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WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 2, 1944

MEMORANDUM TO: Mr. Roy Potter
Acting Deputy Project Director

SUBJECT: Monthly Report for February 1944
Personnel Section

1. Principle Activities. The Transactions Unit has been engaged in the processing of personnel transactions of appointed staff, maintaining the personnel records and preparing regular and special reports relative to personnel, and other such related activities.

The Selection and Placement Unit, at the present time, is interviewing and making referrals of workers to jobs within the center, contacting residents in an attempt to fill requisitions for workers submitted by Section and Unit Heads, operating of a control unit in respect to the number of workers allocated by Washington to each section, and preparing necessary reports.

2. New or Unusual Functions. The Transactions Unit has finally been able to get underway with the setting up of retirement records. The first step will be to process the requests for refunding of retirement deductions that have been received from employees who have left the service. Our current records will then be established.

During the past month, the Placement Unit has assisted every unit and division in the center in the preparation of their fourth quarter budget for personnel. We found ourselves somewhat handicapped in that we had some inexperienced personnel, as well as the lack of a wide-carriage typewriter and calculating machine.

3. Transactions Handled. The Placement Unit, during the month of February, has issued a weekly report to every section and unit, indicating the number of workers within the center, as well as showing the total employment picture within each section and unit. During the month of February, 118 assignments and 12 terminations were made. Twenty-five transfers between sections and divisions were effected.

4. Problems or Suggestions. The Transactions Unit has made some progress in training a replacement for the Payroll Clerk whose temporary appointment expires March 31. A rapid turnover of the resident employees remains a problem. It is expected that sometime during the month of March, we may expect to lose about five resident workers from the Personnel Section. Efforts are being made now through in-service training to have replacements ready.

The Personnel Section keenly feels it would be advisable to have the Personnel Office in a more central location and more readily available to other offices of the center. In any future discussion of reallocation of office space, we would like to have consideration given to our request.

5. Projected Activities. In keeping with the thought of bringing about as much similarity in the assignment of both appointed and resident workers, we are suggesting to the Washington Office that a Form 57 be obtained from the resident workers. This could be done on a progressive basis so that on all new assignments or transfers, a Form 57 would be obtained. This could then be the beginning of a personnel file on each of the resident workers which would be augmented with other personnel data from time to time.

As a result of the meetings held with Mr. Stephens and Mr. James, a plan is being devised for induction training of new appointed staff. This training is to be done collaboratively by the Personnel Section and the section involved.

6. Relationship with Other Divisions and Sections. Three different labor problems involving three sections have been satisfactorily adjusted through the Labor Relations Committee of the City Council. In view of this experience, it is anticipated that the Council Committee will assist materially in bringing about healthy reconciliations were labor difficulties may occur. It is hoped that through the liaison that the Council Committee will give us with the workers, that the labor difficulties will be kept at a minimum and in many instances, avoided by discussions before any difficulty develops to a point of tension.

*Original signed by
George H. Lafabregue*

George Lafabregue
Personnel Officer

GL:km

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Personnel

May 1, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Acting Asst. Project Director

SUBJECT: Monthly Report for April

1. Principle Activities. During the month of April, the freeze on personnel created by the closing of the Jerome Relocation Center caused some concern. However, with the collaboration of the Washington Office on the lifting of the freeze on certain jobs where apparently no candidates were available at Jerome, progress in filling essential jobs were made.

The recent release of new instructions providing for various types of leave has been the main concern of the Placement Unit. It is anticipated that as soon as the necessary forms are received, files will be set up. Numerous discussions have been held by the appointed staff on the new leave regulations. A special committee of the appointed staff has been established to fully discuss the new regulations. It is anticipated that resident committees of various groups in the center will be established so that all will be properly informed on the need for collaboration on the part of all to put the new regulations into effect with particular emphasis on the 44-hour week.

The Labor Relations Unit assisted in effecting a satisfactory adjustment among the tractor drivers. One of the crew foremen had adopted a 4-hour day for his crew and had anticipated obtaining 8 hours' pay. The request was denied by the section head followed by a walk-out of that particular crew. The matter was settled satisfactorily by the section involved the day following the walk-out and all of the men are now working full-time.

2. New or Unusual Functions. The Personnel Transactions Unit mailed out during the month pledge cards to a number of individuals who are not contributing 15% of their gross salary to War Bonds. We have already received several bond cards pledging an increased amount because of this drive.

The Cooperative declined to participate in the proposed plan of their supplying domestic workers for the appointed staff. It was their feeling that they had tried such a plan in the past and that it had not worked out satisfactorily. The matter has been referred to the Washington Office for further instructions.

The Council Labor Committee has taken up with the Council the establishment of a Fair Labor Practice Committee made up of workers. So far, the Council, as a group, is not convinced that a change needs to be made at this time. It is their feeling that the Labor Committee of the Council is serving the purpose and that since they are the elected representatives of the people and without exception are workers in some section, there is no need for a duplication. The matter, however, is being referred back to the Council and further discussions will be held.

3. Transactions Handled. Eight new appointed employees were added during the month, six of whom entered on duty during the week ending April 29, 1944. Eight persons left the project during the month. There are a number of requests for change of status and appointment pending in our Washington Office or in the Civil Service Office. We have obtained Washington and Civil Service Commission approvals on four other persons and are awaiting their entrance on duty.

During the month the Placement Unit made 222 assignments, 74 transfers between sections, and effected 206 terminations.

4. Problems or Suggestions. In setting up our control cards for sick and vacation leave, it is felt that additional workers will be needed in the Placement Unit. It is believed that 2 file clerks and 2 typists can handle the situation. An effort is being made to utilize high school students part-time until they graduate at the end of this semester and then place them on full-time to maintain this file.

The addition of the Personnel Technician to the Personnel Management Section staff will make it possible for the section to organize itself as per instructions from the Washington office. It is hoped that if any standard material relating to job analyses has been developed by the Washington Office, it is forwarded to us soon.

Workers are continuing to leave the center either through indefinite and seasonal leaves or through Selective Service. The major concern at this time is to develop ways and means of activating every potential worker who is not employed. The Council Labor Committee is discussing this at length and will present their recommendations on this problem to the administration in the near future. In several fields of operations, there is a dirth of workers, especially in the pipe line crew. In this respect, the matter is serious as breaks are continuing to occur and must be repaired. The Council Labor Committee has also taken this matter under advisement.

A committee made up of representatives of Operations, particularly the Maintenance Unit, the Council Labor Committee, and the Block Managers met to discuss what adjustments could be made in amalgamating the job that is being done by the Block Janitors and Block Boilermen. It is anticipated that some healthy adjustments can be made in this matter that will not affect the service that is being given but will streamline the work of maintaining the services through amalgamation of duties. At the present moment approximately 100 vacancies ^{exist} ~~occur~~ throughout the project for the residents.

5. Projected Activities. During this coming week, the Transactions Officer will relinquish to the Personnel Technician the pending file for appointed personnel. This will relieve the Transactions Officer of this duty in order that he may concentrate his entire energy on personnel transactions. It is planned that in connection with the handling of the pending file of the appointed personnel, the Personnel Technician will also supervise Staff Housing. Following the assumption of these two duties, he will also assume his responsibilities in the Selection and Placement Unit as outlined in the job description.

The Labor Committee of the Council has assisted in formulating the following recommendations to be put into effect immediately:

- a. that the High School and the Placement Unit collaborate their efforts to assure adequate placement of the high school graduates.
 - b. that women be encouraged to take over positions in the center.
 - c. that potential workers who can only devote part of their time to employment be encouraged to participate in center employment on a part-time basis.
 - d. that vital information on center employment be dispersed to the residents through the Council and the Block Managers. It was felt that if the residents were made fully aware of the labor shortage, those who could take employment will respond, particularly if an appeal is made on the basis of a service to the community and what it will mean to the individual worker in maintaining work habits and possibly receiving new training on a job.
 - e. That job openings in the center be publicized in the Topaz Times. This is to make the workers aware that there is a labor shortage and that jobs are available. This would offset the stress that was placed on job quotas in the past whereby people may have received the impression that jobs were not available due to labor quotas.
6. Relationship with Other Divisions and Sections. The Personnel Technician will be expected through prompt contact with the section involved to bring about closer collaboration with the Personnel Management Section in assigning new workers, both resident and appointed. Through job analysis within each section as needed and requested by the section, it is hoped to develop sound working relationships within each section between workers and appointed staff.

The feeling prevails among members of the appointed staff that careful consideration should be given to the possibility of amalgamating certain units and sections, particularly where there is overlapping of function. It may be that if considered judgment is given to this possibility, the lack of appointed and resident staff may be minimized through this process.

The Personnel Management Section is anticipating putting on a recruiting campaign in Salt Lake City as soon as the Jerome freeze is lifted. The Division and Section Heads have granted permission to the Personnel Section to do direct recruiting. At the time that a prospective worker is interviewed at Salt Lake City, if he is deemed qualified by the Personnel Officer, a direct telephone call will be made to the Assistant Project Director involved and permission obtained to initiate the necessary papers to hire the worker.

Original signed by
George H. Lafabregue

George Lafabregue
Personnel Officer

GL:km

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Personnel

MEMORANDUM TO: Mr. Gilbert L. Niesse
Acting Asst. Project Director

SUBJECT: Monthly Report for May

1. Principal Activities. During the month, the Selection and Placement Unit set up the card file as outlined in the new Employment Manual in respect to vacation, sick, and leave without pay. It has not been determined at the project level just what date these new instructions will be placed in operation, however; we are recruiting a few high school graduates and will train them in the operation of this file.

During the final weeks of school the Selection and Placement Unit worked in close collaboration with Mr. Glen Seal, commercial teacher in the high school, in the registration of high school students for project employment during the summer months. Utilizing Mr. Seal's records in respect to aptitudes, speed, accuracy, and attitude, we are assigning the students to section and units who are understaffed or who expect to lose workers in the near future. These trainees will be assigned on the \$12.00 rate and reclassification will depend on the workers application to the job. Mr. Seal will act as trainee supervisor in all units during the summer months and will request any adjustments in assignments that will be beneficial to the student in gaining training and good work habits.

2. New or Unusual Functions. Mr. George Lafabregue, Personnel Officer and Mr. Melvin Rantala, Personnel Transactions Officer left for Denver over the week-end with a pocketful of questions and a handful of suggestions to attend a Personnel Management meeting of Personnel Officers from all Centers. This meeting will continue thru the week and should solve many personnel problems.
3. Transactions Handled. Nine new appointive members were inducted during the month and five separations occurred. The Placement Unit made 225 assignments, 46 transfers between sections, and effected 318 terminations.

O. K.

4. Problems or Suggestions. The major problem confronting the entire Center at the present time is the shortage of workers in all classifications. Seasonal work on the outside is just starting and if we profit by our experience of last year we will find many residents going out on the harvest of small fruits and berries during the months of June and July, but the big demand for workers will come during the late summer and early fall months in the processing plants and the harvesting of fall crops.

Indefinite leaves are increasing week by week and Selective Service has started calling residents for active duty. On the project, at the present time, we have over 200 jobs open. Facing the above facts and realizing the decrease in our population over last year. At that time, it was impossible to recruit enough workers to plant or harvest the crops. The water lines in the Center are still in need of repair. I think that this subject is beyond the discussion stage, and demands positive action by the administration in the curtailment of some activities so that man-power will be available for the basic operation of the center which should include the replacement and upkeep of the water lines for the safety and health of the residents.

5. Projected Activities. The Council Labor Committee has suggested that in addition to their representatives to our weekly labor meeting, the Block Managers and the Inter-Faith should be invited to send representatives and in that way more residents will be currently advised of our labor problems. It was also suggested that the Project Director and the Asst. Project Directors participate so that a complete understanding between the Administration and residents will be accomplished.
6. Relationship with other Divisions and Sections. The need for closer relationship with other Divisions in respect to the recruitment of appointive personnel was apparent during the past month. It is impossible to channel all correspondence through the Personnel Office. We should at least be advised of contacts made and changes planned in divisional organization.

W. J. Campbell
Asst. Personnel Officer

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WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Personnel

July 1, 1944

MEMORANDUM TO: Mr. Gilbert L. Blesse
Assistant Project Director

SUBJECT: Monthly Report for June

1. PRINCIPAL ACTIVITIES. During this month efforts were made to crystallize the organization of the Fair Labor Practice Committee. At the present moment the consensus of opinion tends to indicate that the following plan may be approved.
 - a. The continuation of the Labor Committee of the Council as representatives of the people and workers.
 - b. Creation of a Sub-Committee of the Council Labor Committee to include representatives from the Block Managers, Interfaith and one staff worker from each Division.
 - c. Selection of a Labor Relations Officer by the Council Committee to be responsible to the committee who will be the workers liaison person with the committee.
 - d. The Council Labor Committee meets monthly, the Sub-Committee weekly.
 - e. A monthly meeting of both Labor Committee and Sub-Committee with the Project Director and his three assistants.
 - f. The Personnel Officer to act as the liaison officer for the committees with the Project Director.
2. NEW OR UNUSUAL FUNCTIONS. A recruiting trip for one week by the Assistant Personnel Officer at the Salt Lake City branch office of United States Civil Service Commission resulted in the appointment of five persons to the staff.

A copy of the report of the Denver conference prepared by the Personnel Officer and the Transaction Officer is attached. The report was discussed at the Planning Board meeting, of the Project Director and presentation made by the Personnel Officer at the Appointive Staff meeting on June 10.

Transactions Unit has started to get our personnel folders filed in the manner instructed in the revised Personnel Handbook handed out at the Denver conference. A special report on bond pledges for all appointed

D.K.

personnel was prepared and bond cards were given to "minutemen" for those persons whose payroll deductions for bonds is below 15 per cent of their gross salary.

For this coming month a recruiting trip is being planned to Salt Lake City for the week of July 10 to 15. It is hoped that most of the transfers from Jerome will be affected by July 15, and that unfilled positions will be filled by this trip to Salt Lake City.

During the past month unusual number of request for transfer have been received. The policy has been established of accepting the transfer request if adequate reason is given but no assistance will be given to obtain a transfer. The employees request for transfer will be routed through the proper channels.

3. TRANSACTION HANDLED. Sixteen new employees were entered on duty during the month. These include three temporary employees in the Education Section who have been employed for the summer months to conduct teachers training program. Three Jerome transferees arrived during the month and several more have been approved by the Washington Office and their arrival is awaited. Seven persons separated during the month.

The Placement Unit made 61 Division to Division Transfers, and 563 Assignments were made. This sharp increase in assignments is due primarily to the availability of high school students for summer employment. In addition however, 500 Terminations were affected in the month of June.

4. PROBLEMS OR SUGGESTIONS. With the termination of the school year approximately 250 high school students were placed on the payroll. This assisted materially in many areas in relieving the labor shortages. This was particularly true with our pipe line where rapid progress is being made. However, this period of prosperity will be short lived as the youngsters are beginning to terminate for seasonal leave for agriculture and cannery work.

With the continued increases in seasonal leaves being issued there will be undoubtedly a sharp reduction of workers in every section and division which will necessitate a review of all operations aiming at stream-lining of all sections and divisions so that they will operate at maximum efficiency. In certain instances this may mean the elimination of certain services or the combination of services and determining what work is most essential and priorities issued.

It is hoped that the Project request to Washington for survey of all job classifications at Central Utah will be granted. It is felt that

since this situation is most acute at this Project that this would be a good starting point to determine how this situation will be handled at other projects in the future.

5. PROJECT ACTIVITIES. Present Service Record Cards for appointed personnel will be modified to comply with the handbook section on reports and records handed out at the Beaver conference. A set of Service Record Cards covering current employees will be typed for the Washington Office.

During the week of July 3 to 8 the Personnel Unit will be re-organized on the following line:

- a. The Assistant Personnel Officer will assume charge of all supervision of the Personnel Office located in the Center. All exit interviews will be also handled by the Assistant Personnel Officer.

The Personnel Technician will assume responsibility for the interview and selection of all resident workers as well as for the appointive staff. In addition he will also train two resident personnel technicians to assist in analyzing job classification to assure proper placing. Housing of the appointive staff will also be under his direction.

The Transaction Officer will assume responsibility for all transaction both appointed and resident.

The above re-organization will necessitate transfer of certain resident worker within the personnel section. It is hoped that this re-organization will be completed and in good functioning order by the end of July.

The policy affecting employment of domestic service has been put into effect, progress will be reported later.

6. RELATIONSHIP WITH OTHER DIVISIONS AND SECTIONS. The efficiency ratings have been completed and forwarded to Washington. Several ratings ^{are} being withheld pending completion of hearings. The experience gained this year in staff relationship in the preparation of the efficiency ratings have been revealing. It is hoped that out of this experience better staff understanding will result as well as the possibility of inserting new worker, supervisor relationship that will lead to progressive development of all concerned.

George Lafabregue
Personnel Officer

Attachment

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

File

Administrative Management Div.
Personnel Section
August 1, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

SUBJECT: Personnel Management Section Report for July

1. PRINCIPAL ACTIVITIES:

During this month emphasis have been placed on the organization of a Manpower Commission. A Committee has been set up with the following representatives of the appointed staff: the Project Director, the three Assistant Project Directors, Supply Officer, Steward, Senior Engineer, Chief of Agriculture, Community Analyst, Relocation Program Officer, Assistant Personnel Officer and Personnel Officer. The residents are represented by the Council Chairman, the Council Vice-Chairman, the Council Labor Committee, a representative of the Inter-Faith Council, the Block Managers, and the Co-op. Plans are being contemplated to enlarge the resident participation by appointing key workers from each Division.

The Committee has accepted as its function that of maintaining project services that are essential to the health and welfare of the residents. At the last meeting it was agreed that the following committees would be appointed:

1. Committee of ManPower Resources
2. Committee on Information
3. Committee on Compensatory Time

The main function of the Committee on Manpower Resources would be to evaluate the services of each Division, Section and Unit to determine where activities could be eliminated, curtailed, or consolidated, and to determine the minimum number of personnel needed to maintain the essential services of each Section.

The Committee on Information will through various channels of publicity keep the workers and the Center residents informed as to the discussions of the Manpower Commission and the recommendations made by the Committee. The residents stressed the need for adequate information to all workers in order that they would be advised at all times as to the needs for certain adjustments. It was their feeling that if adequate information is given to the residents that there will be little difficulty in effecting healthy adjustments in personnel.

The Committee on Compensatory Time was felt advisable as there is still considerable feeling over the need to liquidate the compensatory time accumulated prior to January 1, 1944. The residents feel that it is necessary to effect prompt liquidation of this problem before adjustments can be made in the Manpower situation.

For the time being the Labor Committee of the Council will meet primarily as a Manpower Commission. This will be done until the Manpower Commission has been definitely established and its committees functioning.

The format of the Labor Committee of the Council will be established at a future meeting. The thinking of the Committee is basically as reported for June.

11. NEW OR UNUSUAL FUNCTIONS:

A one week's trip by the Assistant Personnel Officer to the Salt Lake City Branch Office of the United States Civil Service Commission resulted in the appointment of an Operations Analyst and an Irrigation and Read Superintendent. Five other applications are pending Section and Division Head actions. During this month our Personnel Transactions Officer resigned. Mrs. Eudora Reed was appointed as Transaction Officer and Mrs. Dorothy Pratt as Personnel Clerk.

The re-organization of the Personnel Unit as outlined in our June report did not take place. On further consideration, it is deemed advisable for the Assistant Personnel Officer to continue with the placement function under his immediate direction rather than to turn these duties over to the Personnel Technician.

The establishment of the Manpower commission will place greater demand upon the Personnel Technician's time.

111. TRANSACTIONS HANDLED:

The Placement Unit during the past Fiscal year processed 8011 assignments and reassignments, 845 transfers between Sections and Divisions, and 6676 terminations. The Jerome transfers are practically complete. This week Perry Carmichael, Vocational Training Supervisor, Pauline Austin, secondary school teacher and Mr. Herndon, Cost Accounting Clerk arrived. Mrs. Daisy Wade, Lab. Technician is expected shortly. As soon as we receive definite word as to the appointment of Maude Boen as Supervisor of Student Teachers all of the essential Jerome transfers will have been effected.

Four resignations have been received from secondary school teachers all of whom will be affected by August 31, 1944.

IV. PROBLEMS OR SUGGESTIONS:

There is a continuous drop in resident employment. At the end of July employment had dropped to 2487 full-time workers or 200 under the Project quota. When school starts on September 4, approximately 150 high school students will return to school. This will bring our Project employment well under 2300. There is little expectation that workers now on seasonal leave will return before November or December.

During the past month, three meetings have been held with the Health Committee of the Council and representatives of the Hospital and the Labor Committee. The main topic of discussion was the shortage of nurses aids which has become very acute. A total of 60 nurses aides are needed. At present only 37 are on duty. Of these, 20 are school girls who will resign to go back to school in September. There has been a good deal of difficulty experienced in recruiting nurses aides because they do not like to work the night shift which is necessary. There has also been a good deal of unhappiness among the girls when assigned to the T. B. ward. Assignments to this ward resulted in three resignations. It is

hoped that a schedule where a nurses aide would not serve longer than 30 days in the T. B. ward will result in a satisfactory solution to this problem. A meeting of representative groups of the city, particularly women's groups, is planned for the earlier part of August, to encourage recruiting of nurses aides.

We believe that it is necessary that Washington establish a uniform procedure for transfers within the W.R.A. At the present moment there is a hodge-podge system between centers and the Washington office. We would like to recommend a procedure that would centerize clearance of all transfers through Washington.

In addition, it would seem advisable for Washington to give consideration to available personnel on an agency wide basis when promotions are available. This type of policy would tend to assist in stabilizing our personnel.

V. PROJECTED ACTIVITIES:

A renewal of temporary passes is being planned for August as well as the issuance to all appointed staff of permanent passes. A supply has been requested from Washington of WRA form 82.

The definite formulation of a housing policy for the appointed staff is contemplated for August.

A revised plan of inducting new appointed staff members will also be discussed and adopted during August.

It is also hoped that since the Council Labor Committee has now been definitely appointed for this coming term, that action will be obtained from that group as to the type of Fair Labor Practice Committee they desire.

The Manpower Commission should during the month of August make definite recommendations for action on the Manpower situation.

During August the Staff Housing Council for the appointed staff is being re-organized. It is hoped that the following Committee will be established: finance, recreation, playground,

dining hall and personnel.

VI. RELATIONSHIP WITH OTHER DIVISIONS AND SECTIONS:

Through the establishment of the Manpower Commission the Personnel Section has initiated a request to all divisions and sections to prepare a statement of the essential services of that section with a statement as to the minimum personnel needed for the First Quarter of 1944-45 fiscal year. At the next meeting of the Manpower Commission, the Assistant Project Directors will report as to the minimum personnel needs for their division.

George Lafabregue
Personnel Officer

July 29, 1943

TO: James F. Hughes
Deputy Project Director

SUBJECT: Monthly Summary Report

FROM: Personnel

1. PERSONNEL EMPLOYED & RELOCATION PROGRESS:

- a. Permanent (Indefinite CS Appointment)--2 (Mr. Cleo Bishop is temporarily detailed from the Finance Section to help out on the payroll)
- b. Temporary (Per Diem)--none
- c. Residents--11
- d. (1) Indefinite Leaves for this Period--none
(2) Seasonal Leaves for this Period--three
- e. Adequacy of present personnel--sufficient

2. CURRENT WORK:

Three temporary employees and one indefinite employee have entered on duty in the Education Section, one indefinite in Cost Accounting and Property Control Unit, one indefinite in the Health Section and one indefinite in the Internal Security Section.

There are several pending appointments for the Education Section for which Civil Service approval is being secured. Other actions underway include securing approval for a Chief of Agriculture, another Assistant Internal Security Officer and a Leave Officer.

3. SUPPLIES AND MATERIALS NEEDED:

This Section is still in need of a calculator. The calculator that we have at the present time is approximately half of the time out of order. We would also like to have a file case that can be locked for the filing of personnel records.

4. PROBLEM AGENDA:

No comment

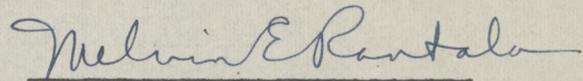
July 29, 1943

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

No comment

6. PROJECTED ACTIVITIES:

The Section has finally received a sufficient supply of Retirement Record forms. As soon as all the additional personnel work in connection with reorganization has been completed, it is anticipated that the required retirement records will be set up without further delay.



Melvin E. Rantala
Actg. Personnel Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Administrative Management Div.
Personnel Management Section
September 1, 1944

MEMORANDUM TO: Mr. Gilbert L. Nlesse
Assistant Project Director

SUBJECT: Personnel Management Section Report for August

1. PRINCIPAL ACTIVITIES:

The Manpower Commission had been meeting weekly. Progress has been slow due to certain hesitation on the part of the Council to participate actively. Blocks to active participation are primarily the problem of compensatory time accrued prior to January 1, 1944, as well as labor problems existing within the Topaz Hospital.

During the week Mr. Sol Kimball of the Washington office presented to the Manpower Commission essential points of consideration for good administration and evacuee relationships particularly as they effect foreman and worker relationship on day to day operations.

2. NEW OR UNUSUAL ACTIVITIES:

The Personnel Officer made a one week recruiting trip to the Salt Lake Civil Service Commission. Two school teachers were obtained, five other applications are pending as a result of this visit.

The Personnel Transactions Unit completed revision of personnel and correspondence files to comply with previous instructions received at Denver Conference, modified service Record Cards for appointive employees to comply with Handbook Section and forwarded duplicate sets as requested to Washington. Quarterly report on Selective Service Status of appointive employees submitted to Washington, preparation of Estimate of Personal Services, budget for second quarter to be submitted to Finance were also handled. Letters were sent out to all appointive employees who were not purchasing War Bonds, in an effort to make our center 100%. Leave Record Cards were revised, posted and submitted for audit and complete new files installed.

3. TRANSACTIONS HANDLED:

Seven new employees were entered on duty during the month and fifteen were separated. (one on military furlough). Four requests have been submitted to the Civil Service Commission for change of status. Ten persons were pending appointments, five new personnel have been approved and their arrival is awaited.

207 assignments, 217 terminations, and 25 transfers of resident workers were made during the month.

4. PROBLEMS OR SUGGESTIONS:

The isolated location of the Personnel Section is increasingly becoming a barrier to the desired efficiency of operations. There were several instances during the month when difficulties arose because of the distance between the Payroll Unit and the Finance Section. Also, the working relationships with the other sections would be more effective and we could operate with a greater degree of efficiency if we were located in closer proximity to the Topaz Central Administrative offices.

The Civil Service Commission office felt that it would be advisable for W. R. A. to maintain a full time person in either the Denver or Salt Lake office of the commission to do continued recruiting for the W. R. A. At the present moment other establishments are maintaining recruiting officers in these offices with good results. It seems preferable to have someone on hand to sell prospective employees the job. Manpower regulations are making it more and more difficult to obtain personnel.

5. PROJECTED ACTIVITIES:

Retirement Fund files will be installed. This will necessitate a check for all appointive personnel records to properly post retirement cards.

A position control file will also be set up showing background of present incumbent and positions for which he could qualify to be used for change of status or promotional possibilities.

Due to the shortage of trained clerical workers, it will be necessary to utilize the services of part-time High school students during the coming months.

George Lafabregue
Personnel Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

September 27, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

SUBJECT: Monthly Narrative Report
Personnel Management Section Report of
September, 1944

1. Personnel status:

A. Permanent employees (civil service)	<u>5</u>
B. Temporary employees (civil service)	<u>0</u>
C. Evacuee employees	<u>12</u>
D. Progress of Staff Relocation:	
a. Indefinite leave during month	<u>2</u>
b. Seasonal leave during month	<u>0</u>
E. Vacancies on Staff	<u>4</u>

F. Narrative statement of Personal Problems:
We have four vacancies in our key spots. We lack our Labor Relation Advisor, Staff Housing Superintendent, and two clerical workers.

2. Main Activities During Month:

The Personnel Transactions Unit completed the installation and posting of retirement files and submitted individual retirement cards to Washington. All leaves requests for appointed employees were segregated and installed to be maintained in the individual personnel folders. Position control files were completed to conform with Organization Chart.

Fourteen new employees were entered on duty during the month and eight were separated. Three requests were submitted to Civil Service Commission for change in status and six persons are pending appointments. However, no further action can be taken on these appointments until further authorization is received from Washington permitting us to appoint or replace personnel.

Analyzed the position of Janitor (boilerman) and Boilerman with the object in view of maintaining efficiency in block boiler stoking. This is necessary to maintain adequate service to residents with a less number of workers at this classification.

A questionnaire was composed for the workers in this classification which should be helpful in our determination of unnecessary C-time.

A questionnaire was also composed to be completed by every worker on the project. The questions in this general questionnaire would not only indicate time spent on their present position but is also helpful from a promotional standpoint as questions of previous training are included.

Applications were received and analyzed from prospects for appointment and correspondence details consummated which resulted in the employment of 14 persons during the first three weeks in September.

Applications and past work experience was analyzed on several employees in the Operations Division and a report completed for that division head on these employee's promotional possibilities.

All new arrivals on the Project were housed and the Personnel Division was helpful to two families who moved to larger quarters. Several guests were also housed during this month.

175 high school students were reassigned during this month and are now working part time after school. This has assisted in relieving the manpower shortage in Agriculture, Motor Transport and Maintenance, Education, Health and the Property Control and Warehousing Unit.

3. Supplies and Materials Needed:

None

4. Problems Considered:

The personnel folders of each appointive employee were checked to determine if the employee had any extra-curricular talents that could be utilized in Project activities.

A survey was made of the possibilities of utilizing the services of unemployed women on the Project in a new classification of Practical Nurse. A job description and qualifications were written on this classification and submitted to the Washington office for approval.

The manpower commission was reorganized and now includes only five representatives of the appointed staff, the Project Director, the three Assistant Project Directors, and the Personnel Officer. The Council has two representatives;

the Block Managers one; the Co-op one; the Interfaith Council one. This will make for a smaller working group, which will be able to get down to essentials and develop working policies.

The Hospital is experiencing difficulties due to its lack of manpower. The Hospital staff at present has only 170 workers, this is not a safe operating margin as it leaves some of their essential services uncovered, they primarily lack nurses aides. It appears that the C. D. Ward will not have nurses aides services by September 30. Plans are being developed to alleviate this situation.

Manpower shortage still remains acute. At this time we have only 2242 workers. Our minimum anticipated needs for the first of October was 2565.

5. Plans for Next Month:

A survey was made of Block two for the purpose of using buildings five and six for Relocation Offices. This would necessitate moving occupants now using these rooms for their residence to other buildings in the block. A chart was made showing that this move was practical and negotiations are now underway to complete the move.

The new housing policy has been discussed and approved for the appointed staff and will go into effect on October 1.

It is anticipated that a Project In Service Training Committee will be formed in the month of October with close liaison being maintained by the Vocational Training Unit and the Personnel Management Section.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

The location of the Personnel Section which was previously reported is still a barrier to efficient operations.

To comply with instructions issued at Denver Conference on May 29 to June 3, 1944, we would like to suggest the adoption of the policy outlined.

"Everyday a daily leave report, Form OEN-615 should be submitted to the officer in charge of leave records indicating the name of each employee who is on annual, sick or Leave Without Pay leave for that day." If this policy was adopted and a daily report of all absences, annual, sick or LWOP, was forwarded by each section head directly to

the Personnel Section in Block 2 this would be very helpful in computing an accurate payroll. Heretofore, errors have been made and check have been held up or cancelled because the leave officer had not received notification regarding leave taken prior to the date the payroll was computed.

George Lafabregus
Personnel Officer

file copy 2

CENTRAL UTAH PROJECT
Topaz, Utah

October 8, 1943

Project
Reports

MEMORANDUM TO: D. S. Myer, Director, W.R.A.

FROM: Charles F. Ernst, Project Director

SUBJECT: Monthly Report

*Welfare Sect, 1943
Sect. (See quarterly report)*

This is to notify you that the Welfare Section had made their report on a quarterly basis except for the statistical reports on J. Incoming Mail and K. Reception List which were made on monthly.

Enclosed herewith as a supplement is the monthly report from the Employment Division for the month ending September 30, 1943.

CHARLES F. ERNST
PROJECT DIRECTOR

*Original signed by
R. A. Bankson*

By: Russell A. Bankson
Information Officer

Enclosure

PROJECT EMPLOYMENT BY DIVISIONS OR SECTIONS
CLASSIFICATION BY SEX

September 30, 1943

DIVISION & SECTION	\$12		\$16		\$19		TOTAL
	M	F	M	F	M	F	
DIRECTOR'S OFFICE							
Project Director					1	1	2
Dep. Proj. Director			9	23	33	4	69
Legal-Proj. Attorney				1	1		2
Reports			4	7	7	8	26
Employment			4	20	4	7	35
Cent. Statistics				3		3	6
COMMUNITY MANAGEMENT							
Office of Chief					1	1	2
Education	1	13	32	86	24	57	213
Welfare			1	22	9	19	51
Activities			29	16	13	2	60
Health			45	137	21	14	217
Comm. Enterprise				1	1	2	4
Internal Security			34	8	11		53
Comm. Government				1	1	1	3
Comm. Analysis				1		1	2
OPERATIONS							
Agriculture	25	2	133	23	48	1	232
Engineering Section	1		290	42	56	5	394
Mot. Trans. & Maint.			49	3	7	1	60
Fire Protection			25		1	1	27
ADMINISTRATIVE MANAGEMENT							
Procurement			3	5	2	2	12
Postal Service			7	3			10
Personnel			1	4	2		7

file copy 2

for bills

For Month Ending 9/30 94 3

Monthly Report

EMPLOYMENT - I

Center Central Utah

LEAVE APPLICATIONS (This Month):

	Received	Granted	Denied
Indefinite Leave With Clearance (Exclude Student Leaves)	<u>91</u>	<u>91</u>	<u> </u>
Indefinite Leave Without Clearance (Exclude Student Leaves)	<u>67</u>	<u>69</u>	<u> </u>
Student Leaves	<u>3</u>	<u>3</u>	<u> </u>
Seasonal Work Leaves	<u>167</u>	<u>173</u>	<u> </u>
Short Term Leaves	<u>169</u>	<u>170</u>	<u> </u>
Passes Other Than Short Term Leave	<u> </u>	<u> </u>	<u> </u>

PROJECT EMPLOYMENT (Evacuee):

Number Registered for work but Not Employed: Men 344 Women 355 Total 699
 Part-Time Employees of WRA: Students 12 Apprentice & Trainee 21 Other - Total 33
 Number Employed on Project but Not Paid by WRA: Community Enterprises 111 Industrial - Other -
 Number Not Registered for Employment: Employable: Men 68 Women 72 Unemployable: Men 432 Women 1261

HOURS OF WORK: Length of Standard Work Day 8 Length of Standard Work Week 44
 (List exceptions made to standard work hours and reason for such exception.)

FAIR PRACTICE COMMITTEE: Number Committee Members No. Cases Handled This Month
 Number of Cases Pending Number of Cases Referred to Project Director

UNEMPLOYMENT COMPENSATION: Amount Paid in Benefits During Month 871.58
 Number Receiving Unemployment Compensation During Month: Men 75 Women 41 Total 116

TRANSPORTATION GRANTS: Total Amount of Travel Grants Authorized This Month 8,772.41
 Number Individuals for Whom Grants Made 79 Average Amount Per Individual

VOCATIONAL TRAINING: Number of Classes 5 Enrollment: Men 8 Women 110 Total 118
 (Give type of training class and enrollment of men (M) and women (W) in each.)

Bookkeeping	<u>4</u>	<u>7</u>	Sewing, Drafting, etc.	<u>35</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	M	W		M	W		M	W
Typing, Beginners	<u>2</u>	<u>22</u>		<u> </u>				
	M	W		M	W		M	W
Typing, Advanced	<u>2</u>	<u>22</u>		<u> </u>				
	M	W		M	W		M	W
Artificial Flower Making	<u> </u>	<u>24</u>		<u> </u>				
	M	W		M	W		M	W

(OVER)

EVACUEE EMPLOYMENT AT PROJ (End of Month Figures)

	\$12 Scale		\$16 Scale		\$19 Scale		Total
	Male	Female	Male	Female	Male	Female	
1. Project Administration	_____	_____	_____	_____	_____	_____	_____
Executive	_____	_____	_____	_____	_____	_____	_____
Fiscal	_____	_____	_____	_____	_____	_____	_____
Legal	_____	_____	_____	_____	_____	_____	_____
Community Government	_____	_____	_____	_____	_____	_____	_____
Post Office	_____	_____	_____	_____	_____	_____	_____
2. Employment	_____	_____	_____	_____	_____	_____	_____
Placement	_____	_____	_____	_____	_____	_____	_____
Leaves	_____	_____	_____	_____	_____	_____	_____
Labor Relations	_____	_____	_____	_____	_____	_____	_____
3. Transportation and Supply	_____	_____	_____	_____	_____	_____	_____
Warehousing	_____	_____	_____	_____	_____	_____	_____
Motor Pool	_____	_____	_____	_____	_____	_____	_____
Mess Operations	_____	_____	_____	_____	_____	_____	_____
a. Kitchen Help	_____	_____	_____	_____	_____	_____	_____
b. Waiting Service	_____	_____	_____	_____	_____	_____	_____
c. Steward (supply)	_____	_____	_____	_____	_____	_____	_____
4. Agriculture	_____	_____	_____	_____	_____	_____	_____
Crop Production	_____	_____	_____	_____	_____	_____	_____
Land Subjugation	_____	_____	_____	_____	_____	_____	_____
Livestock Production	_____	_____	_____	_____	_____	_____	_____
5. Public Works	_____	_____	_____	_____	_____	_____	_____
Building Construction	_____	_____	_____	_____	_____	_____	_____
Maintenance	_____	_____	_____	_____	_____	_____	_____
a. Janitorial (inside)	_____	_____	_____	_____	_____	_____	_____
b. Grounds Maintenance	_____	_____	_____	_____	_____	_____	_____
6. Community Services	_____	_____	_____	_____	_____	_____	_____
Education	_____	_____	_____	_____	_____	_____	_____
Recreation	_____	_____	_____	_____	_____	_____	_____
Public Welfare	_____	_____	_____	_____	_____	_____	_____
Housing	_____	_____	_____	_____	_____	_____	_____
7. Health and Sanitation	_____	_____	_____	_____	_____	_____	_____
Hospital	_____	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____	_____
8. Reports and Press	_____	_____	_____	_____	_____	_____	_____
9. Internal Security	_____	_____	_____	_____	_____	_____	_____
10. Fire Protection	_____	_____	_____	_____	_____	_____	_____
11. Community Enterprises	_____	_____	_____	_____	_____	_____	_____
12. Other (specify)	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

	\$12		\$16		\$19		TOTAL
	M	F	M	F	M	F	
Commissary			24	2	7	2	35
Finance			53	76	23	10	167
Office Services			5	8	2	2	17
Mess Hall 1 - 42			372	454	73		899
Traveling Chef			1		6		7
Steward's Office				2	2	2	6
Agricultural Kitchen				2		1	3
Sandwich Kitchen			1	3	2		6
<hr/>							
TOTAL	27	15	1127	953	353	147	2627

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

November 1, 1944

MEMORANDUM TO: Mr. Gilbert L. Niess
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Personnel Management Section Report of
October 1944.

1. Personnel Status:

A. Permanent employees (civil service)	5
B. Temporary employees (civil service)	0
C. Evacuee employees	10
D. Progress of Staff Relocation:	
a. Indefinite leave during month	2
b. Seasonal leave during month	0
E. Vacancies on staff	6
F. Narrative statement of Personal Problems:	

Although our total evacuee personnel for the past month has decreased, we were able to assign a Labor Relations Supervisor who is a member of the Council Labor Committee and Workers' Committee. We are hoping that this readjustment will help us to affect closer liaison with these committees. Our lack of clerical workers still remains serious.

2. Main Activities During Month:

During the past month final plans were completed and presented to the Council and the Labor Committee on the re-allocation of the available manpower to essential and desirable positions. A copy of this statement together with the proposed re-allocation of personnel is attached. The schedule proposed for the dining halls is also attached. This schedule represents a sliding scale depending upon the block population.

This plan grew out of a series of conferences held with residents and appointed staff during the past three months. At this time meetings are being held by the City Council with Workers group. It is anticipated that following a meeting to be held Tuesday, November 7, the plan will be formally announced.

At the present moment our appointed staff personnel on duty is 150. Four additional members are expected to report for duty in the near future. These are:

Mr. Horton, Community Activities Supervisor
Miss Kiester, Assistant Counselor
Mr. Tocms, Property Officer
Mr. Cummins, Secondary School Teacher

The Monthly Staff Party was held with approximately 100 in attendance. Members of the Military were also present. The Military Police have extended their hospitality to the appointed staff to attend their movies twice a week.

The Staff Housing Policy was announced during the month of October and distributed to the staff, copy is attached.

The "Desert Wind", the appointed staff newspaper, was issued during October by the Project Reports Division in collaboration with Personnel. Copies of the first issues are attached.

3. Supplies and Materials Needed:

None

4. Problems Considered:

In the meeting of the Project Director and the Division Chiefs, it was deemed essential that the following positions be obtained over and above our present ceiling of 154 if all activities are to be adequately administered:

Project Management		
1 Secretary	CAF-5	\$2000
1 Project Attorney	P-5	4600
Community Management		
1 Asst. Chief Int. Security	CAF-9	5200
1 Secretary	CAF-4	1800
1 Adult Education supervisor	P-3	3200
1 Vocational Teacher	SP-3	2800
2 Secondary School Teachers	P-1	2000
3 Sr. Elementary School Teachers	P-1	2000
1 Sr. Medical Officer	P-5	4600
1 Asst. Chief Nurse	SP-7	2300
1 Supervising Nurse	SP-6	2000
2 Jr. Counselors	P-2	2600
1 Clerk-Stenographer	CAF-3	1620
Administrative Management Division		
1 Property Officer	CAF-7	2600
1 Audit Clerk	CAF-5	2000

Operations Division

1 Secretary	CAF-4	\$1800
1 Construction & Mtee. Sup.	CAF-11	3800
1 Foreman Plumber	CPC-10	2600
1 Foreman Mechanic	CPC-8	2200
1 Sr. Foreman Mechanic	CPC-9	2300
1 Foreman Blacksmith	CPC-9	2300
1 Asst. Fire Protection Officer	CAF-9	3200

As our ceiling is completely filled or committed, it is essential that we know as soon as possible what adjustment has been made in our request for the additional positions.

The Personnel Section is also undertaking survey of all members of the staff who are not participating in the payroll deduction plan for War Bonds. The plan calls for an interview by the Section Head and the Employee with a follow-up by the Division Chief and eventually, if participation is not forthcoming, with the Project Director.

The hospital situation seems vastly improved. A five-point program agreed upon by the hospital and the Council based on the recommendations by Dr. Sleath and Dr. Collier are the basis for this improved relationship. It is hoped that in the near future the nurses aides and ambulance drivers' vacancies will be filled.

It is becoming increasingly difficult to obtain personnel for the Motor Transport and Maintenance Section. It is the consensus of opinion that the only satisfactory solution to the problem is to create two additional unallocated positions in the section for Foreman Mechanics. A request will be sent to Washington to effect this change, it may also be necessary to do likewise for the Foreman Plumber, CPC-10, in our Engineering Section.

We have been anticipating recommendations from Mr. Hoffman, Chief of the Fire Protection Division, as to available candidates for the position of Assistant Fire Protection Officer. If anything can be done to expedite applications of qualified candidates for this position it would be helpful, as our Fire Protection Officer has been unable to obtain relief and must therefore, remain available at all times in case of emergency.

A statement of policy worked out by the Project Training Committee for our In-service and Vocational Training Program is attached. The areas of responsibility for the whole program is mutually shared by the Vocational Training and Personnel Section, however, the Personnel Section will be primarily concerned with In-service ^{training} of the Appointed Staff and the orientation of Resident and Appointed Staff.

5. Plans for Next Month:

The Manpower Plan discussed under item 2 should go into effect during the month of November. It is anticipated that all adjustments will be made by December 1. There is every indication that this plan will meet with over-all approval and that it should assure that our essential activities are maintained.

There seems to be an awakening consciousness on the part of the people's representative as to their obligation in assuming leadership. It is hoped that this new sentiment will bring out a healthy adjustment of our manpower situation.

It is expected that the Personnel Office will be moved from Block 2 and take up offices next to Finance in the Administrative Area.

6. Recommendations and suggestions to the Project Director on needed changes in Policy or Procedures:

We would like to suggest that the Division Heads familiarize themselves with leave regulations informing their own personnel with the correct procedure and regulations governing annual and sick leave. There have been many instances where personnel who have not had sufficient accrued leave to cover the leave requested depart from the Project before the Personnel Section received the leave application. This has necessitated changes or corrections in payroll for leave without pay. Also, sick leave applications have been received which was approved by the Division and Section Heads without a statement being given as to the nature of illness or nature of illness was not sufficient to warrant the granting of sick leave.

It is essential that all members of the appointed staff become fully cognizant of the re-allocation plan for personnel and give prompt interpretation to the residents so that all parties will be adequately informed. The attitude with which the problem is approached by all concerned will be the basic factor in deciding the degree of success we will achieve in putting it into operation.

Original signed by
George H. Lafabreque
George Lafabreque
Personnel Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

October 27, 1944

RE-ALLOCATION OF AVAILABLE MANPOWER
AS ESTABLISHED BY THE MANPOWER COMMISSION

I. NATURE OF PROBLEM

The criticalness of the developing labor shortage in Topaz has increased as residents continue to depart. We have already experienced considerable difficulty in filling positions which are open, particularly those in essential fields of operation that are needed to maintain the health and welfare of the residents. The problem then is of supplying adequate manpower to provide essential services, to effect a realistic evaluation of all of our operations in order to assure that we are maintaining these essential services. We must also realize that relocation can be expected to continue to drain many of the better qualified and physically fit from the center and pyramid the problem of the continuance of essential activities for the remaining residents.

II. PROPOSED SOLUTION

1. The Manpower Commission has set maximum personnel quotas for each division, section, and unit of operation. These quotas will be deemed those Essential to maintain the service of that unit.
2. A second quota for personnel has been established deemed Desirable. These quotas will be over and above the Essential quotas, however personnel will not be assigned to Desirable activities until Essential quotas have been met for all divisions.
3. The Manpower Commission will present to the Council Representatives, the Labor Committee, and the Workers' Committee the quotas that have been established for all project activities in order to have a complete review and understanding of the plan.
4. The Division Chiefs will discuss with their Section Heads the Essential and Desirable quotas, and obtain their advise as how to best re-adjust their operations.
5. The plan will be announced in the Topaz Times as soon as possible in both English and Japanese so that all workers will have an understanding of the re-allocation of personnel and the reasons therefore.

6. The plan will go into effect November 1, 1944.

III. PROCEDURE IN EFFECTING ADJUSTMENTS IN THE RE-ASSIGNMENT OF PERSONNEL

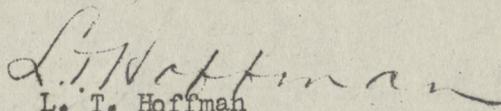
1. All requisitions on hand in the Placement Office as of November 1 will be cancelled. It will be necessary for new requisitions to be issued by the Division Chiefs and Section Heads. Requisitions for workers should be submitted only for the actual number of workers needed within the established personnel ceiling for that Section.
2. Every effort will be made to transfer workers from non-essential positions to Essential positions. Where this is not possible, terminations may have to be issued and the worker reassigned later. All re-adjustments to bring the personnel allocation in accord with the new quotas should be affected by December 1, 1944. Requests for transfer will be initiated by Division and Section Heads.
3. Assignments to Essential positions will be made first, after these are filled assignments will be made to the Desirable activities. Certain variations from this rule will have to be made if a person is not qualified to work in an Essential activity or if the position for which the worker is qualified in an Essential activity is filled.
4. Assignment to Desirable positions can be made only after approval has been granted by the Project Director to make such assignments. It will be the responsibility of the Personnel Officer to make such recommendations for group assignments to the Project Director. This is to assure that all Essential positions are filled prior to any assignment to the Desirable activities.
5. The selection of workers to be transferred will be done by the Section and Division Chiefs and submitted to the Placement Office not later than November 15. If the Division Chief knows to what Section the person is to be transferred, it should be indicated on the request providing it is within his division. In effecting these transfers, the Placement Office should be advised promptly so that workers will be properly designated for employment in Essential activities, otherwise transfers will follow the usual procedures for transfer or release of workers.
6. The success of the re-allocation program will depend on the judgement shown by all concerned in releasing workers who are employed out of classification. As for example

positions in Mess Operations that women can do, should not be assigned to men whose service can be utilized in other essential positions such as ambulance drivers, motor pool, and pipe line repair.

7. Returning seasonal workers will be expected to contribute to center operations by taking Essential employment on their return.

IV. SUCCESS OF THESE RECOMMENDATIONS.

The successful realization of these plans can only be consummated if both the community and the administration realize that they have joint responsibility in providing for the needs of the residents. Our best thinking should be given to this problem. A careful study of the existing situation and an analysis of the recommendations made for providing workers for the continuance of the Essential services is a mutual responsibility. It is only as we face our situation realistically, with a sincere desire to provide for our common welfare that we cannot fail in overcoming this problem.


L. T. Hoffman
Project Director

M-825

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

October 27, 1944

Recommended Allocation of Mess Workers

<u>Block Population</u>	<u>Number of Workers</u>
200 or over	28
185 to 199	25
170 to 184	24
155 to 169	22
140 to 154	20
125 to 139	18
110 to 124	16
96 to 109	14
80 to 95	12
60 to 79	10

Central Utah Project

RECOMMENDED ALLOCATION OF PERSONNEL
FOR 2ND QUARTER 1944-1945

2nd Quar. Budget No. of Workers	DIVISION & SECTION	EMPLOYED			ESSENTIAL	DESIRABLE
		Full Time	P.T.	Total		
1	DIRECTOR'S OFFICE		1	1	1	0
52	Block Managers	39	30	69	36	16
2	Project Attorney	2	0	2	2	0
23	Project Reports	20	1	21	20	2
25	Relocation	17	7	24	20	2
101	SUB-TOTAL	78	59	117	79	20
	ADM. MGMT.					
0	Asst. Proj. Dir.	0	0	0	0	0
1	Evacuee Property	1	0	1	1	0
21	Statistics	7	7	14	20	4
1	Finance Officer	0	1	1	1	0
24	Budget & Accts.	14	8	22	20	4
50	Cost Account	40	5	45	31	4
75	Unit-Total	54	14	68	52	8
1	Supply Officer	1	0	1	1	0
9	Procurement	6	1	7	6	0
62	Prop. Cont. & Misc	32	16	48	29	0
14	Postal Service	15	0	15	14	0
66	Unit-Total	54	17	71	50	0
	Mess Mgmt.					
	Dining Halls	874	0	874	776	
	Commissary	42	6	48	50	
	Industry	11	0	11	11	
	App'te. Staff D.H.	10	0	10	10	3
	Agri. D.H.	11	0	11	15	
	Sandwich Kitchen	6	0	6	6	
067	Unit-Total	954	6	960	868	3
13	Office Service	7	4	11	12	0
16	Personnel Mgmt.	7	7	14	12	3
1179	SUB-TOTAL	1064	55	1139	1015	18
	OPERATIONS DIVISION					
1	Asst. Proj. Dir.	2	0	2	1	0
	Motor Transport					
	Repair Shop	20	8	28	37	
	Motor Pool	31	7	38	37	
74	Unit-Total	51	15	66	74	0
	Engineering					
	Eng. Off. & Design	5	4	9	11	0
	Center Maint.	213	0	213	184	0
	Const. Carpenters	36	0	36	0	
	Const. Pipeline	2	2	4	30	30
	Irrig. & Roads	22	0	22	30	20
	Laundry	18	0	18	15	0
	Heap. Boiler	16	0	16	11	0
	Utilities	3	0	3	4	0
	Electricians	3	2	5	7	0
	Cabinet Shop	3	0	3	4	0
416	Unit-Total	345	14	359	296	30
	Agriculture					
	Office	6	1	7	6	0
	Poultry	21	0	21	19	0
	Swine	16	6	22	19	0
	Beef	4	18	22	12	0
	Food Crops	69	6	75	15	0
	Irrigation	4	12	16	6	0
	Nursery	11	0	11	0	0
	Machinery	1	18	19	15	0
259	Unit-Total	132	66	198	90	0
68	Fire Protection	29	0	29	35	25
608	SUB-TOTAL	659	95	654	496	103

2nd Quar.
Budget
No. of
Workers

DIVISION & SECTION

EMPLOYED
Full
Time P.T. Total

ESSENTIAL DESIRABLE

COMMUNITY MANAGEMENT

1	Office of Chief	1		1	1	0
20	Welfare	26	1	27	27	0
	Education					
25	Sup. of Educ.	32	1	33	25	0
22	Secondary	15	12	27	23	0
21	Elementary	14	2	16	18	6
3	Voc. Training	2	4	6	4	4
41	Adult Educ.	26	14	40	36	4
13	Nursery School	12	5	17	16	2
158	Unit-Total	101	59	159	122	16
30	Activities	30	3	33	25	5
212	Health	149	30	179	190	15
43	Internal Security	39	0	39	39	0
4	Community Government	2	0	2	4	0
4	Analysis	2	0	2	3	0
473	SUB-TOTAL	350	72	422	411	36
2561	GRAND-TOTAL	2071	261	2332	2001	177

OTHER EMPLOYMENT

	Business Enterprise	114	15	129	130	0
	Washington Statistical Lab.	10	10	20	0	0
100	Learners	6	3	9	0	100
	SUB-TOTAL	130	28	158	130	100
2661	GRAND-TOTAL	2201	289	2490	2131	277

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

October 1, 1944

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Instructions for the Use of Staff Housing

In order to assure a uniform procedure for the occupancy of the staff dwellings, the following general regulations have been developed:

I. ASSIGNMENT OF APARTMENTS

- A. Apartments will be assigned to staff members and their families on the basis of seniority gained while in service at the Central Utah Project. Families will be given first consideration in assignment to staff apartments. All things being equal, the number of members in a family will be a determining factor in making assignments.

The two room or center apartments are usually assigned to couples, or couples with one child six and under. Three room or end apartments will be assigned to families of three or more. In assigning large apartments children over six will be counted as adults.

- B. Section Heads, who are single persons, will be given consideration for assignment for staff apartments in the order in which they apply, insofar as apartments are available after family needs are taken care of. In the event a Section Head is assigned to an apartment, it will be necessary that the apartment be shared by at least one other person in the middle apartments; and two other persons in the end apartments. Before an apartment will be assigned to a Section Head, it will be necessary for him to select a roommate or roommates.
- C. Persons assigned to staff housing will be expected to cook the majority of their meals in their home. Few meals should be taken at the dining hall. This is to assure that if a staff member is assigned to an apartment that the facilities will be used to full advantage.

Should a Section Head leave the Center or surrender the apartment, unless the roommates can qualify under this section it will be necessary for them to relinquish the apartment.

- II. Furniture and household equipment will be assigned to each apartment on the basis of a standard plan. Each apartment will receive a davenport, an easy chair, a windsor chair, a dinette table with four chairs, a double bed or single bed as desired by the family, one large rug and four small throw rugs, two table lamps, and a coffee table. The kitchen will be provided with an electric stove and an electric refrigerator.

III. RENTAL PLAN

Rental of apartments is based on the following scale: Two bedrooms (end apartments) \$25.00 a month; one bedroom (middle apartments) \$20.00 a month. The rental charges include furnishings listed in the above paragraph, heat, power, waste disposal, and use of laundry facilities.

IV. DORMITORIES

Two dormitories for men and two for women are maintained. Each dormitory has 14 individual bedrooms and sanitary facilities. Rentals for these rooms are \$5.00 per month. Rooms are also obtainable in Block Two at the rate of \$6.00 per month. These rooms are in barrack type buildings. Maid service is provided in the dormitories.

V. MAINTENANCE SERVICE

Individual arrangements can be made for domestic service through the Consumer Cooperative.

Provisions have been made to furnish persons to take care of general maintenance work on a limited scale. This work will be performed under the direction of the Operations Division.

VI. PARKING OF CARS

Parking areas for automobiles are established in the housing area. Staff members are asked to use this space for parking personally owned vehicles or the government car assigned for their use. Center regulations with regard to fire protection and traffic control apply to this area.

VII. RESPONSIBILITY FOR PROPERTY

You are asked to recognize the responsibility attached to any allocation of government property and accept the assignment of furniture and equipment as a charge against your personal account. In view of this fact, you must obtain clearance through the Personnel Section before transferring any item assigned to you to some other person or location.

VIII. ALTERATIONS AND REPAIRS

Please do not make any changes in the interior construction of your apartment, particularly if it is of a permanent nature. Personnel requiring any changes should consult with the Personnel Section.

IX. LAUNDRY ARRANGEMENTS

The laundry facilities are somewhat restricted and consequently a schedule for their use has been established. The Staff Housing Council has assumed responsibility for this schedule. Everyone is asked to accept this schedule with the understanding that it is necessary because of the limited facilities.

X. FOOD SERVICE

Plan for ordering groceries has been established with the cooperation of our Motor Transport Section. Grocery orders can be phoned to Delta grocery store on Mondays, Wednesdays, and Fridays. The order should be phoned before noon. During the afternoon the Motor Pool will designate a truck to pick up the groceries and deliver them to the apartments. Upon receipt of the food items, arrangement should be made to pay the Delta store immediately by mail or on a monthly basis. This service can be maintained only through the cooperation of all participants.

XI. APPOINTIVE STAFF WAREHOUSE

The Appointive Staff Warehouse is located behind apartment building 212. Space has been designated in the warehouse for each apartment. The Staff Housing representative in each dwelling has a key to the warehouse. The persons using the warehouse should maintain their stored baggage in an orderly fashion.

XII. STAFF HOUSING COUNCIL

The Staff Housing Council has been organized by the members of the staff. Each apartment building, dormitories, and block two has a representative on this council. The Council is interested in all staff housing problems, recreational activities and other matters that will contribute to the well being of the appointed staff. All members of the staff and their families are asked to cooperate with this Council.

XIII. RESPONSIBILITY OF STAFF MEMBERS AND THEIR RELATIVES

In staff housing, we are living in close proximity with each other, consequently, it is necessary that we all exercise good judgment and consideration toward our neighbor. This includes proper care of the premises, our front yard, and using the trash disposal receptacles. With proper understanding and with knowledge that we are attempting to provide the best sort of living conditions, under obvious limitations, it is felt that a pleasant relationship will be maintained. Any suggestions for the betterment of our facilities will be welcomed.

L. T. Hoffman

L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

October 24, 1944

TO: Members of the Project Training Committee and
Project Training Sub-Committee

FROM: Perry Carmichael, Executive Secretary
Project Training Committee

SUBJECT: Set-up To Implement the Project Training Policy

1. The following are members of the Project Training Committee:

Chairman: Mr. L. T. Hoffman, Project Director
Vice-Chairman: Mr. G. L. Niesse, Assistant Project Director
Members: Mr. R. P. Sanford, Assistant Project Director
Mr. R. E. Bell, Assistant Project Director
Mr. E. W. Conrad, Reports Officer
Miss Leah Dickinson, Relocation Program Officer
Mr. G. Lafabregue, Personnel Officer
Dr. L. G. Noble, Superintendent of Education

Executive Secretary: Mr. P. Carmichael, Vocational Training
Supervisor

The duties and functions of the Project Training Committee are (1) to review proposed programs of training, (2) make recommendations for revision of programs of training now in operation, (3) initiate new programs of training when necessary, and (4) approve all training programs for the Project.

The regular meetings of this Committee are to be held at 9:00 a. m., the third Thursday of each month in the Project Director's office. Other meetings of this committee may be called by the chairman.

2. The following are the Project Training sub-committees:

1) <u>Office Practice</u>	2) <u>Supply</u>
Vincent Gonzales, Chairman	Walter Honderich, Chairman
Helen Fry	William Hunter
Lillian B. Christensen	Harvin Bales
Hugh J. Turner	Delvin Robins
SP-8 Commercial Teacher	Harold Bennett
Resident Employee	Resident Employee
Representative	Representative

- 3) Wess Management
Brandon Watson, Chairman
Roy P. Stahl
Laurence R. Jones
Shelton T. Barlow
Resident Employee
Representative
- 4) Orientations and
In-Service Training
of Appointed Personnel
George Lafabregue, Chairman
Claud H. Pratt
Oscar F. Hoffman
Ralph Howard
Doren B. Boyce
Wendell W. Palmer
Henry Watson
Henry Dykes
Cliff Purcell
Dr. L. Bane
Miss F. Thorp
Resident Employee
Representative
- 5) Motor Transport
Ivan Sorenson, Chairman
Robert Snyder
Resident Employee
Representative
- 6) Agriculture
Alden S. Adams, Chairman
Foy L. Enlow
Resident Employee
Representative
- 7) Fire Protection &
Internal Security
Charles H. Roraback, Chairman
Robert W. Roof
Andrew W. Kasius
John C. Fife
Resident Employee
Representative
- 8) Engineering
Wallace Crane, Chairman
Carl H. Kinney
Eugene E. Gardner
Frank J. Hopkins
Leonard A. Wood
Resident Employee
Representative
- 9) Adult Education
Adult Education Supervisor,
Chairman
Member From Relocation
Member From Personnel
Member From Com. Analysis
Member From Com. Activities
Member From Com. Council
Mrs. Inukai
- 10) Vocational Training
Perry Carmichael, Chairman
Robert W. Harris
Marguerite W. Hudson
Louise F. Watson
Glenn Seal
State Department Instructors
Resident Employee
Representative

Each sub-committee, except as hereafter noted, is to develop and submit to the Project Training Committee for review and approval, effective in-service training and/or training programs for evacuee employees of the unit or units it represents. It is hoped that these training programs will make desirable contributions to evacuee workers which will help them to accomplish the necessary Project work, and when possible will be also a satisfactory preparation for successful employment after relocation.

The sub-committee for Orientation and In-Service Training of Appointed Personnel (new and old) with the assistance of the Vocational Training Supervisor is to develop and submit to the

Project Training Committee for review and approval three separate training programs as follows:

- a) Orientation program for appointed personnel.
- b) Orientation program for resident employees.
- c) In-Service training program for appointed personnel.

The sub-committee for Vocational Training will plan and, after review and approval by the Project Training Committee, administer educational and training activities which will contribute most effectively to the efficiency of evacuee employees and to their employability after relocation.

Each training program is to include:

- 1) What is to be learned
- 2) What instructional methods and techniques will be employed
- 3) What written and other training materials will be used and sources from which they are to be obtained.
- 4) Who will administer the program, who will give the instruction
- 5) Who will take the instruction

It is recommended that each sub-committee meets frequently until it has developed its training programs and has them approved by the Project Training Committee.

3. The Vocational Training Supervisor is to assist each sub-committee in the formulation of its programs.
4. Responsibility

At each level of supervision, persons administering or directing the work of others are responsible for seeing that the appointed and evacuee personnel working under their direction receive the in-service training developed and offered for them.

T H E D E S E R T W I N D

Vol. I, No. 1

Topaz, Utah

Oct. 12, 1944

(Published for the WRA staff only, whenever the wind
is strong enough.)

SO WHAT?

This is a day to long remember. This is the day that The Desert Wind was born.

Did we hear someone say, "So what?"

Quick like a flash, we've got the answer.

"So what!" Just this. We live pretty close to each other around here and it's quite a way to town. We'd like to know all about each other, and about what's going on without resorting to gossip and the grapevine.

The Desert Wind hopes to know all, see all and tell all. We want a lot of interesting news items about the activities of staff members and their families. We'll keep everything on a high level, but we want each of you to consider yourself a Walter Winchell for your building or office.

Turn your contributions in to the Project Reports Office in Ad. B.

The Desert Wind will do the rest.

DOUGH FOR THINKING

There's real dough in it if you have a good idea in your head on how to improve the work and procedures of the WRA or any other agencies of the Department of the Interior. And don't think we're kiddin! Cash prizes run all the way up to \$1,000 and there are a lot of

them to be scattered round. Also grade promotions are possible. Drop in on George Lafabregue in Personnel and he'll tell you all about the contest, which is set forth in Administrative Notice No. 162.

NOW IT'S OFFICIAL

The new Project Director and his family got welcomed to Topaz (officially, that is, because actually they've been among us for quite a spell) at the big staff party in the Ad. Rec. Hall Friday evening, September 15. Lu seemed right pleased, as did Mrs. Hoffman. They're real folks and we're glad they are part of our official family.

Lu made a nice speech about Russell and Wendy Bankson, who have been transferred to Washington, and will be leaving pretty soon. Russ has been reports officer in Topaz since "I remember when."

A lot of people put in a lot of hard work on these staff parties. But they're worth it, for the gobs of fun they give all of us.

BACK FROM CONFERENCE

Project Director L. T. Hoffman and Operations Division Chief Roscoe E. Bell have returned from the Project Direc-

tors' conference at Denver where many important subjects dealing with the present and future of WRA were discussed. During their absence Gilbert Niesse wore the crown of the P.D. (with dignity.)

"CON" TAKES OVER

Russ Bankson's successor in the Project Reports Office, E. W. Conrad (just call him "Con") arrived in Topaz just in time to travel with Russ to Denver for a week's conference of reports officers from the centers and field offices, from which they have just returned. "Con's" wife, Enid, and their two children, Tay and Joy accompanied him here.

BE A GOOD NEIGHBOR

Are you driving in to Delta with your private car? Do you have any vacant space in the car? If so, be a good neighbor. List your trip on the schedule sheet at Mail and Files in Ad. A. giving time of departure and time of expected return. Sharing your ride makes things more pleasant for

folks who do not have cars. If you want a ride, watch the schedule sheet.

Walter Honderich, supply officer, is recuperating from a major operation performed in the Delta Hospital the middle of September. His wife, Ella, flew to Chicago this week to attend a conference of Co-op experts.

WHO'S GOT THE KEY?

Keys for the Staff Rec. Hall and the Staff Warehouse may be procured from your building representative on the Staff Housing Committee. Please be sure and return them promptly, so that the other fellow can use them.

THEY LIVE TO SERVE

If you have any constructive complaints affecting members of the staff in relation to our social activities, housing or recreation, bring them up to the Staff Housing Council through your building representative.

M E E T T H E S T A F F !

GENERAL PROJECT MANAGEMENT
Office of the Project Director

Luther T. Hoffman.....Project Director

Reports Division

E. Wafford Conrad.....Reports Officer

Legal Division

Helen Y. Fry.....Secretary

Relocation Division

Leah K. Dickinson.....Relocation Program Officer
Henry L. Dykes.....Assistant Relocation Program Officer
Adrian H. Altvater.....Leave Officer
J. Hugh Turner.....Relocation Adviser
Leighton A. Dingley.....Assistant Relocation Adviser
Nellie E. Jenkins.....Assistant Relocation Adviser
Frances E. McCluskey.....Assistant Relocation Adviser

ADMINISTRATIVE MANAGEMENT DIVISION

Gilbert L. Niese.....Assistant Project Director
Lillian B. Christensen.....Secretary

Evacuee Property Section

Gladstone V. Morris.....Evacuee Property Officer

Office Services Section

Eralia V. Gonzales.....Office Manager
Alice W. B. Marstella.....File Clerk
Norma H. Skeem.....Supervising Telephone Operator
William L. Abbott.....Telephone Operator
Heber G. Bishop.....Telephone Operator
Mary Stewart.....Telephone Operator

Statistics Section

Grant R. Bowen.....Statistician
Martha Johnson Chastain.....Gate Clerk
Helen M. Cox.....Gate Clerk
May L. Edwards.....Gate Clerk

Personnel Management Section

George H. Lafabregue.....Personnel Officer
William J. Campbell.....Assistant Personnel Officer
Ralph E. Howard.....Personnel Technician
Eudora M. Reed.....Personnel Transactions Officer
Dorothy B. Pratt.....Personnel Clerk

Supply Section

Walter W. Honderich.....Acting Supply Officer

Property Control & Warehousing Unit

Melvin H. Robins.....Property & Warehousing Officer
Jerold S. Bennett.....Storekeeper
Otis L. Kelly.....Assistant Storekeeper
Samuel L. Knight.....Assistant Storekeeper
Albert L. Skidmore.....Assistant Storekeeper
Albert Fields.....Assistant Storekeeper
Maxyne B. Finlinson.....Property Clerk

Procurement Unit

William W. Hunter.....Procurement Officer
Marvin P. Bales.....Assistant Procurement Officer

Mess Management Section

Brandon E. Watson.....Steward
Roy P. Stahl.....Assistant Project Steward
Laurence R. Jones.....Acting Assistant Steward
Shelton T. Barlow.....Storekeeper

Finance Section

Doren B. Boyce.....Acting Finance Officer

Budget & Accounts Unit

Vincent R. Gonzales.....Fiscal Accountant
Roland E. Young.....Auditor
David E. Davis.....Assistant Auditor
Mervin A. Bosh.....Junior Fiscal Accountant
Joseph M. Jones.....Agent Cashier
Gerard Doezie.....Fiscal Accounting Clerk

Cost Accounting Unit

Edward W. Mathews.....Assistant Cost Accountant
Emmett E. Herndon.....Cost Accounting Clerk

OPERATIONS DIVISION

Roscoe E. Bell.....Assistant Project Director

Engineering Section

Henry R. Watson.....Chief Engineer
Wallace Crane.....Office Engineer
Bernard M. Stewart (hourly).....Dragline Operator

Irrigation, Drainage & Roads Unit

Carl H. Kinney.....Irrigation, Drainage & Roads Superintendent
Evan A. Johnson.....Chief Construction Foreman
John W. Fullmer.....Construction Foreman
James N. Crane.....Sr. Foreman Mechanic

Construction & Maintenance Unit

J. Frank Hopkins.....Assistant Construction Superintendent
Fred R. Allen.....Utility Operations Superintendent
Owen M. Harmon.....Foreman Electrician
E. Eugene Gardner.....Foreman Maintenance
Leonard A. Wood.....Carpenter Foreman
Leon E. Dobson.....Foreman Pump Operator
Kenneth Mecham.....Foreman Carpenter
Elwood M. Mortensen.....Foreman Mechanic

Agricultural Section

W. Wendell Palmer.....Chief of Agriculture
Alden S. Adams.....Farm Superintendent
Foy L. Enlow.....Assistant Farm Superintendent

Verdon J. Davis.....Foreman Mechanic
 Sherman W. Tolbert.....Foreman (cattle)
 Peter V. Twitchell (hourly).....Irrigation Foreman

Motor Transportation & Maintenance Section

Clifford L. Purcell.....Equipment, Maintenance Supervisor
 Robert M. Snyder.....Assistant Equipment, Maintenance Supervisor
 Ivan Sorensen.....Acting Motor Pool Supervisor
 Cova C. Boen.....Foreman Mechanic
 Glen P. Campbell (hourly).....Foreman Mechanic
 Bernard Stewart (hourly).....Foreman Mechanic
 Hyrum B. Mace.....Night Dispatcher

Fire Protection

Charles H. Roraback.....Fire Protection Officer

COMMUNITY MANAGEMENT DIVISION

Raymond P. Sanford.....Assistant Project Director

Education Section

Le Grande Noble.....Superintendent of Education
 Maude H. Boen.....Supervising of Student Teachers

Adult Education

Training & Retraining

Perry Carmichael.....Vocational Training Supervisor
 Robert D. Harris.....Vocational Teacher
 Andrew P. Anderson.....Head Teacher
 Marguerite W. Hudson.....Head Teacher
 Robert A. Maggiora.....Head Teacher
 Clarence Ostlund.....Head Teacher
 Glenn T. Seal.....Guidance Counselor
 Claude A. Tyrrel.....Head Teacher

High School

Laverne C. Bane.....High School Principal
 J. Earl Smith.....Assistant High School Principal
 Cleo D. Bishop.....Secondary School Teacher
 Ellen C. Henderson.....Secondary School Teacher
 Ruth E. C. Roof (temporary).....Secondary School Teacher
 Effie E. Merrill (temporary).....Secondary School Teacher

Naomi R. Anderson.....	Secondary School Teacher
Pauline Austin.....	Secondary School Teacher
Daisy K. Burre.....	Secondary School Teacher
Helen M. C. Dingley.....	Secondary School Teacher
Barbara Loomis.....	Secondary School Teacher
Muriel R. J. Matzkin.....	Secondary School Teacher
Della L. Ostlund.....	Secondary School Teacher
Shervy M. Sharvy.....	Secondary School Teacher
Warren M. Robinson.....	Secondary School Teacher
Ruth W. Robinson.....	Secondary School Teacher
Muriel E. Palecek.....	Secondary School Teacher
Louise M. Watson.....	Secondary School Teacher

Elementary School

Florence E. Thorp.....	Elementary School Principal
Lora K. Bane.....	Elementary School Teacher
Emily U. Light.....	Elementary School Teacher
Ella C. Black.....	Elementary School Teacher
Sara J. Crosbie.....	Elementary School Teacher
Louisa Finney.....	Elementary School Teacher
Martha L. Knight.....	Elementary School Teacher
Callie A. O. Morley.....	Elementary School Teacher
Hazel B. Noss.....	Elementary School Teacher
Zelma T. Seal.....	Elementary School Teacher
Nellie C. Shaw.....	Elementary School Teacher
Goldie M. Stollar.....	Elementary School Teacher
Josephine L. Wyckoff.....	Elementary School Teacher

Library

Laura R. Merrill.....	Librarian
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Health Section

Douglas R. Collier.....	Principal Medical Officer
Richard O. Marstella.....	Hospital Administrator
Mary Lue Cochran.....	Medical Social Worker
Joseph F. Featherstone.....	Sanitarian
Rhetta J. Mitchell.....	Dietician
Augusta N. Kirchner.....	Chief Nurse
Vina M. Stockbrand.....	Assistant Chief Nurse
Leone B. Campbell.....	Supervising Nurse
Elsa S. Hoffman (Part-time).....	Supervising Nurse
Daisy T. Wade.....	Laboratory Technician
Nora H. Weand.....	Supervising Nurse
Emmie W. Perkins.....	Supervising Nurse
Mary K. Smith-Walker.....	Senior Staff Nurse

Welfare Section

Claude H. Pratt.....Counselor
Margaret L. Mack.....Assistant Counselor
G. Ralph Earl.....Junior Counselor

Internal Security

Robert W. Roof.....Chief of Internal Security
Andrew W. Kasius.....Assistant Chief of Internal Security
John C. Fife.....Internal Security Officer
Robert W. Faris.....Guard
Laffayette Theobald.....Guard
J. Lawrence Bennett.....Guard
George L. Stewart (WAE).....Principal Guard
Rosalie M. Hoffman (Temporary).....Clerk Stenographer

Community Activities Section

Eleanor Gerard.....Acting Community Activities Supervisor

Community Analysis Section

Oscar F. Hoffman.....Community Analyst

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

December 2, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Personnel Management Section Report of
November 1944.

1. Personnel Status:

A. Permanent employees (civil service)	<u>5</u>
B. Temporary employees (civil service)	<u>0</u>
C. Evacuee employees	<u>10</u>
D. Progress of Staff Relocation	
a. Indefinite leave during month	<u>0</u>
b. Seasonal leave during month	<u>0</u>
E. Vacancies on staff	<u>5</u>
F. Narrative statement of Personal Problems:	

Our clerical staff is composed primarily of nine part time workers, who average $2\frac{1}{2}$ hours per day. This arrangement has not proven satisfactory because of lack of continuity of work, it has been the only method, however, to maintain the clerical work.

2. Main Activities During Month:

During the month of November plans for the reallocation of available evacuee personnel to "Essential" and "Desirable" positions were accepted by the Council Labor Committee and the Worker's Committee. Adjustments are still being made in certain areas. Difficulty is being experienced in affecting quota adjustments in the Mess Hall Section as well as our Block Boilerman and Block Janitors. The possibility of affecting adjustments by December 15 look promising. If all adjustments are effected this coming month it will assure the filling of all essential positions.

At the end of November there was a total of 147 appointed staff members subject to Public Law 49 on the pay roll. Of the seven vacancies two are being reserved for the Education Section.

The following personnel have been approved for appointment and we are awaiting their entrance on duty.

Lawrence G. Horton, Community Activities Supervisor
Josephine A. Denby, Supervising Nurse (Part time)
Willis L. Nowell, Asst. Fire Protection Officer
Lowell Bishop, Foreman Plumber

The following have been submitted for approval of appointment.

Bob R. Rhudy, Attorney

On Thanksgiving Day the appointed staff enjoyed a Turkey dinner prepared by the wives. The affair was attended by 110 members of the staff.

During November the orientation outline prepared by our Project Training Committee was released and distributed to the staff. Copy is attached.

The Personnel office was moved so that all Personnel Units are now in the same building. We are hopeful that this will make for an intergrated administration and expedite some of the matters that were delayed because of distance between the Administrative and Functional office.

3. Supplies and Materials Needed:

None

4. Problems Considered:

Our personnel ceiling of 154 has proven inadequate. In practice it is practically impossible to reach a quota of 154 at any one time to take full advantage of the quota. We have hesitated to make commitments that might take us over the ceiling. We have been handicapped as our losses in personnel have about held their own with replacements. Our average personnel has been around 149 at any one time. If we could be given leeway to average our ceiling over a reasonable period of time it would help materially in our being able to keep more positions filled within our quota. Many factors enter into the picture, such as availability of people, unforeseen resignation, anxiety of workers over future security, etc. We would like to recommend that consideration be given to the possibility of averaging the ceiling during each quarter.

The Sixth War Bond Drive got underway, to date we have reached 93.6 of our goal which is \$13,119.62. We are hopeful that we will be able to obtain 100 per cent participation.

5. Plans for Next Month:

During December it is hoped that our manpower allocation would be fully worked out and accepted.

6. Recommendations and suggestions to the Project Director on needed changes in Policy or Procedures:

We are still having difficulty with the approval of leave requests by Section and Division Chiefs. Oftimes it does not reach the Personnel office until the person has left on leave. We have also experienced difficulty with persons requesting sick leave presumably for an appointment with a doctor and then finding that they do not have the appointment, or through some misunderstanding could not obtain the medical service that he had hoped to receive. Our Chief Medical Officer has agreed to help out with this difficulty by performing some of the minor medical services for the staff to avoid loss of time from the job.

Original signed by
George H. Lafabregue
George Lafabregue
Personnel Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

November 29, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Orientation Outline for New Appointed
Staff Employees

Effective December 1, 1944 the attached outline for the orientation of new appointed staff members goes into effect. During the past few months we have experimented with this procedure in certain areas of operation with good result.

You are not required to adhere strictly to the outline. It is to be used primarily as a guide. The orientation process should not be made too formal or crowded into one or two days; at least two weeks should elapse before the last scheduled interview is held. After a reasonable period of trial we would appreciate comments and suggestions from those who have had the opportunity of participating in the orientation of new employees.

Forward your suggestions or recommendations to the Personnel Officer.

L. T. Hoffman
L. T. Hoffman
Project Director

Attachment

M-845

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

December 1, 1944

ORIENTATION OF NEW APPOINTED STAFF EMPLOYEES

The following orientation plan will go into effect as soon as the new appointed staff member enters on duty on the Project.

The orientation will start first with the Personnel office and proceed on to the Division, Section, and Unit to which the person is being assigned. During this orientation period, effort should be made to leave the new employee with the following impressions.

- (a) The Project is glad to have the services of the new appointee and welcomes him to Topaz.
- (b) That the orientation period is a definite part of the responsibility of the Personnel Officer and others giving orientation information and not that this orientation is time stolen from other essential duties.
- (c) If the new employee is arriving by train it will be the responsibility of the Section Head, who is obtaining the services of the new employee, to meet the employee at Delta and to bring him or her to the Center. Transportation will be made available by his Division Chief. If the new employee is a Section Head the Division Chief will arrange to meet him in Delta, if he is arriving by train.

The scope and responsibilities of the orientation process would generally follow this outline:

A. Personnel Office

1. The Personnel Section will be responsible for giving the new employee the background of the W.R.A., evacuation history, and the highlights of our experience at Topaz.
2. A brief explanation of the overall administrative organization.
3. Attempt to obtain the new staff member's attitude towards minority problems and groups, particularly as they apply to the Japanese-American problem.
4. Copy of Annual and Sick Leave Regulations of Government. Employees effective January 1, 1944 given to

employees and other timely information such as, Retirement Benefits, Housing Policies, etc. If the employee is apt to do official W.R.A. traveling he will be referred to the Finance Officer for information.

5. Advise new employee of salary scale, overtime, living conditions, cost of meals, living quarters, etc.
6. Introduce to Chairman of Staff Housing Council who will in turn present Building Representatives on Staff Council.
7. Appointment made with Transaction Officer for induction of new staff member.
8. The Personnel Officer will introduce the new employee to the Project Reports Officer.

B. Project Reports

The Project Reports Officer will have a file on informational material about Topaz and other pamphlets from Washington that will assist a new employee in getting background material of the W.R.A. program. The Project Reports Officer will conduct the new employee on a tour of the Center and introduce to Division and Section Heads. The tour will end at the Personnel Office.

C. Division Chief

1. Division Chief will spend at least one hour with the new appointee discussing the specific duties of the Division and stressing the coordination of the work in the Division as well as with the other Divisions of the center Administration.
2. The Division Chief will spend some time in developing working relations and procedures operative in the organization.
3. Division Chief will give appointee a complete understanding of working relations between the appointive and resident staff members.
4. The Division Chief will introduce the appointee to the Project Director.

D. Project Director

The Project Director will inform the new employee as to the functions of the Washington Office and the Project's responsibility to the Washington Office.

E. Section or Unit Head

1. The Section Head will give the new staff member the overall functions of the Section as well as the specific tasks to be performed by the new employee.
2. The Section Head will stress working relations between members of the Section depicting the appointee's exact relation to the whole program of the Section.
3. The procedures for work by the members of the Section Staff and relations to other staff members within this Division and within other Divisions on the Project should be developed.
4. A copy of the employee's job description will be given to him by the Section Head.
5. The Section Head (or immediate supervisor) should arrange definitely scheduled daily conferences with new employees for approximately one week.
6. The Section Head will arrange for an interview with the Community Analyst and the Relocation Program Officer.

F. Community Analyst

The Community Analyst will discuss with the new employee the important aspects of the attitude of residents and appointed staff which contribute toward mutual understanding in our day to day work.

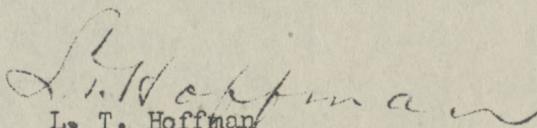
Discussion will be focused on the following major topics:

1. In how far administrative-evacuee relations can be explained in terms of human relations and in how far in terms of race relations.
2. Accepted ways of establishing rapport with residents and securing their respect and confidence.
3. A breakdown of Center population in terms of age, nationality status, occupation, religion, etc.
4. The role of various resident social groups and their present basic attitudes on such question as:
 - a. Resettlement to the East and/or to the West
 - b. Toward the Administration
 - c. Toward each other
5. The new employee and appointive staff morale.

G. Relocation Program Officer

1. Relocation as major objective of W.R.A. and the reasons therefor.
2. Importance of appointive staff attitudes toward relocation program.
3. Picture of the progress of relocation program to date.
4. Reasons for deterring attitudes toward relocation at Topaz.
 - a. Primarily urban population.
 - b. Family problems - health, size of families, etc.
 - c. Percentage of Issei.
 - d. Repatriation.
 - e. Return to Coast and indemnities.
 - f. General resistance to pressure methods.
5. Methods by which Relocation Division works to create positive attitude toward relocation.
 - a. General approach of non-pressure and emphasis on the fact that relocation is an individual or family decision.
 - b. Family Discussions as conducted by Welfare Section.
 - c. Evacuee participation in committees (Future Planning Commission)
 - d. Publicizing of job offers and special group offers.
 - e. Relocation advising by Relocation staff of appointed and evacuee personnel.
6. Relationship with Field Offices and description of channels through which center Relocation Division works with Field Offices.

All participants in the orientation process should bear in mind that it is their responsibility to assist in adjusting the new employee's thoughts in order that he may readily adjust to the W.R.A. program. It is essential that positive thinking and understanding of the evacuees be made soon in the orientation process. It is also essential that this attitude be maintained at all levels of orientation.


L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

December 29, 1944

MEMORANDUM TO: Mr. Gilbert L. Niese
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Personnel Management Section Report for
December 1944.

1. Personnel Status:

A. Permanent employees (civil service)	<u>3</u>
B. Temporary employees (civil service)	<u>0</u>
C. Evacuee employees	<u>11</u>
D. Progress of Staff Relocation	
a. Indefinite leave during month	<u>0</u>
b. Seasonal leave during month	<u>0</u>
E. Vacancies on staff	<u>4</u>
F. Narrative statement of Personal Problems:	

During the past month we lost our Personnel Technician and Personnel Transaction Officer. Effort is now being made to fill these positions. A resident has taken the position of Staff Housing Superintendent and is doing a splendid job.

2. Main Activities During Month:

During the past month all Essential resident positions were filled with the exception of nurses aides. There is every hope that through the efforts of the Block Managers and the Council Labor Committee that these vacancies will soon be filled. The pipe line crew is now composed of 50 workers and fine progress is being made.

The residents and appointed staff are cooperating in organizing a New Year's Eve party, a large crowd is anticipated. The general feeling is that it will be the last major event of this kind in Topaz.

The Sixth War Bond Drive concluded with total cash purchase and payroll allotments of \$16,135.23. The staff exceeded its quota by 23%, our total being 123%. Resident participation was obtained through meeting with the Block Managers and the City Council. Residents purchased \$675 in cash.

For the month of December, eleven new appointments were made to the appointed staff and nine separations.

Copies of the minutes held during December covering the Manpower Commission and the Personnel Management Section are attached.

3. Supplies and Materials Needed:

None

4. Problems Considered:

Numerous meetings were held regarding Mess Management and the new quotas for personnel set by the Washington office. There has been general resistance to the new allocation, however, with understanding of the problem there is a healthy indication that adjustments will be made as relocation steps up. Residents are developing awareness of the need for making these adjustments. They recommend that we wait until it must be done before affecting any drastic changes. Assurance have been made by the City Council and Block Managers representatives that adjustment will be forth coming as soon as definite need is established.

There has been an increasing interest in Learnership positions. Brought about probably by the lifting of the ban on the West Coast, indicating an awareness of the need of training prior to relocation in special fields.

The appointed staff have shown diverse reaction to the announcement of the opening of the West Coast. Some have felt that they should immediately take steps to obtain other positions, while others have affirmed their desire to stay with the ship until it is taken to port. There is indication that a general settling down of the staff will occur within the next month. Those who desire to make a change will probably do so in the near future and those remaining will buckle down to do the job.

There has been some concern expressed by men eligible for Selective Service on the present policy of waiting until a man has been reclassified to 1-A before occupational deferment is requested.

It will be necessary for additional appointed staff to be added to such areas as Welfare and the Property and Warehousing Unit. Washington office help will undoubtedly be needed.

Under the new instruction 150 it is indicated that there is a possibility of persons being detailed to the W.R.A. from the Social Security Agency. Does this mean that personnel might be made available to the centers from that agency.

5. Plans for Next Month:

Emphasis will be placed on reaching our personnel ceiling for both appointed and resident staff. There seems to be no doubt that the necessary workers will be obtained for the Hospital. Difficulty is anticipated in obtaining appointed staff.

The Personnel Section is planning a recruiting trip to Salt Lake City from January 15 to 20th. Emphasis has been placed on recruitment of Secondary and Elementary School Teachers for the next semester. We still need four Secondary and two Elementary teachers.

6. Recommendations and Suggestions to the Project Director on needed changes in Policy or Procedures:

None

George Lafabregue
Personnel Officer

Attachment

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

MANPOWER COMMISSION MEETING
December 5, 1944

Present: Roscoe E. Bell
Roy Stahl
Gilbert L. Niesse
W. J. Campbell
T. Hideshima
Raymond Sanford
H. Hideshima
Mas Narahara
G. Suwada
G. Lafabregue

Absent: L. T. Hoffman

A report was made by Mr. Campbell that at the present moment we had 2133 full-time workers employed with 204 part-time workers. Most of the 2020 essential positions established by the Manpower Commission are now filled with the exception of the Hospital where there is still a critical shortage of nurses aides. Twenty-six such positions are still open. An adjustment has been made to this shortage by adding additional kitchen workers at the hospital who assist with the feeding of the patients.

It was pointed out that the Diet Kitchen now had 25 workers and they were only feeding 26 patients. Mr. Narahara is certain that this condition will soon be remedied as the Diet Kitchen should be feeding 80-100 within the next month. Mr. Narahara reported that the Council was endeavoring to get at least one recruit from each block for the Hospital.

Mr. H. Hideshima, janitor foreman for the Education Section, requested that two janitors should be added to the High School quotas as they were needed to carry on the work at the elementary and High School areas. He presented a written statement which was read to the Manpower Commission. It was agreed that two additional workers should be allowed the Educational Section, that these positions should be placed under the Desirable Allocation. It was pointed out to Mr. Hideshima that as soon as oil stoves were installed in the Elementary School he might be able to effect an adjustment of workers as less time would be consumed by his crew in splitting wood, hauling coal, etc., for the stoves. The oil stoves would be serviced by the Engineering Section.

The problem of providing janitor service for the High School Auditorium was presented. It was agreed some time ago that at least four men would be assigned to the auditorium. At the present time there are only three men assigned to this work. The main source of difficulty has been to furnish manpower to assist in setting up the chairs and in cleaning up the auditorium before and after a large meeting. Mr. Hideshima said he was operating under instructions received from Mr. Nuttal, former Superintendent of Schools, whereby High School boys assist with setting up and putting away chairs as well as cleaning up after auditorium meetings. This arrangement has not proven satisfactory as the students have been inclined to be rather reckless with the equipment. Mr. Sanford is to look into the situation and to make recommendations to alleviate this situation.

Mr. Campbell asked that if the Library is to be transferred from the Education to the Community Activities Section that a formal request be presented to Personnel to effect that change. He explained that it would be necessary to get Washington approval as the Library has been designated to be a responsibility of the Education Section.

Mr. Campbell presented a request from the Post Office for six additional workers during the Christmas Holidays. This request was approved. The six positions were allocated under Desirable Positions, appointments are to be a responsibility but are not to exceed 30 days.

Mr. Lafabregue discussed a main source of irritation during the past week in making assignments, Mess Management and Engineering Sections have felt a need to make assignments on a functional rather than on a Sectional basis. It has been difficult in certain areas to effect transfers of certain workers from Desirable to Essential Positions. Where this has occurred the feeling has been that it will be preferable to assign people on a functional basis otherwise the service would break down. Mr. Roscoe Bell was favorable to functional assignment as it would be protecting the function otherwise if personnel could not be recruited or transferred to that occupation, it would die for lack of workers.

It was pointed out by Mr. Lafabregue that possibly we were confusing two problems, that it would be preferable to protect our allocations by making assignment on a Sectional basis so that if a certain area was over in personnel it would be necessary for them to make transfers to vacancies within the Section or to transfer workers out of their section. To make additional assignments to that Section would not be a solution to the problem, however, where such transfers could not be made, then, it would be in order that the Section or Division Chief file a request with the Manpower Commission showing that every effort to effect transfers has been made, and that unless additional workers could be assigned to the function, it would be severely curtailed or eliminated.

This procedure was unanimously accepted and recognition given to the fact that certain areas of operation requiring special skills could sometimes be given special dispensation for workers if the situation warranted. Mr. Bell pointed out that he was in need of this dispensation as this time as several of his tractor and bull-dozer workers had returned from seasonal leave and could report for duty immediately.

Mr. Stahl asked if it would be possible to give him a copy of all vacancies by occupation in order that he could convince his Mess Management Personnel that there was need for their services elsewhere. He felt hopeful that if he could show his Chefs that vacancies did exist in several areas that he could effect transfer of workers from Mess Management. Mr. Campbell agreed to prepare this list and to provide sufficient copies for every Division and Section Head with 34 copies for the chefs and 34 for the Block Managers.

Rather than going into a discussion of priorities on Desirable Positions, it was felt preferable to assign people to Desirable Positions for which they were qualified. A discussion of Priority on Desirable positions will be discussed at the next meeting of the Manpower Commission.

Mr. Narahara is to prepare a letter to be addressed to available workers in this center encouraging them to take employment. This letter would be sent to available workers at the same time that an Administrative letter would be forwarded.

Mr. Campbell presented a request from the Motor Pool for four utility men. This crew is to be used to accompany trucks that will assist with moving of residents, appointed personnel, and moving of offices, etc. The four positions were allocated as desirable.

Mr. Narahara stated that he was gratified that the Manpower situation was clearing up and that all areas had practically achieved their quota. He cautioned the Commission that when future changes would be made effecting large numbers of workers, that he would appreciate having the Council and the Council Labor Committee in for discussion before action was taken. He felt confident that some of the misunderstandings that occurred over the reallocation could be avoided. Mr. Bell agreed with Mr. Narahara's thoughts and explained that in the Operations Division they had attempted to keep the Council informed through memorandums addressed to the Council via the Project Director's Office. He explained that in many areas that the allocation had been accepted and worked out by key resident personnel. It was only in a few areas where the situation was aggravated and, of course, those had come to the attention of the Council. He agreed that it would be sound to discuss larger changes thoroughly at Manpower Commission meetings so that the Council would have the opportunity of discussing these changes at their Saturday Afternoon Workers' Committee Meeting.

The next meeting of the Manpower Commission meeting will be Tuesday, December 12, at 2 p.m., in the Project Director's Office.

George Lafabregue
Personnel Officer

C O P Y

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

December 5, 1944

MEMORANDUM TO: Manpower Commission
FROM: Education Section Janitors
SUBJECT: Re-allocation

The Education Section janitors are in accord and are willing to cooperate with the Administration on their new re-allocation plan. We also feel that some of the units should be maintained with sufficient number of workers. Our unit has already been cut about one-third of our original crew maintaining the same services as before and in addition to this we are doing work that we were not originally assigned. This includes such as sawing and chopping kindling woods which is now being delivered in big logs. This takes considerable part of our time.

The number of our men have their job in two blocks such as working in Block #1 and #8, Block #7 and #32, Block #5 and #8, and Block #35 and #23, which means that these men lose considerable time by their work being divided up as such, which means that it takes considerable time of the janitors than as if the schools were concentrated at one place.

For the present janitors to take up more work than we are to do, would mean that the Administration does not know the actual routine of work as being performed by the janitors today and also means that the Administration is trying to subject more work than can be carried within the prescribed hours.

The following are schedules of work: we start to work at 5:00 a.m. to 8:00 a.m. and return at 4:00 p.m. to 5:00 p.m. After supper we again return from 6:00 p.m. to 10:00 p.m. This is the average working hours for the men. These hours re consumed as follows: 1 hour of sweeping, 3 hours of mopping, 3 hours in caring of stoves, sawing and chopping kindling woods and hauling coal, and 1 hour for dusting and year cleaning. The present crew of 30 will be down to 27 janitors and 1 foreman, 1 janitor will be reassigned to H.S.C., 1 is relocating very shortly, with the present re-allocation our remaining crew will be 3 men over your allocated budget. We feel that it is justified for our section to request the Administration to maintain these 27 men and 1 foreman to carry on this work were have been doing.

/s/
H. Hideshima, Janitor Foreman
Education Section

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

December 12, 1944

MANPOWER COMMISSION MEETING

Present: Mr. Mas Narahara Mr. Roscoe E. Bell
 Mr. K. Suwada Mr. L. T. Hoffman
 Mr. Raymond P. Sanford Mr. Roy Stahl
 Mr. W. J. Campbell Mr. George Lafabregue
 Mr. S. Hideshiam

The overall status of evacuee personnel was presented by Mr. Campbell. All Essential positions have been filled with the exception of the Hospital where there is still a dearth of nurses aides. It was pointed out that with additional effort these positions could probably filled if discretion was employed in making assignments to desirable positions.

The new instructions received from Washington for the reallocation of personnel in the Mess Management Section was discussed at length. Mr. Narahara believed that workers made available or released from Mess Management would be primarily older women who could not be employed at any other type of job. The thought was expressed that if possible workers in Mess Management who could be employed elsewhere should be encouraged to transfer voluntarily, particularly if they were interested in other employment.

The fact that our employment situation is very good at this time was pointed out by Mr. Lafabregue. He also cautioned that this situation would not be of too long duration, that we could expect a drastic reduction in manpower within the next ninety days. Mr. Hoffman felt that Mess should be assisted at this time to retain its best workers.

Mr. Narahara pointed out that the mandatory aspects of this new instruction could be easily misinterpreted by the residents and could cause an unfavorable reaction. He believed that if the mandatory aspects could be softened there would be better reception of the instruction.

Mr. Hoffman pointed out that this new instruction could not be considered something new that the Mess Management Personnel have known for some time that it was coming. Mr. Hardy of the Washington office had discussed it with the Chefs. It also had considerably discussion during the adjustment period of effecting changes to Essential and Desirable positions.

Manpower Commission Meeting - 2

Considerable discussion followed as to what would be the best approach in presenting the new material in order to get it into effect on or before January 1. It was agreed that Mr. Stahl and Mr. Niesse would present it to the meeting of the Chefs Committee Monday morning, December 13. The Topaz Times would be given the story of the Reallocation for Saturday's issue. It would be necessary for kitchens 8 and 41 to be closed as they are substantially under the quota of allowable total persons served. Placement is to maintain as close a control as possible in order to assure that all workers in Mess Management who would be made available should be offered employment in some other field.

Mr. Niesse and Mr. Stahl were asked to keep the Committee informed and to advise the Manpower Commission what steps they felt would be necessary to effect the change. Mr. Niesse suggested that possibly a larger number of positions should be created in a Desirable column in order to absorb whatever workers will be made available.

Mr. Stahl expressed concern over the total number of workers for the Commissary. He did not believe that Washington had considered the fact that the Commissary had to furnish a crew to haul food from Delta. He believed that this function should normally fall to Motor Transport and Maintenance Section.

Mr. Campbell presented a request from the Agricultural Section for an additional 40 men to be placed on the Desirable List. These workers are still employed in the Agricultural Section and can be used until the ground is actually frozen. The Commission approved this request.

In order to keep thoroughly informed on developments, a special meeting of the Manpower Commission was set for Friday morning, December 15 at 8 a.m. in the Project Director's office.

George Lafabregue
Personnel Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

MANPOWER COMMISSION MEETING

December 15, 1944

Present: Mr. Bill Campbell
Mr. Gilbert Niesse
Mr. Roscoe Bell
Mr. Raymond Sanford
Mr. L. T. Hoffman
Dr. Oscar Hoffman
Mr. Roy Stahl
Mr. George Lafabregue

Mr. Stahl reported that the chefs were having a meeting this evening to discuss the new personnel allocation. He felt hopeful that the new quotas will be accepted. Many of the dining halls are planning to release their waitresses and to install a self-help service. Block No. 10 have their plans completed for the reorganization.

The closing of dining halls 8 and 41 was discussed at length. All agreed that emphasis should be placed on the closing of these two dining halls only, so that residents would not feel that they would have to move from these blocks. The opportunity of moving for those who should desire to do so should be given. Dr. Hoffman recommended that the Block Managers and Councilmen be kept closely informed of whatever moves are contemplated.

Opportunity must be provided for the workers in kitchens 8 and 41 to be transferred to other areas of operation. It was recommended that the closing date of kitchens 8 and 41 be discussed with the Chefs.

Mr. L. T. Hoffman cautioned that it would be wise not to confuse the situation by raising problems that had no bearing on the readjustment of Mess Management.

Mr. Stahl reported that the Diet Kitchen has now 25 employees with only 25 patients. Concern was expressed that possibly the certification of patients was moving too slowly. Mr. Sanford was asked to look into the situation to determine the number of workers that are really needed and what the prospects are of increasing the number of patients served. It was further suggested that a survey be made of who are in need of this service, where they live, why they are not taking advantage of it, etc. Mr. Stahl was certain that the chefs were in ^{favor} of the Diet Kitchen and preferred this method of caring for diet patients.

Mr. Campbell reported at the present moment the only available jobs were 20 nurses aides, 20 pipe line workers, and 4 clerical workers.

Mr. Stahl requested that the Commissary unit be considered on a functional basis for the purpose of assignment. He also felt that possibly a review would reveal that they had certain misassignments in the Commissary such as a janitor and a crew that was responsible to go to Delta to unload food cars, he expressed the hope that this work could be done by the Motor Pool. A committee composed of Mr. Niesse, Mr. Bell, Mr. Stahl, and Mr. Campbell was appointed to look into this matter.

Mr. L. T. Hoffman agreed that it was preferable to stand by job descriptions and to assign the function where it logically belonged. Mr. Campbell pointed out that misassignments existed on the Garbage Crew as instructions call for a dry and wet garbage crew to be assigned to agriculture.

Mr. Stahl raised the problem of older women being released by Mess Management what would happen to these women if they still desired to work. Mr. Campbell pointed out that women being released or requesting transfer from Mess Management should be sent to the Placement Office. He felt confident that he would be able to place all those who called at the office. It was suggested that the total of nurses aides be increased to take care of these workers.

Mr. Bell felt that we needed a cushion at this time to absorb the change in resident assignments in order that the process would prove painless. He felt that common sense should be used in administering the new ceilings. He suggested that Desirable positions be available for all workers who wished to work. It was pointed out that in practice the shifting of workers from Desirable to Essential, as workers relocated would tend to absorb all of the available workers, particularly in the course of the next two or three months.

Mr. Campbell recommended that the Hospital's quota for nurses aides be increased, that a check be made with the hospital to determine if they could train and absorb them into their program. He felt that this would tend to provide sufficient jobs for women being released from Mess Management, and at the same time solve the Hospital problem. The Hospital is the only area where a critical need of workers exists.

Mr. Lafabregue requested that Division Chiefs and Section Heads turn in their suggestions for submission to Washington on the Labor Relations Report No. 10.

The following adjustments in labor quotas were approved: Two workers were added to the Library; continuance of Block Clerks was approved on the same basis as in the past, the Block Manager making his selection with the approval of the assistant Project Director in charge of Operations.

George Lafabregue
Personnel Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Date _____

Dear _____

During the past few months, due to the relocation of many workers, the center residents have encountered a great deal of difficulty in operating all of the "Essential Services" that are needed to maintain the health and welfare of those remaining in Topaz.

Every effort has been put forth by the resident workers to assure that all families in this center are adequately served in spite of the limited number of workers.

We know that you too are aware of the fine contribution made by the workers of the center and know that you are anxious to make your contribution. It would be appreciated if you would take up center employment as soon as possible.

Please bring this notice with you to the Placement Unit in the Personnel Office, in order that you may be assigned promptly.

The center needs your services. Your cooperation is appreciated.

Very truly yours,

L. T. Hoffman
L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

December 7, 1944

MINUTES OF THE PERSONNEL MANAGEMENT STAFF

The seating arrangement and general office organization was discussed at some length. The staff was asked to think of suggestions whereby the office could be better organized and to bring their recommendations to the next meeting this coming Thursday. It was agreed that Miss Machiko Kimura, clerk typist, would be asked to assume the responsibility for routing the mail through the office and assuring that incoming mail was promptly distributed.

A communication from Washington complimenting the Personnel Management Section for developing a housing policy for the appointed staff was read. The staff appreciated this recognition and felt that Washington should have given this encouragement to the field in the past as it fosters better relationships between the field and the Washington office.

The position of Adult Education Supervisor has been eliminated in accordance with instructions recently received from the Washington office.

It was explained to the staff that occupational deferment for WRA employees could be submitted to the Washington office and that they would in turn submit the request to a Department of the Interior Committee who would in turn submit it to the Draft Board if the occupational deferment was deemed in order. However, no request for deferment can be applied for until the employee has been reclassified to 1-A.

The staff discussed the Holiday Instruction on travel. Seven members of the staff had asked for leave prior to the recent bulletin received from Washington requesting restriction of travel to extreme emergencies. It was announced that it would be necessary for a staff member to present a written statement of justification addressed to his Division Chief. If a leave request is presented for the period December 15 to January 8, it will be the responsibility of the Division Chief to determine if the requirements of the job and the need for curtailing travel have been carefully considered. If in his opinion the travel is necessary he will recommend that favorable consideration be given to the employee's request for leave by the Project Director. Employees granted approval for leave during this period will receive a statement of approval from the Personnel Officer.

Copies of the Comptroller General's decision concerning the appropriate method of calculating the annual leave records for temporary employees who became indefinite or permanent employees without a break in service was given to the staff. Copies of this letter have been sent to the Finance Section and to the Chief of the Administrative Management Division.

Minutes of the Personnel Management Staff -2

The staff was requested to turn in their comments as soon as possible on the Labor Relations Report prepared by the Washington office. Mr. Howard and Mr. Campbell were asked to hold meetings of their committees of the Orientation Committee in order to make progress reports at the next Orientation Committee meeting to be held on December 12.

Comptroller's decision on Civil Service Classifications was distributed to the staff as well as Civil Service inserts for the Civil Service Code.

Minutes of the Project Director's meeting of November 17 were discussed particularly those sections that affected Personnel.

Sentiments were expressed that our Holiday Policy was negative, particularly when Manual Instructions permitted the Project Administration to grant holiday leave if a person was duly excused and leave was approved ahead of time. Sentiment was expressed that it was by calling attention to these holidays and emphasizing the restriction that damage was being done, whereas if holidays were treated as any other day there would be little or no abuse of the privilege.

The progress being made by the Manpower Commission was discussed at some length. The staff was informed that practically all essential positions had been filled with the exception of the nurse aides, where 26 vacancies still existed. On the other hand, areas like the pipe line where critical need had existed are now well supplied with men--a crew of 40 has been enrolled on the pipe line.

Discussion followed on general staff relationships within the Project. It was the consensus of opinion that persons in key positions had the responsibility of assuring good staff relationships by setting good examples, attempting to alleviate strained relationships wherever they existed. Frank discussions of factors that are causing irritation, done in such a manner that persons would have the opportunity of discussing constructive suggestions for the improvement of staff relationships would be a step forward. It was agreed that negative suggestions were not conducive toward improving relationships but that objectivity of thought was essential and a high degree of tolerance and understanding is needed. It was suggested that Administrative Instructions which put more restrictions on the staff should be avoided if possible.

Miss Eudora Reed felt it highly desirable that a new leave procedure be introduced whereby persons applying for leave could be approved for leave by their Section and Division Head, but the final approval for leave should rest with the Personnel office. She pointed out that it was also essential that a person going on leave should first of all have the leave approved and recorded in the Personnel Office before taking his leave. It was felt that some provision be made to expedite the granting of leave of under four hours. It was in agreement that it would be preferable for workers to have an approved leave slip in his possession before taking leave. It would also give the Personnel Section the opportunity of impressing the workers going on leave to promptly notify the Personnel Section on his return.

George Lafabregue
Personnel Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

December 12, 1944

MINUTES OF ORIENTATION COMMITTEE

Present: Ralph Howard
Carl Kinney
Bill Campbell
Florence Thorp
Oscar Hoffman
Harlen Dykes
Perry Carmichael
George Lafabregue

Mr. Howard made a brief report of his Committee's meeting. He advised that although his Committee on In-Service Training for the Appointed Staff had not reached any conclusions that they had all agreed that In-Service Training was a necessary and vital program and that conscientious effort had to be made to make it effective.

Part of this meeting was spent in discussing staff relationships and their impact on practically all members of the staff. Dr. Hoffman presented his findings that he had obtained in his study of staff relationships. He explained that the study did not profess to be exhaustive but had been rather brief and had only scratched the surface because of limited time. He presented four main points as follows:

1. Persons in key administrative spots should get the best advice possible before rendering a decision, but once having handed down a decision should stand by such decision and not place the responsibility on his advisors if the decision created difficulties.
2. When interpretations were made of Administrative Instructions the Administrator should interpret the spirit rather than the letter of such instructions and should not interpret these instructions to suit his convenience.
3. Staff morale can be developed if an atmosphere of honesty and sincerity prevail in staff relationships.
4. That "Esprit de Corps" could be developed if key administrators in their attitude showed keen appreciation of the problems faced by other staff members.

Considerable discussion followed on each of the four points presented by Dr. Hoffman.

It was the consensus of opinion that every staff member should have tolerance for his fellow workers, that persons in key positions should be instructed as to rules so that they could adequately explain the reason for administrative decisions, that persons in key administrative spots should appreciate the fact that it would be necessary for them to take certain pressures because of the position that they hold, that all members of the staff should share the responsibility of decisions made or directions given and not pass the buck back to the initiating person, good team work was deemed essential in this respect.

Dr. Hoffman was asked to continue with his study in order to bring back a more detailed statement to the Committee. The Committee members were asked to bring suggestions as to how the information obtained through the study could best be used in influencing the staff to bring about healthier staff relationships.

It was agreed that it would be preferable to hold the next meeting during the morning. The time for the meeting will be from 10:30 to 12:30, announcements for the meeting will be sent out later.

George Lafabregue
Personnel Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

November 17, 1944

MEETING FOR SIXTH WAR BOND DRIVE

Present:

Bruce Kawamoto	Community Council
Henry Suito	Blk. Mgr. #12
Tamaki Matsuno	Block Mgr.
T. Sato	CES
Tosh Yamada	Topaz Times
Tomi Sasadi	Education Pre School
Tetsuko Hideshima	High School
Raymond P. Sanford	Community Management
Gilbert Niesse	Administrative Management
Roscoe E. Bell	Operations
F. E. Thorp	Elementary School Principal
L. G. Noble	Education
E. W. Conrad	Project Reports
G. Lafabregue	Personnel

The purpose of the meeting was briefly explained by Mr. Bell. He asked if the resident representatives felt that there would be a possibility of getting active resident participation in the Bond Drive.

The possibility of soliciting the purchase of bonds from returning seasonal workers and those receiving their C-time checks was discussed.

It was generally agreed by the group that it would be preferable for the representatives to go back and discuss it with their group to determine to what extent the Block Managers and City Council could participate in the drive. All agreed that posters and material about the drive should be made available in each block through the Block Manager's Office.

The schools were encouraged to immediately proceed with a program of having the children prepare posters for the drive as well as preparing essays on the need for purchasing bonds.

One of the Block Managers pointed out that we should avoid placing any individuals who are unable to purchase bonds in an awkward position.

It was agreed that the Block Managers would report directly to Mr. Bell to work out the extent of their participation and the City Council Representatives will do likewise with Mr. Hoffman, The Director.

George Lafabegue
Personnel Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 1, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Personnel Transactions Section Report for
February 1945

1. Personnel Status:

A. Permanent employees (civil service)	<u>3</u>
B. Temporary employees (civil service)	<u>0</u>
C. Evacuee employees	<u>6</u>
D. Progress of Staff Relocation	
a. Indefinite leave during month	<u>0</u>
E. Vacancies on staff	<u>0</u>
F. Narrative Statement of Personal Problems:	

During the last month the position of Personnel Officer has been vacated by the transfer of Mr. George H. Lafabregue to Seattle, Washington as Relocation Adjustment Advisor, P-4, \$4600 top of the grade. Notification from the Washington office has been received abolishing the position.

2. Main Activities During Month:

Miss Margaret DeRieux, Procedures Officer, from the Washington W.R.A. office visited this center and has been of invaluable help through the recommendations in her memorandum pertaining to procedures that were incorrect or were not being carried out, which she submitted to Mr. L. T. Hoffman, Project Director.

During the month of February there were eleven new appointments and four separations made for the appointed staff.

3. Supplies and Materials Needed:

None

4. Problems Considered:

The appointed staff is apparently still unstable as desirous of obtaining positions with other agencies.

It will again be necessary for additional appointed staff to be recruited for the units, Welfare and Relocation. The position of Community Activities Supervisor has been vacated due to the induction of Mr. Lawrence Horton into the Armed Forces. We will undoubtedly need the assistance of the Washington Office in recruitment of qualified personnel for these units.

5. Plans for Next Month:

Emphasis will be placed on reaching the personnel ceiling for the appointed staff. There seems to be no doubt that the necessary appointed personnel can be obtained through either recruitment locally or with the assistance of the Washington office.

6. Recommendations and Suggestions to the Project Director on needed changes in Policy or Procedures:

None

Raymond M. Almqvist
Personnel Transactions Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 1, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Evacuee Placement Section Report for
February 1945

1. Personnel Status:

C. Evacuee employees	<u>9</u>
D. Progress of Staff Relocation	
a. Indefinite leave during month	<u>1</u>
E. Vacancies on staff	<u>2</u>

2. Main Activities During Month:

In accordance with the recommendation made at the Denver conference, the files of sick and vacation leave records were transferred to the Finance Unit. This action will prove helpful in speeding up the processing of the evacuee payroll.

The freeze on new assignments to the Mess Management is still being maintained but the number of terminations due to relocation has been small, due to the fact that 50% of the workers are women and the males are predominantly Issei.

56 new assignments, 7 transfers, and 132 separations were made during the month. 54 of the termination were due to relocation.

Taking into consideration the inclement weather, progress has been made during the past month on the laying of the new water lines. A crew of fifty men have been assigned to this work, and it is estimated that the job will be completed by the end of March.

3. Supplies and Materials Needed:

None

4. Problems Considered:

At the Central Utah Project we have established a central Diet Kitchen, and all patients released from the hospital requiring a special diet are served their meals at that kitchen. The workers in the kitchen are under the direct supervision of the appropriate Dietician and we have requested in our fourth quarter budget that the workers in the Diet Kitchen be allocated to the Health Unit instead of the Mess Management Section.

5. Plans For Next Month:

A meeting of the Manpower Commission will be called upon the return to the Project of the Chief Steward, now in conference at Denver, at that time it is hoped that a decision will be reached in respect to the closing of mess halls serving less than 125.

6. Recommendations and Suggestions to the Project Director on needed changes in Policy or Procedures:

None

William J. Campbell
Asst. Personnel Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

April 2, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Placement Section Report for March 1945

1. Personnel Status:

C. Evacuee employees	<u>8</u>
D. Progress of Staff Relocation	0
a. Indefinite leaves during month	<u> </u>
E. Vacancies on staff	<u>2</u>

2. Main Activities During Month:

During the past month 50 assignments, 106 terminations, and 19 transfers were processed in the Placement Section.

The work on the pipeline repairs and replacement is nearing completion with a crew of seventy to eighty workers assigned daily. Some of these workers will be eligible for transfer to other Section and Units, and the Placement Section will review their application card in an attempt to fill pending requisitions.

Due to the reassignment of duties and the grouping of activities, most Section and Units have ample staff to carry on the necessary work. There is, however, a decided shortage of experienced Stenographers, and other skilled clerical

workers which will necessitate further grouping of activities.

3. Supplies and Materials Needed:

None

4. Problems Considered:

It was agreed at the last Manpower Commission meeting that a Utility crew should be formed, utilizing the men being released from the pipeline work in the Engineering Section. The crew would be under the supervision of the Chief Engineer and be available for necessary jobs Center wide in the loading and unloading of supplies, the crating and warehousing of surplus materials, and movement of evacuee shipments.

5. Plans for Next Month:

Relocation has failed to decrease the total number of workers in the overstuffed Mess Management Section, so Mr. Hoffman appointed a committee consisting of Mr. Roy Stahl, Mr. Gilbert Niesse, and Mr. W. J. Campbell to work out a detailed and orderly plan for the closing of a series of mess halls as the population in the Center decreases. When the plan is developed, it will be explained to the residents and placed in operation.

W. J. Campbell
Assistant Personnel Officer

UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

April 2, 1945

MANPOWER COMMISSION MEETING

PRESENT: Mr. L. T. Hoffman Mr. Raymond Sanford
Mr. Gilbert Niesse Mr. Roy Stahl
Mr. Koscoe Bell Mr. W. J. Campbell

The overall status of the evacuee employment was reviewed, and it was found that most Section and Units were within their budgetary quotas. The Mess Management section is still overstaffed 115 workers, and the Engineering section is over 40 workers, however, the Operation division as a whole is still within the budget quota.

Mr. Bell outlined the necessary jobs to be completed before the Center closes, he also explained that the pipeline replacement and repairs were nearing completion and some of the workers would be available for transfer to other jobs. The Placement section will review the application cards of those workers effected and attempt to process a transfer to sections and units needing workers.

It was agreed the utility crew would be recruited from those engaged in pipeline work and continued at the \$19.00 level. This crew would be under the direct supervision of the Engineering section but would be available to do necessary jobs center wide, such as the loading and unloading of supplies, the crating of surplus materials, and the necessary jobs due to relocation.

Mr. Stahl reported briefly on the Denver conference, relating the problems other centers have encountered in meeting the Washington directive in respect to the closing of mess halls serving less than 125 residents.

Relocation has failed to make a noticeable reduction in the total number of workers in the mess section since the first of the year, so Mr. Hoffman appointed a committee consisting of Mr. Roy Stahl, Mr. Gilbert Niesse, and Mr. W. J. Campbell to work out a detailed and orderly plan for the closing of a series of mess halls as the population decreases. When the details of the plan are completed, it will be presented to the residents, and then placed in operation.

W. J. Campbell
Assistant Personnel Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 1, 1945

MEMORANDUM TO: Mr. Gilbert L. Niese *GN*
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Placement Section Report for April 1945.

-1. Personnel Status:

C. Evacuee employees	8
D. Progress of Staff Relocation	
a. Indefinite leaves during month	1
E. Vacancies on staff	0

2. Main Activities During Month:

During the past month 62 assignments, 96 terminations, and 27 transfer were processed in the placement section.

A mobile crew has been established in the Engineering Section to perform the many necessary jobs created by Center closure. While under the direct supervision of the Engineering Section, this crew is available for assignments Center wide, and to date have completed many varied jobs.

A plan was developed and placed in operation for the closing of dining halls as the Center population decreases. Due to their geographical location dining halls 9, 10, 11, 12, 13, 14, 29, 30, 31, 33, 34, and 35 will be the last group to close. Eventually they will be able to serve the entire Center and still be within one block of any closed dining hall. One dining hall will be closed with each decrease of 200 residents and the mess hall to be closed will be determined by the Chief Project Steward after discussion with the Food Advisory Committee, and approval of the Project Director. Advance notice of ten days will be given to all concerned prior to the closing of mess halls.

Advance notice has been given the Mess halls 7, 8, and 41 will be closed following the evening meal on May 6, 1945.

Residents	in	Block #8	to be served in	Dining Hall #1				
"	"	"	41	"	"	"	"	34
"	"	"	7	Barracks 1--6	"	"	"	13
"	"	"	7	"	7--12	"	"	14

3. Supplies and materials Needed:

None

4. Problems Considered:

The Health Unit while over the quota set by the Washington office for the fourth quarter, is having extreme difficulty in covering the hospital 24 hours a day, due to the reluctance on the part of the Nurses' aides to work afternoons, nights, or C. D. Ward assignments. Dr. Collier suggest one of the two courses of action. (1) To arbitrarily stop all elective surgery and reduce the hospital to the minimum. This course of action will meet with considerable opposition from the residents in the Center. (2) To continue with what services we have and wait until some serious accident occurs due to lack of workers on the evening shifts. Dr. Collier and Miss Kirshner does not wish this to happen.

5. Plans for Next Month:

Working with Mr. Sanford and Mr. Marstella to make a study of the Hospital situation in hope of finding a solution.

Place a freeze on new assignments to Divisions now over the fourth quarter quota, and attempt to transfer from Sections overstaffed to units needing workers.

Wm J Campbell
William J. Campbell
Asst. Personnel Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 3, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *GLN*
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Personnel Transactions Section Report for
April 1945

1. Personnel Status:

A. Permanent employees (civil service)	<u>1</u>
B. Temporary employees (civil service)	<u>0</u>
C. Evacuee employees	<u>5</u>
D. Progress of Staff Relocation	
a. Indefinite leave during month	<u>0</u>
E. Vacancies on staff	<u>1</u>
F. Narrative Statement of Personal Problems:	

During the last month the position of Personnel Transactions Officer became vacant by the separation of Mr. Raymond M. Almquist. Both the Washington office and this office are recruiting for this position. In the meantime the position is being filled by the detail of a member of the Washington office Personnel Management staff.

2. Main Activities During Month:

Mr. Benner from the Washington office of the Civil Service Commission spent April 4th and part of April 5th at the center assisting the Personnel Clerk in retirement matters. Mr. Benner met with members of the Personnel Management and Finance Sections to discuss retirement problems and procedures. Retirement cards were separated into yearly groups and the separation and appointment registers were started. It is intended that separation and appointment registers be completed and annual summaries prepared in the near future.

An effort was made to follow the recommendations made by Miss DeRieux in her memorandum of February 14, and the following action has been taken:

- A. Confidential material has been removed from personnel folders and confidential folders prepared and filed with Mrs. Gonzales.
- B. The staff has reviewed the personnel folders once removing duplicates and placing material in the proper order. Since this was done originally in a hurry the folders are being reviewed again during spare time to assure that folders are now in good order.
- C. A tickler file covering trial period efficiency ratings has been established in order that trial period employees may be given unofficial five months ratings and the official ten month ratings at the proper time.
- D. Mrs. Pratt and I have started to clean out the general correspondence files removing duplicate material and simplifying the filing system.
- E. Form OEM-692, Record of Exit Interview, is now being submitted to the Washington office with the 5th copy of the Advice of Personnel Action.
- F. The Handbook, Manual, and Civil Service Act and Rules have been brought up-to-date.
- G. We are making an effort to obtain certificates of medical examinations for all new and old employees who have not as yet had them.
- H. Approximately 70 Applications for Federal Employment, Standard Form 57 and Transfer Information were submitted to the Washington office in order that they may assist our personnel in securing other positions when their employment with the War Relocation Authority is over.
- I. The revised leave and timekeeping procedures was placed into effect April 16, 1945.

During the month of April ten new appointments and eight separations were made for the appointed staff.

3. Supplies and Materials Needed:

None

4. Problems Considered:

The problem of providing adequate clerical assistance to the various Divisions and Sections has been considered. Applications for employment were received from several young girls who are due to graduate from high school in the middle of May. Plans are being made to start a training course for them and to use them in a clerical pool. Such a training should provide some relief for this situation.

5. Plans for Next Month:

We are planning to have a representative of the Civil Service Commission visit the project to give Clerk Typist examinations to a number of Clerk Typists recently recruited who have had no government experience.

6. Recommendations and Suggestions to the Project Director on needed changes in Policy or Procedures:

None

Elizabeth Nicholson
Elizabeth Nicholson
Acting Personnel Transactions Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 31, 1945

MEMORANDUM TO: Mr. Gilbert L. Niese
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Personnel Management Section Report for
May 1945

1. Personnel Status:

A. Permanent employees (civil service)	<u>0</u>
B. Temporary employees (civil service)	<u>0</u>
C. Evacuee employees	<u>5</u>
D. Progress of Staff Relocation:	
a. Terminal leave during month	<u>0</u>
E. Evacuee vacancies on staff	<u>0</u>
F. Narrative Statement of Personnel Problems:	

During the last month the position of Personnel Clerk became vacant by the resignation of Mrs. Dorothy B. Pratt. This position is now being filled by the detail of Mrs. Marie C. McConnell, Cost Accounting Clerk, from the Finance Section. The position of Personnel Transactions Officer has continued to be filled by the detail of a member of the Washington office Personnel Management staff. Mrs. Laura Schutte is expected early in June to assume the duties of this position by transfer from the Federal Works Agency, Washington, D. C. Our resident Staff Housing Superintendent transferred to the Credit Union but has now been replaced.

2. Main Activities During Month:

Mr. Herman C. Kimball, Assistant Finance Officer, has been assisting the Personnel office by trying to balance the retirement cards with the general ledger. When the retirement records are reconciled with the general ledger, the work Mr. Benner started on the preparation of the registers of separations and appointments will be continued.

Annual efficiency ratings were completed and notices sent out.

The appointed Personal Services portion of the first quarter budget for fiscal year 1946 was prepared and typed. Eight less positions were requested for the quarter than previously authorized.

For the month of May ten indefinite appointments, six temporary appointments, and nine separations were made for the appointed staff.

3. Supplies and Materials Needed;

None

4. Problems Considered:

Of the sixteen new appointees this month seven are young girls who have recently graduated from high school. Their office experience has been extremely limited. The need for orientation and in-service training in office practices and procedures is very evident. The possibility of developing a clerical pool in which they could receive training as well as constant supervision is still being considered. To date, however, a qualified person has not been found to organize and operate such a pool.

A problem considered during the month was that of the detail or transfer of personnel from the Education Section to other activities on the project after the close of the school year. There has been and still is some confusion as to which persons are to be detailed or transferred and which ones are to remain in the Education Section to complete the final report and necessary records.

5. Plans for Next Month:

Since the staff of the Personnel Management Section will be completely new next month, it would appear necessary to spend as much time as possible in training.

It is planned to start a training program for the new clerical personnel. Meetings will be held weekly for awhile. The first meeting will cover office department.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

None

Elizabeth Nicholson
Elizabeth Nicholson
Acting Personnel Transactions Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

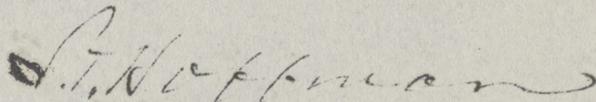
May 31, 1945

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Designation of Herman C. Kimball as
Acting Personnel Officer

Mr. Herman C. Kimball who has been serving as Assistant Finance Officer is being designated Acting Personnel Officer and effective June 1, will assume responsibilities for the overall functions of the Personnel Management Section, including personnel transactions and evacuee employment. Mr. Kimball will be located in Administrative Building "A" (telephone 13).

The Evacuee Employment Unit (telephone 32) will continue to be located in the Personnel Building.



L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 29, 1945

*Noted
HZN*

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

FROM: Melvin H. Robins
Property & Whsing Officer

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent employees (civil service)	<u>10</u>
B. Temporary employees (civil service)	<u>None</u>
C. Evacuee employees	<u>38</u>
D. Progress of Staff Relocation:	
a. Indefinite leave during month	<u>None</u>
b. Seasonal leave	<u>None</u>
E. Evacuee vacancies on staff	<u>2</u>
F. Narrative statement of personnel problems:	
No comment.	

2. Main Activities During Month:

During the month of May we have shipped three (3) carloads of lumber to the Anchor Lumber Company in Salt Lake City, Utah for milling in transit, with the final destination as Heart Mountain. We also shipped one (1) carload and one (1) truckload of Ammonia Sulfate to Tyson Feed and Seed Company which had been sold through the Department of Commerce, and made several smaller shipments of fertilizer also sold through the Department of Commerce.

On November 13, 1944, our Daily Inventory Balance of warehouse stock as recorded on Form 111 showed \$473,085.74. January 1, 1945, the balance was \$422,598.84, and as of May 26, 1944, it was \$319,298.39. This indicates a sharp decline in our warehouse stock.



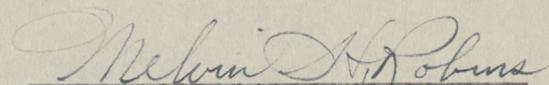
Mr. Gilbert L. Niesse-2-May 29, 1945

During the month of May, this unit has worked closely with the Education Section in making plans and preparing for the closing of the Education Section soon after the 1st of June, 1944.

3. Supplies and Materials Needed: No comment.
4. Problems Considered: No comment.
5. Plans for Next Month:

It is anticipated that during the first part of next month, considerable time will be spent with the Education Section in returning their property to warehouse and disposing of such surplus property as text books, library books, etc.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures: No comment.


Melvin H. Robins
Property & Whsing Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

July 3, 1945

MEMORANDUM TO: Mr. Gilbert L. Niese *GLN*
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Personnel Management Section Report for
June 1945

1. Personnel Status:

A. Permanent employees (civil service)	<u>2</u>
B. Temporary employees (civil service)	<u>0</u>
C. Evacuee employees	<u>11</u>
D. Progress of Staff Relocation	
a. Terminal leave during month	<u>1</u>
E. Evacuee vacancies on staff	<u>0</u>
F. Narrative statement of personnel problems:	

All appointed personnel have been recently detailed or transferred to the section and are therefore, unfamiliar with certain phases of the work. The writer has been detailed from the Finance Section as Acting Personnel Officer, and Mrs. Laura W. Schutte, Personnel Transactions Officer, was recently transferred from the Federal Works Agency. Mrs. Marie McConnell, Personnel Clerk, detailed from the Finance Section on May 7, 1945 and subsequently transferred to this section, is making satisfactory progress in the maintenance of payroll record S and the preparation of payroll vouchers. It is believed that no serious personnel problems will arise until the relocation of the evacuee members of the staff takes place.

2. Main Activities During Month:

The reconciliation of retirement cards with the general ledger is progressing as time permits.

A promotional policy has been inaugurated which provides for the advertising and filling of vacancies in appointed positions from among the present staff wherever possible. Office Letter No. 50 issued on June 9, 1945, sets forth the policy and its method of operation.

The semi-annual report on personnel utilization covering the period January 1, 1945, to June 30, 1945, was submitted to the Personnel Officer, Washington, D. C.

During the month of June ten indefinite appointments, four temporary appointments, and sixteen separations were processed.

3. Supplies and Materials Needed:

Necessary supplies and materials are being requested regularly.

4. Problems Considered:

Arrangements have been made for the Personnel Management Section to occupy the space now being occupied by the Procurement Unit. This change will remove a space problem which is now handicapping the Section.

Aside from certain critical positions which are now vacant, the most serious recruitment problem is that of obtaining qualified stenographic personnel. The in-service training program is still in operation but the results are not yet apparent. Personnel in the Education Section who were made available by the completion of the school term have been utilized, by the detail or transfer, wherever practical, the remainder having been separated.

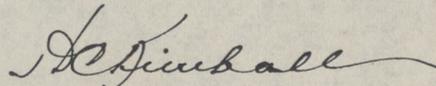
5. Plans for Next Month:

The staff of the Personnel Management Section will continue their efforts to acquaint themselves with all functions of the section and to familiarize themselves with procedures necessary to the proper processing of personnel transactions.

It is planned to make a trip to the offices of the Civil Service Commission in Salt Lake City, Utah, for recruitment purposes, in an attempt to fill existing vacancies in critical positions.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

None



H. C. Kimball
Acting Personnel Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

July 30, 1945

MEMORANDUM TO: Mr. Gilbert L. Niese *GN*
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Personnel Management Section Report for
July 1945

1. Personnel Status:

A. Permanent employees (civil service)	<u>2</u>
B. Temporary employees (civil service)	<u>3</u>
C. Evacuee employees	<u>5</u>
D. Progress of Staff Relocation	
a. Terminal leave during month	<u>5</u>
E. Evacuee vacancies on staff	
F. Narrative statement of Personnel problems:	

There are no immediate personnel problems. The duties which were assigned to relocating evacuees have been distributed among the Civil Service employees on the staff.

2. Main Activities During Month:

A survey is in progress for the purpose of determining prevailing wage rates for certain positions which it is anticipated will be needed in connection with center closure.

An examination by a representative of the United States Civil Service Commission was held on July 24 for the positions of clerks, clerk typists, and clerk stenographers. Those employees holding temporary appointments and two applicants whose qualifications were being considered were examined.

On July 11 the writer together with Mr. Gilbert L. Niese, Assistant Project Director, visited the offices of the United States Civil Service Commission in Salt Lake City, Utah for the purpose of recruitment in an attempt to fill existing vacancies in critical positions. The visit extended through July 13, and two applicants were secured. One for the position of Property Clerk, the other for the position of Assistant Relocation Advisor. An appointment was processed for the former while the latter failed to report for final interview.

During the month of July eight indefinite appointments, five temporary appointments, and five separations were processed.

3. Supplies and Materials Needed:

Necessary supplies and materials are being requested regularly.

4. Problems Considered:

It is becoming increasingly difficult to obtain qualified personnel. The situation with respect to stenographic and clerical personnel is acute and all means of recruitment are being utilized.

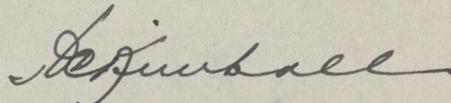
5. Plans for Next Month:

It is planned to proceed immediately with the preparation of the center closure report for the Personnel Management Section.

Due to depletion of the staff of the Placement Unit of this section and the relocation of the employee who had assumed responsibility for the functioning of the Unit, it is believed advisable to move the records of the Unit into office space adjacent to the Personnel Management Section. It is intended that this move will take place in the very near future.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

None



H. C. Kimball
Acting Personnel Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

August 31, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Personnel Management Section Report for
August 1945

1. Personnel Status:

A. Permanent employees (civil service)	3
B. Temporary employees (civil service)	10
C. Evacuee employees	3
D. Progress of Staff Relocation	
a. Terminal leave during month	3
E. Evacuee vacancies on staff	
F. Narrative statement of Personnel problems:	

There are no immediate personnel problems within this section. All positions in Clerical Pool have been filled. All employees with exception of two who are assigned to duty in this section have been detailed to other units.

2. Main Activities During Month:

The problem of recruitment of qualified personnel has become more difficult as evacuee positions have been vacated more rapidly than was expected. This is particularly true with respect to the essential services. To date five laborers, two pump operators, one boiler fireman, one fire fighter have been employed. Efforts are still being made to fill the remaining critical vacancies. Additional laborers are urgently needed in order that movement of evacuee property may not be delayed.

As of August 31, 1945 the total evacuee employment was 1260 workers. The decrease in evacuee employment has affected the maintenance of essential services to the degree which has recruited in the discontinuance of some janitorial and maid service and has created a problem in servicing staff housing dormitories and apartments. A special effort is being made to secure the services of those residents who are not immediately relocating and who are not otherwise employed.

During the month of August four indefinite appointments, twenty-one temporary appointments, and eighteen separations were processed.

3. Supplies and Materials Needed:

Necessary supplies and materials are being requested regularly.

4. Problems Considered:

The problem of furnishing living quarters for appointed personnel, which is an incidental function of this office, is becoming increasingly difficult as the capacity of the dormitories has already been exceeded and several requests for quarters remain unfilled. It is hoped that in the near future apartments will be made available under certain conditions to staff members and that this arrangement will ease the housing situation. Other than the recruitment problem previously mentioned there are no personnel problems other than routine ~~measures~~ *in nature*

5. Plans for Next Month:

Under present circumstances it is difficult to prepare plans for more than a few days at a time. However, this office will attempt to fore-see position vacancies and will attempt to recruit the necessary replacements.

6. Recommendations and Suggestions to the Project Director on needed Changes in Policy or Procedures:

None

H. C. Kimball
H. C. Kimball
Assistant Personnel Officer