve men were expected to spend 24 hours daily in a room 52' x 24' and as this was also their sleeping quarters, most of the space was taken up by beds. Living conditions were very crowded.

Cost of Fire Station and Equipment

Original Building as erected by U.S.E.D.	\$3,363.00
Improvements - Cost of material only	<u>480.00</u>
Total cost	\$3,843.00

Fire apparatus received from U.S.E.D., December 12, 1942:

1. Mack, 500 G.P.M. T.C. equipped with a 300 gallon water tank, 150'-1" Booster hose, 1-12' roof ladder, 1-30' three piece extension ladder, necessary small tools, etc. including all essential fixed equipment.

Cost as delivered\$8,000.00

Note: This was used equipment, mechanical condition only "fair", Booster hose and minor equipment barely serviceable, it would appear that the price charged was excessive.

Received from U.S.E.D. June 6, 1943:

1. Sealand, Model S.M.E. 500 G.P.M. T.C. G.M.C. Chasis, Hale centrifugal pump center mount, tools and equipment similar to the Mack. Present condition "good".

Cost as delivered new\$3,505.00

Fire hose received about September 1942:

Note: no delivery record, this hose was probably left by the Area Engineer, in charge of Center construction.

2000'-2 $\frac{1}{2}$ " Single Jacked Federal Specification fire hose, manufactured by Manhattan Rubber Company, dated 5-42.

Note: no record of cost.

Received from U.S.E.D. June 26, 1943.

2000' of 2 $\frac{1}{2}$ ", Single Jacket, Federal Specification, Fire Hose manufactured by Bi-Lateral Fire Hose, dated February 1943.

Cost per foot \$.68

\$1,360.00

A total of 6,000 feet of 2 $\frac{1}{2}$ " fire hose has been received.

We have transferred via, property transfer to other Sections or other centers, 1550' and there is on hand at this time 4450' as follows:

- 500' New in original packages, cost \$.68 per foot.
- 3300' Used but in fair condition. No cost record available.
- 650' Drill hose. Not suitable for fire duty, condition poor.

Note: Our experience with this Single Jacket, Federal Specification fire hose has been favorable. We have had very few failures; usage however has been moderate. As no testing equipment is available, none has been tested.

Other equipment purchased by W.R.A. requisition:

Delivered May 21, 1943.

2-1½" Elkhart Mystery Nozzles, (for 2½" hose only)

Received from Arkon Brass Mfg. Co. Used, good condition.

Cost each \$43.00\$ 86.00

2- 2½" Siamese, 1-2½" into 2-2½", from Arkon Brass Mfg. Co. Used, good condition.

Cost each \$10.00\$ 20.00

In stock at the fire station:

Re-charges for hand fire extinguishers, Foam, Soda and Acid, Kidde, small parts, etc\$ 20.00

In service throughout the center are the following number, and, types of fire extinguishers. Dates received and cost records are mostly not available. All were received from U.S.E.D. as part of the original fire protection as planned. All bear the Underwriters label.

2½ gallon pump type, Alaskan, manufactured by TheGeneral Detroit Corp.:

Used, but in fair condition 706

Used, some corrosion noticeable, these
not as good as the above 210

Used, can worthless, pump and hose in
fair condition. 270

Note: A Board of Survey has classified 265 of the above 270, as Class D, needing major repairs.

These Alaskan extinguishers were the first to be placed in service. Mechanically they have given little trouble; it is becoming evident however that after a time the container is subject to corrosive action by our well water.

Received from U.S.E.D., 5-15-43, 75, Victory Steel, Foam, Manufactured by The Fyr-Fyter Co. of Dayton, Ohio. The inner chamber of these extinguishers seems subject to the corrosive action of the acid solution; 47 have been in service approximately one year; failure of inner chambers during that time, total 15. Number on hand and condition follow:

Used, in fair condition	47
New, good condition	28
Cost as delivered, \$7.42 each	\$556.50

Received from U.S.E.D. November 11, 1942:

28 - 2½ gallon Soda and Acid fire extinguishers. These were of several different makes, used, and in only fair condition. The price charged, \$12.50 each, was excessive, as some were in need of repairs.

Received from U.S.E.D. March 6, 1943:

12-2- gallon Kidde hand fire extinguishers, manufactured by Walter Kidde Co., N.J. Apparently in fair condition.

Cost each \$5.00	\$ 60.00
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Received from U.S.E.D. March 6, 1943:

13 - 15 pound size CO/2 fire extinguishers, used, in good condition. Manufactured by Lux Fire Extinguisher.

Cost each \$5.00	\$ 65.00
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On hand are 6 extra, fully charged, 15 pound size, cylinders for replacement of above as used, good condition.

Cost each \$5.00	\$ 30.00
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Received from U.S.E.D., (date unknown):

5-one gallon, pressure type Carbon Tetrachlorid fire extinguishers, manufactured by the Physter Mfg. Co. Condition good, cost unknown.

Fire Reporting Telephones

Seventeen Fire Reporting Telephones were installed as a part of the original camp installation by the U.S.E.D. The original plans for these telephones provided that all these telephones terminate at the fire station in a regular Army-type fire alarm switchboard and equipment. With such an arrangement the fire reporting telephones could not be connected to any other telephone, which is in accordance with accepted practice. This arrangement was changed by the action of the Project Director with the assistance of the Regional Director, and the telephones were made to terminate at the regular telephone switchboard in such manner that they could be connected to any telephone and their use was permitted for emergency calls, which in practice, resulted in widespread use of these telephones by the residents of the center.

WRA regulations and the recommendations of the Fire Protection Adviser called for the installation as originally specified, but no further changes were made.

The distribution of these fire reporting telephones provided ample protection. In July 1943 some changes were made in the distribution, which permitted the use of one in the residence of the Chief of Internal Security and two were moved to more desirable locations resulting in slightly better fire protection. There are at present 16 fire reporting telephones in service. Some irritation and interruption of service over these telephones was caused by the users failing to properly hang up the receivers, putting the phone out of service until some one was dispatched to hang the receiver properly.

Hospital Alarm Signals System

Early in October 1943, there was completed an automatic fire alarm signal system by which any fire occurring in the hospital building transmitted an alarm direct to the fire station. To assist in locating the source of the alarm the hospital was divided into three zones, the zone where the alarm originated showing at the fire station by lights in three different positions on a panel. Alarm bells were provided at both fire station and hospital terminals. This system furnished supervisory sprinkler service, and additional protection was given by Thermostats placed throughout ceiling and attic areas, and six manually operated alarm boxes. Operation has been generally good though some false alarms were caused by water surges in the sprinkler piping. After installation of pressure releases, this gave no further trouble. March 28, 1944, after a severe electric storm, trouble developed and zone #3 was rendered inoperative. The contractor supervisor was called by phone but, due to their lack of manpower, repairs were not made until April 11, 1944. This trouble was caused by a faulty driven staple breaking insulation between Thermostat wiring. No further trouble has been experienced.

This alarm system, as part of the hospital equipment, furnished protective service to the building with the exception of doctors' quarters, nurses quarters, and general supplies warehouse. It was installed under the supervision of the U.S.E.D.

Water Supply

Note: For complete description of water supply and pumping plants see appended chart: Domestic Water Supply.

Water for fire protection and domestic use is obtained from

two deep wells by means of electric motor driven pumps. One has a gasoline driven auxiliary. Total combined output not counting the auxiliary is 1900 gallons per minute. Water from these wells is pumped into a 750,000 gallon concrete storage tank from which suction is taken by pumps in the main pumping plant under a slight head. Water supply is ample.

Main pumping plant was placed in service March 11, 1943. It has three electric motor driven centrifugal pumps with a total capacity of 5,500 gallons per minute which is more than ample.

Pumps in the main pumping plant deliver water into the mains at pressures of 50 pounds during periods of peak consumption and 75 pounds during periods of low consumption. The average pressure about 70 pounds maintained, may be considered good.

Mains are well looped and cross connected. There are no dead ends. There are 31,806 feet of 6 inch, 17, 187 feet of 8 inch, and 3,330 feet of steel and cast iron pipes in use. Breakage of mains has been moderate as has been leakage. A total of 57 valves are installed in the mains, so arranged that in case of trouble or breakage, no large portion of the center would be without water for fire protection during repairs. Water mains and shutoff valves are ample.

Fire hydrants are placed, two on the long sides of each block, six around the hospital area, and three rows of four hydrants each, protect the warehouse area. Other areas are adequately covered. Some troubles were experienced at first from foreign material left in the mains during construction. This caught in the valves and caused leakage and damage to valve mechanism, requiring new valves and seats in some cases. All have been repaired and are in good shape.

Fire hydrants were installed with uniform length riser. Differences in bury and ground contour resulted in the valve mechanism being too close to the ground in numerous instances. Some were so close as to seriously interfere with the operation of connecting hose, etc. A total of 131 fire hydrants furnish ample coverage of all hazards.

Construction

Buildings comprising the center, following the usual pattern, are divided into blocks of 12 barracks, a mess hall with kitchen attached, and laundry with lavatory attached, occupying center of each block. Each block has a recreation hall.

Buildings are of one story, temporary frame construction. Exterior walls are covered on the outside with tar paper. Roofs are of composition shingles. All evacuee barracks have wood floors. Kitchens, mess halls, laundries, recreation halls, and administrative office buildings have floors of cement. Evacuee barracks have brick chimnies. Other buildings have stovepipes with roof-jacks.

Mess hall kitchens have three army type coal-burning ranges and a coal burning hot water heater with storage tank. Laundries have a single unit coal-burning hot water heater and two storage tanks. Recreation halls and administration offices are heated by wood or coal burning stoves of different types. Each evacuee apartment has an army type space heater. Wood gathered from nearby forests is used for fuel.

Outstanding Fire Hazards

During the construction period, serious fire hazards were present throughout the center. Large amounts of scrap lumber and the usual litter of construction were carelessly piled in close proximity to buildings.

~~by the contractor to take any safety measures to this danger~~

Many temporary heating units carelessly installed as to vents and other recognized safety measures were present. Labor shortages and lack of time were given as an excuse.

Hot water heaters in mess kitchens were improperly installed too near wooden walls. Due to the unseasoned lumber used in construction this hazard became more acute as time passed.

Warehouses were in disorder due to the large amount of goods which was stored therein. Many had stoves which were installed temporarily and with no thought of safety from a fire standpoint. Fortunately there were no fires in the warehouses during this period.

Ranges in the hospital kitchen rested upon a 4" concrete floor which was supported by a false floor of wood, heat from the fireboxes of these ranges was radiated to and through this concrete floor at dangerous temperatures. This condition was remedied before a fire occurred.

Electric storms occur frequently and with great violence in this locality. Several trees and buildings have been struck by lightning. We have had no fires from this cause to date.

The evacuees during rainy and cold weather insist on storing rather large quantities of wood and kindling inside their apartments, usually near the stove. A constant drive was maintained by fire inspectors to keep this practice down to a minimum.

It is apparent however that the evacuees were to a large degree more fire conscious than the general run of the American public. Having a fire was to them almost a disgrace; for that reason, fires in apartments were of rare occurrence. This can be given as one reason why fire losses within the center were exceptionally low.

Development, Changes and Accomplishments

With the arrival of a Civil Service appointed Fire Chief, August 29, 1942, organized fire protection became part of the administrative set-up at the Jerome Relocation Center.

At first, fire protection was part of Internal Security, and secondary thereto. The Chief acted in an advisory capacity under the supervision of the Chief Internal Security Officer. His efforts for the most part were directed toward the control and elimination of fire hazards usually present during construction and occupation.

The chief was alone in this work until the arrival of the first evacuee residents October 6, 1942, when some labor was made available. From that time additional personnel was employed as needed.

First aid fire extinguishers were installed where required as buildings were completed. October 14, 1942, about one third of the water system was placed in service. Hydrants were available and additional evacuees were employed to man improvised hose carriers, and to make inspection.

With the completion of the fire station, the placing of the entire water system in service October 27, 1942, and the arrival of fire apparatus December 12, 1942, fire protection was able to operate as a unit which promised in some measure adequate fire protection for the center.

March 1, 1943, Fire Protection was placed in Public Works Division under the supervision of the Senior Engineer. It still occupied a place of secondary importance. Many recommendations for improvement of fire hazards by the acting Fire Protection Officer were given little support or ignored entirely. Some improvement in this respect was noted after the arrival of an additional Associate

Fire Protection Officer from the Minidoka Center in South Idaho. Further improvement was noticeable upon the appointment of this man to the rank of Fire Protection Officer, April 16, 1943.

September 1, 1943, a reorganization of the administrative set-up advanced fire protection to a section of the Operations Division. Operations Division had, as its head, an Assistant Director who recognized the dangers of fire within the center and from this date on, cooperation was excellent. Recommendations were given prompt attention and the Fire Protection Officer was given encouragement and support, and for the first time, he was able to operate efficiently and many hazards which had formerly been ignored were abated or improved.

It is the writer's opinion that unless the responsible head of Fire Protection has had considerable experience and education in fire prevention methods and is given the necessary authority and backing by the administration, proper safety measures will not be taken. The average administrative attitude being: "We haven't had any fires, so we're doing all right." He entirely ignores the fact that there may be many serious hazards that might start a destructive fire within the area at any time.

The campaign to abate the numerous fire hazards existing within the center was begun in April, 1943. Recommendations for the proper handling and disposal of combustible scrap and rubbish in shops, warehouses and other buildings were made. Cooperation was generally good, but it was necessary to serve five First Notices of Violation and one Second Notice during this time. Results were generally good.

In May, 1943, a cyclone blower was installed in the cabinet shop as was a bin to receive sawdust and shavings. The practice of cleaning up the shop at

the beginning of the day's work was reversed and the shop was cleaned up at the close of the day. This improvement made one less fire hazard and protected a valuable though small industry.

In June, 1943, close inspection revealed that there was danger to the mess hall kitchens, hot water heaters having been installed too close to wooden walls with no protection from radiated heat. As each unit approached the danger stage, repairs were made unit by unit. In September, time and labor were available and wooden wainscoting was removed from the danger zone. Asbestos sheets were installed with a 2" air space which has proved adequate protection as no fires have occurred from this source.

The practice of cleaning parts with gasoline in the repair garage was finally discontinued when the Fire Protection Officer succeeded in getting a written order from the Assistant Director directing the person in charge of the garage to stop the practice. While no damage had resulted, two small fires had occurred because of this use of gasoline.

Hours for burning rubbish were set at 6:00 a.m. to 10:00 a.m. and pits or incinerators were placed twenty-five feet from buildings in residential districts and fifty feet from buildings in the warehouse areas. Restrictions were made when weather conditions were unfavorable. These rules were published in the Denson Tribune and a request was sent to Internal Security for help in enforcing them. They were generally complied with, and we had no fires starting from this source, though several alarms were received.

In July of 1943 fire inspectors checked amperage of all fuses throughout the center. Many cases of over fusing, as well as some bridged fuses, were found. One result was that sales of 30 Amp. fuses were discontinued in the Cooperative

stores to center residents. No fires were traceable to improper fuses.

During July and August of 1943 a campaign to clear up dry vegetation was successfully waged. Cooperation was very good and no fires were started from this source.

In October, 1943, the forty-six farm buildings in Deep Elm were protected where needed by twenty-foot fire breaks which were plowed around them on the suggestion of the Fire Protection Officer. There were numerous brush fires in this area but no loss was suffered, partially due to these precautions.

In November of 1943 the ranges in the hospital kitchen were raised two inches providing an air space as protection to the false wood floor supporting the four inch concrete kitchen floor. This condition had caused fires in other centers and was a precautionary measure to prevent them here.

As the high school auditorium neared completion in April of 1944, faults in the plans were discovered, especially in the moving picture projection booth. Considerable difficulty was experienced in making the necessary changes to protect both building and audience. The Fire Protection Officer received good cooperation, however, and the final result is considered safe.

Education of the people in fire prevention was confined mostly to fire inspectors by personal contact during regular inspection tours. These contacts with Block Managers and residents were productive of generally good results. Cooperation was in most cases very good. The Fire Protection Officer periodically wrote articles which were published in the Tribune, thereby reaching nearly every resident as this sheet is generally read. In these articles attention would be called to the last fire which had occurred and what caused it, or the special hazards of weather if dry and windy, or during cold, wet weather, the danger of storing wood

and kindling too close to stoves, etc. Fairly good results were noted. Most credit, however, must be given to the fire inspectors for the low number of fires within the center, and their interest in keeping their respective districts clear of things which might start fires. Their concern when a fire did occur, and their pride when the month passed without a fire, is one of the bright spots in the fire protection section.

While construction was in progress, and also during early settlement of the center by the evacuees, the Fire Chief acted as Internal Security Officer on numerous occasions when emergencies arose, and he has occasionally acted in this capacity until the present time.

During segregation in 1943, and again in 1944, both Fire Protection Officers rendered assistance in the moving of freight and baggage, and the inspection thereof.

Center policy required volunteers for cutting and hauling wood for winter fuel. Both appointed and evacuee personnel of the Fire Protection Section aided in this program.

Relations with the other sections were very good, and cooperation between all branches of the organization was generally good. This was especially true after the re-organization of administrative set-up September 1, 1943, and was equally true of the Fire Protection Section. During the operation of the closing of the center the policy of the Fire Protection Section will be to render assistance wherever possible.

The following is appended as part of the fire record of the Jerome Center from October, 1942, through May, 1944, a period of twenty months:

Fires

False alarms and smoke scares	31
Rubbish and brush - no loss	12
Miscellaneous alarms - no loss	35
Alarms where loss resulted	<u>13</u>
Total alarms responded to during period	91
Total number of fires where loss occurred	13
Total loss to buildings - all owned by the War Relocation Authority	\$ 363.00
Total loss - Government property other than buildings	<u>118.00</u>
Total loss - Government property	\$ 481.00
Total loss - Personal property of residents	<u><u>\$ 280.00</u></u>
Total loss for the period covered by this report	\$ 761.00
Fires caused by careless smokers resulted in property losses of	\$ 656.00
Value of buildings involved	\$58,800.00
Value of property involved	\$10,000.00
Hose laid to fire	1,950 feet of $2\frac{1}{2}$ inch 600 feet of 1 inch
Per capita loss for the twenty-month period	\$0.11

FIRE PROTECTION COSTS

	FISCAL YEAR		Total
	1943	1944 to April 30	
<u>SUPERVISION</u>			
Supervisors' Salaries	3,964.86	6,888.74	10,853.60
Travel	152.48	0.00	152.48
Overhead Transferred	2,973.37	274.90	3,248.27
TOTAL	<u>7,090.71</u>	<u>7,163.64</u>	<u>14,254.35</u>
<u>MAINTENANCE OF EQUIPMENT AND BUILDINGS</u>			
Maintenance of Buildings	117.51	409.49	527.00
Depreciation	237.85	884.83	1,122.68
TOTAL	<u>355.36</u>	<u>1,294.32</u>	<u>1,649.68</u>
<u>PERSONNEL AND OPERATING COSTS</u>			
Evacuee Labor	6,197.29	6,104.45	12,301.74
Supplies, Etc.	667.58	272.43	940.01
Motor Pool Charges, Freight and Express	662.29	992.93	1,655.22
Duplicating Service	2.63	0.36	2.99
TOTAL	<u>7,529.79</u>	<u>7,370.17</u>	<u>14,899.96</u>
Per Capita Costs	1.99	2.30	4.29

ALL FIRES WHERE LOSS OCCURRED
1-9-42 to 5-31-44

DATE	Box Tel	OWNER	OCCUPANCY	CAUSE	VALUES INVOLVED		PROPERTY LOSS	
					BLDGS.	CONTENTS	BLDGS.	CONTENTS
10-11-42	Box	W.R.A.	M. Police	Faulty stove pipe	\$8,800.	\$500.	\$2.00	
11-24-42	Tel	W.R.A.	Hospital	Temporary Boiler too close to wall	100.	50.	\$3.00	
2-13-43	Box	W.R.A.	Barrack	Careless Smoker	3,900.	250.	5.00	\$50.00
2-23-43	Box	W.R.A.	Barrack	Hot ashes	3,900.	300.	20.00	55.00
3-12-43	Tel	W.R.A.	Repair garage	Careless use of Gasoline	5,900.	2,000.		3.00
9-12-43	Box	W.R.A.	Mess kitchen	Spark on roof	10,800.	1,000.	1.00	
9-19-43	Box	W.R.A.	Men's Dormitory	Careless smoker	9,000.	5,000.	293.00	150.00
11-5-43	Box	W.R.A.	M. P. garage	Faulty stove pipe	800.	100.	1.00	
11-20-43	Box	W.R.A.	Barrack	Wood near stove	3,900.	200.	15.00	
12-28-43	Box	W.R.A.	Barrack	Careless smoker	3,900.	200.	20.00	65.00
1-10-44	Box	W.R.A.	Barrack	Careless smoker	3,900.	300.	3.00	50.00
1-17-44	Box	W.R.A.	Barrack	Faulty E. Switch	3,900.	200.		5.00
1-27-44	Tel.	Mills	Automobile	Careless Smoker			20.66	

June 30, 1944

DOMESTIC WATER SUPPLY
ELEVATED STORAGE (Schedule D)
(Tanks or Reservoirs)

53. Distributing System; type? (Gravity, direct pumping, etc.)
DIRECT PUMPING Suction from 750,000 gallon reservoir

54. Water meters installed? None

WATER MAINS - (Schedule E)

	P i p e				Expen. Joints	V a l v e s		F i r e H y d r a n t s - N u m b e r I n s t a l l e d				Remarks
	Material	How Joined	Size	Length		Gate	Hydrant	4x2½x2½	4x2½x2½	2x2½	2½	
55.			14"									
56.			12"									
57.			10"	3330	None	None	None	None	None	None	None	
58.			8"	17187	None	22	None	None	36	None	None	
59.			6"	32812	None	33	None	None	95	None	None	
60.			4"	1590	None	None	None	None	None	None	None	
61.	Totals			54919		55		None	131	None	None	

62. Remarks:

1006' of 6" and 1394' of 4" pipe included in above, lead from Center boundary to sewage treatment plant, this has been subtracted from "water mains" in the Final Report.

Fire Protection

Jerome Relocation Center

June 30, 1944

DOMESTIC WATER SUPPLY
SOURCE PUMPS -- (Schedule A-1)

Item No.	Suction		Discharge			GPM	P u m p			M o t o r			
	* From Items	Diam In.	** To Items	Diam In.	Head Lbs. sc.In.		Make and Type - Model	Also used as Auxil.	Speed RPM	Volt	HP	Speed HPM	Make: type: model
11.	1	8	26	8	29	1916	Layne Pump - Rotary - 3945	yes or no	1750	220	40	1770	General Electric - KF - 12F - 1339
12.	2	8	26	8	29	1916	" "	no	1750	220	40	1775	" "
18.	Total - GPM Column					3832							

AUXILIARY SOURCE PUMPS (Schedule A-2)

Item No.	From Items	Diam In.	To Items	Diam In.	Head Lbs. sc.In.	GPM	Make and Type - Model	Also used as Auxil.	E n g i n e				
									Fuel	HP	RPM	Make: cylinder: model	
19.	1	8	26	8	29	675	Layne Rotary-3945	yes	Gas	60	1950	Alis chambers - 6	
24.	Total - GPM Column					675							

* Item No. of Well or Other Source, shown on Schedule A.

** Item No. of Storage, shown under Schedule B. D. or E.

Fire Protection

Jerome Relocation Center

June 30, 1944

DOMESTIC WATER SUPPLY

Schedule A

Item	Well No.	Other Source (Name)	Well Depth (ft.)	Pump Depth (ft.)	Static Level (ft.)	Draw Down (ft.)	Dis-charge Head (ft.)	Diameter casing (ft.)	Dis-charges to Item	Capacity		Remarks
										Well (GPM)	Other Source (GPM)	
1.	1		796	100	33	43	58	12	26	675	None	
2	2		936	100	33	43	58	12	26	1241	None	
9. Totals (Capacity columns only)										1916		

June 30, 1944

FIRE FIGHTING EQUIPMENT
(Schedule F)

Item	Station No.	Apparatus		Chasis			Pump				Date in Serv.	Hose -- in ft.		
		Type	Make	Mfg. No.	Cyl.	HP	Make	Stage	Capacity	Mount		2½"	1½"	¾"
1.	1	500 GPM-TC	Mack	40 S 1018	6	85	Hale	Single	500	Center	12-9 1942	3900		150
2.	1	500 GPM-TC	G.M.C	CC 303	6	87	Hale	single	500	Center	6-27 1943	2000		150

FIRE HOSE

(Schedule G)

Cotton Jacket Rubber-lined							On Hand - June 30, 1944			
	Amount	Size	Make	Manufactured	Received	Received from	4"	2½"	2"	1½"
6.	3950	2½"	Manhattan Rubber Co.	5-42	9-1-42	USED	17'	4450	None	None
7.	500	2½"	Bi-Lateral	1942	6-27-43	8th Service Command				
8.	17	4"			6-27-43	8th Service Command				

Jerome Relocation Center
June 30, 1944

TELEPHONE SERVICE

Project Telephone Numbers: 240 Dermott
Number of trunks: 4
Name of telephone Company: S. W. Bell Co. Address: St. Louis, Mo.
Hours of Service 24

PROJECT PEX

Number of circuits 4 ; stations 1 ; PEX capacity 80 ; circuits 4

FIRE REPORTING

Number of circuits 16 ; fire phones 16 ; other phones None
Circuits terminate at: *switchboard ; * fire station None
Annunciator: *Yes *no Number of Power Sources 2
Number of circuits used for other purposes none
Can fire phones be connected to other phones? Yes ; no
Will telephone operator make connections to other phones? Yes ; no
Are all calls origination on fire phones connected to fire station? Yes ; no
Are fire phones tested daily? Yes ; no
Are fire phones tested by Internal Security ; or Fire Department
Are records of fire phone tests kept at Fire Department? Yes ; no
How Many telephones in fire stations? 1
Is Fire Protection Officer's residence phone on fire station circuit? Yes No
How many fire stations are on a circuit? 1 Are there any other phones on these
circuits? Yes ; no .

* Check one

Do the telephone operators carry out all of the provisions of Administrative Fire Protection Handbook 40.4.20L? Yes ____; no ____ Are forms provided for this Yes ____; no ____.

Are provisions of Fire Protection Handbook 40.4.20L, M and N being observed? Yes ____ No ____

Are the provisions of 40.4.20 I being observed? Yes ____ no ____

Are the provision of 40.4.20, E - (I) being observed? Yes ____ No ____

Power Sources

Number of sources 2

Principal source (explain):

Lighting circuit battery charger 110X and generator

Motor Generator -- details: make - voltage - fuel - amps - KW None

Batteries

Kind	Quantity	Number of cells	Volts	Amps	Hours	Capacity	Make (Manuf)
Dry							
Wet	2	16	24	$\frac{1}{2}$	100		Philco

Charger

Type	Volts	Amps	Manufacturer	Remarks
Copper Oxide	17	$\frac{1}{2}$	Western Electric	

