WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Operations Division
October 11, 1943

MEMORANDUM TO: Mr. W. H. Palmer
Mr. Henry Watson
Mr. Samuel Owen
Mr. Carl Rogers

SUBJECT: Monthly Reports

It will facilitate the preparation of monthly reports for the Operations Division if you will give added attention to the following items in your report:

a. Goals for the coming month
b. Goals for the ensuing quarter

I believe that we will all gain by setting for ourselves deadlines of certain operations and bending every effort to meet these deadlines. These deadlines should, of course, be set in collaboration with members of your staff, both evacue and appointive. We should also give added attention to bottlenecks which are preventing accomplishment of the work ahead of us. These should be considered in the light of constructive suggestions for improvement of the situation.

Roscoe E. Bell

Roscoe E. Bell
Assistant Project Director

REBell:yk 10/11/43

P.S. Please have your reports in my office not later than the 29th of the month.

Davies RT
~~Greaves~~ M.R.S
Sutton
Trevort CH.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Operations Division

February 17, 1944

MEMORANDUM TO: Mr. Lawrence B. Taylor
Mr. Clifford Purcell
Mr. Willie B. Miller
Mr. Wendell Palmer
Mr. Harry Konda

SUBJECT: Project Directors' Meeting in Washington

February 23rd is the final date for the receipt by Mr. Bankson of any information or problems which you wish to transmit to Mr. Ernst in Washington to be taken up either at the Project Directors' meeting or with the Washington office concerning Topaz problems.

This is a grand opportunity for us to have our problems analyzed and decisions received first-handed and I am sure you will all take advantage of this opportunity. Please consult with your respective unit heads and key resident employees for any suggestions or problems which they have which should be taken up.

HR Watson
Henry R. Watson
Acting Assistant Project Director

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

Ex & 7

C O P Y

Operations Division
September 7, 1944

MEMORANDUM TO Mr. Raymond P. Sanford
Assistant Project Director
Comm. Management Division

ATTENTION Dr. LeGrande Noble
Superintendent of Education

Apparently, Dr. Noble did not receive my memorandum of September 6th, in which I outlined a policy for athletic trips. This policy is outlined below:

I believe that we can support a policy similar to the one followed last year - namely, that trip transporataion can be furnished for inter-school activities regularly scheduled by the Athletic Department of the High School; however, the general limitation should be applied that these trips would not total more than 475 miles per month for one vehicle. In other words, we will want to stay within the occupational mileage for the high school coach.

In order that we may adequately plan for transportation, it will be appreciated if the athletic department will work out its monthly schedule of anticipated events and discuss these with me. After the schedule has been approved, the arrangements for transportation can be handled as routine, and each individuals' trip tickets will not need to be cleared through me. In general, I expect that the events scheduled will be with teams within the county or at least within the district covered by the particular association of schools of which Delta is a member.

You and Dr. Noble will, of course, be very much con-

cerned about the proper handling of all public relations aspect of these trips which may make it desirable to change the schedule even after the tentative dates have been set.

Athletic trips for Community Activities Section will be limited to one trip at the culmination of the season for a particular type of athletic activity, as for example, the All-Star Baseball or Volleyball team. Consideration will, also, be given to special events, such as, special talent shows where there are requests from outside communities for these shows. All events should be planned in advance, and the general program should be approved before commitments are made to any group.

The "educational trips" sponsored by the Adult Education or Vocational Training can no longer be approved.

Because of road conditions, it will not be possible to send trucks after materials for the Adult Education classes in Flower Arrangement and Slate Craft after November.

(signed)
ROSCOE E. BELL
Assistant Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Operations Division

March 7, 1944

MEMORANDUM TO: Mr. Lawrence B. Taylor
Acting Senior Engineer

ATTENTION: All Appointive Personnel in the Engineering Section

We must face the fact that in the near future, the operations, construction, and maintenance of the camp will have to be carried out by elderly people and women as Selective Service and relocation will tap our main reservoir of labor. It is important, therefore, that we complete our construction program particularly the major construction jobs at the earliest possible date. In order to realize this aim, we must accomplish two things:

1. Establish efficiency and wholehearted cooperation among our appointive personnel to get this job done.

2. Lead the residents in our mutual understanding of this responsibility and secure through their wholehearted cooperation, respect, and loyalty the task which we have before us.

It has been said that in order that a foreman to get a 100% production from his crew, he himself must give 150%. Our first step as I see it then would be for each of the appointive staff to assure himself that he is conscientiously contributing the production which he would like to see from his crews in the ratio of the 150 to 100%. I would, therefore, like to suggest that each member of the appointive staff review his job description and see if his production and contributions are up to standard. If they are not, then what can we do to bring them up to standard? Production must necessitate originally from the foreman and it is, therefore, important that all foremen report to the job on time and maintain their efficiency at an unquestionable level in order that they can expect their loyalty, respect, and cooperation from their employees. It is quite unlikely that we can expect efficiency in production from employees when we ourselves are not contributing in a multiple degree of efficiency we should like to see from our employees.

After we ourselves have established the efficiency which we would like to get from our men in the ratio of 1½ to 1, then through leadership and encouragement and follow-up, we can get the job done. I would like to offer suggestions which might result in more efficiency from our resident workers.

1. Know all your employees personally.

2. Use positive attitudes, exhaust all affirmative answers and replies in dealing with crews and evacuees before explaining the negative angle.

3. Plan the contemplated job with the crews involved, explain the necessity of completing the work as soon as possible and let the crew under the leadership of the resident foreman take the initiative and responsibility to get the work finished with your wholehearted encouragement and cooperation.

4. Be sure that the foremen know how to get materials and tools which are needed for the job.

5. See that all arrangements are made in advance for materials, transportation, and all other items necessary for efficient completion of the work.

6. Encourage but never force your crews to take short-cuts or follow your methods of handling jobs. Always allow for initiative for foremen and crews.

7. Visit your jobs frequently to offer help, suggestions, check up on progress and materials but do not drive or push the job. Compliment when praise is due; reprimand when it is needed.

8. Follow up on all your jobs, particularly on details.

9. Win the respect and admiration of your men. They are working not for salary but because of alternative motives. Either they like you, repsect you, or want to get the job done. Always remember that they are not working for salary.

10. Upon each foreman in the final analysis rests the responsibility of the job's completion. The credit or discredit for the time element expended and how the job is done rests with the foreman.

11. When a troublemaker or unloyal employee is retarding the progress of the work, issue a warning ship after consulting with the crew foreman. If improvement is not noted within the next week, a termination should be issued.

12. Assume initiative, take actions to get the job done. The man who never makes a mistake has never tried.

In an effort to complete these major construction jobs as soon as possible, the letters are going out to the workers in the Engineering Section appealing to them for their cooperation.

I have, therefore, taken the opportunity to write to the appointive personnel so that they can make every effort possible on their basis to get the job which we have to do accomplished. I have appreciated the excellent cooperation among the appointive staff and am sure that if they set their mind to accomplish this mutual endeavor, that the initiative and momentum will carry over to the residents and the job can be accomplished within the next two or three months.

There will be a meeting of all appointive personnel of the Engineering Section at 2:30 p.m. Saturday, March 11, 1944, to discuss this program and methods of attacks. The presence of every appointive foreman of the Engineering Section is requested.

Henry R. Watson
Acting Assistant Project Director

HRWatson:mi 3/6/44

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Operations Division
July 8, 1944

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Vehicle Assigned on Monthly Basis

All passenger cars and pickups assigned on monthly basis will use the Trip Sheet W.R.A. #159 which will be supplied by the Motor Pool. One weeks supply, signed by the Motor Pool Supervisor will be given to the driver each week. The Trip Sheet will be filled out daily by the authorized driver.

The requesting officer's signature will be prima-facie evidence that he takes responsibility for the use requested.

He will also be responsible for operator maintenance to have the vehicle lubricated on schedule and to report to the garage any mechanical defects which may develop.

All Trip Sheets must be completed, signed and sent to the Motor Pool Supervisor each day.

Before any other person (W.R.A. licensed person only) is permitted to use the assigned vehicle, he should be given a Trip Sheet by you:

1. Showing the Government business involved.
2. Mileage at start of each trip.
3. Hours to be used.
4. Driver's name and W.R.A. license number.
5. Destination (example: city proper, Project area, Delta, etc.)

Each vehicle will have a driver's inspection card which must be checked daily by the operator. This card will be renewed at the first of each month.

Your cooperation is necessary in order to keep the equipment in operation and to keep our records complete.

Roscoe E. Bell
Assistant Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Operations Division
July 18, 1944

MEMORANDUM TO: Mr. Henry R. Watson
Senior Engineer

We have discussed the need for screened garbage can racks in the staff housing area. It occurs to me that we might be able to construct a simple type of construction such as those used in the Military Police quarters, using scrap materials.

The staff housing Council has suggested that this work be done by the members of the staff under the supervision of one of your carpenter foreman as an evening activity.

Please make necessary arrangements in getting materials and tools on hand so that this can be done in the near future. Tools could be checked out of the toolhouse, individually, so that the carpenter foreman need not carry the full responsibility for tools used.

Roscoe E. Bell

Roscoe E. Bell
Assistant Project Director

cc: G. Lafabregue

REBELL:mk:7/18/44

August 30, 1944

Mr. L. T. Hoffman
Project Director
Central Utah Relocation Center
Topaz, Utah

Dear Mr. Hoffman:

This report is supplementary to that given to you by Colonel Fiero at the time of his visit. It provides some indication of the efficiency of your Motor Transport and Maintenance Section.

Some of the questions have not been answered because of inadequate records or conflicting situations. The rating achieved by your center was Satisfactory and was fourth in relation to other projects that were inspected.

Your Motor Maintenance Supervisor may be able to raise the standard of efficiency by paying close attention to some of the points needing correction.

Sincerely,

E. J. Utz, Chief
Operations Division

Enclosure
LEFiero:mwb

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Mr. Bowen

Operations Division
Engineering Section

September 8, 1944

MEMORANDUM TO: Mr. Niesse
Mr. Sanford

ATTENTION: Section and Unit Heads

SUBJECT: Procedure for planning construction projects and maintaining adequate cost records for each project.

1. Any division in need of construction work may requisition the proposed work in letter form to the Chief of Operations attention Chief Engineer. This letter should give a complete justification for the work, covering need, investigation of existing facilities to show none available and estimate of saving in man hours, money or equipment by having this facility, as required by W.P.B.
2. The Chief Engineer will study the proposed work with requesting party and Office Engineer.
3. Rough sketches will be prepared by the Design Unit. The Office Engineer will then review the drawing with the requesting party to see if it meets their need. The Construction Unit will check the sketches and plans and give their opinions as to practibility and simplification of construction. The plans will also be reviewed and initialed by the Fire Prevention Officer.
4. The Chief Engineer will review the proposal with the Chief of Operations Division and obtain his approval before preparing final plans. When approved by the Operations Division the Office Engineer will instruct the draftsman to prepare the final plans for the proposed work. When finished the proper authorities will sign the drawing. These will be the head of the section requesting the work; Fire Protection Officer, the Chief Engineer, the Head of the Operations Division and the Project Director.
5. The quantities will be listed on a 307, and the W.P.B. 617 will be completed.
6. Letter of transmittal is written to the Director for the Project Director's signature.

A record is to be kept in tabulated form of the W.P.B. 617 submitted by the Office Engineer.

If the W.P.B. 617 is rejected, the Office Engineer will make a record that it has been rejected and notify the requesting party.

If the W.P.B. is approved, the requesting party will be notified that the work has been approved, by a copy of the letter of approval. Then the Office Engineer will make a copy of material list on the 307 and send it to the Construction Department together with a complete set of plans.

A requisition for all the material to be bought will be prepared and sent to Procurement by Office Engineer. The requesting section head will be notified approximately when the construction will start. There will be no deviation from the approved plans, unless the deviations are towards simplification.

A Job and Production Order will be prepared by the Construction Superintendent, at the request of the Chief Engineer. The Job and Production Order will be numbered serially and on it will be listed the project number and also the W. P. B. serial number. A copy of the Job and Production Order shall be sent to the Cost Account Unit and Property Control Officer. All material issued for the construction of the work covered by the W.P.B. 617 shall be charged to the Job number and all labor performed in the construction of the work shall be charged to that job. A total cost of materials issued each month should be entered on the Job and Production Order at the end of the month. The cost of all labor performed on the job should be entered on the Job and Production Order by the Cost Accounting Department. These Job and Production Orders should be accessable to the Engineering Section at all times. Indirect charges will be handled by the Cost Account Unit in accordance with prescribed procedure.

When the construction work is finished, the total cost of job should be reported to the Office Engineer. The Office Engineer will keep a tabulated chart of the cost of labor and materials for the completed work and will notify the initial requesting party that the job is complete and the total cost of the job.

Maintenance will be handled as before, that is either on written request, U.P.W. 2 or by telephone request to the Construction Maintenance Unit.

Roscoe E. Bell

ROSCOE E. BELL
ASSISTANT PROJECT DIRECTOR
OPERATIONS DIVISION

M-809

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

CF May 1, 45

Operations
October 24, 1944

MEMORANDUM TO: Mr. Raymond P. Sanford
Assistant Project Director
Community Management Division

ATTENTION: Dr. Douglas R. Collier, M.D.
Chief Medical Officer

We have reviewed, with interest, Mr. Featherstone's report of insect and rodent control for the Summer of 1944. Mr. Palmer states that the squirrels and rabbits are so few that a poison program will, probably, not be justified, next year, although this should be a subject of continued observation.

Grass-hoppers and alfalfa weevil~~s~~ cause~~s~~ the most damage. It is very probable that a grass-hopper control program will have to be initiated, next year. It is, therefore, requested that Mr. Featherstone make a study of the situation, and make plans for suitable control measures.

Roscoe E. Bell

ROSCOE E. BELL
Assistant Project Director

cc. Mr. W.W. Palmer

FILE COPY

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Operations
1 December 1944

Librarian
Markley
Lynn
Beattie
Barnhart
E. Brown
Tagiri
Lewis
McKee
Files (7 H.)

MEMORANDUM TO: Mr. L.T. Hoffman
Project Director

SUBJECT: Minutes of Operations Staff Meeting
November 30th, 1944

1. Mr. Bell discussed, briefly, the visit of the G.A.O. Auditors, and inquired if this team had made any contacts in sections of the Operations division. No such contacts were made by the team.

2. Mr. Palmer discussed briefly the modification in the livestock program requested by Washington, and pointed out that it would be necessary to move cattle into the feed-lots a little earlier than previously planned. This will necessitate completion of the construction work at the cattle farm (water system and windbreaks).

3. The Engineering Section will move the construction load as rapidly as possible.

4. There was discussion of the need for mechanics in the Motor Transport and Maintenance section. Mr. Bell will follow up with personnel to expedite the appointment of the two mechanics authorized on an hourly basis.

5. There was a report from each of the section chiefs on progress of the bond drive. Numerous commitments have been made which will be made on December 2nd. In general, it looks as if the Operations Division will meet the quotas for extra bond purchases, will increase the number of members participating in the payroll deduction plan, and will increase the payroll deduction of some members who are under the 15%.

6. Difficulty was reported in obtaining release of items from the warehouse. Delays of two or three days are not at all unusual which result in delays in repair of automotive equipment. Mr.

Bell reported that a request had been made to make necessary modification in the procedures to facilitate property release. He will follow up further with the Administrative Management division.

7. Administrative Notice No. 193 was called to the attention of the staff.

8. It was reported that Millard County had the best record in the State in the recent War Fund Drive. It was further noted that this was a large part due to the contribution made by members of the Central Utah Project staff.

9. Messrs. Watson and Purcell reported on the operation of the system for distribution of oil being received by the Motor Transport and Maintenance Section and the Engineering Section. Distillent is being delivered for the Motor Transport and Maintenance section, while the same fuel is being delivered as number one burner oil for use in oil heaters operated by the Engineering section. It was reported that a satisfactory system of refilling tanks, and accounting for deliveries had been worked out, and was operating smoothly.

10. There was further discussion of the preparation of sandwiches by the Sandwich Kitchen, and the elimination of requests for unnecessary sandwiches by members of crews in the Operations division. Mr. Bell will follow up with Mr. Niesse to get out a policy statement on this subject.

11. The 1945-6 Budget was discussed briefly, and it was requested that section chiefs start the preliminary work toward preparation of budgets which can be put in final shape when the additional budget material is received by the Administrative Management division.

12. There was a discussion of surveys and action of the Survey Board. It was felt that surveys of lost or destroyed property should be expedited, and that simple forms might be devised, so that any breakage or loss could be immediately reported on forms prescribed by the Survey Board, so that they would be in proper shape for immediate action by the Board.

Mr. Bell will follow through with Mr. Niesse to see if such procedures can be devised and put into operation.

13. Mr. Bell reported briefly on transportation arrangements which are pending with the Salt Lake- Delta Freight Line. It was anticipated that busses will be operating between Topaz and Delta within the next month. At the same time, a move is under way to get the Salt Lake-Delta Freight Line to haul W.R.A. freight from Delta to Topaz and return.

14. Mr. Palmer reported on the hog cholera outbreak at the farm, stating that final losses totaled 134 hogs, and that the disease is completely under control, at the present time.

15. Mr. Purcell reported on the theft of a motor part from a motor in the Garage Area, and requested that Mr. Watson expedite delivery of necessary posts to construct the fence which was designed for this area sometime ago.

16. Mr. Watson raised the question of adequate transportation equipment for the Engineering section. It was agreed that he should review immediately the complete needs of the Engineering section, and that he and Mr. Purcell would go over this situation with Mr. Bell to determine what further steps need be taken.

17. It was reported that an engine was frozen up in the hog farm, and that the blocks of two pick-ups had been broken as a result of carelessness on the part of the equipment operator.

After discussion, it was agreed that Mr. Bell would determine what action should be taken to collect for damages resulting from carelessness.

18. Mr. Honderich came into the Operations meeting to explain the new requisitioning procedure which is being put into operation December 1st. This was discussed completely, and Mr. Honderich is arranging for further discussions with section personnel.

19. There was a brief report on the manpower re-allocation. This discussion revealed that there was still a few rough spots to work out in the transfer of men from one position to another

Mr. Hall will follow through with Mr. Stearns to see if such problems can be devised and put into operation.

12. Mr. Hall reported briefly on transportation arrangements with Mr. Hardley with the Salt Lake- Salina Trailway Line. It was anticipated that busses will be operating between Provo and Salina within the next month. At the same time, a move is under way to get the Salt Lake-Delta Frontier Line to haul U.V.A. freight from Delta to Topaz and return.

13. Mr. Palmer reported on the hog cholera outbreak at the farm, stating that 42 head losses totaled 124 hogs, and that the disease is completely under control, at the present time.

14. Mr. Burrell reported on the theft of a motor part from a tractor in the Topaz Area, and recommended that Mr. Thorson requisite delivery of necessary posts to construct the fence which was required for this area sometime ago.

15. Mr. Thorson raised the question of adequate transportation availability for the Engineering section. It was agreed that he should review immediately the complete needs of the Engineering section, and that he and Mr. Burrell would go over this situation with Mr. Hall to determine what further steps need be taken.

16. It was reported that an auto was frozen up in the lake farm, and that the alcohol of the pick-up had been broken as a result of carelessness on the part of the automobile operator.

After discussion, it was agreed that Mr. Hall would determine what action should be taken to collect for damages resulting from carelessness.

17. Mr. Frederick came into the Conference meeting to explain the new Salt Lake Bridge project which is being put into operation "Monday" last. This was discussed completely, and Mr. Frederick is asking for further discussion with section personnel.

18. There was a brief report on the Topaz power re-allocation. This discussion revealed that there was still a few rough spots to be worked out in the transfer of power from one position to another.

within sections and between sections. It is believed that these can be worked out in the next few days.

20. The mimeographed release on labor relations in the relocation centers was distributed to section chiefs with the suggestion that they study this over, and be prepared at the next meeting to discuss ways and means of making the most effective use of this report.

cc: Mr. W.W. Palmer
C.L. Purcell
C.H. Roraback
H.R. Watson

2 cc's: L.T. Hoffman

March 17, 1945

Mr. L. T. Hoffman
Project Director
Central Utah Relocation Center
Topaz, Utah

Dear Mr. Hoffman:

Thank you for the automotive inspection report forms, WRA-305, which you sent in for the month of February. They show much improvement over those previously sent in.

Colonel Fiero would like to make the following suggestions:

Under "License", the U. S. license number should be shown, rather than the registration number which is ordinarily considered the property officer's project number and which is often stenciled on both sides of the vehicle and left and front fenders. Both the U. S. license number and the registration number should be on the property card, and no shifting of the U. S. license tag should be permitted after being registered with a definite chassis serial number.

A check mark was omitted on the forms after the words, "Check item applicable".

Item 48, the size of each tire and number of plies should be shown on the report.

Item 56. It seems that Mr. Stewart, your inspector, has been doing a fine job in cleaning and adjusting spark plugs. In this connection, we wish he would, hereafter, give attention to each spark plug to determine what heat range is indicated on the plug. Colonel Fiero is sending out Firestone Charts showing the heat range for each make and model of car and truck.

On page 5 of this pamphlet, you will find instructions for installing Firestone spark plugs. Failure to properly install plugs

will definitely hinder proper functioning of the plug and the motor. By referring to this pamphlet, your inspector can locate the correct heat range plug to be installed in any make or model.

Since many complaints have been received concerning the functioning of Firestone plugs, we desire to have your Maintenance Superintendent make a check to determine just how many cars and trucks have Firestone plugs of the wrong heat range installed in the various year models, and makes. It is necessary that the year model applied to the vehicle in question is correct. You may determine the year model by referring to the "Data Book for Dealers in Used Commercial Vehicles", released by the Office of Price Administration in which all vehicle serial numbers are listed to show the year model.

Colonel Fiero has been informed by a factory representative of the Firestone Company, that they stress the use of a torque wrench in setting the plugs, as explained in the Firestone pamphlet being sent out.

We believe an examination of the heat ranges of plugs used in project vehicles will result in better operation and longer life of the plugs.

Sincerely,

/s/

E. H. Reed, Acting Chief
Operations Division

Enclosures

LEFiero:mwb

ROUGH DRAFT

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

August 7, 1945

MEMORANDUM TO: Mr. L. T. Hoffman
Project Director

I have reviewed Administrative Notice 281 with section chiefs in the Operations Division and can make a report on the points covered in the supplemental letter of July 28th from Mr. Myer as follows:

I. A. On August 15th, we will notify the block managers that the outside water connections from the mess halls will be disconnected and the water lines drained so that it will no longer be possible for them to use these water connections for watering of gardens or shrubbery. At the time each mess hall is discontinued, water will be disconnected, the pipe lines drained so that there should be no danger from freezing. However, on ~~August 1st~~ Oct. 1 there should be a re-check of all exposed water lines or water facilities in blocks to see that they are drained or protected to avoid freezing. Between November 1st and 15th, the water connections in all blocks should be shut off and all facilities drained to prevent freezing. The chlorination plant has recently been overhauled and is in good working order.

B. The dewage pumps are being serviced at the present time to put them in condition to carry them through the rest of the life of the project.

C. The dragline has been used in the last three weeks to excavate a trench west of the city which will be used for garbage disposal. We are retaining a small tractor with a bulldozer to be used in covering the garbage as it accumulates.

D. It will not be possible for us to disconnect the electricity from vacated buildings because we need lights on the outside to facilitate patrol by Internal Security officers and to prevent tresspassing. However, we are disconnecting electric lines as much as is possible consistent with the protection of the property.

E. It will be necessary for us to maintain in use all of the telephone instruments which we now have on the project. These will, however be shifted to strategic locations. The Fire Protection Section is making systematic checks of the fire phones to see that they are kept in condition.

II. A. The volunteer fire staff training will be started not later than August 15th. As yet, the evacuee staff has been maintained to the point that the voluntary staff is not necessary. Recruiting of appointed firemen will take place in September.

C. The Internal Security Section now makes a regular inspection of the two elementary school blocks which are vacated, not less than twice a day. In Block 32, the old highschool block an~~d~~ Internal Security substation has been set up to prevent trespassing. It will be necessary to expand the appointed guard staff if additional blocks are vacated. However, we have felt that it was more desirable to keep the blocks occupied and have the responsibility carried by a block manager for protection of property (which they have been doing well) rather than vacating the blocks completely and having to arrange for staff employees to serve as patrolmen.

D. We are now installing on closed dining halls and other buildings "No Trespassing" signs.

E. The dining hall in block 8 has been set up as a storage place for Government property. Within the next ten days, block 32 dining hall will be similarly available for use for Government property storage. In fact all of Block 32 will be available for that purpose.

F. We had a little difficulty in getting a good clean up of kitchens following the closing of blocks 8 and 41. However, since that time dining halls are promptly cleaned and boarded up. We have a regular program of coal-moving in progress so that surplus coal will be transferred to other dining halls. The Community Activities supervisor has assumed responsibility for keeping the auditorium in an orderly condition and recent inspection by the fire chief has indicated that he was doing a good job.

G. The Fire Protection Officer is following a vigorous program of education through block firemen and block managers with regard to the necessity for supervision of all burning.

III. A. The last declaration of surplus vehicles was made about July 1st. The entire fleet will again be reviewed the week of August 13th to see if additional vehicles can be surplused.

B. The present organization of the section provides for the carrying of responsibility by the appointed mechanics for the various phases of the maintenance operations; namely, the tire repair and inspection is handled by Mr. Tolbert; the vehicle inspection and lubrication by Mr. Stewart; motor repair, under the direct supervision of Mr. Maas with the assistance of two appointed mechanics. The Motor Pool Supervisor

and his Night Dispatcher make regular inspections of vehicles to see that the operational maintenance is being properly handled.

C. We are now making no major overhaul jobs. We are, however emphasizing rigid inspection and prompt repair of minor items and other preventative maintenance.

D. We do not expect that it will be necessary to employ truck drivers until after September 1st. At that time these drivers will be given definite instructions by the Motor Pool Supervisor regarding the Government regulations under which we operate.

E. & F. Salvage is pretty well cleared up at the present time, as a result of an intensive program which we have been carrying on the past seven months to get parts and salvage properly surplused. There is a pile of scrap iron and steel which Property Control has been trying to dispose of for the past three months. No progress has been made on this yet.

IV. A. Each monthly report period has been used as the occasion to review the operations with a view of eliminating those which are unnecessary. Each month some items are eliminated. Internal adjustments have been made to increase the speed of box making even though it meant reduction of services in the blocks. Additional steps will be taken as is necessary.

B. The Operations Division has been ~~pu~~ pushing aggressively a program of surplus disposal since December.

C. We have also been checking to cancel unfilled requisitions or unfilled purchase orders to avoid accumulation of surplusses.

D. The last buildings on our project are all located on owned land. Therefore, we plan to surplus these buildings as a part of the

rest rather than surplusing them separately. We realize that greater value can be realized from the buildings by surplusing them in place. Portable buildings such as portable poultry houses and prefabricated buildings are being declared surplus as rapidly as possible.

E. We have attempted to maintain fluidity in the assignment of both appointed and evacuee personnel. By continuing this policy, we believe it will be possible to close out our operations with a very minimum of added personnel. Possibly six or eight additional persons in the Operations Division will take care of our peak needs.

Roscoe E. Bell
Asst. Project Director
Operations Division

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Conrad

November 16, 1945

MEMORANDUM TO: L. T. Hoffman
Project Director

FROM: E. J. Utz
Chief, Operations Division

SUBJECT: Recommendations on Center Closure

1. Fire Protection. Keep on present staff to the end. Check on 48- or 56-hour status of fire fighters, should be on 48-hour basis. This applies only to fire fighters, with chief on stand-by basis only.

2. Engineering. Keep on two plumbers and one electrician as agreed upon, to center closure. There is some question after that of possible transfer to RFC. Present supervisory staff appears adequate and should be maintained although an additional foreman should be assigned to center clean-up crews particularly in Property.

Land and Building Disposal. Probabilities are that General Land Office, Department of Interior, Farm Credit Administration or RFC will be designated by Interior Committee as disposal agency. Which one will depend upon whether determination is made as to whether the largest share of the land will be designated as public land, private, or the combination or both. Appraisal as to land value will first be made, and if determined that it is to be put up for sale, then it will be advertised with the probability that some will be available to private owners. The Project Director will be designated as custodian and will have to make formal turn-over to the disposal agency. This is to be done within sixty days after the disposal agency has been appointed. SPB5 form will be used for this purpose.

Staff Housing Apartments, that the disposal agency wishes to keep after the closing date, can be declared surplus as is, with furniture, refrigerators, stoves, etc. left intact. For those apartments that they will not have need of and which are surplus to our needs prior to our closing date, furniture should be taken out including refrigerators and stoves, so that only the

buildings are left, provided, of course, that the stoves and refrigerators are not listed as part of the real property in the report of the fixed assets crew.

3. Garage. A final closing date for the garage should be determined upon rather early, which probably should not be later than January 1st. By that time everything in the Motor Transport - Garage set-up should be listed for suprlus except a few cars that will be needed by the staff for the following month. All parts and equipment should be surplused so that the garage in its entirety can be completely closed. Repair service can be arranged for in Delta with only one person as a general handy man to be kept on after that date. Whether gas and oil should still be available at the project can be determined upon, although it would seem to be an advantage to dispense with this service and when necessary purchase gas from Delta on credit cards. In the meantime, a survey should be made of motor equipment needed for the balance of November and December, and an attempt made to put all working crews on trucks or pick-ups rather than continue the present number of passenger cars now assigned to staff personnel.

4. Property. Although this does not come within the Operations Division, I would suggest that a more careful determination be made as to the material available for salvage sale than now appears evident. Sales should not be made to WRA employees unless at least two outside bids are obtained on such material. This is a protection to WRA on the basis of criticism and not on the basis of monetary value. I would suggest that the Project Director approve such sales as it is very definitely a public relations angle which involves more than the few dollars received. Most projects have made a rule not to sell anything to project employees. Where material is sold by WRA, there should be a written agreement to move such property within a few days and not to leave it on hand as appears to have been done here. I would suggest that check be made on how much was received for the pile of lumber which I understand was sold for $200, as well as the baby cribs which I am told are going for a dollar apiece.

Follow-up with RFC. I will follow up with Washington, ~~and~~ on the question raised by Mr. Marvin of

RFC, as to their accountability or responsibility for property now at Topaz. It is recalled for certain that they were accountable but could accept no responsibility either as custodian of the property once it was turned over to them nor as packer and shipper, as their procedures seemed to be based on disposal of only certain surplus items of an agency and not on liquidation of a large agency such as ours. Further, as we have made no preparations for accepting as custodian for an indefinite period or packing and shipping in any large amounts, it would appear necessary that a policy determination be made on this in the very near future.

As to disposal of the center proper, this will probably be handled by the same agency as for the land outside the center. This is already listed and declared to the Department of Interior by the Fixed Assets Crew. You should be careful that none of the real property so listed is declared available for disposal to the Consumers Goods Division. The wells, tank, pumps, sewer disposal plant are of course all part of the real assets to be turned over with the center proper.

As far as possible, the stoves, mess hall tables and other heavy equipment are to be left in the mess halls of each block rather than to go to the additional work of trying to segregate them all in one place. The tables and stoves can be declared surplus with the building, I believe. I also think that you are making additional work by not cleaning up the blocks as you go, although from our last get-together, this would appear to be arranged for and procedures worked out locally to make this possible. I cannot quite agree with Mr. Roraback that it would be an additional fire hazard to put the mattresses and even the blankets in the auditorium, but as long as this has been worked out, it is too late now to try to assemble them together as you apparently had originally planned for.

INDEX

OPERATING MEMORANDUM

WAR RELOCATION AUTHORITY
Central Utah Relocation Project
Office of the Project Director

October 24, 1942

OPERATING MEMORANDUM NO. 1

SUBJECT: Assignment of Warehouse Space

The following assignment of warehouse space has been determined after a careful investigation of Division needs, and is designed to allocate the use of existing warehouse facilities on an equitable basis. All Divisions will be guided by this schedule of assignment until further notice. Application for additional space or the relinquishing of assigned space should be discussed with the Assistant Director.

1. Warehouse Building No. 101 -- Assigned to Supply and Transportation Division for use as temporary repair garage, storeroom for parts, materials, supplies, and office quarters.

2. Warehouse Building Nos. 102 and 103 -- Assigned to Public Works Division. No. 102 for division storeroom and as temporary shops for plumbers, carpenters, electricians, and office space.

3. Warehouse Buildings Nos. 104, 105, 106, 107, 108 and 109 -- Assigned to Supply and Transportation Division as storage for Dining Hall Management Section.

4. Warehouse Building No. 110 -- Assigned to Administrative Warehouse Section and reserved for resident's property when received from Federal Reserve Bank storage.

5. Warehouse Building No. 111 -- Assigned to Administrative Warehouse Section for warehousing of miscellaneous hand tools, hardware supplies, etc.

6. Warehouse Building No. 112 -- Assigned to Administrative Warehouse Section for storage and warehousing of cleaning and janitorial supplies.

7. Warehouse Building No. 113 -- Assigned to Administrative Warehouse Section to handle resident's property when received from Federal Reserve Bank storage.

8. Warehouse Building No. 114 -- Assigned to Administrative Warehouse Section for warehousing of Project property as required and, if necessary, to act as overflow from any other designated project warehouse building.

Operating Memorandum No. 1

9. Warehouse Building No. 115 -- North one-half assigned to Administrative Warehousing Section to handle cleaning supplies and miscellaneous overflow from other designated project warehouse buildings. South one-half assigned to War Works Division as storeroom. Partitioning of this warehouse will be requisitioned by Head Storekeeper.

10. Warehouse Building No. 116 -- Assigned to Administrative Warehouse Section to handle resident's property when received from Federal Reserve Bank storage.

11. Warehouse Building No. 117 -- Assigned to Administrative Warehouse Section for storage of clothing.

12. Warehouse Building No. 118 -- Assigned to Administrative Warehouse Section for warehousing of such items as are not otherwise assigned.

13. Warehouse Building No. 119 -- Assigned to Community Enterprises for storing of clothing and consummable goods.

14. Warehouse Building No. 120 -- Assigned to Administrative Warehouse Section for dining hall equipment, etc. A space in the south end of this building is being set aside for school supplies. This will be locked and issues controlled by Education Section through the Project Warehouse Office.

15. Warehouse Building No. 121 -- Assigned to Administrative Warehouse Section for office space, stationery supplies, miscellaneous and for receiving and distribution room.

A sketch of the warehouse area is attached for your convenience in locating the assignments indicated in the foregoing paragraphs.

J. F. Hughes
Asst. Project Director

WAREHOUSE LOCATION CHART

WEST

Office Main. & Oper.	103 Temporary Shops & Division Storeroom	102 PUBLIC WORKS		Temporary Garage & Shop	101 Motor Pool Office
Sub-sist. Whse. Div. Office	106 Dining Hall Management	105 Dining Hall Management		104 Dining Hall Management	
109 Dining Hall Management (Refrig. Whse.)		108 Dining Hall Management		107 Dining Hall Management	
112 Adm. Whse. Sec. Cleaning Supplies		111 Adm. Whse. Sec. Small Tools & Hdwe. Equipment		110 Residents' Property	
WAR WORKS	115 Adm Whse Sec. Overflow Cleaning Supplies	114 Adm. Whse. Sec. Overflow of Small Tools & Hdwe. Misc.		113 Residents' Property	
118 Adm. Whse. Sec. Proj. Whse.		117 Adm. Whse. Sec. Clothing		116 Residents' Property	
Adm. Whse. Office	121 Adm. Whse. Sec. Receiving & Clearing Rm.	School Supplies	120 Kitchen Gear	119 Community Enterprises	

SOUTH

NORTH

EAST

WAR RELOCATION AUTHORITY
Central Utah Relocation Project
Office of the Project Director

November 2, 1942

OPERATING MEMORANDUM NO. 2

SUBJECT: Administrative Stockroom

An Administrative Stockroom is now in operation in the "old" Post Office (Administrative Store) for the purpose of supplying all divisions and sections with office supplies such as stationery, paper clips, binders, etc.

These supplies may be obtained by a properly designated individual of each division (or section) verbally or by memorandum. Formal requisitions should not be placed. A sufficient stock of supplies will be maintained so that no Division need place requisitions with the Procurement Section, except for special orders.

Certain requisitions for office supplies, which have been placed by various divisions, have been combined to be purchased as general administrative office stock, and will, when received, be placed in the stockroom.

It is requested that each division consider its needs very carefully and refrain from the practice of asking for more than can be used in a reasonable period of time. It is suggested that a "want book" be maintained, and requests at the stockroom be made once weekly.

As soon as possible, advise the Section of Office Services the names of persons who are authorized to receive and sign for supplies in your division or section. Until this is done, the stockroom cannot issue supplies of any kind.

Office equipment, such as staplers, typewriters, desks, etc., will be obtained in the regular manner from the Project Warehouse as prescribed in Office Letter No. 8. Do not place office supplies and equipment on the same requisition.

J. F. Hughes
Asst. Project Director

WAR RELOCATION AUTHORITY
Central Utah Relocation Project
Office of the Project Director

November 17, 1942

OPERATING MEMORANDUM NO. 4

SUBJECT: General Supplies and Materials Needs

In order that the Project Warehouse may maintain an adequate stock of all general supplies and materials to meet requirements of all sections, it is requested that each section submit through its Division Office, a complete list of general supplies and materials which it anticipates will be required for a period of three months.

General supplies are those items which are used by two or more divisions, and not certain technical items which pertain to only one division. For example, scouring powder is withdrawn by three divisions, Mess Management Section of Transportation and Supply Division, Maintenance & Operations Section of Public Works Division, and Hospital Division; therefore, it is a general supply. On the other hand, medicinals are pertinent only to the Hospital Division and would not be a general supply. This list should include stationery and office aupplies as well.

It is requested that this list be prepared immediately and be submitted to the Head Storekeeper of Project Warehouse not later than November 27, 1942.

James F. Hughes
Asst. Project Director

Notices

WAR RELOCATION AUTHORITY
CENTRAL UTAH RELOCATION CENTER
Topaz, Utah

January 14, 1943

OPERATING MEMORANDUM NO. 5

SUBJECT: Blood Donations

The Hospital intends to accept blood donations in the near future. Employees wishing to donate blood will be excused by their supervisors for that purpose.

JAMES F. HUGHES
Assistant Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

January 26, 1943

OPERATING MEMORANDUM NO: 6

TO: All Divisions - Operations Branch

SUBJECT: Weekly Staff Meeting for the Operations Branch

Commencing Monday, February 1, the Operations Branch will conduct a brief staff meeting in the office of the Assistant Director. This meeting is called for 11:45 A.M. and will terminate at 1:00 P.M. The main purpose is to foster a close coordination between the divisions that are concerned with operations, and at the same time to carry down the line the findings of the Director's Cabinet Meeting which is held on Saturday afternoons.

This meeting should be attended by the following Division Chiefs: Agriculture, Supply and Transportation, Public Works, Administration and Employment. In addition to this personnel, I would like to also include the Procurement Officer, Principal Fiscal Accountant, Personnel Officer, Project Steward, Placement Officer and the Superintendent of Equipment Maintenance. Please feel free to suggest any other officers who should attend this meeting.

Everyone listed above should make a definite effort to be present at these meetings. In the event you are unable to attend, the next ranking officer in your Section should be designated as your representative.

J. F. Hughes
Asst. Project Director

Notice

1- ~~Post~~,

2- File.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

January 26, 1943

OPERATING MEMORANDUM NO. 7

TO: All Division Directors and Section Heads

SUBJECT: Use of the Carrier Service and the Official Cars.

PURPOSE:
The Carrier Service has been in operation for some time as a means of expediting travel throughout the Center and to points in the vicinity of the Project. It should be used intelligently as a means of curtailing the individual assignment of cars, and the needless personal use of Government vehicles when sufficient justification does not exist. The use of the Official Carrier Service to Delta is established on a priority of need as follows:

1. Emergency medical cases.
2. To accommodate travelers arriving at or departing from the depot under official sanction.
3. Residents of the Project having legitimate business missions.
4. Shopping trips officially approved on the residential block schedule.

The Carrier Service Dispatcher is instructed to follow this plan of priority in scheduling space on the Official Carrier system.

SHOPPING TRIPS:
Shopping trips will be scheduled on the Carrier system each day in accordance with the following procedure:

Rtd 1/28

Space will be reserved by the Manager of each block, who will act merely as an agent to accept reservations and exercise no personal discretion in the granting of requests. The names of the persons who have been scheduled from each block will be turned into the Block Manager's headquarters 48-hours in advance, and passes will be arranged by the Block Manager's Coordinator direct with

the Internal Security Section 24-hours in advance of the scheduled trip. Sufficient space will be reserved by the Carrier Service Dispatcher to accommodate the shoppers scheduled in this manner.

The Division or Section Head will give employees clearance to go on the shopping trip, after which this clearance will be presented to the Block Manager who will make the reservation. The individual shopper should advise his Section Head concerning the time he will be absent from duty so that he may be officially excused. In this manner the Section Head is not asked to officially approve the trip but merely afford the necessary clearance to provide the shopping privilege. Everyone is taken in the order of their request and no discrimination of any nature will enter into the transaction.

Shopping of an emergency nature may be cleared with the Assistant Director's office when there is available space on the Carrier to accommodate the trip.

Shopping will not be authorized on Saturday or Sunday except under emergency conditions.

EDUCATIONAL TRIPS AND SCHEDULED OUTINGS:
Informal group outings authorized on week-ends will be handled through the Community Activities Section of the Community Services Division.

TRANSPORTATION OF EMPLOYEES LIVING OFF THE PROJECT:
A minimum number of official cars will be placed at the disposal of employees for transportation to their homes outside the Project. Effective at once these cars will be registered with the Carrier Service Dispatcher, who will maintain a record of the cars leaving the Project each night and the individuals who are passengers in these vehicles. It is the responsibility of the Division Director to whom the cars are assigned that this information not only is registered with the Dispatcher but is kept current and accurate.

J. F. Hughes
Asst. Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

January 26, 1943

OPERATING MEMORANDUM NO. 7

TO: All Division Directors and Section Heads

SUBJECT: Use of the Carrier Service and the Official Cars.

PURPOSE:
The Carrier Service has been in operation for some time as a means of expediting travel throughout the Center and to points in the vicinity of the Project. It should be used intelligently as a means of curtailing the individual assignment of cars, and the needless personal use of Government vehicles when sufficient justification does not exist. The use of the Official Carrier Service to Delta is established on a priority of need as follows:

1. Emergency medical cases.
2. To accommodate travelers arriving at or departing from the depot under official sanction.
3. Residents of the Project having legitimate business missions.
4. Shopping trips officially approved on the residential block schedule.

The Carrier Service Dispatcher is instructed to follow this plan of priority in scheduling space on the Official Carrier system.

SHOPPING TRIPS:
Shopping trips will be scheduled on the Carrier system each day in accordance with the following procedure:

Space will be reserved by the Manager of each block, who will act merely as an agent to accept reservations and exercise no personal discretion in the granting of requests. The names of the persons who have been scheduled from each block will be turned into the Block Manager's headquarters 48-hours in advance, and passes will be arranged by the Block Manager's Coordinator direct with

the Internal Security Section 24-hours in advance of the scheduled trip. Sufficient space will be reserved by the Carrier Service Dispatcher to accommodate the shoppers scheduled in this manner.

The Division or Section Head will give employees clearance to go on the shopping trip, after which this clearance will be presented to the Block Manager who will make the reservation. The individual shopper should advise his Section Head concerning the time he will be absent from duty so that he may be officially excused. In this manner the Section Head is not asked to officially approve the trip but merely afford the necessary clearance to provide the shopping privilege. Everyone is taken in the order of their request and no discrimination of any nature will enter into the transaction.

Shopping of an emergency nature may be cleared with the Assistant Director's office when there is available space on the Carrier to accommodate the trip.

Shopping will not be authorized on Saturday or Sunday except under emergency conditions.

EDUCATIONAL TRIPS AND SCHEDULED OUTINGS:
Informal group outings authorized on week-ends will be handled through the Community Activities Section of the Community Services Division.

TRANSPORTATION OF EMPLOYEES LIVING OFF THE PROJECT:
A minimum number of official cars will be placed at the disposal of employees for transportation to their homes outside the Project. Effective at once these cars will be registered with the Carrier Service Dispatcher, who will maintain a record of the cars leaving the Project each night and the individuals who are passengers in these vehicles. It is the responsibility of the Division Director to whom the cars are assigned that this information not only is registered with the Dispatcher but is kept current and accurate.

J. F. Hughes
Asst. Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 3, 1943

OPERATING MEMORANDUM NO. 8

SUBJECT: Safety Regulations

A copy of the new Safety Manual and a copy of the U. S. Compensation Commission Regulations have now been distributed to Division Chiefs and Section Heads.

Samuel V. Owen has been appointed Safety Engineer, and he will be responsible for the proper functioning of the Safety Committee as well as the observance of safety regulations. Division Chiefs are expected to familiarize themselves with the rules and regulations.

The Safety Committee will consist of Roy Potter, Chairman, Samuel V. Owen, Secretary, and Henry Watson, Dr. D. W. Boardman, Ralph C. Barnhart, Advisory Members. The Committee will meet once a week to review the following:

1. Injury Cases:

   Resident and Appointed personal injuries sustained in line of duty.

2. Vehicle Accidents:

   A review of the accidents occurring between Government vehicles and between Government and private vehicles.

3. Reporting Accidents:

   A careful review of all accident and injury reports to see that forms have been prepared according to rules and regulations covering the various types of accidents and injuries.

In addition to the Safety Manual and the U. S. Compensation Commission Regulations, there has been issued by the War Relocation Authority, Administrative Instruction #79 covering the operation of the Compensation Act as it applies to relocation projects. A careful study of this instruction will acquaint the Division Chiefs with the benefits to be derived from the Compensation Act. Any advice necessary to an injured employee should be rendered by the Division Chief.

Please bear in mind that NO ACCIDENT IS TOO MINOR TO REPORT.

J. H. Nichols, Acting
Chief, Administrative Division

Approved:

J. F. Hughes
Asst. Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 24, 1943

OPERATING MEMORANDUM NO. 9

SUBJECT: War Ration Books of Appointed Personnel

The Office of Price Administration has issued a directive on the handling of war ration books in the possession of employees who reside at camps or centers similar to the Central Utah Relocation Project. We are included in this ruling, and it is the responsibility of the War Relocation Authority to put this information in the hands of all appointed employees. For your guidance there is quoted below the pertinent parts of the directive from the Office of Price Administration:

"A person who lives in this establishment (or in premises maintained in connection with it) for seven consecutive days or more, and who takes eight or more meals a week there, must turn over his war ration books containing stamps designated for the acquisition of any rationed food, to the institutional user who operates the establishment. If he makes arrangements in advance to live there for seven consecutive days or more and to take eight or more meals a week, he must turn over the books before the week begins. Otherwise he must turn them over as soon as he has lived there for seven consecutive days and has eaten, during that period, eight or more meals."

The responsibility of the War Relocation Authority in this respect is outlined in the following paragraphs of the directive:

"(c) An institutional user (W.R.A.) who operates ------ establishment in which fifty or more people live, must accept and hold war ration books which are turned over to him by persons who live there.

(d) An institutional user ------ must remove from any war ration book one turned over to him sugar and coffee stamps which expire while he has them. He must also remove from any war ration book two eleven points (as nearly as possible) of currently valid blue stamps and fourteen points (as nearly as possible) of currently valid red stamps for each week during which the person who turned over the book lives in his establishment (or in premises maintained in connection with it) for seven consecutive days and takes eight or more meals there. He must surrender to his board all stamps so removed, at the time of his next application for an allotment and, in any

event, not later than five days after the beginning of the next allotment period. He must not use those stamps for any purpose, nor may he deposit them in any ration bank account.

(e) A war ration book shall be returned, temporarily, to the person from whom it was received for use in acquiring any rationed product other than a rationed food product, or for use in obtaining another war ration book.

(f) The war ration books, with stamps detached as required above, must be returned to the person from whom they were received when he leaves the establishment or stops taking eight or more meals a week there."

The law places the responsibility on the individual holder of the ration book to conform with its requirements. Therefore, it is up to each employee to make the necessary arrangements to keep within the conditions of this directive. The W.R.A. must maintain a record of the meals taken by the employee for accounting purposes, and we will act as the depository of war ration books in accordance with this directive. At this project the procedure will be handled as follows:

An individual employee may relinquish the war ration book to the clerk in dining hall No. 2 who will give a receipt and turn the book over to the local Ration Board Panel in the Welfare Department for safe keeping. It will be the responsibility of the clerk of the Ration Board Panel to withdraw any of the stamps that have become invalid by reason of the employee accepting meals at the Project.

When the employee has legitimate need for the ration book, the receipt will be presented to the local Ration Office and it will be relinquished for any specified need. At this point, once more it becomes the responsibility of the employee to return the ration book through the same procedure when his purpose has been served. Generally speaking, books will be relinquished to purchase clothing items or when the employee is leaving the Project. Penalties for violation of O.P.A. regulations are very severe.

This procedure becomes effective on Sunday, May 30th.

J. F. Hughes
Asst. Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Dist.

June 1, 1943

OPERATING MEMORANDUM NO. 10

TO: All Division and Section Chiefs

SUBJECT: Long Distance Telephone Service and Use of the Fort Douglas Line

1. There have been numerous complaints of late that our personnel at various times is making unreasonable use of long distance telephone service and particularly the leased wire to Fort Douglas in Salt Lake City. Delays have occurred at both ends to the extent that important messages have been delayed as much as three hours before the line was available.

2. In checking the daily long distance records, I find that individual employees have tied up this wire in conversation for fifteen, twenty, and twenty-five minutes at a time. There may be occasions when this extensive use is warranted, but under normal circumstances any telephone conversation should be confined to the customary period of from three to five minutes. It goes without saying that this facility may not be used except to conduct official business, and out of consideration for the demands of Project operation everyone should bear this in mind.

3. Priority of calls will not be established by the individual or office since the importance of the message itself should establish this rating. In the event of an emergency the operator should be told the nature of the circumstances; and if that message takes precedence over a conversation already in progress on the Fort Douglas line, she may interrupt the current conversation to put it through. It is obvious that the party originating the emergency call must realize that only the most important reasons can justify this action. The operator will be asked also to observe the length of conversations generally in view of the need to reduce the present excessive duration of ordinary calls. If there are special reasons why a call will be of considerable length, they should be conveyed to the operator in advance so that the situation is fully understood. Under no circumstances can any office deliberately monopolize the line while a series of calls are placed when the sequence could be distributed throughout the working day without effecting the Project operation. There are no exceptions to this general policy.

4. Long distance telephone service should be resorted to only when a less expensive means of communication will not satisfy the needs of official business. The central office in Washington, D.C. has been liberal in allocating funds for this purpose, and it is our responsibility to be certain that they are not wasted. In the interest of economical operation the active support of every employee is solicited.

J. F. Hughes
Asst. Project Director

cc: Commanding Officer - Military Police
Representative, U. S. Engineers